



Adding & Editing Employment Outcomes

IWDS 2.0 TECHNICAL TRAINING DOCUMENTS



Purpose

This document is intended to explain how to add or edit Employment Outcomes in the IWDS 2.0 System.

Audience

This document is designed to guide both trainers and end users through the process of adding and editing Employment outcomes in the IWDS 2.0 system.



Navigate to Application Summary – Outcomes

- Log into IWDST 2.0. ([Link](#))
- Select the Customer last name.
- In the customer profile, in the Application section, use the Eye icon to view the customer application.
- The Application Summary will display. Select **Outcomes** from the dropdown menu, and the **Employment** tab.
- Click the **Eye icon** to view or edit the employment outcome(s).
- Select **Add Employment** to add new employment records.

Applications									
Name	App Date	I#	Program	Sub-Program	Status	TI	Career Planner	TI	Actions
Scarlett Adams			WIOA	Trade	Applicant		VICKY MILLER		
1 Entry									

Application Summary >

What Area Do you Want to Work in?
Outcomes

Credentials

Measurable Skill Gains

Employment

Education

Employment

+ Add Employment

Employer Name	TI	Job Title	TI	Start Date	I#	End Date	TI	Actions
EQR-ST JOHNS GP LLC		Nurse		1/5/2026				
Testemployer22		test		1/1/2026		1/29/2026		
Swift Trucking, Inc.		Driver		12/31/2025				
3 Entries								

IWDS 2.0 Site



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Add Employment

- After clicking Add Employment, the employer search will display.
- Enter search criteria – the system will display tabs for Entity Management and Dunn & Bradstreet to populate Employers.
- Select employer with the checkbox, then **Continue – Use Selected** button.
- The **Add Employment** page displays – add required fields and **Save**.
- **Note:** Wage Type allows for wage to be classified by Hour, Year, and Mile.

Add Employment - Search for Employer

Employer Name: Trucking, LLC
Doing Business As: Enter DBA
Street Address: Enter street address
City: Enter city
State: Select state
Zip Code: 60016
County: Select county

Search **Reset** **Continue - Use Selected** **Continue - Add Employer** **Cancel**

Employer Selected: Magnificent Mile Trucking, LLC - 9952 Holly Ln, Des Plaines, IL, 60016-1410

Entity Management **Dunn & Bradstreet**

Employer Name ▼ ↑	Address ▼ ↑	Select
Magnificent Mile Trucking, LLC	9952 Holly Ln, Des Plaines, IL, 60016-1410	<input checked="" type="checkbox"/>



Edit Employment

- Preview and edit employment by selecting the **eye icon** in the Employment table.
- Utilize the **Edit** button to make changes to the Employment record.
- Select the hyperlink for **Documents** to view associated documents.

Employment Outcome Details

Back to Outcomes **Edit**

Employer Name: Magnificent Mile Trucking, LLC
Address: 9952 Holly Ln, Des Plaines, IL 60016-1410
Job Title: Driver
Employment Status: Still Employed
NAICS Code: 484121
O*Net Code: 53-3032.00
Start Date: 02/03/2025
End Date: N/A
Doing Business As (DBA): N/A
Contact: N/A
Job Duties: N/A
Wages: \$0.75 / Mile, 1500 hours each week
Comments:

Document(s)

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The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.

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Helpdesk.illinoisworknet.com



www.illinoisworknet.com