



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 IWDS 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	Program	Sub-Program	Status	Career Planner	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						
Employer Name	Job Title	Start Date	End Date	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						

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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.



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.

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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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