



Entity Management – Add or Edit Entity

IWDS 2.0 TECHNICAL TRAINING DOCUMENTS



Purpose

This document is intended to explain how to add or edit an Entity in IWDS 2.0.

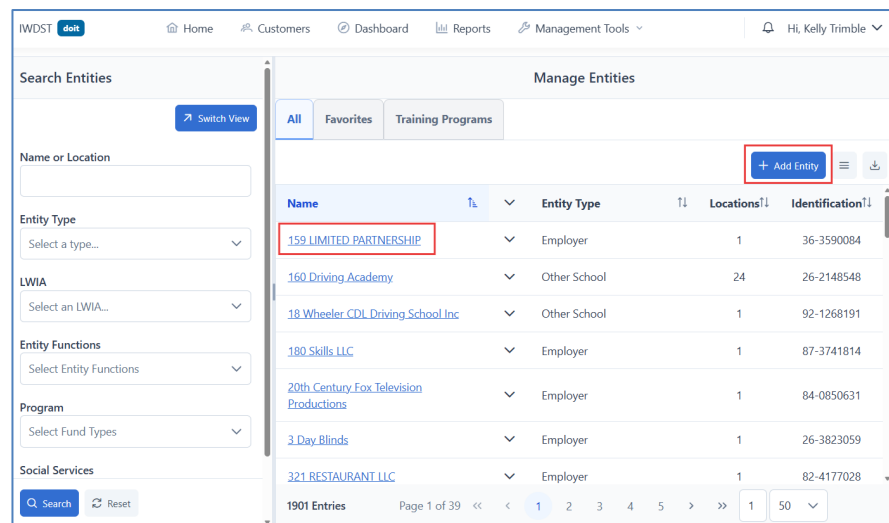
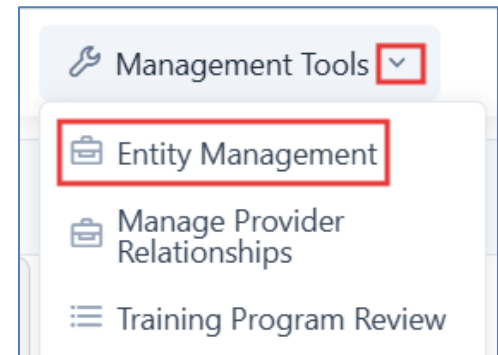
Audience

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



Navigate to Entity Management

- Log into IWDS 2.0. ([Link](#))
- Select **Management Tools > Entity Management**.
- The Manage Entities Page is displayed.
- Utilize the Search functions to filter or search entities.
- Select **Entity Name** to view an entity's details.



IWDS 2.0 Site



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Adding an Entity

- If a new entity needs added, select the **Add Entity** button.
- A pop-up will prompt the user to perform a Duplicate Entity Check. Enter Information such as Name, Address, City, State, Zip and select **Search for Existing Entity**
- The Search will bring results matching the information entered so review for duplicate entities. If no duplicates are found, select **Add Entity**
- The Add Entity Screen will open. Enter required information about the Entity. Use the Search D&B button to search the Dun & Bradstreet entity lookup.
- **Location** – Enter Main Location information
- **Contact** – enter contact information for person tied to the entity for primary contact purposes
 - **Note** – indicate if the contact is Active, Primary Contact, ITA Training Provider User and if they should Receive Notification Emails.
- When all required fields are completed, select **Add Entity**
 - **Note** – the System may prompt a recommended Address.

Name	Entity Type	Locations	Identification
159 LIMITED PARTNERSHIP	Employer	1	36-3590084
160 Driving Academy	Other School	24	26-2148548
18 Wheeler CDL Driving School Inc	Other School	1	92-1268191
180 Skills LLC	Employer	1	87-3741814
20th Century Fox Television Productions	Employer	1	84-0850631
3 Day Blinds	Employer	1	26-3823059
321 RESTAURANT LLC	Employer	1	82-4177028

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Viewing and Editing an Entity

- Search the entity to access, select the entity name.
- The Entity Page is broken down into 4 tabs – Details, Training Programs, Training Program Performance, and Documents.
- The Edit button allows the user to edit entity details. This allows the user to update information and also mark an Entity as a Favorite to show in the “Favorites” Tab on the Entity Search Page.

Trimble University 24 St Clair Co Intergov Grnts Dpt

[Details](#) [Training Programs](#) [Training Program Performance](#) [Documents](#)

[← Back to Entity List](#) ☐ Add to Favorites [▶ Edit](#)

General Information

Name Trimble University	Unemployment Insurance Account N/A
Doing Business As (DBA) N/A	NAICS Code N/A
FEIN 11-5566888	DUNS Number N/A
Entity Type Private University or College	
Website N/A	

Locations

[+ Add Location](#) ☒ Active Only

Name	Address	Hours of Operation	Phone	Type	Active
Main Campus Belleville	3001 W Main St Belleville, IL 62226	Operating Hours	(565) 222-4444	Main	☒

1 Entry Page 1 of 1 << < 1 > >> 10 ▾

Contacts

Last Name	First Name	Location	Email	Phone
Trimble	Kelly	Main Campus Belleville	ktrimble@fakemail.com	(666) 555-1236 x____

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- Use the Add Location Button to add additional locations to an Entity.
- To Add Contacts, the user must select the appropriate Location Name.

← Back to Entity

Main Campus Belleville
00 DCEO

Edit

General Information

Contacts

Entity Functions

Social Services

Training Programs

Relationships

Contacts

+ Add Contact

Select Contacts

Last Name ↑↓	First Name ↑↓	Title ↑↓	Email	Phone	Primary
Trimble	Kelly		ktrimble@fakemail.com	(666) 555-1236 x____	☐

1 Entry

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Entity Functions

- This opens the Location and allows the user to view or edit/add additional information like additional contacts, Entity Functions, Social Services, Training Programs, etc.

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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