

## Instructions for Accessing WIA Quarterly Performance Report

The WIA Quarterly Performance Report can be found at the following URL:

[www.eta-reports.doleta.gov](http://www.eta-reports.doleta.gov) To access the quarterly report, you need to enter your assigned Password. If you have not received your Password and PIN, contact your Regional Office Representative immediately and provide them the Primary and Secondary contact information. The Primary Contact person is the person who has signatory authority over the report, while the Secondary Contact person is more knowledgeable about the data. The information required on the contact persons include, Name, Address, Phone, Fax, and most importantly, E-Mail Address.

The Password and PIN will be e-mailed to the Primary Contact person. Note there is only 1 Primary and 1 Secondary contact. It is the discretion of the Primary Contact to share their Password and PIN.

The WIA Quarterly Performance Report has been designed very similarly to that of the WIA Financial Reporting.

Go to URL: <http://www.eta-reports.doleta.gov>

1. Enter your assigned password (make sure it is all lowercase).
2. Select Report Date (i.e. Quarter Ending Date)
3. (Note: A more detailed and updated version of the instructions will be available on this screen, but for now, here is a general overview of submitting and certifying your report).

### Entering Data

1. When you select the Report Date, in the Drop Down menu you will see the quarter ending date and the current status of that quarter's report. The Status of the report can be one of the following:

Not Submitted Indicates that data has not been submitted for the quarter.

State Certified Indicates that the Certifying Official has applied the PIN to the report AND

Region Accepted Indicates that the ETA Regional Office has reviewed and "Accepted" the State Certified report. Once the report has been accepted, the date is attached to the report.

2. Select the quarter you want to report on. **Note: You cannot skip reporting quarters. Reports have to be entered in chronological order.** Once the report form is displayed, enter the data in the appropriate columns, as positive whole numbers. No commas, parentheses, decimals, etc.... Just straight numbers.
3. Instructions for each of the line items are hyper-linked. Just click on the line item and it will take you to the corresponding instructions. Press the Back button on your browser to return to

entering data.

4. Edit checks are built into the form. Some edit checks will automatically do calculations and no data entry would be required for those fields, while other line items will have descriptive error messages pop up if the amount exceeds or drops below the threshold.

### **Saving the Report**

1. Once the data and remarks have been entered, print the report first to obtain a hard copy. Use the print function of your browser.
2. If you find your printout cutting off some of the form after it prints make the following adjustments to the browser:

Netscape:

From the Menu Bar in Netscape, Select View, then Select Decrease Font

Internet Explorer:

From the Menu Bar in Internet Explorer, Select View, Select Text Size, then Choose Smaller

3. Press the SUBMIT button to save the data. You DO NOT need to enter a PIN to save the data.
4. The report WILL NOT be saved unless ALL errors are corrected.
5. Upon successful submission of data, you should see the confirmation page. The confirmation page will let you know if your report was submitted successfully. The date and time is stamped onto the confirmation page. If you do not receive the confirmation page, please go back and re-enter your data. There could have been a communications error.
6. Once you receive the confirmation page, you will see a link to take you back to the Select Quarter Date Screen. Note, the status of the form will change since data has been added.

### **Certifying the Report**

1. Make sure the report has been saved and that the numbers reported are accurate to the best of your knowledge.
2. Enter your assigned PIN and press the SUBMIT Button.
3. Upon successful submission of your PIN, you should see another confirmation page. The confirmation page will let you know if your report was Certified successfully. The date and

time is stamped onto the confirmation page. If you do not receive the confirmation page, please go back and re-enter your PIN. There could have been a communications error.

4. When you receive the confirmation page, you will see a link to take you back to the Select Quarter Date Screen. Note, the status of the form will change since data has been added.
5. Once the report is State Certified, the ETA Regional Office will then be able to review and “Accept” the report. The ETA Regional Office has READ ONLY access to the report. All modifications must be made by the State.
6. Modifications can be made to the report, just access the report as before. Then make the appropriate modifications. Each time the report is modified, it must also be re-Certified.