



**Employment & Training
Administration**

**Trade Act Participant Report
Data Submission Instructions**



February 2001

Introduction

This document provides instructions for on-line reporting of the new Trade Act Participant Report (TAPR). The new Oracle system is Internet-based to allow real time reporting of all TAPR data and replaces the previous system operated by Social Policy Research. As such, this site must be used to report performance and outcomes data for participants exiting the Trade Adjustment Assistance and North American Free Trade Agreement (NAFTA) Transitional Adjustment Assistance programs.

TAPR data entered into the new system should reflect program outcomes for exiters for the period ending July-September 1999 (i.e., fourth quarter of FY 1999). Subsequent reports must be submitted for consecutive quarters beginning with the October - December 1999 reporting quarter. The table below should be used as a guide in determining when performance and outcomes data are to be reported for participants exiting the Trade program. Participant performance and outcomes data are due no later than 45 calendar days after each reporting quarter's end.

Report Submission Timetable

Quarter of Exit	Reporting Quarter	Due Date
July - September 1999	October - December 2000	March 30, 2001 (not 45 days after December 31, 2000 because it's the first report under the revised system.)
October - December 1999	January - March 2001	May 15, 2001
January - March 2000	April - June 2001	August 15, 2001
April - June 2000	July - September 2001	November 15, 2001
July - September 2000	October - December 2001	February 15, 2002
October - December, 2000	January - March, 2002	May 15, 2002

Technical or programmatic questions regarding this new system may be directed to your Regional Office Trade Act representative, or to Curt Kooser, Division of Trade Adjustment Assistance, at (202) 693-3569, or by e-mail ckooser@doleta.gov.

Trade Act Reporting System

Logging On

The TAPR operates from the web browser on your computer through the Internet.

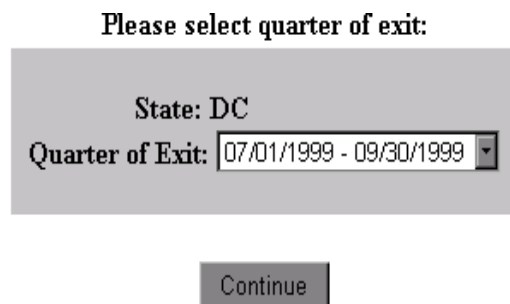
1. Open your Internet browser from your workstation.
2. Type URL <http://www.etareports.doleta.gov> into the Internet Location: address line and press **Enter**. The Grantee Reporting System login window is displayed.
3. Enter your assigned password in the **Password** field in all lowercase. Click **Login** to continue. The Grantee Reporting System login window is displayed. To cancel, type another URL in the Internet **Location** field or click **File >Exit** from the Internet menu bar.



The screenshot shows the login interface for the ETA Grantee Reporting System. At the top left is the ETA logo, which includes a blue diamond with a white cross and the text "ETA U.S. Department of Labor Employment and Training Administration". To the right of the logo is the text "Grantee Reporting System". Below the logo and title is a horizontal red line. Underneath the line, the text "Please Login:" is displayed, followed by the instruction "Enter the Password for the grantee you are reporting on". A password input field is shown with the label "Password:" and a "Login" button below it. Another horizontal red line is below the input field, and at the bottom of the page, the text "ETA Grantee Reporting System" is displayed.

Figure 1

4. The system will prompt you to choose the quarter of exit for the participants this report covers. Choose the appropriate quarter of exit, then click **Continue**. (Shown in Figure 2)



The screenshot shows a dialog box titled "Please select quarter of exit:". Inside the dialog box, the text "State: DC" is displayed above a "Quarter of Exit:" label. The "Quarter of Exit:" label is followed by a dropdown menu showing the selected range "07/01/1999 - 09/30/1999". Below the dialog box is a "Continue" button.

Figure 2

Trade Act Reporting System

5. After choosing the quarter of exit, the system will prompt you to select the file to be uploaded.

Figure 3

Uploading Data

1. To upload data, type in the complete path and filename OR press the **Browse** button to search your system. Once the desired file has been entered, click the **Load** button.
2. An Edit Check program will be used to ensure the accuracy of all data before the system will accept the upload of your data. If errors are found, an Error Report will be generated on screen. This report will identify error(s) found in a particular report and provide a list of values needed to correct the report.
3. To obtain a hard copy of the Error Report, simply select the **Print** option on your browser. This report can also be saved by selecting the **File Save As** option on your browser.
4. In order to upload your data, you will have to fix all of the identified errors. The system WILL NOT allow you to upload ANY data if errors are identified in the file. If you are unable to successfully correct the errors, contact Curt Kooser in the National Office at (202) 693-3569, or by e-mail ckooser@doleta.gov.

Trade Act Reporting System

5. Once you have passed all the edit checks and the report data is successfully uploaded, a confirmation will be printed on the screen which includes the date and time of the successful transmission. This confirmation also will be forwarded to the ETA National and Regional Office representatives.

The Report for State: DC
Report Period: 12/31/2000
Number of Records Loaded: 3
Has Successfully Passed All Edit Checks
And has been Accepted on 02/09/2001, 11:12 AM!

[Choose Quarter of Exit](#) | [Log Out](#)

For technical support and assistance call Curt Kooser
ckooser@doleta.gov
(202) 693-3569

Note: Please print this screen for your records.

Figure 4

Modifications to the Data

1. After data has been successfully submitted, you will still have the opportunity to modify your submission.
2. If a modification is required on one or several records, please resubmit the entire file following the above instructions for uploading data. The system will overwrite the old data, and replace it with your new submission.

Trade Act Reporting System

No Exiters to Report

1. It is possible to have a quarter in which there are no exiters. If that is the case, then select the menu button labeled: **No Exiters for this Quarter**.
2. If data for that quarter has not been previously submitted, you will receive a confirmation screen indicating that you did not have any exiters for the quarter.
3. If data already existed for that quarter, the system will ask if you wish to delete it before moving on. This is a safety mechanism, in case you selected the wrong quarter to report.

Logging Off

You may have to exit from several windows and menus to log off the WIA TAPR system (depending on the current windows that are open). A general method is detailed below.

1. Select **File >Exit** from the menu bar. You may also click the close window icon (**x**) in the upper right corner.
2. Click **Logout** from any submenu or from the TAPR main menu. The program and all windows are closed.