



Navigation



Module Learning Objectives:

After completing this module, you will be able to:

- Log in to IES and understand the different areas of the Homepage
- Use the Left Navigation to access different areas of IES
- Understand the function of all buttons and icons used in IES
- Understand how to use and access Online Help Wizards and field/page level help



Navigating IES

Navigating IES

General:

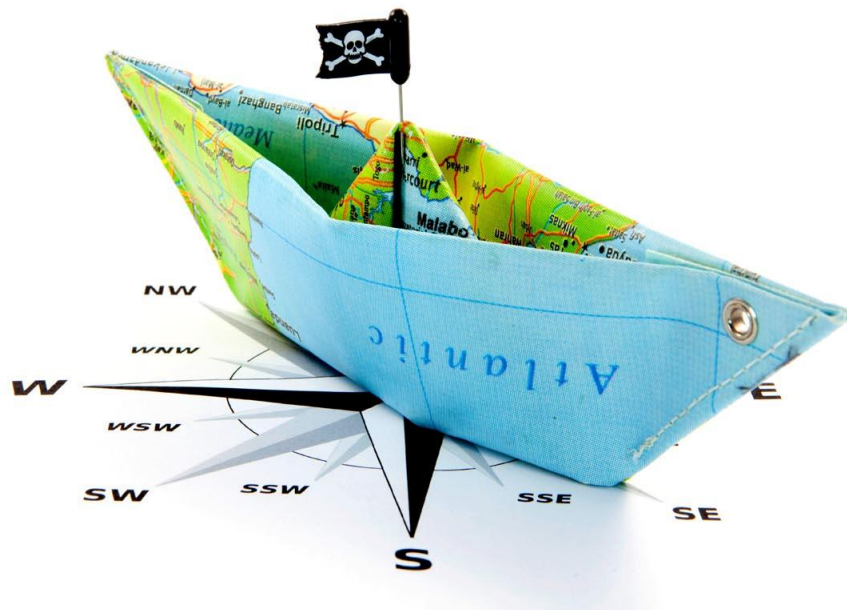
- Logging in and out
- Explorer buttons
- Timing out
- Driver flow
- Online Help Wizards

Homepage:

- Tasks and Reminders
- My Schedule
- EDM Statistics
- Announcements

Left Navigation:

- History
- Case Info
- Organizer
- Navigation



Lesson 1: Logging in to IES

- Type in the following URL: <https://trn-ies.illinois.gov/>
- Every user is assigned an IES User ID – Refer to your data sheet for your training IES User ID and password
- After October, your User ID and password will be the same as the ones you use in Outlook – In training, you'll use a Training ID



Lets get started!



State of Illinois Integrated Eligibility System

Worker Portal

YOU ARE ACCESSING A U.S. STATE INFORMATION SYSTEM. THIS INFORMATION SYSTEM INCLUDES: (1) THIS COMPUTER, (2) THE NETWORKS AND SERVERS CONNECTED TO THIS NETWORK, (3) THE DATABASES STORED ON THIS NETWORK, (4) THE STORAGE MEDIA ATTACHED TO THIS NETWORK, (5) THE INFORMATION SYSTEMS OPERATING ON THIS NETWORK. THIS INFORMATION SYSTEM IS FOR GOVERNMENT-AUTHORIZED USE ONLY. UNAUTHORIZED USE OF THIS SYSTEM MAY RESULT IN DISCIPLINARY ACTION, AS WELL AS CIVIL AND CRIMINAL PENALTIES. BY USING THIS INFORMATION SYSTEM, YOU UNDERSTAND AND CONSENT TO THE FOLLOWING: (1) YOU HAVE NO REASONABLE EXPECTATION OF PRIVACY REGARDING ANY COMMUNICATION OR DATA TRANSITING OR STORED ON THIS INFORMATION SYSTEM. AT ANY TIME, AND FOR ANY LAWFUL GOVERNMENT PURPOSE, THE GOVERNMENT MAY MONITOR, INTERCEPT, AND SEARCH AND SEIZE ANY COMMUNICATION OR DATA TRANSITING OR STORED ON THIS INFORMATION SYSTEM. (2) ANY COMMUNICATION OR DATA TRANSITING OR STORED ON THIS INFORMATION SYSTEM MAY BE DISCLOSED OR USED FOR ANY LAWFUL GOVERNMENT PURPOSE. SEE [STATE'S PRIVACY POLICY](#).

Read the Warning

User ID:

Password:

Login



Type your assigned User ID and password here

Change Office **Calhoun County DHS(03)** 

- History
- Case Info
- Navigation
- Organizer
- IES Home
- EDM
- Application Registration
- Front Desk
- Scheduling
- Data Collection
- Eligibility
- Transaction Logs
- Security
- Inquiry
- Tasks/Reminders
- Manage Office
- Resources
- Reference Tables
- Reports
- Interfaces
- Help Manager
- Time Limit
- Central Accounting Office

My Tasks and Reminders

Date Due	Case #	Tasks/Reminders
11/07/2012	T11007842	Deloitte-1 De Le - Call client...
03/06/2013	111012715	Deloitte-1 De Le - This is a test.
03/27/2013	100002962	Systems User08 - Appointment
04/30/2013	111015434	Perform Second Party Review
04/30/2013	111015434	Perform Second Party Review
05/02/2013	111014430	Deloitte-1 De Leo - Do this now.

My Schedule

Duration	Case No/Client name	Appt Type

Announcements

Date Issued	Description

EDM Statistics (As of 05/02/2013)

Days Old	New	Started	Total	Applications

My Tasks and Reminders

Date Due	Case #	Tasks/Reminders
10/31/2012	100000056	Deloitte-1 De Le - Do the task
11/20/2012	100000065	A case has been automatically...
12/26/2012	111018236	Case/Individual data has been ...
12/26/2012	111012115	Case/Individual data has been ...
12/26/2012	111018258	Case/Individual data has been ...
01/07/2013	111018291	A case has been automatically...
01/21/2013	111018387	Case/Individual data has been ...

My Schedule

Duration	Case No/Client name	Appt Type
10:15 AM-11:00 AM	101275136/Jerry	Application

Announcements

Date Issued	Description
11/15/2012	More scheduled maintenance!
11/06/2012	Scheduled Maintenance: Attention all use...

EDM Statistics (As of 10/11/2010)

Days old	New	Started	Total	Applications
1	2	1	3	2
2-10	3	2	5	3
11-30	2	1	3	2
31-80	4	2	6	3
81-90	5	2	7	4
91+	4	2	6	3
Total	20	10	30	17

My Tasks and Reminders

IES automatically generates Tasks/Reminders. Staff may receive a Task and Reminder to notify them of such things as second party reviews. Overdue tasks are listed in red.

My Tasks and Reminders

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My Schedule

DHS offices will use IES to schedule Intake appointments. Offices will continue to use VIS to schedule Walk-In and Service coordination appointments. My Schedule displays appointments claimed by the worker throughout the day.

My Tasks and Reminders

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EDM Statistics

The Electronic Document Management (EDM) functionality helps you manage documents and tasks. EDM Statistics displays information about the status of completed and pending work. (Unavailable until Phase 2)

My Tasks and Reminders

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Announcements

Displays information about IES updates. For example, it may list the date of the next release, system downtime, or information regarding policy change. Announcements are viewed by all IES Workers and not by a specific role or office. All Announcements are current so there is no history saved in IES. Announcements have underlined hyperlinks, which will direct Workers to additional web pages of information.

- History
- Case Info
- Navigation
- Organizer
- IES Home
- EDM
- Application Registration
- Front Desk
- Scheduling
- Data Collection
- Eligibility
- Transaction Logs
- Security
- Inquiry
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My Schedule		
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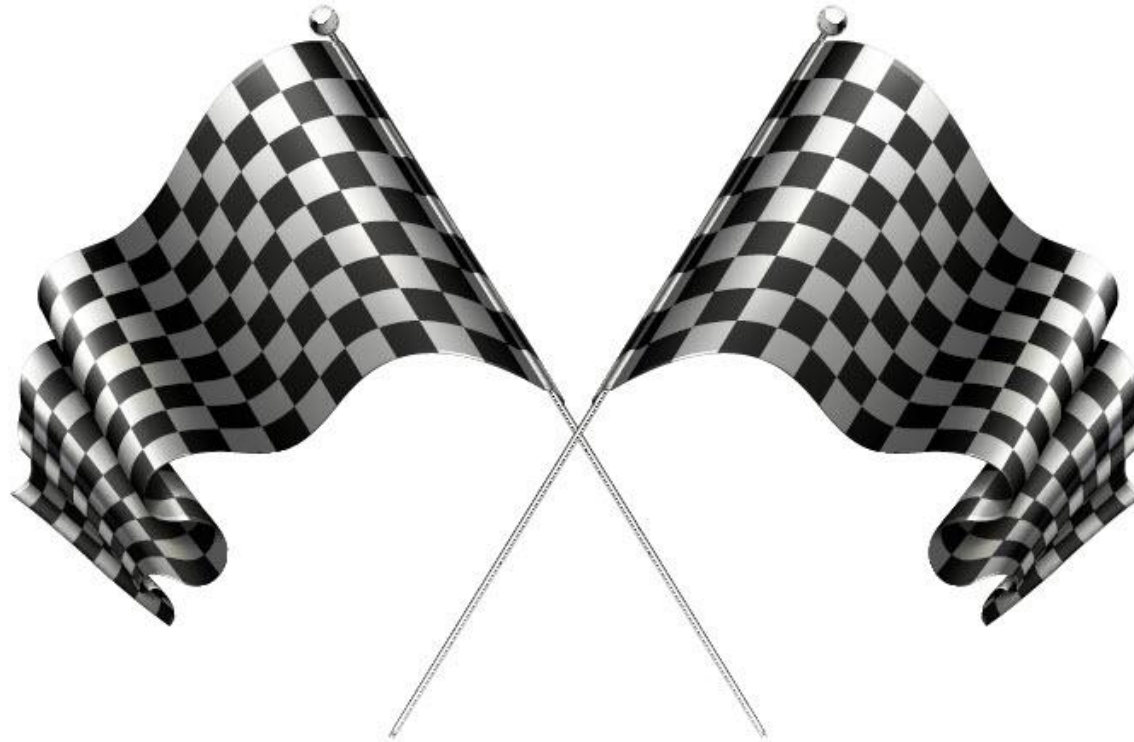
What is Left Navigation?



Let me Try!



- Practice using the left navigation.
- Follow the instructions in your student guide to navigate to **Case Search/Summary** under **Inquiry** in the left navigation.



IES Homepage Activity: Can you name the IES items from the list below?
Write the item's corresponding number in the correct circle on the IES Homepage.

The screenshot shows the IES homepage with the following elements and their corresponding numbered circles:

- 1. Left navigation menu (IES Home, EDM, Application Registration, etc.)
- 2. IES logo and State of Illinois Integrated Eligibility System text
- 3. User ID: user01
- 4. Logout button
- 5. Change Office dropdown menu (Calhoun County DHS(03))
- 6. Search By APPLICATION dropdown and search input field
- 7. Help and Logout buttons in the top right
- 8. My Tasks and Reminders table
- 9. My Schedule table
- 10. Announcements table
- 11. EDM Statistics (As of 04/22/2013) table
- 12. Tip Of The Day link in the left navigation menu

1. Lists Appointments	4. Logout Button	7. Select Another Office	10. Lists work to do
2. Returns to Homepage	5. Yesterday's Work Stats	8. List of Your Cases	11. IES Wizards
3. IES User ID	6. Quick Search	9. Left Navigation	12. System News

IES Homepage Activity: Can you name the IES items from the list below?
Write the item's corresponding number in the correct circle on the IES Homepage.

The screenshot shows the IES homepage interface. At the top left is the IES logo and 'State of Illinois Integrated Eligibility System'. The top right contains 'Help' and 'Logout' buttons. Below the header is a navigation bar with 'Resources and Discussions', 'USER ID: user01', 'Calhoun County DHS', and a search bar set to 'APPLICATION'. A 'Change Office' dropdown is set to 'Calhoun County DHS(03)'. On the left is a vertical navigation menu with items like 'History', 'Case Info', 'Navigation', 'Organizer', and 'IES Home'. The main content area is divided into four panels: 'My Tasks and Reminders' (a table with columns Date Due, Case #, and Tasks/Reminders), 'My Schedule' (a table with columns Duration, Case No/Client name, and Appt Type), 'Announcements' (a table with columns Date Issued and Description), and 'EDM Statistics (As of 04/22/2013)' (a table with columns Days Old, New, Started, Total, and Applications). Numbered callouts (1-12) point to specific elements: 1 points to the 'Case No/Client name' header in the My Schedule table; 2 points to the IES logo; 3 points to the 'State of Illinois' text; 4 points to the 'Logout' button; 5 points to the 'EDM Statistics' table; 6 points to the search bar; 7 points to the 'Change Office' dropdown; 8 points to the 'History' button; 9 points to the 'Central Accounting Office' link in the left navigation; 10 points to the 'Tasks/Reminders' table; 11 points to the 'Help' button; and 12 points to the 'Announcements' table.

1. Lists Appointments	4. Logout Button	7. Select Another Office	10. Lists work to do
2. Returns to Homepage	5. Yesterday's Work Stats	8. List of Your Cases	11. IES Wizards
3. IES User ID	6. Quick Search	9. Left Navigation	12. System News