

# NEW CALL SHEET SEARCH FUNCTIONALITY

## Scope of upcoming change

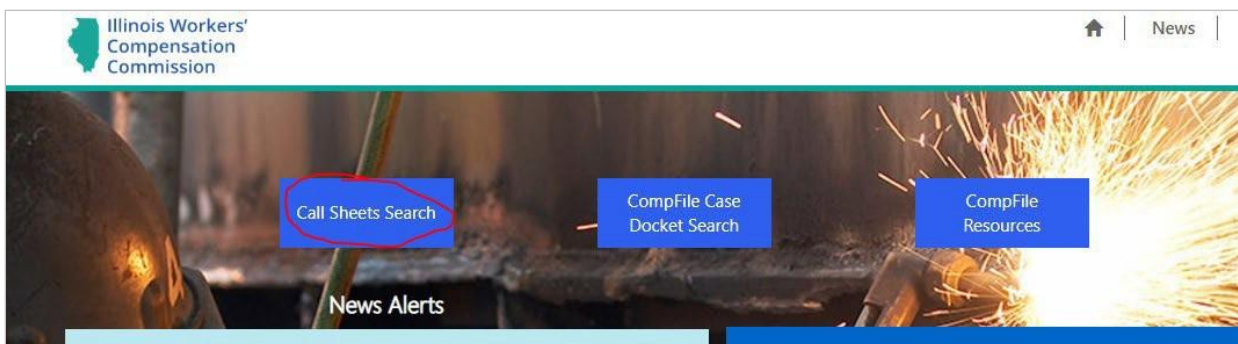
ATTN: Click [HERE](#) for YouTube tutorial for converting Excel Call Sheets to PDF.

Illinois Workers' Compensation Commission (IWCC) will be rolling out a new "Call Sheet Search" page. The new page will provide much better response times. Here are a few enhancements:

- **Consolidated Functionality:** It replaces the "Future Call Sheets" and "Past Call Sheets" functionalities with a single page to display data for both past and future dates.
- **Improved Search Performance:** Previously, selecting options such as "Arb" or "Comm" caused delays of several minutes while the search was being performed. There was also additional delay for the "Event Type" selection. With the new enhancements, these selections will be instant.
- **User-Initiated Search:** Users will now have a button to initiate the search, providing better control and reducing unnecessary processing.

## Instructions on accessing and using the new "Call Sheets" application:

1. Please remove or update all the existing browser bookmarks, favorites, and shortcuts for the "Call Sheets" searches. The link [https://iwcc.dynamics365portals.us/call\\_sheets/](https://iwcc.dynamics365portals.us/call_sheets/) will no longer be functional.
2. Add or update your existing links with <https://iwcc.dynamics365portals.us/viewcallsheets/>.
3. The blue button (circled below in red) on the IWCC site will automatically redirect you to the new search application.



- Once you land on the search page, you will see the following new look and feel for the page.

Call Sheets

Setting Arb/Comm Panel Event Type Date

Search Clear All Filters

Search Export to Excel

Sequence#	Case Number	Petitioner	Respondent	Special Flags	Petitioner Law Firm(s)	Respondent Law Firm(s)	Motion Type	Filed By	Setting	Arbitrator/Commissioner	Event Type	Date	Panel
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- Make the selection for Settings, Arbitrator or Commissioner and Event Type as you have in the past.
- Pick the date you need to look up.
- Click the “Search” button.
- You can click the “Export to Excel” button to download the data in Excel format.
- If you want to search call sheets for a specific date without providing other search criteria, enter a date in the search box and click the magnifying glass. This should return all relevant data for that date.

To conduct a new search, simply click the “Clear All Filters” button.

**Please note that the ability to download the “Call Sheets” in PDF format will no longer be available.**

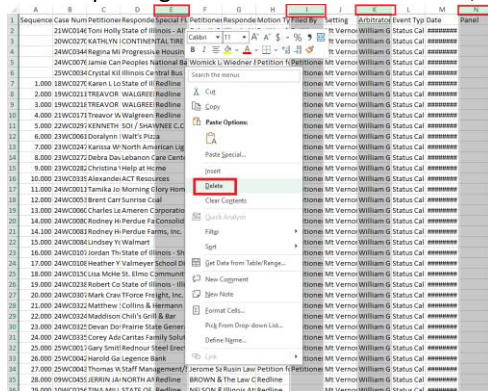
**The following section provides instructions on how to format and convert the excel file to PDF.**

**If you need assistance in converting the downloaded Excel file into PDF format, please reach out to [WCC.CompFile@illinois.gov](mailto:WCC.CompFile@illinois.gov).**

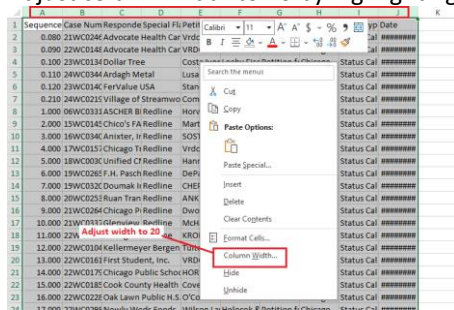
# Instructions: How to Convert Portal Excel export to PDF (Manual):

**ATTN: Click [HERE](#) for YouTube tutorial for converting Excel Call Sheets to PDF.**

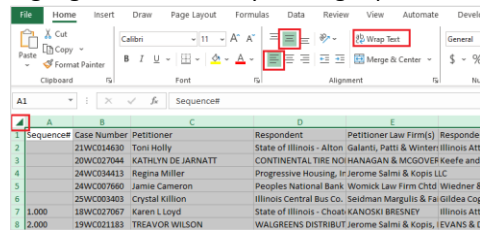
1. After exporting Excel Call Sheet from Portal, delete columns E, I, K & N or columns you would like to remove.



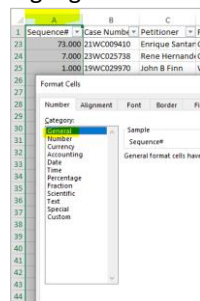
2. Adjust column width to 20 by highlighting columns A thru J > Right-click > Column Width > Enter 20



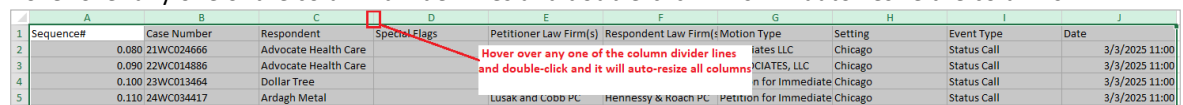
3. Highlight all columns by clicking top left corner box > Click on "Middle Align" > Click "Align Left" > Click "Wrap Text"



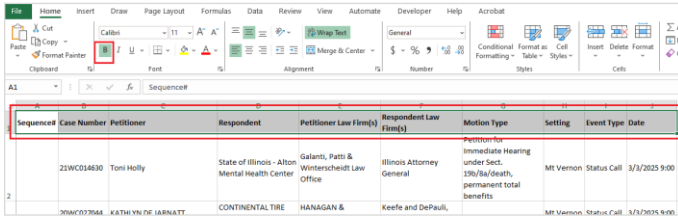
4. Highlight Column A > Right-click and click "Format cells" > Select "General" (Removes extra zeros from sequence #'s)



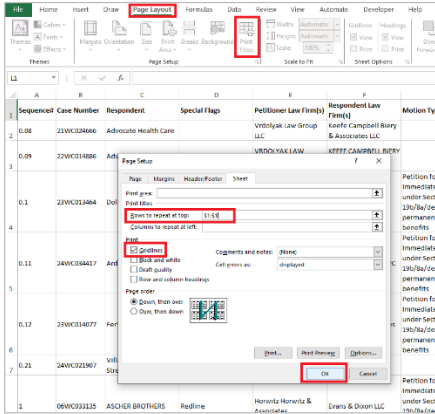
5. Hover over any one of the column divider lines and double-click. This will auto-resize the columns



6. Highlight first row and do a "Ctrl+B" to make field titles bold



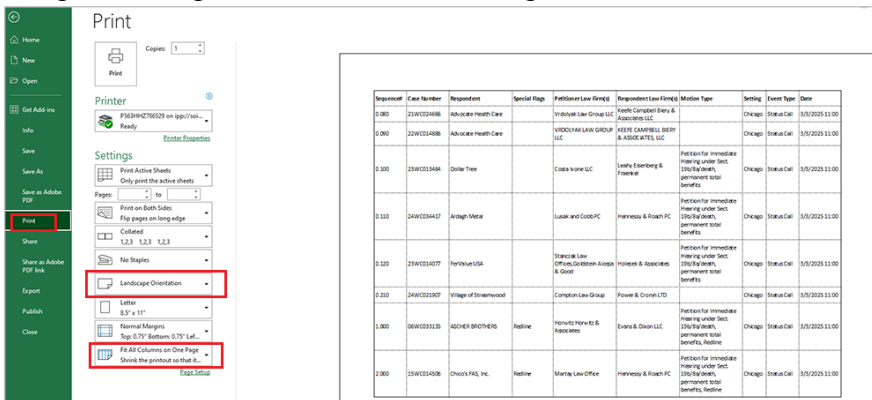
7. Go to 'Page Layout' tab > Click 'Print Titles' > Enter '\$1:\$1' in 'Rows to repeat at top:' field > Check 'Gridlines' checkbox > Click OK (This ensures every page will have the header fields at the top)



8. Go to File > Click Print

9. Change 'Portrait Orientation' to 'Landscape Orientation'

10. Change 'No Scaling' to 'Fit All Columns on One Page'



11. Click 'Save as' > Name your file and choose PDF format from the dropdown menu & Click 'Save'

