

# NEW CALL SHEET SEARCH FUNCTIONALITY

## Scope of upcoming change

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.

The screenshot shows the Illinois Workers' Compensation Commission website. At the top left is the logo with the text "Illinois Workers' Compensation Commission". At the top right are links for "Home", "News", "Register", and "Sign In". Below the navigation bar, the breadcrumb "Home > Call Sheets" is visible. The main heading is "Call Sheets". Below this is a search filter interface with four dropdown menus: "Select Setting", "Select Arbitrator/Commissioner", "Select Event Type", and "Select Date". To the right of these are "Search" and "Clear All Filters" buttons. Below the filters is a search box with a magnifying glass icon and an "Export to Excel" button. At the bottom, a table header is shown with columns: "Decimal Sequence number" (with an upward arrow), "Case Number", "Setting", "Arbitrator/Commissioner", "Event Type", "Special Flags", "Date" (with an upward arrow), "Date of Accident", "Petitioner", "Petitioner Law Firm(s)", "Respondent", and "Respondent Law Firm(s)".

- 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.

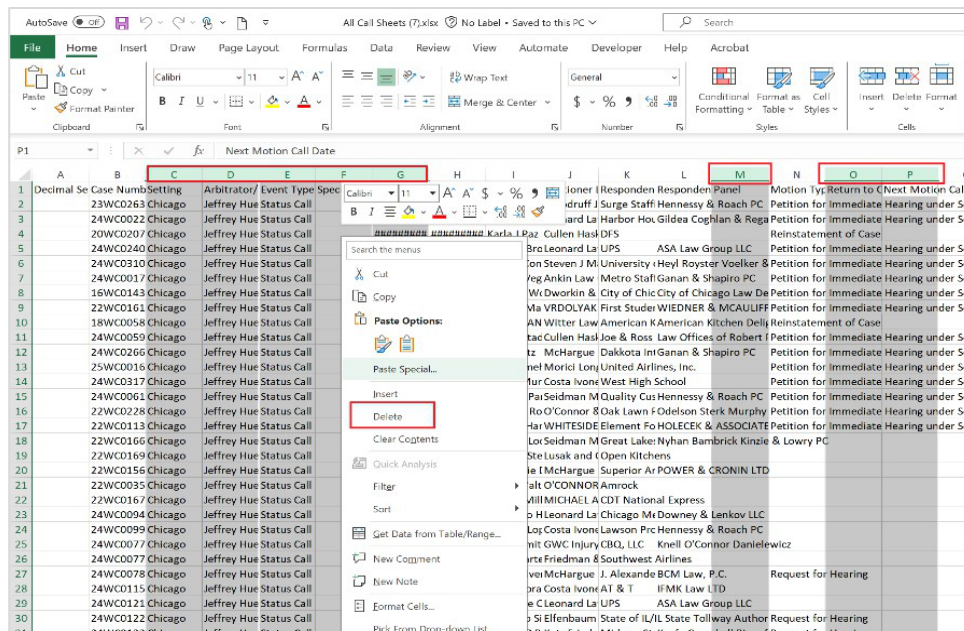
**Please note that the ability to download the “Call Sheets” in PDF format will no longer be available.**

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

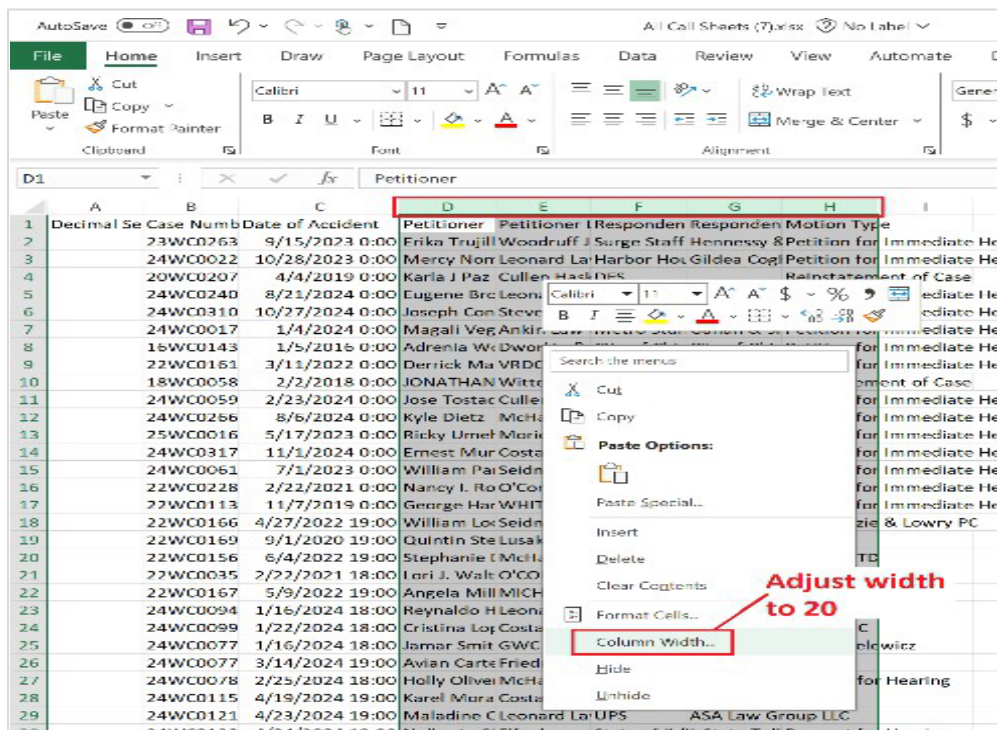
**If you need assistance in converting the downloaded Excel file into PDF format, please reach out to [WCC.CompFile@illinois.gov](mailto:WCC.CompFile@illinois.gov).**

## Instructions on Converting Portal Excel sheet export to PDF:

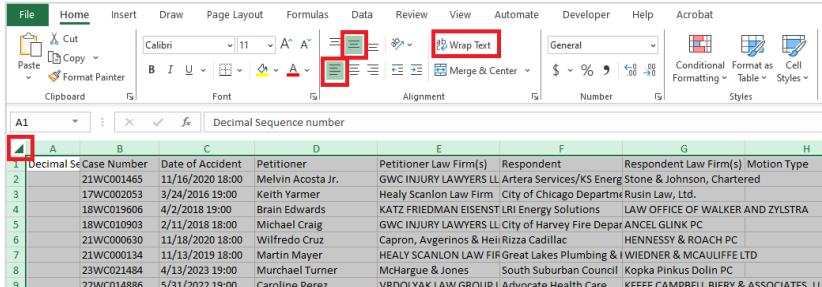
1. After exporting Excel Call Sheet from Portal, open the file and delete columns C, D, E, F, G, M, O & P.



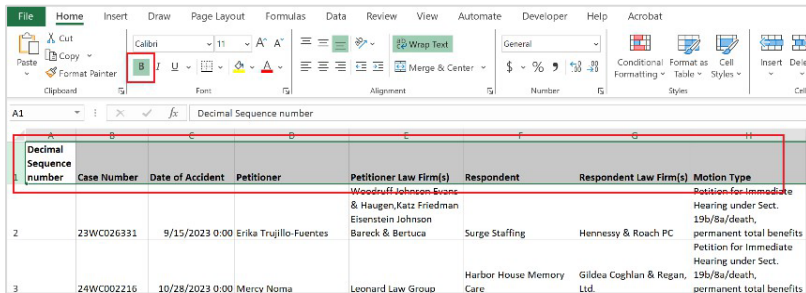
2. Adjust width of column B so that "Case Number" is visible.
3. Adjust width of column C so that date in "Date of Accident" field is visible.
4. Adjust width of columns D, E, F, G, H to 20.



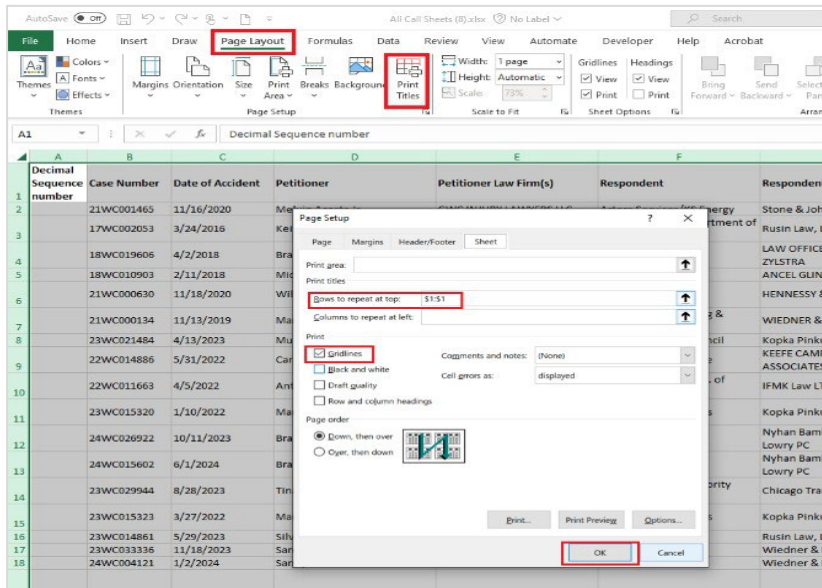
- Highlight all columns by clicking top left corner > Click on “Middle Align” > Click “Align Left” > Click “Wrap Text”.



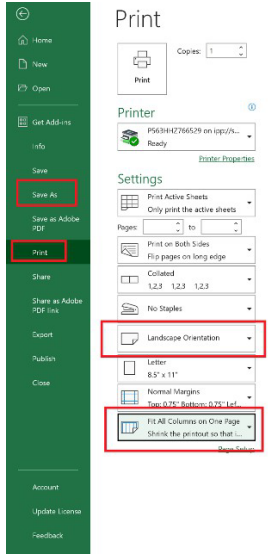
- Highlight first row and do a “Ctrl+B” to make field titles bold.



- Go to ‘Page Layout’ tab > Click ‘Print Titles’ > Enter “\$1:\$1” in ‘Rows to repeat at top:’ field > Check ‘Gridlines’ checkbox > Click OK.



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".



Decimal Sequence number	Case Number	Date of Accident	Petitioner	Petitioner Law Firm(s)	Respondent	Respondent Law Firm(s)	Motion Type
	23WC026331	9/15/2023 0:00	Erika Trujillo-Puentes	Woodruff Johnson Evans & Isaacs; Katz, Friedman Eisenstein Johnson Barick & Beritica	Surge Staffing	Hennsey & Roach PC	Petition for Immediate Hearing under Sect. 19b.7(a)(4)(b) permanent total benefits
	24WC002218	10/28/2023 0:00	Mercy Noma	Leonard Law Group	Harbor House Memory Care	Gillette Coghlan & Regan, Ltd.	Petition for Immediate Hearing under Sect. 19b.7(a)(4)(b) permanent total benefits
	30WC020790	4/4/2019 0:00	Karla J Paz	Cullen Haskins Nicholson and Menchetti PC	DPS		Restatement of Case Petition for Immediate Hearing under Sect. 19b.7(a)(4)(b) permanent total benefits
	24WC024057	8/21/2024 0:00	Eugene Brooks	Leonard Law Group	UPS	ASA Law Group LLC	Restatement of Case Petition for Immediate Hearing under Sect. 19b.7(a)(4)(b) permanent total benefits
	24WC031097	10/27/2024 0:00	Joseph Conant	Steven J Malman & Associates	University of Illinois Chicago Hospital	Heyl Royster Voecker & Allen	Petition for Immediate Hearing under Sect. 19b.7(a)(4)(b) permanent total benefits
	24WC001704	1/4/2024 0:00	Magali Vega-Temotzi	Anlin Law Office LLC	Metro Staff Inc	Ganan & Shapiro PC	Petition for Immediate Hearing under Sect. 19b.7(a)(4)(b) permanent total benefits
	16WC014443	1/5/2016 0:00	Adrenia Woodall	Dworkin & Macarollo	City of Chicago	City of Chicago Law Department	Petition for Immediate Hearing under Sect. 19b.7(a)(4)(b) permanent total benefits
	22WC016451	3/11/2022 0:00	Denrick Marion	WIDOLYAK LAW GROUP LLC	First Student, Inc. American Kitchen Delights, Inc.	WIEDNER & MCALLIFFE LTD	Petition for Immediate Hearing under Sect. 19b.7(a)(4)(b) permanent total benefits
	18WC005839	2/2/2018 0:00	JONATHAN GAUNDO	Wilner Law Office			Restatement of Case Petition for Immediate Hearing under Sect. 19b.7(a)(4)(b) permanent total benefits
	24WC005958	2/23/2024 0:00	Jose Tostado Sanchez	Cullen Haskins Nicholson and Menchetti PC	Joe & Ross Inc.	Law Offices of Robert P. Sabetto	Petition for Immediate Hearing under Sect. 19b.7(a)(4)(b) permanent total benefits

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