WORK OPPORTUNITY AND WELFARE-TO-WORK TAX CREDITS REPORTING SYSTEM

User’s Guide

Please Login:

Enter the Password for the grantee you are reporting on:

Password: [Enter]

Login

U.S. Department of Labor
Employment and Training Administration
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Accessing WOTC/WtW Tax Credits Reports

Follow the steps below to access the ETA WOTC/WtW Tax Credits Reports.

1. Open your Web browser and type the following address in the URL location field at the top of the window: http://www. etareports.doleta.gov (Figure 1).

2. Press Enter. The ETA Grantee Reporting System Login window is displayed (shown in Figure 2).

Figure 1: Web Browser – Location Field Displayed

Figure 2: Grantee Reporting System Login Window
3. Type the Password. Click **Login**. The **WOTC/WtW Tax Credits Reports Selection** (main menu) window is displayed (Figure 3).

![WOTC/WtW Tax Credits Reporting System (TCRS)](image)

**Figure 3:** WOTC/WtW Tax Credits Reports Selection Window
Follow the steps below to access and review the **Tax Credits Reporting System Edit Checks** list. This is a list of fields that have unique edit checks (standard edits plus additional edits). The list is provided as a user aid. For example, you can look at the list to quickly determine the formula that the system uses to calculate a particular field or find out which fields are automatically calculated by the system.

1. Click **Edit List** from any window in the WOTC/WtWTC system. The **Tax Credits Reporting System Edit Checks** list is displayed (Figure 4).

2. The edit checks are arranged according to the report name and then the report sections. It provides the following information for each field in the list: **Type of Field**, **Edit Check**, **Edit Check Message**.

3. To print a list of the edit checks, click the **Print** icon on the browser menu bar. A complete copy of the list is attached to this document in the **Appendix** section.

4. To return to the previous window, click **Back** at the top of the window, under the title.

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**Figure 4: WOTC/WtWTC Edit Check List**
Accessing Conditional Certifications Issued (WOTC/WtWTC Report No. 1)

Follow the steps below to access the **Conditional Certifications Issued Report**. You can enter or update data in the report form. The data can be saved without a PIN or saved and submitted with a PIN. General **field** instructions are provided online. Also, a copy of the report can be printed for your records.

1. Access the **WOTC/WtW Tax Credits Reports Selection (main menu)** window (see Figure 3).

2. Click the arrow at the end of the **WOTC/WtW Reports** field and select **Conditional Certifications Issued**. The **Choose Quarter End Date** (for WOTC/WtWTC Report No. 1) window is displayed (Figure 5).

![WOTC/WtW Tax Credits Reporting System (TCRS)](image)

**Figure 5:** Choose Quarter End Date Window

3. Click the arrow at the end of the **Quarter End Date** field and select the desired quarter ending date from the list.

4. Next, click **Continue**. The **WOTC/WtWTC Conditional Certifications Issued/Report No. 1** is displayed (Figure 6).
Figure 6: WOTC/WtWTC Conditional Certifications Issued
(Report No. 1)
Entering WOTC/WtWTC Conditional Certifications Issued (Report No. 1)

1. Type the report data in the fields within the white boxes. Only numeric values may be entered. No decimals or minus numbers are allowed (e.g., 4.5 or -25). The numbers are automatically formatted by the system (e.g., commas are system-generated). The maximum number of digits that can be entered is 8. If there is no data for a field, a zero must be entered. Fields within a shaded box are calculated automatically and you cannot enter data in them. Press the Tab key to move from field to field.

Note: General instructions for the report fields can be viewed online by clicking any underlined field title (e.g., Employment Service Offices). To return to the form from the online instructions, click the underlined title at the top of the instructions.

2. When you are ready to save the report, you can save (only) without a PIN or submit and save with a PIN.

Save Only (without a PIN): Click Save. A message is displayed (Figure 7) to confirm that the report is saved, but not submitted. Click OK. The confirmation message is displayed (Figure 8). It provides the name of the state, report period, and date that the report was saved/modified. Click the Print icon from the browser menu bar to print a copy of the message window. Click the Back button on the browser menu bar to return to the report. Otherwise, you may click Main Menu to return to the WOTC/WtW Tax Credit Reports Selection (main menu) window or click Log Out to return to the ETA Grantee Reporting System Login window.

![Figure 7: Save Confirmation Dialogue Box](image)

![Figure 8: Report No. 1 Save Confirmation Message](image)
Submit and Save with a PIN: Type the PIN in the designated field at the bottom of the report. Click Submit. A confirmation message is displayed (Figure 9). It provides the name of the state, report period, and date that the report was submitted. Click the Print icon from the browser menu bar to print a copy of the message window. Click the Back button on the browser menu bar to return to the report. Otherwise, you may click Main Menu to return to the WOTC/WtW Tax Credit Reports Selection (main menu) window or click Log Out to return to the WOTC/WtWTC ETA Grantee Reporting System Login.

Figure 9: Report No. 1 Submit Confirmation Message

3. After you type all the report data, print a copy of the report to review for accuracy and to retain for your records.

4. To print the report: Click the Print button at the bottom of the report window. The Adobe report window is opened with the report displayed. Continue by clicking the print icon on the Adobe tool bar. The Print window is displayed. Click OK to print the report at the printer designated by your PC. A sample copy of the report is attached to this document in Appendix A.

To return to the WOTC/WtWTC report window, click the back arrow on the tool bar at the top of the window.
Accessing Certification Workload and Characteristics of Certified Individuals

Follow the steps below to access the Certification Workload and Characteristics of Certified Individuals (Report 2) program. The data can be saved without a PIN or saved and submitted with a PIN. Detailed field instructions are provided online. Also, a copy of the report can be printed for your records.

Note: You can choose to enter data to the report by the Dictionary of Occupational Titles (DOT) code that includes Part II, sections I, J, and K or the report by Occupation Information Network (O*NET) code that includes Part II, section I, J, and L. If you enter the DOT report and decide, later, to enter the O*NET report for the same quarter, the system notifies you that you already entered data to Section K (the DOT report) and asks whether you now wish to continue to enter data to the (O*NET) report. If you choose to continue and enter data to the O*NET report, the system automatically deletes any data in the K (DOT) section of the previous DOT report. This delete only occurs when you choose to save or submit the O*NET report. The reverse action is also possible (e.g., from O*NET report to DOT report). However, states must move to O*NET reporting to comply with the Labor Exchange Reporting requirements.

1. Access the WOTC/WtW Tax Credit Reports Selection (main menu) window (see Figure 3)

2. Click the arrow at the end of the WOTC/WtWTC Reports field and select Certification Workload and Characteristics of Certified Individuals. The Choose Quarter End Date (for WOTC Report No. 2) window is displayed (Figure 10).
3. Click the arrow at the end of the **Quarter End Date** field and select the desired quarter ending date from the list.

4. Next, click **Continue**. The **WOTC/WtWTC Choose An Occupation Code** window (Figure 11) is displayed. Instructions for entering each report are provided in the following sub-sections.

![Figure 11: Choose Occupation Code Window](image)

### Entering Certification Workload and Characteristics of Certified Individuals (Report No. 2) for Occupation Code - DOT

1. Click **By Occupation (DOT)** and click **Continue** to access this report. The report is displayed (Figure 12).

2. Type the report data in the appropriate fields. Only numeric values may be entered. No decimals or minus numbers are allowed (e.g., 4.5 or -25). The numbers are automatically formatted by the system (e.g., commas are system-generated). The maximum number of digits that can be entered is 8. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. **Total** fields are cumulative and system-generated. You cannot enter data to these fields. The **Name and Title of Responsible Official** fields and the **Date Certified** field are also system-generated, based on user log-in information. These fields cannot be modified.

   **Note:** Detailed field instructions can be viewed online by clicking any underlined field title (e.g., **Total for Quarter**). To return to the form from the online instructions, click the underlined title within the instructions.
**Figure 12:** Certification Workload WtWTC and Characteristics of Certified Individuals – WOTC Report No. 2

*By Occupation (DOT)*
3. When you are ready to save the report, you can **save (only)** without a PIN or **save and submit** with a PIN.

**Save Only (without a PIN):** Click **Save**. A message is displayed (Figure 13) to remind you that the report is saved, but not submitted. Click **OK**. The confirmation message is displayed (Figure 14). It provides the state, period, and date that the report was saved/modified. Click the print icon from the browser menu bar to print a copy of the message window. Click the **Back** button on the browser menu bar to return to the report. Otherwise, you may click **Main Menu** to return to the **WOTC/WtW Tax Credit Reports Selection** (main menu) window or click **Log Out** to return to the **ETA Grantee Reporting System Login** window.

![Figure 13: Choose Quarter End Date Window](image)

![Figure 14: Report No. 2 - Save Confirmation Message](image)
Submit and Save with a PIN: Type the PIN in the designated field at the bottom of the report. Click Submit. A confirmation message is displayed (Figure 15). It provides the state, period, and date that the report was submitted. Click the print icon from the browser menu bar to print a copy of the message window. Click the Back button on the browser menu bar to return to the report. Otherwise, you may click Main Menu to return to the WOTC/WtW Tax Credit Reports Selection (main menu) window or click Log Out to return to the ETA Grantee Reporting System Login.

4. After you type all the report data, print a copy of the report to review for accuracy and to retain for your records.

5. To print the report: Click the Print button at the bottom of the report window. The Adobe report window is opened with the report displayed. Continue by clicking the print icon on the Adobe tool bar. The Print window is displayed. Click OK to print the report at the printer designated by your PC. A sample copy of the report is attached to this document in Appendix A.

To return to the WOTC/WtWTC report window, click the back arrow on the tool bar at the top of the window.
**Entering Certification Workload and Characteristics of Certified Individuals**

*(Report No. 2) for Occupation Code – O*NET*

1. Click **By Occupation (O*NET)** and click **Continue** to access this report. The report is displayed (Figure 17).

2. If data was already saved or submitted in the **DOT** report (with Section K), the following message window is displayed (Figure 16), prompting you to indicate that you want to change to **O*NET** (Section L). To continue, click **OK**. **Note:** If you continue to the **O*NET** report with Section L and save or submit data in the report, the previous data entered in Section K of the **DOT** report is automatically deleted by the system. The same process is followed for the reverse situation (changing from the **O*NET** report, Section L to the **DOT** report, Section K). However, states must move to O*NET reporting to comply with the Labor Exchange Reporting requirements.

![Figure 16: Prompt to Continue from Report with Section K to Report with Section L Message Window](image_url)

**Figure 16:** Prompt to Continue from Report with Section K to Report with Section L Message Window
Figure 17: Certification Workload WtWTC and Characteristics of Certified Individuals – WOTC Report No. 2
By Occupation (O*NET)
3. Type the report data in the appropriate fields. Only numerical digits may be entered. No decimals or minus numbers are allowed (e.g., 4.5 or -25). The numbers are automatically formatted by the system (e.g., commas are system-generated). The maximum number of digits that can be entered is 8. If there is no data for a field, a zero must be entered. Press the Tab key to move from field to field. Total fields are cumulative and system-generated. You cannot enter data to these fields. The Name and Title of Responsible Official fields and the Date Certified field are also system-generated based on log-in information. These fields cannot be modified.

Note: Detailed field instructions can be viewed online by clicking any underlined field title (e.g., Total for Quarter). To return to the form from the online instructions, click the underlined title within the instructions.

4. When you are ready to save the report, you can save (only) without a PIN or save and submit with a PIN.

   Save Only (without a PIN): Click Save. A message is displayed (Figure 12) to remind you that the report is saved, but not submitted. Click OK. The confirmation message is displayed (Figure 13). It provides the state, period, and date that the report was saved/modified. Click the print icon from the browser menu bar to print a copy of the message window. Click the Back button on the browser menu bar to return to the report. Otherwise, you may click Main Menu to return to the WOTC/WtW Tax Credit Reports Selection (main menu) window or click Log Out to return to the ETA Grantee Reporting System Login window.

   Submit and Save with a PIN: Type the PIN in the designated field at the bottom of the report. Click Submit. A confirmation message is displayed (Figure 14). It provides the name of the state, report period, and date that the report was submitted. Click the print icon from the browser menu bar to print a copy of the message window. Click the Back button on the browser menu bar to return to the report. Otherwise, you may click Main Menu to return to the WOTC/WtW Tax Credit Reports Selection (main menu) window or click Log Out to return to the ETA Grantee Reporting System Login.

5. After you type all the report data, print a copy of the report to review for accuracy and to retain for your records.

6. To print the report: Click the Print button at the bottom of the report window. The Adobe report window is opened with the report displayed. Continue by clicking the print icon on the Adobe tool bar. The Print window is displayed. Click OK to print the report at the printer designated by your PC.

To return to the WOTC/WtWTC report window, click the back arrow on the tool bar at the top of the window. A sample copy of the report is attached to this document in Appendix A.
Verification Results

Accessing Verification Results (WOTC/WtWTC Report No. 3)

Follow the steps below to access the Verification Results Report. You can enter or update data in the report form. The data can be saved without a PIN or saved and submitted with a PIN. Detailed field instructions are provided online. Also, a copy of the report can be printed for your records.

1. Access the WOTC/WtW Tax Credit Reports Selection window (Figure 3).

2. Click the arrow at the end of the WOTC/WTW Reports field and select Verification Results. The Choose Quarter End Date (for WOTC/WtWTC Report No. 3) window is displayed (see Figure 18).

3. Click the arrow at the end of the Quarter End Date field and select the desired quarter ending date from the list.

4. Next, click Continue. The WOTC/WtWTC Verification Results/Report No. 3 is displayed (Figure 19).

Figure18: Choose Quarter End Date Window
Figure 19: WOTC/WTWTC Verification Results (Report No. 3)
Entering WOTC/WtWTC Verification Results (Report No. 3)

1. Type the report data in the appropriate fields. Only numeric values may be entered. No decimals or minus numbers are allowed (e.g., 4.5 or -25). The numbers are automatically formatted by the system (e.g., commas are system-generated). The maximum number of digits that can be entered is 10. You cannot enter data to fields that are system-generated. The following fields are system-generated: A1, A4, A6 and B7, B10, B11. The Comments field accepts any character. Press the Tab key to move from field to field.

Note: Detailed field instructions can be viewed online by clicking any underlined field title (e.g., Sample Size). To return to the form from the online instructions, click the underlined title in the instructions.

2. When you are ready to save the report, you can **save (only)** without a PIN or **submit and save** with a PIN.

**Save Only (without a PIN):** Click Save. A message is displayed (Figure 20) to remind you that the report is saved, but not submitted. Click OK. The confirmation message is displayed (Figure 21). It provides the state, period, and date that the report was saved/modified. Click the print icon from the browser menu bar to print a copy of the message window. Click the Back button on the browser menu bar to return to the report. Otherwise, you may click Main Menu to return to the WOTC/WtW Tax Credit Reports Selection (main menu) window or click Log Out to return to the ETA Grantee Reporting System Login window.

![Figure 20: Save Only Notification](image)

![Figure 21: Report No. 3 - Save Confirmation Message](image)
Submit and Save with a PIN: Type the PIN in the designated field at the bottom of the report. Click Submit. A confirmation message is displayed (Figure 22). It provides the name of the state, report period, and date that the report was submitted. Click the print icon from the browser menu bar to print a copy of the message window. Click the Back button on the browser menu bar to return to the report. Otherwise, you may click Main Menu to return to the WOTC/WtW Tax Credit Reports Selection (main menu) window or click Log Out to return to the ETA Grantee Reporting System Login.

Figure 22: Report No. 3 - Submit Confirmation Message

3. After you type all the report data, print a copy of the report to review for accuracy and to retain for your records.

4. To print the report: Click the Print button at the bottom of the report window. The Adobe report window is opened with the report displayed. Continue by clicking the print icon on the Adobe tool bar. The Print window is displayed. Click OK to print the report at the printer designated by your PC.

To return to the WOTC/WtWTC report window, click the back arrow on the tool bar at the top of the window. A sample copy of the report is attached to this document in Appendix A.
# Appendix A

## Tax Credits Reporting System Edit Checks

<table>
<thead>
<tr>
<th>Type of Field</th>
<th>Edit Check</th>
<th>Edit Check Message</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report 1 – Conditional Certifications Issued</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. By Issuing Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Total (for quarter)</td>
<td>Read Only – Automatic Calculation</td>
<td>∑(1..8)</td>
</tr>
<tr>
<td><strong>II. By WOTC Target</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Total (for quarter)</td>
<td>Read Only – Automatic Calculation</td>
<td>∑(11..19)</td>
</tr>
<tr>
<td><strong>Report 2 – Certification Workload</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part I. Certification Workload</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. No. of Requests Incomplete</td>
<td>Read Only – Automatic Calculation, except for 1st quarter (9/30)</td>
<td>Item G from previous quarter’s report.</td>
</tr>
<tr>
<td>B. No. of Requests Needing Action</td>
<td>Read Only – Automatic Calculation, except for 1st quarter (9/30)</td>
<td>Item H from previous quarter’s report.</td>
</tr>
<tr>
<td>C. New Requests</td>
<td>Data Entry</td>
<td></td>
</tr>
<tr>
<td>D. Total Requests to be Processed</td>
<td>Read Only – Automatic Calculation</td>
<td>D = A+B+C</td>
</tr>
<tr>
<td>E. Requests Certified</td>
<td>Data Entry</td>
<td>E = 10b + 10c (Part II)</td>
</tr>
<tr>
<td>F. Requests Denied</td>
<td>Data Entry</td>
<td></td>
</tr>
<tr>
<td>Part II – Section I</td>
<td>G. No. of Requests Incomplete</td>
<td>Data Entry</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>H. No. of Requests Needing Action</td>
<td>Read Only – Automatic Calculation</td>
<td>D-E-F-G</td>
</tr>
<tr>
<td>Part II – Section J</td>
<td>10a. Total (for quarter) – No. Cond. Certs Resulting in Certifications</td>
<td>Read Only – Automatic Calculation</td>
</tr>
<tr>
<td>10b. Total (for quarter) – WOTC</td>
<td>Read Only – Automatic Calculation</td>
<td>( \sum(1b..8b) )</td>
</tr>
<tr>
<td>10c. Total (for quarter) – WtW only</td>
<td>Read Only – Automatic Calculation</td>
<td>10c = 9c</td>
</tr>
<tr>
<td>10d. Total (for quarter) – Dual</td>
<td>Read Only – Automatic Calculation</td>
<td>( \sum(1d..8d) )</td>
</tr>
<tr>
<td>Part II – Section K – By Occupation (DOT)</td>
<td>28a. Total (for quarter) – WOTC</td>
<td>Read Only – Automatic Calculation</td>
</tr>
<tr>
<td>28b. Total (for quarter)</td>
<td>Read Only –</td>
<td>( \sum(19b..27b) ); also</td>
</tr>
</tbody>
</table>

Section J, Column (a) Line #18 is the sum of the column and must equal the total for Section I, Column (b) Line #10. Section K, Column (a) Line #28 is the sum of the column and must equal the total for Section I, Column (b) Line #10.
<table>
<thead>
<tr>
<th>Type of Field</th>
<th>Edit Check</th>
<th>Edit Check Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>quarter) – WtW, including Duals</td>
<td>Automatic Calculation</td>
<td>28b = 10c+10d</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Line #28 is the sum of the column and must equal the total for Section I, Column (c) and (d) Line #10.</td>
</tr>
<tr>
<td>Part II – Section L – By Occupation (O*NET)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42a. Total (for quarter) – WOTC</td>
<td>Read Only – Automatic Calculation</td>
<td>Σ(19a..41a); also 42a = 10b</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Section L, Column (a) Line #42 is the sum of the column and must equal the total for Section I, Column (b) Line #10</td>
</tr>
<tr>
<td>42b. Total (for quarter) – WtW, including Duals</td>
<td>Read Only – Automatic Calculation</td>
<td>Σ(19b..41b); also 42b = 10c+10d</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Section L, Column (b) Line #24 is the sum of the column and must equal the total for Section I, Column (c) and (d) Line #10</td>
</tr>
<tr>
<td>Report 3 – Verification Results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Certifications Issued</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Universe Size</td>
<td>Read Only – Automatic Calculation</td>
<td>A1 = D (from Report No. 2)</td>
</tr>
<tr>
<td>2. Sample Size</td>
<td>Data Entry</td>
<td>A2 &gt;= sample size in Handbook (page v-53)</td>
</tr>
<tr>
<td>3. Number Invalid</td>
<td>Data Entry</td>
<td></td>
</tr>
<tr>
<td>4. Percent Invalid</td>
<td>Read Only – Automatic Calculation</td>
<td>A4 = (A3/A2) * 100; If A4 &lt; 5%, do not complete lines A5 and A6. If A4 &gt;= 5%, second sample required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Line no.4 is not 5 percent or greater. Please skip Line Nos. 5 &amp; 6</td>
</tr>
<tr>
<td>5. Number Invalid – 2nd Sample</td>
<td>Data Entry</td>
<td></td>
</tr>
<tr>
<td>6. Percent Invalid – 2nd Sample</td>
<td>Read Only – Automatic Calculation</td>
<td>A6 = (A5/A2) * 100; If A6 &gt;= 5%, corrective action shall be initiated</td>
</tr>
<tr>
<td>Type of Field</td>
<td>Edit Check</td>
<td>Edit Check Message</td>
</tr>
<tr>
<td>--------------</td>
<td>------------</td>
<td>--------------------</td>
</tr>
<tr>
<td><strong>B. Economic Determinations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Universe Size</td>
<td>Read Only – Automatic Calculation</td>
<td>$B_7 = \text{I.3b (from Report No. 2)}$</td>
</tr>
<tr>
<td>8. Sample Size</td>
<td>Data Entry</td>
<td>$B_8 \geq \text{sample size in Handbook (page vii-24)}$</td>
</tr>
<tr>
<td>9. Number Invalid</td>
<td>Data Entry</td>
<td></td>
</tr>
<tr>
<td>10. Percent Invalid</td>
<td>Read Only – Automatic Calculation</td>
<td>$B_{10} = (B_9/B_8) \times 100$; If $B_{10} &lt; 5%$, do not complete lines B11 and B12. If $B_{10} \geq 5%$, second sample required</td>
</tr>
<tr>
<td>11. Percent Invalid – 2nd Sample</td>
<td>Read Only – Automatic Calculation</td>
<td>$B_{11} = (B_{12}/B_8) \times 100$; If $B_{11} \geq 5%$, corrective action shall be initiated</td>
</tr>
<tr>
<td>12. Number Invalid – 2nd Sample</td>
<td>Data Entry</td>
<td></td>
</tr>
</tbody>
</table>