Illinois Workers' Compensation Commission Name/Birth Date Web Search

User Manual

Table of Contents

I. Introduction and Overview

This manual was created to assist members of the public with the new name and birth date web search of the Commission's mainframe now available on the Commission's website. For the first time, instead of only being able to search the mainframe by case number, the Commission's mainframe will be searchable by Petitioner name, Respondent name, and Petitioner Birth Date with name. This search is accessible on the Commission's website, meaning that the public will not have to travel to the Commission office to use the public terminals or call the Commission's Information Department for name search inquires.

The new web search is located on Commission website at the same portal as the Commission's case number search. All you need is click on the button that says "Name/birth Inquiry" in the top right hand corner of the screen.

The Commission's mainframe system became operational on January 1, 1983. The new web search is still based on the same mainframe technology, but it was created through the programming efforts of the Commission's talented and resourceful IT staff.

The manual will cover the basic steps on how to perform a search by Petitioner name, Respondent name, and Petitioner Birth Date and last name. At the conclusion of the manual, there is a list of frequently asked questions and a troubleshooting guide.

We are committed to making this search as user-friendly as possible for the public. If you have any suggestions for improving this manual, please contact Kim Janas at kimberly.janas@illinois.gov
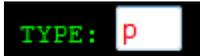

****Remember

The new Name/Birth Date web search is located at the same place as the Commission case number search you may already use currently. Just look for the following button on the top right corner of your screen and click on it with your cursor:

Connected Cases	Name/Birth Inquiry
Case Motions	Review Motions
Court Reporter	More Info
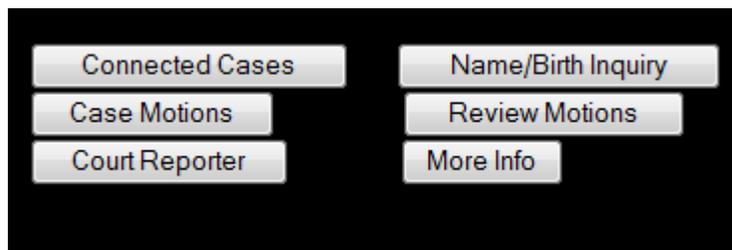
II. Search By Petitioner Name

Step One – Indicate that you want to search by Petitioner's Name

Again, you will first need to make your way to the Commission's regular case information screen and click on "Name/Birth Inquiry" in the upper right hand corner. Once you click on the button for "Name/Birth Inquiry," you will be directed to what is called the IC6W screen. This is the screen that will enable you to search by Petitioner name, Respondent name, or Petitioner name and birth date.

The type of search is indicated in the following field: **TYPE: p** The default status is a "P" for a Petitioner search. This action tells the mainframe program that you want to search by Petitioner name.

Step Two – Type in the Petitioner's Name

Once there is a "**P**" in the search type field, move your cursor down to the name field, which looks like this **NAME:** .

Type the desired **last name** in the name field. The search functions requires at least four alpha literal characters (letters) to start the search.

For names with apostrophes, you will need to include that apostrophe in the search.

To include a **first name** with the last name search, separate the last name and first name with a **comma and a space**. If you do not include the comma and a space, the search will not function. When you have your search entered in the field to your satisfaction, press **enter on your keyboard** to see your results.

> Example: To perform a search for Joseph Smith.
>
> First, indicate a Petitioner name search by entering "**P**" in the IC6W screen. Move your cursor down to the name field.
>
> Second, type the following in name field : "**smith, joseph**". Press enter on your keyboard.

Step Three – View Results

Once you press enter, if there are any results for your search, they will be displayed in a list composed of eight entries per screen. To move to the next result screen, press **enter on your keyboard**.

To view more information about each of your results (to see the ICDW screen), type an "**s**" in the white box next to each Petitioner name and then **move your cursor over to the grey RETURN button and click on it. Using the enter key on your keyboard will not work to display the ICDW screen with more information**. We know this is inconvenient, but remember we are working with 1983 technology.

III. Search By Respondent Name

Step One – Indicate that you want to search by Respondent's Name

To search for cases by Respondent name, the first step is to type a "**R**" in the field on the top of IC6W screen. This action tells the mainframe program that you want to search by Respondent name, as opposed to Petitioner name or Birth Date.

Step Two – Type in the Respondent Name

Once there is a "**R**" in the search type field, move your cursor down to the name field, which looks like this NAME: .

Type the desired **Respondent name** in the name field. The search functions requires at least four alpha literal characters (letters) to start the search.

Example: To perform a search for Johnson Concrete

First, indicate a Respondent name search by entering "**R**" in the IC6W screen. Move your cursor down to the name field.

Second, enter the following in name field : "**Johnson Concrete**". Press enter on your keyboard.

Step Three – View Results

Once you press enter, if there are any results for your search, they will be displayed in a list composed of eight entries per screen. To move to the next result screen, press enter on your keyboard.

To view more information about each of your results (to see the ICDW screen), type an "**s**" in the white box next to each Respondent name and then **move your cursor over to the grey RETURN button and click on it. Using the enter key on your keyboard will not work to display the ICDW screen with more information**. Again, we know this is inconvenient.

***Remember

To view more information about each of your search results, type an "**s**" in the white box next to

the result and move your cursor to click on the RETURN button.

III. Search By Birth Date

Step One – Indicate that you want to search by Birth Date

The final way to search the mainframe is by the Petitioner's Date of Birth, which combines both the Petitioner's date of birth and last name to further refine results. Again, you will need to indicate on the IC6W screen that you are searching by Birth Date by typing an "**B**" in the field on the top of the screen.

Step Two – Type in the Petitioner's Birth Date and Name

Once there is a "**B**" in the search type field, move your cursor down to the field for name, which

looks like this .

To search for a specific date of birth and Petitioner name, you must fill in the name field with your search arranged in following order: "**mmddyyyyaaaaa**".

 "**mm**" is the month of birth. The month must be a number between 01 and 12. For single digit months, be sure to include a zero as the first digit.

 "**dd**" is the day of birth. The day must be a number between 01 and 31. For single digit days, be sure to include a zero as the first digit.

"**yyyy**" is the year of birth. It must be in either the 20th century (1900s) or 21st century (2000s) or else the search will not work.

 "**aaaaa**" is the Petitioner's last name. There must be at least one letter in this field or the search will not work.

Example: To perform a search for **Bill Shaw**, who was born on **July 4, 1926**:

First, indicate a Date of Birth Search by entering "**B**" in the IC6W screen. Move your cursor down to the name field.

Second, type the following into the name field : "07041926shaw". Press enter.

Step Three – View Results

Once you press enter, if there are any results for your search, they will be displayed in a list composed of eight entries per screen. To move to the next result screen, press the enter key.

To view more information about each of your results (to see the ICDW screen), type an "**s**" in the white box next to each petitioner name and then **move your cursor over to the grey RETURN button and click on it. Using the enter key on your keyboard will not work to display the ICDW screen with more information**.

V. Frequently Asked Questions and Troubleshooting

1. If I do a Birth Date and name search, do I need to include a Petitioner last name?
   - You must include at least one letter of a last name for this search to function.

2. I got to the tenth page of my search results, why can't I see any more?
   - Due to the network limitations of the mainframe, 80 entries are the maximum result for any search.
   - To further refine the search, try including a first name or use the birth date search.

3. I used a birth date search and the screen shows that it is unable to complete this search. What is wrong?
   - Check your entry again for accuracy. The search will not be performed if the year of birth is not in the 1900's or 2000's. In addition, the month field must be within 01-12 and the date field must be from 01-31.
   - Did you enter at least one letter of a last name in the name field? If you do not enter at least one letter, this search will not function. Adding the last name to the search will narrow your search result.

4. I know I have a correct name for a Petitioner or Respondent, but I am getting no results. What is wrong with the search?
   - Have you misspelled the inputted name or accidentally inputted a space in a name? Either of these errors will negate a search.
   - Does the name include an apostrophe? If so, try searching without a space after the apostrophe and also with a space after the apostrophe.
   - Did you separate the first and last name with a comma and a space? A Petitioner name search will not function without a comma and a space separating the first and last name?
   - Have you entered the first name then last name? The Petitioner's last name must be entered first, followed by a comma, space, and then the Petitioner's first name.
   - Does the last name have a prefix like "Mc, Mac, or De"? Try searching with and without a space between the prefix and the rest of the last name.
   - The mainframe web search simply searches through what has been entered into the mainframe. Thus, if the Application for Adjustment was filed with a variation of a name for a Petitioner or Respondent, this will affect the results of your search.

5. Can I search if I am unsure about spelling or if I have only the first few letters of a last name?
   - Yes. When typing in the name field on a Petitioner or Respondent search, if you fill in the first four character of the last name, the search will produce results with those first four characters, along with all other results with a variety of endings.
   - For example, a search for the last name "John" will produce all last names that are simply John, but also names like "Johna", "Johns", and "Johnson".

6**. I have tried to input the Petitioner first and last name, but I am unable to enter any more letters. What is wrong?**

 • The search fields will only accept a maximum of 30 characters.

7. I am trying to see your normal information screen for my search results, but I keep pressing enter on my keyboard and getting an error message! What is wrong?

 • You need to place an "s" in the white box next to the result and then move your cursor to click on the grey "RETURN" button in the top right hand corner.