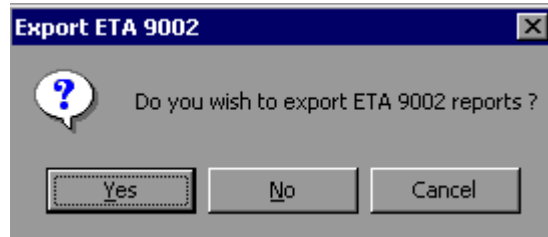
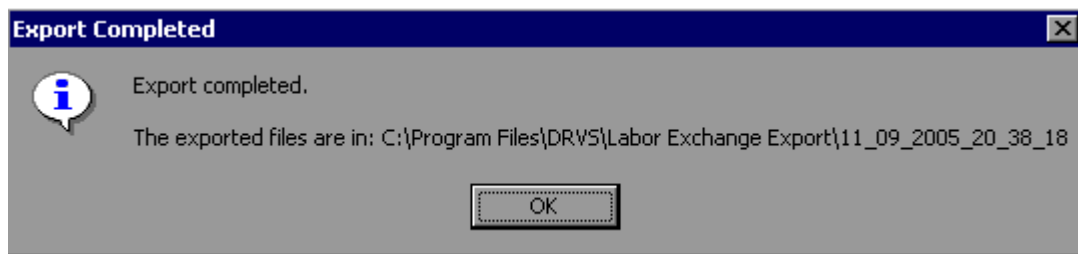


## Preparing DRVS-Generated Files to Upload to LERS

The state can export the reported values generated by the DRVS to files formatted to upload to LERS. On the DRVS Report Validation menu select LERS Export. A window will appear confirming that you want to create LERS export files.



Click on Yes to export all of the reports for the selected group. Another window will indicate that the export files have been saved to the installation directory, in a date and time stamped folder under the Labor Exchange Export subfolder.



Before the files can be uploaded to LERS, states must make minor changes to five of the eight export files. This change should be necessary only for the PY 2005 first quarter submission, as LERS is in the process of changing its upload format. Specifically, users must add a comma at the end of each of the following rows in the applicable export files:

- 9002 C – Rows 8, 9, 10, 11, 12, 13, and 14
- 9002 E – Rows 22, 23, and 24
- VETS 200A – Rows 2, 3, 16, and 29
- VETS 200 B – Rows 2, 3, 16, and 29
- VETS 200 C – Rows 16 and 29

States should contact their regional office or the ETA LERS informational website at <http://www.uses.doleta.gov/laborexchangereport.asp> for more information about procedures for submitting quarterly reports. Once the state accesses ETA's LERS upload function, and makes the modifications specified above, the files created by the DRVS LERS export function can be uploaded through the LERS web interface.