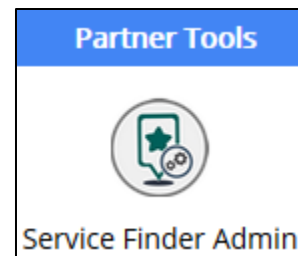Any partner location in the Illinois workNet Service Finder has the ability to track the usage of their Illinois workNet location. Accomplish this by generating a site-specific URL to use as the homepage for resource room computers. If your location is not yet in the Service Finder, follow these instructions to Create New Sites on Illinois workNet or Create New WIOA Sites on Illinois workNet.

Partners must first generate a site-specific URL to use as the homepage for resource room computers. Once the site-specific URL has been set up, partners can access the Unique URL Frequency Report to view their location's Illinois workNet usage counts. Filters are included to allow partners the ability to find data they need more efficiently.

Generate a Site-Specific URL for Illinois workNet Partner Sites

1. Go to www.illinoisworknet.com.
2. **Login** to your Illinois workNet account.
3. Once logged in, click **My Dashboard**.
4. Under Partner Tools, click the **Service Finder Admin** icon.
5. On the Services Locator Administration page, next to the location's information, click the **Get Site URL** button.
6. Copy the text in the URL field. This is your location's site-specific URL.
7. Follow the instructions listed for each of the specific browsers to set your computer's homepage as the site-specific URL. Each browser varies on how to set the homepage.
   a. Instructions are accessible for:
      i. Google Chrome
      ii. Firefox
      iii. Internet Explorer
      iv. Microsoft Edge
      v. Safari (Mac)

For accuracy purposes, the site-specific URL is designed for one location. If there are multiple locations, each individual site will need its own site-specific URL. If you do not see the Service Finder Admin icon under your Partner Tools, send your request to be added as a contact via email to info@illinoisworknet.com, including your name, organization, and location address.

Using the Site-Specific URL Frequency Report

1. Follow steps 1-4 above to Generate a Site-Specific URL to set as the homepage on computers.
2. To access the usage statistics, navigate to the Service Locator Administration page and click on the **Usage Reports** tab.
3. Use the filters and sort icons to filter down the list.
4. Click **Export** to receive an excel sheet with the requested information.

Check out the archived Partner Webinar for using the Site-Specific URL here: https://youtu.be/uBybzJVgTVY

User Access to Report Information

To access the site-specific URL generator and Unique URL Frequency Report, users must have partner level access. If you need partner access, send your request via email to info@illinoisworknet.com, including your name, organization, and location address.

- Designated Primary and Secondary Contact(s) of Partner locations can view usage statistics of their location.
- LWIA Coordinators and Managers can view the usage statistics within their LWIA.
- DCEO and state level staff can view the usage statistics for the entire state.