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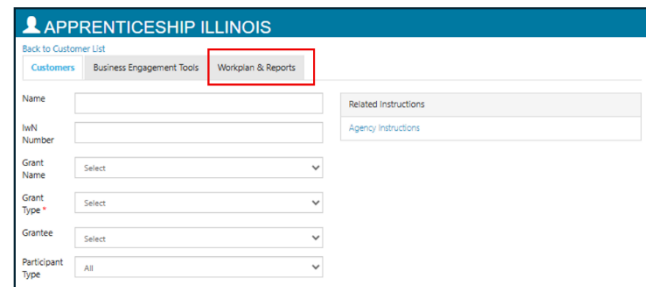
Reports

Reports allow users to see several things based upon the selection:

- **Participant List** – This list is a comprehensive list of all participants in the program.
- **Plan vs. Actual Dashboard** – Defaults to the current program year and designates actual enrollees vs. the planned number of participants by a variety of activities and demographics.
- **Quarterly Narrative Reporting** – allows the narrative to be entered for the appropriate quarter immediately completed. This information is reported to the US Department of Labor.

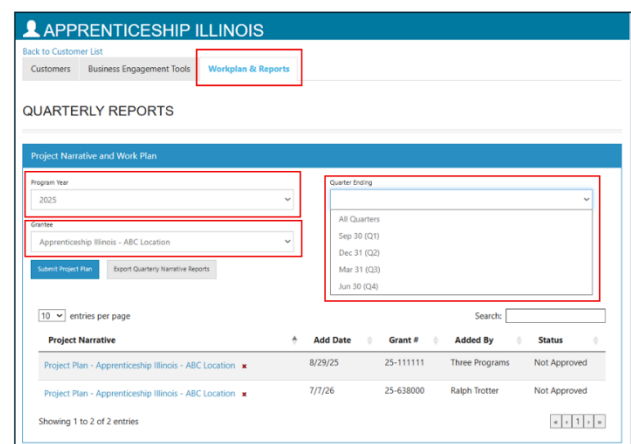
Access Quarterly Reports: Project Plan

1. Select **Workplan & Reports** to review the agency's plan and enter the quarterly narrative report for the most recently completed quarter.



2. The **Quarterly Reports** modal displays all previously submitted work plans.

- Select **Program Year**
- Select **Grantee**
- Select **Quarter Ending**



Project Narrative	Add Date	Grant #	Added By	Status
Project Plan - Apprenticeship Illinois - ABC Location	8/29/25	25-111111	Three Programs	Not Approved
Project Plan - Apprenticeship Illinois - ABC Location	7/7/26	25-638000	Ralph Trotter	Not Approved



Quarterly Narrative Report

1. Click on the **Project Plan (work plan)** for which a quarterly narrative update will be submitted.

2. Scroll down to the bottom of the work plan and click to open the **Quarterly Narrative Updates** section.

3. Click **Add Narrative Updates**

4. On the **Add Quarterly Update** modal:

- Select the **Calendar Year**
- Select the **Quarter**

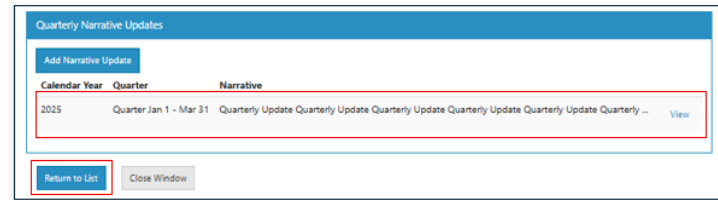
5. Provide a **narrative update** regarding the activity that occurred in the last quarter. Complete each of the text boxes required for the report. The best practice is to write the narrative in Word, then copy and paste to the narrative modal.

Include a **summary of information** for each required* section:

- Summary of Grant Activities*
- Summary of Grant Goals*
- Status update on Strategic Partnership Activities*
- Status update on Employer Engagement Activities*
- Key Issues and Technical Assistance Needs*
- Summarize Significant Accomplishments and Reference Success Stories by name that have been posted*

6. Click **Save**

7. The **narrative** will display in the Quarterly Narrative section of the work plan.



Quarterly Narrative Updates

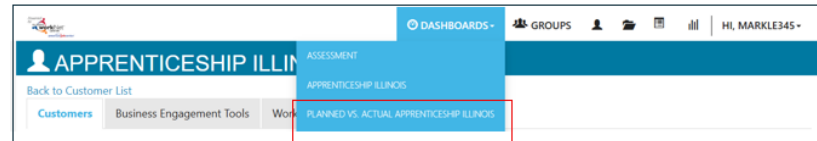
Add Narrative Update

Calendar Year	Quarter	Narrative
2025	Quarter Jan 1 - Mar 31	Quarterly Update Quarterly Update Quarterly Update Quarterly Update Quarterly Update Quarterly ... View

[Return to List](#) [Close Window](#)

Review the Planned vs Actual Dashboard

1. From the Dashboard dropdown, select the **Planned vs. Actual Dashboard**.



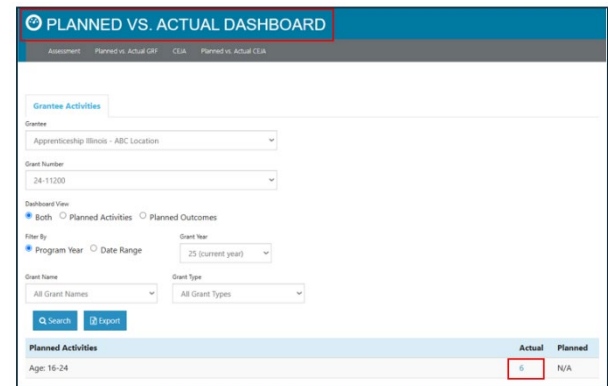
APPRENTICESHIP ILLINOIS

Back to Customer List

Customers Business Engagement Tools Work **PLANNED VS. ACTUAL APPRENTICESHIP ILLINOIS**

2. The **dashboard** will show the number of apprentices that have been enrolled compared to the number of planned apprentices entered in the Workplan.

- Click the **number** in the actual column to view the list of apprentices counted in that item.



PLANNED VS. ACTUAL DASHBOARD

Assessment Planned vs. Actual CEF Planned vs. Actual CEF

Grantee Activities

Grantee: Apprenticeship Illinois - ABC Location

Grant Number: 24-11200

Dashboard View: ☒ Both ☐ Planned Activities ☐ Planned Outcomes

Filter By: ☒ Program Year ☐ Date Range Grant Year: 25 (current year)

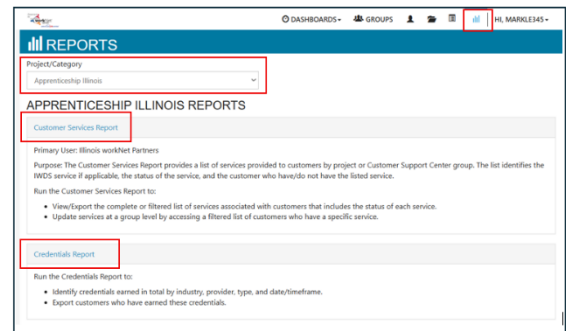
Grant Name: All Grant Names Grant Type: All Grant Types

[Q Search](#) [Export](#)

Planned Activities	Actual	Planned
Age: 16-24	5	N/A

Review other Reports

- Select **Reports** (bar graph icon) from the top menu.
- If your organization uses workNet for multiple programs, filter the **Project/Category** to the program you want to review.
- Select the **Customer Services Report** or **Credentials Report** to review.



REPORTS

Project/Category: Apprenticeship Illinois

APPRENTICESHIP ILLINOIS REPORTS

Customer Services Report

Primary User: Illinois workNet Partners

Purpose: The Customer Services Report provides a list of services provided to customers by project or Customer Support Center group. The list identifies the IWDS service if applicable, the status of the service, and the customer who have/do not have the listed service.

Run the Customer Services Report to:

- View/Export the complete or filtered list of services associated with customers that includes the status of each service.
- Update services at a group level by accessing a filtered list of customers who have a specific service.

Credentials Report

Run the Credentials Report to:

- Identify credentials earned in total by industry, provider, type, and date/timeframe.
- Export customers who have earned these credentials.

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