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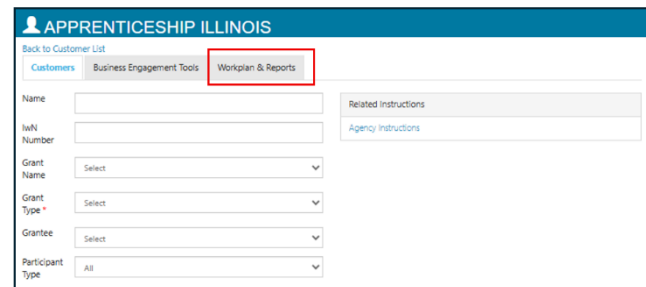
Reports

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 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.

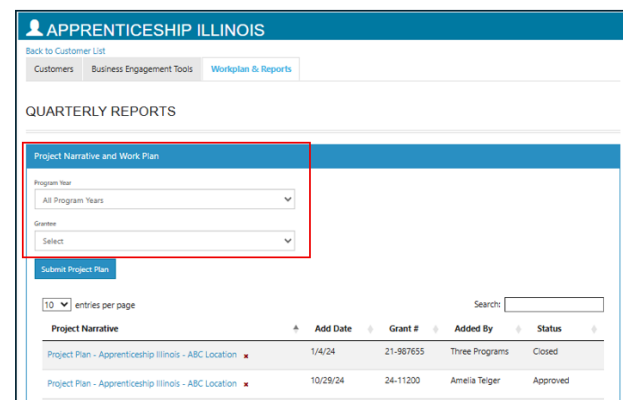
Access Quarterly Reports: Project Plan

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 workplans.

- Select **Program Year**
- Select **Grantee**



Project Narrative	Add Date	Grant #	Added By	Status
Project Plan - Apprenticeship Illinois - ABC Location	1/4/24	21-987655	Three Programs	Closed
Project Plan - Apprenticeship Illinois - ABC Location	10/29/24	24-11200	Amelia Teiger	Approved



Quarterly Narrative Report

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

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

3. Click **Add Narrative Updates**

APPRENTICESHIP ILLINOIS

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QUARTERLY REPORTS

Project Narrative and Work Plan

Program Year:

Grantee:

[Submit Project Plan](#)

10 entries per page

Search:

Project Narrative	Add Date	Grant #	Added By	Status
Project Plan - Apprenticeship Illinois - ABC Location	1/4/24	21-987655	Three Programs	Closed
Project Plan - Apprenticeship Illinois - ABC Location	10/29/24	24-11200	Amelia Teiger	Approved

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QUARTERLY REPORTS: PROJECT PLAN

Grantee Name: Apprenticeship Illinois - ABC Location
Created: 10/29/24 - Amelia Teiger
Approved: 1/19/25 - Amelia Teiger

[Project Narrative](#)

[Project Plan](#)

[Program Activities and Outcome Plan Numbers: Projects Serving Individuals](#)

[Program Activities and Outcome Plan Numbers: Capacity Building Activities, Funding, & Outcomes](#)

[Quarterly Narrative Updates](#)

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

Quarterly Narrative Updates

[Add Narrative Update](#)

Calendar Year	Quarter	Narrative
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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. (Best practice is to write the narrative in Word, then copy and paste to the narrative modal.)

Include a summary of information for each Category:

- 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 submitted.

6. Click **Save**



7. The **new narrative** will be displayed in the Quarterly Narrative Updates section.

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QUARTERLY REPORTS: PROJECT PLAN		
Grantee Name: Apprenticeship Illinois - ABC Location		
Created: 10/29/24 - Amelia Telger		
Approved: 1/19/26 - Amelia Telger		
Project Narrative		
Project Plan		
Program Activities and Outcome Plan Numbers: Projects Serving Individuals		
Program Activities and Outcome Plan Numbers: Capacity Building Activities, Funding, & Outcomes		
Quarterly Narrative Updates		
Add Narrative Update		
Calendar Year	Quarter	Narrative
2026	Quarter Jan 1 - Mar 31	Example Example Example Example Example Example View
Return to List Close Window		



Review the Planned vs Actual Dashboard

Select the **Planned vs. Actual Dashboard** to see the number of apprentices that have been enrolled compared against 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 Activities	Actual	Planned
Age: 16-24	3	N/A

Review other Reports

Select **Reports** (bar graph icon) in 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 IWOS 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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