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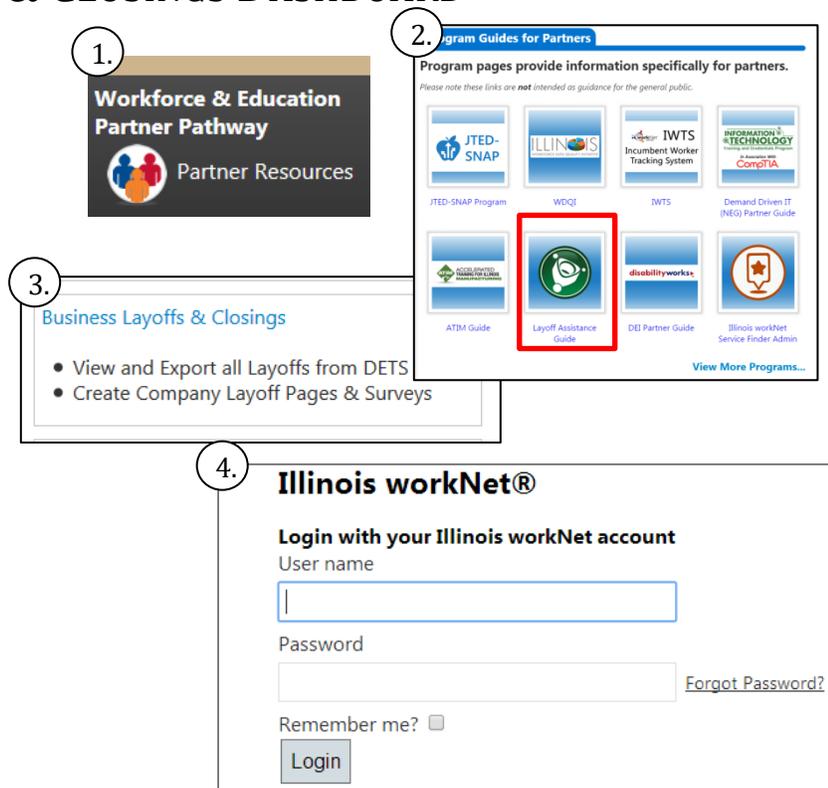
INTRODUCTION

The Business Layoffs & Closings Dashboard is where you will create your company specific layoff page and dislocated worker survey, export layoff information to Excel, or see info for specific companies.

Only DCEO Rapid Response Specialists and identified LWIA staff have access to Business Layoffs & Closings. To request access, email info@illinoisworknet.com and your request will be sent on for review.

ACCESS THE BUSINESS LAYOFFS & CLOSINGS DASHBOARD

1. Click the “Partner Resources” link from the footer of any Illinois workNet page.
2. Scroll down the page to the “Programs” area and select “Layoff Recovery.”
 - a. Note – the order of programs can/will change as programs change.
3. Click “Business Layoffs & Closings” to sign-in (if you’re not signed in already).
4. Log-in with your Illinois workNet Workforce & Education account.



1. Workforce & Education Partner Pathway Partner Resources

2. Program Guides for Partners
Program pages provide information specifically for partners.
Please note these links are *not* intended as guidance for the general public.

JTED-SNAP Program	MDCJE	IWTS Incumbent Worker Tracking System	INFORMATION TECHNOLOGY powered by ComptIA
ATIM Guide	Layoff Assistance Guide	DEI Partner Guide	Illinois workNet Service Finder Admin

3. Business Layoffs & Closings

- View and Export all Layoffs from DETS
- Create Company Layoff Pages & Surveys

4. Illinois workNet®

Login with your Illinois workNet account

User name

Password
 [Forgot Password?](#)

Remember me?

Login

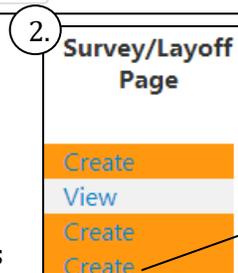
CREATE A COMPANY SPECIFIC LAYOFF PAGE AND DISLOCATED WORKER SURVEY

How: One-click process to create both via the business layoffs and closings area.

1. Locate your layoff by searching/filtering by:
 - a. Date
 - b. Company Name
 - c. City
 - d. LWIA
 - e. Total # Affected



2. Once you've located your layoff click Create in the Survey/Layoff Page column.
 - a. If the column says "View" this layoff page has already been created. Go to your Partner Dashboard to manage the page.



Layoff landing page and Dislocated Worker Survey being created. You will be transferred to the Layoff Landing page to edit content when finished.

ACTIVATE YOUR COMPANY SPECIFIC LAYOFF PAGE

After you complete these steps your page will need to be customized and then activated to be live for the public to view. You only have to activate your page once, from then on, whenever you make updates to your page they will automatically display. For instructions on customizing and activating your page view the [Partner Dashboard Instructional Guide](#).

EXPORT BUSINESS LAYOFFS & CLOSINGS TO EXCEL

1. Click “Export” from the Business Layoffs & Closings page.
2. Manipulate the data as you need
 - a. Filter, sort, etc.
3. Save to your computer for your use.

Over 25 workers affected

Add New Layoff

Export

Showing 1 to 5 of 5 entries

Show 10 entries

Start

End

Company Name City LWIA Total Affected NAICS Survey/Layoff Page

Layoff Date	Company Name	City	LWIA	Total Affected	NAICS	Survey/Layoff Page
10/15/2012	Ansel Hawkeye, Inc.	Beardstown	20	51	315	View
5/3/2014	Beardstown IGA	Beardstown	20	25	4451	View

VIEW THE COMPANY SPECIFIC INFORMATION FOR EACH LAYOFF

How: Click on the company name via the Business Layoffs & Closings page.

1. Locate the layoff you’re looking for and click on the company name (column 2).
2. After clicking on the company name, review the information on the new page.

Showing 1 to 10 of 28 entries (filtered from 848 total entries)

Show 10 entries

Start

End

Company Name City

Layoff Date	Company Name	City
6/22/2013	Applebee's	Multiple
7/1/2012	ARGO/Insight Insurance Services, Inc.	Geneva
5/12/2012	Best Buy	West Dundee
11/16/2013	Caterpillar Inc.	Montgomery
7/2/2013	Commercial Vehicle Group, Inc.	DeKalb
8/16/2013	DACO Inc	North Aurora
9/1/2014	DENTSPLY Rinn	Elgin
12/28/2013	Dominick's	Oswego & Genoa
2/4/2014	Group O	Aurora
7/7/2012	Hostess Brands, Inc.	Elgin

Layoff Info

DETS Number: 20130501001
 Notification Date: 4/24/2013
 WARN Compliant: Yes
 Type: **WARN**
 50 or above: Yes
 FEIN Number: [REDACTED]
 Business Name: **Applebee's**
 Contact Name: [REDACTED]
 Phone: [REDACTED]
 Address: **DeKalb, Kane, & Kendall locations**

City: **Multiple**
 State: **IL**
 Zip Code:
 County: **DeKalb County**
 Industry Type: -
 LWIA: **5**

Is this business location downsizing or closing?: **Closing**
 1st Layoff Date: **6/22/2013**
 Number Affected: **225**
 Cause: **Sold Business**
Additional Layoff Dates and Number Affected
 • 06/2013 225

Total Affected: **225**
 TAA Certified: **N/A**
 TAA Certification Number:
 Next Required Steps: