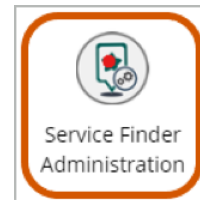


Illinois workNet Service Finder: Generating a Site-Specific URL

A Unique URL can be generated for any Partner Site entered into the [Illinois workNet Service Finder](#) and set as the homepage for that location's computer labs to track the usage of Illinois workNet. Instructions for creating or updating an Illinois workNet Service Finder Partner Site can be found under *Resources* on the [Service Finder Tool article](#).

After the Unique URL is set up, users can use the *Unique URL Frequency Report* to track counts for users who are using Illinois workNet on their resource room computers. The designated Primary and Secondary Contacts of a Partner Site can view the usage statistics of their location. LWIA Coordinators and Managers can view the usage statistics within their LWIA, and DCEO and State Level staff can view the usage statistics for all locations added to the Service Finder.



NOTE: Users must have a Partner Level account to access the Unique URL Generator and Report. If you need Partner Level access, request to [Become A Partner](#) by sending an email to info@illinoisworknet.com. Include the following information:

Reason for the email: I would like to request an Illinois workNet partner account.

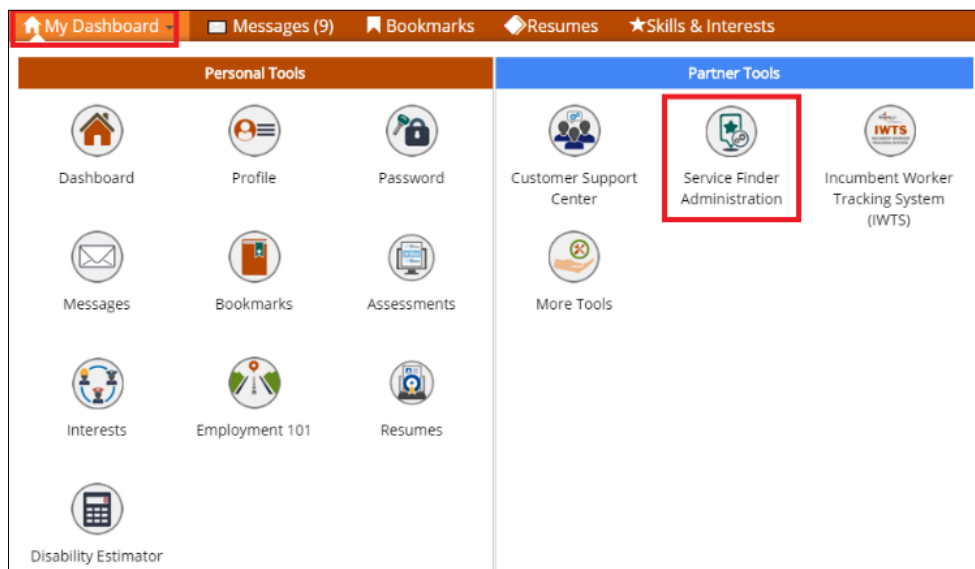
Your name as it appears in your Illinois workNet account.

Name of your organization as it appears in the Illinois workNet Service Finder.

Organization address and **work phone number**.

Generating a Unique URL for Illinois workNet Partner Sites

1. Go to the Illinois workNet homepage: <https://www.illinoisworknet.com/>
2. Click **Login** in the header to sign into your existing workNet.
3. Once logged in, click on **My Dashboard** on the workNet banner and select **Service Finder Administration** under the Partner Tools section.



The Illinois workNet® Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com. January 2020 v3

Illinois workNet Service Finder: Generating a Site-Specific URL

- On the Service Finder Administration page, click the **Get Site URL** button next to the location you would like to generate a Unique URL for.

+ Search by Id

Display per page: 25

Follow Up Notes

Add a New Site

LWIA	Site Name/Address	WIOA Funded	Active	Type	Visible to Public	Site Status	
20	A Test Org 123 2450 Foundation Drive Springfield IL 62703-5429 View Map	No	Yes	Other	Yes	Approved	Edit Get Site URL
20	A Test Site 2450 Foundation Drive Suite 100 Springfield IL 62703-5464 View Map	No	Yes	Other	No	Pending	Edit Get Site URL

- Copy** the text generated in the *URL Field*. This is your location's Unique URL.
- Follow the instructions for setting the Unique URL as your computers homepage. Instructions can be accessed for:
 - Chrome
 - Firefox
 - Internet Explorer
 - Microsoft Edge
 - Safari

Using the Unique URL Frequency Report

- Follow steps 1-4 in the [Generating a Unique URL for Illinois workNet Partner Sites](#) section, above.
- Select the **Usage Reports** tab at the top of the page.

SERVICE FINDER ADMINISTRATION

[My Sites](#)
[Reports](#)
[Dashboard](#)
[Administrators](#)
[Usage Reports](#)

Location Name:

Keyword:

+ Advanced Filtering Options

[Apply Filters](#)
[Clear](#)

Illinois workNet Service Finder: Generating a Site-Specific URL

- On the Unique URL Frequency Report screen, use the *dropdowns* to filter associated Partner locations by:
 - LWIA
 - Region
 - Organization Type
- Select a **Date Range** to determine what timeframe you would like to see the *Access Count* for.
- Click the **Export** button to download an Excel Sheet of all listed locations and their Access Count statistics.

LWIA:

Region:

Organization Type:

Date Range: -

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Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Show entries

Search:

Name	LWIA	Region	Type	Active	Accessed Count
A Location Test	7	Northeast	Community Based Organization (CBO)	True	35
A Test Haven	7	Northeast	Social Service Agency	True	145
American Test Cooperative	27	Northern Stateline	Private Sector	True	30
America Test of Illinois, Inc.	7	Northeast	Private Sector	True	3
Annex Test Center	7	Northeast	Education Entity: Adult Education	True	1
CBAR Test Organization	23	Southeast	Social Service Agency	True	23

User Access to Unique URL Frequency Report:

- Only designated Primary and Secondary Contacts of the Service Finder Partner Site can view the usage statistics.
- LWIA Coordinators and Managers can view the usage statistics of all Partner Sites within their LWIA.
- DCEO and State Level staff can view the usage statistics for all Partner Sites added to the workNet Service Finder