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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. Log in to www.illinoisworknet.com
- 2. Select My Dashboard
- 3. Select Customer Support Center from the Partner Tools
- 4. On the Group Search page, select Apprenticeship Illinois



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Search					
GROUP SEARCH					
Use Customer Support Center Groups to a group to get started. Learn more	organize customers and view infe	ormation saved with e	ach customer's account	t. Create your personal group	o or select
Create Personal Groups					
Group Name Show Advanced	I Search				
Search Q					
50 💙 entries per page					
Id + Name	+ Туре	+ Active	+ Partners	+ Customers	+
11284 Apprenticeship Illinois	ProjectGroup	true			
Showing 1 to 1 of 1 entry				α	1 > >



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

	PRENTICESHIP ILLINOIS		
Back to Custo	mer List		
Customers	Navigator Tools Workplan & Reports		
Name			Related Instructions
lwN Number			Agency Instructions
Grantee	Apprenticeship Illinois - ABC Location	~	
Participant Type	All	~	

- 6. The Quarterly Reports page displays all previously submitted workplans.
 - Select Program Year
 - Select Navigator

ck to Customer List									
Customers Navigator Tools Workplan & Reports									
UARTERLY REPORTS									
Project Narrative and Work Plan									
		7							
2024	~								
lavioator									
Apprenticeship Illinois - ABC Location	~								
Submit Project Plan		_							
10 v entries per page						Search:			
Project Narrative	+	Add Date	÷	Grant #	÷	Added By	÷	Status	÷
		10/29/24		24-11200		Amelia Telger		Approved	
Project Plan - Apprenticeship Illinois - ABC Location									



Quarterly Narrative Report

1. Click on the Project Narrative that a quarterly narrative update will be submitted for.

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Apprenticeship Illinois - ABC Locati	ion	~				
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Submit Project Plan						
Submit Project Plan						
10 V entries per page				Search	 	
10 v entries per page				Search:	 	

- 2. Scroll down to the bottom of the workplan to the Quarterly Narrative Updates section.
- Contention
 C

3. Click Add Narrative Updates

Quarterly Narrative Updates			
Add Narrative Update Calendar Year	Quarter	Narrative	



ADD QUARTERLY UPDATE

- 4. On the Add Quarterly Update modal:
 - Select the Calendar Year
 - Select the Quarter

3. 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.
- 5. Click Save

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

Calendar Year	Quarter *		
2025 (Cu 🗸	Quarter Jan 1 -	Mar 31 🗸 🗸	
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Summany of Grant G	icuits *		A
Status update on Str	ategic Partnership Activities		h
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status update on En	proyer Engagement Activitie	ş	
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APPRENTICESHIP ILLINOIS
Back to Customer List
Customers Navigator Tools Workplan & Reports
QUARTERLY REPORTS: PROJECT PLAN
Grantee Name: Apprenticeship Illinois - ABC Location Created: 10/3/24 - Amelia Hoper Approved: 5/28/25 - 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
2025 Quarter Jan 1 - Mar 31 Summary of Grant Activities Summary of Grant Goals Status update on Strategic Partnership Activiti View
Reference Lat. Cancel



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.

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	PLANNED VS. ACTUA	APPRENTICESHIP LUNIOS				
Intermediary Activities Navigator Activities						
Grantee						
	~					
Grant Year						
25 (current year)	~					
Category				Last Completed Quarter 0	Actual	Planne
Planned Activities						
Total Individuals Served				18	27	N/A
Service Levels: Registered Apprenticeships				0	3	0
Service Levels: Pre-Apprentices				0	0	0
Services Provided: On the Job Training				0	1	0
Services Provided: Work Experience				0	0	0
Services Provided: Related Training Instruction				0	0	0
Services Provided: Supportive Services				1	1	0
Services Provided: Other (Describe in Narrative)				1	7	0
Gender: Male				10	15	0

Review other Reports

- 1. Select Reports (bar graph icon) in the top menu.
 - Select the Customer Services Report or Credentials Report to review.

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REPORTS						
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Apprenticeship Illinois	~					
APPRENTICESHIP ILLING	DIS REPORTS					
Customer Senicer Benod						
customer services report						
Primary User: Illinois workNet Partners						
Primary User: Illinois workNet Partners Purpose: The Customer Services Report p IWDS service if applicable, the status of th	rovides a list of services provided to be service, and the customer who h	o customers by project or o ave/do not have the listed	Customer Suppo service.	ort Center ç	group. Th	e list identifies th
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Concern service report Primary User: Illinois workNet Partners Purpose: The Customer Services Report pr WDS service if applicable, the status of th Run the Customer Services Report to: • View/Export the complete or filteres • Update services at a group level by Credentials Report Run the Credentials Report to: • Identify credentials aread in total I	rovides a list of services provided to the service, and the customer who he d list of services associated with cus accessing a filtered list of customer by industry, provider, type, and date	o customers by project or ave/do not have the listed stomers that includes the s rs who have a specific servi	Customer Suppr service. atus of each se ce.	ort Center ş rvice.	group. Th	e list identifies the



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