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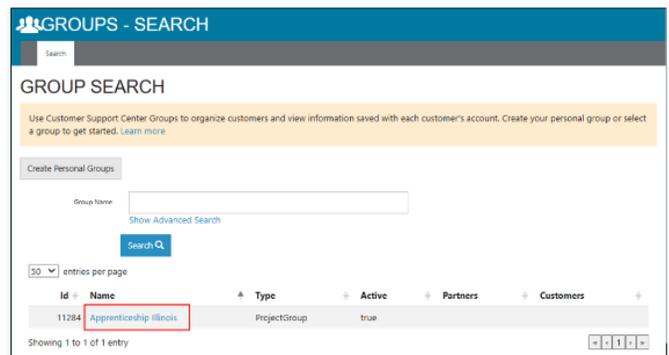
Reports

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**





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

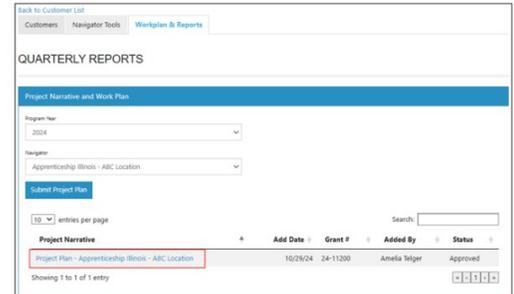
6. The **Quarterly Reports** page displays all previously submitted workplans.
 - Select **Program Year**
 - Select **Navigator**

Project Narrative	Add Date	Grant #	Added By	Status
Project Plan - Apprenticeship Illinois - ABC Location	10/29/24	24-11200	Amelia Telger	Approved
Project Plan - Apprenticeship Illinois - ABC Location	6/7/25	24-11200	Maggie O'Leary	Approved

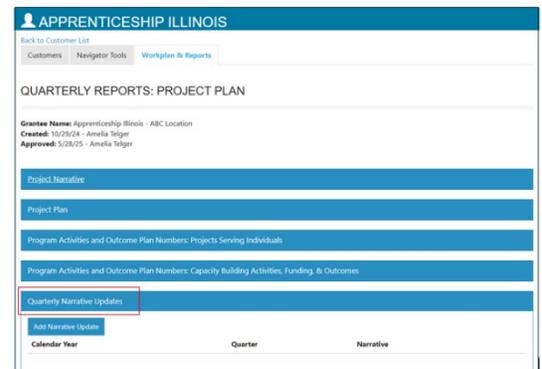


Quarterly Narrative Report

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



2. Scroll down to the bottom of the workplan to the **Quarterly Narrative Updates** section.



3. Click **Add Narrative Updates**





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.



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.

Category	Last Completed Quarter	Actual	Planned
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.

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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