Purpose:

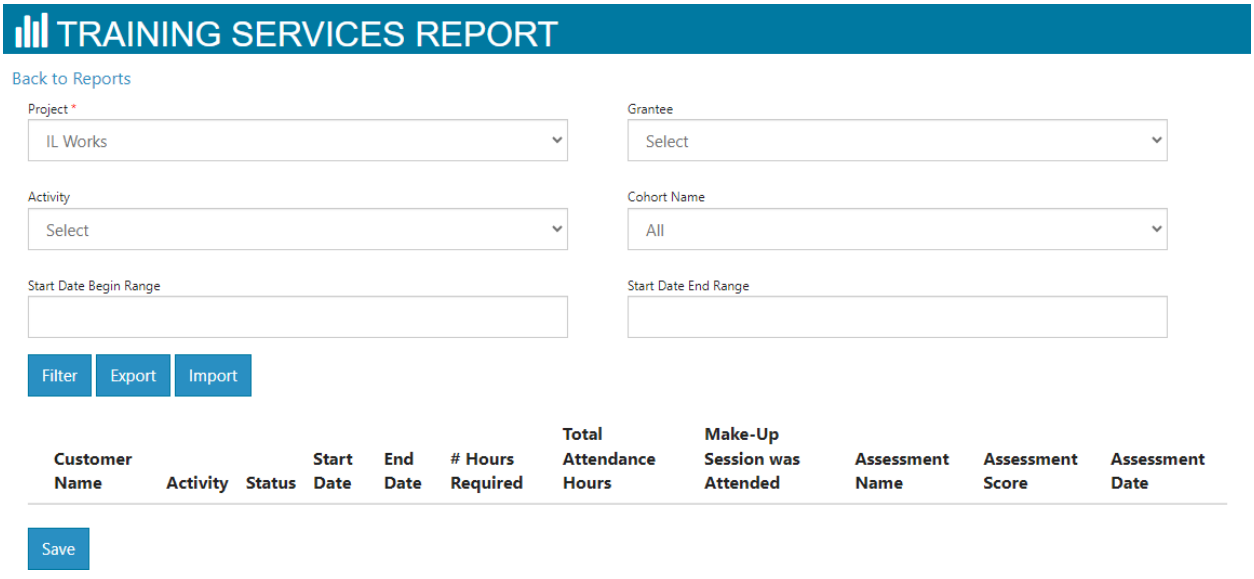
In the Illinois Works Reporting System, grantees have may update participant services. With the Training Services Report, grantees may be able to more efficiently update participant services' statuses, hours, and post-assessment information.

Who Enters/Maintains Data

- Grantee Program Administrators enters local demographic information, training program information, employers, worksite information, placements, and uploads payroll.

Access the Training Services Report

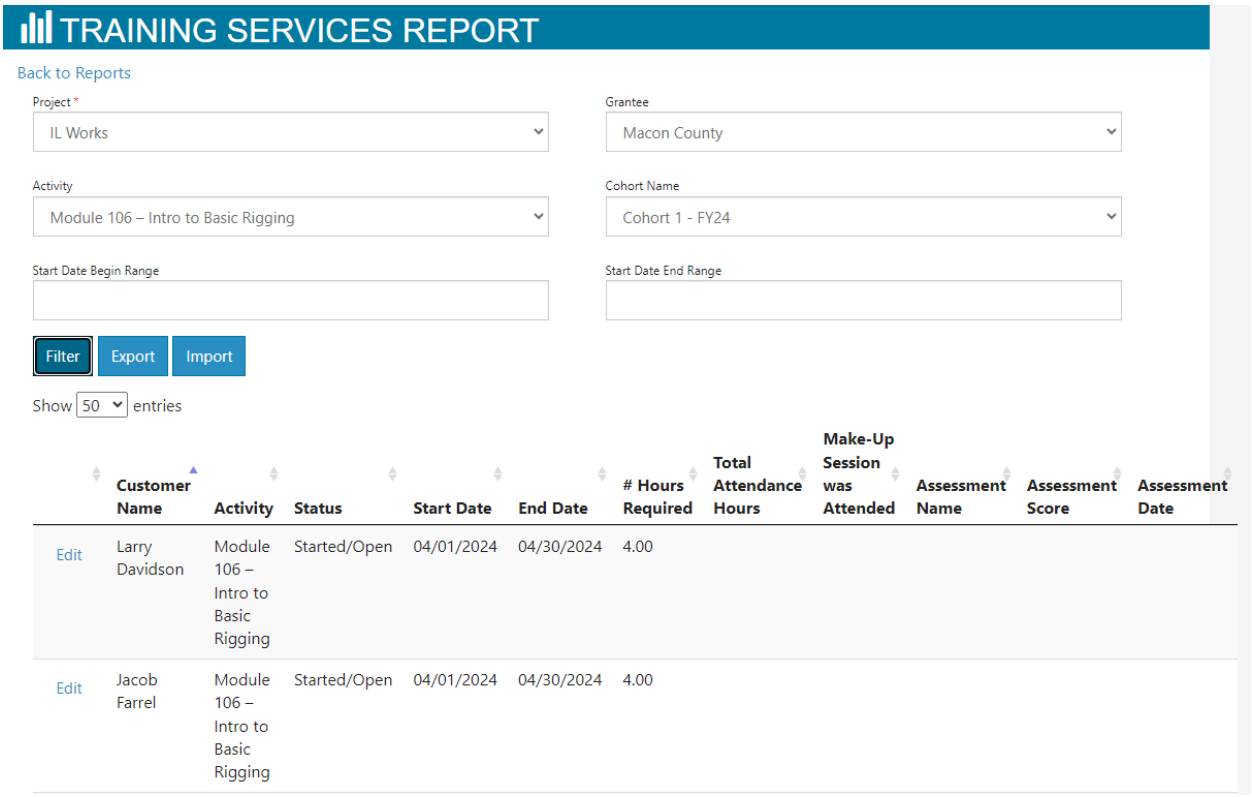
- Log into illinoisworknet.com.
- Select My Dashboard and select Customer Support Center.
- Select the Reports icon.
- In the Project/Category dropdown select IL Works.
- Select IWRS: Training Services Report.



In the report, you can filter by:

- Grantee (if you have access to multiple sites)
- Activity (i.e. Service)
- Cohort
- Date Ranges for the service

Make the selections and click the **Filter** button and participants who have that service will appear in the table of results below.

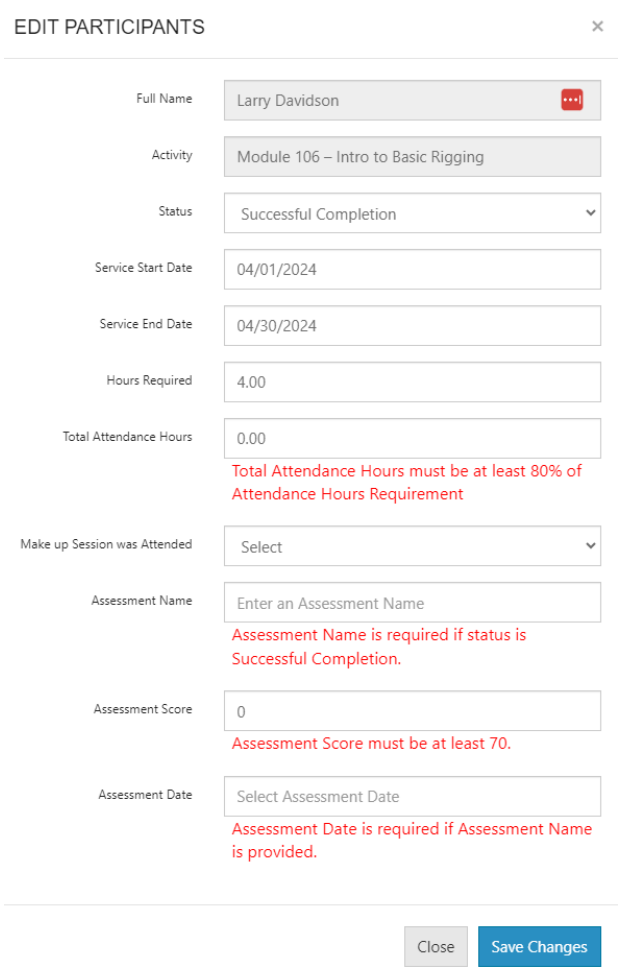


To edit select the **Edit** text next to the participant's name. This will open a pop-up window where you can update that participant's service.

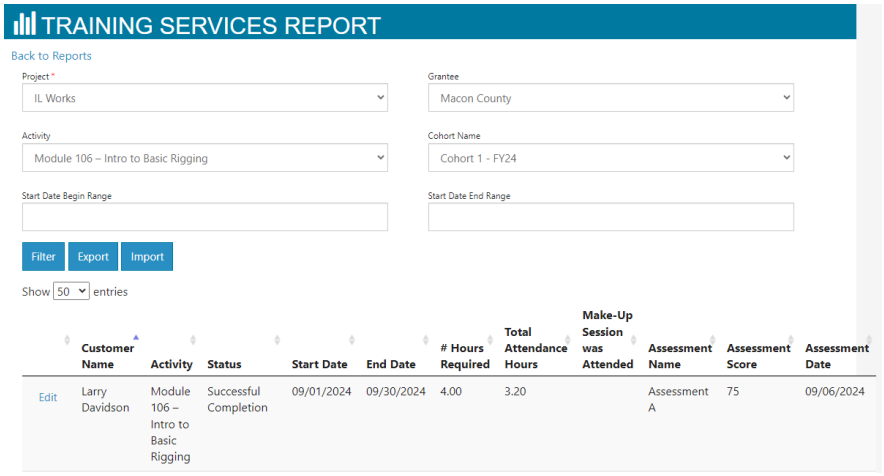
If the Status will be updated to Started/Open, you may add the total attendance hours and assessment information. However, if you enter any assessment information, you will not be allowed to save without entering the Name, Score, and Date. All 3 must be selected in order to save.

If the Status will be changed to Successful Completion, then the Total Attendance Hours must be 80% of the Hours Required. Additionally, the post-assessment score must be 70%.

In this window you are not able to designate the service as Unsuccessful Completion or Evaluated/Not Required. If those are statuses to be updated, you must update them manually in the participants' Training/Services page.



Once the service has been updated, a message will display that the service has been updated. You will then see the updated information display in the table:

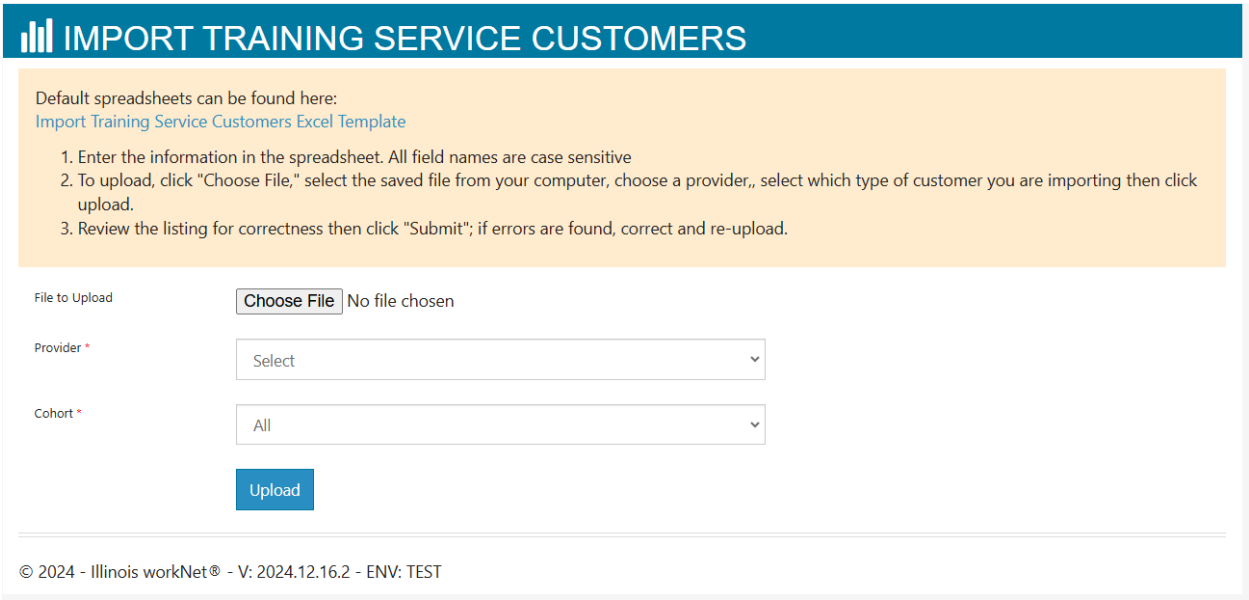


The **Export** button will create an Excel file you can download and view the information included in the table.

The **Import** button will open a window where you can download templates to update multiple participant services at once.

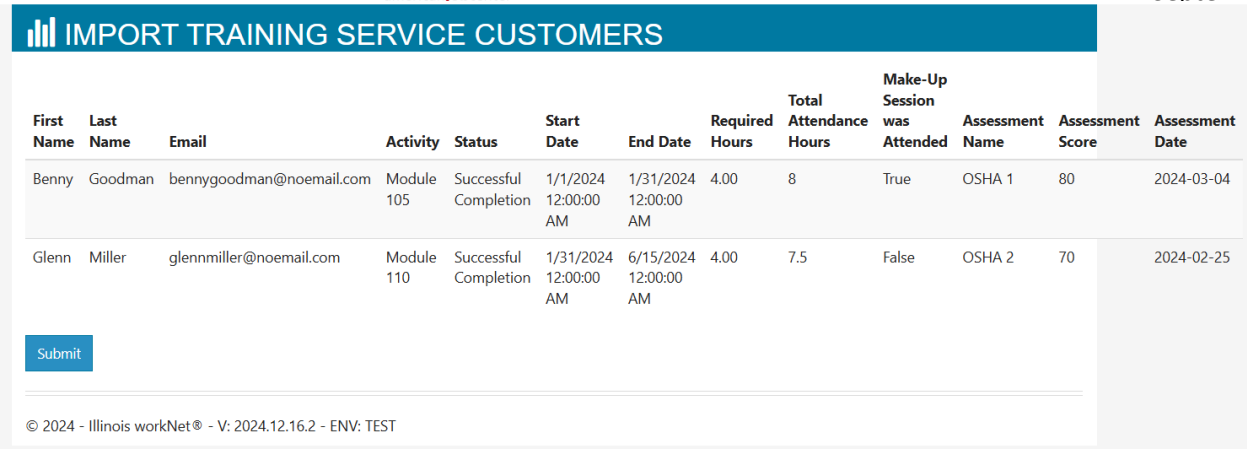
The text for the names of Participants and the Services must be an exact match in order for the changes to be applied.

Download the template and update as needed by entering the participant names, service dates, total attendance hours, if a make-up session was attended, and the assessment name, score, and date.



Once the template has been updated and saved, select the **Choose File** button and click **Upload**. The participants training services will then be updated in the system.

The system will identify if there are issues with the uploaded data. Correct any issues and upload again. On the summary page select the **Submit** button to update the information in the system.



IMPORT TRAINING SERVICE CUSTOMERS

First Name	Last Name	Email	Activity	Status	Start Date	End Date	Required Hours	Total Attendance Hours	Make-Up Session was Attended	Assessment Name	Assessment Score	Assessment Date
Benny	Goodman	bennygoodman@noemail.com	Module 105	Successful Completion	1/1/2024 12:00:00 AM	1/31/2024 12:00:00 AM	4.00	8	True	OSHA 1	80	2024-03-04
Glenn	Miller	glennmiller@noemail.com	Module 110	Successful Completion	1/31/2024 12:00:00 AM	6/15/2024 12:00:00 AM	4.00	7.5	False	OSHA 2	70	2024-02-25

Submit

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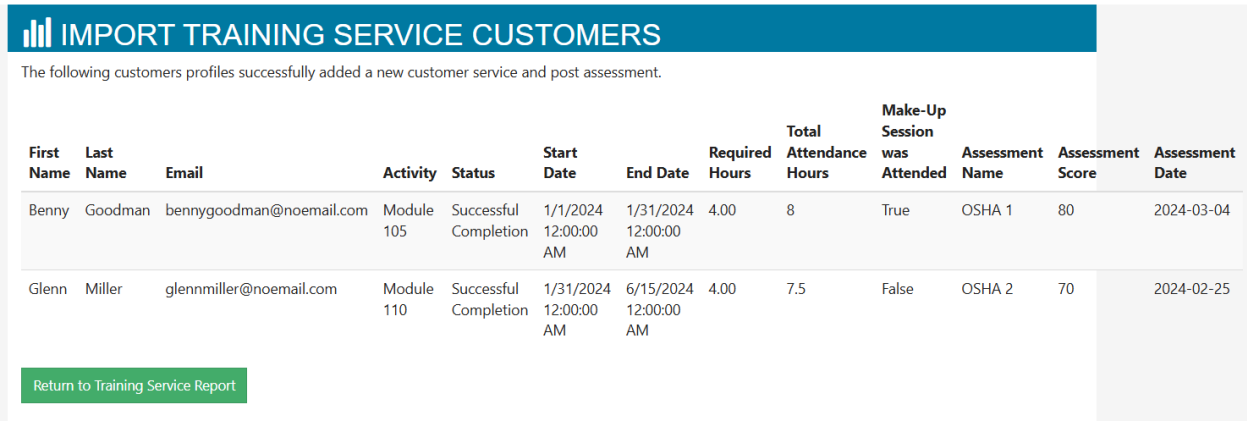
Select the green button **Return to Training Service Report** to be redirected back to the report page.



IMPORT TRAINING SERVICE CUSTOMERS

The following customers profiles successfully added a new customer service and post assessment.

First Name	Last Name	Email	Activity	Status	Start Date	End Date	Required Hours	Total Attendance Hours	Make-Up Session was Attended	Assessment Name	Assessment Score	Assessment Date
Benny	Goodman	bennygoodman@noemail.com	Module 105	Successful Completion	1/1/2024 12:00:00 AM	1/31/2024 12:00:00 AM	4.00	8	True	OSHA 1	80	2024-03-04
Glenn	Miller	glennmiller@noemail.com	Module 110	Successful Completion	1/31/2024 12:00:00 AM	6/15/2024 12:00:00 AM	4.00	7.5	False	OSHA 2	70	2024-02-25

Return to Training Service Report