



Navigating Reports

IWDS 2.0 TECHNICAL TRAINING DOCUMENTS



Purpose

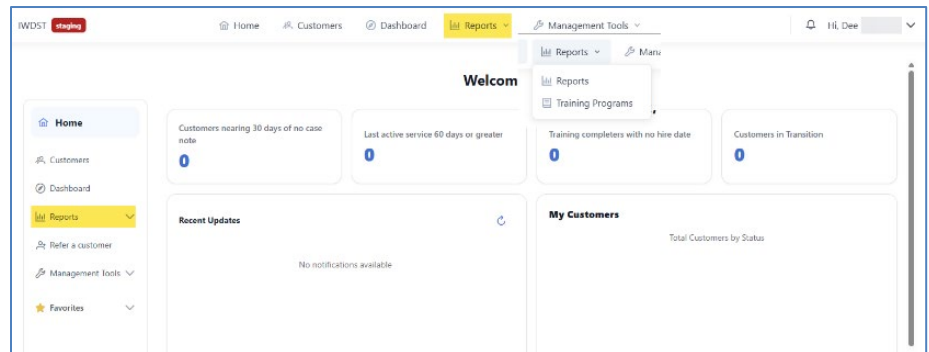
This guide explains how to find, run, filter, and export a report in IWDS 2.0, using the Participant History report as the example. The same steps apply to every report on the View Reports page.

Audience

This document is designed to guide Account Managers, Auditors, Career Planners, Data Stewards, Reports Only, Super Users and others who need to run reports

Open the Reports Page

- From the Home Screen <https://iwds2.dceo.illinois.gov/>
- In the top navigation bar, hover over **Reports**
- Select Reports link from the list



Search for a report

Use the **Report Filters** panel on the left side of the View Reports page.

1. In the **Search** box, type a keyword from the report name (for example, *Active*).
2. Select **Search**. The list shows only reports that match.
3. (Optional) To filter by type, open the **Category** dropdown and select a category.
4. To clear your search and filters, select **Reset**. The full report list returns.

Report Filters

Search

Search

Category

All

Search

Reset

View Reports

Name	Category	Frequency	Last Run
> Active Participant Assigned to Inactive Career Planner	Participant	83	10/14/2026
> Active Participants with No Career Planner	Participant	67	10/14/2026
> Active Trade (TAA) Participants	Participant	18	10/12/2026

Review Report Details

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Check the report's details before running it to confirm it has the data you need.

- 1) Select the arrow (>) to the left of the report name.
- 2) Review the details panel that expands below the report:
 - Description: what the report shows / Potential Use: What the report is used for.
 - Report Data: the fields included in the results.
 - Filter Criteria: the parameters you can set.
 - Grouping and Aggregation: how results are grouped and counted.
 - Report Formats: the export options (Excel and PDF).
- 3) Select the arrow again to collapse the panel.

Report Filters

Search

history

Category

All

Search

Reset

View Reports

Name	Category	Frequency	Last Run
> Grant Transfer History	Grant	0	
▼ Participant History	Participant	4	10/08/2026

Description: This report is designed to provide a relatively concise overview of the training and services that have been provided to the subset of customers who have been selected.

Report Data: LWIA, Office, Career Planner, Participant Name, Participant Age, Program, Status, Application Date, Registration Date, Exit Date, Exit Reason, Service Start Date, Service End Date, Successful Completion, Participation Date

Filter Criteria: LWIA, Office, Career Planner, Participant Status, Program, In vs Out of School Youth, Participation Date, Exit Date, Service Date, Exit Reason, Grant Number, Service Level

Grouping and Aggregation: Grouping: LWIA | Aggregate: Participant Name

Report Formats: Excel, Pdf

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Open a Report and Set Parameters

- 1) Select the report name link (for example, Participant History). The report's parameters page opens.
- 2) (Optional) Use Saved View to choose how results display (for example, Table View).
- 3) Review the LWIA field. It is required, as marked by the asterisk (*).
- 4) (Optional) Set any other parameters to narrow your results (based on the report)
- 5) (Optional) Use Visible Columns to choose which columns appear in the results.

← Back to Report List **Participant History** Report Parameters ^ Export

This report is designed to provide a relatively concise overview of the training and services that have been provided to the subset of customers who have been selected.

Saved view: Table View

Visible columns: 13 items selected

LWIA *:

Career Planner:

Program:

Participation Date: From to To

Service Date: From to To

Grant Number: Select a grant

Office:

Participant Status:

In vs Out of School Youth: Select an option

Exit Date: From to To

Exit Reason: Select an option

Service Level:

Reset to defaults Run

TIP: Select Reset to Defaults to clear all parameters and start over. Parameters vary by report; check Filter Criteria in Step 3 for the list.

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Run the report and review results

1. Scroll to the bottom of the parameters and select Run.
2. Wait for the report to load. A loading message appears while data is retrieved.
3. Review the summary tiles at the top of the page. They show Participant History and a count for each program.
4. Below the tiles, results are grouped by Office. The total record count for each group appears on the right.
5. Select the arrow (>) next to a group to expand it and see individual records. Large groups may take a moment to load.

Participant History

Report Parameters | Export

Program	Count
PROGRAM: WIOA - ADULT (1A)	15,125
PROGRAM: WIOA - DISLOCATED WORKER (1D)	10,496
PROGRAM: WIOA - RAPID RESPONSE (1E)	10,346
PROGRAM: WIOA - YOUTH (1Y)	10,157
PROGRAM: NATIONAL DISLOCATED WORKER GRANT (WIOA 1N) - QUEST 1 DISASTER	7,571
PROGRAM: NATIONAL DISLOCATED WORKER GRANT (WIOA 1N) - COVID EMPLOYMENT RECOVERY	898
PROGRAM: NATIONAL DISLOCATED WORKER GRANT (WIOA 1N) - QUEST 2 DISASTER	333
PROGRAM: NATIONAL DISLOCATED WORKER GRANT (WIOA 1N) - COVID DISASTER	325
PROGRAM: NATIONAL DISLOCATED WORKER GRANT (WIOA 1N) - CAREER DWG EMPLOYMENT RECOVERY	229
PROGRAM: NATIONAL DISLOCATED WORKER GRANT (WIOA 1N) - TRADE AND ECONOMIC TRANSITION EMPLOYMENT RECOVERY	203

Office: 07 - The Chicago Cook Workforce Partnership (33,977 Participants (55,683 rows))

Office	Career Planner	Participant Name	Participant Age	Program	Status	Application D
Symbol Training Institute	B	II	65	WIOA - Dislocated Worker (1D)	Exited Participant	04/25/2023
Symbol Training Institute	B	II	65	WIOA - Rapid Response (1E)	Exited Participant	04/25/2023
Symbol Training Institute	B	II	65	National Dislocated Worker Gra...	Exited Participant	04/25/2023
American Job Center in Wheelin...	V	K	52	WIOA - Dislocated Worker (1D)	Exited Participant	07/29/2020
American Job Center in Wheelin...	V	K	52	WIOA - Rapid Response (1E)	Exited Participant	07/29/2020
American Job Center in Wheelin...	V	K	52	National Dislocated Worker Gra...	Exited Participant	07/29/2020

Sort and filter columns

To sort a column:

- 1) Select the sort arrows next to the column name; Ascending and descending order (for example, Participant Name).
- 2) Select again to reverse the sort order.

To filter a column:

- 1) Select the funnel icon next to the column name (for example, Career Planner).
- 2) Type the value you want to see in the filter box (for example, a career planner's last name).
- 3) The table updates to show only matching records.
- 4) To remove the filter, clear the text in the filter box.

Adjust report parameters

- 1) Select Report Parameters at the top right of the results page. The parameters panel expands.
- 2) Change the parameters you need (for example, set Participant Status to Active Participant).
- 3) Select Run.
- 4) Wait for the updated results to load. Larger reports can take longer; do not navigate away while the report is loading.

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Export the report

- 1) Select Export at the top right of the results page.
- 2) Choose Excel or PDF.
- 3) A Downloading notification confirms the download has started.
- 4) Open the file from your browser's downloads or your Downloads folder.

Return to the report list

- 1) Select Back to Report List at the top left of the report page.
- 2) The View Reports page opens, where you can choose another report.

Tips and troubleshooting

Issue	What to do
I don't see a report I need	Select Reset to clear search filters. If it still isn't listed, the report may not be available for your role, or it may have been released after this guide.
The LWIA field is locked	Your LWIA is set by your access. Contact your administrator if it is incorrect.
The report is taking a long time to load	Large reports can take a minute or more. Wait for the loading message to clear and avoid leaving the page. Narrowing parameters (for example, a date range or office) can speed things up.
No results appear	Check your parameters for conflicting values, then select Reset to Defaults and run again.
The download didn't start	Check your browser's downloads list and any pop-up or download blocker.
The Excel file won't let me edit	Select Enable Editing in the Protected View banner.

Where can I learn more? [Link Training Resources Page](#) Find the full set of instructions on this page.

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