



Reports Only Role in IWDS 2.0

IWDS 2.0 TECHNICAL TRAINING DOCUMENTS



Purpose

This document explains the permissions available to an IWDS 2.0 user with the Reports only role.



Audience

This document is designed to inform IWDS users about user roles.



How Access Works

Access is based on two simple things: where you work (Location) and what you're allowed to do (Role).



Location defines where a user can do something — statewide, an LWIA, or a single office.

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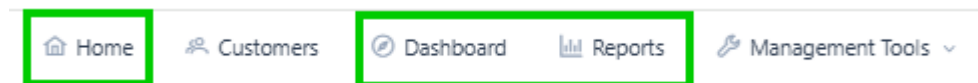


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Role defines what a user can do — the functions and records they can reach.

The Reports Only role has access to dashboards and reports.



- The Reports-only role does not have access to customers, providers, grants, or management tools.



Permissions Granted

Read-only access to dashboards and high-level reporting data. No access to individual records; home page, dashboard, and report links only.

[IWDS 2.0 Site](#)



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IWDS 2.0 TECHNICAL TRAINING DOCUMENTS

Permission	Description	Scope
REPORTS		
View reports <i>report-browse</i>	Allows a user to access the reports section.	LWIA



Granting Role Access

Account managers can grant and remove access to users. Connect with the Account Manager at your location for this access.



Dashboard

The dashboard is an overview of site performance across the case management lifecycle

- There are 4 tabs: Intake, Career Plan, Outcomes, Follow-up
- Results can be filtered by Program, LWIA, Office, and Career Planner

Reporting Dashboard - Intake		Last Calculated: 06/03/2026, 10:44 AM
Program All Programs LWIA All LWIAs Intake Career Plan Outcomes Follow-up		
PreScreening		
Prescreen In Progress ⓘ	1	
Prescreen Completed — No Application Started ⓘ	1	
Prescreen Inactive for 90+ Days ⓘ	0	
Prescreen Inactive for 170+ Days ⓘ	0	
Application		
Application In Progress ⓘ	2	
Application Inactive for 90+ Days ⓘ	0	
Application Inactive for 170+ Days ⓘ	0	
Application Completed but not Submitted ⓘ	0	

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- To see details about the participants in each row, click on the number. A table will appear and additional columns can be added to the table using the hamburger icon.
- For further information on how to use dashboards, review the quick start guide [Dashboard - General Navigation](#)



Reports

Reports are the place for system reporting for IWDS 2.0.

- Reports can be searched by keyword and category or browsed by page.
- Each report contains a description of the data, columns, filters, grouping, and view type.
- For further information on reports in IWDS, refer to the [support documentation](#).

The screenshot displays the IWDS 2.0 Reports interface. On the left, the 'Report Filters' sidebar includes a search bar and a category dropdown set to 'All'. The main content area, titled 'View Reports', lists various reports. The first report, 'Active WIOA Training', is expanded, showing its description, report data (LWIA, Office, Provider Name, etc.), filter criteria, and grouping/aggregation. Below the list, a pagination bar indicates '39 Entries' and 'Page 1 of 4', with a list of page numbers and a dropdown for items per page.

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IWDS 2.0 TECHNICAL TRAINING DOCUMENTS

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.

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