



# Utilizing Service Template Explorer

## IWDS 2.0 TECHNICAL TRAINING DOCUMENTS



### Purpose

This document is intended to explain how to utilize the Service Template Explorer in IWDS 2.0.

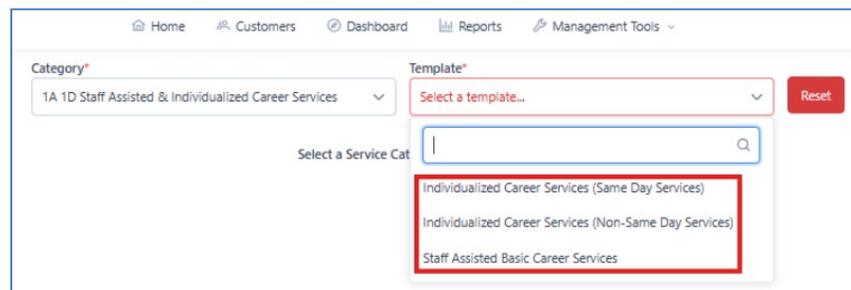
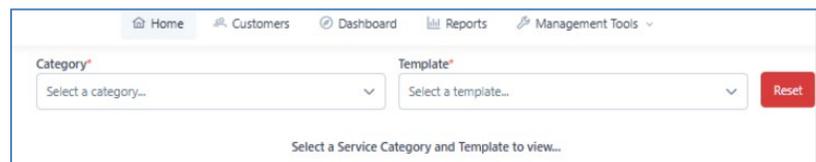
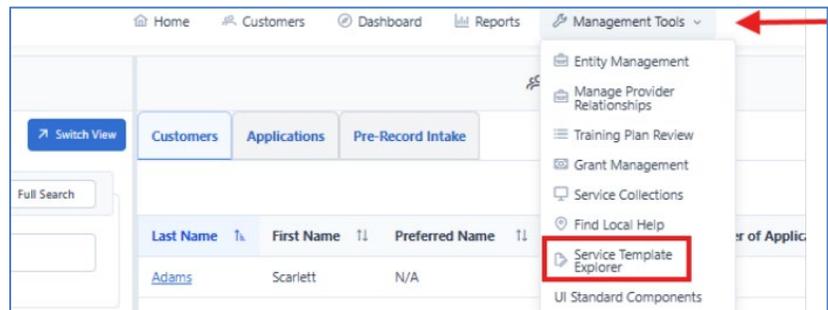
### Audience

This document is designed to guide both trainers and end users through the process of utilizing the Service Template Explorer in the IWDS 2.0 system.



### Navigate to Service Template Explorer

- Log into IWDS 2.0. ([Link](#))
- Select **Management Tools** > **Service Template Explorer**.
- The Service Template Explorer is displayed.
- The Category drop-down displays various categories for services.
- After selecting a category, the Template drop-down will display the appropriate templates related to the selected category. These templates display the relevant attributes for the selected services.



## IWDS 2.0 Site



# Utilizing Service Template Explorer

## IWDS 2.0 TECHNICAL TRAINING DOCUMENTS



### View Service Template Attributes

- After selecting the Category and Template – the attributes will display the form the end user fills out when adding a service to the customer’s career plan.
- Clear the filters by clicking the Reset button.
- The purpose of this function will allow system administrators to audit and view attributes for various service categories.
- **Note:** The Submit button is displayed to show the administrator how the form will function when Career Planner fills out these attributes.

The screenshot shows the 'Service Template Explorer' interface. At the top, there are navigation links: Home, Customers, Dashboard, Reports, and Management Tools. Below this, there are two dropdown menus: 'Category\*' (set to '1A 1D Staff Assisted & Individualized Career Services') and 'Template\*' (set to 'Individualized Career Services (Same Day Services)'). A red box highlights the 'Template\*' dropdown and a 'Reset' button next to it. Below the filters, the selected template is displayed: 'Individualized Career Services (Same Day Services) v1\_2026-01-12'. A red arrow points to this header. The main form contains several fields: 'Goal\*', 'Objective\*', 'Providing Entity\*', and 'Completion Status\*', each with a 'Select an answer' dropdown. There are also 'Start Date\*' and 'End Date' date pickers, and a 'Comments' text area. At the bottom right, there are 'Submit', 'Reset', and 'Cancel' buttons.

This screenshot shows the filter section of the Service Template Explorer. The 'Category\*' dropdown is highlighted with a red box and contains '1A 1D Staff Assisted & Individualized Career Services'. The 'Template\*' dropdown is empty and contains 'Select a template...'. A red arrow points to the 'Reset' button. Below the filters, the text 'Select a Service Category and Template to view...' is displayed.



### Overview of Service Collections

- Service Collections are groups of related services and the attributes required for the Customer Career Plan. The purpose of the Service Collections function narrows down appropriate attribute field(s) for a service and eliminates unnecessary attribute field(s) for a service.

## IWDS 2.0 Site



# Utilizing Service Template Explorer

## 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.

### [IWDS 2.0 Site](#)



Illinois  
Department of Commerce  
& Economic Opportunity



[Helpdesk.illinoisworknet.com](https://helpdesk.illinoisworknet.com)



| [www.illinoisworknet.com](http://www.illinoisworknet.com)