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INTRODUCTION

The Partner Dashboard is where you will manage and update company layoff pages and surveys as well as enter results from paper surveys when needed.

Only DCEO Rapid Response Specialists and identified LWIA staff have access the Partner Dashboard. To request access to this area, email info@illinoisworknet.com and your request will be sent on for review.

ACCESSING THE PARTNER DASHBOARD

1. Click the “Partner Resources” link from the footer of any Illinois workNet page.
2. Scroll down the page to the “Programs” area and select “Layoff Recovery.”
 - a. Note – the order of programs can/will change as programs change.
3. Click “Partner Dashboard” to sign-in (if you’re not signed in already).
4. Log-in with your Illinois workNet Workforce & Education account.

1. Workforce & Education Partner Pathway Partner Resources

2. Program Guides for Partners
 Program pages provide information specifically for partners.
 Please note these links are not intended as guidance for the general public.

JTED-SNAP Program | WDCI | IWTS Incumbent Worker Tracking System | INFORMATION TECHNOLOGY with CompTIA
 Demand Driven IT (NEG) Partner Guide

ATM Guide | **Layoff Assistance Guide** | DEI Partner Guide | Illinois workNet Service Finder Admin
[View More Programs...](#)

3. Partner Dashboard

- Add/Edit/Delete Messages for Company Layoff Pages
- Add Customized Questions to Survey
- Add Local Layoff Documents
- Add Company Icon
- Activate, Expire, and Re-Activate Company Layoff Pages
- Print Paper Surveys
- Entry for Paper Surveys

4. Illinois workNet®

Login with your Illinois workNet account

User name

Password
 [Forgot Password?](#)

Remember me?

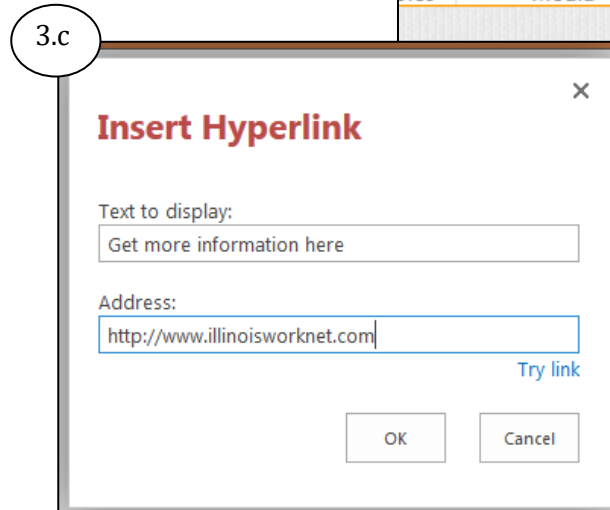
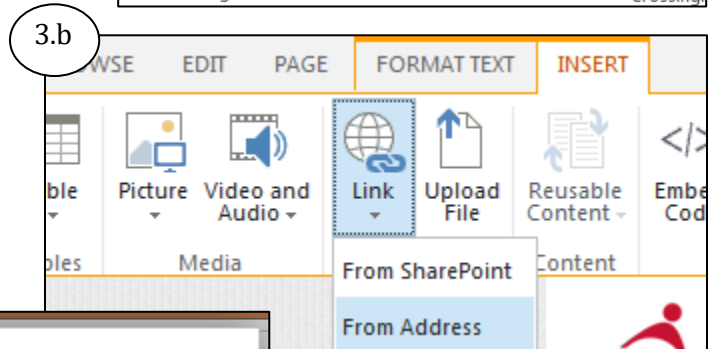
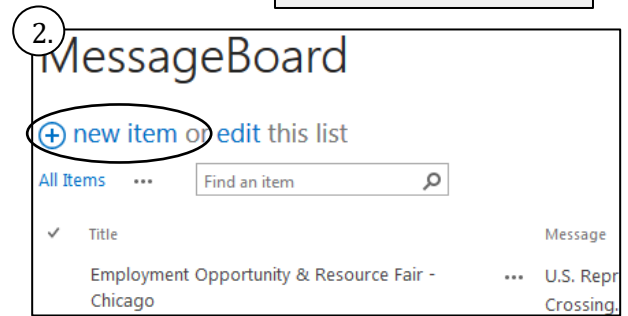
Login

CUSTOMIZING THE LAYOFF PAGE WITH MESSAGES

How: From the partner dashboard click to add/edit messages. From here you can delete existing messages, update them, and add new.

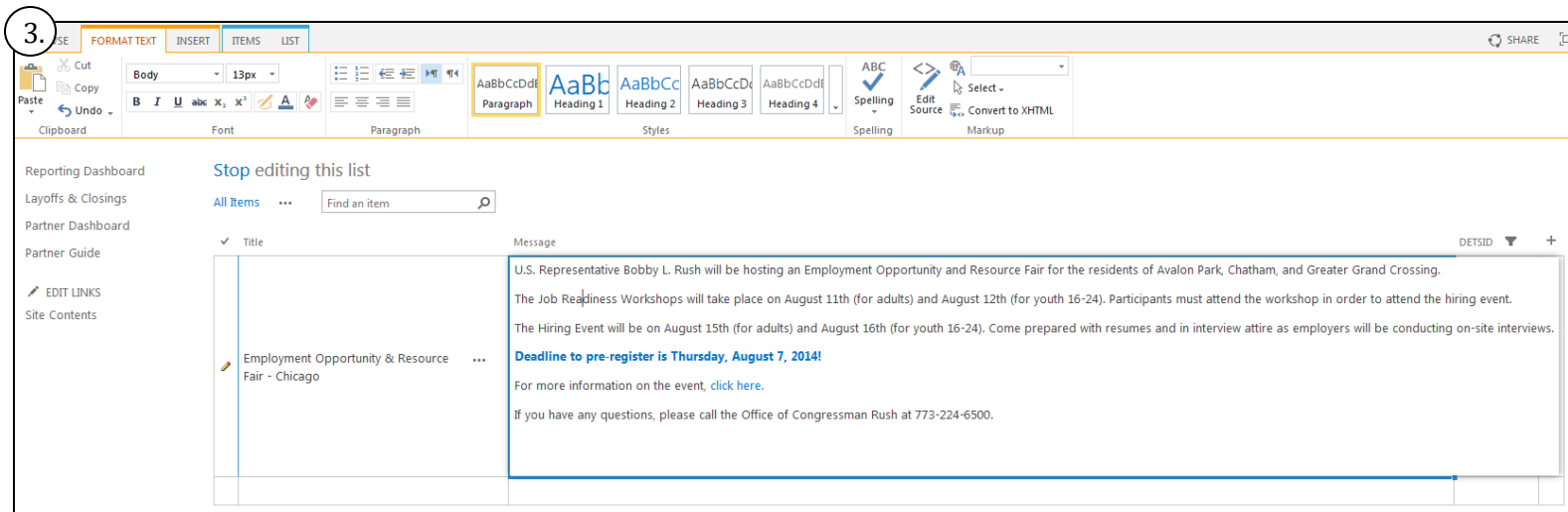
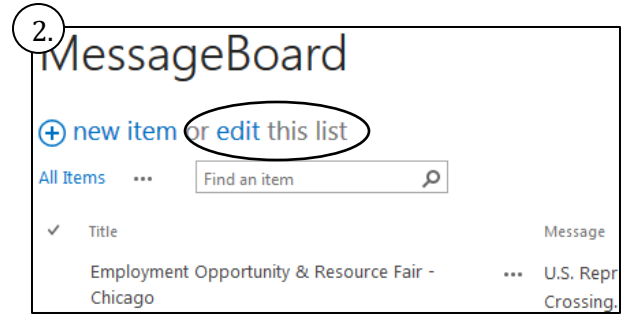
ADDING A NEW MESSAGE

1. Locate the layoff on your dashboard and click “Add/Edit Messages” from the Additional Actions column.
2. Click “New Item”.
 - a. If you have added messages already, you will see them listed here.
3. Add the “Title” and “Message”
 - a. To add a link, highlight the text you want to be the link and select “Insert” from your page ribbon.
 - b. Select “Link” and then “From Address” from the drop-down.
 - c. Add URL into the “Address” field
 - d. Click Ok
4. Once you’re done – click
5. Repeat these steps for adding all new messages to your layoff page.



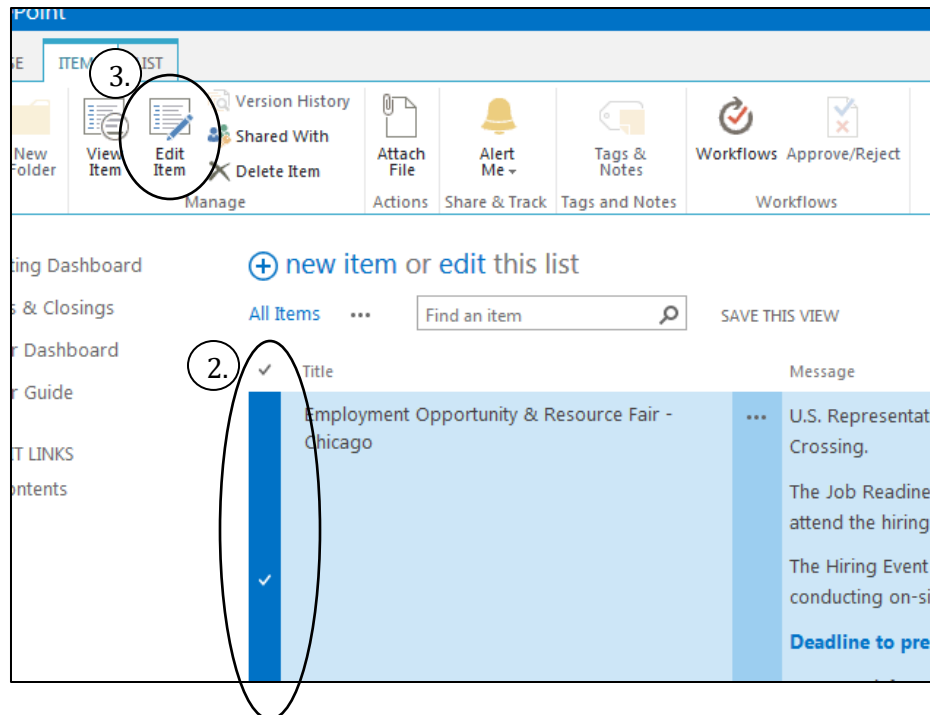
EDITING AN EXISTING MESSAGE – OPTION 1

1. Locate the layoff on your dashboard and click “Add/Edit Messages” from the Additional Actions column.
2. Click the “edit” this list option.
3. Edit the title or message by clicking within the content.
4. Once you’ve made your changes, click “Stop” editing this list.



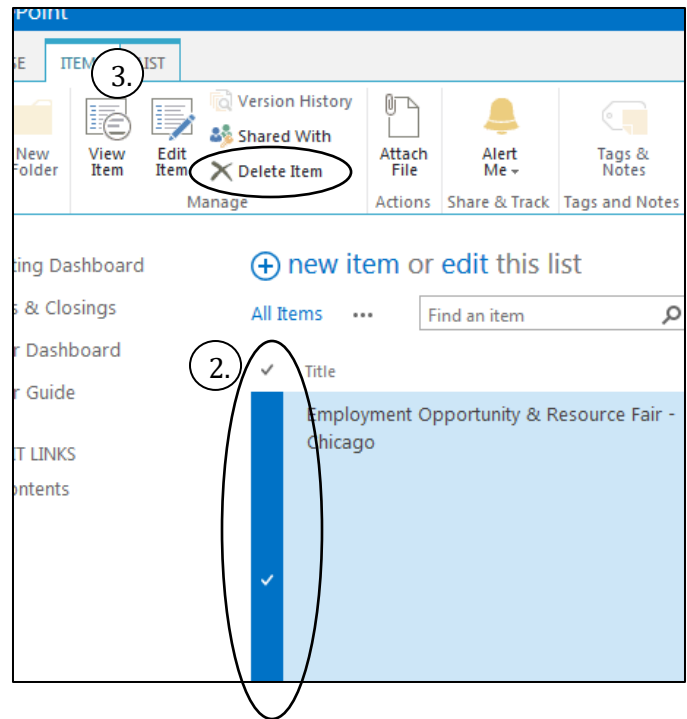
EDITING AN EXISTING MESSAGE – OPTION 2

1. Locate the layoff on your dashboard and click “Add/Edit Messages” from the Additional Actions column.
2. Locate the message you want to edit and click the check mark next to the title in column 1.
3. Click “Items” in the page ribbon and select “Edit Item”.
4. Update Title/Message.
5. Click “Save” when done.



DELETING A MESSAGE FROM YOUR LAYOFF PAGE

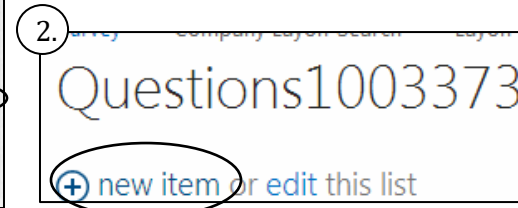
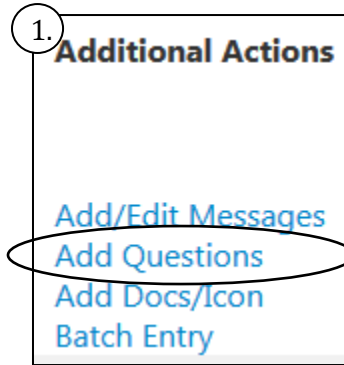
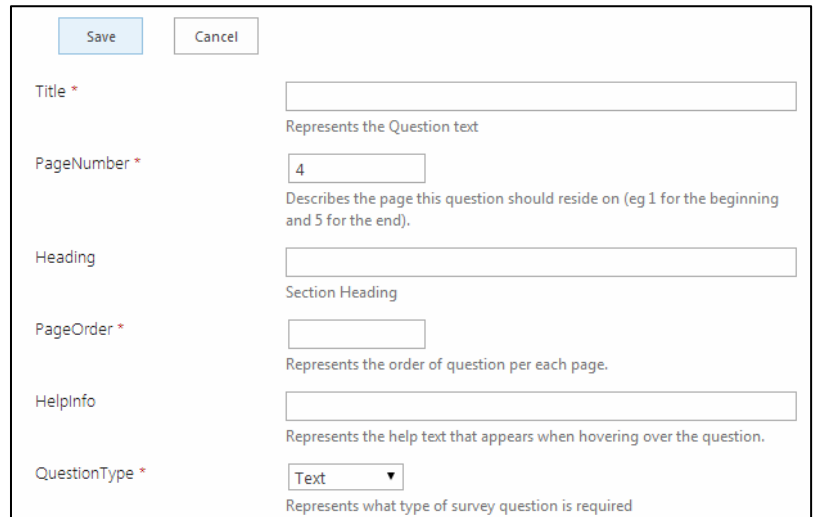
1. Locate the layoff on your dashboard and click “Add/Edit Messages” from the Additional Actions column.
2. Locate the message you want delete and click the check mark next to the title in column 1.
3. Click “Items” in the page ribbon and select “Delete Item”.
4. Click “Okay” in the confirmation pop-up.



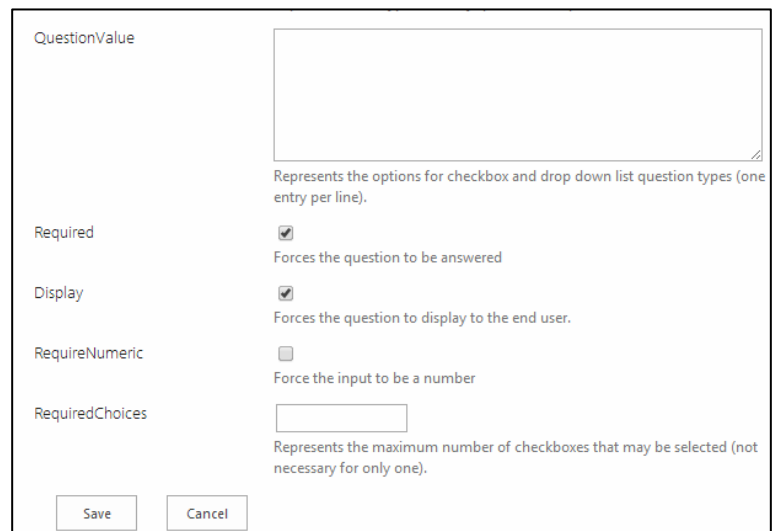
ADD CUSTOMIZED QUESTIONS TO THE DISLOCATED WORKER SURVEY

How: From the partner dashboard click to add up to 3 questions per survey.

1. Locate the layoff on your dashboard and click “Add Questions” from the Additional Actions column.
2. Click “New Item” to add your first question:
 - a. Add Title
 - b. Add Page/Section Heading (For example: Local Resources, Local Needs, etc.)
 - c. Add Page Order: represents the order of question per each page.
 - d. Add Help Info if needed: Represents the help text that appears when hovering over the question.
 - e. Select Question Type
 - i. Text
 - ii. Drop Down
 - iii. Checkbox
 - iv. Radio
 - v. Date
 - f. Add Question Value: represents the options for checkbox and drop down list question types (one entry per line). Select if Required
 - g. Select if the answer has to be a numerical value
 - h. Identify if there is a required number of answers: represents the maximum number of checkboxes that may be selected (not necessary for only one).

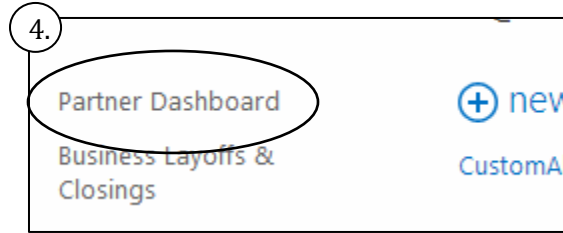



A screenshot of a form for adding a question. It includes fields for Title, PageNumber (set to 4), Heading, PageOrder, HelpInfo, and QuestionType (set to Text). Each field has a description of its purpose.



A screenshot of a form for defining question values. It includes a large text area for "QuestionValue", and checkboxes for "Required" and "Display". There are also fields for "RequireNumeric" and "RequiredChoices".

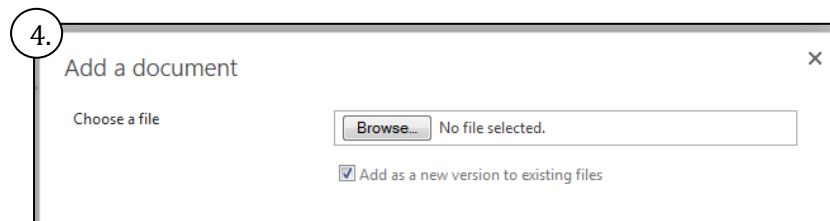
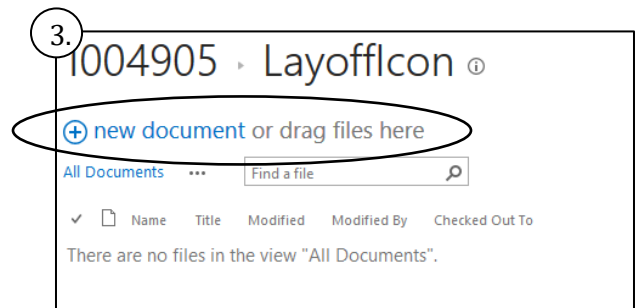
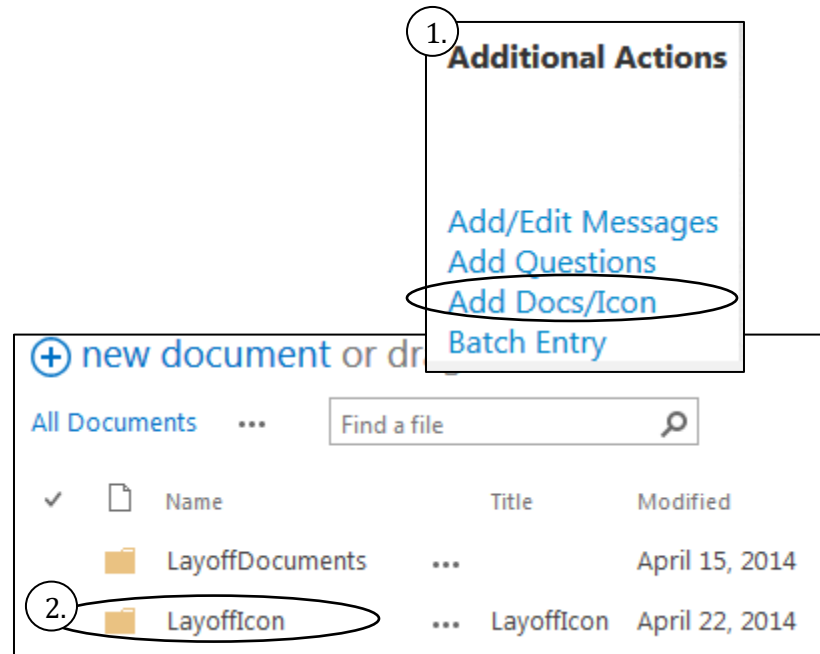
3. Click "Save" and add your next question using the same process.
4. Click "Partner Dashboard" in the left hand column when you're done to get back.



ADD THE COMPANY LOGO TO THE COMPANY LAYOFF SEARCH PAGE

How: From the partner dashboard click to add the company icon for your layoff page. We have a template you can put your image on from the [Downloads page](#).

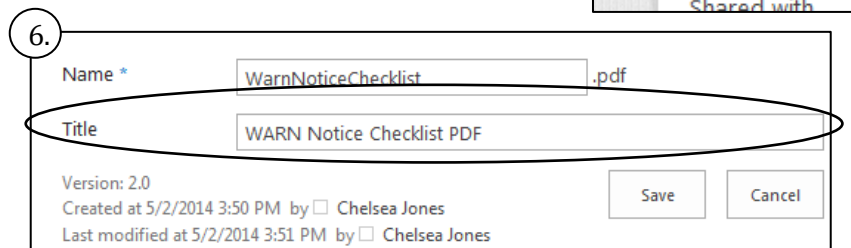
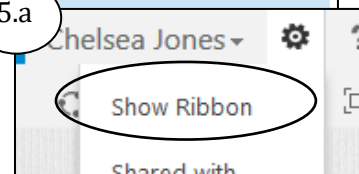
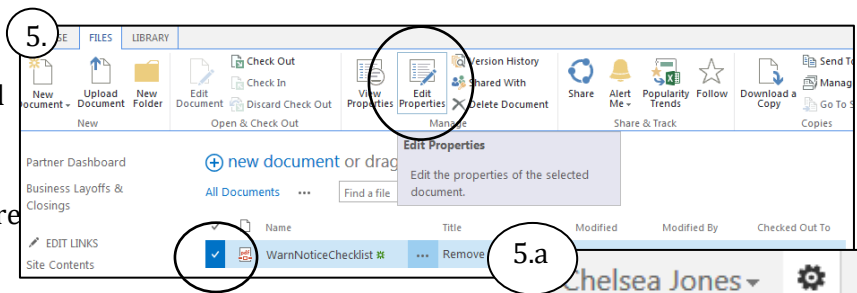
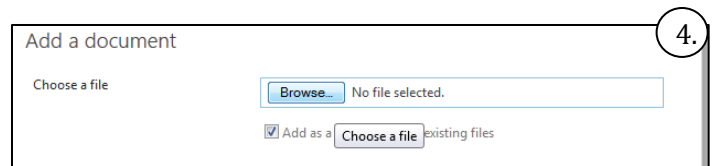
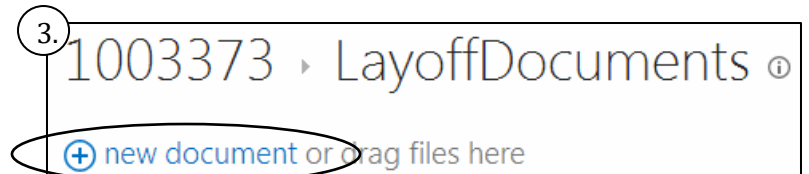
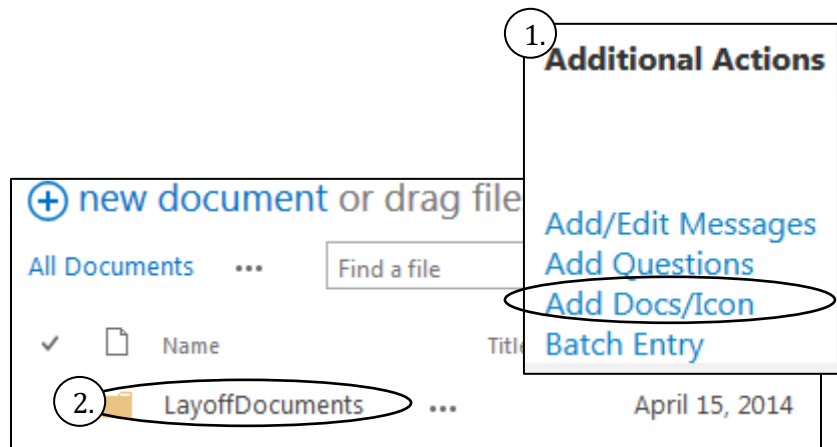
1. Locate the layoff on your dashboard and click "Add Docs/Icon" from the Additional Actions column.
2. Select the "LayoffIcon" folder
3. Click "new document" or drag your icon to this area
4. If you click "new document", click to Browse your computer and select the image
 - a. Your icon should not be any larger than 150x150 pixels
5. Click Ok
6. It should now be showing up on the company layoff page if it's been activated.



ADD LOCAL WORKSHOP MATERIALS TO THE LAYOFF PAGE

How: From the partner dashboard click to add local materials for each layoff page. This can include PDFs, Word Docs, etc. that will help workers going through a layoff.

1. Locate the layoff on your dashboard and click “Add Docs/Icon” from the Additional Actions column.
2. Select the “LayoffDocuments” folder
3. Click “new document” or drag your icon to this area
4. If you click “new document”, click to Browse your computer and select the document
5. Next you need to add a Title to your document. To do this click the checkmark next to the file you uploaded and select Edit Properties in your page ribbon.
 - a. If your page ribbon isn’t showing click on the gear in the upper right corner of the page and select “Show Ribbon”.
6. Add a Title and click Save.
 - a. The “Name” field is pre-filled with the document name. In most cases this is not user friendly so that is why you are adding a Title.
7. Add any other documents you need using the same process.



REQUIRED STEP TO MAKE PAGE PUBLIC - ACTIVATE THE COMPANY SPECIFIC LAYOFF PAGE

How: Once created and updated, the company layoff page is ready to be activated. Activating your page makes it available to the public and accessible on the company layoff search page. Each page expires 6 months from the activation date.

1. Locate the layoff on your dashboard and click "Activate" in the Action column.
2. Done!

1.

Layoff & Closings
Partner Dashboard
Reporting
Monthly Report

Showing 1 to 1 of 1 entries (filtered from 113 total entries)

Show entries

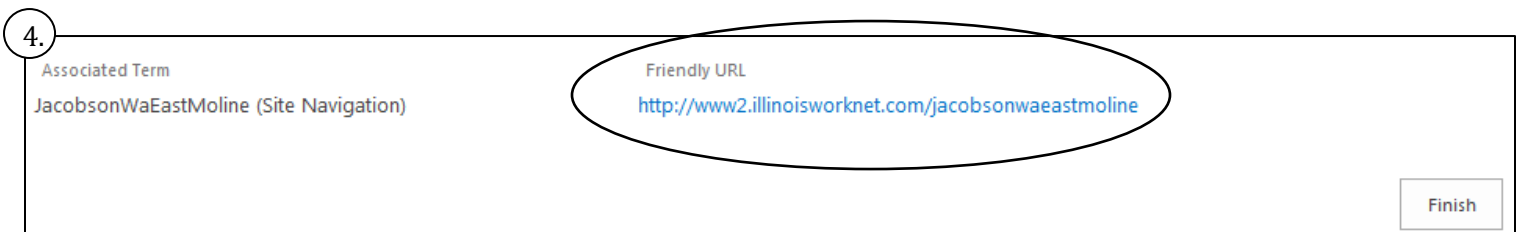
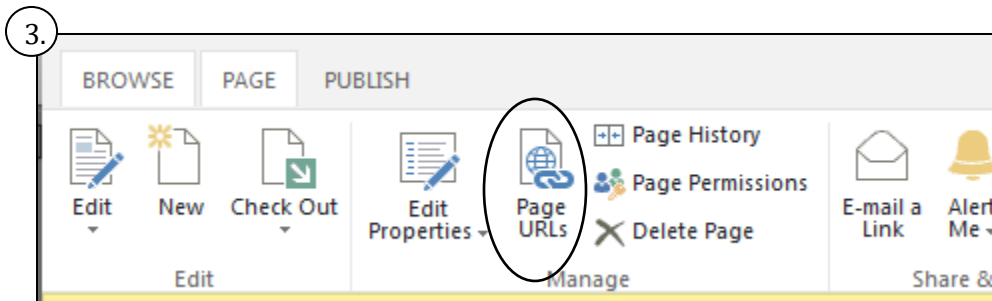
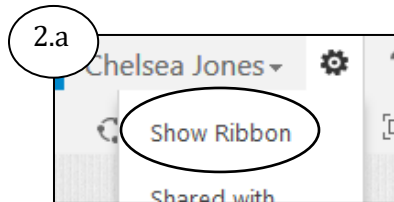
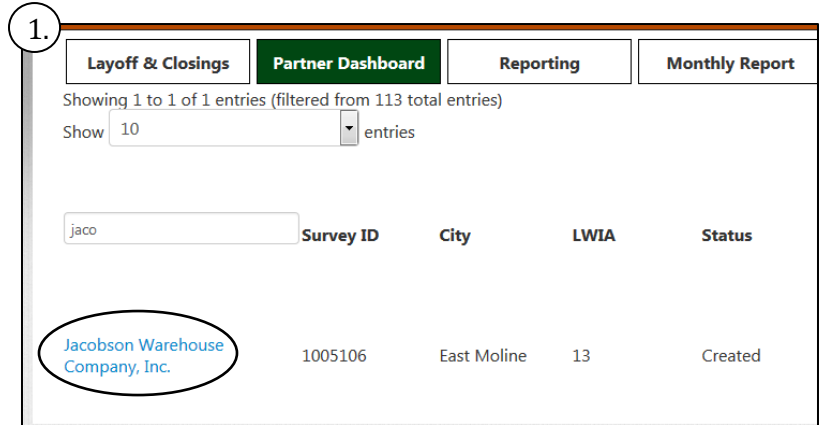
	Survey ID	City	LWIA	Status	Start	End	Action	Additional Actions
<input type="text" value="jaco"/>	1005106	East Moline	13	Created	<input type="text"/>	<input type="text"/>	Activate Page	Add/Edit Messages Add Questions Add Docs/Icon Batch Entry

USE THE COMPANY LAYOFF PAGE SHORT URL FOR MARKETING

MATERIALS

How: Get the Page URLs from the company layoff page ribbon.

1. Locate the layoff on your dashboard and select the layoff name to go to your public page.
2. Click "Page URLs" from the page ribbon.
 - a. If your page ribbon isn't showing click on the gear in the upper right corner of the page and select "Show Ribbon".
4. Copy the Friendly URL and use it where needed.



EXPIRE OR RE-ACTIVATE A PAGE:

1. Locate the layoff on your dashboard and click on Expire or Re-Activate in the Action Column.
 - a. Expire Page – this will remove the company layoff page from the Company Layoff Search page but will still remain on your Partner Dashboard (as Expired) and the survey results will remain in your Reporting Dashboard.
 - b. Re-Activate Page – this will make a previously expired page active again and available to the public. You will need to add new information to the page once it’s re-activated.

Sterling Infosystems	Chicago	7	Activated	10/23/2014	Expire Page
UFP Technologies, Inc.	Glendale Heights	6	Expired	04/22/2014	Re-Activate Page

PRINT THE DISLOCATED WORKER SURVEY FOR WORKSHOPS

How: From the dashboard click “Batch Entry” and print. Printing this way shows all of the survey answers outside of a drop-down so workers can see all answer options and also adds the survey name and DETS ID in case they get mixed up with another stack of surveys.

1. Locate the layoff on your dashboard and click on “Batch Entry”.
 - a. If needed, use the translation tool at the top of the page to translate before printing.
2. Follow the steps for printing in your browser – most browsers have their print option in the menu.
3. Print as many copies as you will need for your workshop.



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 Developing Illinois' Workforce

Empresa despido búsqueda Guía del paso de recuperación despido Información & servicios Resume Builder Preguntas más frecuentes

Noticias

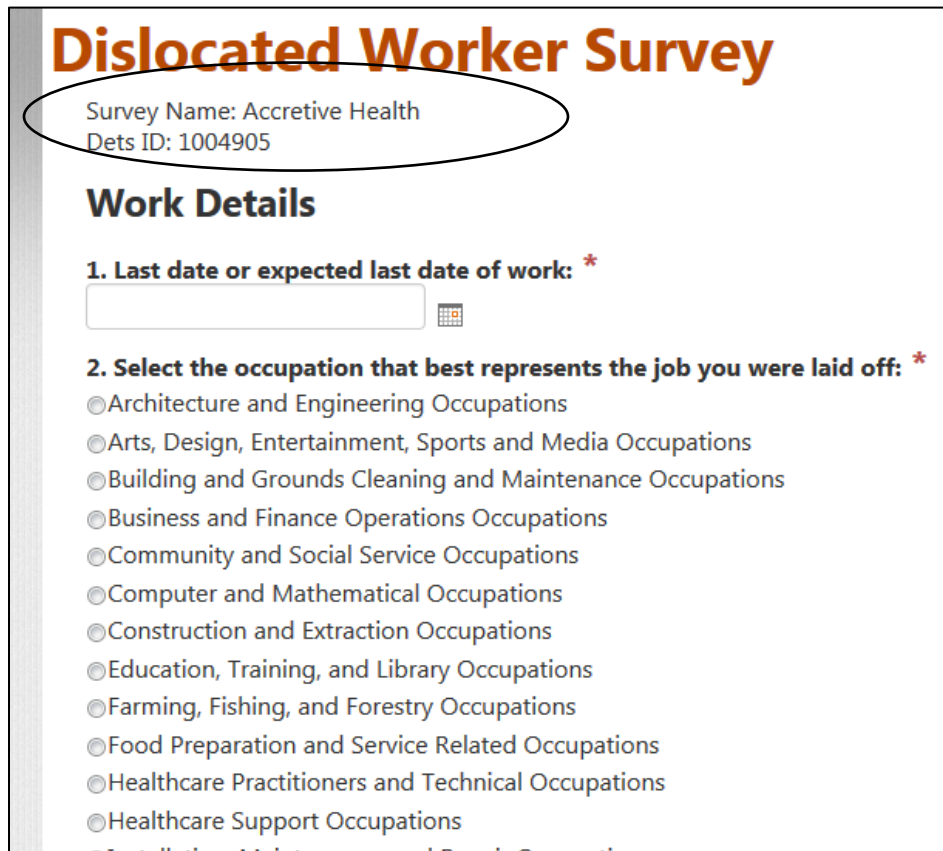
Encuesta de trabajador desplazado

Encuesta nombre: Ada McKinley Community Services, Inc.
 DETs ID: 1004250

Detalles del trabajo

1. última fecha o fecha esperada de trabajo: *

2. Seleccione la ocupación que mejor representa el trabajo que lo despidieron: *



Dislocated Worker Survey

Survey Name: Accretive Health
 Dets ID: 1004905

Work Details

1. Last date or expected last date of work: *

2. Select the occupation that best represents the job you were laid off: *

- Architecture and Engineering Occupations
- Arts, Design, Entertainment, Sports and Media Occupations
- Building and Grounds Cleaning and Maintenance Occupations
- Business and Finance Operations Occupations
- Community and Social Service Occupations
- Computer and Mathematical Occupations
- Construction and Extraction Occupations
- Education, Training, and Library Occupations
- Farming, Fishing, and Forestry Occupations
- Food Preparation and Service Related Occupations
- Healthcare Practitioners and Technical Occupations
- Healthcare Support Occupations
- Installation, Maintenance, and Repair Occupations

ENTER SURVEY RESPONSES FROM A WORKSHOP THAT USED PAPER COPIES

How: From the dashboard click “Batch Entry”.

1. Locate the layoff on your dashboard and click on “Batch Entry”.
2. Enter the responses one survey at a time.

Layoff & Closings		Partner Dashboard		Reporting		Monthly Report	
Showing 1 to 10 of 113 entries							
Show <input type="text" value="10"/> entries							
Company Name	Survey ID	City	LWIA	Status	Start	End	Action
							Expire Date
Accretive Health	1004905	Chicago	7	Expired	11/19/2014		Re-Activate Page Add/Edit Messages Add Questions Add Docs/Icon Batch Entry
Ada McKinley Community Services, Inc.	1004250	Chicago	7	Expired	05/18/2014		Re-Activate Page Add/Edit Messages Add Questions Add Docs/Icon Batch Entry

Work Details

1. Last date or expected last date of work: *

2. Select the occupation that best represents the job you were laid off: *

- Architecture and Engineering Occupations
- Arts, Design, Entertainment, Sports and Media Occupation
- Building and Grounds Cleaning and Maintenance Occupat
- Business and Finance Operations Occupations

3. What was your pay wage before taxes: *

4. How frequently were the above wages paid out? *

- Hourly
- Weekly
- Bi-Weekly
- Monthly
- Annually

5. How many hours a week did you work? *

6. How many full years of service do you have with the