

TABLE OF CONTENTS

Introduction.....	1
Access the Reporting Dashboard.....	1
Use the Reporting Dashboard	2
View Options:.....	2
Graph View.....	2
Details View.....	3
Follow-Up with Laid Off Workers	4

INTRODUCTION

The Reporting Dashboard is where you will review and export dislocated worker survey results as well as get contact information for laid off workers that identified they would like further assistance in their survey.

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

ACCESS THE REPORTING 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 “Reporting Dashboard” to sign-in (if you’re not signed in already).
4. Log-in with your Illinois workNet Workforce & Education account.

The screenshot illustrates the steps to access the Reporting Dashboard:

- 1.** A callout points to the "Workforce & Education Partner Pathway" link in the footer.
- 2.** A callout points to the "Program Guides for Partners" section, where the "Layoff Assistance Guide" is highlighted with a red box.
- 3.** A callout points to the "Reporting Dashboard" link, which offers options to "View & Export Survey Results" and "Get Laid Off Worker Contact Info".
- 4.** A callout points to the login form, which includes fields for "User name" and "Password", a "Remember me?" checkbox, and a "Login" button.

USE THE REPORTING DASHBOARD

How: View survey results, get contact information for laid off workers who would like follow-up, download charts/graphs, and export results to Excel.

1. Select what survey results you'd like to see.
 - a. You can select each survey with the checkbox or "select all" to survey results for all surveys taken throughout the state.
 - b. Filter by company name, LWIA, and DETS ID.
2. Once you've made your selection click Generate Report.

[Generate Report](#)

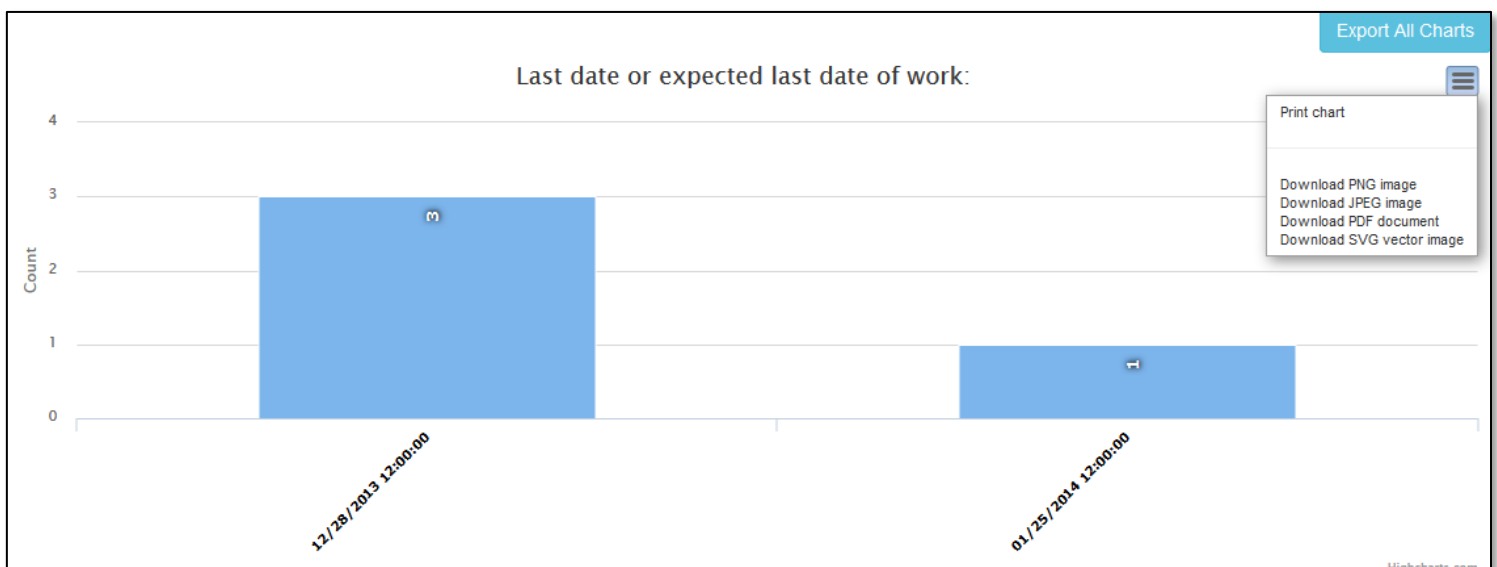
Showing 1 to 182 of 182 entries

Company Name	LWIA	DETS ID Number	Number Surveys	Select All <input type="checkbox"/>
<input type="text" value="Search Company Name"/>	26 ▾	<input type="text" value="Search DETS ID Number"/>		
Dominick's	1	20131101001	4	<input type="checkbox"/>
Jelly Belly Candy Company	1	20140702001	0	<input type="checkbox"/>
Kemper Valve	1	20150225001	0	<input type="checkbox"/>
Klein Tools, Inc.	1	20150601002	0	<input type="checkbox"/>

VIEW OPTIONS:

GRAPH VIEW

See the data using charts and tables with the option of downloading each as its own image or downloading all into a PDF with the Export All Charts button.



DETAILS VIEW

See the raw data using the details view of your results with the option of exporting all of the data to a .csv file.

Question	Answer	Number	Percent
Last date or expected last date of work:	5/27/2014	1	50.00 %
	11/20/2014	1	50.00 %
Select the occupation that best represents the job you were laid off:	Architecture and Engineering Occupations	0	0.00 %
	Arts, Design, Entertainment, Sports and Media Occupations	1	0.03 %

.CSV File View

1	Question	Answer	Number	Percent
2	Last date or expected last date of work:		5/27/2014	1 50.00%
3			11/20/2014	1 50.00%
4	Select the occupation that best represents the job you were laid off:	Architecture and Engineering Occupations	0	0.00%
5		Arts, Design, Entertainment, Sports and Media Occupations	1	0.03%
6		Building and Grounds Cleaning and Maintenance Occupations	0	0.00%
7		Business and Finance Operations Occupations	0	0.00%
8		Community and Social Service Occupations	0	0.00%
9		Computer and Mathematical Occupations	0	0.00%
10		Construction and Extraction Occupations	0	0.00%
11		Education, Training, and Library Occupations	0	0.00%
12		Farming, Fishing, and Forestry Occupations	0	0.00%
13		Food Preparation and Service Related Occupations	0	0.00%
14		Healthcare Practitioners and Technical Occupations	0	0.00%
15		Healthcare Support Occupations	0	0.00%
16		Installation, Maintenance, and Repair Occupations	0	0.00%
17		Legal Occupations	0	0.00%
18		Life, Physical, and Social Science Occupations	0	0.00%
19		Management Occupations	0	0.00%
20		Military Specific Occupations	0	0.00%
21		Office and Administrative Occupations	0	0.00%
22		Personal Care and Service Occupations	0	0.00%
23		Production Occupations	1	0.03%
24		Protective Service Occupations	0	0.00%
25	What was your pay wage before taxes:		14	1 50.00%
26			45,000.00	1 50.00%

FOLLOW-UP WITH LAID OFF WORKERS

How: Use the “Follow-Up” tab.

1. Select “Follow-Up” from the tab options.
 - a. You will see contact information for the survey(s) results you are reviewing.
2. Contact the laid off workers who have requested follow-up for your layoff.
 - a. View their survey results by clicking on the DET ID Number in their row.

Name	Phone	Email	Company	DETS ID Number	Archive
<input type="text" value="Search Name"/>	<input type="text" value="Search Phone"/>	<input type="text" value="Search Email"/>	<input type="text" value="Search Company"/>	<input type="text" value="Search DETS ID Numb"/>	
			Dominick's	20131101001	Archive User
			Dominick's	20131101001	Archive User
			Dominick's	20131101001	Archive User

Showing 1 to 3 of 3 entries Previous 1 Next

3. Use the “Archive User” button as you follow-up with them so everyone viewing this page knows someone has already contacted them.
 - a. You can view the Archived list of users that have already been followed-up with by clicking the “Archived” button.

[New Report](#)

Data from: Dominick's

[Chart](#) [Details](#) [Follow Up](#)

Requires Follow Up

[Require Follow Up](#) [Archived](#)

The table below identifies laid off workers who have identified that they would like someone to follow-up with them. To see individual survey results for a worker, click the DETS ID Number in their row. You can export all of the workers in the list to a .csv file using the Export Requires Follow Up button. Once you've followed up with the worker, click the Archive User button to move them to the archived list. You can see all those who have been archived by clicking on the Archived button. Click the New Report button to return to the survey reporting main page.

[Export Requires Follow Up](#)

Name	Phone	Email	Company	DETS ID Number	Archive
<input type="text" value="Search Name"/>	<input type="text" value="Search Phone"/>	<input type="text" value="Search Email"/>	<input type="text" value="Search Company"/>	<input type="text" value="Search DETS ID Numb"/>	

4. The New Report button will take you back to the Survey Reporting landing page so you can run a new report if needed.