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Overview

The Capacity Building tab consists of:

- Resources
- Outreach Events
- Organization Information
- Projects
- Notes

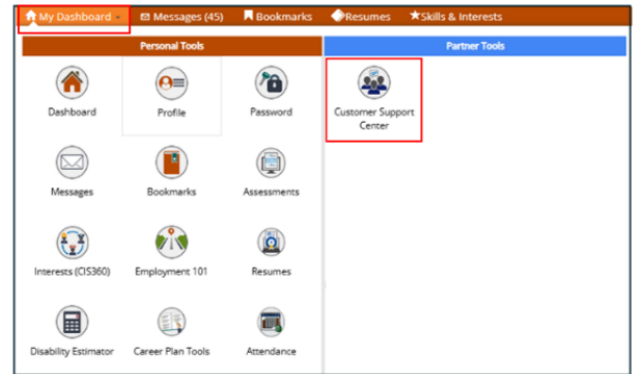
Who Enters/Maintains Data

Grantee staff associated with an agency/program in the Illinois workNet system can view and edit the Capacity Building tabs.

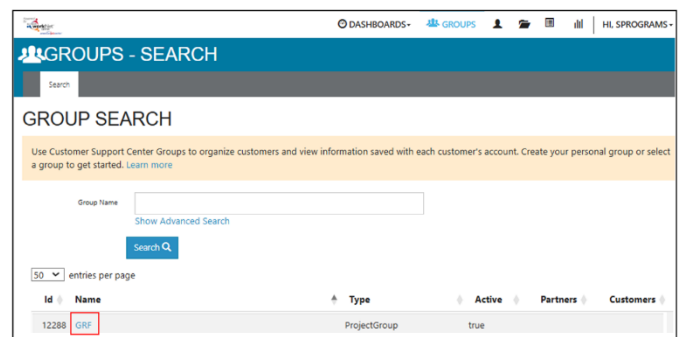


Access Customer Group

1. Log in to www.illinoisworknet.com
2. Select **My Dashboard**.
3. Select **Customer Support Center** in the Partner Tools.

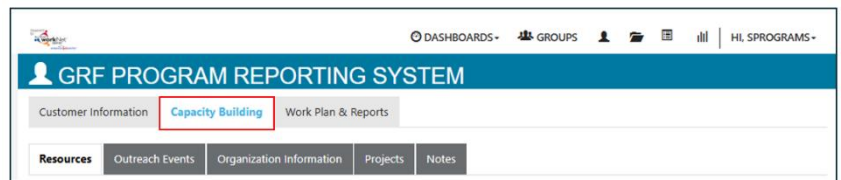


4. Select **GRF** on the Group Search. This will take you to the customer information.



Access Capacity Building

1. Select the **Capacity Building** tab.

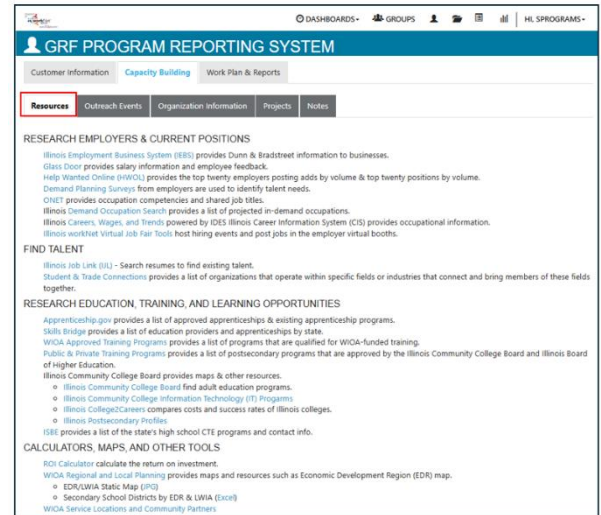


The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information, please refer to the footer at the bottom of any webpage at illinoisworknet.com.



Resources

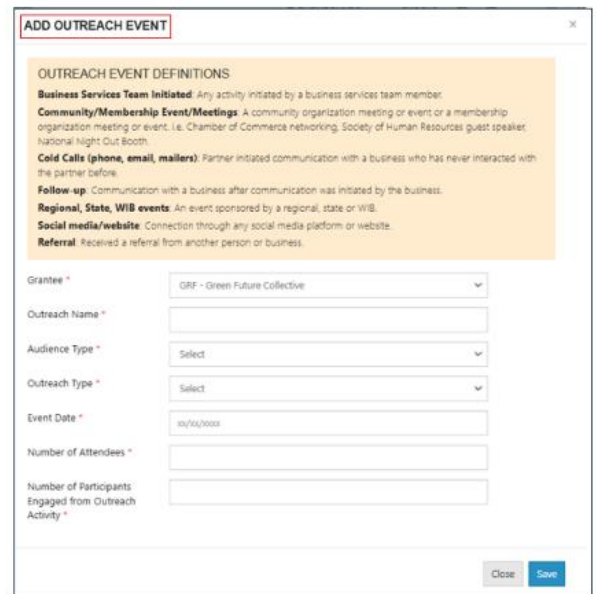
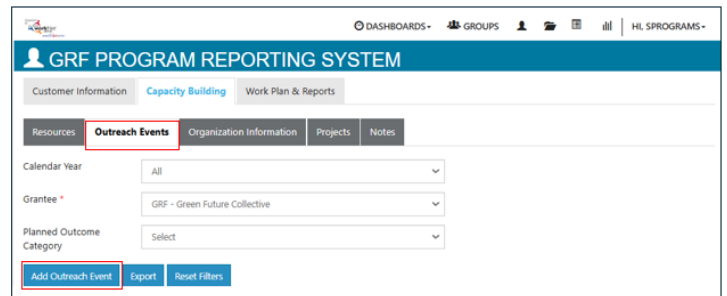
The first tab is the **Resources tab**. It has links that are useful in helping businesses and organizations in the partner service area.



Outreach Events

The second tab is the **Outreach Events tab**. **Outreach Events** document businesses and individual engagement in the system.

- To create an outreach event, click **Add Outreach Event**.
- Complete the required information:
 - Grantee** – This information will auto-populate with your grantee information.
 - Outreach Name** – Name of the event
 - Audience Type**
 - Individual
 - Business
 - Outreach Type** - Outreach Event types are listed above with definitions:
 - Business Services Team Initiated
 - Community/Membership Event/Meetings
 - Cold Calls (phone, email, mailers)
 - Follow up
 - Regional, State, WIB events
 - Social media/website
 - Referral



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Virtual Event

3. After selecting the Outreach Type, the next question asks if it is a **virtual event**.

Is this a virtual event? * Yes No

- The question will default to no.
- If the event is virtual and held online, select **Yes**.
- When **Yes** is selected, the following boxes will be provided:
 - **Event Date**
 - **Number of Attendees**
 - **Number of Participants Engaged from Outreach Activity**

Is this a virtual event? * Yes No

Event Date *

Number of Attendees *

Number of Participants Engaged from Outreach Activity *

Close Save

- Click **Save**

4. If the event is not virtual, keep the button selected as **No** and complete the following fields:

- **Address 1**
- **City**
- **State**
- **Zip Code**
- **Event Date**
- **Number of Attendees**
- **Number of Participants Engaged from Outreach Activity**

- **Underserved Community Outreach**
 - If the event is held in a rural location, the box can be checked.
 - *It is not required to select one of these options because the address is checked on the backend for which category it qualifies for.*

Is this a virtual event? * Yes No

Address 1 *

City *

State *

Zip Code *

Event Date *

Number of Attendees *

Number of Participants Engaged from Outreach Activity *

Underserved Community Outreach Not an underserved community
 Rural
 Underserved
 Environmental Justice Community (EJC)
 Restore, Reinvest, Renew (R3)
 Qualified Census Tract Area (QTC)
 Disproportionately Impacted Area (DIA)

Close Save

- Click **Save**

- When all the information has been completed, the **outreach event information** will be displayed in the table.
- Outreach events can be filtered by:
 - **Calendar Year**
 - **Grantee**
 - **Planned Outcome Category**
 - Expanded business engaged/outreach events
 - Expanded individuals engaged/outreach activities
 - Community Outreach Events (Career Events, Listening Sessions)
- A list of events can also be created by clicking **Export**.

Outreach Name	Outreach Audience	Outreach Type	Number of Attendees	Event Date	Origin
Cold Calls to Food Businesses	Business	Cold Calls (phone, email, mailers)	10	03/04/2025	View Event

Organization Information

GRF pings against the IEBS D&B list of more than 600,000 businesses in Illinois. Please note that only businesses that are marketing themselves and not operating strictly on a case basis will be available in the D&B database. Some companies may be registered in another state or using a DBA – Doing Business As name.

1. To add an organization, click **Add Organization**.
2. Enter at a minimum the **organization's name** and **State** to find a match:
 - Organization Name
 - City
 - Address
 - State
 - Click **Search**

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3. **Select** the company that matches your search.
4. The **company name** will be displayed in the list below.
5. **Organization information** can be filtered by:
 - Grantee – This information will auto populate with your grantee information.
 - Planned Outcome Category:
 - Expansion of employer and sponsor support for pre-apprenticeship/apprenticeship
 - New or expanded partnerships (CBO, Employers, Education, Government)
 - Community Outreach Events (career events, Listening Sessions)
 - Targeted industry sectors supported
 - Equipment: Community engagement (kiosks, VR headsets, laptops, subscriptions)
 - Training & Education: Staff Professional Development

Organization Name	Industry	Last Contact Date	Number of Projects
McDonald's Corporation	Accommodation and Food Services		0

Projects

This is a list of the **projects** for the organization that can be filtered by the grantee.

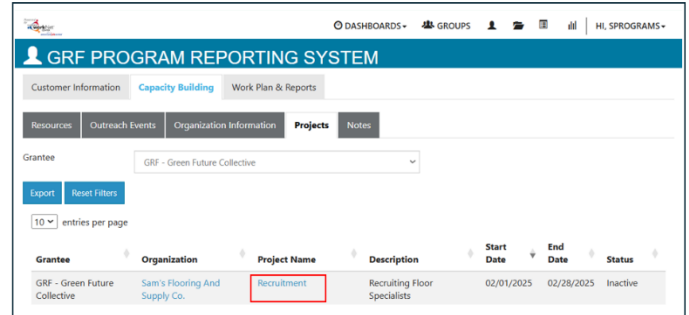
1. The list includes the following project information:
 - Grantee
 - Organization
 - Project Name
 - Description
 - Start Date
 - End Date
 - Status
 - Active
 - Development

Grantee	Organization	Project Name	Description	Start Date	End Date	Status
GRF - Green Future Collective	Sam's Flooring And Supply Co.	McDonalds Recruitment	Recruiting individuals to work for McDona ...	02/01/2025	02/28/2025	Inactive
GRF - Green Future Collective	ABT Electronics, Inc.	ABT Electronic Job Descriptions	Information about job provided	01/02/2025	01/30/2025	Tabled

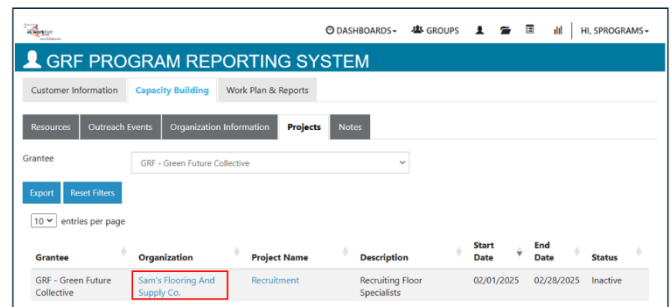
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- Inactive
 - Tabled
2. Clicking the **project name** opens a modal that allows you to make edits to the project information.

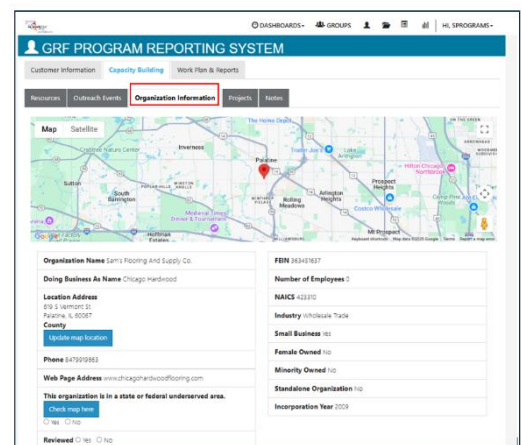


3. Clicking the **organization name** opens an Organization Information tab for that specific organization.



Organization Information

1. The top section of the **organization information** tab includes:
 - a. Map of where the organization is located
 - b. Organization Name
 - c. Doing Business As Name
 - d. Location Address
 - e. Phone
 - f. Web Page Address
 - g. This organization is in a state or federal underserved area
 - h. FEIN
 - i. Number of Employees



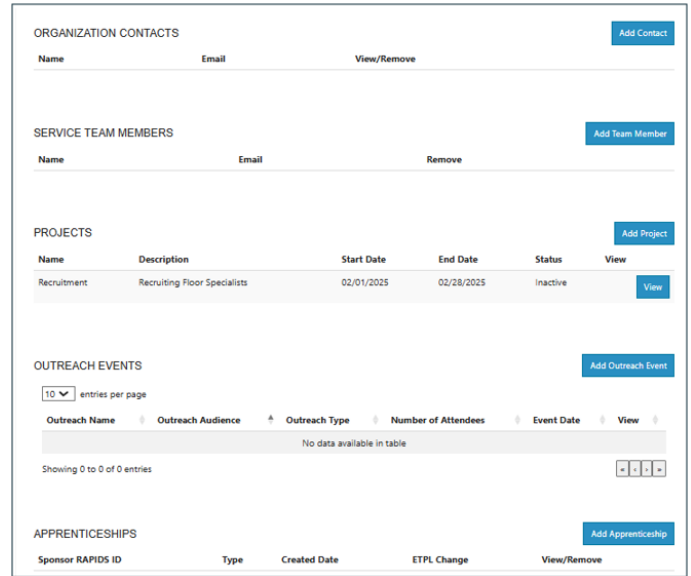
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- j. NAICS
- k. Industry
- l. Small Business (yes/no)
- m. Female Owned (yes/no)
- n. Minority Owned (yes/no)
- o. Standalone Organization (yes/no)
- p. Incorporation Year

2. The middle section of the **organization information** tab includes:

- a. Organization Contacts
- b. Service Team Members
- c. Projects
- d. Outreach Events
- e. Apprenticeships



3. **Organization Contacts** – To add a contact, click **Add Contact**.

4. Complete the required fields:

- a. **First Name**
- b. **Last Name**
- c. **Title**
- d. **Email**
- e. **Phone**
- f. Click **Save**



ADD ORGANIZATION CONTACT

First Name *

Last Name *

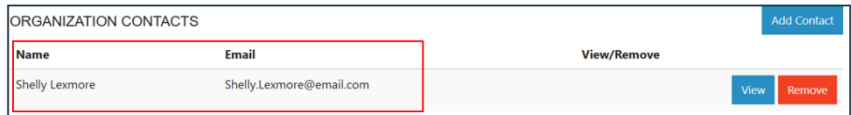
Title *

Email *

Phone Number *

Close Save

5. The **contact's information** will display in the section.



6. **Service Team members** – To add a member, click **Add Team Member**.





- Click **Select** next to the Team Member you want to add.
- The **member's information** will display in the section.

ADD SERVICE TEAM MEMBER

Name	Email	Select
Amelia Telger	atelger@noemail1234.com	<input type="button" value="Select"/>

SERVICE TEAM MEMBERS

Name	Email	Remove
Amelia Telger	atelger@noemail1234.com	<input type="button" value="Remove"/>

- Projects** – To add a project, click **Add Project**.
- Complete the **required information** and click **save**.

PROJECTS

Name	Description	Start Date	End Date	Status	View
Recruitment	Recruiting Floor Specialists	02/01/2025	02/28/2025	Inactive	<input type="button" value="View"/>

- The Contacts and Service Team Members that you previously added will be able to be selected and added to the project information.

- The **project information** will be displayed in the section.

ADD ORGANIZATION PROJECT

Name *
Dental Assistance Recruitment Project

Description *
Need to recruit 15 individuals for a Dental Assistance program.

Start Date *
03/01/2025

End Date
04/30/2025

Status *
Active

Contacts
Amelia Telger

Service Team Members
Shelly Lexmore

PROJECTS

Name	Description	Start Date	End Date	Status	View
Recruitment	Recruiting Floor Specialists	02/01/2025	02/28/2025	Inactive	<input type="button" value="View"/>
Dental Assistance Recruitment Project	Need to recruit 15 individuals for a Dental Assistance program.	03/01/2025	04/30/2025	Active	<input type="button" value="View"/>

- Outreach Event** – To add an event, click **Add Outreach Event**.

- Complete the **required information** and click **save**.

OUTREACH EVENTS

10 entries per page

Outreach Name	Outreach Audience	Outreach Type	Number of Attendees	Event Date	View
No data available in table					

Showing 0 to 0 of 0 entries



ADD OUTREACH EVENT

OUTREACH EVENT DEFINITIONS

Business Services Team Initiated: Any activity intended by a business services team member.

Community/Membership Event/Meetings: A community organization meeting or event or a membership organization meeting or event, a Chamber of Commerce networking, Society of member Revenue grant (state, national, high school).

Cold Call (phone, email, meeting): Former in-person communication with a business who has never interacted with the center before.

Follow-up: Communication with a business after communication was initiated by the business.

Regional, State, WIS events: An event sponsored by a regional area or state.

Social media/network: Connection through any social media platform or website.

Referral: Facilitated a referral from another person or business.

Outreach *

Outreach Name *

Audience Type *

Outreach Type *

Is this a virtual event? Yes No

Address 1 *

City *

State *

Zip Code *

Event Date *

Number of Attendees *

Number of Participants Engaged from Outreach Activity? *

Underserved Community Outreach Not an underserved community Outreach

Rural

Underserved

Environmental Justice Community (EJC)

Remote, Railroad, Rural (RR)

Qualified Census Tract Area (QCTA)

Disproportionately Impacted Area (DIA)

17. The outreach event information will be displayed in the section.

OUTREACH EVENTS

10 entries per page

Outreach Name	Outreach Audience	Outreach Type	Number of Attendees	Event Date	View
Dental Assistance Recruiting Event	Individual	Community/Membership Event/Meetings	25	03/05/2025	<input type="button" value="View"/>

Showing 1 to 1 of 1 entry

18. Apprenticeships – To add an Apprenticeship, click Add Apprenticeship.

APPRENTICESHIPS

Sponsor RAPIDS ID	Type	Created Date	ETPL Change	View/Remove
-------------------	------	--------------	-------------	-------------

19. Complete the required information and click save.

20. The apprenticeship information will be displayed in the section.

ADD ORGANIZATION APPRENTICESHIP

NEW OR EXPANDED DEFINITIONS +

Sponsor RAPIDS Id

Training Provider RAPIDS Id

Employer RAPIDS Id (Can add multiple)

New or Expanded *

Are the apprentices in this program being uploaded as either Case Managed or OII? *

This program is on the Eligible Training Provider List (ETPL). *
Check the List Here, or Submit a Request to Add the Program.

Yes No



APPRENTICESHIPS				Add Apprenticeship
Sponsor RAPIDS ID	Type	Created Date	ETPL Change	View/Remove
123456	New Program	03/04/2025		View Remove

21. The bottom section of the Organization Information tab is **Capacity Building & Outcomes**. Check and complete the boxes that apply and click **Save Capacity Building & Outcomes**.

[Save Capacity Building & Outcomes](#)

CAPACITY BUILDING & OUTCOMES

- Expansion of employer and sponsor support for pre-apprenticeship/apprenticeship
- New or expanded partnerships (CBO, Employers, Education, Government)
- Targeted industry sectors supported
- Equipment: Community engagement (kiosks, VR headsets, laptops, subscriptions)
- Training & Education: Staff Professional Development
- Other
- Number of positions filled by program participants to fill critical vacancies

20
- Total cost savings per employer from grant-funded training

10.00
- Percentage of leveraged funds to increase skill development

10.00
- Number of employees participated in workforce grant programs to become more competitive in their industry and support job retention

20
- Number of additional participants served through expanded partnerships
- Estimated Return on Investment (ROI) for the state in terms of economic impact
- Employer satisfaction rate with program participants 📊

22. The final section of the Organization Information tab is the **Organization Notes**. To add a note, click **Add Note**.

[Add Note](#)

10 entries per page

Subject	Comment	Entered By	Entered Date	View
No data available in table				

Showing 0 to 0 of 0 entries

23. Complete the **required information** and click **Save**.

ADD NOTE ✕

Case Note Type *

Follow-Up ▼

Contact Date *

Subject *

Comment *

Delivery Method

Save as Event Note without sending as Message/Email

Close [Save](#)



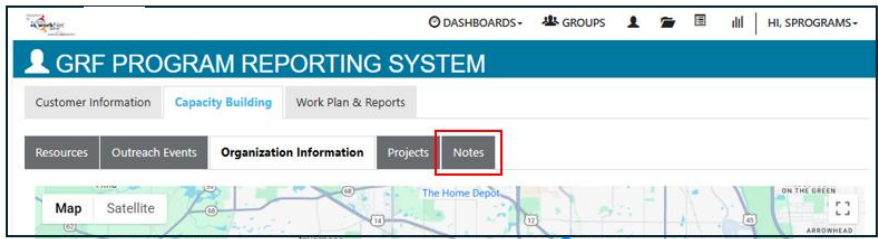
24. The **note** will be displayed in the section.

ORGANIZATION NOTES					Add Note
10	entries per page				
Subject	Comment	Entered By	Entered Date	View	
Dental Assistance Recruiting	Dental Assistance recruiting even has be ...	SPrograms	03/04/2025 1:05 PM	View	

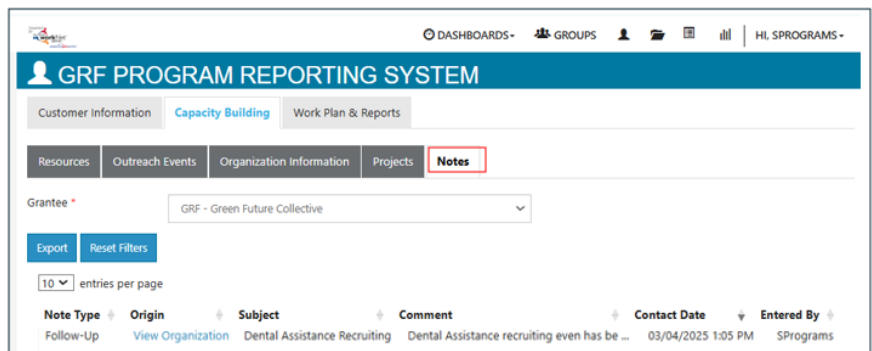
Showing 1 to 1 of 1 entry

Notes

1. Click the **Notes** tab at the top of the tab.



2. All the **notes** will be displayed here. They can be exported by clicking the Export button.



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