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Overview

The Workplan & Reports tab consists of:

- Workplans
- Reports

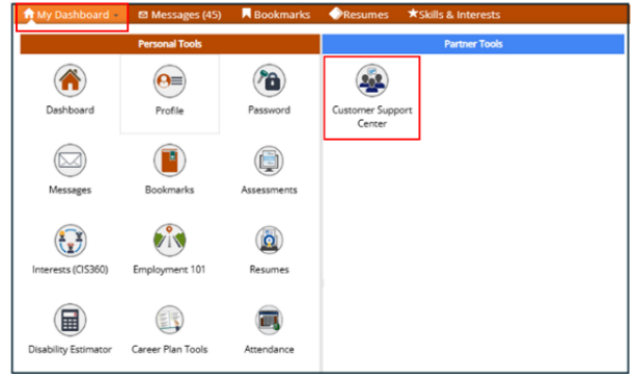
Who Enters/Maintains Data

Grantee staff associated with an agency/program in the Illinois workNet system can view, add, and edit customers.

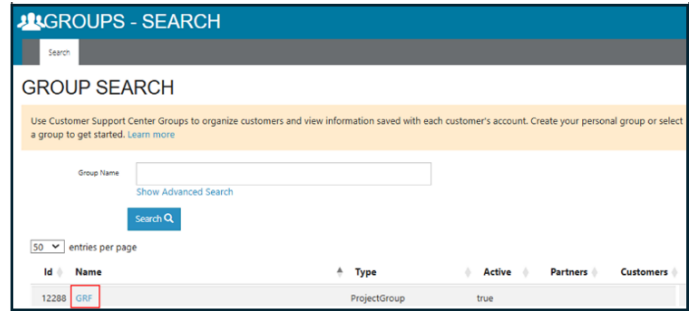


Access Customer Group

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

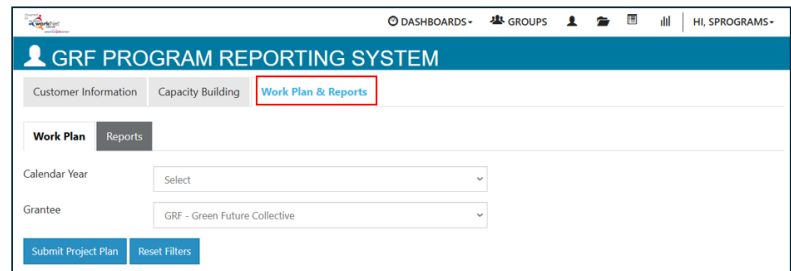


5. Select **GRF** on the Group Search. This will take you to the customer information.



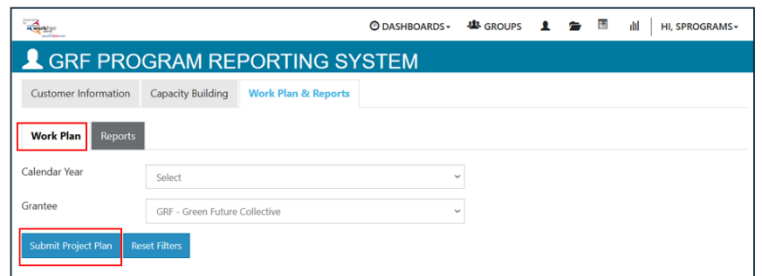
Access Work Plan & Reports

Click the **Work Plan & Reports** tab.



Workplan

1. Click the **Work Plan** tab.
2. Click **Submit Project Plan**.



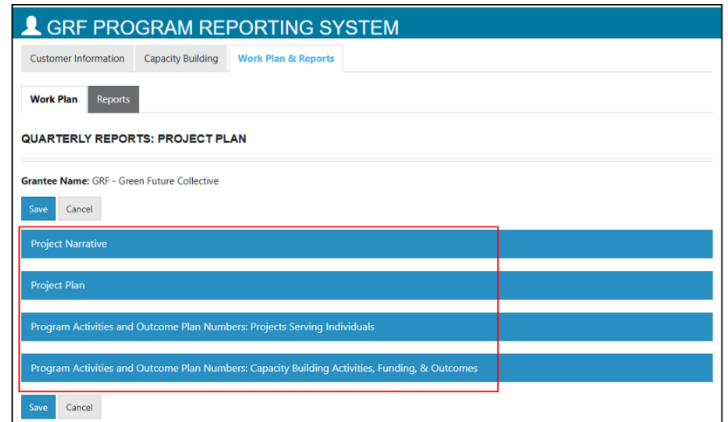
The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 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.



Quarterly Reports: Project Plan

The **Quarterly Reports Project Plan** consists of the following sections:

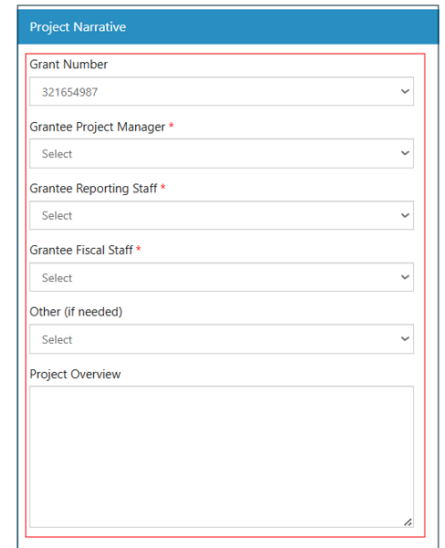
- Project Narrative
- Project Plan
- Projects Serving Individuals
- Capacity Building Activities, Funding & Outcomes



Project Narrative

This section consists of the following project information:

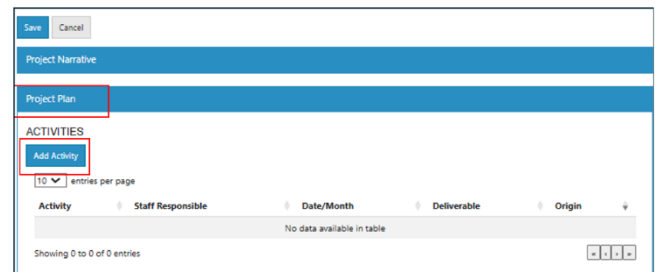
- Grant Number
- Grantee Project Manager
- Grantee Reporting Staff
- Grantee Fiscal Staff
- Other (if needed)
- Project Overview
- Click Save



Project Plan

The project plan section consists of activities.

To add an activity, click **Add Activity**



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Complete the **Add Activity details**:

- Activity
- Deliverables
- Staff Responsible
- Activity Date
- Click **Save**

Program Activities and Outcome Plan Numbers

Projects Serving Individuals

This group consists of the following selections with a box to enter planned numbers:

- Service Levels
- Services Provided
- Participant Post Exit Outcomes
- Gender
- Age
- Demographics
- Characteristics (Self-Reported)
- Potential Barriers

Building Activities, Funding, and Outcomes

This group consists of the following selections with a box to enter planned numbers:

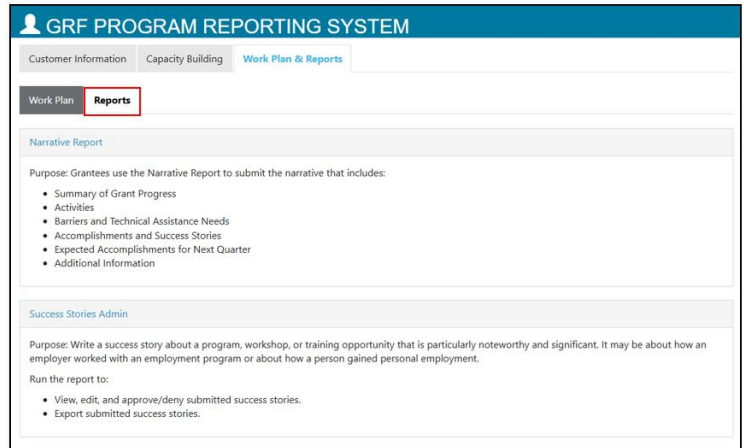
- Business Engaged Outreach Events
- Employer Outcomes
- Capacity Building



Reports

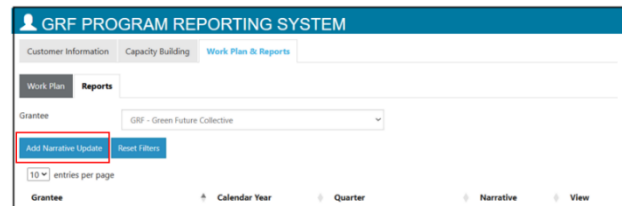
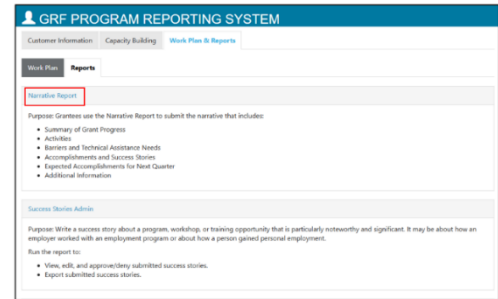
The **Reports** tab consists of the following:

- Narrative Report
- Success Stories Admin



Narrative Report

1. Click **Narrative Report**
2. Click **Add Narrative Update**



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Workplan & Reports March 2025 v1

Add Monthly & Quarterly Update

The update consists of the following sections:

- Summary of Grant Progress
- Activities
- Barriers and Technical Assistance Needs
- Accomplishments and Success Stories
- Expected Accomplishments For The Next Month/Quarter
- Additional Information

Success Story Admin

Success stories can be submitted for participants, employers, or community. Click [Success Stories Admin](#).

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The Success Story Admin assists in searching, editing, and approving submitted Success Stories.

Success Stories can be submitted using the [success story guide](#).

The screenshot shows the 'SUCCESS STORY ADMIN' interface. It features a search form with the following fields: Participant Type (dropdown), Program Type (dropdown), Program Detail Type (dropdown), Career Pathway/Industry (dropdown), LWIA (dropdown), EDR (dropdown), Start Date (text input), End Date (text input), and Archived/Active (dropdown). Below the form are buttons for Search, Export, and Clear. A search bar with a 'Search:' label is also present. The table below the search bar has columns for First Name, Last Name, Participant Type, Program Type, Cong. District, EDR, Date, Status, and Action. The table currently displays 'No Results Found' and 'Showing 0 to 0 of 0 entries'. Navigation buttons for 'Previous' and 'Next' are at the bottom right of the table area.

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