

Grant Monitoring System (GMS) Super Admin Training [January 2024]

Illinois workNet® is sponsored by the Department of Commerce and Economic Opportunity. – November 2023

GRANT MONITORING SYSTEM (GMS) TRAINING

AGENDA

- Resources and Recordings
- Purpose
- Login
- Add or Edit Event
- Draft Events
- Event Status Management

GRANT MONITORING SYSTEM (GMS) TRAINING RESOURCES AND RECORDINGS



ALL RESOURCES



ACME Transition Scope & Lifecycle



Webinar Recordings & Materials



Full List of Resources



FAQs and Announcements

EVENT CALENDAR

This event calendar includes kickoff webinars, Demonstrations, User Acceptance Testing (UAT) sessions, technical assistance webinars, in-person training,

[CTRL+Click here for Monitoring Partner Page](#)

GRANT MONITORING SYSTEM (GMS) TRAINING

PURPOSE



INITIATION & DISCOVERY

Define the scope of the project and timeline. Build and approve the project plan and schedule. Research and define the technical requirements and the business requirements. Receive approval on the user stories that will go into the development sprints.



DEVELOPMENT SPRINTS

Start development work to set up the system's infrastructure of the system and begin development on approved user stories. Short development cycles allow teams to develop, deploy, and iterate on their product with frequent feedback from stakeholders.



USER ACCEPTANCE TESTING (UAT)

In User Acceptance Testing, business stakeholders determine whether an application or feature fulfills its purpose. Because development is happening in cycles, testing happens more frequently to ensure that work is being completed towards the product's vision.



TRAINING

Hands-on sessions will be conducted to train the monitoring staff on the new Monitoring system prior to go-live. End users will be provided instruction resources in a variety of formats including documents, videos, and quick start guides.



DATA MIGRATION & GO LIVE

Data entry will be paused on ACME and historical data moved to the new Monitoring application. Once migrated, users will only need to use the new Monitoring application.

GRANT MONITORING SYSTEM (GMS) TRAINING

LOGIN

- GMS is on the Illinois workNet platform
- Use your workNet username and password to login

Environment	URL	Purpose
Production	https://apps.illinoisworknet.com/Monitoring/	Source of truth for monitoring events

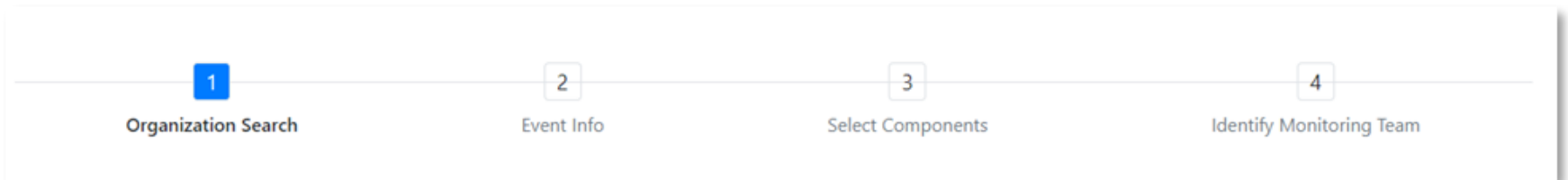
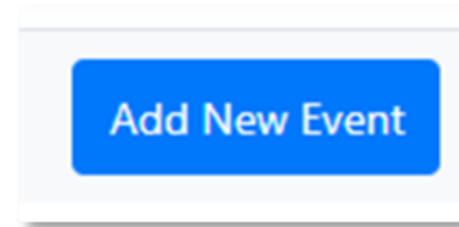
How to Bookmark

- [Google Chrome](#)
- [Microsoft Edge](#)

GRANT MONITORING SYSTEM (GMS) TRAINING

ADD EVENT

- From the event search landing page, Click Add New Event in the upper right-hand corner
- You will be directed to the Add Event Workflow



GRANT MONITORING SYSTEM (GMS) TRAINING

ADD EVENT

- Name the Event
 - Event Names can use up to 50 characters

Monitoring Home Events Participant Dashboard Welcome, Lynette Tritz ▾

1 2 3 4

Organization Search Event Info Select Components Identify Monitoring Team

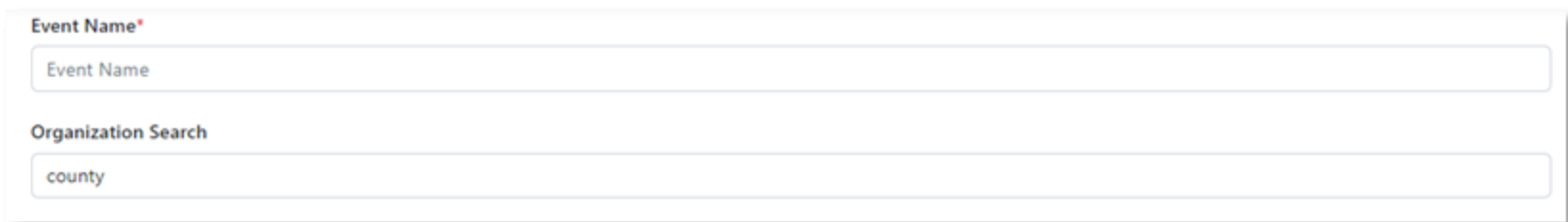
Event Name*

Event Name

GRANT MONITORING SYSTEM (GMS) TRAINING

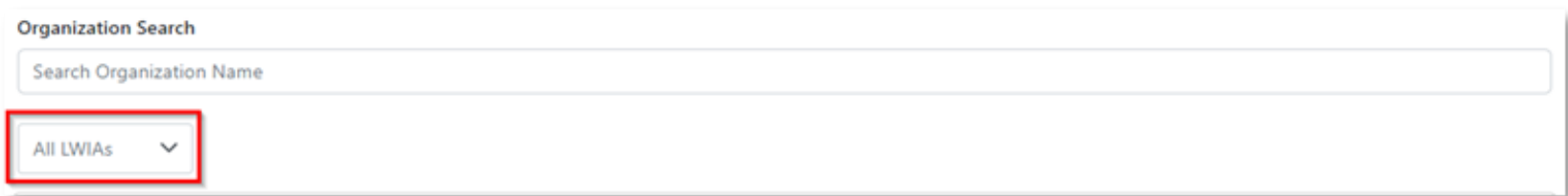
ADD EVENT

- Choose the organization
 - Type name into organization search



The screenshot shows a form with two input fields. The first field is labeled 'Event Name*' and contains the text 'Event Name'. The second field is labeled 'Organization Search' and contains the text 'county'.

- Click Arrow next to All LWIAs
- Scroll to choose correct LWIA



The screenshot shows a dropdown menu for 'Organization Search'. The search input field contains 'Search Organization Name'. Below the input field, a dropdown menu is open, showing 'All LWIAs' with a downward arrow next to it. The dropdown menu is highlighted with a red border.

GRANT MONITORING SYSTEM (GMS) TRAINING

ADD EVENT

- Save and Navigate to next page

Ready to move to next section = Blue



Required fields needed = Shaded



GRANT MONITORING SYSTEM (GMS) TRAINING

ADD EVENT

Monitoring Event Start Date ⓘ *	Monitoring Event End Date ⓘ *
<input type="text"/>	<input type="text"/>
Monitoring Event Start Time	
<input type="text"/>	

- Monitoring event dates reflect the dates in which the monitoring event is scheduled to be performed.
- Monitoring Event Start Time = Entrance Conference Time
- This information is populated in Announcement Letter

GRANT MONITORING SYSTEM (GMS) TRAINING

ADD EVENT

Monitoring Event Start Date ⓘ *	Monitoring Event End Date ⓘ *
<input type="text"/>	<input type="text"/>
Monitoring Event Start Time	
<input type="text"/>	

- Monitoring event dates reflect the dates in which the monitoring event is scheduled to be performed.
- Monitoring Event Start Time = Entrance Conference Time
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GRANT MONITORING SYSTEM (GMS) TRAINING

ADD EVENT

- Date Picker
- Manual Date Entry – Manually typing in the date must be in the following format MM/DD/YYYY. For single digit dates, please enter in a zero prior to the number e.g., 05/01/2024 for May 1, 2024.

The screenshot shows a date picker interface. At the top, there is a text input field labeled "Monitoring Event Start Date" with a red border. Below the input field is a calendar for January 2024. The calendar has a header with a left arrow, "January 2024", and a right arrow, all within a grey bar. The calendar grid shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. The date "5" (Friday) is highlighted with a red square. The calendar grid is as follows:

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

If the format is missing any of the digits and then Tab is pressed to move to the next field, the date will clear.

GRANT MONITORING SYSTEM (GMS) TRAINING

ADD EVENT

Funding Stream*

Monitoring Review Start Date ⓘ *

Monitoring Review End Date ⓘ *

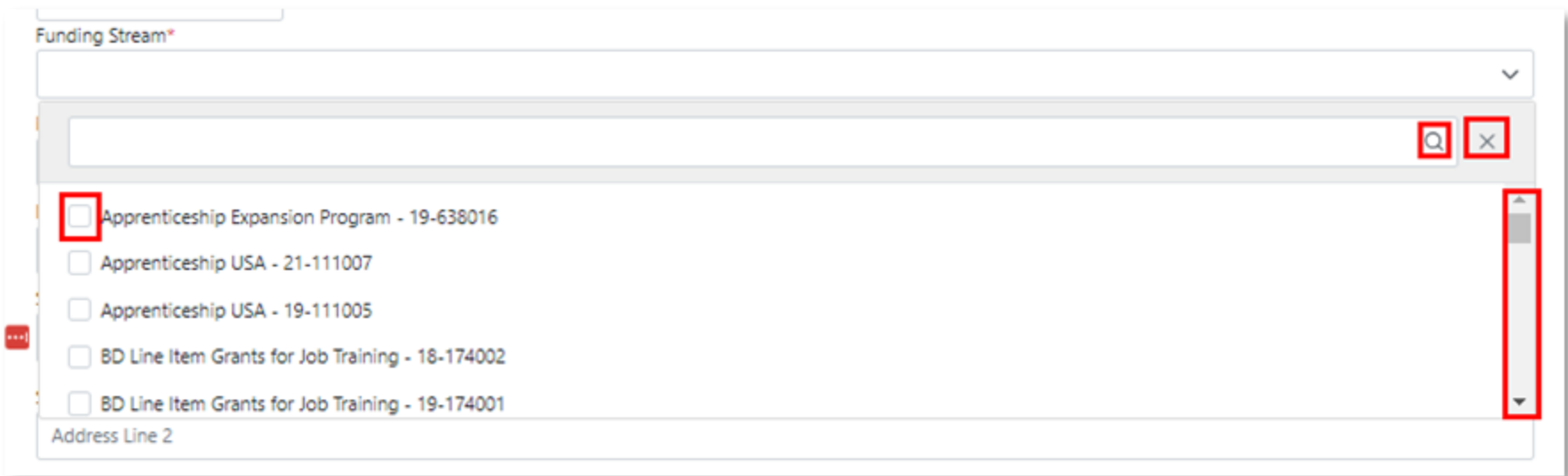
Program Year *

- Funding Stream = grant numbers associated with event
- Monitoring Review Start Date/End Date - reflect the dates the monitoring event will utilize for file review. The start date will identify the first date the files can be selected for review for the monitoring event. The end date will identify the last date the files can be selected for review for this monitoring event.
- Program Year

GRANT MONITORING SYSTEM (GMS) TRAINING

ADD EVENT

- Use search bar to search by name/grant number
- Click check box
- Multiple grants can be chosen



The screenshot shows a web form for adding an event. At the top, there is a dropdown menu labeled "Funding Stream*". Below it is a search bar with a magnifying glass icon and a close (X) icon. A list of grants is displayed below the search bar, each with a checkbox to its left. The first checkbox is highlighted with a red square. A vertical scrollbar is visible on the right side of the list, also highlighted with a red rectangle. The list contains the following items:

- Apprenticeship Expansion Program - 19-638016
- Apprenticeship USA - 21-111007
- Apprenticeship USA - 19-111005
- BD Line Item Grants for Job Training - 18-174002
- BD Line Item Grants for Job Training - 19-174001

Below the list is a field labeled "Address Line 2".


GRANT MONITORING SYSTEM (GMS) TRAINING

ADD EVENT

Optional Information

- Alternate physical address
- Description
- OneDrive Link (used in Announcement Letter)

Street Address

Street Address 2


















City

State

Zipcode

Description

B **I** **U**    **H1** **H2**   **x₂** **x²**    **Normal**  **Normal**  **A**  **Sans Serif**      

Insert text here ...

OneDrive Link

GRANT MONITORING SYSTEM (GMS) TRAINING

ADD EVENT

Optional Information

- Alternate physical address
- Description
- OneDrive Link (used in Announcement Letter)


Street Address

Street Address 2


















City

State

Zipcode

Description

B I U    **H1 H2**   **x₂ x²**    **Normal**  **Normal**  **A**  **Sans Serif**      

Insert text here ...

OneDrive Link

GRANT MONITORING SYSTEM (GMS) TRAINING

ADD EVENT

Optional Information

- Alternate physical address
- Description
- OneDrive Link (used in Announcement Letter)

Street Address

Street Address 2


















City

State

Zipcode

Description

B I U    **H1 H2**   **x₂ x²**    **Normal**  **Normal**  **A**  **Sans Serif**      

OneDrive Link

GRANT MONITORING SYSTEM (GMS) TRAINING

ADD EVENT

- Select Components screen allows to choose the content in a monitoring event.
- Can choose at element level
- Can see worksheet modules

1 Organization Search 2 Event Info 3 Select Components 4 Identify Monitoring Team

Company: Testing site 2
LWIA: 20
Address: 43 East Testing Street
Springfield, IL
62703

Search

> ☐ ☉ Component: Fiscal (17)
> ☐ ☉ Component: Program (24)

Back Next

GRANT MONITORING SYSTEM (GMS) TRAINING

ADD EVENT

The screenshot displays the 'Identify Monitoring Team' step (step 4) of the 'ADD EVENT' process. The form is divided into two main sections: 'Fiscal' and 'Programmatic'. At the top, there is a progress bar with four steps: 1. Organization Search, 2. Event Info, 3. Select Components, and 4. Identify Monitoring Team. Below the progress bar, a text box contains the following information: Company: Testing site 2, LWIA: 20, Address: 43 East Testing Street, Springfield, IL, 62703. Under the 'Fiscal' section, there are two dropdown menus: 'Add Fiscal Team Lead*' and 'Add Fiscal Event Monitor*'. The 'Programmatic' section has two dropdown menus: 'Add Program Team Lead*' and 'Add Program Event Monitor*'. At the bottom left is a 'Back' button and at the bottom right is a 'Save' button.

- Dropdown list to choose monitoring team
- Choose one team lead per component
- Chose multiple event monitors

GRANT MONITORING SYSTEM (GMS) TRAINING

EDIT EVENT

After initial event creation, super admin can edit the following items:

- ✓ Monitoring Event End Date
- ✓ Description
- ✓ OneDrive Link
- ✓ Select additional Components and Elements
- ✓ Fiscal and Program Monitors can be added

GRANT MONITORING SYSTEM (GMS) TRAINING

EVENT STATUS MANAGEMENT

Draft events:

- Events that have not been fully created
- Can search by draft status
- After clicking on link, will open to finish completing event

The screenshot displays the 'Monitoring' page in the GMS. On the left, there is a 'Search Events' sidebar with several filters: 'Location, Name or Keyword', 'Status' (highlighted with a red box and set to 'Draft'), 'LWIA Number', 'Grantee', 'Monitoring Event Start Date', 'Monitoring Event End Date', 'Monitoring Review Start Date', 'Monitoring Review End Date', and 'Program Year'. On the right, the 'Event Listing' table shows a list of events with columns for 'Event Name', 'Status', and 'Grantee'. The table contains several rows, including 'Kankakee Community College', 'Western Illinois Works Inc', 'Business Employment Skills Team Inc', 'DuPage County Workforce Development Division', 'Business Employment Skills Team Inc', 'IL Community College Board', 'Testing site 2', 'Workforce Investment Solutions', and 'Land of Lincoln Workforce Alliance'. The 'Status' column for all events in the table is 'Draft'.

Event Name	Status	Grantee
	Draft	Kankakee Community College
Menke testing modifying components on draft event	Draft	Western Illinois Works Inc
TEst	Draft	Business Employment Skills Team Inc
Olivia's Test 4	Draft	DuPage County Workforce Development Division
Olivia's Test 5	Draft	Business Employment Skills Team Inc
Test new event - US1442	Draft	IL Community College Board
	Draft	Testing site 2
Regression Test User Roles 01.03.2024	Draft	Workforce Investment Solutions
Regression Test User Roles 01.03.2024	Draft	Land of Lincoln Workforce Alliance

GRANT MONITORING SYSTEM (GMS) TRAINING

EVENT STATUS MANAGEMENT

Change Event Status:

- Active events can be edited
- Closed Events are read only
- Click on green file edit link
- Choose dropdown
- Click Update

The screenshot displays a user interface for managing event status. At the top, a blue button labeled "Status: Active" is accompanied by a green file edit icon. Below this, a modal dialog box titled "Edit Status" is open. Inside the dialog, there is a label "Event Status *" followed by a dropdown menu currently showing "Select a Status". The dropdown menu is expanded, revealing two options: "Active" and "Closed". At the bottom right of the dialog, there are two buttons: "Cancel" with a red 'X' icon and "Update" with a blue checkmark icon.

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**QUESTION &
ANSWER**

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THANKS FOR VIEWING!

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