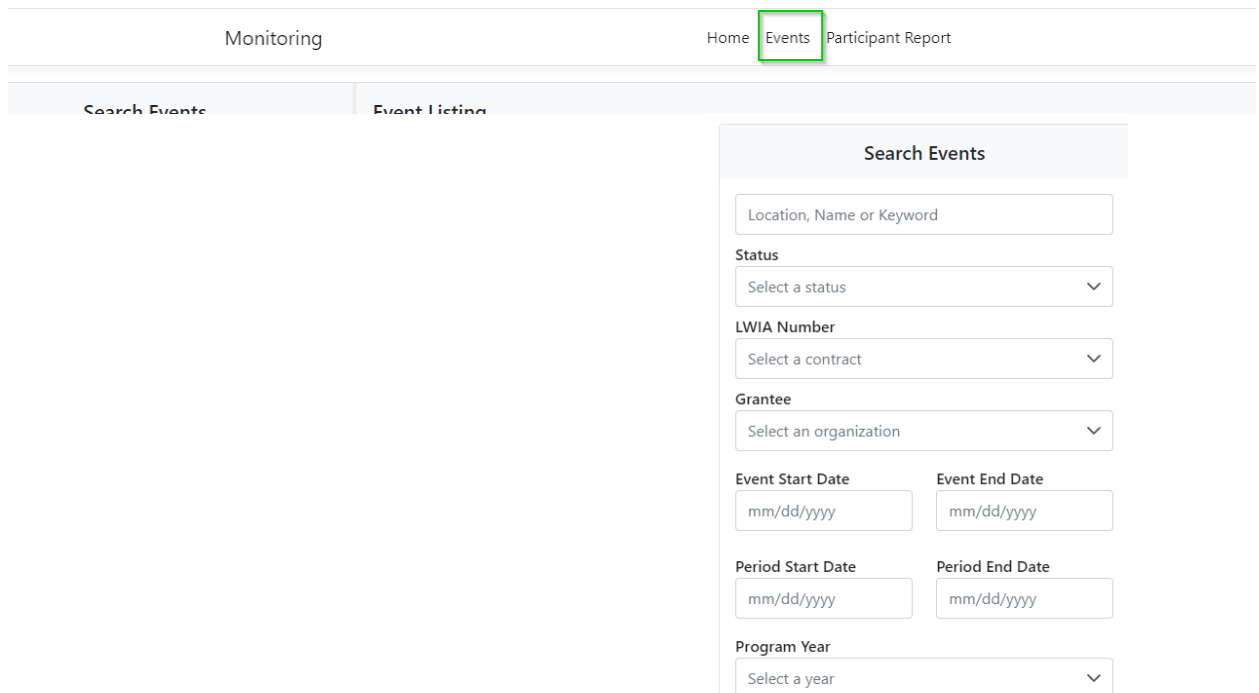**Monitoring System
User Acceptance Testing
Event Search Screen
[November 1, 2023]**

Search Events

1. Login to the Monitoring website with the username and password
   a. Website - https://apps.illinoisworknet.com/Monitoring/
   b. Credentials

	Last Name A – C	Last Name D – M	Last Name N – Z
Username:	MonitoringTest_1	MonitoringTest_2	MonitoringTest_3
Password:	Password2016!	Password2016!	Password2016!

2. Click on Events

Monitoring   Home   Events   Participant Report

Search Events   Event Listing

Search Events

Location, Name or Keyword
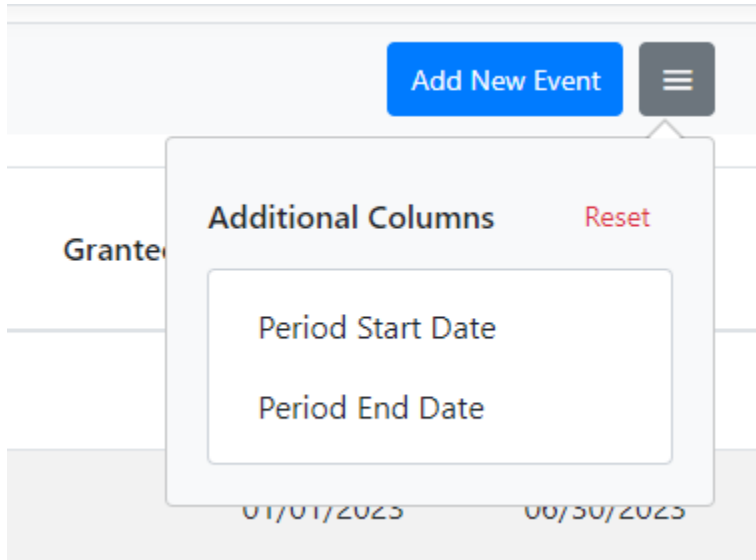
Status
Select a status

LWIA Number
Select a contract

Grantee
Select an organization

Event Start Date   **Event End Date**
mm/dd/yyyy   mm/dd/yyyy

Period Start Date   **Period End Date**
mm/dd/yyyy   mm/dd/yyyy

Program Year
Select a year

3. Search for historical events using the Search Events section
   a. Location, Name, or Keyword
   b. Status
   c. Event Start Date
   d. Event End Date
   e. Program Year

Event Listing

4. The results are shown on the right-hand side under Event Listing

5. If your search has multiple pages of results, check to make sure that you can page between the results

6. In the upper right corner, choose the hamburger icon to add additional columns to the Event Listing. Click on the Reset button to change it back to the default.

7. Validate that all the columns are populated with data. Note that LWIA Number and Grantee will not be available for non-test-created events.

Follow Up

8. Make a note or take screenshots (if you can) of any items that:
   a. Did not work.
   b. It only worked sometimes.
   c. Navigation that isn't very clear.
   d. Type of documentation you would like us to create.
9. Send by email to lynette.tritz@siu.edu. A bug will be created and discussed in the next UAT session.