

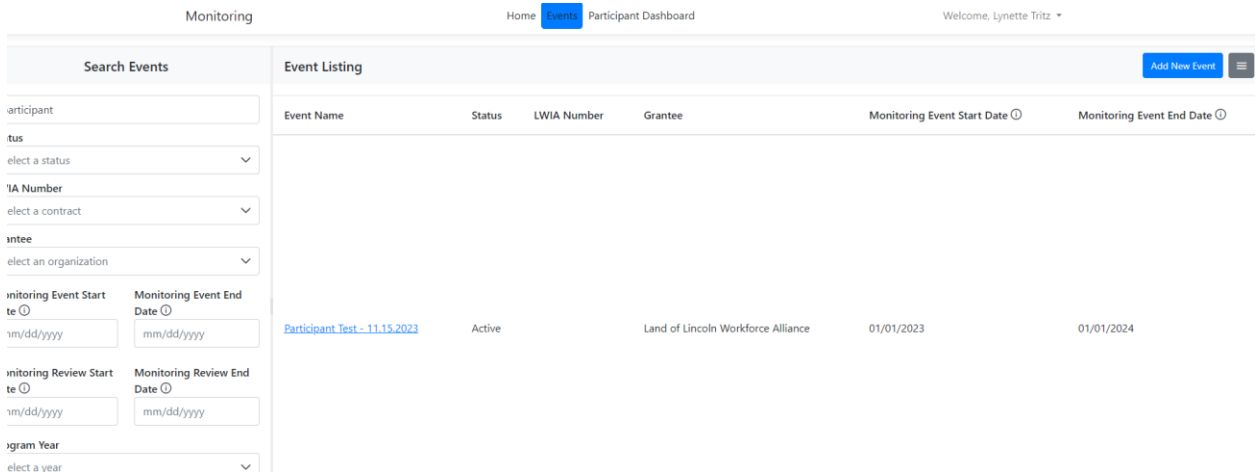
Monitoring System User Acceptance Testing Select Participant [November 15, 2023]

Select Participant

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. Search for event Participant Test – 11.15.2023



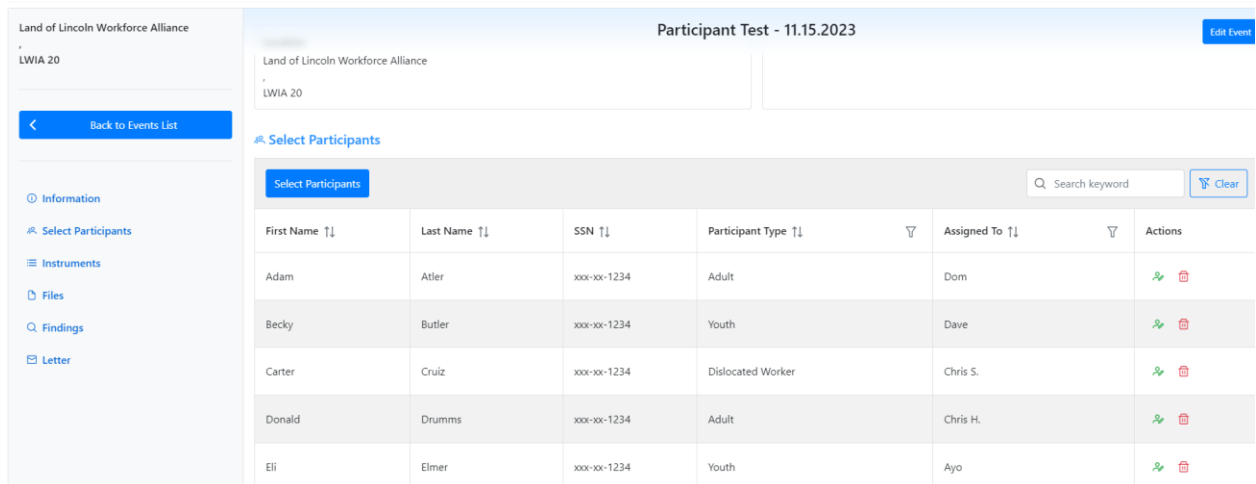
Monitoring Home **Events** Participant Dashboard Welcome, Lynette Tritz

Search Events **Event Listing** [Add New Event](#)

Participant Test - 11.15.2023

Event Name	Status	LWIA Number	Grantee	Monitoring Event Start Date	Monitoring Event End Date
Participant Test - 11.15.2023	Active		Land of Lincoln Workforce Alliance	01/01/2023	01/01/2024

3. Click on the event and navigate to the Select Participants section. Click on Select Participants.



Land of Lincoln Workforce Alliance
LWIA 20

[Back to Events List](#)

Participant Test - 11.15.2023 [Edit Event](#)

Land of Lincoln Workforce Alliance
LWIA 20

Select Participants

[Select Participants](#) [Clear](#)

First Name	Last Name	SSN	Participant Type	Assigned To	Actions
Adam	Atler	xxx-xx-1234	Adult	Dom	+ -
Becky	Butler	xxx-xx-1234	Youth	Dave	+ -
Carter	Cruiz	xxx-xx-1234	Dislocated Worker	Chris S.	+ -
Donald	Drumms	xxx-xx-1234	Adult	Chris H.	+ -
Eli	Elmer	xxx-xx-1234	Youth	Ayo	+ -

- 4.

- Change information in the Search Dashboard Section, like date, workforce program, LWIA number, Office, and Case Manager to change the Dashboard view
- Select one of the reports on the right to view participants with those qualities

Search Dashboard	Dashboard																						
Monitoring Review Start Date: 10/01/2023 Monitoring Review End Date: 11/25/2023 Workforce Program: Select a Program LWIA Number: LWIA 20 - Land of Lincoln Workforce Alliance Grant Number: 23-681020, 22-681020 Office: Select an Office Case Manager: Select a Case Manager	<table border="1"> <thead> <tr> <th>Section</th> <th>#</th> </tr> </thead> <tbody> <tr> <td>1 - Participant Overview</td> <td></td> </tr> <tr> <td>Active Participants</td> <td>14</td> </tr> <tr> <td>Exiters</td> <td>0</td> </tr> <tr> <td>Total Participants</td> <td>14</td> </tr> <tr> <td>2 - Customer Engagement</td> <td></td> </tr> <tr> <td>Number of Active Participants with an Open Service</td> <td>13</td> </tr> <tr> <td>Individualized Career Service (ICS)</td> <td>5</td> </tr> <tr> <td>Individualized Career Service open for more than 6 months</td> <td>0</td> </tr> <tr> <td>Training Service</td> <td>8</td> </tr> <tr> <td>Training Service open for more than 18 months</td> <td>0</td> </tr> </tbody> </table>	Section	#	1 - Participant Overview		Active Participants	14	Exiters	0	Total Participants	14	2 - Customer Engagement		Number of Active Participants with an Open Service	13	Individualized Career Service (ICS)	5	Individualized Career Service open for more than 6 months	0	Training Service	8	Training Service open for more than 18 months	0
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- Use the Hamburger icon to add additional columns to the Participant list

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- Use the search bar to search for applicant names

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- Select a Participant and assign a monitor and elements to the participant. (Note: testing that it can be attributed to any module will work for now. Next time we test, it will be more applicable to the participant review sheets).

Follow Up

- Make a note or take screenshots (if you can) of any items that:
 - 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.
11. Send by email to lynette.tritz@siu.edu. A bug will be created and discussed in the next UAT session.