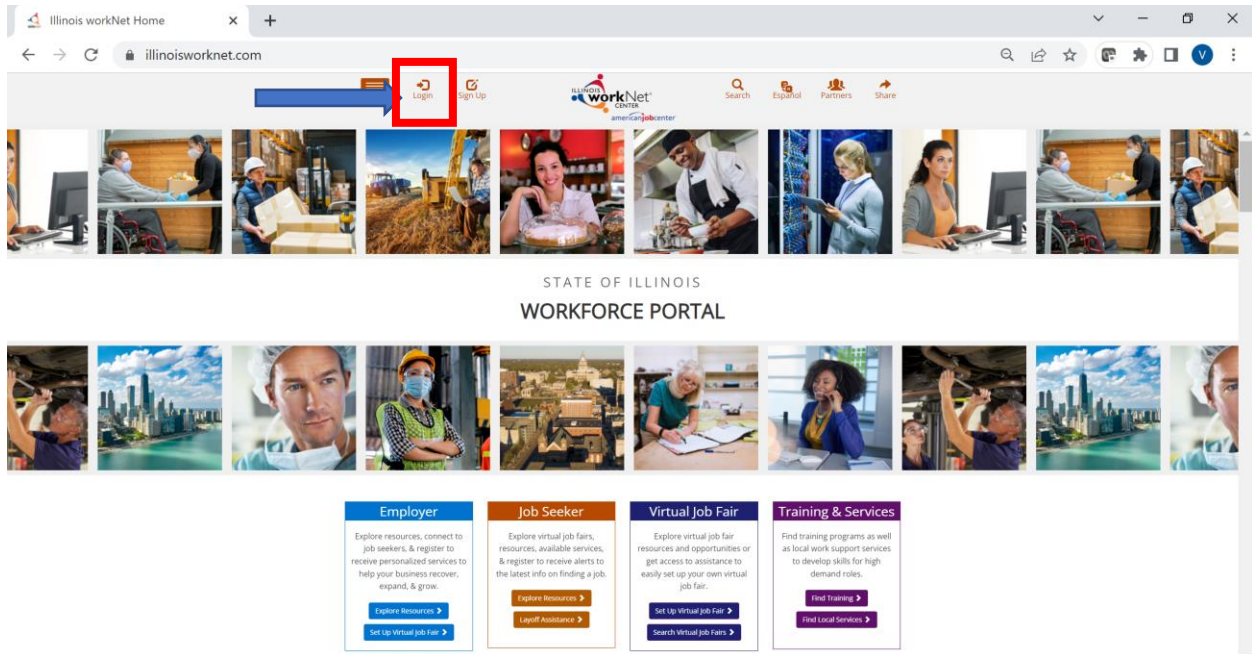
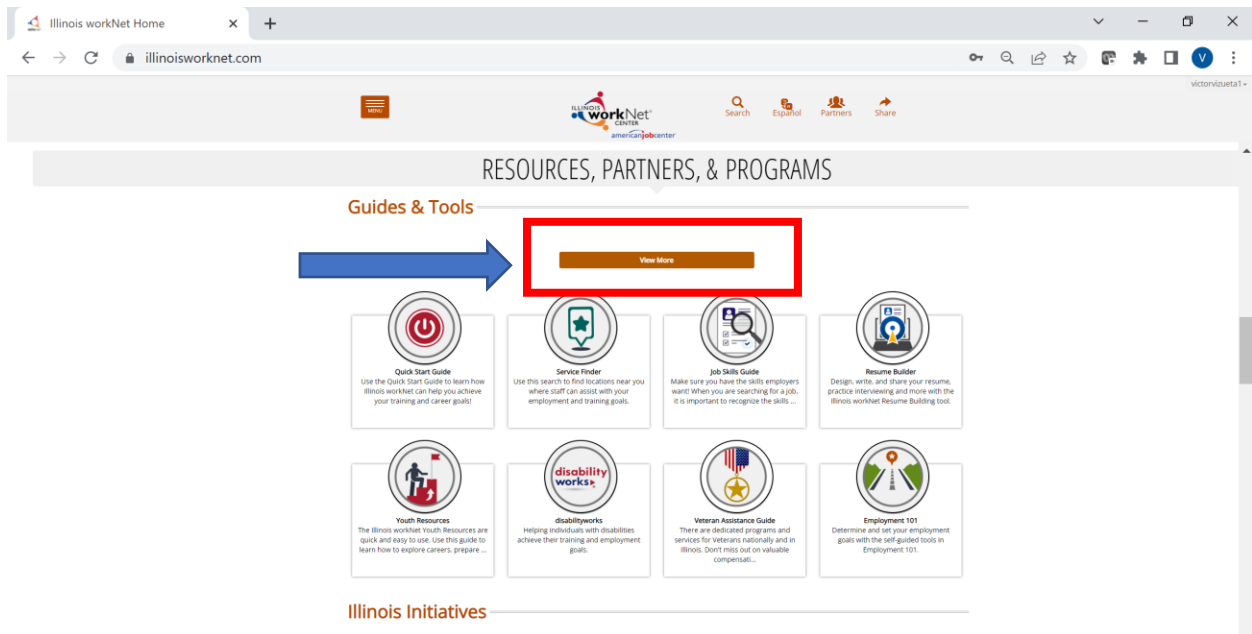


Go to illinoisworknet.com

Login into your account



Scroll down to resources, partners, & programs, click on **view more**



## Click on IWTS

The screenshot shows the Illinois workNet Guides & Tools page. The 'Incumbent Worker Tracking System (IWTS)' icon is highlighted with a red box and a blue arrow pointing to it. The icon text reads: 'Incumbent Worker Tracking System (IWTS) The Illinois workNet Incumbent Worker Tracking System (IWTS) is the source for generating flow and reporting on Incumbent W...

## Change the page size to 500

The screenshot shows the IWTS Search page. The 'Page Size' dropdown menu is open, showing '500' selected. A blue arrow points to the dropdown menu.

Select	Delete	Grant Lwia	Grantee Lwia	Grant #	Project #	Project Title/Grantee	Status	Is Green Initiative	Page Size
Select History	Delete	7	7	22681007	5064	**Provide meaningful name** Chicago Cook Workforce Partnership - LWIA 7 Business Services Team (BST)	In Process	No	500
Select History		7	7	12681007	308	7 Mile Solutions-Integrated Management Systems The Chicago Cook workforce Partnership	Completed	No	05-23 06-30
Select History		7	7	19651007	4420	Ability Engineering Technology Inc Chicago Cook Workforce Partnership -	Request to Modify	No	2021-07-06 2022-06-30

Search for the project (keyboard) Ctrl + F e.g. Asutra

Note: if project is available select the appropriate project. If the project is not in the system select Add new project plan

If the project exist choose select

Select History	7	7	19638002	4295	Principal Manufacturing Apprenticeship - Non-Formula Calumet Area Industrial Commission	Completed	No	2020-06-01	2021-12-31
Select History	7	7	16681007	984	Principal Manufacturing Layoff Aversion Project Chicago Cook Workforce Partnership - LWIA 7 Business Services Team (BST)	Completed	No	2017-05-02	2017-12-14
<b>Select History</b>			19651007	4209	Proximity Capital Partners LLC dba <b>Asutra</b> Chicago Cook Workforce Partnership - LWIA 7 Business Services Team (BST)	Completed	No	2021-01-01	2021-06-30
Select History	7	7	22681007	4919	Proximity Capital Partners LLC dba <b>Asutra</b> - NetSuite Training Chicago Cook Workforce Partnership - LWIA 7 Business Services Team (BST)	Accepted	No	2022-10-01	2023-06-30
Select History	7	7	18681007	2406	PVS Chemical Solutions, Inc. PHASE 1 Chicago Cook Workforce Partnership - LWIA 7 Business Services Team (BST)	Completed	No	2018-08-20	2019-06-30
Select History	7	7	22681007	4989	R.C.M. Industries, Inc./DBA Aallied Die Casting Co. of IL 57 Training	Accepted	No	2022-11-08	2023-06-30

If the project doesn't exist select Add New Project Plan

Incumbent Training Projects Search

[Add New Project Plan](#)

Select	Delete	Grant Lwia	Grantee Lwia	Grant #	Project #	Project Title/Grantee	Status	Is Green Initiative	Start Date	End Date
Select History	Delete	7	7	22681007	5064	**Provide meaningful name** Chicago Cook Workforce Partnership - LWIA 7 Business Services Team (BST)	In Process	No		
Select History		7	7	12681007	308	7 Mile Solutions-Integrated Management Systems The Chicago Cook workforce Partnership	Completed	No	2013-05-23	2013-06-30
Select History		7	7	19651007	4420	Ability Engineering Technology Inc Chicago Cook Workforce Partnership -	Request to Modify	No	2021-07-06	2022-06-30

Select the correct Grant.

Note: Please confirm the correct Grant Number with The Partnership before making your selection

Select	Grant #	Lwia	Description	Grant Amount	Type	Start Date	End Date
Select	19111006	7	Accreditation Council for Pharmacy Education (ACPE)	275,147.00	Non-Formula	2020-06-01	2023-06-30
Select	19638002	7	Calumet Area Industrial Commission	272,270.00	Non-Formula	2020-06-01	2022-06-30
Select	21111012	7	Calumet Area Industrial Commission	250,000.00	Non-Formula	2022-01-01	2023-06-30
Select	12681007	7	Chicago Cook Workforce Partnership	56,539.00	Formula	2012-07-01	2013-06-30
Select	12681007	7	Chicago Cook Workforce Partnership	18,000.00	Formula	2013-07-01	2014-06-30

After selecting the grant number please enter the project name (company name)

## **PROXIMITY PARTNERS DBA ASUTRA – IWTS EXAMPLE**

### 1. PROJECT DETAILS

Project Number 4209

Title\* Proximity Capital Partners LLC dba Asutra

Project Grant 19651007 - Chicago Cook Workforce Partnership

Project Cost (this grant) 4989.00

Completed

Click for instructions on completing the Basic Project Information Page

Add an Additional Project for this Grant

Project Details

It was approved as part of the application Documentation Form has been submitted and Approved Via

Select Date of Approval

Description

Project Plan - Illinois workNet

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectPlan?rowId=5bca8bd5-22c0-44bf-af49-dfd4c81...

Illinois workNet victorvizueta1 Log off

**Description**

At Asutra, they believe in active self care. By taking care of yourself on purpose, you'll feel better both physically and mentally, allowing you to take on anything. Also, Asutra is women-owned and women-led. They are able to create products that help women because we're made up of amazing women. Venus Williams, global tennis champion, is part owner and their Chief Brand Officer. Venus started as a customer and once she learned more about Asutra and its passion and focus on natural ingredients, she wanted to become part of the team.

The propose training include three courses

- 1) How to use Fortis, our new inventory software
- 2) How to create and manage shipments
- 3) How to use Microsoft Word and Excel, and shipping and operations via online courses on LinkedIn

Employees will learn new skills including: managing inventory; using new inventory and shipping software; creating shipments; using Microsoft

**Grantee** Chicago Cook Workforce Partnership - LWIA 7 Business Services Team (BST)

**CEO Project contact** Lorraine Wareham  
[Click for more details.](#)

**Status** Completed

**Accepted Date** Apr 28, 2021

**Project Start Date** 1/1/2021

**Project End Date** 6/30/2021

**Is Green Initiative**  Yes  No

**Project Type** Formula

**Does this project have occupation Upgrades?**  Yes  No

**Is this project affected by an Emergency or Natural Disaster??:**  Yes  No

Project Plan - Illinois workNet

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectPlan?rowId=5bca8bd5-22c0-44bf-af49-dfd4c81...

Illinois workNet victorvizueta1 Log off

**Is this project affected by an Emergency or Natural Disaster??:**  Yes  No

**Incumbent Worker Grant Amount:**

**Funds Use**

The total cost for this project will be \$9,220.00.  
 The breakdown of the training is as follows:  
 -How to use Fortis - cost \$2,373.50  
 -How to create and manage shipments - cost \$1,627.50  
 -How to use Word and Excel, and shipment operations - cost \$2,519.16  
 -Training materials - cost \$2,700.00  
 The employer match will be provided in the form of employee wages while training.

**Needs And Benefits**

For Asutra to succeed, they must excel at: (1) making excellent products that work; (2) managing our inventory; and (3) providing excellent customer service. To execute these initiatives, the business is investing in new inventory software, skilling up employees and experimenting with new marketing strategies. The training will help our employees build skills, so they can use our new inventory software, and overall help us excel in these 3 areas. In turn, employees will become more efficient, reduce errors, better understand how much inventory we should have on hand as we manage our cash flow, and grow our business sustainably.

If Asutra do not train their staff, they will not have the skills to execute the strategies described above. Since Asutra is a small business with limited capacity to hire many more people - and given their commitment to creating good jobs and job advancement for people who need those opportunities most - Asutra would not be successful in growing their business and thus would not be able to keep its staff employed. Or, it would be forced to outsource these tasks instead of retaining employees.

As noted above, Asutra is committed to creating jobs and job advancement for people who need those opportunities most; however, those individuals have not had chances to build necessary skills prior to being employed at Asutra so they do not have in-demand skills. Asutra is

**History** Created: 11/17/2020 - Victor Vizuela  
 Last Updated: 1/19/2022 - Samantha Doak

## 2. LAYOFF AVERSION

The screenshot shows the 'Layoff Aversion' page for Proximity Capital Partners LLC dba Asutra (#4209). The page is marked as 'Completed'. It features a 'Project Navigator Menu' and a 'Layoff Aversion' section with a table of indicators. A link provides instructions for completing the page.

Actions	ID	At Risk Indicator	Indicator Information
	1	Declining Sales	
<a href="#">Edit</a>	2	Supply Chain Issues	With COVID-19, our supply chain has experienced issues. Asutra suppliers have experienced disruption in their manufacturing with COVID-19-related shutdowns. It is difficult to receive items timely since sea and air shipping routes have also been disrupted. So, training their staff to manage the inventory closely is more critical now than ever.
	3	Adverse Industry Market Trends	
	4	Changes in Management Philosophy or Ownership	
<a href="#">Edit</a>	5	Worker Does Not Have In-Demand Skills	Asutra is committed to creating jobs and job advancement for people who need those opportunities most; however, those individuals have not had chances to build necessary skills prior to being employed at Asutra so they do not have in-demand skills. We are committed to training them to build those skills.
	6	Strong Possibility of a Job if Worker Attains New Skills	
	7	Other "At-Risk" Indicators	

## 3. PROJECT INDUSTRIES

The screenshot shows the 'Project Industries' page for Proximity Capital Partners LLC dba Asutra (#4209). The page is marked as 'Completed'. It features a 'Project Navigator Menu' and an 'Existing Project Industries' section with a table of project industries. A link provides instructions for completing the page.

Remove	Code	Title
	325	Chemical Manufacturing

## 4. GRANTEE INFORMATION

Project Grantee - Illinois workNet

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectGrantee?id=4209

Illinois workNet victorvizueta1 Log off

Current Organization: Chicago Cook Workforce Partnership - LWIA 7 Business Services Team (BST)

Organization Contacts

### Add/Edit Grantee

Why can't I edit locked fields?  
Complete all required fields below, and then click Save.

Record Id 2736

Is this Organization an employer?:  Yes  No

Name: Chicago Cook Workforce Partnership - LWIA 7 Business Services Team (BST)

Street Address: 69 W. Washington, Suite 2860

Street Address 2:

City: Chicago

State: IL

ZIP Code: 60602 3046

Phone: 312-603-0200 Ext.:

Fax:

Agency Type: Government Entity

NOTE: 4 INCLUDES CONTACTS

Project Grantee - Illinois workNet

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectGrantee?id=4209

Illinois workNet victorvizueta1 Log off

Return to Search IWTS Quarterly Reports IWTS Reports

## Proximity Capital Partners LLC dba Asutra (#4209)

Completed

Project Navigator Menu

Review the grantee organization and Contacts

Current Organization: Chicago Cook Workforce Partnership - LWIA 7 Business Services Team (BST)

Organization Contacts

### Contact List

Grantee Contact Instructions  
Found 1 records.

Page Size 15

Select	Remove	Name	Type	Email	Added
Select		Vizueta, Victor	primary	vvizueta@chicookworks.org	11-17-2020

Refresh

## 5. HARD TO SERVE GROUPS

The screenshot shows a web browser window with the URL <https://apps.illinoisworknet.com/wnTools/IWTS/HardToServeGroups?id=4209>. The page header includes the text "Illinois workNet" and the user name "victorvizueta1" with a "Log off" link. Below the header are three buttons: "Return to Search", "IWTS Quarterly Reports", and "IWTS Reports". The main heading is "Proximity Capital Partners LLC dba Asutra (#4209)" with a green "Completed" status indicator. A "Project Navigator Menu" is visible, along with "Previous" and "Next" navigation buttons. A link says "Click for instructions on completing the Hard-To-Serve Page". The section "Existing Project Hard-to-Serve Groups" contains a table with the following data:

Remove Code	Title
4	Minorities

Below the table are "Previous" and "Next" navigation buttons.

## 6. PROJECT CREDENTIALS

The screenshot shows a web browser window with the URL <https://apps.illinoisworknet.com/wnTools/IWTS/ProjectCredentials?id=4209>. The page header includes the text "Illinois workNet" and the user name "victorvizueta1" with a "Log off" link. Below the header are three buttons: "Return to Search", "IWTS Quarterly Reports", and "IWTS Reports". The main heading is "Proximity Capital Partners LLC dba Asutra (#4209)" with a green "Completed" status indicator. A "Project Navigator Menu" is visible, along with "Previous" and "Next" navigation buttons. A link says "Click for instructions on completing the Project Credentials Page". The section "Existing Project Credentials" contains a table with the following data:

Remove Code	Title
13	Course Completed, No Credential Expected

Below the table are "Previous" and "Next" navigation buttons.

## 7. PROJECT SECTORS

Illinois workNet victorvizueta1 Log off

Return to Search IWTS Quarterly Reports IWTS Reports

### Proximity Capital Partners LLC dba Asutra (#4209)

Completed

Project Navigator Menu

[Click for instructions on completing the Project Sectors Page](#)

#### Existing Project Sectors

Remove	Code	Title
	13	Manufacturing

Previous Next

## 8. EMPLOYEE OCCUPATIONS

Illinois workNet victorvizueta1 Log off

Return to Search IWTS Quarterly Reports IWTS Reports

### Proximity Capital Partners LLC dba Asutra (#4209)

Completed

Project Navigator Menu

[Click for instructions on completing the Employee Occupations Page](#)

#### Employee Occupations

Remove	Code	Title
	51-1011	First-Line Supervisors of Production and Operating Workers
	51-2099	Assemblers and Fabricators, All Other
	51-9199	Production Workers, All Other

Previous Next

## 9. EMPLOYERS

Illinois workNet victorizueta1 Log off

Organization | Contacts | Work Site(s)

### Add/Edit Employers

Complete all required fields below, and then click Save.

**Record Id** 39625

**Name:** Proximity Capital Partners, LLC dba Asutra

**Street Address 1:** 4159 W. Montrose Ave.

**Street Address 2:**

**City:** Chicago

**State:** IL

**ZIP Code:** 60641

**Phone:** 312-497-7467 **Ext.:**

Phone must be in format ###-###-####.

**Fax:**

Fax must be in format ###-###-####.

**Agency Type:** Business

**Employer Industry (select all that apply):**

- Chemical Manufacturing

**Federal Employer ID Number (FEIN):** FEIN 36-4889272

must be in the format ##-#####

**UI Account Number:** UI 602060-7

Account Number must be in the format #####-# or #####-#

Project Employees - Illinois workNet victorizueta1 Log off

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectEmployees?id=4209

Illinois workNet victorizueta1 Log off

**Is this location a Work Site?**  Yes  No

**Owner's Ethnicity (Check all that apply):**

- White
- Black
- Hispanic
- American Indian or Alaskan Native
- Asian
- Prefer not to answer
- Hawaiian or Pacific Island
- Female Owned

**Enter the match as a dollar amount contributed by the employer (or leave as 0.00 if there is no match amount):**

\$ 2305.00

**How the employer match will be provided:**

Employee wages during training.

**Enter the total number of employees at this location:**

10

**Enter the total number of employees at this location that will receive training:**

7

**Provide a meaningful description of the impact of this training at this job site:**

Project Employees - Illinois work: x +

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectEmployers?id=4209

Illinois workNet victorvizueta1 Log off

Enter the total number of employees at this location\*: 10

Enter the total number of employees at this location that will receive training\*: 7

Provide a meaningful description of the impact of this training at this job site\*:

Because Asutra have not had enough staff with the proper skills to manage inventory tightly; the company have seen approximately \$1500 per month of product waste. With more effective inventory management, it can reduce this waste significantly to less than \$500/month, saving at least \$12,000 annually.

Asutra have a 4-year growth plan that calls for 15-20% growth annually. Asutra expect to achieve 15% growth in 2020 vs. 2019 and training will build our employees' skills in implementing the new strategies and designing compliant and attractive product packaging for new products.

Asutra employees will be eligible for increases in responsibility and salary if they learn and maintain new skills

History Created: 11/17/2020 - Victor Vizueta  
Last Updated: 1/20/2021 - Victor Vizueta

Previous Next

NOTE: 9 INCLUDES CONTACTS

Project Employees - Illinois work: x +

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectEmployers?id=4209

Illinois workNet victorvizueta1 Log off

### Proximity Capital Partners LLC dba Asutra (#4209)

Completed

Project Navigator Menu

Previous Next

Click for instructions on completing the Project Employers Page - updated

Current Organization: Proximity Capital Partners, LLC dba Asutra

Organization **Contacts** Work Site(s)

#### Contact List

Employer Contact Instructions  
Found 1 records.

Page Size 15

Select	Remove	Name	Type	Email	Added
Select		Morimoto, Stephanie	primary	stephanie@asutra.com	11-17-2020

Refresh

Previous Next

NOTE: 9 INCLUDES WORK SITES

Illinois workNet | victorvizueta1 | Log off

## Proximity Capital Partners LLC dba Asutra (#4209)

Completed

Project Navigator Menu

Previous Next

Click for instructions on completing the Project Employers Page - updated

Current Organization: Proximity Capital Partners, LLC dba Asutra

Organization Work Site(s)

### Add/Edit Work Site

Worksite Instructions

Select A Work Site: Select one

- Select one
- Proximity Capital Partners, LLC dba Asutra - Chicago

Previous Next

## 10. TRAINING COURSES

Illinois workNet | victorvizueta1 | Log off

## Current Courses

Page Size 200

Select	Delete	Course Id	Course Title	Provider Name
Select		8096	How to create and manage shipments (4)	Asutra Operations Manager
Select		8095	How to use Fortis (3)	Cobalt Packaging
Select		8097	How to use Microsoft Word and Excel, and shipping and operations via LinkedIn Learning (0)	LinkedIn Learning

### How to create and manage shipments

Course Parts

- Step 1 - Course
- Step 2 - Course Credentials
- Step 3 - Course CIP Details
- Step 4 - Course Sessions

Course

Course Id 8096

Course Title How to create and manage shipments

Provider Name Asutra Operations Manager

Course Description

These trainings will be conducted in-person by Ms. Smith in our Chicago warehouse with staff who will be responsible for picking, packing and shipping customer orders. Over 16-20 sessions, Ms. Smith will train our employees on how to create and read pick slips, how to pick items for different types of customer orders, how to set up packing stations, how to pack the items for each order safely and cost effectively, and how to quality control packed orders before they ship to ensure accuracy.

During each session, Ms. Smith will employ an "I do, we do, you do" approach. First she will show employees how to do each step in the process. Next she will have employees do the steps together with her. Finally she will have employees do the steps on their own, and then review

History Created: 11/17/2020 - Victor Vizuela  
Last Updated: 11/17/2020 - Victor Vizuela

NOTE: TRAINING COURSES INCLUDE COURSE CREDENTIALS, COURSE CIP DETAILS, COURSE SESSIONS

Project Training - Illinois workNet x +

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectTraining?id=4209

Illinois workNet victorvizueta1 Log off

[Click for instructions on completing the Project Employers Page - updated](#)

## Current Courses

Select	Delete	Course Id	Course Title	Provider Name
Select		8096	How to create and manage shipments (4)	Asutra Operations Manager
Select		8095	How to use Fortis (3)	Cobalt Packaging
Select		8097	How to use Microsoft Word and Excel, and shipping and operations via LinkedIn Learning (0)	LinkedIn Learning

Page Size 200

### How to create and manage shipments

#### Course Parts

- Step 1 - Course
- Step 2 - Course Credentials
- Step 3 - Course CIP Details
- Step 4 - Course Sessions

#### Credentials for this Course

[Click for instructions on identifying Credential\(s\) for the current Course](#)

### Existing Course Credential Codes

Remove Code	Title
13	Course Completed, No Credential Expected

Project Training - Illinois workNet x +

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectTraining?id=4209

Illinois workNet victorvizueta1 Log off

## Current Courses

Select	Delete	Course Id	Course Title	Provider Name
Select		8096	How to create and manage shipments (4)	Asutra Operations Manager
Select		8095	How to use Fortis (3)	Cobalt Packaging
Select		8097	How to use Microsoft Word and Excel, and shipping and operations via LinkedIn Learning (0)	LinkedIn Learning

Page Size 200

### How to create and manage shipments

#### Course Parts

- Step 1 - Course
- Step 2 - Course Credentials
- Step 3 - Course CIP Details
- Step 4 - Course Sessions

#### CIP Codes for this Course

[Click for instructions on identifying CIP Code\(s\) for the current Course](#)

### Existing Course CIP Codes

Remove Code	Title
52.0409	<b>Parts, Warehousing, and Inventory Management Operations.</b> A program that prepares individuals to provide administrative, technical, and managerial support in the operation of warehouses, control of inventory, parts identification, and the performance of counter services for customers. Includes instruction in record-keeping, equipment operation, database entry, supply logistics, shop operations and math, and customer and supplier relations.

Project Training - Illinois workNet x +  
 https://apps.illinoisworknet.com/wnTools/IWTS/ProjectTraining?id=4209

Illinois workNet victorvizueta1 Log off

## How to create and manage shipments

**Course Parts**

- Step 1 - Course
- Step 2 - Course Credentials
- Step 3 - Course CIP Details
- Step 4 - Course Sessions

**Course Sessions**

Select	Delete	Start Date	Session Title / Instructor	Location/Address
Select		2021-01-01	How to create and manage shipments Shanika Smith	Asutra 4159 W. Montrose Ave., Chicago, IL 60641

**Session Information**

Session Start Date: 1/1/2021

Session End Date: 6/30/2021

Session Title: How to create and manage shipments

Instructions

These trainings will be conducted in-person by Ms. Smith in our Chicago warehouse with staff who will be responsible for picking, packing and shipping customer orders. Over 16-20 sessions, Ms. Smith will train our employees on how to create and read pick slips, how to pick items for different types of customer orders, how to set up packing stations, how to pack the items for each order safely and cost effectively, and how to quality control packed orders before they ship to ensure accuracy. During each session, Ms. Smith will employ an "I do, we do, you do" approach. First she will show employees how to do each step in the process. Next she will have employees do the steps together with her. Finally, she will have employees do the steps on their own.

**Instructor**

Project Training - Illinois workNet x +  
 https://apps.illinoisworknet.com/wnTools/IWTS/ProjectTraining?id=4209

Illinois workNet victorvizueta1 Log off

how to create and read pick slips, how to pick items for different types of customer orders, how to set up packing stations, how to pack the items for each order safely and cost effectively, and how to quality control packed orders before they ship to ensure accuracy. During each session, Ms. Smith will employ an "I do, we do, you do" approach. First she will show employees how to do each step in the process. Next she will have employees do the steps together with her. Finally, she will have employees do the steps on their own.

**Instructor**

First Name: Shanika

Last Name: Smith

Title:

Phone(ex: ###-###-####): 773-628-7751 Extension:

Fax (ex: ###-###-####):

Instructor Email: shanika@asutra.com

**Location**

Location Name: Asutra

Address: 4159 W. Montrose Ave.

Address2:

City: Chicago

State: IL

Zipcode: 60641

History Created: 11/17/2020 - Victor Vizqueta  
 Last Updated: 11/17/2020 - Victor Vizqueta

[Return to Search](#) [IWTS Quarterly Reports](#) [IWTS Reports](#)

## Proximity Capital Partners LLC dba Asutra - NetSuite Training (#4919)

**On Hold**

[Project Navigator Menu](#)

[Previous](#) [Next](#)

[Click for instructions on completing the Project Employers Page - updated](#)

**Current Organization:** Proximity Capital Partners, LLC dba Asutra

[Organization](#) [Work Site\(s\)](#)

### Add/Edit Work Site

[Worksite Instructions](#)

Your project has been put on hold pending approval from Commerce. You will not be able to proceed until the approval is granted. You will be notified when Commerce has granted or denied approval.

[Return To IWTS Home](#)

[Previous](#) [Next](#)