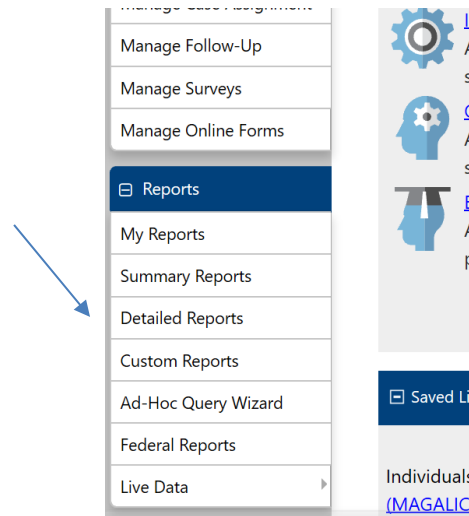


Career Connect Services Provided Report

The report lists the services provided to an individual in a program.

Step 1- Go to “Reports” on your dashboard. Click on “Detailed Reports”



Step 2- Scroll down to the “Services Reports” and click “Services Provided Individuals”

Services Reports

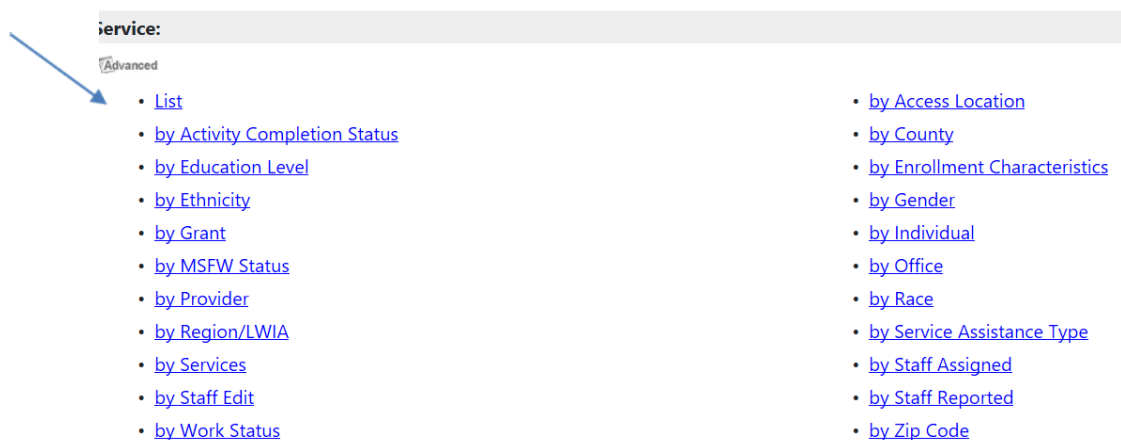
[Services Provided Employer](#)

Display Service Provided Employer Reports

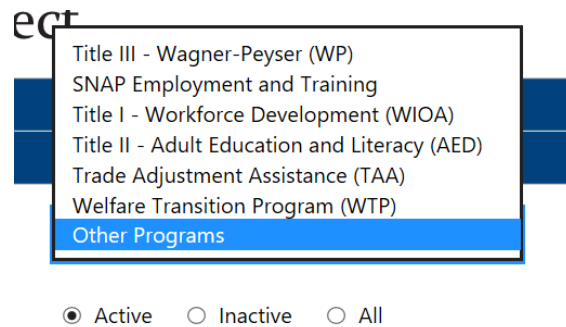
[Services Provided Individuals](#)

Display Services Provided Individuals Reports

Step 3- Choose “List”



Step 4- Under “Programs” select “Other Programs” to see non-WIOA programs.



Step 5- Choose your program and Region (Chicago Cook Workforce Partnership) and Office. You may also choose any other options, like a specific service. If you do not select any other filters, you will see all the services provided for the selected office. At the bottom under “Date”, change the date filter to “Actual Begin Date” and select your date range.

A screenshot of a form for selecting date filters. It includes a 'Date Filter:' dropdown set to 'Actual Begin Date', a 'Date Range:' dropdown set to 'Last 7 Days', and 'From:' and 'To:' date pickers. The 'From:' date is 01/08/2020 and the 'To:' date is 01/14/2020. Both date pickers have a calendar icon and the format '(MM/DD/YYYY)'.

Run Report

[\[Save to My Reports\]](#)

Step 7- Export your results by click in the small blue disk.

