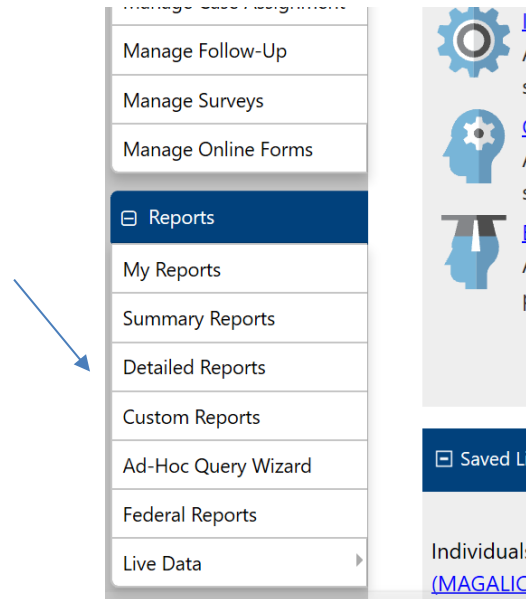


Career Connect Generic Program Application Report

The report lists the total count of new and carry over enrollments by program for the selected reporting period.

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



Step 2- Go to “Case Load” under “Case Management Reports”

Case Management Reports	
Case Load Display Case Load Reports	Case Load - Non-WIOA Display Case Load - Non-WIOA Rep
Case Load - WIOA Display Case Load - WIOA Reports	Documentation Display Documentation Reports
Payment Display Payment Reports	Predictive Display Predictive Reports
Staff Referrals Display Staff Referrals Reports	

Step 3- Choose “Application”

Case Load:

Advanced

- [Active Cases](#)
- [Application](#)
- [Case Closure Employment](#)
- [Case Closure Reportable Performance Indicators](#)
- [Co-Enrollment Summary](#)
- [Days since Last Active Service](#)
- [Enrollment in Homeless Veterans Reintegration Program](#)
- [Exit Reason Summary](#)
- [Expiring Work Authorization](#)
- [Measurable Skill Gains](#)
- [Participants by Training Occupation](#)
- [Projected Begin Dates](#)
- [Quarterly Follow Up Status](#)
- [Summary](#)
- [Veteran Data Discrepancies](#)
- [Active Enrollment](#)
- [Assigned Case Load](#)
- [Case Closure Information](#)
- [Case Summary By Application Date](#)
- [Credentials](#)
- [Eligibility Enrollments](#)
- [Enrollment Summary By LWIA](#)
- [Exited Cases](#)
- [Hourly Wage Before and After Enrollment](#)
- [Obtained Employment](#)
- [Participants Co-enrolled in Partner Programs](#)
- [Projected End Dates](#)
- [Soon to Exit Cases](#)
- [Targeted Measurable Skill Gain](#)

Step 4- Select your program from the drop-down menu. You do not need to select a “Customer Group”.

Selection Criteria	
Program	
Program:	<div>None Selected</div>
Customer Group:	
Region/LWDB Status:	
Region/LWDB:	

1N Statewide Opioid Grant
CHA Employment Placement
CHA Jobs Plus
Chicago Codes
ConstructionWorks Powered by the Illinois Tollway
Opportunity Works
SNAP Employment and Training
Summer Jobs & Beyond
Title I - Workforce Development (WIOA)
Title II - Adult Education and Literacy (AED)
Title III - Wagner-Peyser (WP)
Trade Adjustment Assistance (TAA)
Universal Customers Served
Welfare Transition Program (WTP)

Location

Step 5- Select your Region and Office Location. You don't need to select an "Application Status"

Location

Region/LWDB Status:

☒ Active ☐ Inactive ☐ All

Region/LWDB:

None Selected

IL Tollway

Chicago Cook Workforce Partnership

Office Status:

☒ Active ☐ Inactive ☐ All

Office Location:

MicroTrain Technologies - IT Sector Center (7185)

Mid-South Workforce Center (0400)

Moraine Valley Community College (7145)

Application Status:

All

Closed, Never Enrolled

Partial

Incomplete

Step 6- Select your date range. Click "Run Report".

Filter By Date:

Application Date

Date Range:

This Year to Date

From:

01/01/2020

(MM/DD/YYYY)

To:

01/10/2020

(MM/DD/YYYY)

[Reset Dates](#)

Run Report

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

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

The screenshot shows the 'Staff Email Search' interface. At the top, there is a header bar with a plus icon and the text 'Staff Email Search'. Below this, there is a navigation bar with a list of results, currently showing '1 of 2'. A small blue disk icon is highlighted with a blue arrow. A dropdown menu is open, showing the following options: 'XML file with report data', 'CSV (comma delimited)', 'PDF' (which is highlighted with a blue box), 'MHTML (web archive)', 'Excel', and 'Word'. To the right of the dropdown menu, there is a section titled 'Management Reports - Application Report' with the following details: '- Program: Opportunity Works', 'Region: Chicago Cook Workforce Partnership', '- Office: OPW-Prairie State College', '- Application Status: All', '- Filter By Date: Application Date', and '- Date Range: 7/1/2019 - 1/10/2020'. At the bottom of the interface, there is a footer bar with the text '07 - Chicago Cook Workforce Partnership'.

Staff Email Search

1 of 2

XML file with report data
CSV (comma delimited)
PDF
MHTML (web archive)
Excel
Word

Management Reports - Application Report

- Program: Opportunity Works
- Region: Chicago Cook Workforce Partnership
- Office: OPW-Prairie State College
- Application Status: All
- Filter By Date: Application Date
- Date Range: 7/1/2019 - 1/10/2020

07 - Chicago Cook Workforce Partnership