



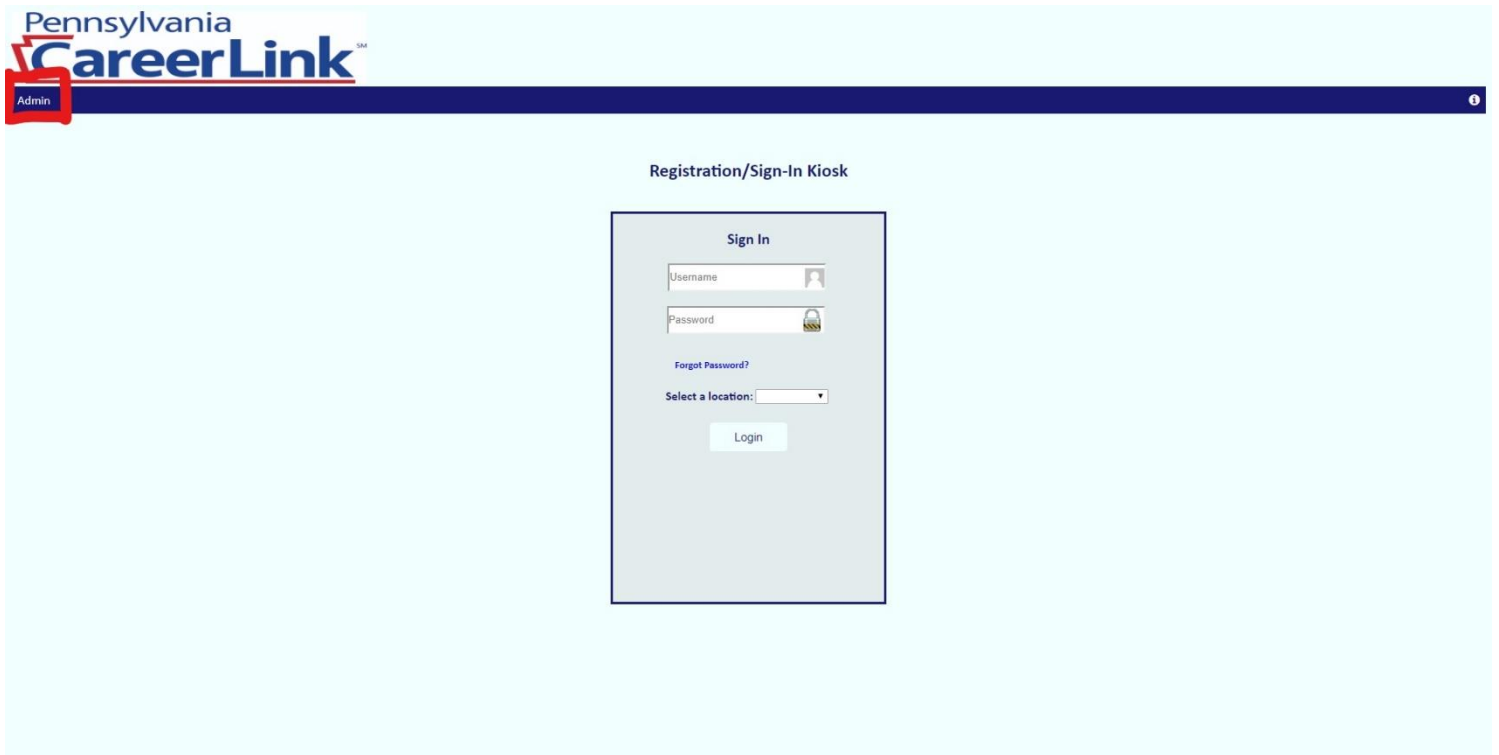
Registration/Sign-In Kiosk Admin Guide

Admin User Guide

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Admin Log-In

To access the Admin side of the system, a Admin will click on the **Admin** button located on the top left corner of the main log-in page. The figure below shows where this button is located. The button has a red box around it.



The screenshot displays the Pennsylvania CareerLink website interface. At the top left, the "Pennsylvania CareerLink" logo is visible, with a red box highlighting the "Admin" button. A dark blue navigation bar spans the top, featuring a small "i" icon on the right. The main content area is light blue and titled "Registration/Sign-In Kiosk". Centered within this area is a "Sign In" form. The form includes a "Username" field with a user icon, a "Password" field with a lock icon, a "Forgot Password?" link, a "Select a location:" dropdown menu, and a "Login" button.

Once the Admin button is clicked, the user will then be redirected to the admin log-in page.

Admin Homepage

Once a user has gained access to the Admin Homepage, they will be able to do the following tasks:

- Account Management
- AD-HOC Reporting

These two tasks will be broken down into two sections and be further explained. The figure below shows what a user will see when they have gained access to the Admin Homepage.



Account Management

Staff Accounts

Staff accounts are used to login to the Registration/Sign-In Kiosk. On the Staff Account Management page, an Admin can:

- Create a new staff account
- Modify an existing staff account
- Delete a staff account

To access this page, an Admin will click Staff under the Account Management section of the Admin Homepage. This page will show a table of current staff accounts including all the staff members credentials. The figure below shows what an Admin will see on the Staff Account Management page

Pennsylvania
CareerLinkSM

Staff Account Management

Giving a user staff access allows them to do the following tasks.

- Sign In to system homepage.
- Start the Registration/Sign In process.
- Assist end users if they've misplaced their PA CareerLink visitor card.

Click **Create** to create a new staff member.

Click **Modify** to modify a staff members credentials.

Click **Delete** to remove an existing staff member.

Create

Modify

Delete

Staff ID	Username	Password	Email
1	sterhorst	wg terhorst	sterhorst@washingtongreene.org
2	jnobili	pac pass	jnobili@washingtongreene.org
3	beaverstaff	beaverpac1	
4	washingtonstaff	washpac1	
5	monvalleystaff	mvpac1	
6	greenestaff	greenepac1	

Create Staff Accounts

If an Admin wants to create a new staff account, they will click **Create**. Once the button is clicked, a pop-up form will appear. The Admin will then fill out the form with the proper credentials for the new staff member. After the form is filled out, the Admin will click **Submit**. The new staff account is now created and will appear in the table of staff accounts on the Staff Account Management page. The figure below shows the form an Admin will fill out when creating a new staff account.

The screenshot displays the 'Pennsylvania CareerLink' interface. A 'Create Staff' modal form is open, featuring input fields for Username, Email, Password, and Confirm Password, along with a 'Submit' button. Below the modal are 'Create', 'Modify', and 'Delete' buttons. To the left of the modal, a text box explains the tasks a user with staff access can perform and provides instructions for using the 'Create', 'Modify', and 'Delete' buttons. At the bottom, a table lists existing staff accounts with columns for Staff ID, Username, Password, and Email.

Pennsylvania CareerLink

Create Staff

Username:

Email:

Password:

Confirm Password:

Submit

Create **Modify** **Delete**

Giving a user staff access allows them to do the following tasks.

- Sign In to system homepage.
- Start the Registration/Sign In process.
- Assist end users if they've misplaced their PA CareerLink visitor card.

Click **Create** to create a new staff member.

Click **Modify** to modify a staff members credentials.

Click **Delete** to remove an existing staff member.

Staff ID	Username	Password	Email
1	sterhorst	wg1terhorst	sterhorst@washingtongreene.org
2	jnobili	pac1pass	jnobili@washingtongreene.org
3	beaverstaff	beaverpac1	
4	washingtonstaff	washpac1	
5	monvalleystaff	mvpac1	
6	greenestaff	greenepac1	

Delete Staff Accounts

If an Admin wants to delete a staff account, they will click **Delete** on the Staff Account Management page. Once the button is clicked, a pop-up form will appear. The Admin will then fill out the form with the proper credentials for the existing staff member. After the form is filled out, the Admin will click **Submit**. The staff account is now deleted and will no longer appear in the table of staff accounts on the Staff Account Management page. The figure below shows the form an Admin will fill out when deleting an existing staff account.

The screenshot displays the Pennsylvania CareerLink Staff Account Management interface. A light blue pop-up window titled 'Delete Staff' is centered on the screen, featuring three input fields for 'Username:', 'Password:', and 'Confirm Password:', followed by a 'Submit' button. To the left of the pop-up, a sidebar contains instructions on staff access and buttons for 'Create', 'Modify', and 'Delete'. Below the sidebar, a table lists staff members with columns for Staff ID, Username, Password, and Email.

Instructions:

- Giving a user staff access allows them to do the following tasks.
 - Sign In to system homepage.
 - Start the Registration/Sign In process.
 - Assist end users if they've misplaced their PA CareerLink visitor card.
- Click **Create** to create a new staff member.
- Click **Modify** to modify a staff members credentials.
- Click **Delete** to remove an existing staff member.

Buttons: Create, Modify, Delete

Staff ID	Username	Password	Email
1	sterhorst	wgterhorst	sterhorst@washingtongreene.org
2	jnobili	pacipass	jnobili@washingtongreene.org
3	beaverstaff	beaverpac1	
4	washingtonstaff	washpac1	
5	monvalleystaff	mvpac1	
6	greenestaff	greenepac1	

Modify Staff Accounts

If an Admin wants to modify a staff accounts credentials (username, password, email) they will click **Modify** on the Staff Account Management page. Once the button is clicked, a pop-up form will appear. On this form, the Admin must enter the Staff ID number in the proper input box to make modifications. The Admin can then fill out any part of the form that they wish to modify. They will leave any part of the form they don't wish to modify blank. After the form is filled out, the Admin will click **Submit**. The modifications will then appear in the table of staff members on the Staff Account Management page. The figure below shows the form an Admin will fill out when modifying an existing staff account.

The screenshot displays the Pennsylvania CareerLink Staff Account Management interface. A pop-up form titled 'Modify Staff' is centered on the screen, featuring input fields for Staff ID, Username, Email, Password, and Confirm Password, along with a Submit button. To the left of the form, a sidebar provides instructions on staff access and actions like Create, Modify, and Delete. Below the form, a table lists the current staff members with their IDs, usernames, passwords, and email addresses.

Modify Staff

Staff ID:

Username:

Email:

Password:

Confirm Password:

Staff Account Management

Staff ID	Username	Password	Email
1	sterhorst	vqterhorst	sterhorst@washingtongreene.org
2	jnobli	pac/pass	jnobli@washingtongreene.org
3	beaverstaff	beaverpac1	
4	washingtonstaff	washpac1	
5	monvalleystaff	mvpac1	
6	greenestaff	greenepac1	

Admin Accounts

To access the Admin Accounts page, click **Admin** under the Account Management section of the Admin Homepage. Admin accounts are used to for managing PACL Kiosk accounts and running AD-HOC reports. **Please contact Jeff Nobili if you wish to CREATE or DELETE an Admin Account. Also, Admins should only use the modification feature to modify their own account.** On the Admin Account Management page, an Admin can:

- Create a new Admin account
- Modify an existing Admin account
- Delete an Admin account

This page will also show a table of current Admin accounts including all the Admins credentials. The figure below shows what an Admin will see on the Admin Account Management page

Pennsylvania CareerLink

Admin Account Management

Giving a user Admin access allows them to do the following tasks.

- Run Reports on Transactions, Visitors, and Partners.
- Create, modify, and delete staff members.
- Create, modify, and delete admin accounts.
- Create, modify, and delete partners.

Click **Create** to create a new admin.

Click **Modify** to modify an admins credentials.

Click **Delete** to remove an existing admin.

Create Modify Delete

Admin ID	Username	Password	Email
1	sterhorst		sterhorst@washingtongreene.org
2	jnobili		jnobili@washingtongreene.org

Create Admin Account

If an Admin wants to create a new staff account, it is important to **contact Jeff Nobili and gain permission**. If permission is granted, the Admin will click **Create**. Once the button is clicked, a pop-up form will appear. The Admin will then fill out the form with the proper credentials for the new Admin. After the form is filled out, the Admin will click **Submit**. The new Admin account is now created and will appear in the table of Admin accounts on the Admin Account Management page. The figure below shows the form an Admin will fill out when creating a new Admin account.

The screenshot displays the 'Pennsylvania CareerLink' interface. A 'Create Admin' modal form is open, featuring input fields for Username, Email, Password, and Confirm Password, along with a Submit button. Below the form, a table lists existing admin accounts. The table has columns for Admin ID, Username, Password, and Email. Two accounts are listed: one with ID 1 and username 'sterhorst', and another with ID 2 and username 'jnobili'. The Password column contains redacted information. To the left of the table, there are instructions for using the 'Create', 'Modify', and 'Delete' buttons.

Create Admin

Username:

Email:

Password:

Confirm Password:

Admin Account Management

Click **Create** to create a new admin account.

Click **Modify** to modify an existing admin account.

Click **Delete** to remove an existing admin.

Admin ID	Username	Password	Email
1	sterhorst	[REDACTED]	sterhorst@washingtongreene.org
2	jnobili	[REDACTED]	jnobili@washingtongreene.org

Delete Admin Account

If an Admin wants to delete an existing Admin account, it is important to **contact Jeff Nobili and gain permission**. If permission is granted, the Admin will click **Delete**. Once the button is clicked, a pop-up form will appear. The Admin will then fill out the form with the proper credentials for the Admin. After the form is filled out, the Admin will click **Submit**. The Admin account is now deleted and will no longer appear in the table of Admin accounts on the Admin Account Management page. The figure below shows the form an Admin will fill out when deleting an existing Admin account.

The screenshot displays the Pennsylvania CareerLink Admin Account Management interface. A light blue pop-up window titled "Delete Admin" is centered on the screen, featuring three input fields for "Username:", "Password:", and "Confirm Password:", followed by a dark blue "Submit" button. The background page has a dark blue header with the "Pennsylvania CareerLink" logo. On the left, a sidebar lists administrative tasks: "Giving a user Admin access" (with sub-points: Run Reports on..., Create, modify, delete..., Create, modify, delete..., Create, modify, delete...), "Click **Create** to create a new admin.", "Click **Modify** to modify an admin's credentials.", and "Click **Delete** to remove an existing admin." Below the sidebar are three buttons: "Create", "Modify", and "Delete". At the bottom, a table lists admin accounts with columns for Admin ID, Username, Password, and Email.

Admin ID	Username	Password	Email
1	sterhorst		sterhorst@washingtongreene.org
2	jnobili		jnobili@washingtongreene.org

Modify Admin Account

If an Admin wants to modify **their own** credentials, they will click **Modify**. Once the button is clicked, a pop-up form will appear. On this form, the Admin must enter the Admin ID number in the proper input box to make modifications. The Admin can then fill out any part of the form that they wish to modify. They will leave any part of the form they don't wish to modify blank. After the form is filled out, the Admin will click **Submit**. The modifications will then appear in the list of Admins on the Admin Account Management page. The figure below shows the form an Admin will fill out when modifying an existing Admin account.

The screenshot displays the Pennsylvania CareerLink Admin Account Management interface. A light blue pop-up form titled "Modify Admin" is centered on the screen. The form contains five input fields: "Admin ID:", "Username:", "Email:", "Password:", and "Confirm Password:". A "Submit" button is located at the bottom right of the form. In the background, a table lists existing admin accounts. The table has columns for Admin ID, Username, Password, and Email. Two rows are visible: Admin ID 1 with Username "sterhorst" and Email "sterhorst@washingtongreene.org", and Admin ID 2 with Username "jnobil" and Email "jnobil@washingtongreene.org". Above the table are buttons for "Create", "Modify", and "Delete". On the left side of the interface, there is a sidebar with a list of tasks: "Giving a user Admin access", "Run Reports on...", "Create, modify, delete...", and "Click Create to create a new admin account".

Admin ID	Username	Password	Email
1	sterhorst		sterhorst@washingtongreene.org
2	jnobil		jnobil@washingtongreene.org

Partners

PACL partners receive emails based on partner classification and site location. On the Partner Account Management page, an Admin can:

- Create a new partner
- Modify an existing partner
- Delete a partner

The page shows a list of site locations and partner classifications with the visit reasons and visitor info that pertains to each. This page will also show a table of current partners including all the partners personal info, classifications, and sites. The figure below shows what an Admin will see on the Partner Account Management page.



Partner Account Management

Office Locations

- Beaver County: 604
- Greene County: 641
- Mon Valley: 612
- Washington County: 634

Classifications (with associated visit reasons/status)

- **Dislocated:** dislocated employment status
- **Disability:** disability status, OVR
- **Youth:** youth status
- **Aging:** 55 or older
- **Veteran:** veteran status
- **Cash Assistance:** visitors who receive CA, EARN
- **Training:** education and training
- **Trade:** trade
- **Entrepreneurship:** entrepreneurship
- **Employment Information:** apprenticeship info, employer recruitment, enroll on PACL, job order listing, job search, application, scheduled appointment
- **RESEA:** resea
- **GED/Remediation:** ged/adult remediation

[Create](#)[Modify](#)[Delete](#)

Partner ID	First Name	Last Name	Email	Classification(s)	Location(s)
1	Susan	Mansuetti	smansuetti@literacypittsburgh.org	GED/Remediation	604
2	Lou	Peretta	lperetta@pa.gov	Disability	604
3	Jennifer	Hamilla-Onuska	jhamilla-o@pa.gov	Trade, Employment Information, RESEA	604
4	Sarah	Dietz	sdietz@jtbtc.org	Dislocated, Training, Trade	604
5	Collen	Bailey	cbailey@jtbtc.org	Dislocated, Training, Trade	604
6	Judith	Popovich	jpopovich@pa.gov	Dislocated, Employment Information, RESEA	604
7	Pat	Bowker	pbowker@jtbtc.org	Dislocated, Cash Assistance, Training	604
8	Teresa	Josey	tjosey@jtbtc.org	Dislocated, Cash Assistance, Training	604
9	Alicia	Pizer	apizer@jtbtc.org	Entrepreneurship	604
10	Launa	Shoup	lshoup@jtbtc.org	Entrepreneurship	604
11	Kylie	Hendrickson	khendrickson@jtbtc.org	Youth	604
12	Vickie	Kramer	vkramer@jtbtc.org	Youth	604

Create Partners

If an Admin wants to create a new partner, they will click on the **Create** button. Once the button is clicked, a pop-up form will appear. The Admin will then fill out the form with the proper personal info, classifications, and site locations for the partner. After the form is filled out, the Admin will click **Submit**. The new partner is now created and will appear in the table of partner accounts on the Partner Account Management page. The figure below shows the form an Admin will fill out when creating a new partner.

The screenshot displays the Pennsylvania CareerLink Partner Account Management interface. On the left, there are sections for 'Office Locations' and 'Classifications (with associated visit reasons/status)'. The 'Office Locations' section lists: Beaver County: 604, Greene County: 641, Mon Valley: 612, and Washington County: 634. The 'Classifications' section lists: Dislocated: dislocated employment status, Disability: disability status, OVR, Youth: youth status, Aging: 55 or older, Veteran: veteran status, Cash Assistance: visitors who receive CA, EARN, Training: education and training, Trade: trade, Entrepreneurship: entrepreneurship, Employment Information: apprenticeship info, employer recruitment, enroll on PACL, job order listing, job search, application, scheduled appointment, RESEA: resea, and GED/Remediation: ged/adult remediation.

The main area features a 'Create Partner' form with the following fields: First Name, Last Name, and Email Address. Below these are checkboxes for 'Select Office Location(s)' (Beaver County, Greene County, Mon Valley, Washington County) and 'Select Classification(s)' (Dislocated, Youth, Cash Assistance, Training, Disability, Aging, Entrepreneurship, Trade, GED/Remediation, Veteran, RESEA, Employment Information). A 'Submit' button is at the bottom of the form.

Below the form are three buttons: 'Create', 'Modify', and 'Delete'. At the bottom of the page is a table of existing partners.

Partner ID	First Name	Last Name	Email	Classification(s)	Location(s)
1	Susan	Mansuetti	smansuetti@literacypittsburgh.org	GED/Remediation	604
2	Lou	Peretta	lperetta@pa.gov	Disability	604
3	Jennifer	Hamilla-Onuska	jhamilla-o@pa.gov	Trade, Employment Information, RESEA	604
4	Sarah	Dietz	sdietz@jbbc.org	Dislocated, Training, Trade	604
5	Collen	Bailey	cbailey@jbbc.org	Dislocated, Training, Trade	604

Delete Partners

If an Admin wants to delete a partner, they will click **Delete** on the Partner Account Management page. Once the button is clicked, a pop-up form will appear. The Admin has the option to delete **all the partners information, delete specific classifications or delete specific site locations**. The Admin must enter the Partner ID of the partner they wish to delete. If the Admin wants to delete all partner information, they will click **Delete Partner**. If an Admin wants to delete partner classification(s), they will select the classifications they want to remove and click **Delete Classification(s)**. If an Admin wants to delete a partners site location, they will select the site location(s) they want to remove and click **Delete Site(s)**. Note that deleting classifications and site locations only removes the classifications and site locations for the specific partner, not from the entire system. After the Admin has deleted whatever information they needed to delete, they can view these deletions in the table of partners on the Partner Account Management page. The figure below shows the form an Admin will fill out when deleting an existing partner or their classifications/site locations.

The screenshot displays the CareerLink Partner Account Management interface. A pop-up form titled 'Select Partner' is overlaid on the main content. The form includes a 'Partner ID' field with a red asterisk indicating it is required. Below this, there are three sections: 'Delete Classification(s)', 'Delete Site(s)', and 'Delete Partner'. Each section has a description of what it removes and a list of checkboxes for selection. The 'Delete Partner' section has a 'Delete Partner' button. The background shows a table of partners with columns for Partner ID, First Name, and Location(s).

CareerLink

Select Partner [X]

Enter partner ID of partner that needs deleted.

Partner ID: required*

Delete Classification(s)

Removes selected classification(s) from partner.

☐ Dislocated ☐ Disability ☐ GED/Remediation
☐ Youth ☐ Aging ☐ Veteran
☐ Cash Assistance ☐ Entrepreneurship ☐ RESEA
☐ Training ☐ Trade ☐ Employment Information

Delete Classification(s)

Delete Site(s)

Removes selected site(s) from partner.

☐ Beaver County ☐ Greene County ☐ Mon Valley
☐ Washington County

Delete Site(s)

Delete Partner

Removes ALL partner data (includes classifications and sites)

Delete Partner

Office Locations

- Beaver County: 604
- Greene County: 641
- Mon Valley: 612
- Washington County: 634

Classifications (with associated visit reasons/status)

- Dislocated:** dislocated employment status
- Disability:** disability status, OVR
- Youth:** youth status
- Aging:** 55 or older
- Veteran:** veteran status
- Cash Assistance:** visitors who receive CA, EARN
- Training:** education and training
- Trade:** trade
- Entrepreneurship:** entrepreneurship
- Employment Information:** apprenticeship info, employer recruitment, enroll on PACL, job order listing, job search, application, scheduled appointment
- RESEA:** resea
- GED/Remediation:** ged/adult remediation

Partner ID	First Name	Location(s)
1	Susan	604
2	Lou	604
3	Jennifer	604
4	Sarah	604

Modify Partners

If an Admin wants to modify a partner's information, they will click **Modify**. Once the button is clicked, a pop-up form will appear. The Admin has the option to modify the partners personal information (name & email), as well as ADD classification(s) and site location(s). NOTE that you can only add classification(s) and site location(s). All classification(s) and site location(s) that already exist for that partner will remain after form submission. The Admin will fill out the fields that need modified and leave any other field blank. The Admin must enter the Partner ID for the desired partner. When the Admin is done making modifications, they will click **Submit**. The Admin can then view the modifications in the table of partners on the Partner Account Management page. The figure below shows the form an Admin will fill out when modifying an existing partner.

The screenshot displays the CareerLink Partner Account Management interface. A modal window titled 'Select Partner' is open, allowing an administrator to modify a partner's information. The form includes sections for personal info, office locations, and classifications. The background shows a sidebar with office locations and classifications, and a table of partners.

Office Locations

- Beaver County: 604
- Greene County: 641
- Mon Valley: 612
- Washington County: 634

Classifications (with associated visit reasons/status)

- Dislocated: dislocated employment status
- Disability: disability status, OVR
- Youth: youth status
- Aging: 55 or older
- Veteran: veteran status
- Cash Assistance: visitors who receive CA, EARN
- Training: education and training
- Trade: trade
- Entrepreneurship: entrepreneurship
- Employment Information: apprenticeship info, employer recruitment, enroll on PACL, job order listing, job search, application, scheduled appointment
- RESEA: resea
- GED/Remediation: ged/adult remediation

Partner ID | **First Name**

1	Susan
2	Lou
3	Jennifer
4	Sarah
5	Collen

Select Partner

Enter partner ID of partner that needs modified.
Leave any field that doesn't need modified blank.

Partner ID: required*

Modify Personal Info

First Name:
Last Name:
Email Address:

Modify Office Location(s)

☐ Beaver County ☐ Greene County ☐ Mon Valley
☐ Washington County

Modify Classification(s)

Select Classification(s)

☐ Dislocated ☐ Disability ☐ GED/Remediation
☐ Youth ☐ Aging ☐ Veteran
☐ Cash Assistance ☐ Entrepreneurship ☐ RESEA
☐ Training ☐ Trade ☐ Employment Information

Submit

Partner ID | **Location(s)**

1	604
2	604
3	604
4	604
5	604

Reporting

The reporting section on the Admin Homepage allows Admins to do the following tasks:

- AD-HOC reporting on Transaction data
- AD-HOC reporting on visitor information
- AD-HOC reporting on partner information

Each of these tasks will be further explained in the sections below.

Transaction Reporting

To get to the transaction reporting section of the system, an Admin will click **Transactions** on the Admin Homepage. Once the Admin is on the transaction reporting page, they will see a table of all transactions including transaction ID, visit reason, site location, and date/time. An Admin can run reports on this data by entering the data they desire into any of the input boxes shown above the table. The Admin can enter data into as many input boxes as they wish. To run the report, the Admin will click **Run Report**. If an Admin wants to export the AD-HOC report to excel, they can simply click the **Excel** button located below the table. If an Admin wants to reset the table to view all transaction data, they will click **Reset**, also located under the table. If an Admin selects a specific date range, the total number of visitors as well as the number of unique visitors (only one transaction) will appear. The figure below shows the Transaction Reporting page.

Pennsylvania CareerLink

Transaction Log

AD-HOC Reporting

Visitor Code: Office Location: Visit Reason: Range: -

Run Report

1517 Record(s) Found

Transaction ID	Visitor Code	Reason for visit	Office Location	Date/Time
1	151021809	Job Search/Application	Mon Valley	2018-08-08 08:11:26
2	151021800	Scheduled Appointment	Mon Valley	2018-08-08 08:17:08
3	151021812	Job Search/Application	Mon Valley	2018-08-08 10:16:46
4	151021811	Job Search/Application	Mon Valley	2018-08-08 11:07:14
5	1510214280	EARN	Greene County	2018-08-08 15:17:17
6	151015153	Job Search/Application	Washington County	2018-08-08 15:17:25
7	1510214284	Job Search/Application	Greene County	2018-08-08 15:17:29
8	1510214285	Scheduled Appointment	Greene County	2018-08-08 08:11:09
9	151021987	Scheduled Appointment	Washington County	2018-08-09 08:12:13
10	1510214286	Scheduled Appointment	Greene County	2018-08-09 08:11:51
11	151013846	RESEA Clerk	Washington County	2018-08-09 08:11:55
12	1510214289	Scheduled Appointment	Greene County	2018-08-09 08:11:59

Reset **Excel**

Visitors during date range:

Unique Visitors during date range:

Visitor Reporting

To get to the visitor reporting section of the system, an Admin will click **Visitors** on the Admin Homepage. Once the Admin is on the Visitor Reporting page, they will see a table of all visitors that have registered into the system. The data in this table includes the visitors name, email, phone, last 4 of SSN, residing county, employment status, education, veteran status, aging status, youth status, disability status, food stamps status, and cash assistance status. An Admin can run reports on this data by entering the data they desire into any of the input boxes shown above the table. The Admin can enter data into as many input boxes as they wish. To run the report, the Admin will click **Run Report**. If an Admin wants to export the AD-HOC report to excel, they can simply click the **Excel** button located below the table. If an Admin wants to reset the table to view all visitor data, they will click **Reset**, also located under the table. The figure below shows the Visitor Reporting page.



Visitor Information

AD-HOC Reporting

Visitor Code:
First Name:
Last Name:
Phone:
Email:
Last 4 of SSN:
County of Residence:

Employment:
Education:
Veteran:
Over 55:
Youth:
Disability:
Food Stamps:
Cash Assistance:

Run Report


985 Record(s) Found

Visitor Code	First Name	Last Name	Email Address	Phone Number	Last 4 SSN	Residing County	Education	Employment Status	Veteran Status	Disability	Over 55	Youth	Cash Assistance	Food Stamps
10530016	Ashton	Scalzi	scalzishoton@gmail.com	()	3886	Washington	High School Diploma	Collecting UC	No	No	No	No	No	Yes
15301106	Stefanie	Mesko	mesko.stefanie@gmail.com	(412) 389-5731	2052	Allegheny	Bachelors Degree	Collecting UC	No	No	Yes	No	No	No
153011001	William	Coleman		(724) 552-5931	1781	Beaver	High School Diploma	Collecting UC	No	No	No	No	No	No
153011002	Rashawn	Bolton	rjeter8@gmail.com	(724) 777-9760	7622	Beaver	High School Diploma	Working Part-Time	No	No	No	Yes	No	No
153011003	Edward	Lovy	eiovy13@gmail.com	(724) 316-5179	9178	Beaver	High School Diploma	Collecting UC	No	No	No	No	No	No
153011004	Benjamin	Tigner	davanfoskey@gmail.com	(724) 590-2514	3274	Beaver	GED	Collecting UC	No	No	No	No	Yes	Yes
153011005	Stephanie	Kelosky	stephkelosky@outlook.com	(412) 671-9787	4474	Beaver	Associates Degree	Collecting UC	No	No	No	No	No	No
153011006	Brandy	Manol	brandymanol@hotmail.com	(724) 920-1240	8953	Beaver	High School Diploma	None of the above	No	Yes	No	No	No	Yes
153011007	Andrea	Lyle	lylesissy2@gmail.com	(724) 650-9551	2527	Beaver	Associates Degree	None of the above	No	No	No	No	Yes	Yes
153011008	Darius	McKenzie		(724) 624-3378	8325	Beaver	GED	Exhausted UC	Yes	No	No	No	No	Yes
153011009	Floyd	Strohecker		(724) 701-1842	9632	Beaver	GED	Working Full-Time	No	No	No	No	No	Yes

Reset Excel

Partner Reporting

To get to the Partner Reporting section of the system, the will click Partners under the reporting section of the Admin Homepage. Once the Admin is on the partners reporting page, they will see a table of all PACL partners including name, email, classification(s) and site location(s). An Admin can run reports on this data by entering the data they desire into any of the input boxes shown above the table. The Admin can enter data into as many input boxes as they wish. To run the report, the Admin will click **Run Report**. If an Admin wants to export the AD-HOC report to excel, they can simply click the **Excel** button located below the table. If an Admin wants to reset the table to view all transaction data, they will click **Reset**, also located under the table. The figure below shows the Partner Reporting page.



Partner Information

AD-HOC Reporting

First Name: Last Name: Email: Classification: Location:

Run Report

55 Record(s) Found

Employee ID	First Name	Last Name	Email	Classification	Location(s)
1	Susan	Mansuetti	smansuetti@literacypittsburgh.org	GED/Remediation	604
2	Lou	Peretta	lperetta@pa.gov	Disability	604
3	Jennifer	Hamilla-Onuska	jhamilla-o@pa.gov	Trade,Employment Information,RESEA	604
4	Sarah	Dietz	sdietz@jtbtc.org	Dislocated,Training,Trade	604
5	Colleen	Bailey	cbailey@jtbtc.org	Dislocated,Training,Trade	604
6	Judith	Popovich	jpopovich@pa.gov	Dislocated,Employment Information,RESEA	604
7	Pat	Bowker	pbowker@jtbtc.org	Dislocated,Cash Assistance,Training	604
8	Teresa	Josey	tjosey@jtbtc.org	Dislocated,Cash Assistance,Training	604
9	Alicia	Pizer	apizer@jtbtc.org	Entrepreneurship	604
10	Launa	Shoup	lshoup@jtbtc.org	Entrepreneurship	604
11	Kylie	Hendrickson	khendrickson@jtbtc.org	Youth	604
12	Vickie	Kramer	vkramer@jtbtc.org	Youth	604

Reset Excel