



Understanding the NIHTC IAA Report

The **NIHTC IAA Report** provides IAA details for NIHTC class offerings that are tracked, approved and monitored by the NIHTC.

The parameter page is where you will choose your report filters.

Choose a Report List:	Select Your Report:
NIHTC Report List	IAA Report
This report provides IAA details for NIHTC Class Offerings. ?	
Generate Report By:	Class Start Date ?
Begin Date:	7/21/2016 ?
End Date:	7/21/2016 ?
Action Status:	ALL ?
Course ID:	ALL ?
Program Manager:	ALL ?
Training Coordinator:	ALL ?
Customer:	ALL ?
Approval Status:	ALL ?
Delivery Status:	ALL ?
Include Comments:	No ?
Is this a report that you will be running on a regular basis? Learn more about automated report delivery via the WITS Report Subscription Service	

Awards Report Parameters

- **Generate Report By:** Select if you'd like to generate report by Class Start Date or Class End Date.
- **Begin/End Date:** Indicate the date range for which you'd like to generate the report.
- **Action Status:** Select the status of the actions you would like retrieved. Select "All Actions" if you would like to see both active and completed WiTS actions.
- **Course ID:** Select a Course ID if you'd like to filter your report for a specific Course ID, otherwise ALL is the default.
- **Program Manager:** Select a Program Manager if you'd like to filter your report on one Program Manager, otherwise ALL is the default.

- **Training Coordinator:** Select a Training Coordinator if you'd like to filter your report on one Training Coordinator, otherwise ALL is the default.
- **Approval Status:** Select Approved, Disapproved, or Corrections Needed if you'd like to filter your report by Approval Status, otherwise ALL is the default.
- **Delivery Status:** Select Confirmed or Cancelled if you'd like to filter your report by Delivery Status, otherwise ALL is the default.
- **Include Comments:** Select yes if you would like to include comments in your report, otherwise No is the default.

After you have selected your report parameters, click the 'Generate Report' button to retrieve your report.

NIHTC IAA Report

NIHTC Class Offering - IAA Report												
Action Status: ALL			Course ID: ALL			Customer: ALL						
Approval Status: ALL			Delivery Status: ALL			Program Manager: ALL						
Run Date: 7/21/2016 11:33:38 AM			Training Coordinator: ALL			Class Start Date between 7/05/2016 and 7/21/2016						
IAA Details												
WITS Number	Action Status / Action Location	Course ID	Offering ID	Title of Training	Program Manager	Training Coordinator	Customer	Customer CAN	IAA Number	IAA Amount	IAA Description	POC
36147	ACTIVE / PM Modifies Action	NIHTC2700	1234567	NIH Domestic Travel (CGE)	Lubel, Samantha	Lubel, Samantha	NIEHS	1234567	16-001	10.00	IAA description	Samantha Lubel
36201	ACTIVE / Training Coordinator	NIHTC2700	0145745	NIH Domestic Travel (CGE)	Lubel, Samantha	Lubel, Samantha	NIA	123457	16002	50.25	description of the IAA	Samantha Lubel

The report lists essential information related to the NIHTC Class Offering Workflow with a focus on the IAAs: WITS Number, Action Status, Action Location, Course ID, Offering ID, Title of Training, Program Manager, Training Coordinator, Customer, Customer CAN, IAA Number, IAA Amount, IAA Description, and POC.

About Metrics

The last portion of this report is a summary table that provides summary information based on the parameters you've selected. The following metrics are provided: Total IAA Amount and Total Number of IAAs.

Summary Metrics	
Total IAA Amount	\$60.25
Total Number of IAAs	2

Exporting and Printing

This report can be printed or exported to Excel, PDF, or Word by clicking on the icon on the toolbar:

