



Understanding the NIHTC Class Offering Report

The **NIHTC Class Offering Report** provides details on 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	NIHTC Class Offerings
This report provides details on class offerings that are tracked, approved and monitored by NIHTC.	
Select a View:	Overall Class Offering View
Action Status:	ALL
Generate Report By:	Class Start Date
Begin Date:	7/21/2016
End Date:	7/21/2016
Course ID:	ALL
Program Manager:	ALL
Training Coordinator:	ALL
Enrollment Training Type:	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

- **Select a View:** Select the view (Overall, Cost, or Class Schedule) for which you'd like to generate your 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.
- **Generate Report By:** Select if you'd like to generate your report by Class Start Date or by Class End Date.
- **Begin/End Date:** Indicate the date range for which you'd like to generate your report.
- **Course ID:** Select a Course ID if you'd like to filter your report on one 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.
- **Enrollment Training Type:** Select Open Enrollment or Closed Enrollment if you'd like to filter your report by Enrollment Training Type, 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 Class Offering Report – Overall View

NIHTC Class Offering - Overall View													
Course Offering				Cost & Vendor			Approval		Delivery / Close Out				
WITS Number	Action Status / Action Location	Course ID / Offering ID	Enrollment Training Type	Title of Training	Class Start Date / Class End Date	Program Manager / Training Coordinator	Total Cost	Actual Tuition	Vendor Name	Approval Status / Approval Date	Delivery Status	Date Training Posted in LMS	Date LMS Closed Out
36147	ACTIVE / PM Modifies Action	NIHTC2700 / 1234567	Closed Enrollment	NIH Domestic Travel (CGE)	07/05/16 / 07/07/16	Lubel, Samantha / Lubel, Samantha	6730.50	500.00	M B HARLOW & ASSOCIATES I	Approved / 06/27/16	Confirmed	07/08/16	06/27/16
Disapproved Reason: -													
36216	ACTIVE / Training Coordinator	NIHTC2700 / 12345744	Open Enrollment	NIH Domestic Travel (CGE)	07/05/16 / 07/20/16	Lubel, Samantha / Shahparast-Afshar, Negy	4968.00	450.00	NATIONAL INSTITUTES OF HEALTH	Approved / 07/07/16	Cancelled	06/24/16	-
Disapproved Reason: -													

This report lists essential information related to the NIHTC Class Offering Workflow: WITS Number, Action Status, Action Location, Course ID, Offering ID, Enrollment Training Type, Title of Training, Class Start Date, Class End Date, Program Manager, Training Coordinator, Total Cost, Actual Tuition, Vendor Name, Approval Status, Approval Date, Delivery Status, Date Training Posted in LMS, Date LMS Closed Out.

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 Number of Learners Approved,

Total Number of Closed Enrollment, Total Number of Open Enrollment, Total Number of Class Offerings, and Total Number of Traditional Classroom.

Summary Metrics	
Total Number of Learners Approved	175
Total Number of Closed Enrollment	2
Total Number of Open Enrollment	6
Total Number of Class Offerings	8
Total Number of Computer Classroom	0
Total Number of Traditional Classroom	5

NIHTC Class Offering Report – Cost View

Course Offering							Cost & Vendor						Status		
WITS Number / Action Status / Action Location	Course ID / Offering ID	Enrollment Training Type	Title of Training	Class Start Date / Class End Date	No. of Days of Class	Classroom Type	Administrative Level of Effort / Cost	Calculated Tuition / Actual Tuition	Total Cost	Vendor Name / DUNS	Vendor Cost	Class Min.	No. of Learners Approved	Approval Status	Delivery Status
36147 / ACTIVE / PM	NIHTC270 / 0 / 1234567	Closed Enrollment	NIH Domestic Travel (CGE)	07/05/16 / 07/07/16	3	Traditional	Level B - Standard Service / 1190.00	448.70 / 500.00	6730.50	M B HARLOW & ASSOCIATES / 621327472	3400.00	15	2	Approved	Confirmed
Modifies Action															
Disapproved Reason: -															
Vendor Justification: vendor justification															
36216 / ACTIVE / Training Coordinator	NIHTC270 / 0 / 12345744	Open Enrollment	NIH Domestic Travel (CGE)	07/05/16 / 07/20/16	1	No Charge	Level B - Standard Service / 1190.00	331.20 / 450.00	4968.00	NATIONAL INSTITUTES OF HEALTH / 040034860	3400.00	15	-	Approved	Cancelled
Disapproved Reason: -															
Vendor Justification: vendor justification here															


This report lists essential information related to the NIHTC Class Offering Workflow, with focus on the cost elements: WITS Number, Action Status, Action Location, Course ID, Offering ID, Enrollment Training Type, Title of Training, Class Start Date, Class End Date, Number of Days of Class, Classroom Type, Administrative Level of Effort, Cost, Calculated Tuition, Actual Tuition, Total Cost, Vendor Name, DUNS, Vendor Cost, Class Minimum, Number of Learners Approved, Approval Status, and Delivery Status.

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 Cost, Vendor Cost, Material Cost, Overhead Cost, Administrative Cost, Parking Cost, Classroom Cost, and Other Cost Amount.

Summary Metrics	
Total Cost	\$52389.75
Vendor Cost	\$27520.00
Material Cost	\$225.00
Overhead Cost	\$2754.75
Administrative Cost	\$12830.00
Parking Cost	\$540.00
Classroom Cost	\$8400.00
Other Cost Amount	\$120.00

NIHTC Class Offering Report – Schedule View



NIHTC Class Offering - Class Schedule View

Action Status: ALL

Approval Status: ALL

Run Date: 7/21/2016 11:21:04 AM

Course ID: ALL

Delivery Status: ALL

Training Coordinator: ALL

Enrollment Training Type: ALL

Program Manager: ALL

Class Start Date between 7/05/2016 and 7/21/2016

Course Offering								Course Details							
WITS Number	Action Status / Action Location	Course ID / Offering ID	Enrollment Training Type	Title of Training	Class Start Date / Class End Date	Program Manager / Training Coordinator	Class Min. / Class Max.	Location	Classroom Type	Vendor Name	Vendor Email / Vendor Phone Number	Customer	POC	POC Email Address / POC Phone Number	Delivery Status
36147	ACTIVE / PM Modifies Action	NIHTC2700 / 1234567	Closed Enrollment	NIH Domestic Travel (CGE)	07/05/16 / 07/07/16	Lubel, Samantha / Lubel, Samantha	15 / 18	Bldg. 45- NCC	Traditional	M B HARLOW & ASSOCIATES I	lubelst@mail.nih.gov / 3014512078	NIHS	Samant ha Lubel	lubelst@mail.nih.gov / 3014512078	Confirmed
36216	ACTIVE Training Coordinator	NIHTC2700 / 12345744	Open Enrollment	NIH Domestic Travel (CGE)	07/05/16 / 07/20/16	Lubel, Samantha / Shahparast-Afshar, Negy	15 / 18	Rockledge I- RC1	No Charge	NATIONAL INSTITUTES OF HEALTH	lubelst@mail.nih.gov / 3014512078	-	-	- / -	Cancelled

This report lists essential information related to the NIHTC Class Offering Workflow, with focus on the class schedule elements: WITS Number, Action Status, Action Location, Course ID, Offering ID, Enrollment Training Type, Title of Training, Class Start Date, Class End Date, Program Manager, Training Coordinator, Class Minimum, Class Maximum, Location, Classroom Type, Vendor Name, Vendor Email, Vendor Phone Number, Customer, POC, POC Email Address, POC Phone Number, and Delivery Status.

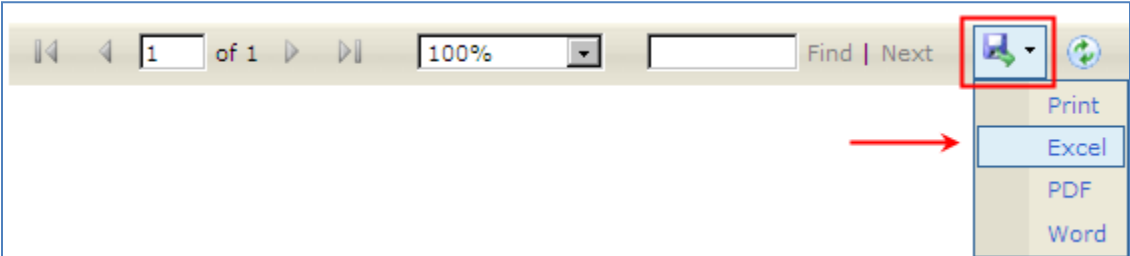
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Summary Metrics	
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Exporting and Printing

All views of this report can be printed or exported to Excel, PDF, or Word by clicking on the icon on the toolbar:



WITS Tip: Exporting reports to Excel will provide additional fields associated with the parameters that you have selected.