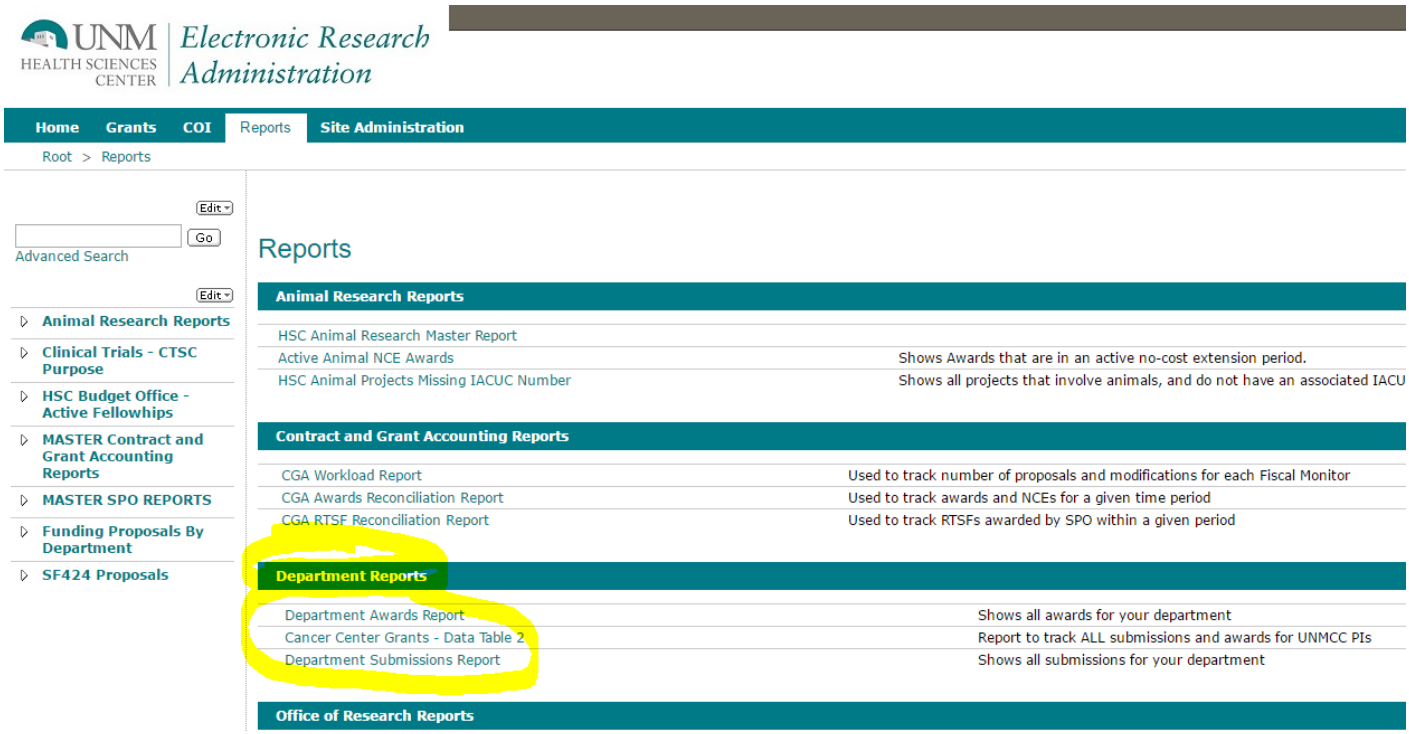
How to Run a Department Report in Click

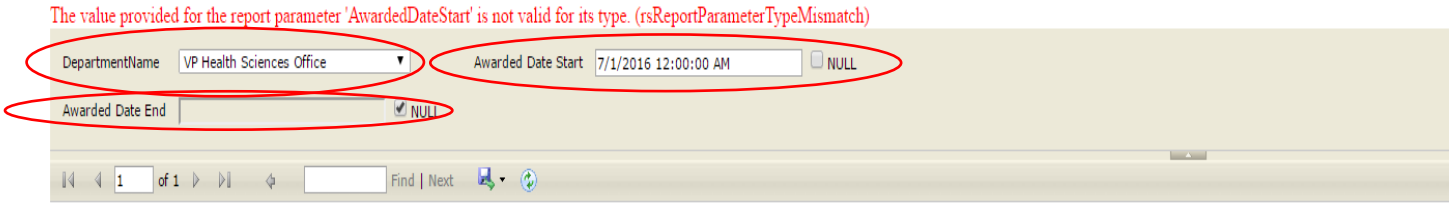
Log in to Click using your HSC Credentials. You will click on the "Reports" tab.

Next, you will look for the "Department Reports" section. The two reports you will be able to utilize are the Department Awards Report and the Department Submissions Report. Click on the link of the report you would like to run.



If you are running a report for the first time during the day, the query section might take a moment to appear. Once available, you will select your "Department Name" and the Awarded Date Parameters. Please note, the date parameters ARE NOT your budget start and end dates. This date is the day SPO awarded the project and forwarded to C&GA. Examples of queries:

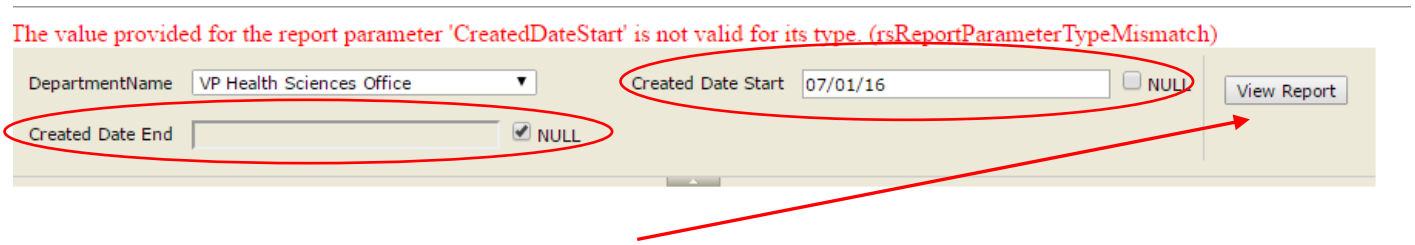
- To see all FY17 Awards YTD: Enter 7/1/16 in the "Awarded Start Date" field and leave the "Awarded End Date" field with the "null" checkbox marked. The query means it will pick up all projects awarded on or after 7/1/16 up until the date, they were awarded.
- To see all FY16 Awards: Enter 7/1/15 in the "Awarded Start Date" field and 6/30/16 in the "Awarded End Date" field.
- To see all projects awarded up to FY15: Leave the "null" checkbox marked and enter 6/30/15 in the "Awarded End Date" field. This will show all awards up to FY15 end.

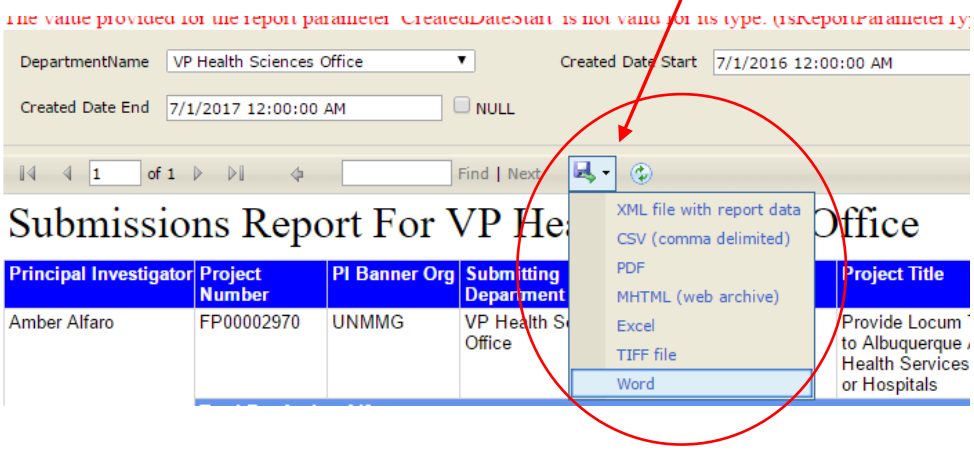


Awards Report for VP Health Sciences Office

Principal Investigator	PI Banner Org	Project Number	Primary Sponsor	Project Title	Award Number	Proposal Type	Instrument Type	Start Date	End Date	D
Loretta Doyle	UNMMG	FP00002946	Gila Regional Medical Center	Professional Services	LTA-17-05	Funding Submission	Contract	11/1/2016	10/31/2017	

For a submissions report, you would use the same method as above; however, the query dates used in the submission report are the dates that the project was created in Click. i.e., you created a Click record on 3/31/17; this is the "Created Date Start/End" date.



Once you have the query, you will click on View Full Report. You are also able to export this data into multiple formats for your use:

Note: If you need a PDF, best is to export to Excel then save as PDF. The other export options have trouble identifying the margins.