Any Queries please email to iaccc@exxat.com

IACCC SLOT DETAIL REPORT

This report can be used to view the details on the slots received for each school

1.Click on Reports>>Other Reports.

2.Click on Slot Detail Report.

3.In the Slot detail report>> Click on Tools>>Export.

4.The Report with details on the slot gets downloaded.

5.In the Excel report that gets downloaded, we need to make sure, we set the filter as below.

Calendar Year -2019

Session Name :- Unselect/Uncheck the rotation - Rotation 8[ Previous year slot request- Information purpose only]. This rotation is from the previous year

Sequence Name :- This column lists the name of the schools. Filter it out by your school name to identify the slots. You can filter it out by OPEN FOR BID as well.

IACCC SESSION REPORT

This report can be used to view the start date and end date of the rotation specific to each school.

1.Click on Reports>>Other Reports>>Session Report

2. Filter by Calendar year 2019 under Advance search

3.Click on the rotation name, the session information page will open

4.You can view the school specific start date and end date for each session.

CALL LATER REPORT

This report indicates the list of sites who have asked us to call later for slots

This report is available on your dashboard with the name CALL LATER

OTHER LOCATION SLOT REPORT

This report indicates the list of new location sites which are added by the PT Contacts/CCCE in the slot request formThis report is available on your dashboard with the name OTHER LOCATIONS

SITE STAFF REPORT

This report list the name of the staff listed for each of the site.

1.Click on Reports>>Other Reports

2.Click on Site Staff Report to view the staff at the site.

ADDING SLOTS TO YOUR PORTAL

1. Please run the slot detail report and filter by your school sequence and calendar year to fetch the slots for your school

2.Please go to your portal and add the slots manually by clicking on the clinical site and adding the slot under the Slots Page>>Add Slot button. In the Add slot pop up , make sure you set the bit Offered through Consortium as Yes

3.In your portal , run the slot report under Report>>Other reports and filter by the bit Offered through the Consortium as Yes.

4. You would have to manually cross compare the slot detail report that you ran on IACCC portal and the slot report with the filter Offered through Consortium bit set to Yes on your portal to verify if you have entered the slots