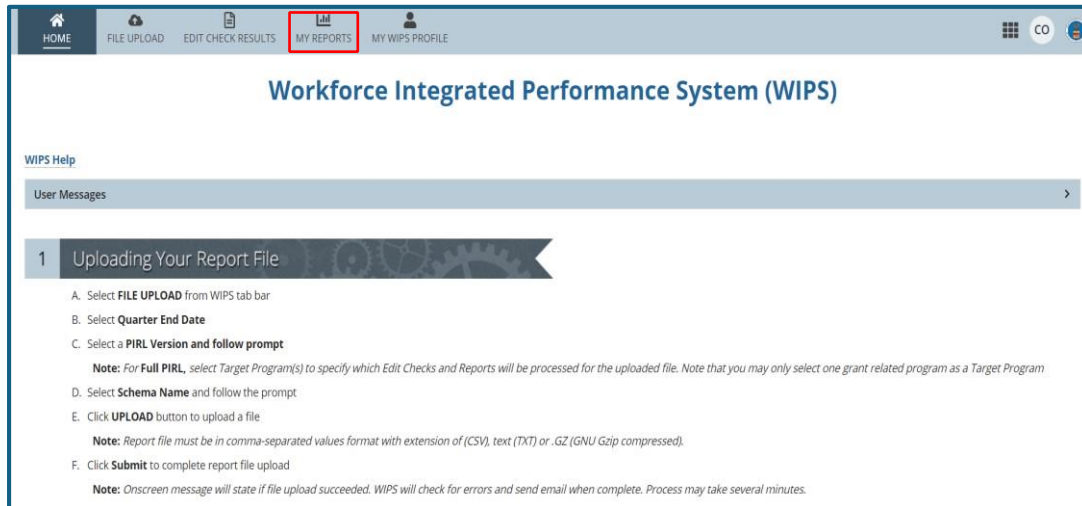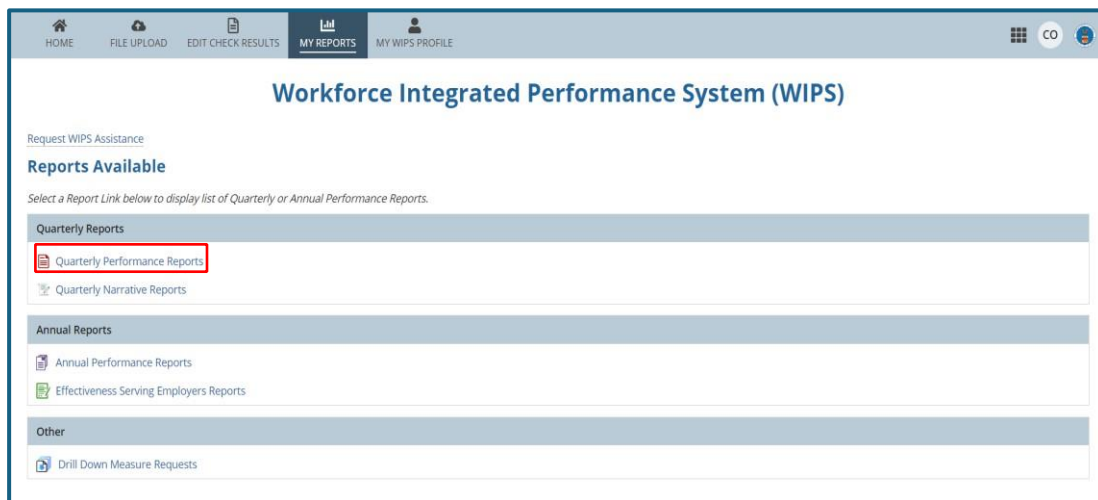# WIPS Quarterly Report Analysis (QRA) User guide

For grantees of WIOA title I and III core programs, WIPS will now generate QRA results for your state shortly after your QPR has been generated. These results can be reviewed prior to certification of the QPR.

How to view your QRA results:

1. Login to WIPS grantee site and select **MY REPORTS** tab

2. Select Quarterly Performance Reports

3. Use the dropdowns to select a Quarter End Date and Program

4. Click on the Status of the Report you want to review QRA results for.

5. Click the "QRA Report" button to review results

6. On the QRA, you can review the results and then to respond simply select the **Measure**, **Problem Type, Solve by Quarter** from their respective dropdown and enter a **Resolution Comment. Click "Save" to store the response information for each after you have entered it.**
NOTE: Only percentages highlighted in **Red** will be available on the Measure dropdown. All required fields must be entered to save the information.

7. To view saved resolution comment(s), click the dropdown on **Resolution comments**.

8. To view results from previous quarters, select a quarter from the **Quarter(s)** dropdown on the **Previous Quarter(s) from Current Program Year section.**

At this time, these are all of the features available in the QRA module. In the coming months additional features will be added that will replicate and enhance the QRA results grantees have been accustomed to receiving by email.