

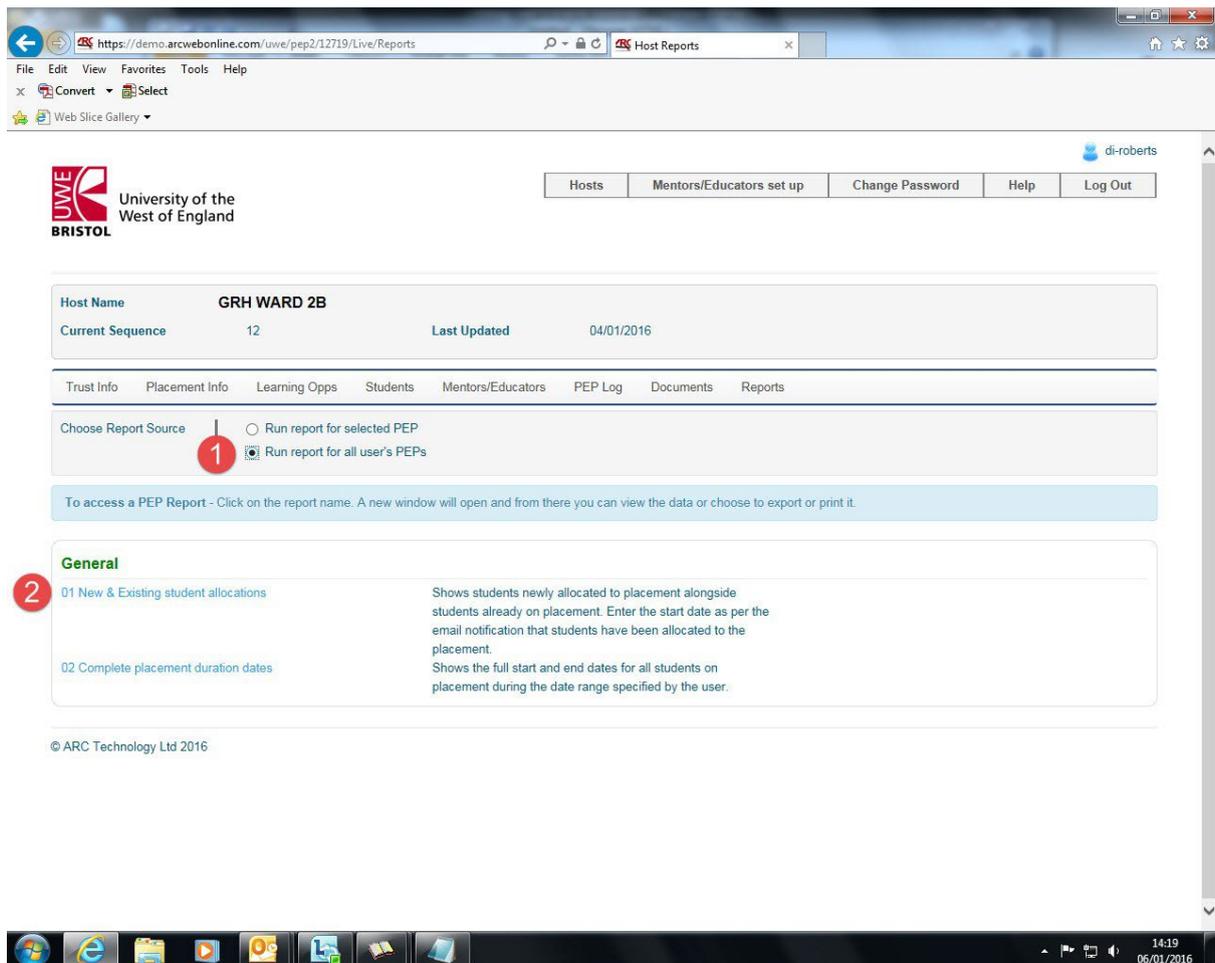
# Running Student Allocation Reports in PEP

# Process to run a report

Log in and select the relevant PEP host if you want to run a report on just that placement or select any host you have access to if you want to run a report on all your placements.

Click on the Reports page tab to go to the page as shown in screen shot 1 below.

## Screen shot 1



Choose the report option you want (labelled 1 in screen shot 1 above):

- Run report for selected PEP, or
- Run report for all user's PEPs

Select the scope of the report you want to run (labelled 2 in screen shot 1 above):

- New and existing student allocations, or
- Complete placement duration dates

You will be taken to the following page where you need to:

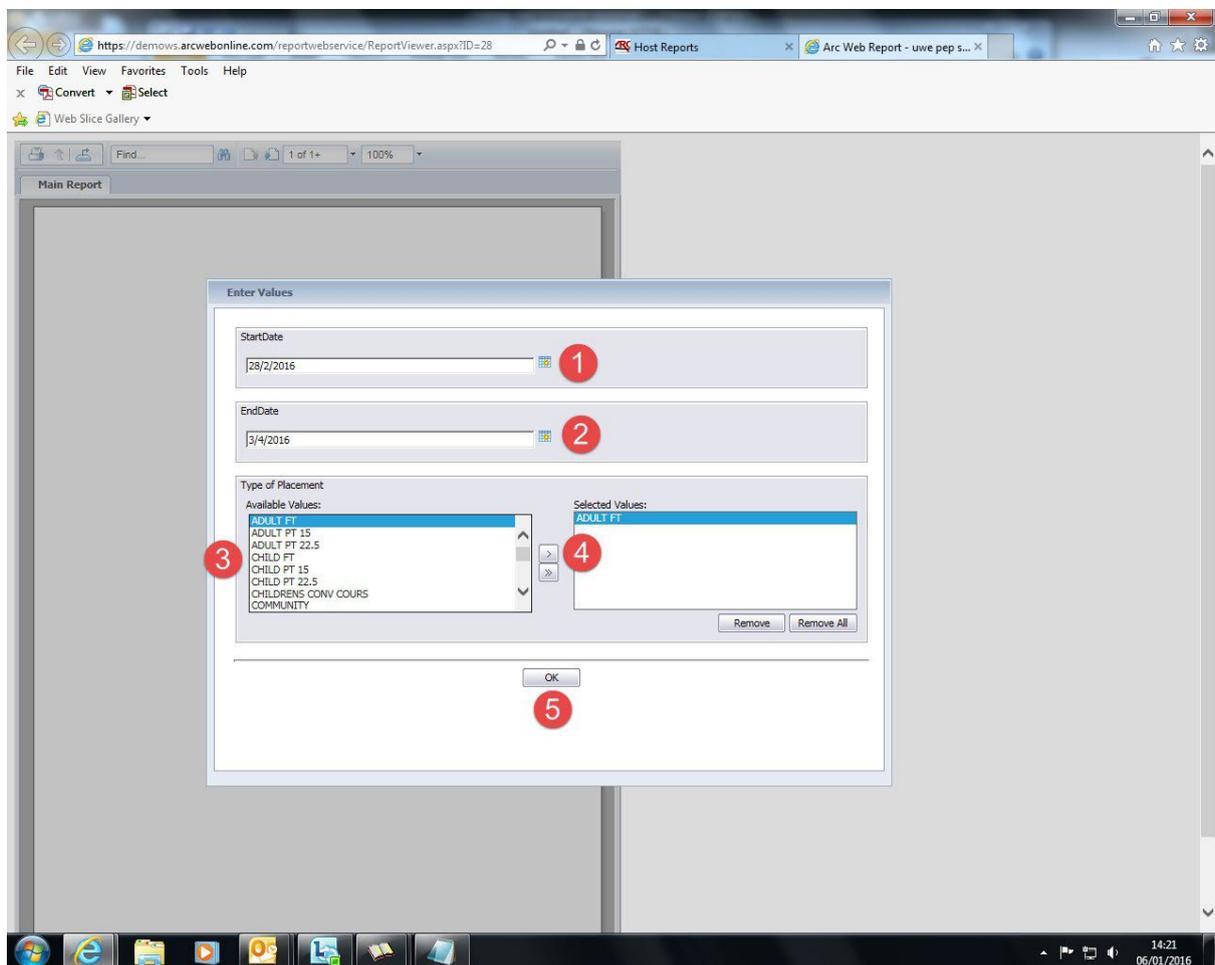
Enter a start and end date for the period of the report search (labelled 1 and 2 in screen shot 2 below).

Select the branch of nursing you want the report to provide student allocation information on, e.g. Adult Nursing FT in this example (labelled 3 in screen shot 2 below).

Click on the upper arrow button to assign the selected nursing branch to the Selected Values field (labelled 4 in screen shot 2 below).

Click on the OK button to run the report (labelled 5 in screen shot 2 below).

## Screen shot 2



This can then be exported in various formats, e.g. PDF document – see below.

To export, save and print your report:

Click on the export button (circled red in screen shot 3 below).

## Screen shot 3

The screenshot shows a web browser window displaying a report from the University of the West of England. The report title is "Summary Report New & Existing Student Allocations" and it is for "Hospital Ward". The report covers the period from 31/12/2015 to 30/06/2016. The report is titled "at Your Trust". The report shows a table of student allocations with columns for Placement, Total Capacity, Intake, Surname, Forename, RS, NT, and dates from 4/1/16 to 15/2/16. A red circle highlights the 'Print' button in the browser's toolbar.

Placement	Total Capacity	Intake	Surname	Forename	RS	NT	4/1/16	11/1/16	18/1/16	25/1/16	1/2/16	8/2/16	15/2/16		
Hospital Ward	4	03.14ADULT				Y	2	3	3	3	3	3	2		
		03.15ADULT				Y	2	1	1	1	1	1	2		
		09.13ADULT				Y									
		09.14ADULT				Y									
		09.15ADULT				Y									
							Y								
							Y								

KEY: RS- Returning Student    NT- New to Trust    New Student Allocations    Continuous Student Allocations    Retrieval of Practice

Select the file format you want to export your report to, e.g. PDF, using the drop down menu (labelled 1 in screen shot 3 below).

Click on the export button (labelled 2 in screen shot 4 below).

Open, save and or print the report as you wish.

# Screen shot 4

The screenshot shows a web browser window displaying a report from the University of the West of England (UWE Bristol). The report is titled "Summary Report New & Existing Student Allocations" and covers the period from 31/12/2015 to 30/06/2016. The report is titled "Student Allocations only between 31/12/2015 and 30/06/2016 at Your Trust".

The report content includes a table with the following columns: Placement, Total Capacity, Intake, and Success. The first row shows "Hospital Ward" with a Total Capacity of 4. To the right of the table is a date-based grid with columns for 7/1/16, 25/1/16, 1/2/16, 8/2/16, and 15/2/16. The first row of the grid has values 3, 3, 3, 3, 2. The second row has values 1, 1, 1, 1, 2. The grid contains colored cells: green for the first row, blue for the second row, and green for the third row.

An "Export" dialog box is open in the center of the screen, showing a list of file formats. The "File Format" dropdown is set to "PDF". The list of formats includes: Crystal Reports (RPT), PDF (selected), Microsoft Excel (97-2003), Microsoft Excel (97-2003) Data-Only, Microsoft Excel Workbook Data-only, Microsoft Word (97-2003), Microsoft Word (97-2003) - Editable, Rich Text Format (RTF), Character Separated Values (CSV), and XML. A red circle with the number "1" is next to the "PDF" option, and a red circle with the number "2" is next to the "Export" button.

At the bottom of the report, there is a key: RS- Returning Student, NT- New to Trust, New Student Allocations, Continuous Student Allocations, and Retrieval of Practice.

The browser address bar shows the URL: https://arcpractice.uwe.ac.uk/reportwebservice/ReportViewer.aspx?ID=910. The browser window title is "UWE Single Sign On Host Reports Arc Web Report - uwe...". The browser menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser toolbar includes a search bar, a "Find..." button, and a "1 of 1" indicator. The browser status bar shows the date and time: 09:44 12/05/2016.