

## Running 'Hosts Next Audit Due Date' Report in ARC-PEP

### Hosts Next Audit Due Date Report

This report will provide you with a list of the next audit due dates for the placements you have access to in ARC-PEP. This may be especially useful and save you time where you have access to a number of placements.

Once you have run the report you will be able to export it to a MS Excel format enabling you to filter and order the placements in date order so you can plan and organise completion of the audits when they are due.

### Process to run the report

Log in to ARC-PEP, click on the green 'Your PEP' button to go to the Hosts screen. Select any PEP host by clicking on the 'View' icon.

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

### Screen shot 1

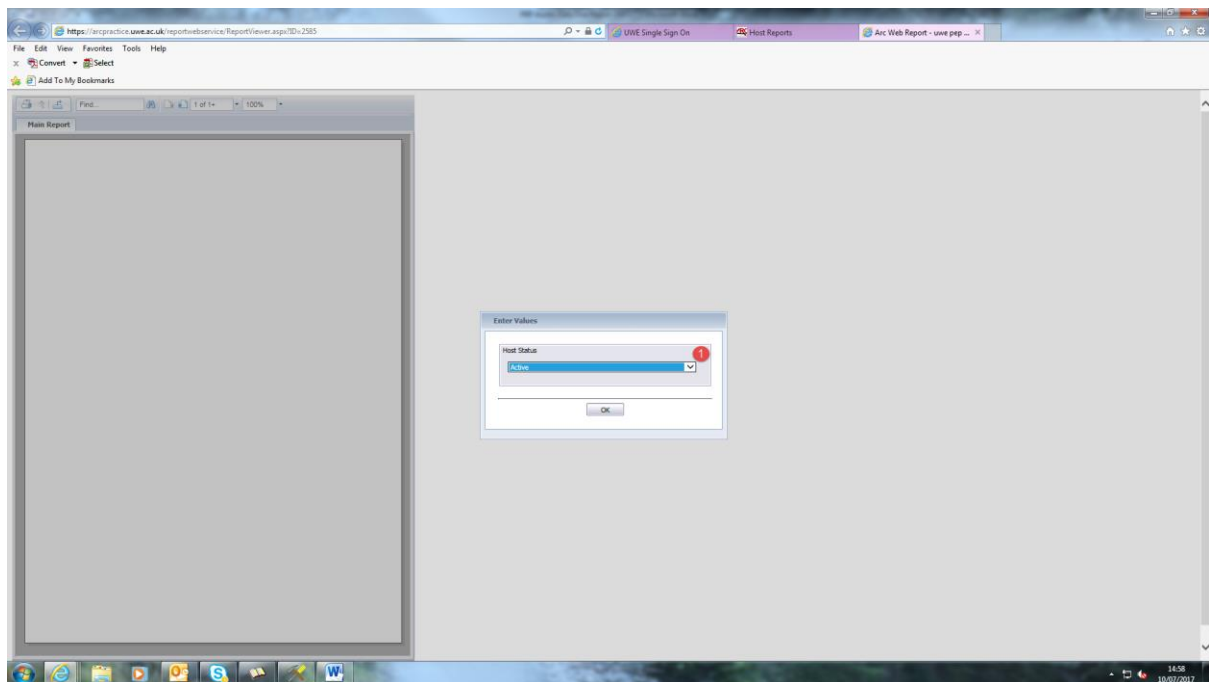
The screenshot shows the ARC-PEP interface. At the top left is the UWE Bristol logo. To the right is the user's email address. Below the header is a navigation menu with tabs: Hosts, Mentors/Educators set up, Change Password, Help, and Log Out. The main content area is titled 'CCP S.C.C.N. LIFETIME SERVICE' and shows 'Current Sequence' as 11 and 'Last Updated' as 21/06/2017. Below this is a navigation menu with tabs: Trust Info, Placement Info, Learning Opps, Students, Mentors/Educators, Audit Tracking, PEP Log, Documents, Audit Configuration, and Reports. The 'Choose Report Source' section has three radio button options: 'Run report for selected PEP', 'Run report for all user's PEPs' (labeled with a red '1'), and 'Run report for all PEPs in current search'. Below this is a blue box with the text: 'To access a PEP Report - Click on the report name. A new window will open and from there you can view the data or choose to export or print it.' The 'General' section lists several reports: '01 New & Existing student allocations', '02 Complete placement duration dates', 'Audit Action Plan's by Trust', and 'Hosts Next Audit Due Date' (labeled with a red '2').

Click on "Run report for all user's PEPs" (labelled 1 in screen shot 1 above)

Click on "Hosts Next Audit Due Date" (labelled 2 in screen shot 1 above)

You will be taken to the following page as shown in screen shot 2 below:

## Screen shot 2



Select the placements you want to run the report on – all (active and inactive), only active or only inactive (labelled 2 in screen shot 2 above).

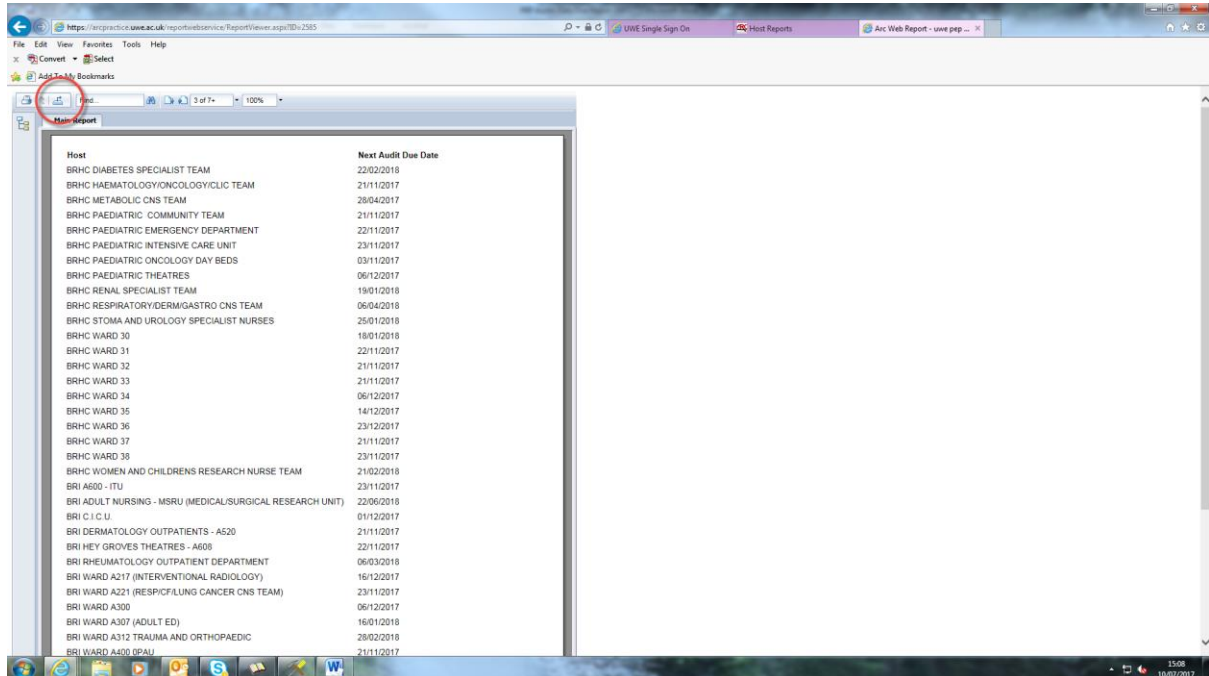
Click OK to run the report.

The report can then be exported in various formats, e.g. MS Excel or PDF document – see below.

## Process to export the report

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

### Screen shot 3



Host	Next Audit Due Date
BRHC DIABETES SPECIALIST TEAM	22/02/2018
BRHC HAEMATOLOGY/ONCOLOGY/CLIC TEAM	21/11/2017
BRHC METABOLIC CNS TEAM	28/04/2017
BRHC PAEDIATRIC COMMUNITY TEAM	21/11/2017
BRHC PAEDIATRIC EMERGENCY DEPARTMENT	20/11/2017
BRHC PAEDIATRIC INTENSIVE CARE UNIT	23/11/2017
BRHC PAEDIATRIC ONCOLOGY DAY BEDS	03/11/2017
BRHC PAEDIATRIC THEATRES	06/12/2017
BRHC RENAL SPECIALIST TEAM	19/01/2018
BRHC RESPIRATORY/DERM/GASTRO CNS TEAM	06/04/2018
BRHC STOMA AND UROLOGY SPECIALIST NURSES	25/01/2018
BRHC WARD 30	18/01/2018
BRHC WARD 31	22/11/2017
BRHC WARD 32	21/11/2017
BRHC WARD 33	21/11/2017
BRHC WARD 34	06/12/2017
BRHC WARD 35	14/12/2017
BRHC WARD 36	23/12/2017
BRHC WARD 37	21/11/2017
BRHC WARD 38	23/11/2017
BRHC WOMEN AND CHILDRENS RESEARCH NURSE TEAM	21/02/2018
BRI A600 - ITU	23/11/2017
BRI ADULT NURSING - MSRU (MEDICAL/SURGICAL RESEARCH UNIT)	22/06/2016
BRI C I C U	01/12/2017
BRI DERMATOLOGY OUTPATIENTS - A520	21/11/2017
BRI HEY GROVES THEATRES - A608	22/11/2017
BRI RHEUMATOLOGY OUTPATIENT DEPARTMENT	06/03/2018
BRI WARD A217 (INTERVENTIONAL RADIOLOGY)	16/12/2017
BRI WARD A217 (RESPIR/LUNG CANCER CNS TEAM)	23/11/2017
BRI WARD A300	06/12/2017
BRI WARD A307 (ADULT ED)	16/01/2018
BRI WARD A312 TRAUMA AND ORTHOPAEDIC	28/02/2018
BRI WARD A400 (PAU)	21/11/2017

Select the file format you want to export your report to, e.g. PDF, using the drop down menu (labelled 1 in screen shot 4 below).

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

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

You are recommended to export the report as a MS Excel data only format. This will best enable you to remove any unwanted data, and filter and order it so that you can obtain a list of next audit due dates for your placements in date order.

Screen shot 4

The screenshot shows a web browser window displaying a report titled 'Main Report'. The report contains a table with two columns: 'Host' and 'Next Audit Due Date'. The table lists various clinical teams and wards along with their respective audit due dates. An 'Export' dialog box is overlaid on the table, allowing the user to export the data. The dialog box has the following fields and options:

- File Format: Microsoft Excel (97-2003) Data-Only
- Page Range: All Pages (selected), Select Pages
- From: [empty field]
- To: [empty field]
- Export button

Host	Next Audit Due Date
BRHC DIABETES SPECIALIST TEAM	22/02/2018
BRHC HAEMATOLOGY/ONCOLOGY/CLIC TEAM	21/11/2017
BRHC METABOLIC CNS TEAM	26/04/2017
BRHC PAEDIATRIC COMMUNITY TEAM	21/11/2017
BRHC PAEDIATRIC EMERGENCY DEPARTMENT	22/11/2017
BRHC PAEDIATRIC INTENSIVE CARE UNIT	23/11/2017
BRHC PAEDIATRIC ONCOLOGY DAY BEDS	03/11/2017
BRHC PAEDIATRIC THEATRES	06/12/2017
BRHC RENAL SPECIALIST TEAM	19/01/2018
BRHC RESPIRATORY/DERM/GASTRO CNS TEAM	06/04/2018
BRHC STOMA AND UROLOGY SPECIALIST NURSES	25/01/2018
BRHC WARD 30	18/01/2018
BRHC WARD 31	22/11/2017
BRHC WARD 32	21/11/2017
BRHC WARD 33	21/11/2017
BRHC WARD 34	06/12/2017
BRHC WARD 35	14/12/2017
BRHC WARD 36	23/12/2017
BRHC WARD 37	21/11/2017
BRHC WARD 38	23/11/2017
BRHC WOMEN AND CHILDRENS RESEARCH NURSE TEAM	21/02/2018
BRI A600 - ITU	23/11/2017
BRI ADULT NURSING - MSRU (MEDICAL/SURGICAL RESEARCH UNIT)	22/06/2018
BRI C.I.C.U.	01/12/2017
BRI DERMATOLOGY OUTPATIENTS - A520	21/11/2017
BRI HEY GROVES THEATRES - A608	22/11/2017
BRI RHEUMATOLOGY OUTPATIENT DEPARTMENT	06/03/2018
BRI WARD A217 (INTERVENTIONAL RADIOLOGY)	16/12/2017
BRI WARD A217 (RESPIR/LUNG CANCER CNS TEAM)	23/11/2017
BRI WARD A300	06/12/2017
BRI WARD A307 (ADULT ED)	16/01/2018
BRI WARD A312 TRAUMA AND ORTHOPAEDIC	28/02/2018
BRI WARD A305 (RAU)	21/11/2017