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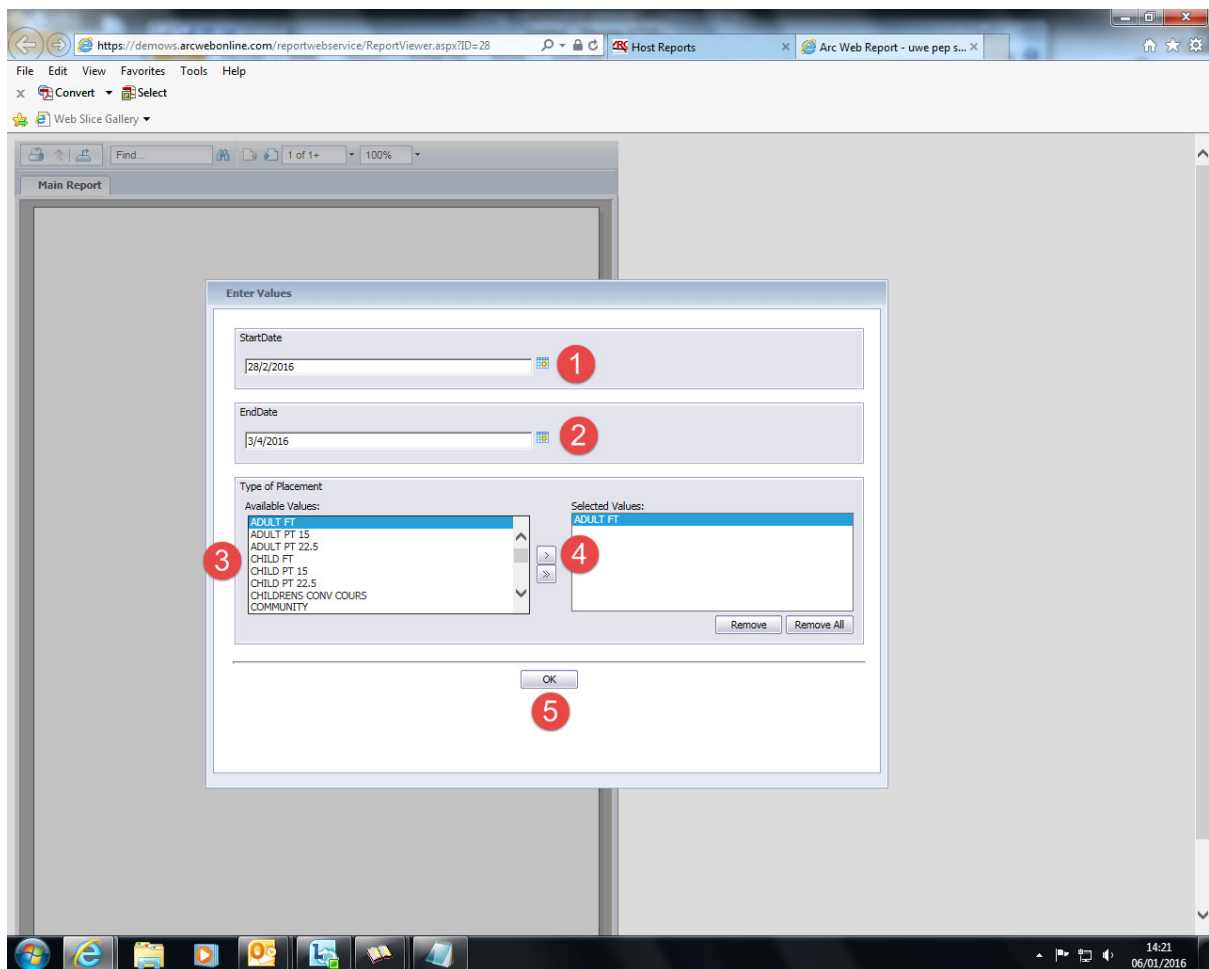
This can then be exported in various formats, e.g. PDF document – see below.

To export, save and print your report:

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

Screen shot 3

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