

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

The screenshot displays the UWE ARC PEP Reports interface. At the top, the browser address bar shows the URL: <https://demo.arcwebonline.com/uwe/pep2/12719/Live/Reports>. The page header includes the UWE Bristol logo and navigation links: Hosts, Mentors/Educators set up, Change Password, Help, Log Out. The main content area shows a table with columns for Host Name (GRH WARD 2B), Current Sequence (12), and Last Updated (04/01/2016). Below the table are tabs for Trust Info, Placement Info, Learning Opps, Students, Mentors/Educators, PEP Log, Documents, and Reports. A 'Choose Report Source' section has two radio buttons: 'Run report for selected PEP' (unselected) and 'Run report for all user's PEPs' (selected, labeled with a red circle '1'). A blue instruction box says: '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.' Below this is a 'General' section with two report options, each with a description and a red circle '2': '01 New & Existing student allocations' (Shows students newly allocated to placement alongside students already on placement. Enter the start date as per the email notification that students have been allocated to the placement.) and '02 Complete placement duration dates' (Shows the full start and end dates for all students on placement during the date range specified by the user.). The footer shows '© ARC Technology Ltd 2016'.

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:

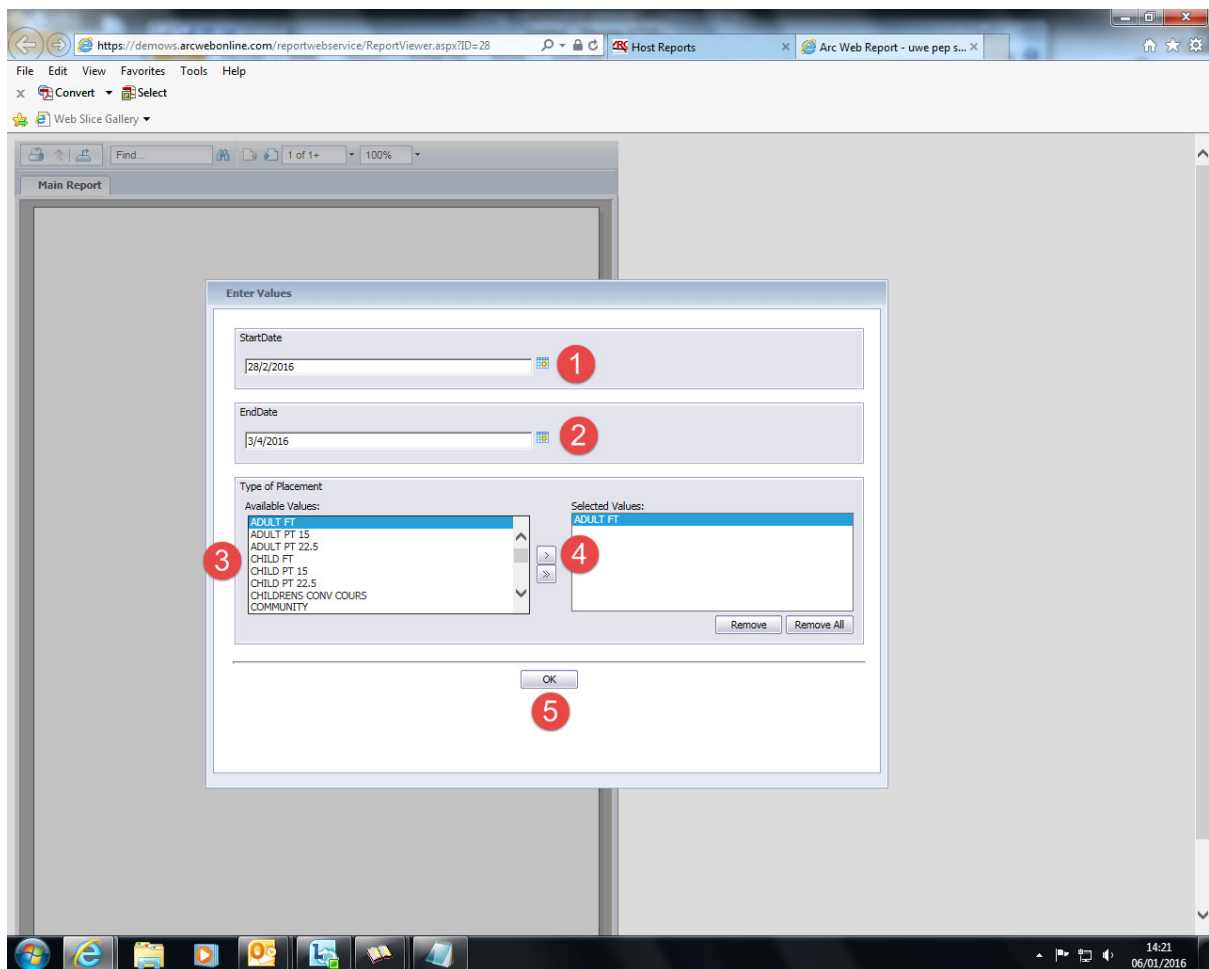
Enter a start and end date for the period of the report search (labelled 1 and 2 in screen shot 2 below).

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 with the URL <https://arcpractice.uwe.ac.uk/reportwebservice/ReportViewer.aspx?ID=910>. The browser's toolbar has a red circle around the 'Print' icon. The report content is as follows:

Summary Report
New & Existing Student Allocations
 Student Allocations only between 31/12/2015 and 30/06/2016
 at Your Trust

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						
							Students Total							Available Places					
Hospital Ward	4						2	3	3	3	3	3	2						
							Y							Y					
							Y							Y					
							Y							Y					
							Y							Y					
							Y							Y					

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

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 titled "Summary Report New & Existing Student Allocations" for the University of the West of England. The report is for "Student Allocations only between 31/12/2015 and 30/06/2016 at Your Trust". An "Export" dialog box is open over the report, showing a list of file formats. A red circle with the number "1" is next to the "PDF" option, and another red circle with the number "2" is next to the "Microsoft Excel (97-2003)" option. The report includes a table with columns for dates (31/1/16, 25/1/16, 1/2/16, 8/2/16, 15/2/16) and rows for "Hospital Ward" and "GRH WARD 28". A key at the bottom explains the allocation types: RS- Returning Student, NT- New to Trust, New Student Allocations, Continuous Student Allocations, and Retrieval of Practice.

Placement	Total Capacity	Intake	31/1/16	25/1/16	1/2/16	8/2/16	15/2/16
Hospital Ward	4		3	3	3	3	2
GRH WARD 28			1	1	1	1	2

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