

# ARC - A guide to the Database

**Robert Phillips**

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# ARC – A Guide to the Database

## General

Arc Technology (ARC) purchased and in use by the University from May 2006.

The aim of this document is to guide users and others who access the system. The system is restricted to a small team within Business and Management Information Team, Student Support Services (2FC115, Frenchay Campus).

The guide will be in a number of parts, each addressing the core areas.

-  ARC Maintenance
-  ARC Student
-  WEB access (ARC POW-NET and ARC PEP-NET)

Guidance on the maintenance of the student record in ARC is given including, allocation of practice placement and recording of attendance.

## ARC Maintenance

The data contained here relates to the Practice Placements and there are three main levels of information required for each.

Trust (Placement Provider)  
Hospital (Placement Location)  
Practice Placement (Name of Placement)

Manually entered data for each placement, subject to audit to ensure quality and professional body standards.

Numerous tabs reflect the data that can be stored these are reflected in the screen shots.

Data on each of the intakes by programme is stored here.

## ARC Student

The data contained in this area relates to students attending programmes at the University of the West of England, Bristol.

The initial student data uploaded from the University's Ingres Student Information System (ISIS), updated on a nightly basis by a feed between ISIS and ARC servers.

The Professional Practice Office (PPO) allocate students to specific practice placements and record absence against placement. It has functionality to student status either active or de-active in an intake.

Programmes contained in ARC:

### Pre-registration Nursing

BSc (Hons) Adult  
BSc (Hons) Children's  
BSc (Hons) Learning Disabilities  
BSc (Hons) Mental Health.

### Pre- registration Midwifery

BSc (Hons) Midwifery

#### Pre-registration Allied Health Professions

BSc (Hons) Diagnostic Imaging  
BSc (Hons) Occupational Therapy  
BSc (Hons) Paramedic Sciences  
BSc (Hons) Physiotherapy  
BSc (Hons) Radiotherapy  
Sports Therapy  
Physician Associate

#### Pre-registration - Social Work

BSc (Hons) Social Work

#### Pre and Post- registration Education

BA (Hons) Primary Education Initial Teacher Education (ITE)  
BA (Hons) Education in Professional Practice  
BA (Hons) Primary Education Early Years

There are numerous tabs and pages used to store data in the student record.

### **Web access ARC POW-NET**

Web access [ARCPOW](#) provided to all students attending the Programmes listed above, whose record is contained in ARC. Presented to students 4 weeks after they commence their programme.


Students receive an email containing a login (University student number) and password. A [user guide](#) is available in the Practice Support Net (PSN).

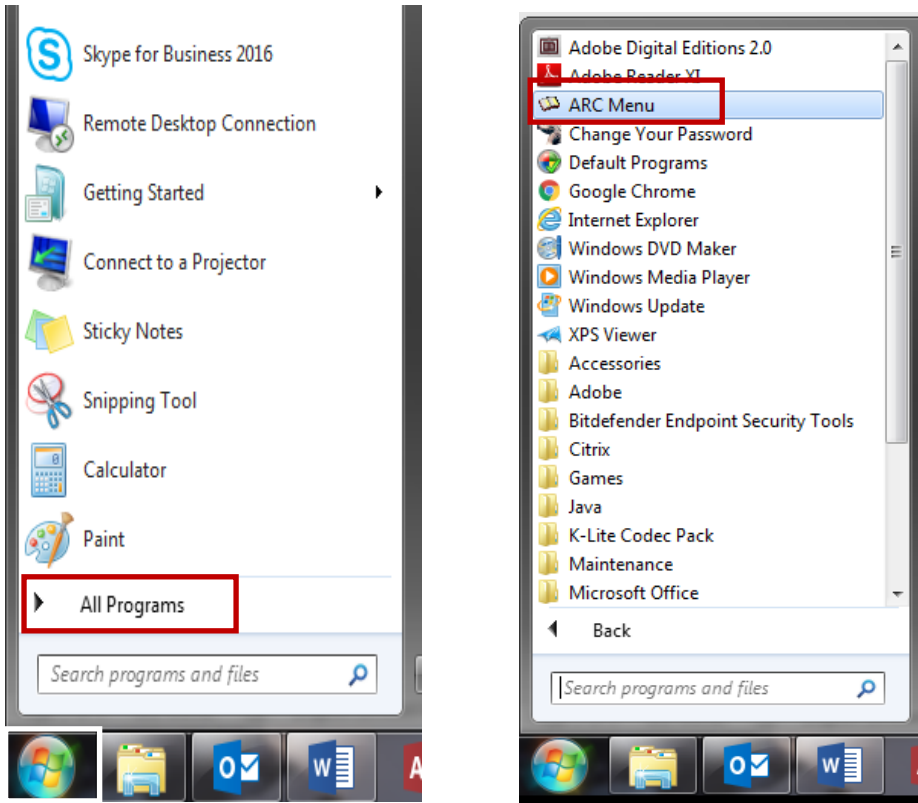
### **Web access ARC PEP-NET**

Practitioners receive Web Access to [ARCPEP](#) to create, maintain and update their Practice Environment Profile. They can also access the online audit tool through the same window. The Practice Area Teams (PAT) that include Academics in Practice (AiP) can also access ARCPEP to assist practice placement in maintaining and updating their data including audit.

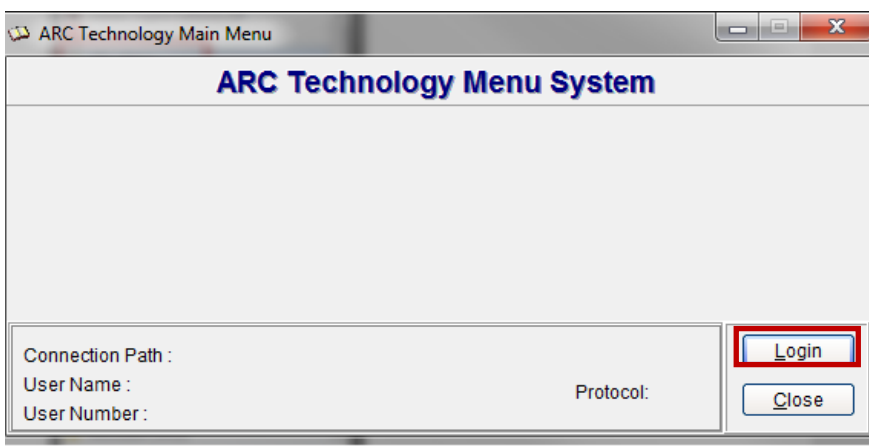
Practitioners and University staff receive an email containing a login (User Name) and password. A [user guide](#) is available in the Practice Support Net (PSN).

# Accessing The System

Login in to your PC as normal. To access ARC database you need to left click on  this will open the screen below and you should select All Programs at which point the Shortcut to ARC Menu appears, left click on this.



Main Menu screen appears. Left click on Login.



The Login screen appears and should contain your user name, enter your issued password and left click on OK.

Arc Technology Login

Login Information | Page 2 | Page 3

Login Name: RJ2-PHILLIPS

Password: [Empty]

ARC Connection Path: Live v30H0e

ADS Status: [Green Circle]

Buttons: OK, Cancel, Help

The screen will advise if Password and Login Name have been accepted, left click OK.

Arc Technology Login

Login Information | Page 2 | Page 3

Login Name: RJ2-PHILLIPS

Password: [Masked]

ARC Connection Path: Live v30H0e

ADS Status: [Green Circle]

Buttons: OK, Cancel, Help

Information Dialog: Password & Login Name accepted

Dialog Button: OK

The Menu screen appears revealing content labels.

ARC Technology Main Menu

ARC Technology Menu System

ARC Windows

ARC Student | ARC on Web

ARC Maintenance | PEP Copy | ARC Support on line

Connection Path: Live v30H0e

User Name: Mr BOB PHILLIPS

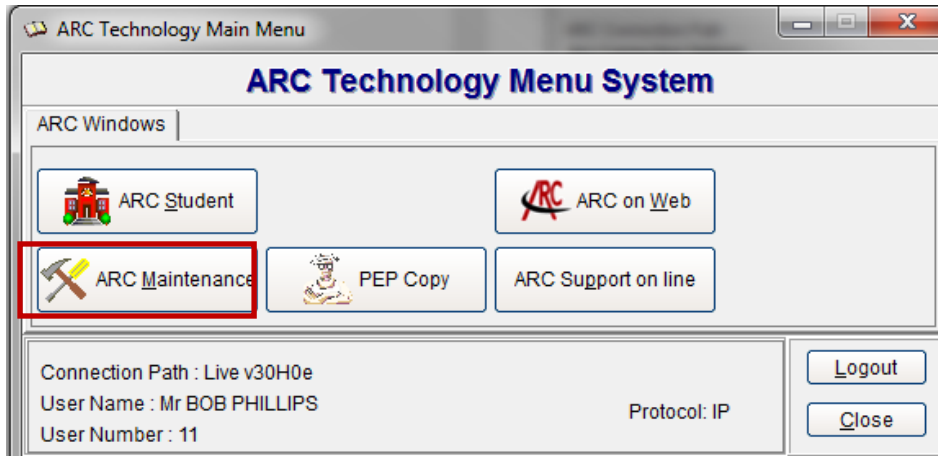
User Number: 11

Protocol: IP

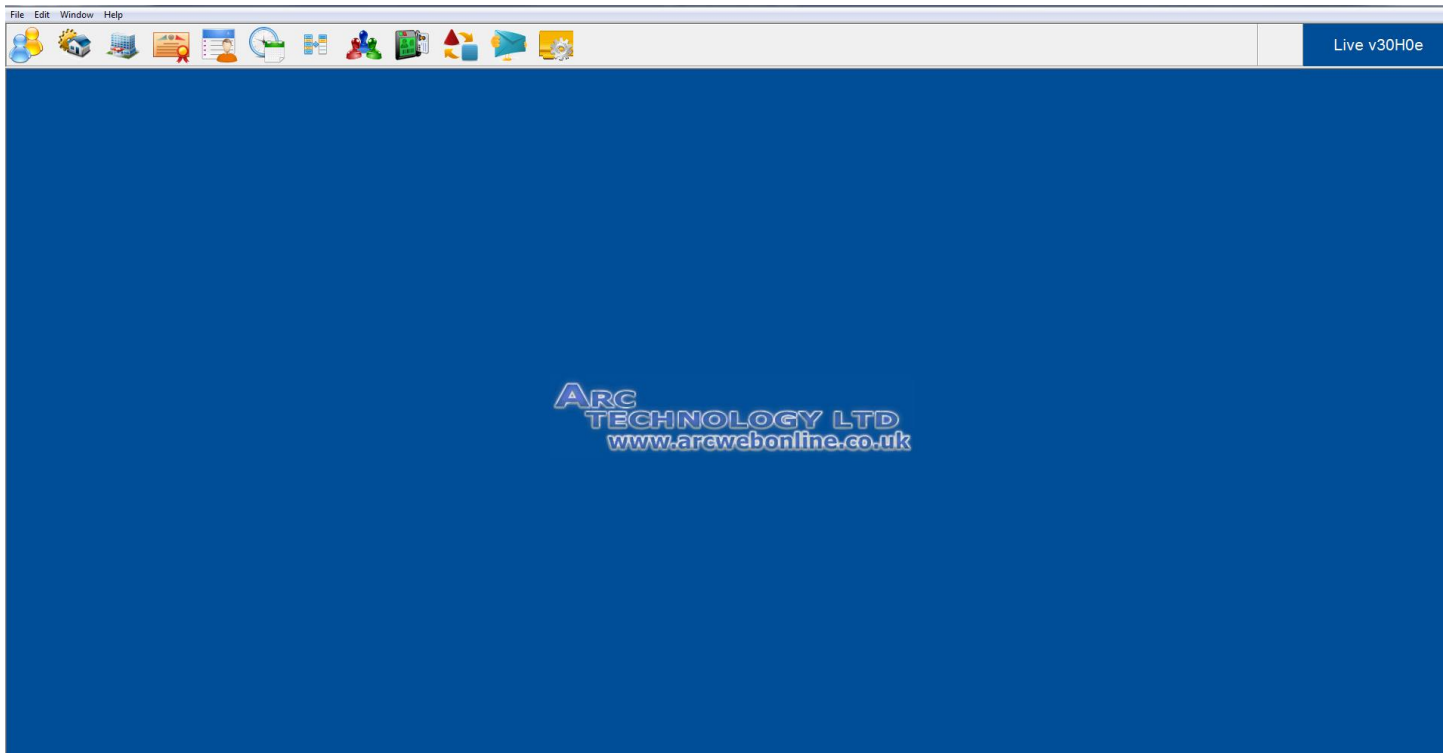
Buttons: Logout, Close

# ARC Maintenance

Left click on ARC Maintenance



The screen below appears.



Icons in the toolbar.

Intake Maintenance Unit/Trust Setup ARC Contacts Setup Look up Data Sets Swipe Application Auto Email



Placement Maintenance Module Maintenance ARC Timetable Users List ARC Import Show Tool Bar 2

Icons in Tool Bar 2.

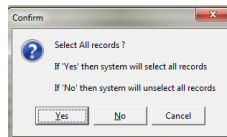
System Setup Wastage Setup Customer Setup Monitor Swipe Maintenance Forecasting Contract Virement



Department Setup Mail Merge Fields Setup Barcode Maintenance Update Pages 2/3 Customer Setup Verifier/Assessor Setup

## Intake Maintenance

Left click on the Intake Maintenance Icon. Select the Intake you require, left click in the box to the left of the intake, then select the Tab with the information you wish to view, it opens in the General tab. There are Arrow buttons that can be used move to the tabs further along the page. By Left click on Select box this will bring up the screen below and you can choose what you wish to do.

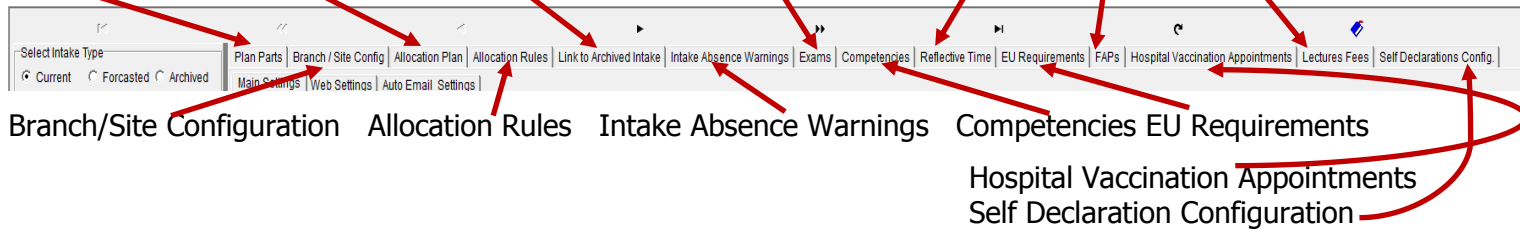


Intake name	01.02NUR
Intake Full Name	
Intake Status	Live (Active)
Intake tutor	
Student Type	
Department	Nursing
Start date	21/01/2002
End date	
Swipe implementation date	
Campus	
Admission Details	
Branch	
Site	
Absence Percent Warnings	
Host Absence Percentage Warning	
College Absence Percentage Warning	
Intake Subjects Login Dates	
Login Date From	
Login Date To	
University Code	
HESA Ignored Intake	No
SHA Exclude	
Auto Confirm Auto Allocation Results	<input type="checkbox"/>
Auto Implement Timesheds	<input type="checkbox"/>
Include this intake in the download to the University Card System	
Other Items	
Acc Internal ID	1921
Intake Type	Live - Intake
Planned Intake (Forecasting)	No (It is a Current Intake)

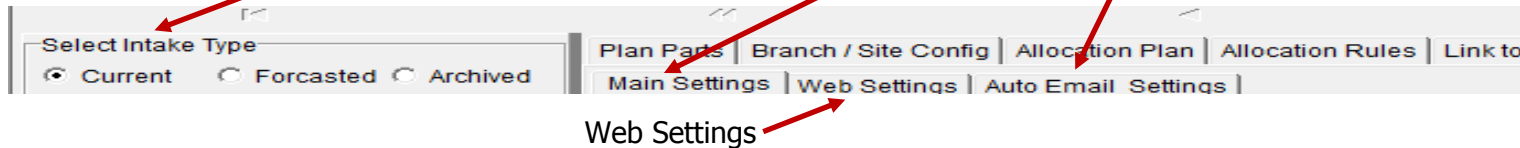


## Tabs in Intake Maintenance

Plan Parts Allocation Plan Linked to Archived Intake Exams Reflective Time FAPs Lecture Fees

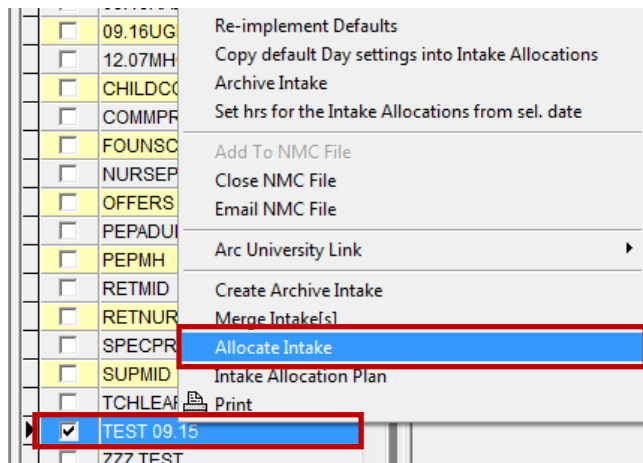


Additional Tabs Select Type of Intake

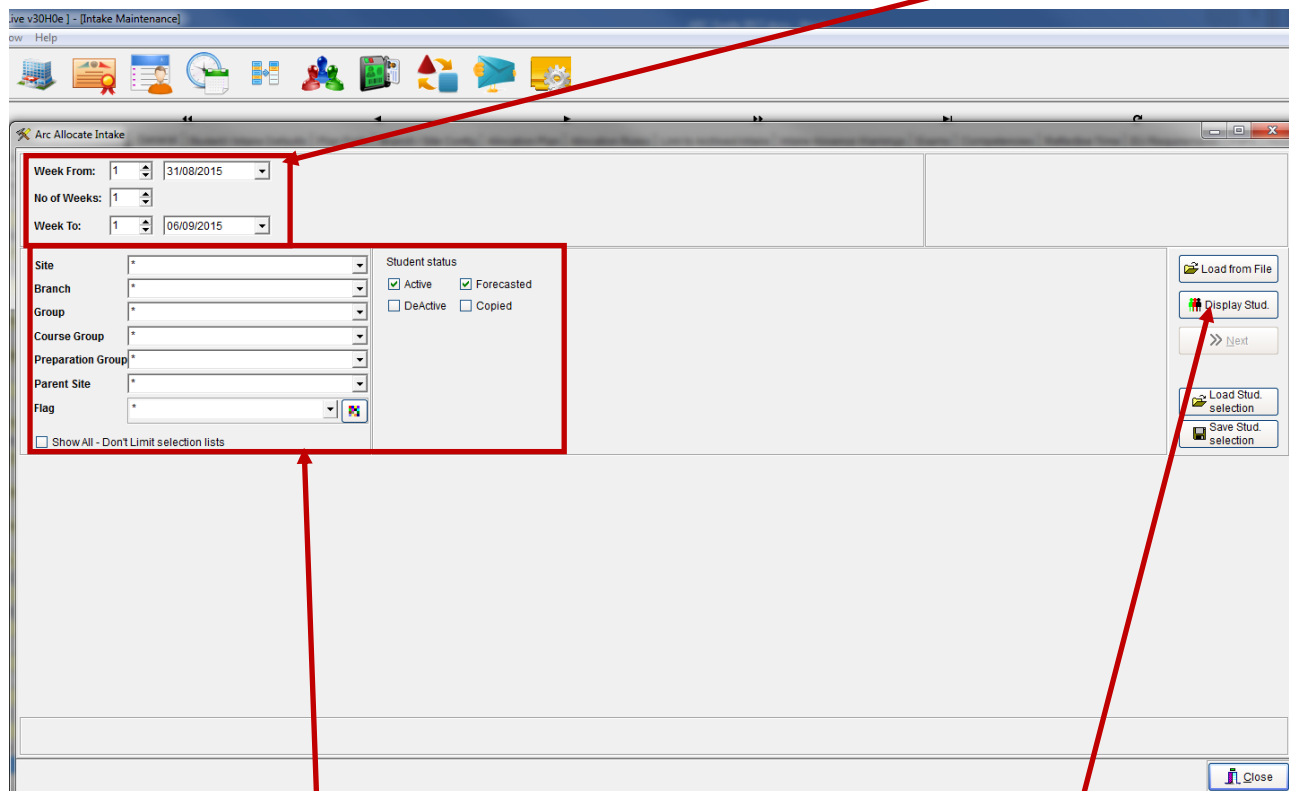


## Allocating students using ARC Maintenance – Intake Maintenance

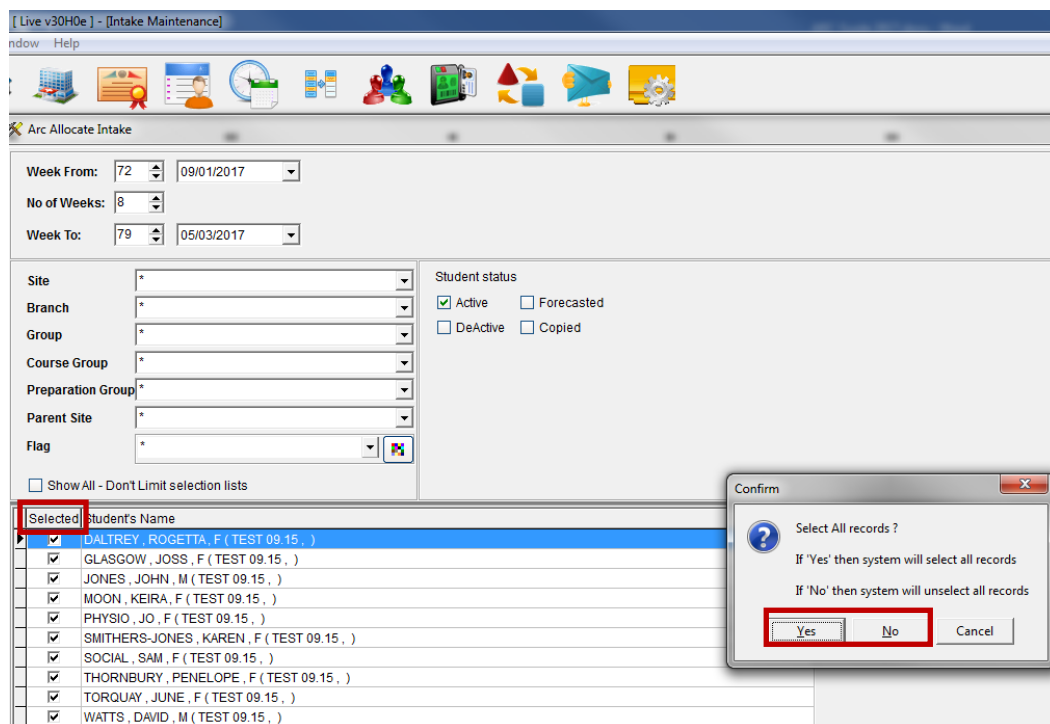
Open Intake Maintenance, right click on the intake you wish to allocate to, a drop down menu will give options, select Allocate Intake.



The Allocoate Intake screen appears. Select the date or week which you wish to allocate, here.



Then using the filter to further breakdown your requirements, left click on Display Stud, your selection will appear. You can chose all or individual students by left click on Selected and you will be given an option to select. If all click Yes, if individually then No and then click the tick box against the named student(s) you wish to allocate.



Individual students selected click Next

Arc Allocate Intake

Week From: 72 09/01/2017  
 No of Weeks: 8  
 Week To: 79 05/03/2017

Site: \*  
 Branch: \*  
 Group: \*  
 Course Group: \*  
 Preparation Group: \*  
 Parent Site: \*  
 Flag: \*

Student status  
 Active  Forecasted  
 DeActive  Copied

Show All - Don't Limit selection lists

Selected Student's Name

<input type="checkbox"/>	DALTREY, ROGETTA, F ( TEST 09.15 , )
<input type="checkbox"/>	GLASGOW, JOSS, F ( TEST 09.15 , )
<input type="checkbox"/>	JONES, JOHN, M ( TEST 09.15 , )
<input checked="" type="checkbox"/>	MOON, KEIRA, F ( TEST 09.15 , )
<input type="checkbox"/>	PHYSIO, JO, F ( TEST 09.15 , )
<input type="checkbox"/>	SMITHERS-JONES, KAREN, F ( TEST 09.15 , )
<input checked="" type="checkbox"/>	SOCIAL, SAM, F ( TEST 09.15 , )
<input type="checkbox"/>	THORNBURY, PENELOPE, F ( TEST 09.15 , )
<input type="checkbox"/>	TORQUAY, JUNE, F ( TEST 09.15 , )
<input type="checkbox"/>	WATTS, DAVID, M ( TEST 09.15 , )

Search by Surname

Buttons: Load from File, Display Stud., **Next**, Load Stud. selection, Save Stud. selection, Close

Left click on Prepare New

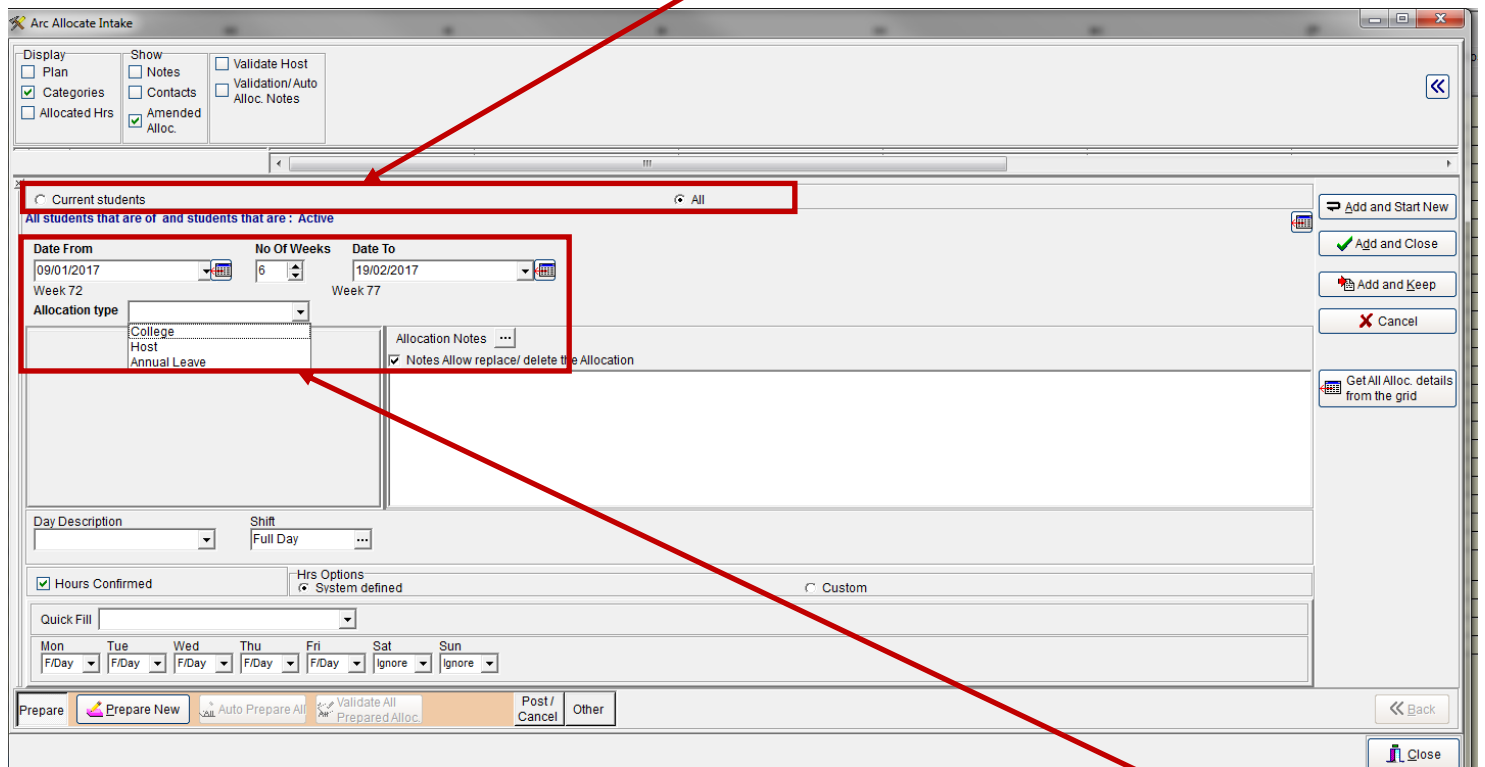
Arc Allocate Intake

Display:  Plan  Categories  Allocated Hrs  
 Show:  Notes  Contacts  Amended Alloc.  
 Validate Host  Validation/ Auto Alloc. Notes

Flag	Student name	Week 72 09/01/2017	Week 73 16/01/2017	Week 74 23/01/2017	Week 75 30/01/2017	Week 76 06/02/2017	Week 77 13/02/2017
	MOON, KEIRA, F ( TEST 09.15 , )						
	SOCIAL, SAM, F ( TEST 09.15 , )						

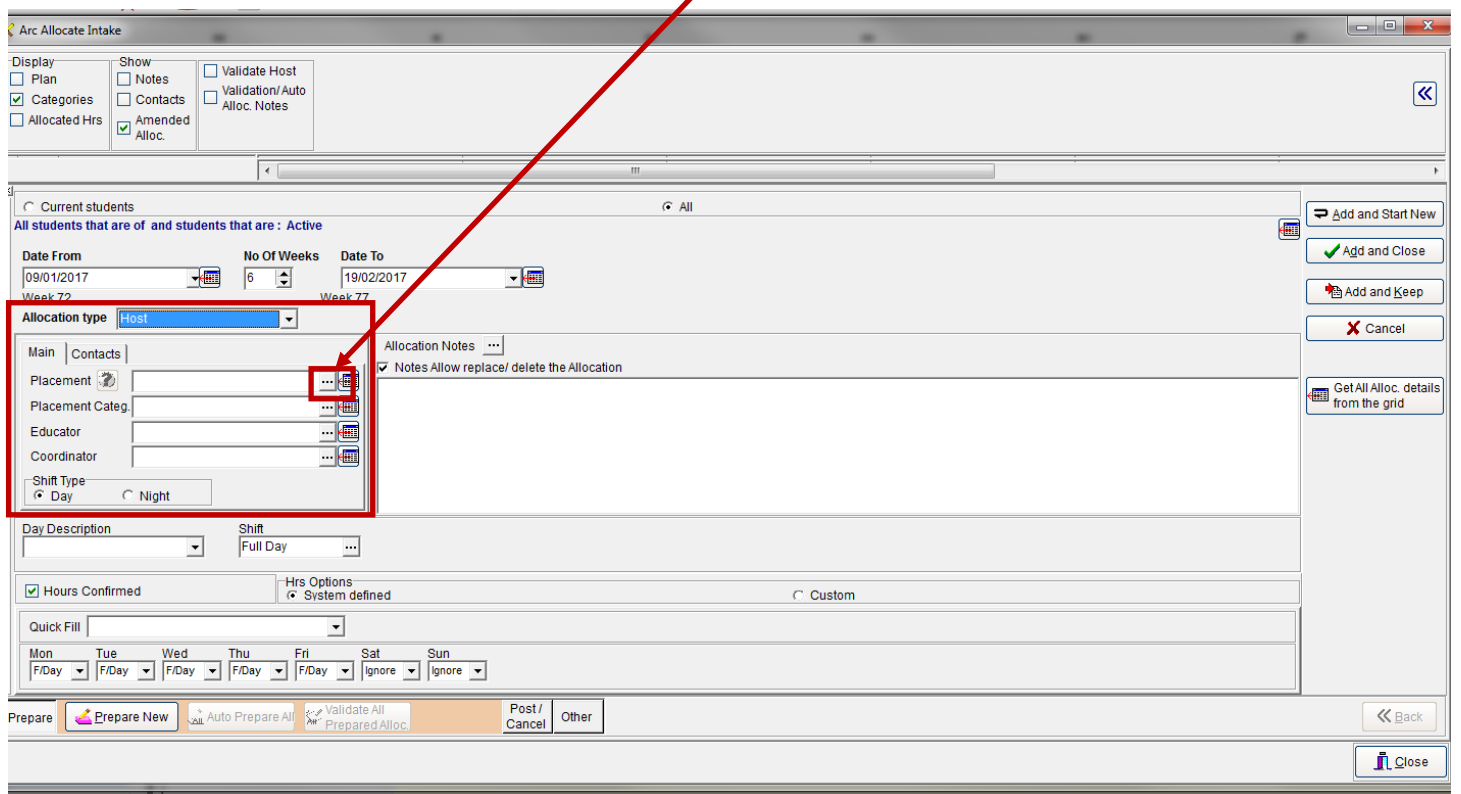
Buttons: Prepare, **Prepare New**, Auto Prepare All, Validate All Prepared Alloc, Post/Cancel, Other, Back, Close

You can now make selection either the current student or all students being allocated.

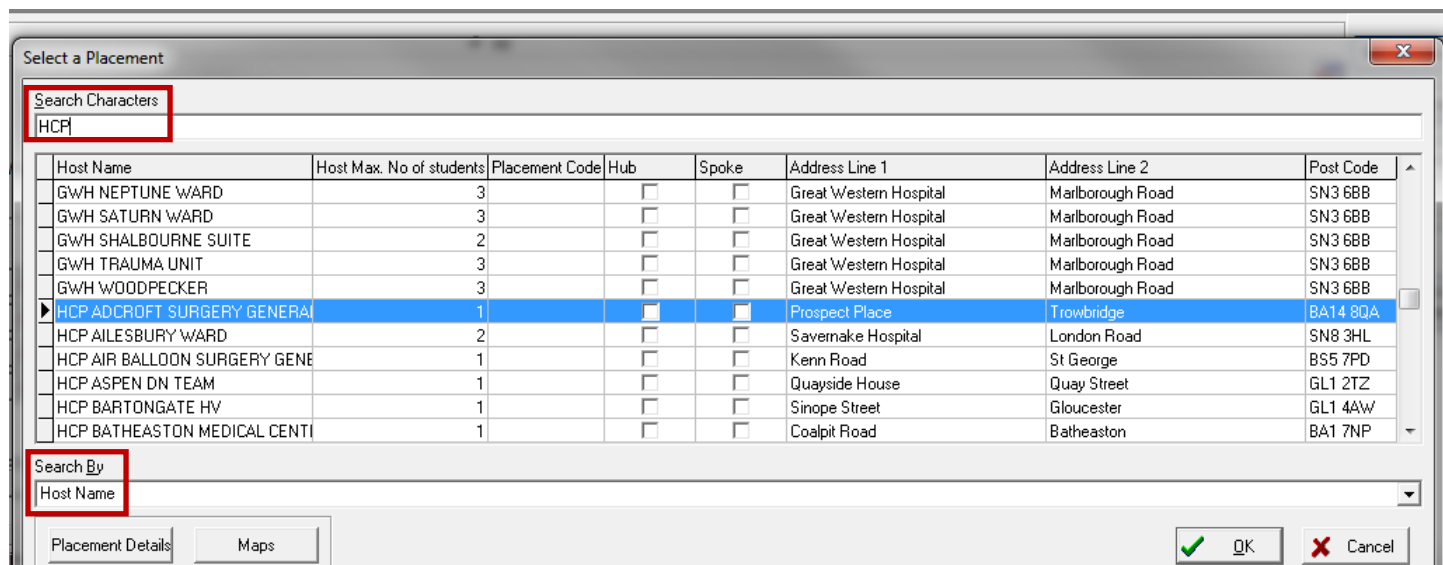


You can then put the dates which you wish to allocate, and the type of allocation; College (theory), Host (placement), Annual Leave.

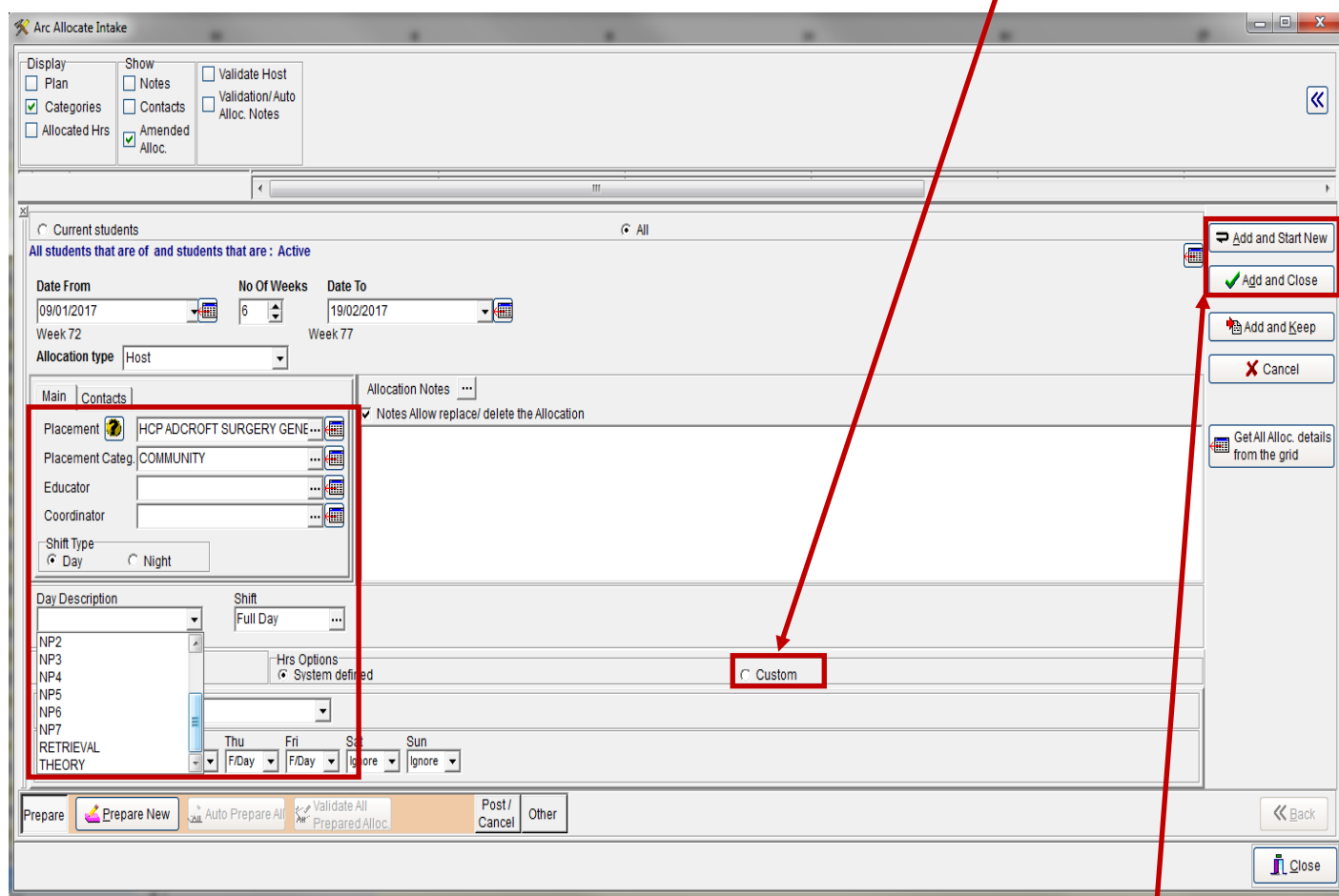
If you select Host then the screen will change. Left click on the button and the drop down menu appears



You can then select the placement, by using the Search Character and Search By, this will bring up placements within the criteria you have stated.



Select the placement and then left click OK, then do the same for Placement Category and then select the Day description of the placement form the drop down. The hours option is a default to Monday to Friday which covers the hours, if you require specific for an individual student, then select Custom and you can change this.



If you have completed this allocation and wish to allocate further placement then left click Add and Start New if no further allocation then left click Add and Close.

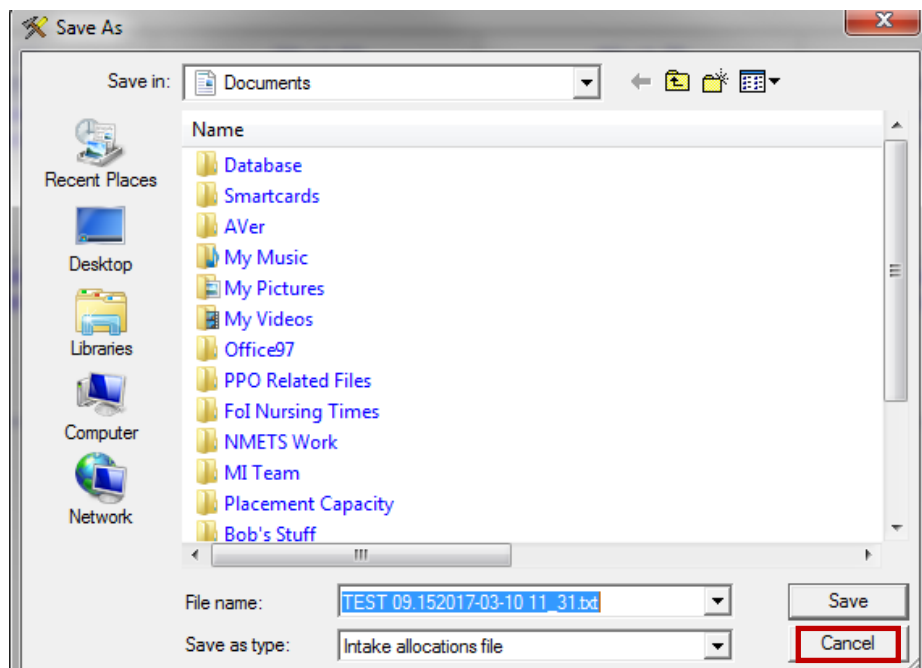
Your allocation will now appear against the student(s) selected. Left Click on Post/Cancel

The screenshot shows the 'Arc Allocate Intake' application window. At the top, there are display and show options. Below is a table with columns for weeks 72 through 77 and rows for students MOON, KEIRA, F (TEST 09.15, ) and SOCIAL, SAM, F (TEST 09.15, ). Each cell in the table contains the text 'HCP ADCROFT SURGERY GENERAL PRACTICE [COMMUNITY] (NP2)'. At the bottom of the window, a toolbar contains several buttons: 'Prepare', 'Prepare New', 'Auto Prepare All', 'Validate All Prepared Alloc.', 'Post/Cancel', and 'Other'. The 'Post/Cancel' button is highlighted with a red box. There are also 'Back' and 'Close' buttons on the right side.

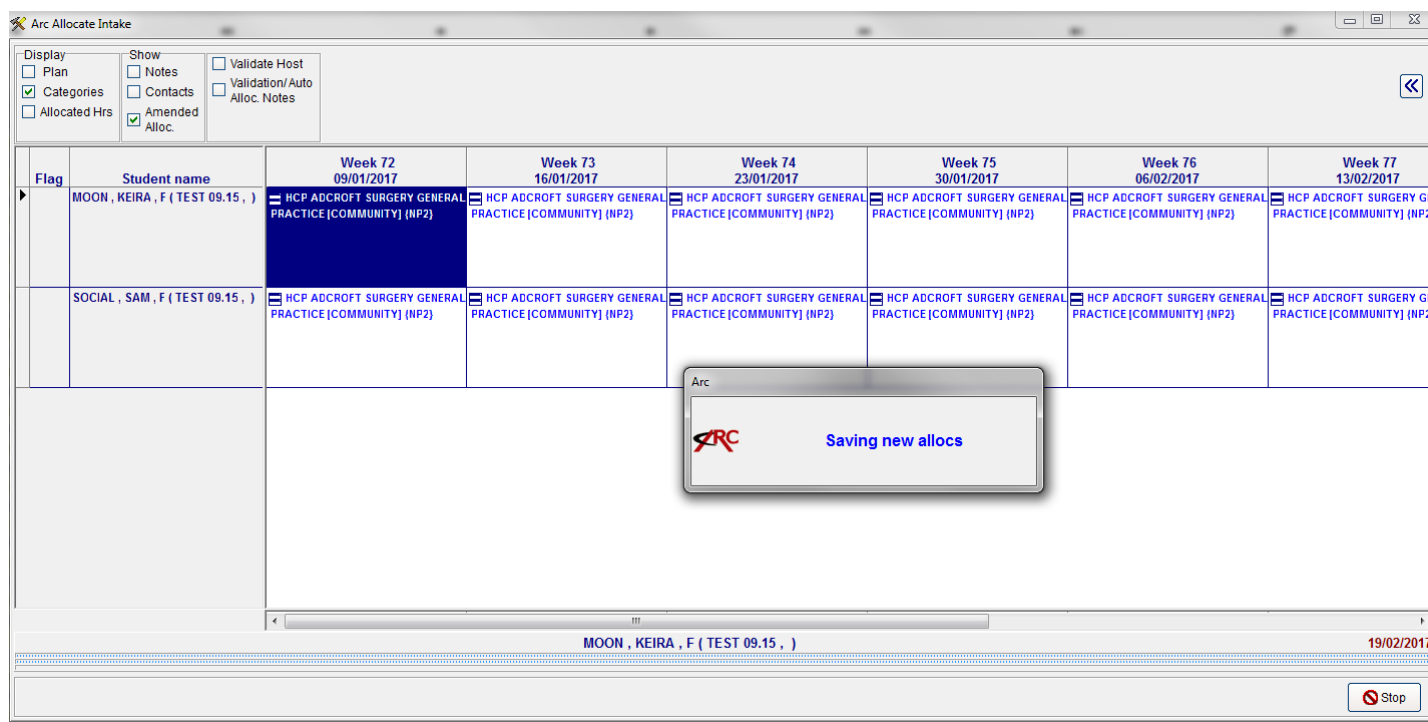
Then left click on Post All, it will ask you to confirm, left click on Yes if satisfied.

This screenshot shows the same 'Arc Allocate Intake' application window as above, but with a 'Confirm' dialog box overlaid in the center. The dialog box has a question mark icon and the text: 'All changes to the allocations will be saved. Do you want to continue?'. Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box. In the application's toolbar at the bottom, the 'Post All' button is also highlighted with a red box. The table and other UI elements remain the same as in the previous screenshot.

It will ask if you wish to save file, left click on cancel as you do not require to save the file



The allocations will be saved



A screen message will confirm this. Left click OK. Then left click Close You will return to Intake Maintenance.

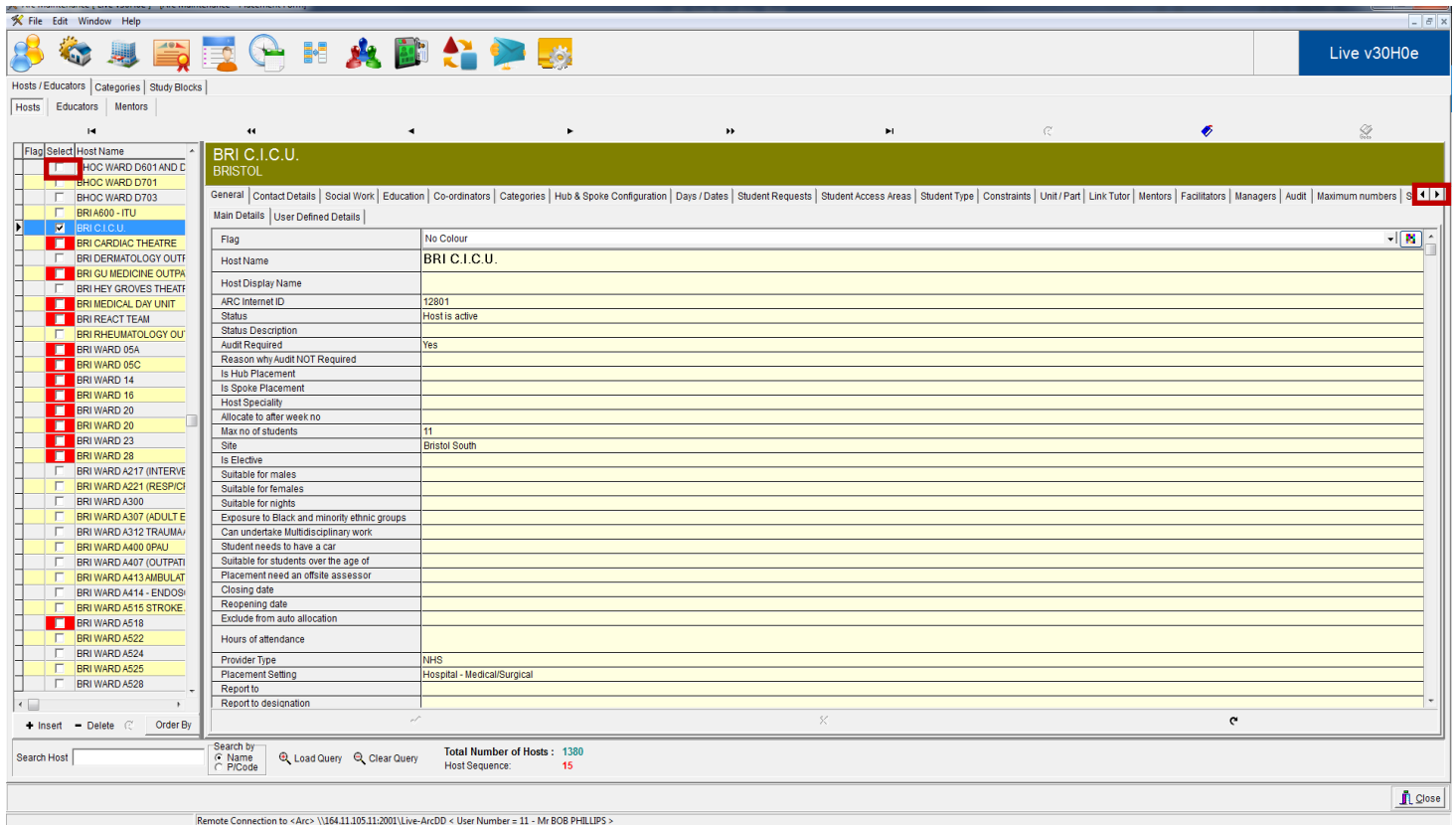
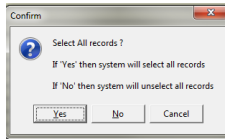
The screenshot shows the 'Arc Allocate Intake' application window. At the top left, there are several checkboxes under 'Display' and 'Show' sections. The 'Display' section includes 'Plan', 'Categories', and 'Allocated Hrs'. The 'Show' section includes 'Notes', 'Contacts', 'Amended Alloc.', 'Validate Host', 'Validation/ Auto Alloc. Notes', and 'Alloc. Notes'. The 'Amended Alloc.' checkbox is checked. Below this is a table with columns for 'Flag', 'Student name', and seven weeks (Week 72 to Week 77). The 'Student name' column contains 'MOON , KEIRA , F ( TEST 09.15 , )' and 'SOCIAL , SAM , F ( TEST 09.15 , )'. The table cells for weeks 72-77 contain the text 'HCP ADCROFT SURGERY GENERAL PRACTICE [COMMUNITY] (NP2)'. An 'Information' dialog box is centered over the table, displaying an information icon, the text 'Allocating process finished', and an 'OK' button. At the bottom of the window, there is a status bar with the text 'SOCIAL , SAM , F ( TEST 09.15 , )' and a date '19/02/2017'. There are also 'Stop' and 'Close' buttons at the bottom right.

To confirm that the student has been allocated use [ARC Student](#)



# Placement Maintenance

Left click on Placement Maintenance Icon. Select the Placement you require by left click in the box to the left of the placement, then select the Tab with the information you wish to view, it opens in the General tab. There are Arrow buttons that can be used move to the tabs further along the page. By Left click on the Select box this will bring up the screen below and you can choose what you wish to do.



## Tabs in Placement Maintenance

General Social Work Co-ordinators Hub and Spoke Configuration Student Requests Student Type

General Contact Details Social Work Education Co-ordinators Categories Hub & Spoke Configuration Days / Dates Student Requests Student Access Areas Student Type Constraints

Contact Details Education Categories Day and Dates Student Access Area Constraints

Managers Maximum numbers

Placement Areas

Department

Managers Audit Maximum numbers Students on Host/ Payment records Placement Areas Vaccinations Department History of changes

Audit Students on Host/Payment Records

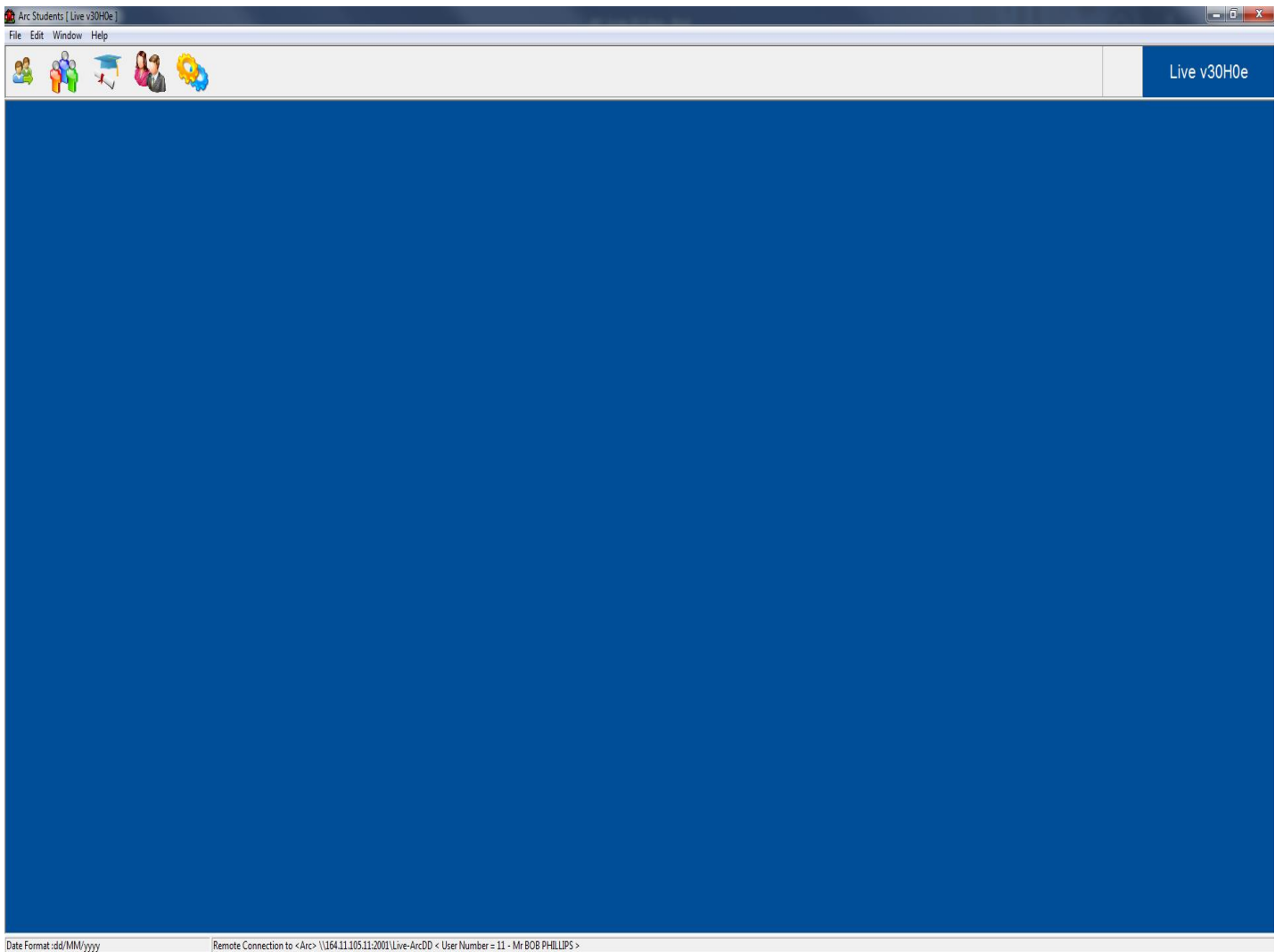
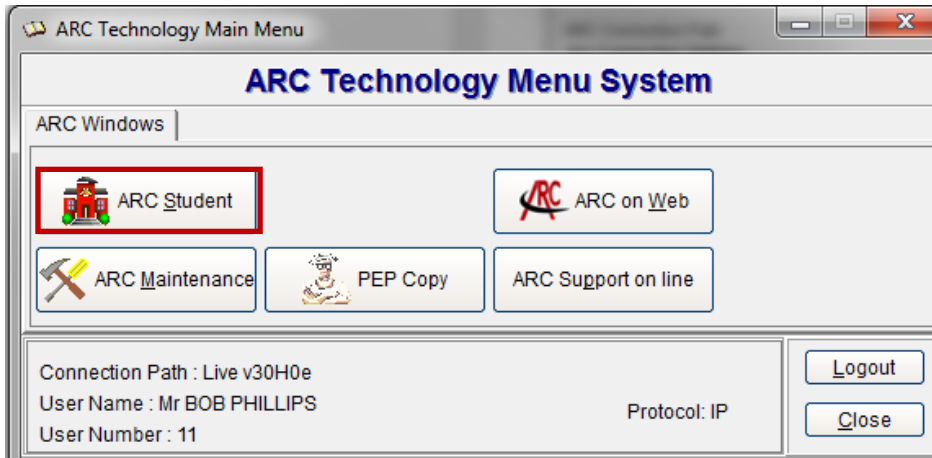
Vaccinations History of Changes

Main Details User Defined Details

Main Details User Defined Details

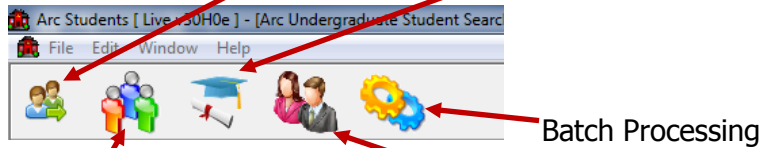
# ARC Student

Access [ARC](#) as shown. Select ARC Student and left click.



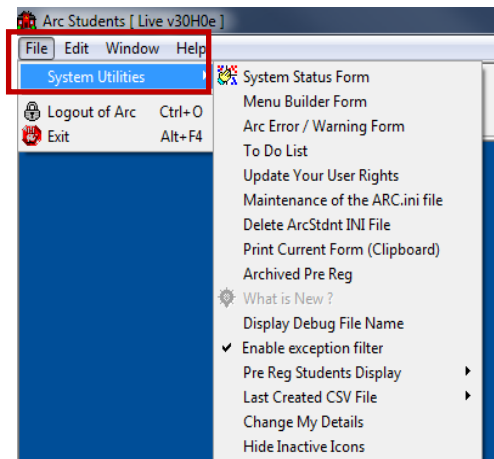
## Tabs in ARC Student

Load Applicants list (Not used)    Load Post Reg Students



Load Pre-Reg Students Load Staff and Tutors List

Left click File and the drop down menu will appear



Left click on Load Pre-Reg Students will open the screen showing all students contained in the system, both active and inactive.

Flag	Select	Arc Number	Student Name	Pin no	Branch	Status	Academic Status	Site	Gender	Tutor	Parent Site	Middle Name	Student Group	Course Group	Preparation Group
		11060007	DALTREY, ROSETTA, F (TEST 09.15. )		CHILD FT	Active		All Areas	Female	TUTOR, TEST					BSc
		11060011	GLASGOW, JOBS, F (TEST 09.15. )		PARAMEDIC SCIENCE	Active		All Areas	Female	TUTOR, TEST					BSc
		02060001	JONES, JOHN, M (TEST 09.15. )		RADIOTHERAPY	Active		All Areas	Male	TUTOR, TEST			FT		BSc
		11060008	MOON, KEIRA, F (TEST 09.15. )		MENTAL HEALTH FT	Active		All Areas	Female	TUTOR, TEST					BSc
		11130000	PHYSIO, JO, F (TEST 09.15. )		PHYSIOTHERAPY	Active		All Areas	Female	TUTOR, TEST					BSc
		11060004	SMITHERS-JONES, KAREN, F (TEST 09.15. )		LEARNING DIS FT	Active		All Areas	Female	TUTOR, TEST					BSc
		09150810	SOCAL, SAM, F (TEST 09.15. )		SOCIAL WORK	Active		All Areas	Female	TUTOR, TEST					BSc
		11060006	THORNHURRY, PENELOPE, F (TEST 09.15. )		OCCTHERAPY FT	Active		All Areas	Female	TUTOR, TEST					BSc
		10130500	TOROUAY, JUNE, F (TEST 09.15. )		EDUCATION	Active		All Areas	Female	TUTOR, TEST					BSc
		11060005	WATTS, DAVID, M (TEST 09.15. )		ADULT FT	Active		All Areas	Male	TUTOR, TEST					BSc

Search List By Surname BARKER    Order By

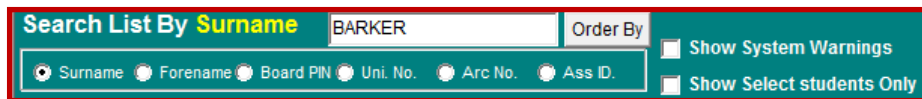
Sumams   Forename   Board PIN   Uni. No.   Arc No.   Assa ID.   Show System Warnings

Show Query Screen   Run Query   Clear Query   Add To Postlog   Select All   Unselect All

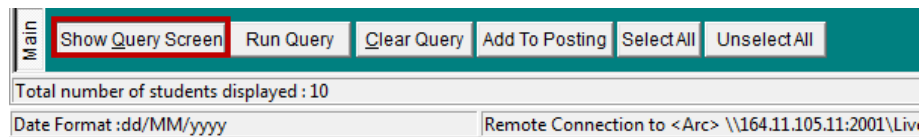
Total number of students displayed: 10  
Date Format :dd/MM/yyyy    Remote Connection to <Arc> \\164.11.105.11:2001\Live-ArcDD < User Number = 11 - Mr BOB PHILLIPS >

There are a number of ways in to select individual student or by intake.

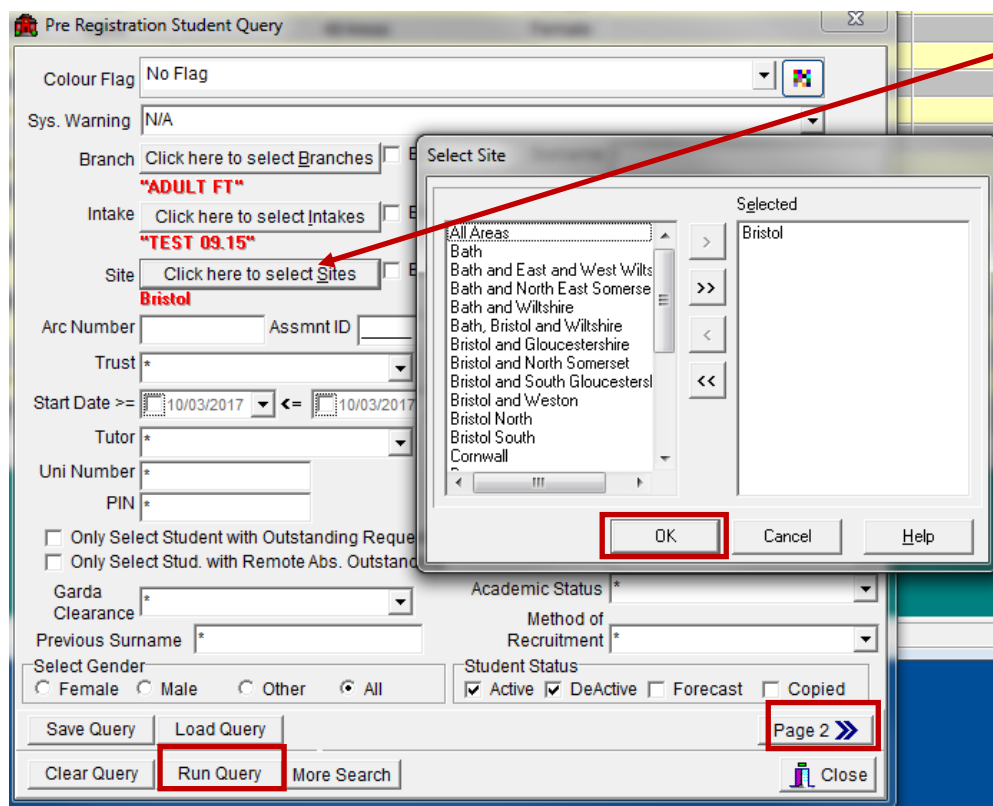
You can Search List By and choose which option you would like.



You can use the Query Screen

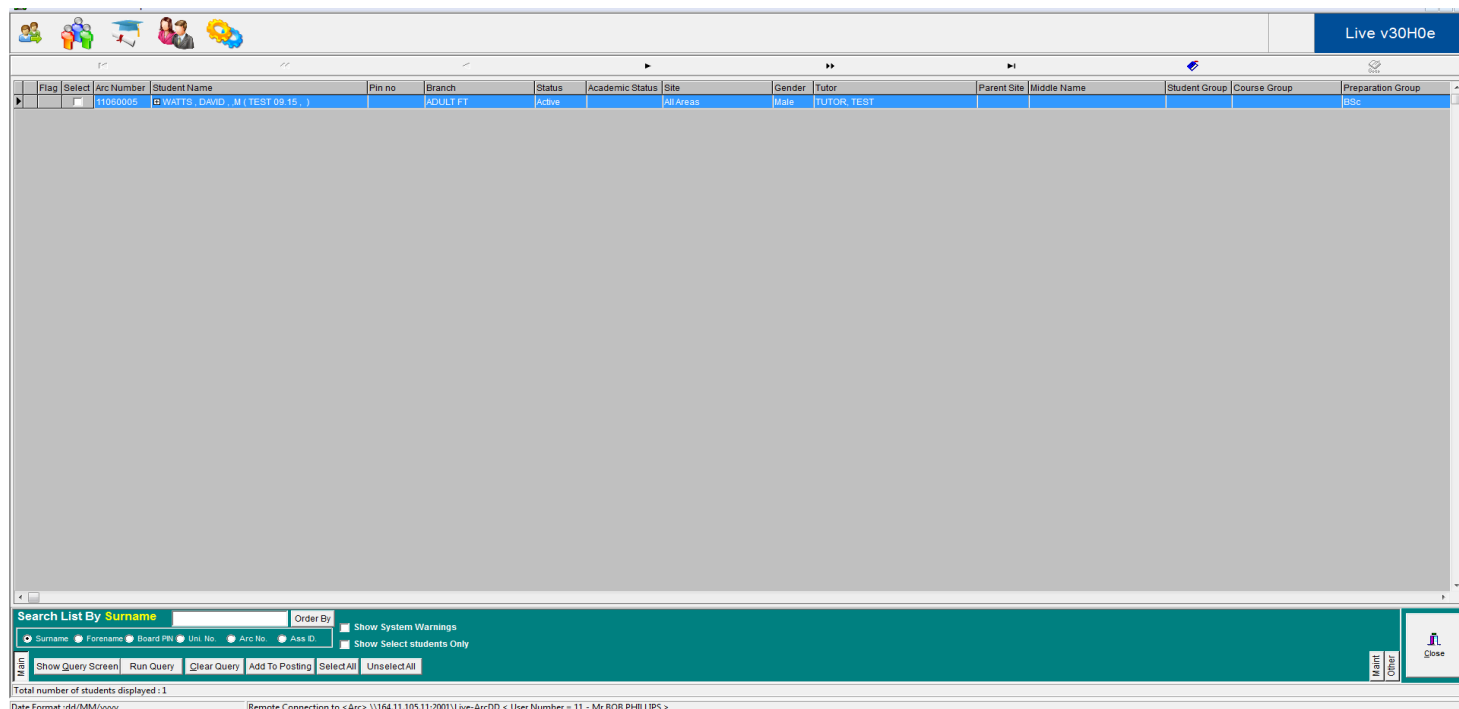


Query Screen, this is simple to use and gives a number of options. A number of drop down menus will appear against each of the criteria to assist in your selection, when selected and you click OK it will appear as shown. Once you have selected your criteria then left click on Run Query

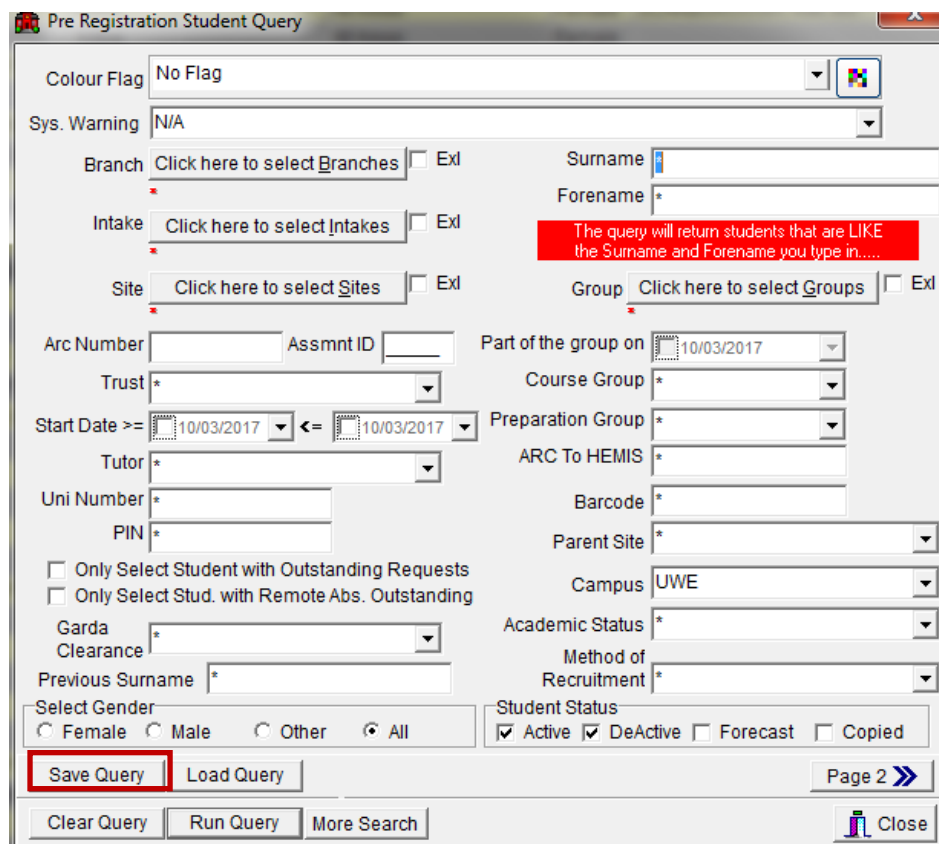


There is a Page 2 to further assist in selection.

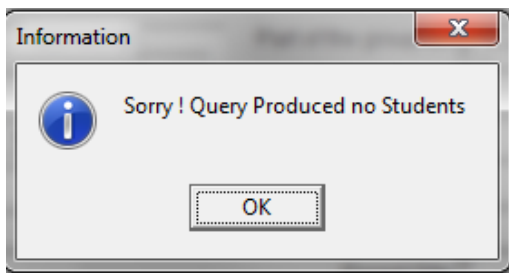
Run Query produces the results of your search



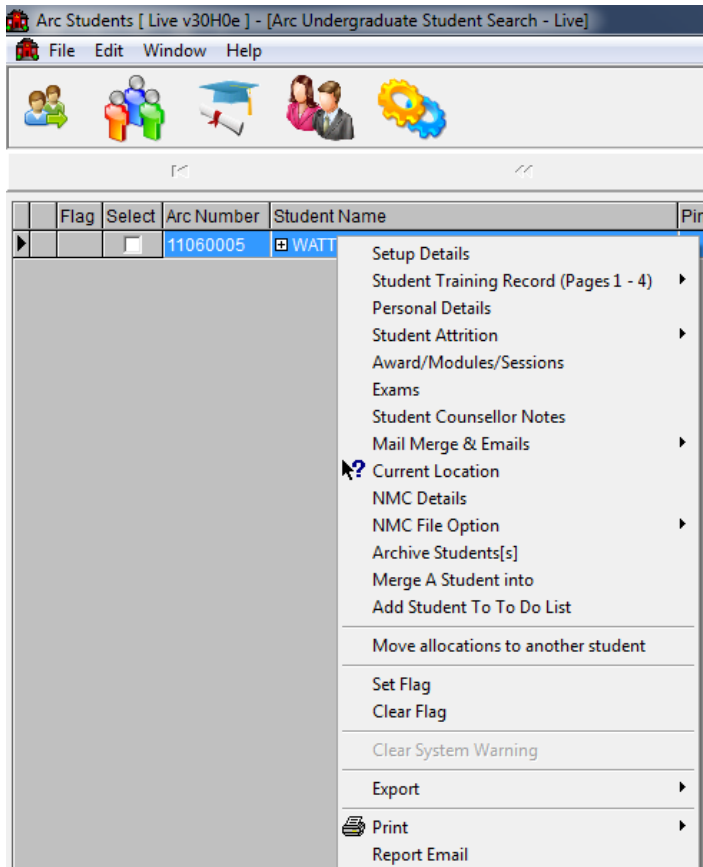
You can change your query by left click on Clear Query or Save Query.



You will see the screen message below if there are no students meeting the criteria



When you have selected your student, right click on the name and the drop down menu appears



Left click on what you wish to view

# Setup Details

**Basic Details**

University Number: 99999999

Surname: WATTS

Forename: DAVID

Intake: TEST 09 15

Zone: All Areas

Branch: ADULT FT

Level: BSc

Gender: Male

Status: Active

Commencement Date: 31/08/2015

Previous Surname:

Personal Tutor: TUTOR, TEST

Student Group:

Date Of Birth: 08/07/1983

- Current Age: 33

- Age At Start of Course: 32

Seconded:

Seconded:

Car Owner:

Style:

Student Grants Unit Ref No:

Flag: No Flag

**Other Details**

Reason for Discon. / Transfer

Reason for Discontinuation

Date of Discon./Transfer

Reason for discon request

Resumption Date

Expected Date of Resumption

Email Address: dwatts.33@uwe.live.ac.uk

Personal Email Address

Mobile Number: 07879345635

Training

Address Line 1: 15 HILL STREET

Address Line 2: CHELTENHAM

Address Line 3:

Address Line 4:

Address Line 5:

Post Code: GL51 1GL

Telephone Number: 01424 585 6666

Home

Address Line 1: 15 HILL STREET

Address Line 2: CHELTENHAM

Address Line 3:

Address Line 4:

Address Line 5:

Post Code: GL51 1GL

Telephone Number: 01424 585 6666

Student Grouping

Student Group

Course Group

Preparation Group: BSc

Car Details

University Details

Web Access

Allowed to access the POW w...: Yes

Allowed to access the mPOW...

## Training Record Page 1

Slide the mouse over and then left click which page you wish to view.

	Pin no	Branch	Status	Academic
Setup Details		ADULT FT	Active	
Student Training Record (Pages 1 - 4)				Training Record (Page 1)
Personal Details				Allocation Records (Page 2 and 3)
Student Attrition				Training Record (Page 4)
Award/Modules/Sessions				
Exams				
Student Counsellor Notes				
Mail Merge & Emails				
Current Location				
NMC Details				
NMC File Option				
Archive Students[s]				
Merge A Student into				
Add Student To To Do List				
Move allocations to another student				
Set Flag				
Clear Flag				
Clear System Warning				
Export				
Print				
Report Email				

# Training Record Page 1

Arc Students [Live v30H0e] - [Arc Student Board Page1]

File Edit Window Help

Live v30H0e

Name WATTS, DAVID, M ( TEST 09.15, )

Page One Details | Education Qualifications | Exam Board Results | Previous Training | Professional Qualifications | HESA Detail

Personal Details

Maiden Name	
Previous Surname	
Style	
Ethnic Origin	
Date of Birth	08/07/1983
- Current Age	33
- Age At Start of Course	32
Country of Birth	
Home Country	
Nationality	

This Training

Course	
Training Type	REGISTERABLE
Course of Study	ADULT NURSING
Type Of Professional Course	
Number Of Exams	
Type Of Final Exam	
Part Time Indicator	
Required Training Time	0
Method Of Entry	
Grounds For Reduction	
Trained Overseas Country	
Country Of Recruitment	

Approved Education Test

Code	
Year	
Score	
Entry Gate	

Present Training Inst.

Code	
Commencement Date	31/08/2015

Present Training Site

Code	
Title	
Town	

Reason For Submission

Print Re-Implement Intake Defaults

Close

Date Format: dd/MM/yyyy Remote Connection to <Arc> \\164.11.105.11:2001\Live-Arc00 < User Number = 11 - Mr 808 PHILLIPS >



# Allocation Record Page 2 and 3

Live v30H0e

> Name WATTS, DAVID, M ( TEST 09.15, )

Allocation | Open Absence | Remote Absence | Summary & Gaps | Swipe Details | Re Calc Pages 2 & 3 | Calc Swipe Absence | Travel Expenses

Type	Shift	From	To	Days	Allocation	Category	Worked Hrs	Allocated Hrs	Abs Hrs	Special Hrs	Night Duty	Notes/Problems Click on * to read	Students Mentor	Coordinator	Excess Absence Click to read	Workbook Click to read	Student Type	Module
Col	(1) MTWHF	31/08/2015	06/09/2015	5 / 5	INDUCTION WEEK	INDUCTION WEEK	37.3	37.3	0	0								
Col	(1) MTWHF	07/09/2015	25/10/2015	35 / 35	THEORY	THEORY	262.3	262.3	0	0								
Hst	(1) MTWHF	26/10/2015	06/12/2015	28 / 30	ZZZ TEST BATH	MEDICAL	210	225	15	0								
Col	(1) click here	07/12/2015	10/01/2016	15 / 25	THEORY	THEORY	112.3	112.3	0	0								
Anl	(1) MTWHF	21/12/2015	03/01/2016	10 / 10	ANNUAL LEAVE	Annual Leave	75	75	0	0								
Hst	(1) MTWHF	11/01/2016	21/02/2016	28 / 30	ZZZ TEST BRISTOL	COMMUNITY	210	225	0	15								

Show  AA Menu  Made up/Recog. h. Menu  Allocation Colours & Icons  Allocation Notes  Host Contacts  User defined det View

Print  Show View By Type  Filter by current Intake Load Maps Close

Date Format :dd/MM/yyyy Remote Connection to <Arc> \\164.11.105.11:20011 (w-Arc)DD < User Number = 11 - Mr BDR PHILLIPS >

# Training Record Page 4

File Edit Window Help Live v30H0e

> Name WATTS, DAVID, M ( TEST 09.16, )

Page 4 - General | Tests During Training | Theory Tests During Training | Continuous Assessment | Postgraduate Training

<input type="checkbox"/> Discontinuation/Transfer/Resumption of Training	
<input type="checkbox"/> Reason for Discon. / Transfer	
Date of Discon./Transfer	
Reason for discon request	
Resumption Date	
Expeded Date of Resumption	
Discontinuation/Resumption of Training Notes	
<input type="checkbox"/> Board Conducted Written - or Devolved Examination	
Final Examination	
Initial Entry Result	
Initial Entry Date	
<input type="checkbox"/> Re-Entry Details	
1 - Re-Entry Result	
1 - Re-Entry Date	
2 - Re-Entry Result	
2 - Re-Entry Date	
Exam Pass Indicator	
Classification	
<input type="checkbox"/> Completion of Training	
Current Institute Code	8722
Training Time Completed	
Cont. Assess. of Practice Completed	
Cont. Assess. of Theory Completed	
<input type="checkbox"/> Training Extension	
Training Extension Granted on	
Anticipated date of Completion	
<input type="checkbox"/> Address (Permanent after training)	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Address Line 5	
Post Code	
Address Country	England

Address (Permanent after training) Copy Options  View & Copy Address Option  Include Phone Number  Include Mobile Number

Date Format :dd/MM/yyyy Remote Connection to <Arc> \\164.11.105.11:2001\Live-ArcDD < User Number = 11 - Mr BOB PHILLIPS >

# Personal Details

File Edit Window Help

Live v30H0e

> Name WATTS, DAVID, M ( TEST 09.15, )

General | Notes | Entry Notes | Bursary | DC Tests | Student Documents | Student Photo | Vaccination | Change Request | Destination | Non Flexirole Admin | DBS Details/ Self Declaration Hist

Marital Status	
Email Address	dwatts.33@uwe.live.ac.uk
Personal Email Address	
Mobile Number	07879345635
Student Known As	
Allow SMS Messaging	Yes
Allow Tutor to View Details	
Allow Facilitator to View Details	
Years At School	
Education Level ( read only )	
Student Address	
Post Town	
Town of Birth	
Religion	
Languages	
Bursary Type	
Type of Visa	
Visa Expire date	
Resident Code	
No. of Dependents	
Pay Roll No.	
Method of Recruitment	
Last Employer's Name	
Police Clearance / DBS Details	
ISA Number	
National Insurance No.	
Post Completion Notes	
Student Destination After Training	
Disability	
Health Care Assistant	
Job Title	

Address copy Options

Overwrite

Copy  Home to Training  Training To Home  Home To NOK  Training to NOK

Alert if notes exist

Clipboard Addr Book

Print

Close

Date Format :dd/MM/yyyy Remote Connection to <Arc> \164.11.105.11:2001U live-Arc/DD < User Number = 11 - Mr ROR PHILIPS >

## Allocating a student to a Practice Placement

Open the screen showing all students. Right Click on any student name and the drop down list appears, select Allocation Records Page 2 & 3Page

The allocation plan should have the dates for placement shown and normally "awaiting placement" Right click on this and then select Change Host

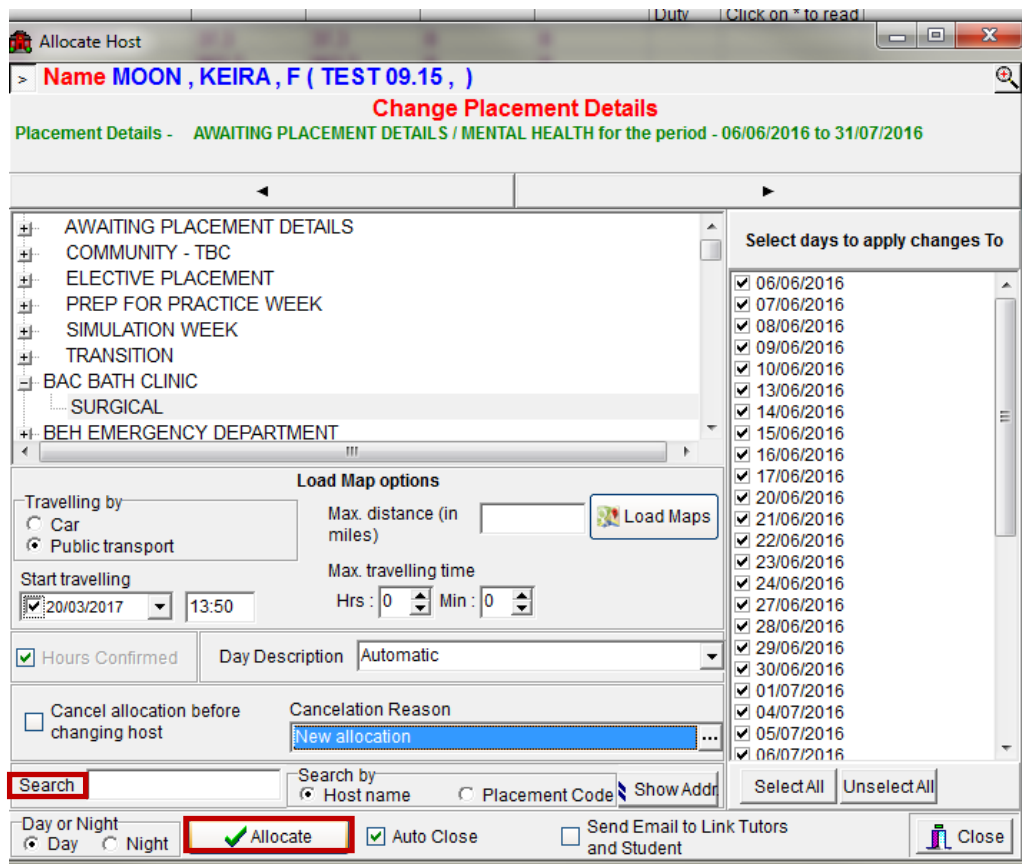
The screenshot shows a software application window titled 'Live v30H0e'. The main area contains a table with columns for 'Type', 'Shift', 'From', 'To', 'Days', 'Allocation', 'Category', 'Worked Hrs', 'Allocated Hrs', 'Abs Hrs', 'Special Hrs', 'Night Duty', 'Notes/Problems', 'Students Mentor', 'Coordinator', 'Excess Absence', 'Workbook', 'Student Type', and 'Module'. The table lists various allocation records for a student named 'MOON, KEIRA, F'. A row with the status 'AWAITING PLACEMENT' is selected, and a context menu is displayed over it. The 'Change Host' option in the menu is highlighted with a red box.

Type	Shift	From	To	Days	Allocation	Category	Worked Hrs	Allocated Hrs	Abs Hrs	Special Hrs	Night Duty	Notes/Problems	Students Mentor	Coordinator	Excess Absence	Workbook	Student Type	Module
Col	(1) MTWHF	31/08/2015	06/09/2015	5 / 5	INDUCTION WEEK	INDUCTION WEEK	37.3	37.3	0	0								
Col	(1) MTWHF	07/09/2015	20/12/2015	75 / 75	THEORY	THEORY	562.3	562.3	0	0								
Anl	(1) MTWHF	21/12/2015	03/01/2016	10 / 10	ANNUAL LEAVE	Annual Leave	75	75	0	0								
Hst	(1) MTWHF	04/01/2016	27/03/2016	58 / 60	ZZZ TEST BRISTOL	COMMUNITY	435	450	15	0								
Anl	(1) MTWHF	28/03/2016	10/04/2016	10 / 10	ANNUAL LEAVE	Annual Leave	75	75	0	0								
Col	(1) MTWHF	11/04/2016	05/06/2016	40 / 40	THEORY	THEORY	300	300	0	0								
Hst	(1) MTWHF	05/06/2016	31/07/2016	40 / 40	AWAITING PLACEMENT	MENTAL HEALTH	300	300	0	0								
Hst	(1) MTWHF	09/01/2017	19/02/2017	30 / 30	HCP ADCT		225	225	0	0								

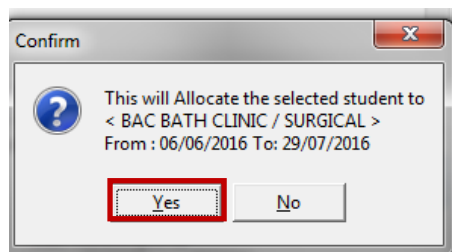
It will ask if you only wish current category, Left click on No

The dialog box contains the following text: "Would you like to load Host That ONLY match the Current Category on Page2 ?" and "If you Select <No> all host that are active will be loaded !". There are two buttons: "Yes" and "No". The "No" button is highlighted with a red box.

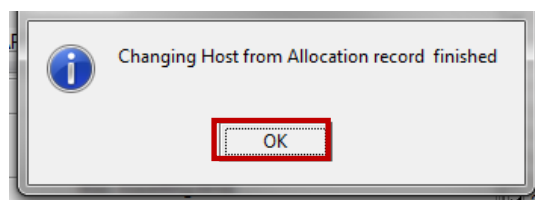
The box Change Placement Details appears. Select the placement you require from the drop down list or use Search to find a placement, when selected left click on allocate.



You will be asked to confirm the allocation left click on Yes



A screen message will inform you the allocation is finished, left click on OK.



The placement name will appear in the students record. Left click on Close and it will close the record

File Edit Window Help

Live v30H0e

> Name MOON, KEIRA, F ( TEST 09.16, )

Allocation | Open Absence | Remote Absence | Summary & Gaps | Swipe Details | Re Calc Pages 2 & 3 | Calc Swipe Absence | Travel Expenses

Combined | Absence Details | Cancelled Alloc | Host Notes | Payments | Student Host Evaluations | Trust Request | Positive Return | Absence Warnings | Absence Notes | Workbook | Actual Hours | EU Requirements | Competencies

Type	Shift	From	To	Days	Allocation	Category	Worked Hrs	Allocated Hrs	Abs Hrs	Special Hrs	Night Duty	Notes/Problems Click on * to read	Students Mentor	Coordinator	Excess Absence Click to read	Workbook Click to read	Student Type	Module
Col	1) MTWHF	31/08/2015	06/09/2015	5 / 5	INDUCTION WEEK	INDUCTION WEEK	37.3	37.3	0	0								
Col	1) MTWHF	07/09/2015	20/12/2015	75 / 75	THEORY	THEORY	562.3	562.3	0	0								
Anl	1) MTWHF	21/12/2015	03/01/2016	10 / 10	ANNUAL LEAVE	Annual Leave	75	75	0	0								
Hst	1) MTWHF	04/01/2016	27/03/2016	58 / 60	ZZZ TEST BRISTOL	COMMUNITY	435	450	15	0								
Anl	1) MTWHF	28/03/2016	10/04/2016	10 / 10	ANNUAL LEAVE	Annual Leave	75	75	0	0								
Col	1) MTWHF	11/04/2016	05/06/2016	40 / 40	THEORY	THEORY	300	300	0	0								
Hst	1) MTWHF	06/06/2016	31/07/2016	40 / 40	BAC BATH CLINIC < PVI C	SURGICAL	300	300	0	0								
Hst	1) MTWHF	09/01/2017	19/02/2017	39 / 39	RCP ADLROFT SURGERY	COMMUNITY	225	225	0	0								

Show  AA Menu  Made up/ Recog. h. Menu  Allocation Colours & Icons  Allocation Notes  Host Contacts  User defined det

Show View By Type  Filter by current intake

## Recording Student Attendance

If a student is absent from placement this must be recorded against the placement record.

Open the screen showing all students. Right click on any student name and the drop down list appears, select Allocation Records Page 2 & 3Page

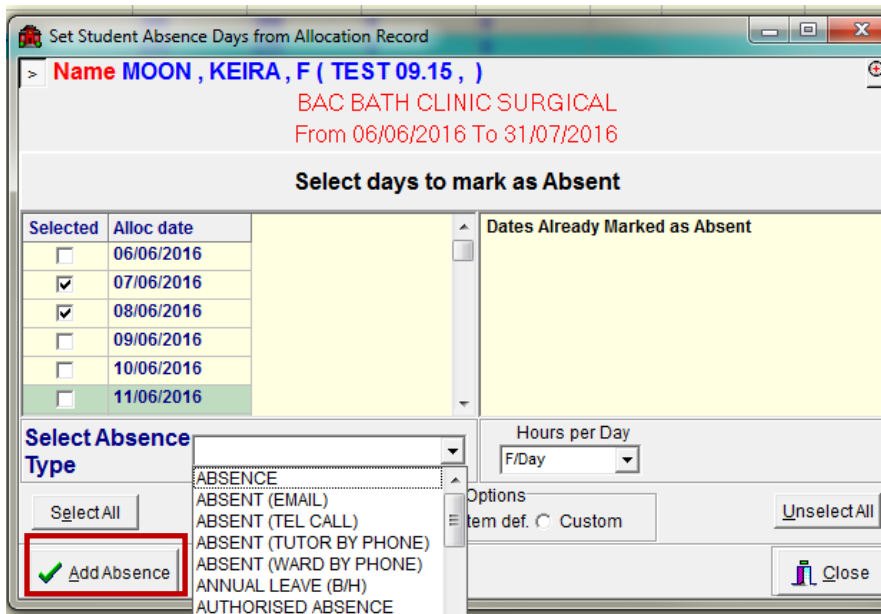
Right click on Absence

Type	Shift	From	To	Days	Allocation	Category	Worked Hrs	Allocated Hrs	Abs Hrs	Special Hrs	Night Duty	Notes/Problems	Students Mentor	Coordinator	Excess Absence	Workbook	Student Type	Module
Col	(1) MTWHF	31/08/2015	06/09/2015	5 / 5	INDUCTION WEEK	INDUCTION WEEK	37.3	37.3	0	0								
Col	(1) MTWHF	07/09/2015	20/12/2015	75 / 75	THEORY	THEORY	562.3	562.3	0	0								
Anl	(1) MTWHF	21/12/2015	03/01/2016	10 / 10	ANNUAL LEAVE	Annual Leave	75	75	0	0								
Hst	(1) MTWHF	04/01/2016	27/03/2016	58 / 60	ZZZ TEST BRISTOL	COMMUNITY	435	450	15	0								
Anl	(1) MTWHF	28/03/2016	10/04/2016	10 / 10	ANNUAL LEAVE	Annual Leave	75	75	0	0								
Col	(1) MTWHF	11/04/2016	05/06/2016	40 / 40	THEORY	THEORY	300	300	0	0								
Hst	(1) MTWHF	06/06/2016	31/07/2016	40 / 40	BAC BATH	BAC BATH	300	300	0	0								
Hst	(1) MTWHF	09/01/2017	19/02/2017	30 / 30	HCP ADC	HCP ADC	225	225	0	0								

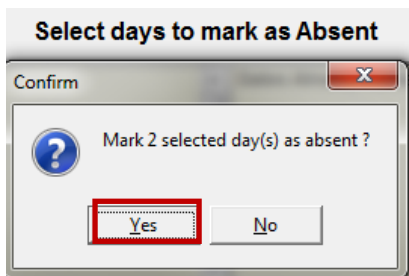
Right click on Create Absence

Absence → + Create Absence

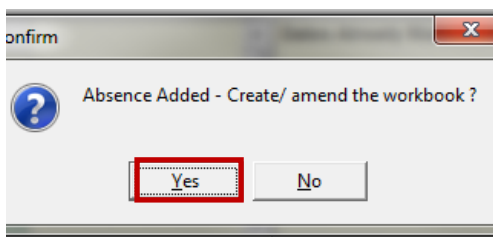
The Student Absence screen appears, left click against the dates student was absent, then choose from drop down the type of absence and to complete left click on Add Absence



It will ask you to confirm the number of days selected, left click Yes.



It will ask if you wish a workbook to be created, left click Yes. If a workbook already exists then left click No.





A workbook appears, complete the appropriate boxes and left click OK to save

Enter Workbook Notes

Status

Notes

Cause for Concern

Timesheet received

Date timesheet received

Date (1)

Character (1)

Numeric (1)

Yes/No (1)

Date (2)

Character (2)

Numeric (2)

Yes/No (2)

OK  Cancel

Left click on the tab Workbook to see that it has been created.

The screenshot shows the Arc Student Allocations software interface. The title bar reads "Arc Students [ Live v30H0e ] - [Arc Student Allocations]". The menu bar includes "File", "Edit", "Window", and "Help". The main window displays a navigation pane on the left with various tabs: "Open Absence", "Remote Absence", "Summary & Gaps", "Swipe Details", "Re Calc Pages 2 & 3", "Calc Swipe Absence", "Travel Expenses", "Combined", "Absence Details", "Cancelled Alloc.", "Host Notes", "Payments", "Student Host Evaluations", "Trust Request", "Positive Return", "Absence Warnings", "Absence Notes", "Workbook", "Actual Hours", "EU Requirements", and "Competencies". The "Workbook" tab is highlighted with a red box. Below the navigation pane is a table with the following data:

From	To	Host	Category	Recorded	Status	Cause for Concern	Timesheet received	Date timesheet received	Date (1)	Character (1)
04/01/2016	27/03/2016	ZZZ TEST BRISTOL	COMMUNITY	13/09/2016		<input type="checkbox"/>	<input type="checkbox"/>			

Below the table is a "Workbook Notes" section with a yellow background. At the bottom of the interface, there are buttons for "Amend" and "Delete", and a status bar showing "Remote Connection to <Arc> \\164.11.105.11:2001\Live-ArcDD < User Number = 11 - Mr BOB PHILLIPS >".

Left click on the Absence Details tab, to see the absence recorded.

The screenshot shows the Arc Students software interface. The main window title is "Arc Students [ Live v30H0e ] - [ Arc Student Allocations ]". The "Absence Details" tab is selected and highlighted in red. The student name is "MOON, KEIRA, F ( TEST 09.15 )". The interface displays a table of absence records.

Type	Shift	From	To	Days	Absence Hrs	Type	Absence	Allocation	Category	Night Duty	Absence Notes	Student Type	Module
Hst		08/01/2016	08/01/2016	1	7.3	Abs	SICKNESS (STUDENT BY PHZZZ TEST BRISTOL		COMMUNITY				
Hst		18/01/2016	18/01/2016	1	7.3	Abs	SICKNESS (WARD BY PHONZZZ TEST BRISTOL		COMMUNITY				
Hst		07/06/2016	08/06/2016	2	15	Abs	ABSENCE	BAC BATH CLINIC	SURGICAL				

At the bottom of the interface, there are several utility buttons: "Print", "Filter by current Intake", "Load Maps", and "Show View By Type". The status bar at the very bottom indicates the date format and the remote connection details: "Date Format: dd/MM/yyyy Remote Connection to <Arc> \\164.11.105.11-2001\Live-ArcDD < User Number = 11 - Mr BOB PHILLIPS >".