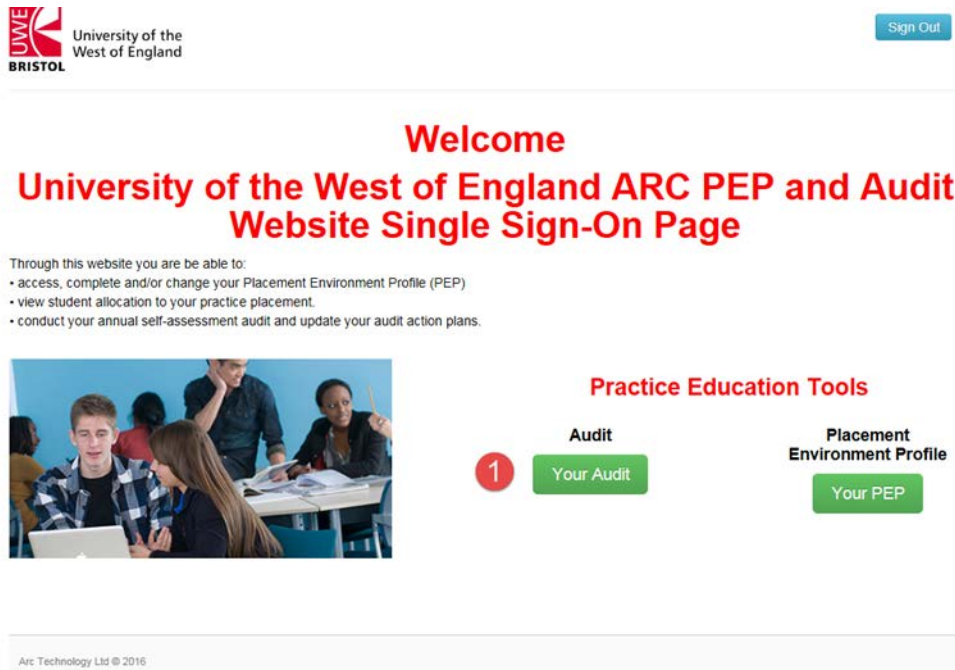


Printing completed placement audits made using the Online Audit Tool

1. Log in to ARC via the [UWE Single Sign On](#) page then click on the 'Your Audit' green button (labelled 1 in Fig 1 below).

Fig 1 Single Sign On page



2. Select the Audit placement you want to print. Then click on 'Logs' from the menu on the left hand side (labelled 2 in Fig 2 below).

Fig 2 Selected Audit

your email

UWE Bristol University of the West of England UWE Placement Area Audit Tool

Home Log Out

Name of placement ✓

Live Audit Sequence: 4

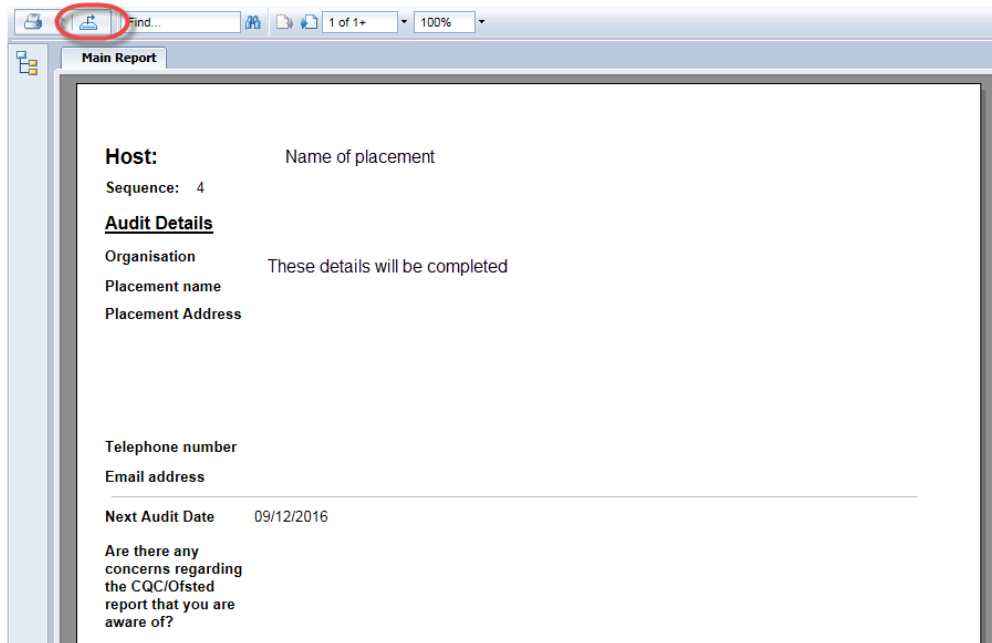
Introduction
Details
Standards
Mentors
Capacity
Declarations
Reports
2 Logs

Audit Logs

Sequence Id	User Name	Type	Log Date	Log Time	
4	Ms Ruth Treharne	CheckOut	09/12/2015	14:14:23	
4	Ms Ruth Treharne	CheckIn	09/12/2015	14:45:35	View Audit Report 3
6	Mr David Roberts	CheckOut	19/01/2016	13:07:10	
6	Mr David Roberts	UndoCheckOut	19/01/2016	13:28:27	
6	Mr David Roberts	CheckOut	20/01/2016	10:44:35	

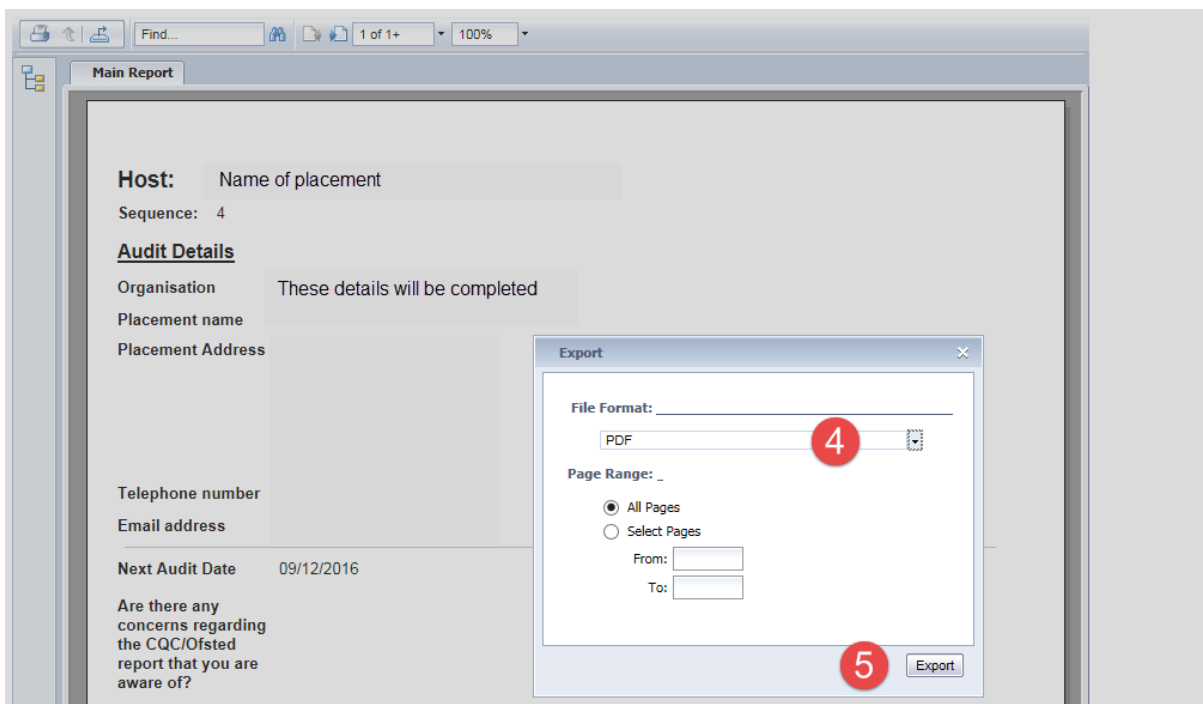
3. Click on 'View Audit Report' for the audit sequence you want to print from (labelled 3 in Fig 2 above).
4. When the report opens click on the Export button (circled red in Fig 3 below).

Fig 3 Audit Report



5. Select PDF then click on Export (labelled 4 and 5 in Fig 4 below).

Fig 4 Export Audit report



6. Click on 'Open' PDF then print as you would normally print documents.