## Printing completed placement audits made using the Online Audit Tool



- 1. Log in to ARC via the <u>UWE Single Sign On</u> page then click on the 'Your Audit' green button (labelled 1 in Fig 1 below).
- Fig 1 Single Sign On page



1. 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

West of E	ngland Area A	viacement				Home Log	Out
BRISTOL	AICU /						
	Name of placement	1					
Live Audit Sequend	ce: 4						
Introduction	Audit Logs						
Introduction Details	Audit Logs						
Introduction Details Standards	Audit Logs Sequence Id	User Name	Туре	Log Date	Log Time		
Introduction Details Standards Mentors	Audit Logs Sequence Id 4	User Name Ms Ruth Treharne	Type CheckOut	Log Date 09/12/2015	Log Time 14:14:23		
Introduction Details Standards Mentors Capacity Declarations	Audit Logs Sequence Id 4	User Name Ms Ruth Treharne Ms Ruth Treharne	Type CheckOut CheckIn	Log Date 09/12/2015 09/12/2015	Log Time 14:14:23 14:45:35	View Audit Report	(
Introduction Details Standards Mentors Capacity Declarations	Audit Logs Sequence Id 4 4 6	User Name Ms Ruth Treharne Ms Ruth Treharne Mr David Roberts	Type       CheckOut       CheckIn       CheckOut	Log Date 09/12/2015 09/12/2015 19/01/2016	Log Time 14:14:23 14:45:35 13:07:10	View Audit Report	
Introduction Details Standards Mentors Capacity Declarations Reports	Audit Logs Sequence Id 4 4 6 6 6	User Name Ms Ruth Treharne Ms Ruth Treharne Mr David Roberts Mr David Roberts	Type       CheckOut       CheckIn       CheckOut       UndoCheckOut	Log Date 09/12/2015 09/12/2015 19/01/2016	Log Time 14:14:23 14:45:35 13:07:10 13:28:27	View Audit Report	

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

## Fig 3 Audit Report

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

Fig 4 Export Audit report

lain Report			
Host: Nam	e of placement		
Sequence: 4			
Audit Details			
Organisation	These details will be completed		
Placement name			
Placement Addres	S	Export	×
		File Format: PDF Page Range:	
Telephone number Email address		<ul> <li>All Pages</li> <li>Select Pages</li> </ul>	
Next Audit Date	09/12/2016	From:	
Are there any concerns regarding	9		
report that you are		-	Export

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