Running 'Hosts Next Audit Due Date' Report in ARC-PEP



Hosts Next Audit Due Date Report

This report will provide you with a list of the next audit due dates for the placements you have access to in ARC-PEP. This may be especially useful and save you time where you have access to several placements.

Once you have run the report you will be able to export it to an MS Excel format enabling you to filter and order the placements in date order so you can plan and organise completion of the audits when they are due.

Process to run the report

Log in to ARC-PEP, click on the green 'Your PEP' button to go to the Hosts screen. Select any PEP host by clicking on the 'View' icon.

Click on the Reports page tab to go to the page as shown in screen shot 1 below.

Screen shot 1

	of nd		Hosts	Mentors/Educa	tors set up	Change Password	Help	Log Ou
Host Name	CCP S.C.C.N. LIF	ETIME SERVICE						
Current Sequence	11	Last Updated	21/06/2)17				
Trust Info Placemen	t Info Learning Opps	Students Mentors/Educators	a Audit Trac	ting PEP Log	Documents	Audit Configuration	Reports	
hoose Report Source	Run report for Run report for Run report for Run report for	selected PEP all user's PEPs all PEPs in current search						
Choose Report Source	Run report for Run report for Run report for Run report for rt - Click on the report name	selected PEP all user's PEPs all PEPs in current search e. A new window will open and from	there you can vi	w the data or choos	se to export or pr	int it.		
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Choose Report Source To access a PEP Report General 11 New & Existing studer	Run report for Run report for Run report for Run report for rt - Click on the report nam th allocations	selected PEP all user's PEPs all PEPs in current search e. A new window will open and from Shows students aready on email notification tha placement.	there you can vi /ly allocated to p placement. Ente t students have	w the data or choos acement alongside r the start date as po peen allocated to the	se to export or pr er the e	int it.		
Choose Report Source To access a PEP Report General I1 New & Existing studen I2 Complete placement d	Run report for Run report for Run report for Run report for rt - Click on the report name at allocations	selected PEP all user's PEPs all PEPs in current search e. A new window will open and from Shows students aready on email notification the placement. Shows the full start 1.	there you can vi /ly allocated to p placement. Ente t students have and end dates fo	w the data or choose accement alongside r the start date as pe peen allocated to the all students on	se to export or pr er the e	int it.		
Choose Report Source To access a PEP Report General N New & Existing studen C Complete placement of Audit Action Plan's by Tru	Run report for t Click on the report name at allocations turation dates ust	selected PEP all user's PEPs all PEPs in current search e. A new window will open and from Shows students new students already on email notification tha placement. Shows the full start a placement during th Lists all audit action use "Run report for a	/ly allocated to p placement. Enter t students have and end dates fo e date range spe plan's by trust foc all user's audit's"	w the data or choose accement alongside r the start date as pro- peen allocated to the r all students on cified by the user. r export to excel (PI option)	se to export or pr or the ease	int it.		

Click on "Run report for all user's PEPs" (labelled 1 in screen shot 1 above) Click on "Hosts Next Audit Due Date" (labelled 2 in screen shot 1 above) You will be taken to the following page as shown in screen shot 2 below:

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Screen shot 2



Select the placements you want to run the report on – all (active and inactive), only active or only deactive (labelled 2 in screen shot 2 above).

Click OK to run the report.

The report can then be exported in various formats, e.g. MS Excel or PDF document – see below.

Process to export the 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 4 below).

Click on the export button (labelled 2 in screen shot 4 below).

Open, save, manipulate and or print the report as you wish.

You are recommended to export the report as a MS Excel data only format. This will best enable you to remove any unwanted data, and filter and order it so that you can obtain a list of next audit due dates for your placements in date order.

Screen shot 4

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Add To My Dealwards					
3 2 4 Find (A) (3 of 7+ + 100% +					
Main Report					
Host	Next Audit Due Date				
BRHC DIABETES SPECIALIST TEAM	22/02/2018				
BRHC HAEMATOLOGY/ONCOLOGY/CLIC TEAM	21/11/2017				
BRHC METABOLIC CNS TEAM	28/04/2017				
BRHC PAEDIATRIC COMMUNITY TEAM	21/11/2017				
BRHC PAEDIATRIC EMERGENCY DEPARTMENT	22/11/2017				
BRHC PAEDIATRIC INTENSIVE CARE UNIT	23/11/2017				
BRHC PAEDIATRIC ONCOLOGY DAY BEDS	03/11/2017				
BRHC PAEDIATRIC THEATRES	06/12/2017				
BRHC RENAL SPECIALIST TEAM	19/01/2018	Export			
BRHC RESPIRATORY/DERM/GASTRO CNS TEAM	06/04/2018				
BRHC STOMA AND UROLOGY SPECIALIST NURSES	25/01/2018	File Format:			
BRHC WARD 30	18/01/2018	Microsoft Excel (97-2003) Data-Only			
BRHC WARD 31	22/11/2017	Page Range: _			
BRHC WARD 32	21/11/2017	All Pages			
BRHC WARD 33	21/11/2017	Select Pages			
BRHC WARD 34	06/12/2017	Prom:			
BRHC WARD 35	14/12/2017	To:			
BRHC WARD 36	23/12/2017				
BRHC WARD 37	21/11/2017				
BRHC WARD 38	23/11/2017	2 Export			
BRHC WOMEN AND CHILDRENS RESEARCH NURSE TEAM	21/02/2018				
BRI A600 - ITU	23/11/2017				
BRI ADULT NURSING - MSRU (MEDICAL/SURGICAL RESEARCH UNIT)	22/06/2018				
BRICICU	01/12/2017				
BRI DERMATOLOGY OUTPATIENTS - A520	21/11/2017				
BRI HEY GROVES THEATRES - A608	22/11/2017				
BRI RHEUMATOLOGY OUTPATIENT DEPARTMENT	06/03/2018				
BRI WARD A217 (INTERVENTIONAL RADIOLOGY)	16/12/2017				
BRI WARD A221 (RESP/CE/LUNG CANCER CNS TEAM)	23/11/2017				
BRI WARD A300	06/12/2017				
BRI WARD A307 (ADULT ED)	16/01/2018				
BRI WARD A312 TRAUMA AND ORTHOPAEDIC	28/02/2018				
000000000000000000000000000000000000000	21/11/2017				