ARC Reports Guide

Academic Year 2020/21



Last updated on July 20

Contents

Introduction	3
Accessing reports	4
New & Existing student allocations report	5
Complete placement duration dates report	7
Exporting report data to other applications	9

N.B. Please consider the environment before printing this guide; it is constantly reviewed and the latest version is always available to view on Practice Support Net (PSNET): https://www1.uwe.ac.uk/students/practicesupportnet.aspx

Introduction

It is recommended to view current student allocation information using the **Students** tab option in ARC. Due to the volume of data held within the application, running a report uses more system resources and can therefore takes a significant time interval to run, depending on the volume of demand from other users.

There are two reports available and both can be selected to report data either for the placement from which the report is being requested or for all the placements to which a user has access to.

Reports can be run both in View and Edit mode.

Report Name

New & Existing student allocations	Indicated by colour code, shows students newly allocated to a placement and students already on placement. Other information includes placement capacity, students new to the organisation and those on a retrieval placement. Use this report on receipt of an automatic email indicating students have been allocated (or changes have taken place) to this placement.
Complete placement duration dates	Shows the full start and end dates for all students on placement during the date range specified. Other information includes students on retrieval, new to the Trust (organisation) and resuming practice after having intermitted their studies.

Both reports can be exported to other applications e.g. Microsoft Excel, where the user can manipulate data and amend the format.

Accessing reports

1. Click on the Reports tab on the menu bar (Fig 1)

Bristol West of England			Hosts	Mentors/Educa	tors set up	Change Password	Help	Log Out	
Host Name	AWAITING PLACEMENT	ETAILS							Fig 1
Current Sequence	4	Last Updated	13/01/	2017					0
Trust Info Placement I	nfo Learning Opps Studer	ts Mentors/Educator	s Audit Tra	cking PEP Log	Documents	Audit Configuration	Reports	1	
Choose Report Source	 Run report for selected P Run report for all user's F Run report for all PEPs in 	EP EPs current search							
To access a PEP Report -	Click on the report name. A new w	ndow will open and from	there you can v	iew the data or choos	e to export or pr	int it.			
General									
01 New & Existing student a	allocations	Shows students ner students already on email notification th placement	wly allocated to placement. Ent at students have	placement alongside er the start date as p e been allocated to th	er the e				
02 Complete placement dur	ation dates	Shows the full start	and end dates f	or all students on					
Audit Action Plan's by Trust		Lists all audit action	plan's by trust f	or export to excel (P	lease				
Audit Clusters List		When running this r	eport please us	e the All Users PEP's					
Full PEP Report		option Full PEP Report							
Hosts Next Audit Due Date		Lists all users hosts	with the next a	udit due date (Please	e use				

2. View available report sources options and the existing reports listed in the General section (Fig 2)

Bristol West of England	Hosts Mentors/Edu	cators set up Change Pas	ssword Help	Log Out
Host Name AWAITING PLACEMENT DETAI	ILS			Fig 2
Current Sequence 4	Last Updated 13/01/2017			1.8 2
Trust Info Placement Info Learning Opps Students	Mentors/Educators Audit Tracking PEP Log	Documents Audit Configu	ration Reports	
Choose Report Source Run report for selected PEP Run report for all user's PEPs Run report for all PEPs in current Run report for all PEPs in current Run report for all PEPs in current Run report for all PEPs in current Run report for all PEPs i	nt search			
To access a PEP Report - Click on the report name. A new window w	will open and from there you can view the data or cho	oose to export or print it.		
General 2				
01 New & Existing student allocations S	Shows students newly allocated to placement alongsis students already on placement. Enter the start date as smail notification that students have been allocated to	te ; per the the		
02 Complete placement duration dates S p	pacement. Shows the full start and end dates for all students on placement during the date range specified by the user			
Audit Action Plan's by Trust	ists all audit action plan's by trust for export to excel ise "Run report for all user's audit's" option)	Please		
Audit Clusters List V	When running this report please use the All Users PEI option	³⁷ S		
Hosts Next Audit Due Date	ull PEP Report ists all users hosts with the next audit due date (Plea	ise use		

New & Existing student allocations report

- 1. Choose Report Source:
 - Select **Run report for selected PEP** to report information for the placement from which the report is being run
 - Select **Run report for all User's PEPs** to report information for <u>all</u> the placements the user can access
- 2. Click on the New & Existing student allocations report
- 3. Enter the start date provided in the automatic email alert received then click on the calendar icon and use the arrow keys to move through the months and years. Once the required date is selected click on the **OK** button. (Fig 3)
- 4. Enter the end date, typically 12 weeks from start date, but note there may be holiday periods which extend this date. Once the required date is selected click on the **OK** button.
- 5. Click on the **OK** button close the Enter Values popup window to run the report.
- 6. Please consider the environment before choosing to print the document.
 - The report results can be viewed on the screen (Fig 4)
 - New student allocations are denoted in green
 - Continuous student allocations are denoted in blue
 - RS = Student is returning to practice after having intermitted their programme of study
 - NT = Student is new to this Trust/Organisation
 - R within the coloured box indicates this is a 'retrieval' (additional) placement to achieve specific learning objectives.



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Students Total 3 7	Placement	Capa	city Intake	Surname	Forename	RS N	T 21/4/14	28/4/14	5/5/14	12/5/14	19/5/14	26/5/14	2/6/14	9/6/14	16/6/14	23/6/14	30/6/14
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			26	Harding Marks	Natasha Lauren		r										

Complete placement duration dates report

- 1. Choose Report Source:
 - Select **Run report for selected PEP** to report information for the placement from which the report is being run
 - Select **Run report for all User's PEPs** to report information for <u>all</u> the placements the user can access
- 2. Click on the Complete placement duration dates report
- 3. Enter the start date provided in the automatic email alert received then click on the calendar icon and use the arrow keys to move through the months and years. Once the required date is selected click on the **OK** button. (Fig 3)
- 4. Enter the end date for the period in which you want the system to report.
- 5. Click on the **OK** button to run the report
- 6. Please consider the environment before choosing to print the document.
 - The report results can be viewed on the screen (Fig 5 and Fig 6)
 - All allocations that are in place for a minimum of 1 day for the time period selected in steps 3 and 4 above will be on the report
 - RS = Student is returning to practice after having intermitted their programme of study
 - NT = Student is new to this Trust/Organisation
 - R within the coloured box indicates this is a 'retrieval' (additional) placement to achieve specific learning objectives.



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BRISTO	University of the Summary Report 2 - Including date range West of England Student Allocations between 09/03/2014 and 31/07/2014	
	at UNIVERSITY HOSPITALS BRISTOL NHS FOUNDATION TRUST	
Placement BCH CIU & OPI	Capacity Intake Surname Forename RS NT 13/1/14 20/1/14 21/1/14 3/2/14 10/2/14 2/3/2/14 3/3/14 10/3/14 19/3/14	
18/02/2015	KEY: RS- Returning Student NT- New to Trust Y - Yes Student Allocations Student Allocations -(Retrieval of Practice)	Fig 6
	University of the Summary Report 2 - Including date range	
BRISTOL	Student Allocations between 09/03/2014 and 31/07/2014	
	at UNIVERSITY HOSPITALS BRISTOL NHS FOUNDATION TRUST	
BCH CIU & OPD	Zel5/14 2/6/14 9/6/14 16/6/14 2/0/14 9/6/14 10/6/14 2/0/14 9/6/14 10/6/14 2/0/14 9/6/14 10/6/14 2/0/14 9/6/14 10/6/14 2/0/14 9/6/14 10/6/14 2/0/14 9/6/14 10/6/14 2/0/14 10/6/14 1/14 1/1	

18/02/2015	KEY: RS- Returning Student NT- New to Trust	Y-Yes	Student Allocations Student Allocations -(Retrieval of Practice)	Page 1 of
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Exporting report data to other applications

If you choose to export the data from any report to another application:

- 1. Click on the **blue icon** 📥 representing the export function (Fig 7)
- 2. Select from the drop-down list the file format you require listed below:
 - .pdf
 - Microsoft Excel (97-2003); Microsoft Excel (97-2003) Data Only; Microsoft Excel Workbook Data-only
 - Microsoft Word (97-2003); Microsoft Word (97-2003) Editable
 - Rich Text Format (RTF); Character Separated Values (CSV); XML

N.B. NO SUPPORT IS PROVIDED FOR THE USE OF THESE APPLICATIONS BY UWE BRISTOL

Main Report		
BRISTOL	University of the West of England 1 Total Capacity Intake Sumame Forename RS NT	
	Export Z File Format:	
17/02/2015	KEY: RS-Returning Student New Student Allocations R NT New to Trust Continuous Student Allocations R .Y- Yes Page 1	of 1