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



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

| | England Area A | udit Tool | | | | Home Log | Out |
|--|-------------------------------------|---|---|--|--|-------------------|-----|
| RISTOL | | | | | | | |
| | Name of placement | | | | | | |
| L | mame or pracement | <u> </u> | | | | | |
| Live Audit Sequen | ce: 4 | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Introduction | 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 | Log Time | | |
| Introduction Details Standards Mentors Capacity Declarations | Audit Logs Sequence Id 4 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 | 3 |
| 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 | |

- 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

| 3 | | Find | ₩ 🕞 🖗 1 of 1+ 🔹 100% 🔹 |
|----|---|---|---------------------------------|
| E: | M | ain Report | |
| | Г | | |
| | | Host: | Name of placement |
| | | Sequence: 4 | |
| | | Audit Details | |
| | | Organisation | These details will be completed |
| | | Placement name | |
| | | Placement Address | |
| | | | |
| | | Telephone number | |
| | | Email address | |
| | | Next Audit Date | 09/12/2016 |
| | | Are there any concerns regarding the CQC/Ofsted report that you are aware of? | |

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

Fig 4 Export Audit report

| 📇 🐧 📥 🛛 Find (| 1 of 1+ • 100% • | | |
|--|---|----------------------------|--|
| Main Report | | | |
| Host: Name Sequence: 4 <u>Audit Details</u> Organisation | of placement These details will be completed | | |
| Placement name | | | |
| Placement Address | | Export × File Format: | |
| Telephone number Email address | | All Pages Select Pages | |
| Next Audit Date Are there any concerns regarding the CQC/Ofsted report that you are aware of? | 09/12/2016 | From: To: 5 Export | |

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