

ARC Reports Guide

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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)

The screenshot shows the top navigation bar with the Bristol West of England logo and several menu items: Hosts, Mentors/Educators set up, Change Password, Help, and Log Out. Below this is a section titled 'AWAITING PLACEMENT DETAILS' with fields for Host Name, Current Sequence (4), and Last Updated (13/01/2017). A horizontal menu bar contains various tabs, with 'Reports' highlighted by a red box and an arrow labeled '1'. Below the menu bar, there is a 'Choose Report Source' section with three radio button options: 'Run report for selected PEP' (selected), 'Run report for all user's PEPs', and 'Run report for all PEPs in current search'. At the bottom, a blue banner provides instructions on how to access a PEP Report.

Fig 1

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

This screenshot shows the same interface as Fig 1, but with the 'General' section expanded. A red box labeled '2' with an arrow points to the 'General' header. The 'Choose Report Source' section is also visible, with a red box labeled '1' and an arrow pointing to the 'Run report for selected PEP' option. The 'General' section lists several report categories with descriptions: '01 New & Existing student allocations', '02 Complete placement duration dates', 'Audit Action Plan's by Trust', 'Audit Clusters List', 'Full PEP Report', and 'Hosts Next Audit Due Date'.

Fig 2

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 all 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.

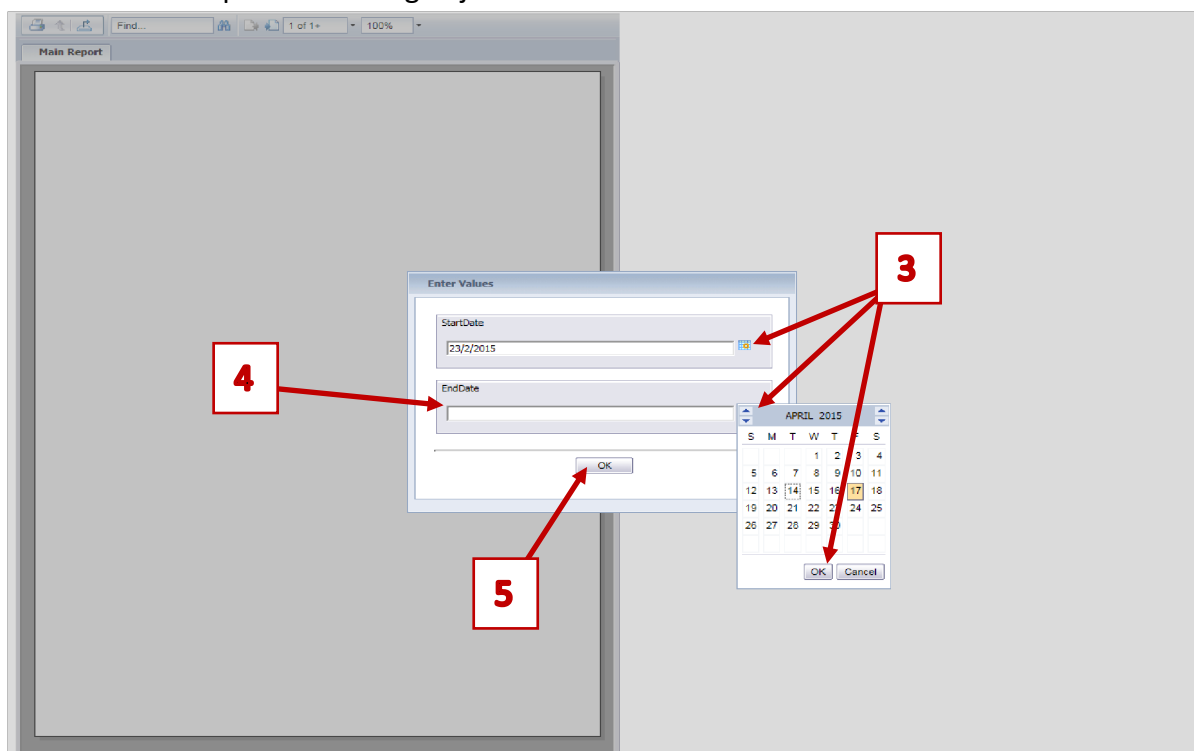


Fig 3

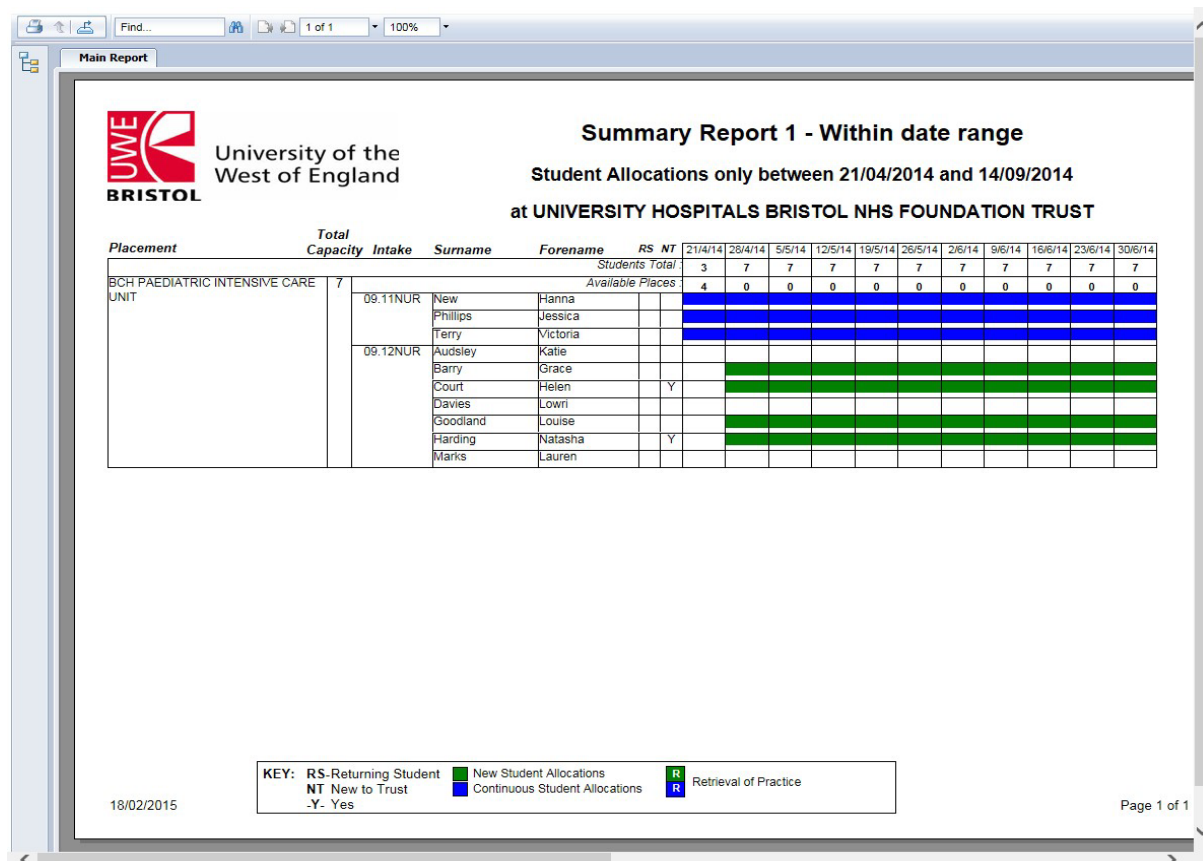


Fig 4

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 all 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.

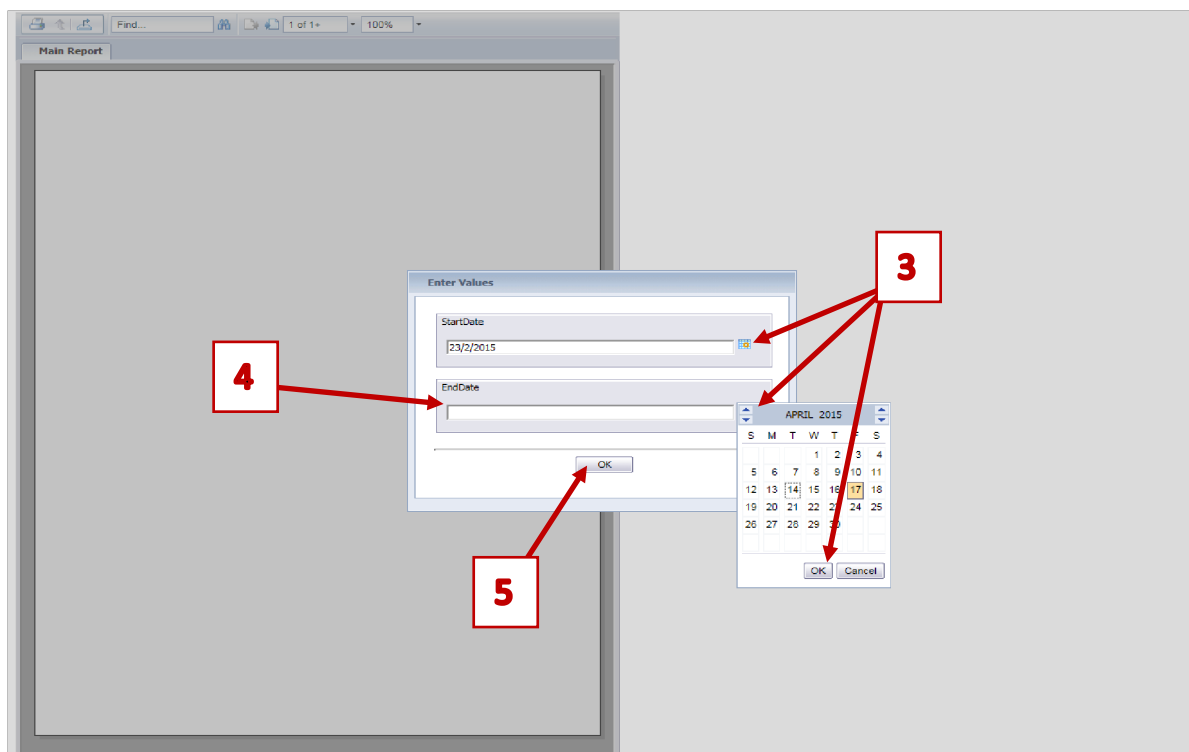


Fig 3

Fig 5



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Summary Report 2 - Including date range

Student Allocations between 09/03/2014 and 31/07/2014

at UNIVERSITY HOSPITALS BRISTOL NHS FOUNDATION TRUST

Placement	Total Capacity	Intake	Surname	Forename	RS	NT	13/1/14	20/1/14	27/1/14	3/2/14	10/2/14	17/2/14	24/2/14	3/3/14	10/3/14	19/5/14
BCH CIU & OPD	2	09.13CHILD	Students Total			2	2	2	2	2	2	2	2	2	2	1
			Available Places			0	0	0	0	0	0	0	0	0	0	1
			Azzopardi	Terry		Y										
			Behn	Amy		Y										
			Nicholls	Ashleigh		Y										

18/02/2015

KEY: RS- Returning Student NT- New to Trust Y - Yes Student Allocations Student Allocations -(Retrieval of Practice)

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Fig 6



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Summary Report 2 - Including date range

Student Allocations between 09/03/2014 and 31/07/2014

at UNIVERSITY HOSPITALS BRISTOL NHS FOUNDATION TRUST

						26/5/14	2/6/14	9/6/14	16/6/14	23/6/14	30/6/14	7/7/14	14/7/14
Students Total						1	1	1	1	1	1	1	1
Available Places						1	1	1	1	1	1	1	1
BCH CIU & OPD	2	09.13CHILD	Azzopardi	Terry	Y								
			Behn	Amy	Y								
			Nicholls	Ashleigh	Y								


18/02/2015

KEY: RS- Returning Student NT- New to Trust Y - Yes Student Allocations Student Allocations -(Retrieval of Practice)

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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

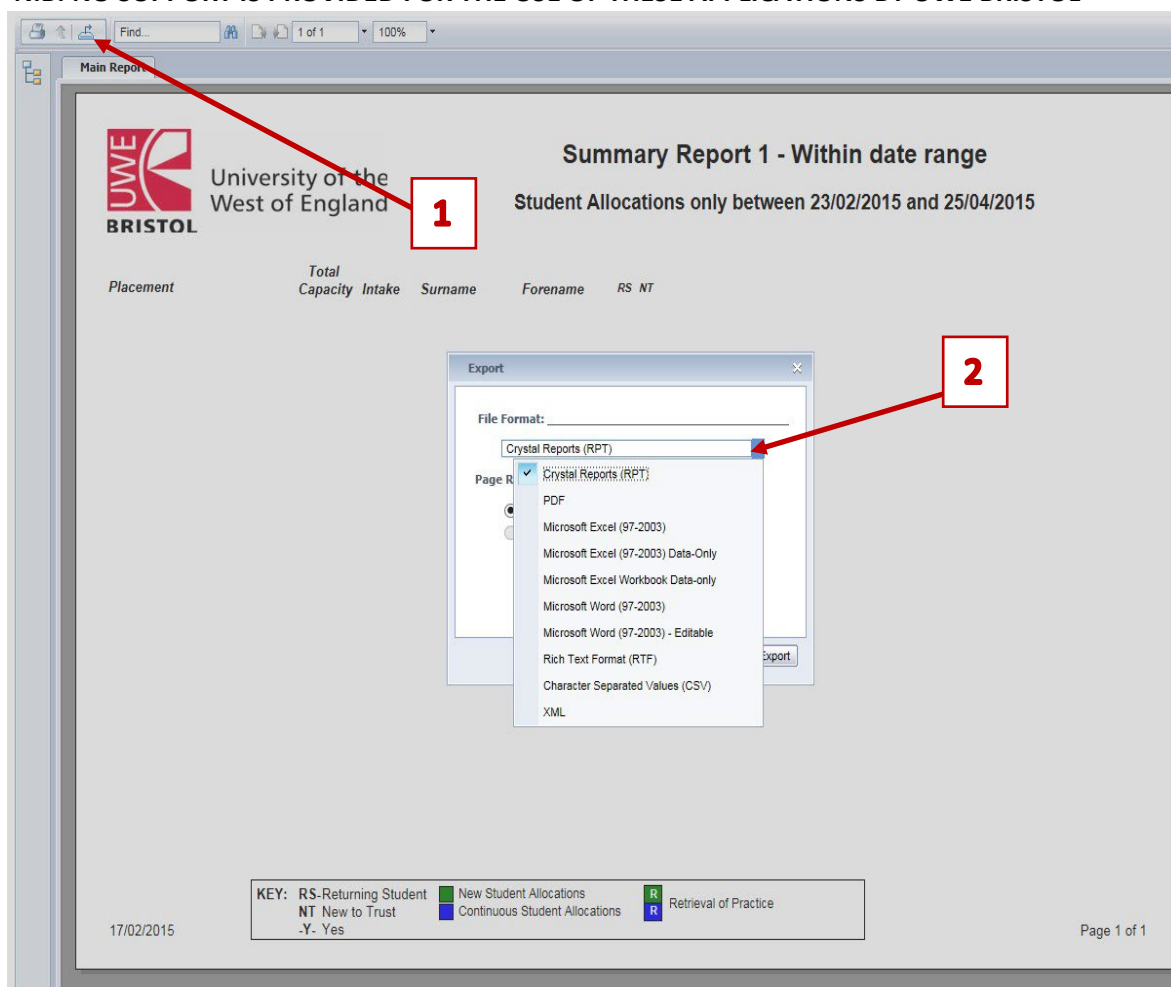


Fig 7