

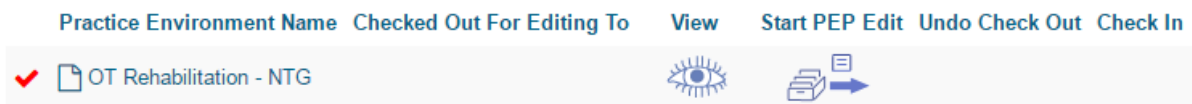
HOW-TO... download a report showing your student allocation (single host)

Please note that this guide shows you how to create and download a report showing your student allocation – if you simply wish to view the live information through PEP, [follow this guide instead](#).

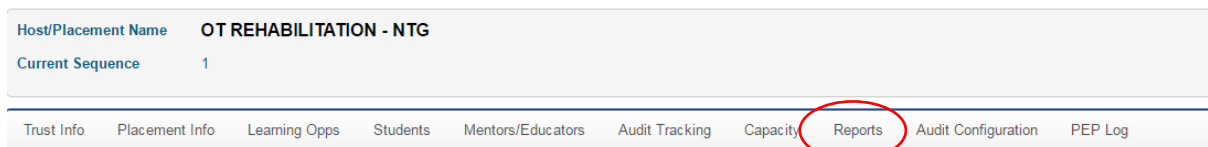
Please also note that this guide shows you how to create report **for a single service area**. If you have responsibility for/access to more than one service's profile on PEP and want to see a collated report showing allocations to all of your services, please follow this guide.

To create and save a report showing your current allocation, please follow these steps:

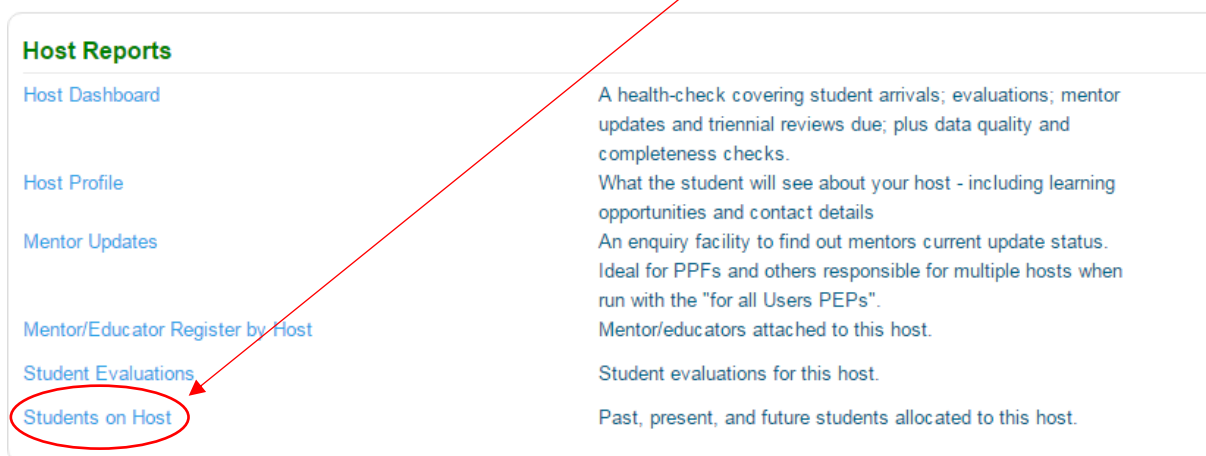
1. Log into PEP – you should see a list of the services you are responsible for beneath the search box. If you need further assistance logging into the system, [please follow this guide](#).
2. Choose the relevant service from the list and click on the eye symbol – see below example:



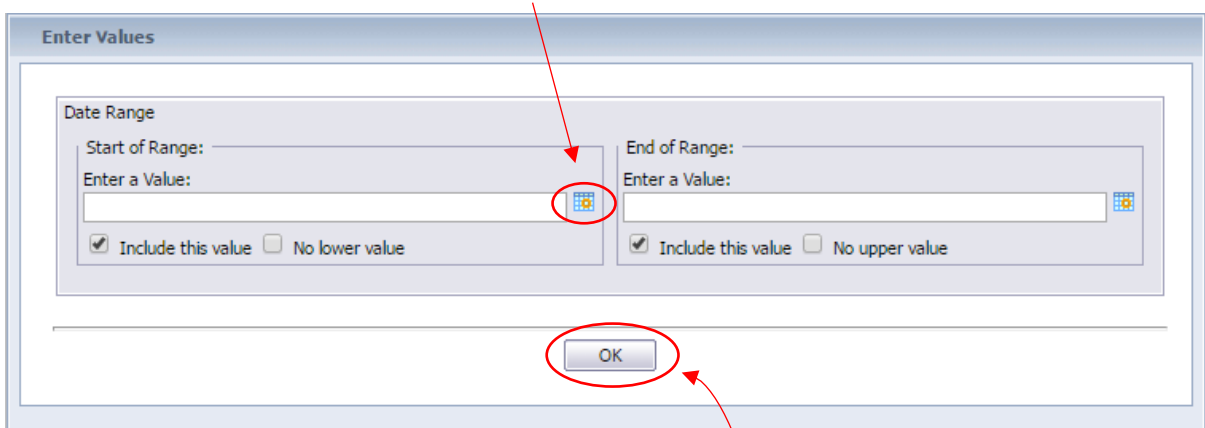
3. You should now be in your service's profile and will be able to see a menu running left to right across the page:



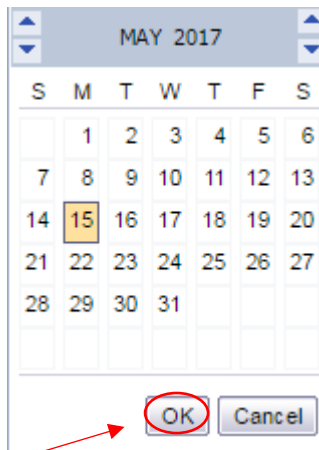
4. Click on the 'reports' link within the menu
5. You will now see the reports menu – select 'students on host':



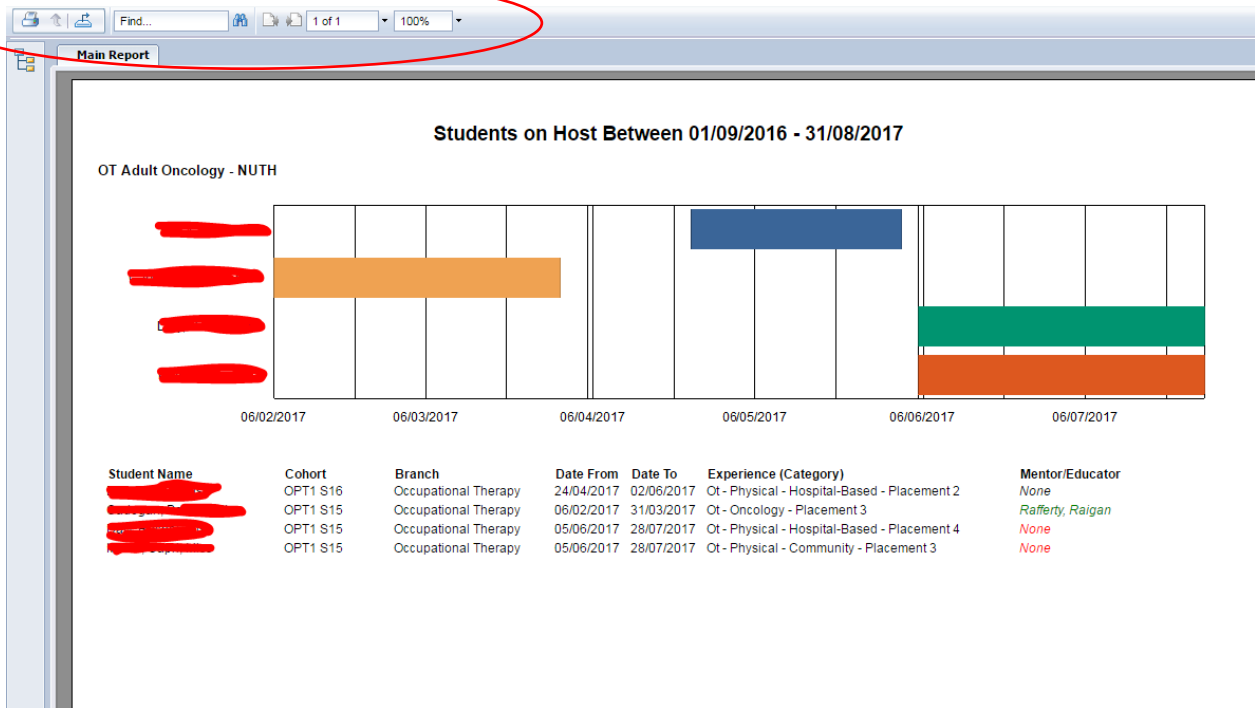
6. A box will open – you now need to enter the dates between which you wish to report to look for allocations. Click on the calendar icon (you will need to perform steps 7 & 8 for the start and end of the date range):



7. A calendar will appear – use the arrows to cycle through the months (left-hand arrow) and years (right-hand arrow):



8. Click 'OK'
9. Once start and end dates have been entered, click 'OK'
10. Your report will now be produced – see the example on the next page (please note that the names of the students have been obscured)



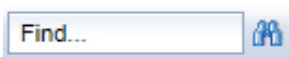
Along the top of the report, you will find a number of icons – please see below for explanation:



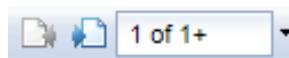
Print – click to print a copy of the report



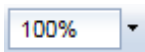
Save – click to save a copy of the report, then select the format you wish to select (PDF or Word are recommended)



Find – if you're looking for a specific word within the document, type it here and click on the binoculars.



Page selection – use the pages with the left and right arrows to cycle through the report – please note that this report should have only one page



Zoom – click to increase or decrease the size of the font.