HOW-TO… download a report showing your student allocation (multiple hosts)

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 **a collated report showing allocations for more than one service area** and so is intended only for those PEP users with responsibility for/access to more than one service's profile on PEP.

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 any service from the list and click on the eye symbol – see below example:

3. You should now be in one of your services' profiles and will be able to see a menu running left to right across the page:
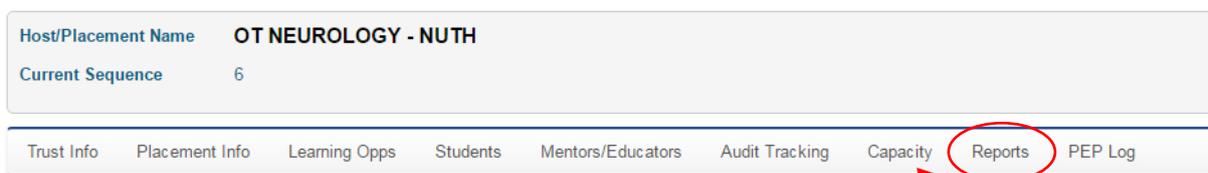
4. Click on the 'reports' link within the menu

5. You will now see the reports menu. First, ensure that you select 'Run report for all user's PEPs'
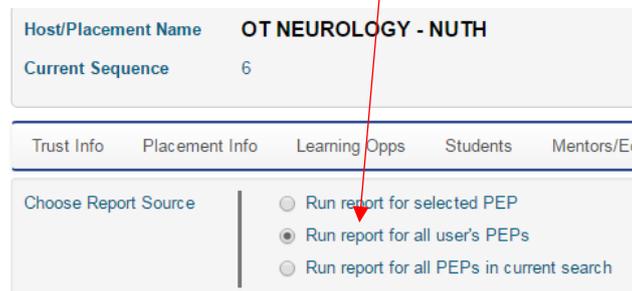
6. Now select 'multi-host students on host' – this can be found in the second block of reports, under the heading 'multi-host reports – best run 'for all users PEPs':

Host Reports

Host Dashboard	A health-check covering student arrivals; evaluations; mentor updates and triennial reviews due; plus data quality and completeness checks.
Host Profile	What the student will see about your host - including learning opportunities and contact details
Mentor Updates	An enquiry facility to find out mentors current update status. Ideal for PPFs and others responsible for multiple hosts when run with the "for all Users PEPs".
Mentor/Educator Register by Host	Mentor/educators attached to this host.
Student Evaluations	Student evaluations for this host.
Students on Host	Past, present, and future students allocated to this host.

Multi-Host Reports - best run "for all Users PEPs"

Mentor Readiness	Shows those mentors who will need an update where the mentor has been assigned to a student in the next 90 days.
Mentors to be Deactivated	A list of mentors that have not updated one year and one month after their last update and therefore need to be deactivated.
Multi-Host Audit Status	Shows the date of the last audit completed online and the date set for the next audit. Selectable by trust wildcard.
Multi-Host Dashboard	A health-check including mentor capacity; host managers; and profile completeness checks. Select only the panels you require to reduce run times. Best run "for all Users PEPs"
Multi-host Student Evaluations	Consolidates responses for multiple hosts into a single report for each trust. Ideal for PPFs and others responsible for multiple hosts when run with the "for all Users PEPs".
Multi-host Students on Host	Student allocations with options to select by intake, category, host, trust, or student surname; includes wildcards e.g. *S12, Phi*ps*. Best run "for all Users PEPs".

7. A box will open – you now need to make a number of selections which dictate what information the report will show – please see below for an explanation of each field.

- *Group by Trust* – please select 'True'
- *Enter Group* – please indicate how you would like the report to be ordered; you can choose from:
    - *Intake* – allocations will be listed by student intakes
    - *Host* – allocations will be listed by host **we suggest you select this option**
    - *Category* – allocations will be listed by placement category
- *Placements starting between* – the date range you select will dictate which placements the report includes – select the dates by clicking on the calendar icon.

A calendar will appear – use the arrows to cycle through the months (left-hand arrow) and years (right-hand arrow). Once you have selected the desired date, click 'OK'.

You will need to do this for both the 'start of range' and the 'end of range'.
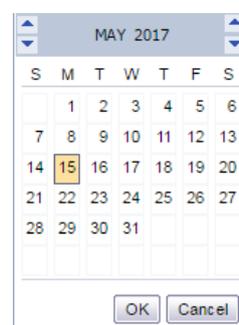
- *Enter intake/category/host/trust/student* – leave all fields blank
- Click 'OK'

8. Your report will now be produced – see the example below (please note that the names of the students have been obscured)
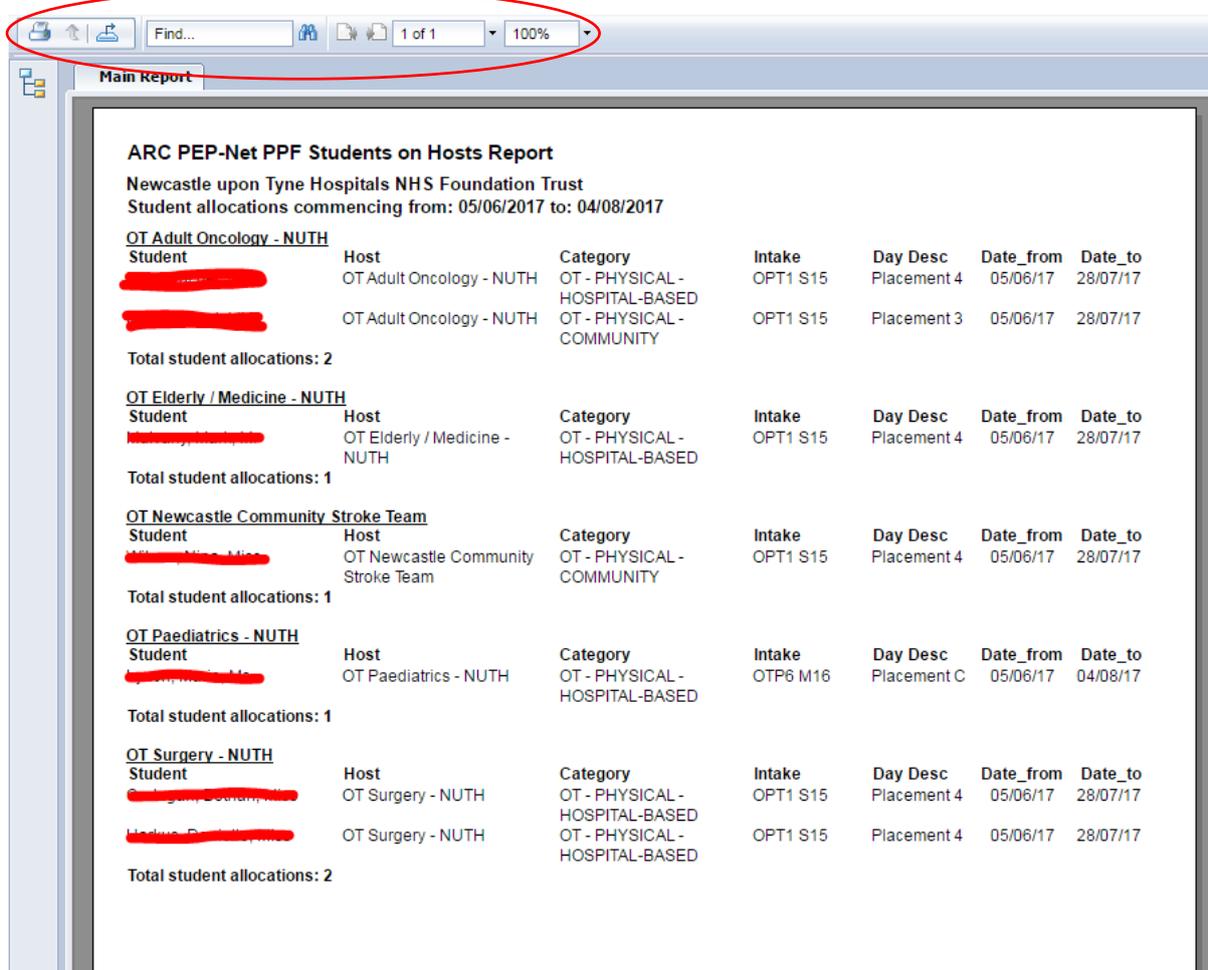
Along the top of the report, you will find a number of icons – please see below for explanation:
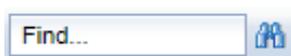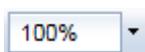
Icon	Description
(print icon)	Print – click to print a copy of the report
(save icon)	Save – click to save a copy of the report, then select the format you wish to select (PDF or Word are recommended)
(find icon)	Find – if you're looking for a specific word within the document, type it here and click on the binoculars.
(page selection icon)	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 icon)	Zoom – click to increase or decrease the size of the font.