

## 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, <u>follow this guide instead</u>.

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, <u>please follow this guide</u>.
- 2. Choose any service from the list and click on the eye symbol see below example:

Practice Environment Name Checked Out For Editing To	View	Start PEP Edit Undo Check Out Check In
OT Rehabilitation - NTG		

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:

Current Sequence   6     Trust Info   Placement Info   Learning Opps   Students   Mentors/Educators   Audit Tracking   Capacity   Reports   PEP Log	Host/Placem	ent Name	OT NEUROLOGY	NUTH					
Trust Info Placement Info Learning Opps Students Mentors/Educators Audit Tracking Capacity Reports PEP Log	Current Seq	uence	6						
Trust Info Placement Info Learning Opps Students Mentors/Educators Audit Tracking Capacity Reports PEP Log								$\frown$	
	Trust Info	Placement I	nfo Learning Opps	Students	Mentors/Educators	Audit Tracking	Capacity	Reports	PEP Log

- 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':

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A health-check covering student arrivals; evaluations; mentor updates and triennial reviews due; plus data quality and completeness checks.
What the student will see about your host - including learning opportunities and contact details
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/educators attached to this host.
Student evaluations for this host.
Past, present, and future students allocated to this host.
PEPs" Shows those mentors who will need an update where the
A list of mentors that have not updated one year and one month after their last update and therefore need to be deactivated
Shows the date of the last audit completed online and the date set for the next audit. Selectable by trust wildcard.
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"
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"
Student allocations with options to select by intake, category, host, trust, or student surname; includes wildcards e.g. *S12,

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.



inter Values	
Group by Trust:	
	•
Enter Group:	
	T
Placements starting between:	
Start of Range:	End of Range:
Enter a Value:	Enter a Value:
Include this value U No lower value	Include Rols Value No upper value
Enter Intake (leave blank for all; use * for wildcards):	
Enter Category (leave blank for all; use * for wildcards):	
Enter Host (leave blank for all; use * for wildcards):	
Fater Truck (Inc. a black for all user * for utilized).	
Enter Trust (leave blank for all; use ~ for wildcards):	
	X
Enter Student Surname (leave blank for all; use * for wildcards	5):
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- 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)

ARC PEP-Net PPF St	udents on Hosts Repor	t				
Newcastle upon Tyne He Student allocations com	ospitals NHS Foundation T mencing from: 05/06/2017	rust to: 04/08/2017				
OT Adult Oncology - NUTH						
Student	Host OT Adult Oncology - NUTH	Category OT - PHYSICAL -	Intake OPT1 S15	Day Desc Placement 4	Date_from 05/06/17	Date_to 28/07/17
	OT Adult Oncology - NUTH	OT - PHYSICAL - COMMUNITY	OPT1 S15	Placement 3	05/06/17	28/07/17
Total student allocations: 2	2					
OT Elderly / Medicine - NU	[H	Catagory	Intoko	Day Daga	Data from	Data ta
Mainen, Maininia	OT Elderly / Medicine -	OT - PHYSICAL - HOSPITAL -BASED	OPT1 S15	Placement 4	05/06/17	28/07/17
Total student allocations:						
OT Newcastle Community Student	Stroke Team Host	Category	Intake	Day Desc	Date from	Date to
differentias Miss	OT Newcastle Community Stroke Team	OT - PHYSICAL - COMMUNITY	OPT1 S15	Placement 4	05/06/17	28/07/17
Total student allocations:	I					
OT Paediatrics - NUTH Student	Host	Category	Intake	Day Desc	Date_from	Date_to
	OT Paediatrics - NUTH	OT - PHYSICAL - HOSPITAL-BASED	OTP6 M16	Placement C	05/06/17	04/08/17
Total student allocations:	I					
OT Surgery - NUTH Student	Host	Category	Intake	Day Desc	Date_from	Date to
Carlegany Country Miles	OT Surgery - NUTH	OT - PHYSICAL - HOSPITAL-BASED	OPT1 S15	Placement 4	05/06/17	28/07/17
Hadwo Contaile, Illino	OT Surgery - NUTH	OT - PHYSICAL - HOSPITAL-BASED	OPT1 S15	Placement 4	05/06/17	28/07/17
Total student allocations:	2					

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

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-+	

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.