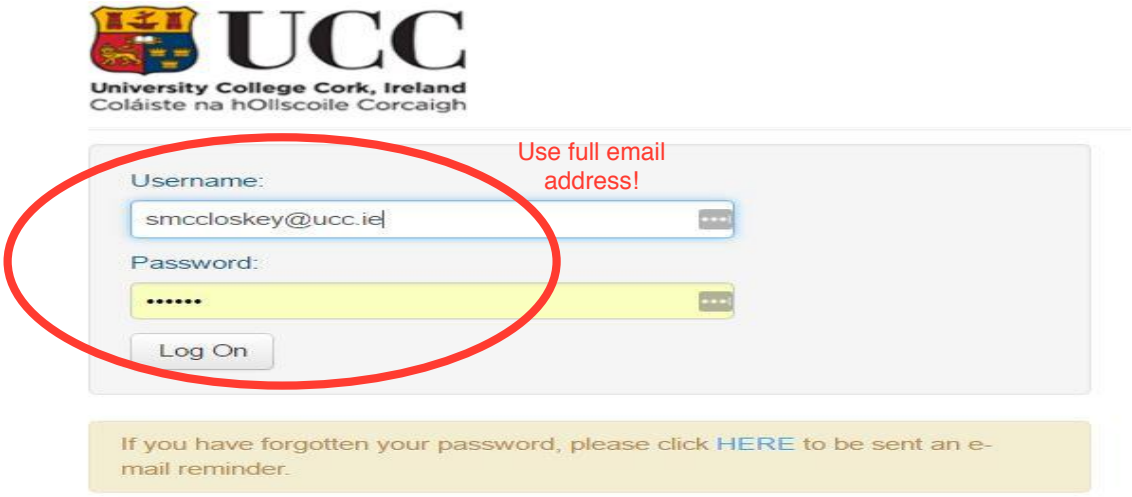
Please use the following instructions to access details

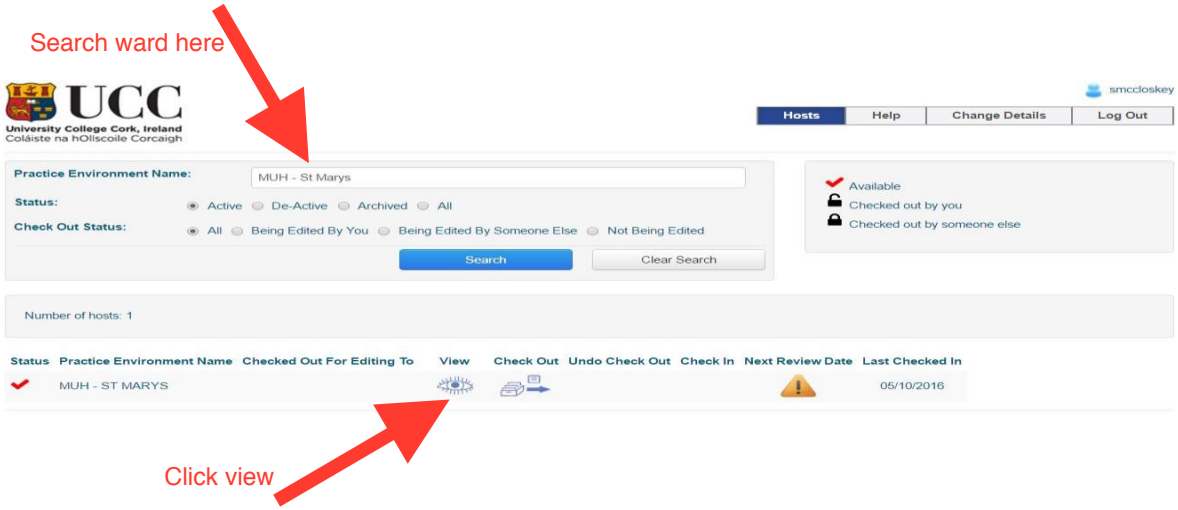
for the students on placement in your link area/s

Click ‘Link Lecturers (ARC)’

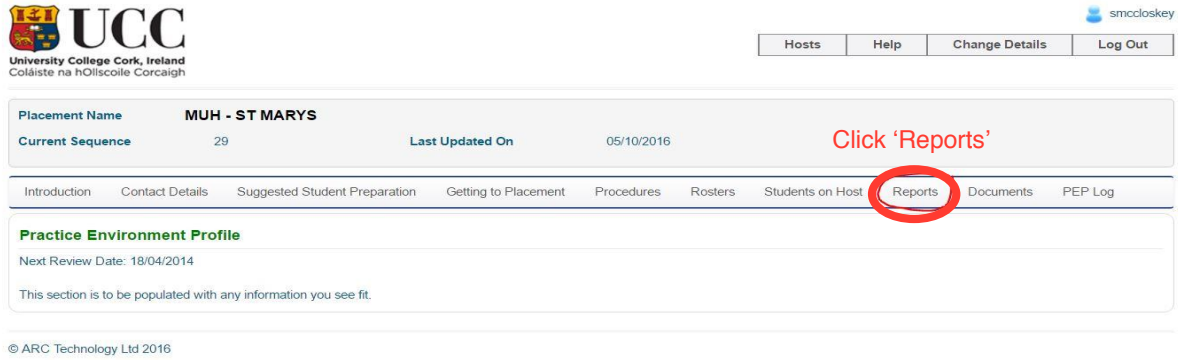
Log in with your UCC email and your assigned password



Search for and view any of your link areas:



Select ‘reports’ tab from the menu bar:

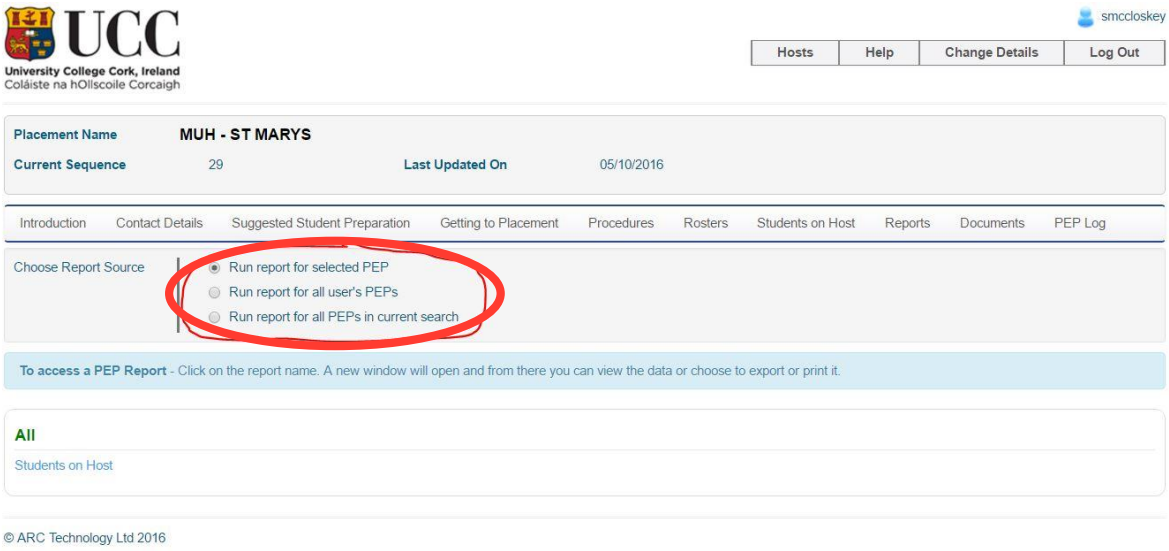


Select either:

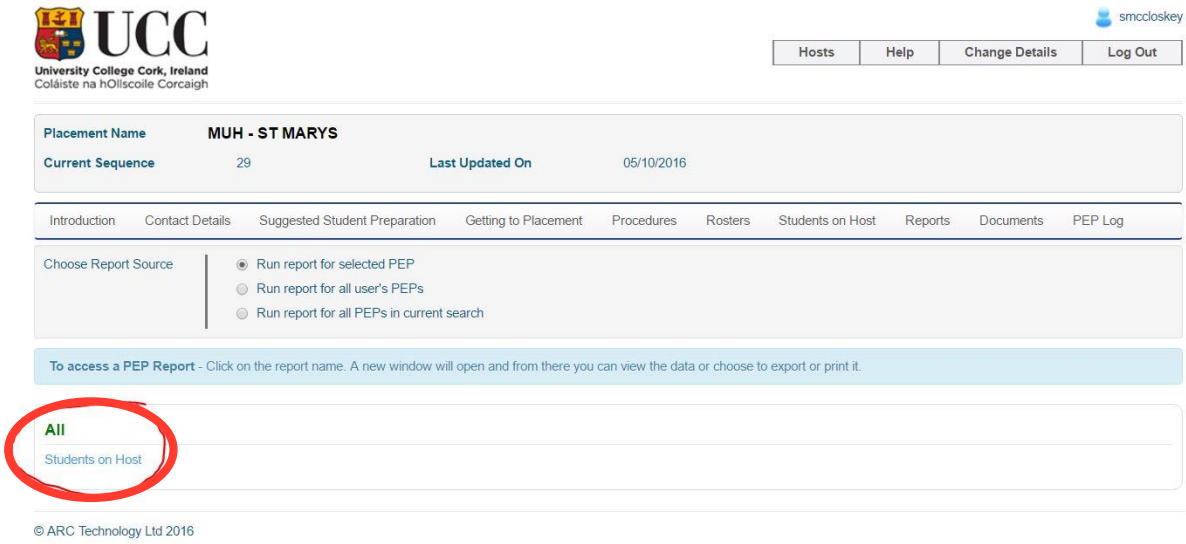
Run report for select PEP – to run the report for just a single link area (e.g. St Mary’s in the case below)

Run report for a user PEP’s – to run the report for ‘All’ your link areas

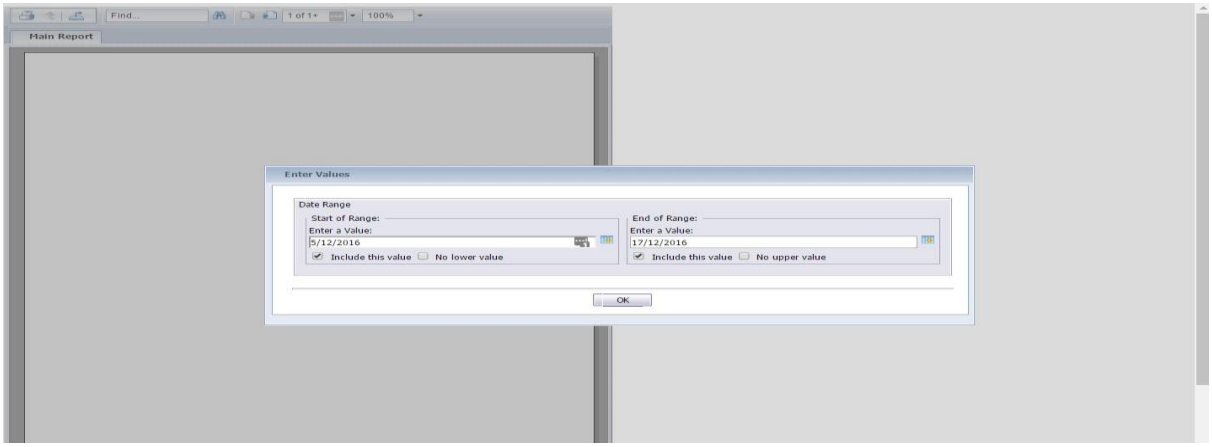
Run report for all user PEP’s in current search – for example if you initially searched ‘MUH’ the report will run for all those areas



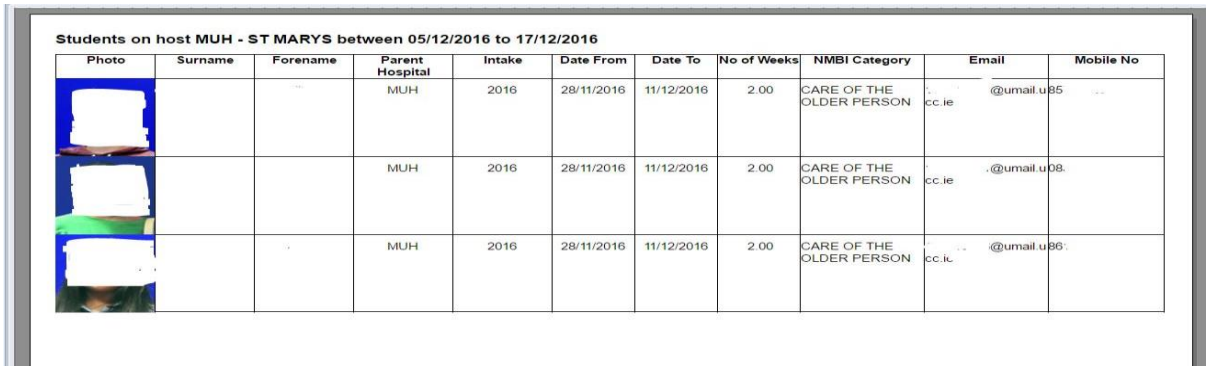
Then select the report ‘Students on Host’:



Choose the dates from and to you want the report to cover and click ‘OK’:



You should see a report like this – (some details on this example have been blanked out). You can print the report as required



Students on host MUH - ST MARYS between 05/12/2016 to 17/12/2016

Photo	Surname	Forename	Parent Hospital	Intake	Date From	Date To	No of Weeks	NMBI Category	Email	Mobile No
			MUH	2016	28/11/2016	11/12/2016	2.00	CARE OF THE OLDER PERSON	@umail.u	85
			MUH	2016	28/11/2016	11/12/2016	2.00	CARE OF THE OLDER PERSON	.@umail.u	08
			MUH	2016	28/11/2016	11/12/2016	2.00	CARE OF THE OLDER PERSON	@umail.u	86