

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



Use full email address!

Username:
smccloskey@ucc.ie

Password:
.....

Log On

If you have forgotten your password, please click [HERE](#) to be sent an e-mail reminder.

Search for and view any of your link areas:

Search ward here

UCC University College Cork, Ireland

smccloskey

Hosts Help Change Details Log Out

Practice Environment Name: MUH - St Marys

Status: Active De-Active Archived All

Check Out Status: All Being Edited By You Being Edited By Someone Else Not Being Edited

Search Clear Search

Number of hosts: 1

Status	Practice Environment Name	Checked Out For Editing To	View	Check Out	Undo Check Out	Check In	Next Review Date	Last Checked In
<input checked="" type="checkbox"/>	MUH - ST MARYS							05/10/2016

Click view

Select 'reports' tab from the menu bar:

The screenshot shows the UCC system interface. At the top left is the UCC logo (University College Cork, Ireland) and the user name 'smccloskey'. A navigation bar contains 'Hosts', 'Help', 'Change Details', and 'Log Out'. Below this is a header for 'Placement Name: MUH - ST MARYS' and 'Current Sequence: 29', with a 'Last Updated On' date of '05/10/2016'. A red circle highlights the 'Reports' tab in the menu bar, with the text 'Click 'Reports'' next to it. The main content area shows a 'Practice Environment Profile' section with a 'Next Review Date: 18/04/2014' and a note: 'This section is to be populated with any information you see fit.' The footer contains '© ARC Technology Ltd 2016'.

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

The screenshot shows the UCC system interface with the 'Reports' tab selected in the menu bar. The header for 'Placement Name: MUH - ST MARYS' and 'Current Sequence: 29' is visible. The 'Reports' tab is highlighted in the menu bar. Below the menu bar, the 'Choose Report Source' section is shown with three radio button options: 'Run report for selected PEP' (which is selected and circled in red), 'Run report for all user's PEPs', and 'Run report for all PEPs in current search'. A blue banner below this section reads: 'To access a PEP Report - Click on the report name. A new window will open and from there you can view the data or choose to export or print it.' The main content area shows a section titled 'All' with the text 'Students on Host'. The footer contains '© ARC Technology Ltd 2016'.

Then select the report 'Students on Host':

The screenshot shows the UCC (University College Cork, Ireland) system interface. At the top left is the UCC logo. At the top right, there is a user profile for 'smcloskey' and navigation buttons for 'Hosts', 'Help', 'Change Details', and 'Log Out'. The main content area displays the placement name 'MUH - ST MARYS' and the current sequence '29'. Below this is a navigation menu with options: 'Introduction', 'Contact Details', 'Suggested Student Preparation', 'Getting to Placement', 'Procedures', 'Rosters', 'Students on Host', 'Reports', 'Documents', and 'PEP Log'. A 'Choose Report Source' section contains 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'. A blue instruction bar states: 'To access a PEP Report - Click on the report name. A new window will open and from there you can view the data or choose to export or print it.' Below this, a dropdown menu is open, showing 'All' (circled in red) and 'Students on Host'.

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

The screenshot shows a 'Main Report' window with a smaller 'Enter Values' dialog box overlaid. The dialog box has a 'Date Range' section with two input fields: 'Start of Range' (with 'Enter a Value:' above it) and 'End of Range' (with 'Enter a Value:' above it). The 'Start of Range' field contains '5/12/2016' and the 'End of Range' field contains '17/12/2016'. Below each field are checkboxes for 'Include this value' (checked) and 'No lower value' (unchecked) for the start, and 'Include this value' (checked) and 'No upper value' (unchecked) for the end. An 'OK' button is at the bottom of the dialog.

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.u85	
			MUH	2016	28/11/2016	11/12/2016	2.00	CARE OF THE OLDER PERSON	@umail.u08	
			MUH	2016	28/11/2016	11/12/2016	2.00	CARE OF THE OLDER PERSON	@umail.u86	

