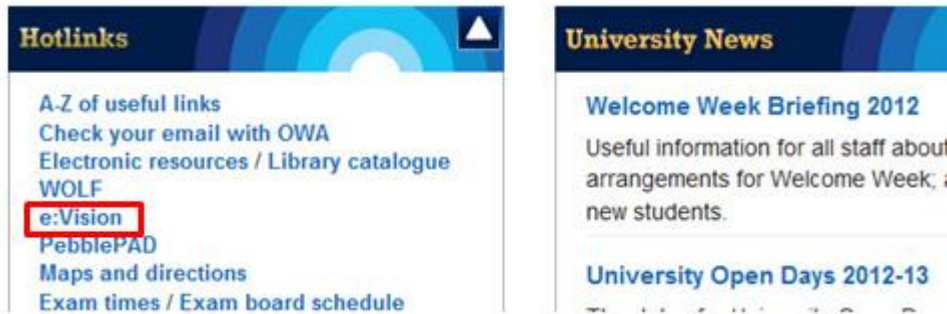


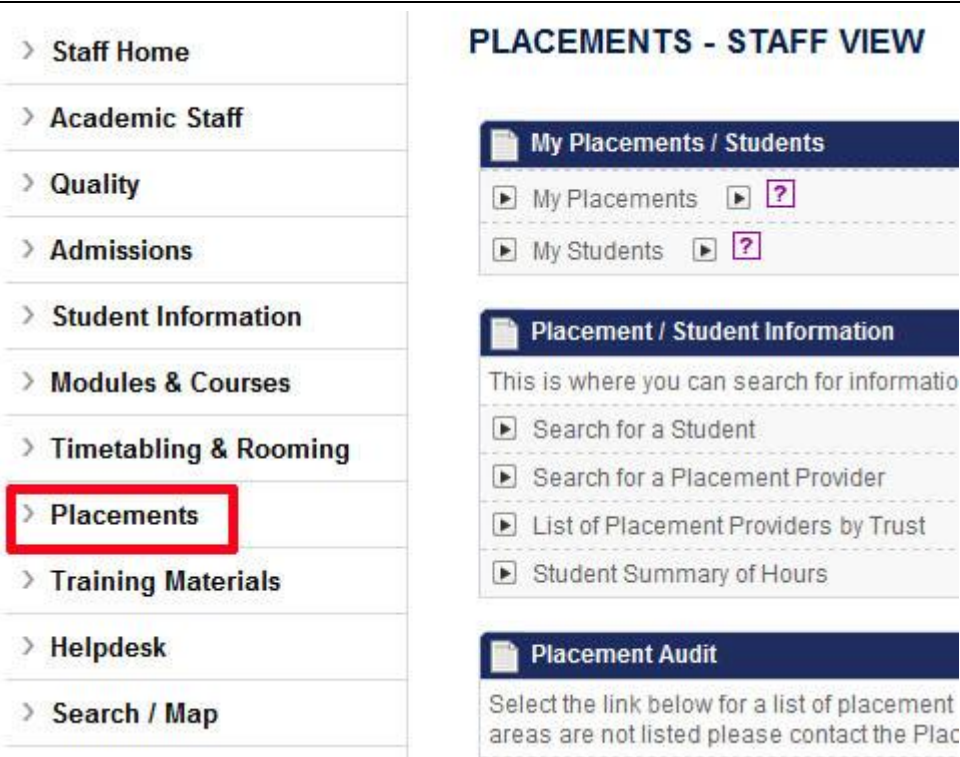
# How to access Allocation Reports from E-Vision

## 1. Log onto e-Vision (using your allocated user id which starts with NM)




The screenshot shows the e-Vision homepage. On the left, under the 'Hotlinks' header, there is a list of links: 'A-Z of useful links', 'Check your email with OWA', 'Electronic resources / Library catalogue', 'WOLF', 'e:Vision' (highlighted with a red box), 'PebblePAD', 'Maps and directions', and 'Exam times / Exam board schedule'. On the right, under the 'University News' header, there is a 'Welcome Week Briefing 2012' section with text about staff arrangements and a 'University Open Days 2012-13' section.

## 2. Go to Placements



The screenshot shows the 'PLACEMENTS - STAFF VIEW' page. On the left is a navigation menu with items like 'Staff Home', 'Academic Staff', 'Quality', 'Admissions', 'Student Information', 'Modules & Courses', 'Timetabling & Rooming', 'Placements' (highlighted with a red box), 'Training Materials', 'Helpdesk', and 'Search / Map'. The main content area has three sections: 'My Placements / Students' with links for 'My Placements' and 'My Students' (both with question mark icons); 'Placement / Student Information' with links for 'Search for a Student', 'Search for a Placement Provider', 'List of Placement Providers by Trust', and 'Student Summary of Hours'; and 'Placement Audit' with a note about placement areas not listed.

## 3. Scroll to the bottom and find Placement Allocation Report



The screenshot shows the 'Placement Allocation' section. It has a header 'Mentor / Placement Database' with links for 'New Mentor Database', 'Placement Database updated', 'Trust Reports', and 'Add / Amend Qualifications'. Below that is a section titled 'Placement Allocation' with the text 'This is where you can access the Placement Allocation report'. At the bottom, the link 'Placement Allocation Report' is highlighted with a red box.

#### 4. Complete the required fields then click on Run Process

##### Allocation Report

Please complete the report options.

Enter Start Date (dd/mm/yy)

Enter End Date (dd/mm/yy)

Enter PLP Code

Clear Fields

Run Process

#### 5. An updated date allocation report will appear

##### Allocation Report

Placement Allocation Report - NP4001 EYE INFIRMARY - WOLVERHAMPTON EYE INFIRMARY (Max No = 6)

April 2012

Student name	M/F	Cohort	Study Level	Branch	Xr	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
	F	N1110PADWW	Dip HE	AD	UO																									
	F	N1110PADWW	Dip HE	AD	UO																	X	X	X	X	X	X	X	X	X
	F	N1110PADWW	Dip HE	AD	UO																	X	X	X	X	X	X	X	X	X

May 2012

Student name	M/F	Cohort	Study Level	Branch	Xr	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
	F	N2010PADWW	Dip HE	AD	UO																					X	X	X	X	X
	F	N1110PADWW	Dip HE	AD	UO																									
	F	N1110PADWW	Dip HE	AD	UO	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	F	N1110PADWW	Dip HE	AD	UO	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	F	N1110PADWW	Dip HE	AD	UO	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	F	N2110DADWW			UO																X	X	X	X	X	X				

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X Activity

Monday of week commencing