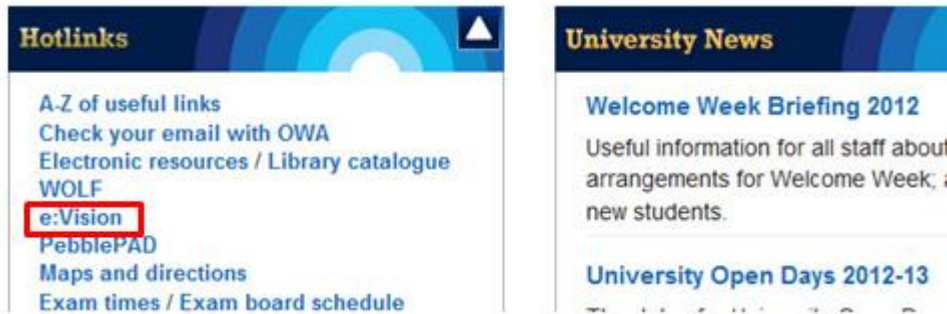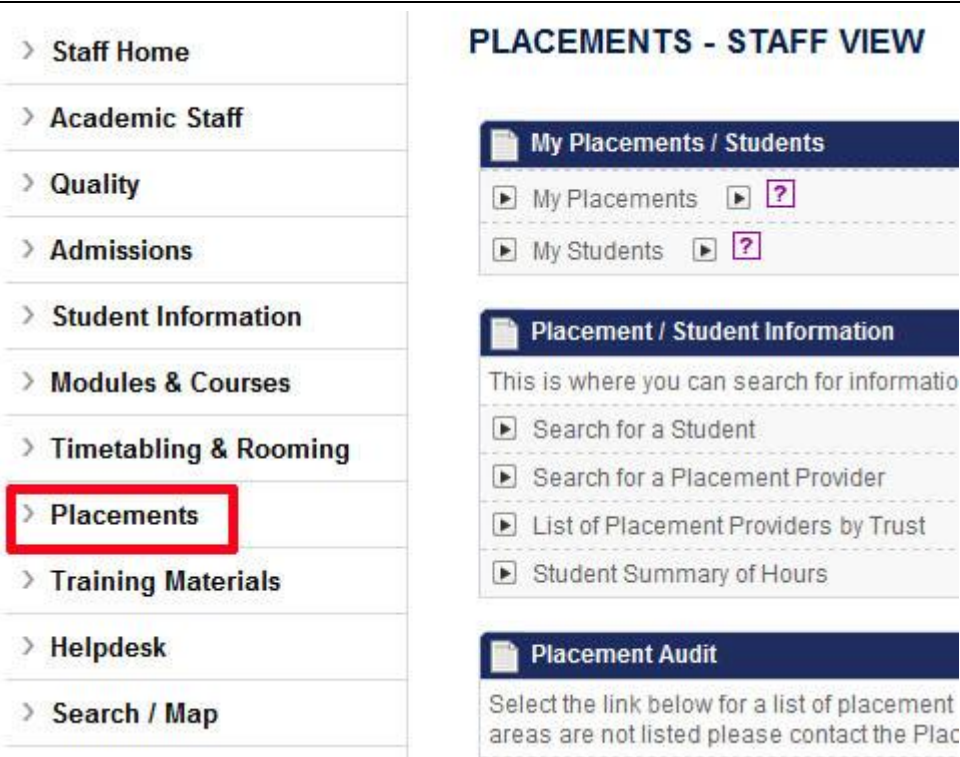# How to access Allocation Reports from E-Vision

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

**Hotlinks**

- A-Z of useful links
- Check your email with OWA
- Electronic resources / Library catalogue
- WOLF
- e:Vision
- PebblePAD
- Maps and directions
- Exam times / Exam board schedule

**University News**

**Welcome Week Briefing 2012**

Useful information for all staff about arrangements for Welcome Week; new students.

**University Open Days 2012-13**

| 2. Go to Placements |
|---|

- Staff Home
- Academic Staff
- Quality
- Admissions
- Student Information
- Modules & Courses
- Timetabling & Rooming
- Placements
- Training Materials
- Helpdesk
- Search / Map

**PLACEMENTS - STAFF VIEW**

**My Placements / Students**

- ▶ My Placements ▶ ?
- ▶ My Students ▶ ?

**Placement / Student Information**

This is where you can search for information

- ▶ Search for a Student
- ▶ Search for a Placement Provider
- ▶ List of Placement Providers by Trust
- ▶ Student Summary of Hours

**Placement Audit**

Select the link below for a list of placement areas are not listed please contact the Plac

| 3. Scroll to the bottom and find Placement Allocation Report |
|---|

**Mentor / Placement Database**

- ▶ New Mentor Database
- ▶ Placement Database updated
- ▶ Trust Reports
- ▶ Add / Amend Qualifications

**Placement Allocation**

This is where you can access the Placement Allocation report

- ▶ Placement Allocation Report

## 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)