*e*DofE
Reporting Suite

A guide to effective use of the *e*DofE Reporting Suite for Licensed Organisations

Contents

Section one: What is the *e*DofE Reporting Suite?

The *e*DofE Reporting Suite

As an organisation, we (the DofE) are relying on data more and more to identify how we can improve the DofE Award programme and reach more young people. We therefore feel that it is important to give our staff and our network access to data in an effective and reliable way that is fit for purpose and simple to use.

The *e*DofE Reporting Suite provides a way of capturing and displaying data to help users review current statistics and information within the Licensed Organisation (LO).   The user can compare it with statistics and information from previous years, and export data to help create reports to the requirements of any organisation.

This guide covers the most useful reports within the Reporting Suite. If more information relating to the reports not mentioned in this guide is required, please refer to the *e*DofE Management Toolkit or speak to your Operations Officer.

Section two: Accessing the Reporting Suite

Locating the Reporting Suite

The Reporting Suite is accessed via *e*DofE. Within an LO the DofE Manager and any user with an Administrator account have a 'Reporting Suite' button on the 'Reports' page of *e*DofE.

This button will open the DofE Business Intelligence Reports 'Home' page as a new tab. It will not require a separate 'sign in' process.

Section three: DofE Reports

Standard Reports

By clicking the 'DofE Reports' button you will access the standard reports available through the Reporting Suite.
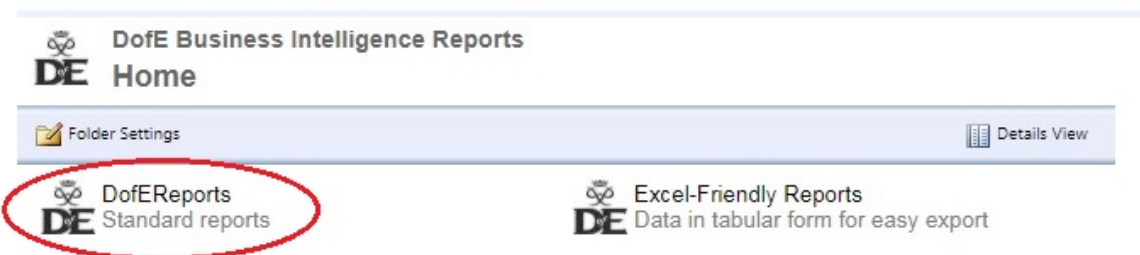
The most useful reports for providing day-to-day information about DofE activity in your LO are as follows:

- **Awards Started** – shows the number of participant accounts created on *e*DofE between the selected dates.
- **Awards Achieved** – shows the number of Awards approved by the Award Verifier between the selected dates.
- **LO Report** – shows an overview of the statistics within the LO over a three-year period.

Awards Started

By clicking the 'Awards Started' button you will access the page where you will need to enter your report parameters.

Region:	South West.
LO:	Your School / Organisation name.
Centre:	The Centre (in a DLC this will be the same as the LO).
Status:	Generally it is preferable to leave the 'Not Specified', 'New', 'Active', 'Inactive' and 'Archived' boxes ticked to capture all live activity within *e*DofE.
Creation Date From:	This defaults to 1 April of the current statistical year
Creation Date To:	This defaults to today's date
Award Level:	To capture all activity, leave this as 'ALL'.

Top tip: The dates can be changed to suit your needs / requirements.

Then click the 'View Report' button on the right hand side of your screen.

Once the report has been run you can view the various pages of the report by clicking the 'arrow' buttons below the drop-down boxes.

Page 1 of the report will display as follows:

New Starts

report run on 13 Sep 2017 15:36:28 **by** alandodd01

<u>**Filters selected**</u>
Region: South West
LO: West School **Centre:** ALL
Creation Date between 01/04/2017 **and** 13/09/2017
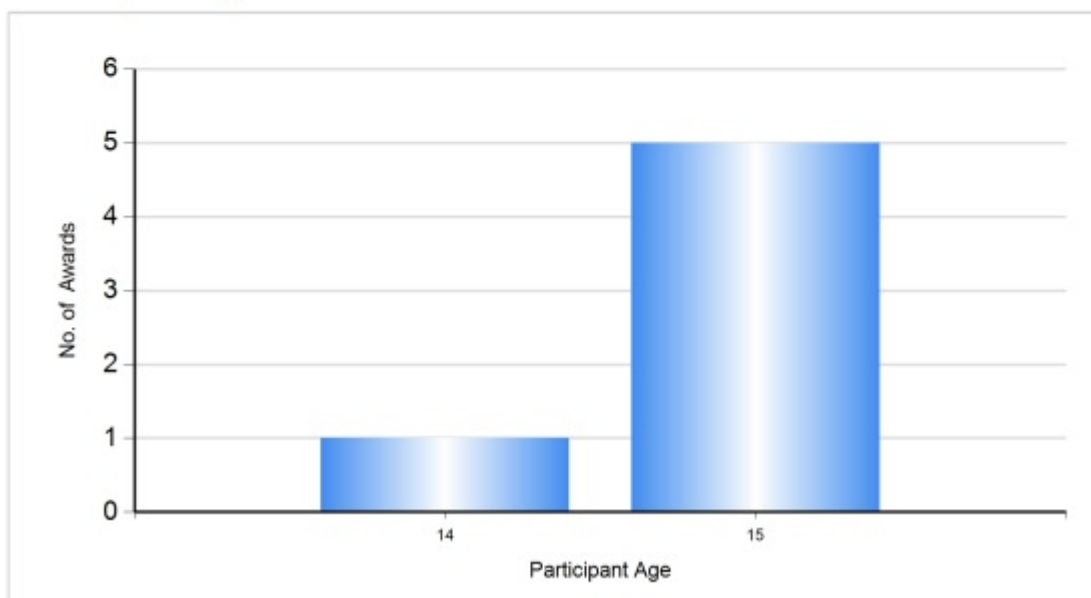**Status:** Not Specified, New, Active, Inactive, Archived
Award Level: ALL

No. of Awards

6 (100 %)

Silver

Participant Age at Enrolment

To open the report as a PDF to make it easy to print, click the 'floppy disc' icon and select 'PDF'.

Awards Achieved

Follow the same procedure as the Awards Started report (above) and enter the same parameters.

Page 1 of the report will display as follows:
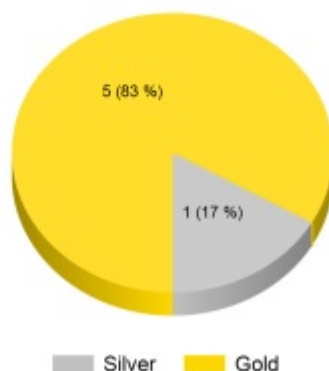
LO Report

By clicking the 'LO Report' button you will access the page where you will need to enter the report parameters.

Region:	South West.
LO:	Your School / Organisation name.
Date From:	This defaults to 1 April of the current statistical year.
Date To:	This defaults to today's date, and will capture the LO's activity between the selected dates for the current year and previous two years.

Top tip: It is really useful to capture the entire activity for the previous two years (i.e. 1 April to 31 March). To do this, the end date of the current statistical period should be entered into the 'Date To' box – see below.

Home > DofEReports > LO Report

| Region | South West ▼ | | LO | West School ▼ |
| Date From | 01/04/2017 📅 | | Date To | 31/03/2018 📅 |

Then click the 'View Report' button on the right hand side of your screen.

Home | My Subscriptions | Help
View Report

Page 1 of the report will display as follows;

DofE | BUSINESS INTELLIGENCE
THE DUKE OF EDINBURGH'S AWARD

West School
report run on 13 Sep 2017 15:49:08 by alandodd01

Licence issue date: 01/01/2017
Licence expiry date: 31/12/2019

Awards awaiting LO approval: 19
Queried awards: 0
Awards with one section to complete: 67

	01 Apr 2015 to 31 Mar 2016				01 Apr 2016 to 31 Mar 2017				01 Apr 2017 to 31 Mar 2018		
	B	S	G	Total	B	S	G	Total	S	G	Total
Total Awards Started	100	51	36	187	82	55	36	173	6		6
Disadvantaged Awards Started	12	2	2	16	11	8	2	21	0		0
Total Awards Achieved	71	27	25	123	75	36	12	123	1	5	6
Disadvantaged Awards Achieved	5	1	3	9	7	2	0	9	0	0	0

Current Centre Types	Total	%
Independent School	1	100%
Total	1	100%

Current Adults	Total	Log in within last 30 days
Administrator	1	0
Co-ordinator	2	2
Leader	2	0
Manager	1	1
Total	6	3

Current Participants	Total	IMD1	IMD2	IMD3
Active	187	1	3	14
Inactive	83	0	4	6
New	3	0	0	0
Total	273	1	7	20

This report shows;
- the licence issue and expiry date
- the number of Awards awaiting Verifier approval
- the number of queried Awards
- the number of Awards with one section to complete
- the number of Awards started and the number of which are considered disadvantaged participants
- the number of Awards achieved and the number of which are considered disadvantaged participants
- the number of adult *e*DofE accounts and when they last logged in
- the number of participants living in postcodes within the Index of Mass Deprivation (IMD) areas 1, 2 and 3.

Section four: Excel-Friendly Reports

Standard Reports

By clicking the 'Excel-Friendly Reports' button you will access the reports which can easily be exported as an Excel document for editing or adding further information relevant to your requirements.


The most useful reports for providing day-to-day information about DofE activity in your DLC are as follows:

- **Awards Awaiting Approval** – shows the number of Awards awaiting approval by your Award Verifier
- **One Section to Complete** – shows the number of Awards with just one section left to complete.

To run these reports, you should follow the same procedures as per the DofE Reports above – selecting appropriate parameters for each drop down and entering the dates as required.

To open the report as an Excel document, click the 'floppy disc' icon and select 'Excel'.
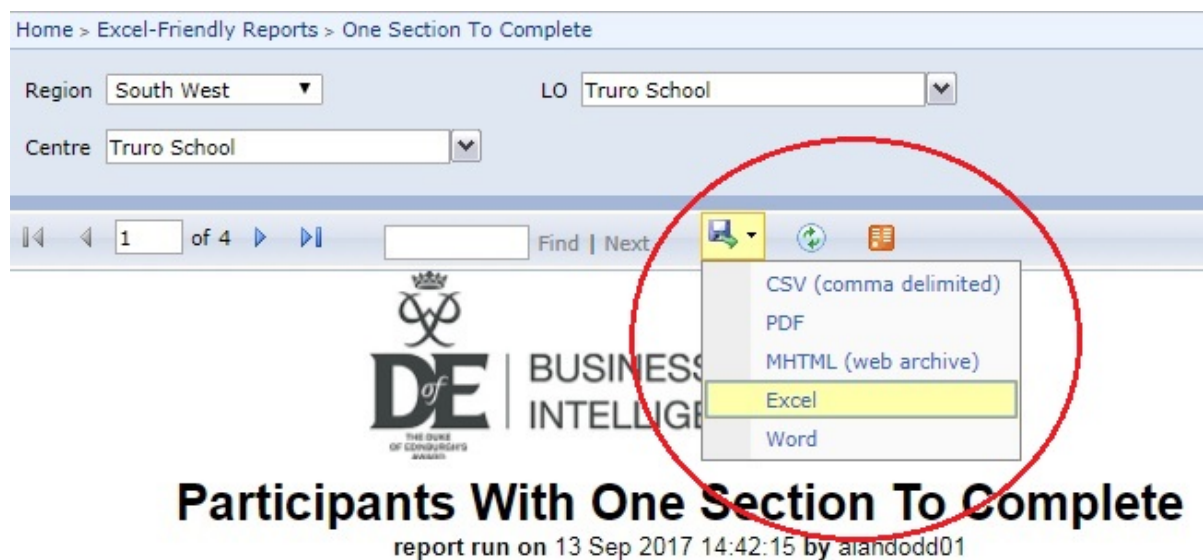
Section five: Troubleshooting

The user doesn't have a 'Reporting Suite' button in *e*DofE

Only *e*DofE users with either a Manager or Administrator account within your LO have access to the *e*DofE Reporting Suite. This is particularly relevant if the user has multiple roles so check which one they are signed in as

The user can get into the reports but the report filters don't contain any data

Contact the *e*DofE technical support. They will need to check that the name used to log in exists in the logins table of our data warehouse.

Telephone: 01753 727426
Email: eDofE@DofE.org

Dates are displayed in American format on the report screen

This is due to the browser language settings being set to English (US). Change them to English (UK). For example, in Chrome this can be done as follows:

- Go to 'Settings'.
- Click on 'Show advanced settings'.
- Click on 'Language and input settings'.
- Add 'English (United Kingdom)'.
- Drag 'English (United Kingdom)' up so that it is at the top of the list.
- Click on 'English (United Kingdom)' and then tick 'Use this language for spell checking'.
- Delete any other languages that are listed.
- Ensure that when you click on 'English (United Kingdom)', it says on the right-hand side that Google Chrome is displayed in this language.
- Click on 'Finished'.
- Restart Chrome to ensure the changes take effect.

I get a 'date is not valid' error message
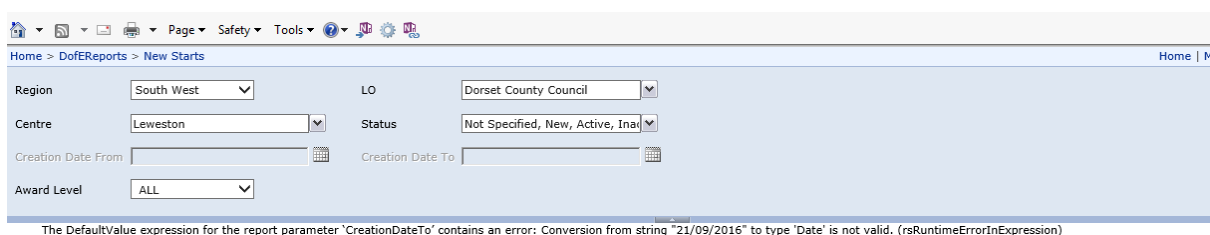
This is also due to the browser language settings being set to English (US) – see solution above.