Incompletes/Stalled Participants:

How to find out where participants are at with their Award and a useful tool for looking for participants who may have finished everything but just waiting on an Assessor Report to complete or haven't pushed their completed activity through to the Award Leader after receiving the Assessor Report.

Click on Reports

Click on Run beside the Participant Award Progress Report

Select date parameters for the dates you want to cover, select the other parameters as follows and click ok

Depending on the date parameters and how many participants you have it could take awhile for the report to generate.

Participant Award Progress Report

Award Registration Start Date	01 - Jan - 2020
Award Registration End Date	29 - Jan - 2021
International Region	Asia Pacific
Country	The Duke of Edinburgh's Hillary Award
Operating Partner	
Sub-Operating Partner	
Award Centre	National Office Virtual Award Centre

Award Centre	Participant ID	First Name	Middle Name	Last Name	Award Level	Award Start Date	Award Leader ID	Award Leader	Registration Approval Date	Percent Complete	Award Status	Award Completion Method	Award Completion Date	Major Section	Section	Activity	Status	Hours Required	Hours Completed	% Complete
National Office Virtual Award Centre	▆▆▆	▆▆	▆▆▆	▆▆	Bronze	01 - Jan - 2020	▆▆▆	The Duke of Edinburgh's Hillary Award National Office	06 - Jan - 2020	100%	Ceremony	Electronically	16 - Jul - 2020	Skill	Physical Recreation	Athletics	Awaiting Ceremony	13	13	100%
															Physical Recreation	Outdoor Recreation	Awaiting Ceremony	13	13	100%
															Service	Environmental	Awaiting Ceremony	13	14	100%
															Skill	Arts and Design	Awaiting Ceremony	26	26	100%
															Adventurous Journey	Practice	Awaiting Ceremony			100%
															Adventurous Journey	Qualifying	Awaiting Ceremony			100%
															Adventurous Journey	Preparation and Training	Awaiting Ceremony			100%
	▆▆▆	▆▆	▆▆▆	▆▆	Gold	07 - Aug - 2017	▆▆▆	The Duke of Edinburgh's Hillary Award National Office	14 - Jan - 2020	60%	In Progress	Electronically		Service	Physical Recreation	Dance / Gymnastics	In progress	52	39	75%
															Service	Leadership	In progress	78	57	72%
															Skill	Foreign Languages	In progress	52	6	12%
															Adventurous Journey	Practice	Awaiting Assessment			0%
															Adventurous Journey	Preparation and Training	Awaiting Office Authorisation			100%
															Residential Project	Activity based	Awaiting Office Authorisation			100%
															Physical Recreation	Court / Field Sports	Awaiting Office Authorisation	52	52	100%

Export the Data

BIRT Report Viewer

Showing page 1 of 1

Participant Award Progress Report

| Award Registration Start Date | 01 - Jan - 2020 |
| Award Registration End Date | 29 - Jan - 2021 |

Click on the double arrows and then ok

Export Data

Available result sets

Participant Award Progress Report

Available Columns

award_unit_name
participant_first_name
participant_middle_name
participant_last_name
award_id
award_level
award_start_date
leader_name
award_registration_approval_dat
award_completed_portion

Selected Columns

Export format: CSV(*.csv)

Output encoding: ● UTF-8
○ Other [   ] (If blank,use the local encoding)

Separator: Comma (,)

☐ Export column's data type   ☐ Export column as locale neutral
☐ Export data with Carriage Return

OK   Cancel

The exported report will pop up at the bottom of your screen, click on it to open

BIRT Report Viewer

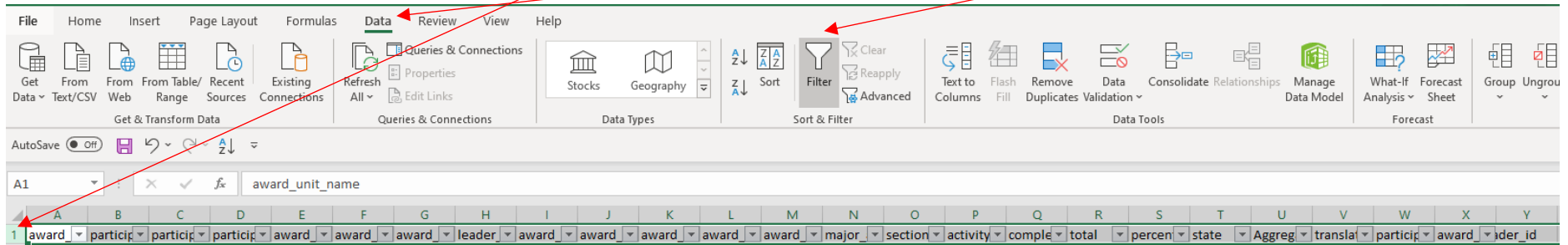Showing page 1 of 1

Participant Award Progress R

Award Registration Start Date	01 - Jan - 2020
Award Registration End Date	29 - Jan - 2021
International Region	Asia Pacific
Country	The Duke of Edinburgh's Hillary
Operating Partner	
Sub-Operating Partner	
Award Centre	National Office Virtual Award Ce

© The Duke of Edinburgh's International Award Foundation
This reports contains confidential information which must only be used for the purpo
If you are sending this data by email or other electronic means you MUST mak
When no longer required, this report must be securely destroyed (e.g. shredded).
Report generated by Kylie Thorpe on 28 - Jan - 2021

Award Centre	Participant ID	First Name	Middle Name	L
National Office Virtual Award Centre				

participant_award_....csv

You will then need to filter the headings. Click on the first row (number 1 row) to highlight the whole row, click Data and then Filter

Filter column K to In progress and column U to 1

This will show you participants who have finished everything but may be stalled by waiting on an Assessor Report or haven't logged in to push the activity to you after they receive the Assessor Report.

If you filter column U to include .8 and .9 then you can also see participants who are close to finishing and what is required for them to finish

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1	award	particip	particip	particip	award	award	award	leader	award	award	award	award	award	major	section	activity	comple	total	percen	state	Aggreg	tran
15	National					Gold	########	The Duke	########		In Progres	Electronically			Physical R	a_field_sp	52	52	1	Awaiting Office Authorisation	0.8	Cou
16	National					Gold	########	The Duke	########		In Progres	Electronically			Service	a_serv_pe	52	52	1	Awaiting Office Authorisation	0.8	Vol
17	National					Gold	########	The Duke	########		In Progres	Electronically			Skill	a_mus_ins	52	52	1	Awaiting Office Authorisation	0.8	Mus
18	National					Gold	########	The Duke	########		In Progres	Electronically			Adventure	Preparation and Training			0	In progress	0.8	Prep
19	National					Gold	########	The Duke	########		In Progres	Electronically			Residenti	a_service_com			1	Awaiting Office Authorisation	0.8	Vol
95	National					Silver	########	The Duke	########		In Progres	Electronically			Physical R	a_field_sp	25	26	0.96	In progress	0.955	Cou
96	National					Silver	########	The Duke	########		In Progres	Electronically			Service	a_em_ser	22	26	0.85	In progress	0.955	Eme
97	National					Silver	########	The Duke	########		In Progres	Electronically			Skill	a_sports_	24	26	0.92	In progress	0.955	Spo
98	National					Silver	########	The Duke	########		In Progres	Electronically			Adventure	PRACTICE			1	Awaiting Office Authorisation	0.955	Prac
99	National					Silver	########	The Duke	########		In Progres	Electronically			Adventure	QUALIFICATION			1	Awaiting Office Authorisation	0.955	Qua
00	National					Silver	########	The Duke	########		In Progres	Electronically			Adventure	Preparation and Training			1	Awaiting Office Authorisation	0.955	Prep

You can also filter Column K to setup to see the participants who have not entered in their activities. (Don't filter Column U)