

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

Participant Registration

Registration 1 | Activity Approval | Section Authorisation 1 | Adventurous Journey 1 | Award Authorisation 1 | Unassigned Participants

Email Confirmation: Select | Parent Approval: Select | Payment State: Select | Filter | Number of records: 1

Bulk operations: Approve X | Bulk change

ID	First Name	Last Name	Registration Date	Level	Email Confirmation	Parent Approval	Payment	Review	Action
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Click on Run beside the Participant Award Progress Report

Reports

Name	Description	Last Data Refresh	Run
Participant Award Progress	Report detailing participant section choices and progress	Current	Run
Award Completion	Participant Award completion date, contact and personal information including gender	Current	Run
Section Summary - Physical Recreation	Summary of physical recreation section progress and activity information	Current	Run
Section Summary - Voluntary Service	Summary of Voluntary Service section progress and activity information	Current	Run
Section Summary - Skills	Summary of skills section progress and activity information	Current	Run

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

The 'Parameter' dialog box contains the following fields:

- Parameters marked with * are required.
- Award Registration Start Date: * (Date picker) with '2020-01-01' selected.
- Award Registration End Date: * (Date picker) with '2021-1-29' selected.
- RegionParam: * (Dropdown menu) with 'Asia Pacific' selected.
- CountryParam: * (Dropdown menu) with 'The Duke of Edinburgh's Hillary Award' selected.
- OperatingPartnerParam: * (Empty dropdown menu).

Buttons: OK, Cancel

The 'Parameter' dialog box contains the following fields:

- The Duke of Edinburgh's Hillary Award (Dropdown menu)
- OperatingPartnerParam: * (Dropdown menu) with 'All' selected.
- SubOperatingPartnerParam: * (Dropdown menu) with 'All' selected.
- AwardCentreParam: * (Dropdown menu) with 'National Office Virtual Award Centre' selected.

Buttons: OK, Cancel

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

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 Report generated by Kyle Thorpe on 28 - Jan - 2021

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	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Bronze	01 - Jan - 2020	[REDACTED]	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%
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Gold	07 - Aug - 2017	[REDACTED]	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_date
- 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

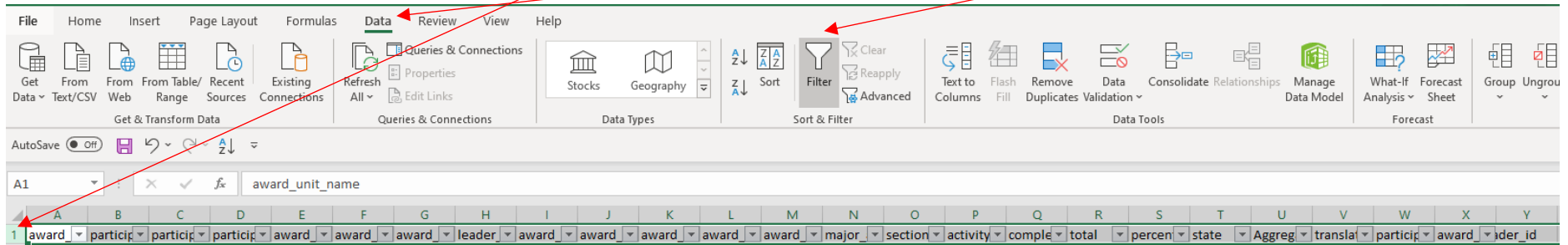
Award Registration Start Date	01 - Jan - 2020
Award Registration End Date	29 - Jan - 2021
International Region	Asia Pacific
Country	The Duke of Edinburgh's Hillary
Operating Partner	
Sub-Operating Partner	
Award Centre	National Office Virtual Award Ce

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Report generated by Kylie Thorpe on 28 - Jan - 2021

Award Centre	Participant ID	First Name	Middle Name	L
National Office Virtual Award Centre	[REDACTED]	[REDACTED]	[REDACTED]	
National Office Virtual Award Centre	[REDACTED]	[REDACTED]	[REDACTED]	

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.

	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	major	section	activity	comple	total	percen	state	Aggreg	tra
48	National C				Gold	#####	The Duke	#####			In Progres	Electronically		Physical Ra	a_gym_pe	52	52	1	Awaiting Assessment		1 Gy
49	National C				Gold	#####	The Duke	#####			In Progres	Electronically		Service	a_leaders	52	52	1	Awaiting Office Authorisation		1 Le
50	National C				Gold	#####	The Duke	#####			In Progres	Electronically		Skill	a_life_voc	52	52	1	Awaiting Authorisation		1 Lif
51	National C				Gold	#####	The Duke	#####			In Progres	Electronically		Adventur	PRACTICE			1	Awaiting Office Authorisation		1 Pr
52	National C				Gold	#####	The Duke	#####			In Progres	Electronically		Adventur	Preparation and Training			1	Awaiting Office Authorisation		1 Pr

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
15	National C					Gold	#####	The Duke	#####		In Progres	Electronically			Physical R	a_field_sp	52	52	1	Awaiting Office Authorisation	0.8
16	National C					Gold	#####	The Duke	#####		In Progres	Electronically			Service	a_serv_pe	52	52	1	Awaiting Office Authorisation	0.8
17	National C					Gold	#####	The Duke	#####		In Progres	Electronically			Skill	a_mus_in	52	52	1	Awaiting Office Authorisation	0.8
18	National C					Gold	#####	The Duke	#####		In Progres	Electronically			Adventur	Preparation and Training			0	In progress	0.8
19	National C					Gold	#####	The Duke	#####		In Progres	Electronically			Residentia	a_service_com			1	Awaiting Office Authorisation	0.8
95	National C					Silver	#####	The Duke	#####		In Progres	Electronically			Physical R	a_field_sp	25	26	0.96	In progress	0.955
96	National C					Silver	#####	The Duke	#####		In Progres	Electronically			Service	a_em_ser	22	26	0.85	In progress	0.955
97	National C					Silver	#####	The Duke	#####		In Progres	Electronically			Skill	a_sports	24	26	0.92	In progress	0.955
98	National C					Silver	#####	The Duke	#####		In Progres	Electronically			Adventur	PRACTICE			1	Awaiting Office Authorisation	0.955
99	National C					Silver	#####	The Duke	#####		In Progres	Electronically			Adventur	QUALIFICATION			1	Awaiting Office Authorisation	0.955
00	National C					Silver	#####	The Duke	#####		In Progres	Electronically			Adventur	Preparation and Training			1	Awaiting Office Authorisation	0.955

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