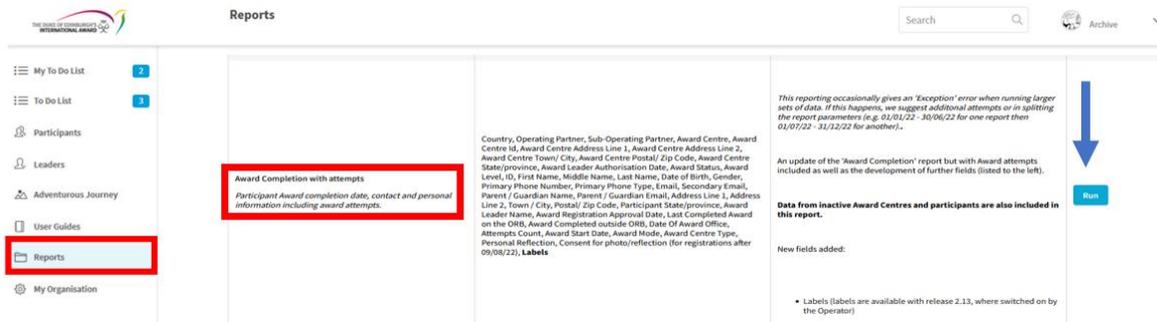
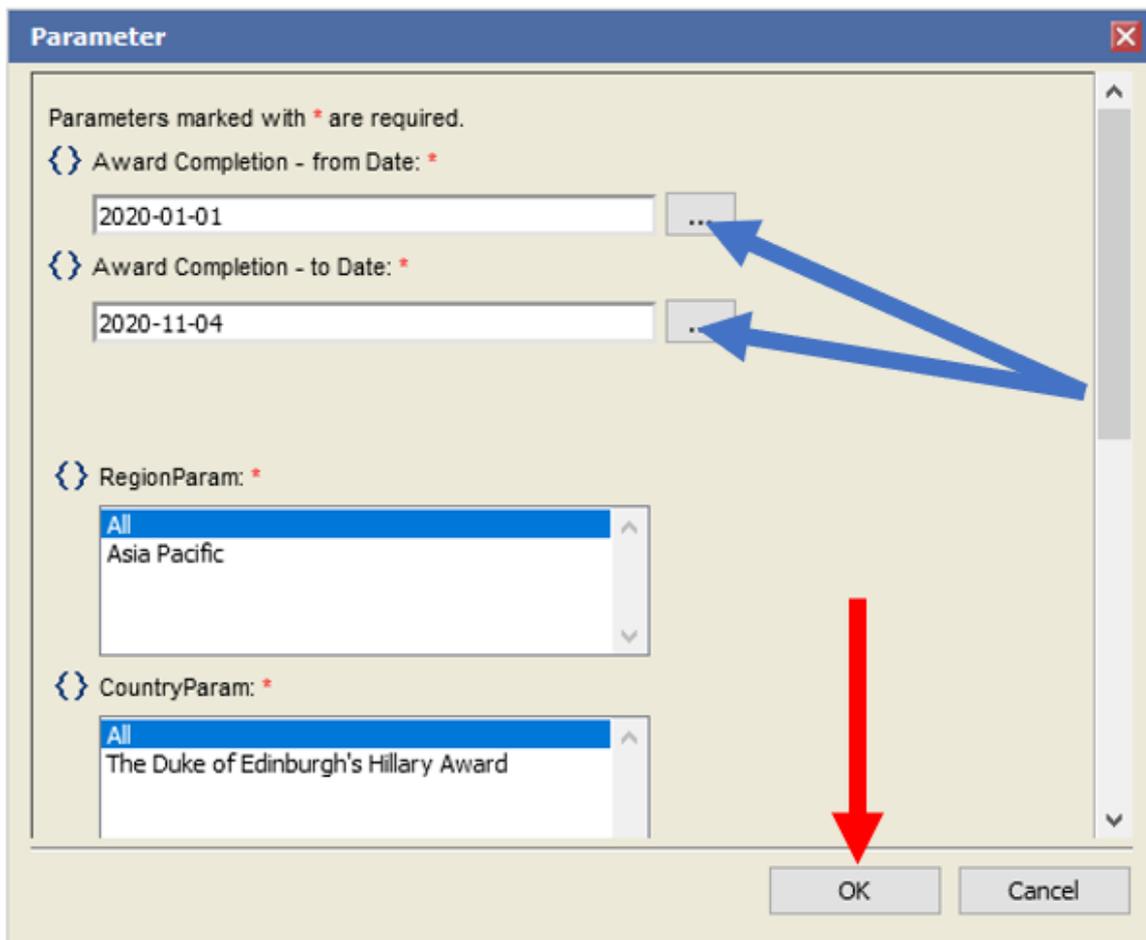


How to run a completion report

1. Log into the Online Record Book at www.onlinerecordbook.org
2. Navigate to Reports and then click on RUN next to the Award Completion report.



3. Select the date range you want the Award Completion report for – e.g. for all Awards completed this year select the date range 1 Jan till today's date and then click OK



4. Once the report has run choose to export the report by clicking on the export icon fourth from the left:

BIRT Report Viewer

Showing page 1 of 1

Award Completion Report

Award Completion - from Date	01 - Jan - 2020
Award Completion - to Date	04 - Nov - 2020
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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This reports contains confidential information which must only be used for the purpose the report was generated.
If you are sending this data by email or other electronic means you MUST make sure the file is password protected before you send it.
When no longer required, this report must be securely destroyed (e.g. shredded).
Report generated by: a 03 - Nov - 2020

Country	Operating	Sub-Operating	Award	Award Centre Postal	Award Leader	Award	Award	ID	First	Middle	Last Name	Date of	Gender	Primary Phone	Primary Phone	Email	Address Line	Address				
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5. Choose your export format (Excel works best) and click OK

Export Report

Export Format: Excel (xlsx)

Pages

All pages Current page Pages:

(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6)

OK Cancel

6. The report will download to your computer. Where you find this report will be vary based on your web browser.

In google you will find it here

onlinerecordbook.org/bo/reports

Reports

Search

7. You can now filter by Award level, date completed, etc.