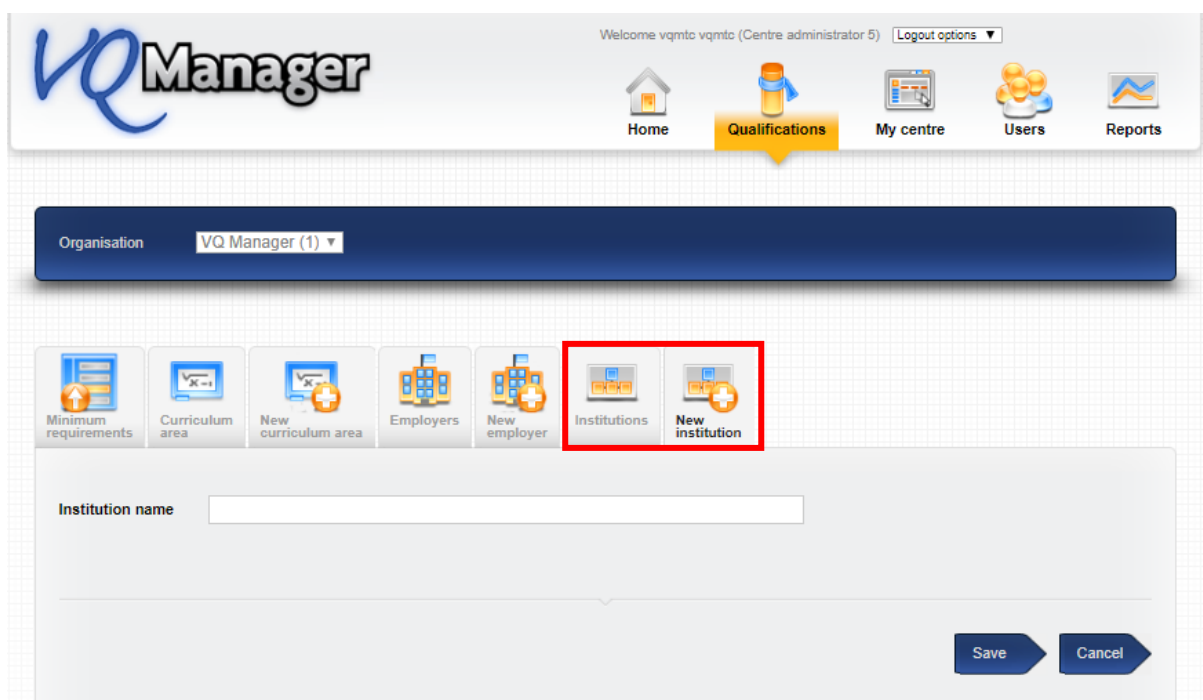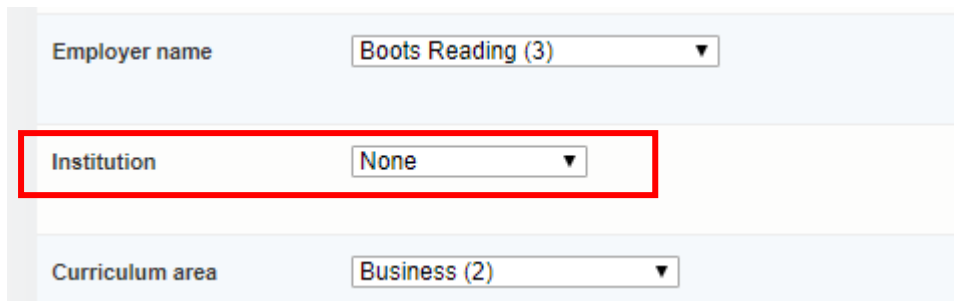**New customisable field and report filter**

A new filter field has been added, working in the same way as the Curriculum Area field. Learners, Assessors, IQAs and Line Managers can be assigned to this new category in their user profiles. The name of the field is customisable, but defaults to 'custom filter 2'. In the example below we have used 'Institution'. If you want to use this feature, we will ask you to specify what you would like to call it.

Org and Centre Admin can populate a list for the drop-down, as they currently can for Employers and Curriculum Area.
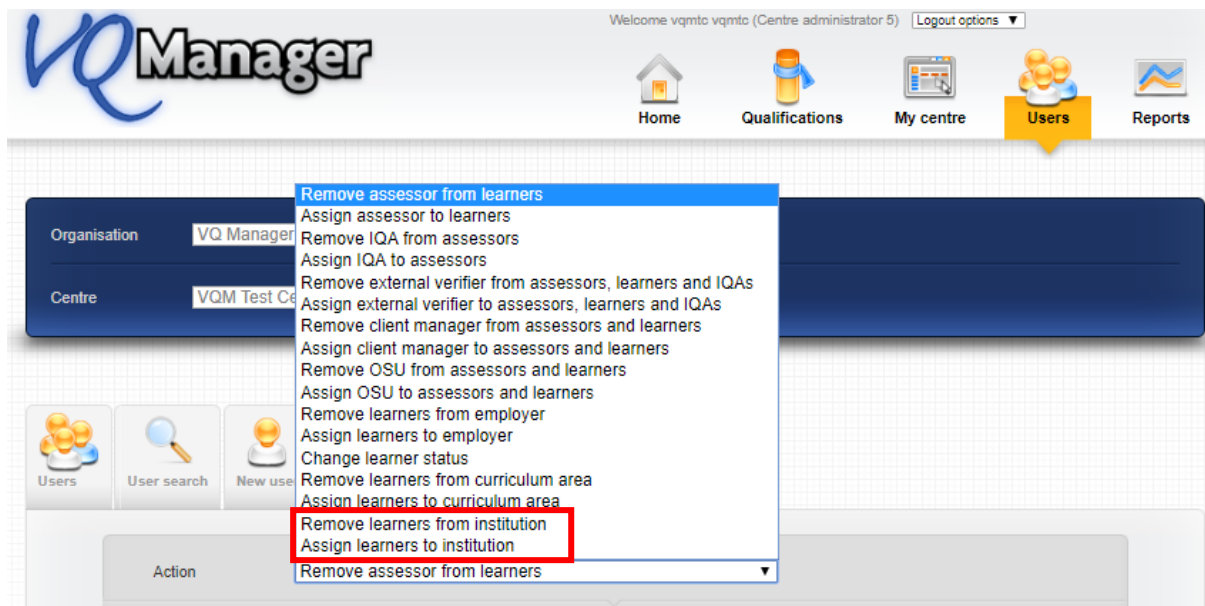

In the user profile page you can then assign the new category to your learners, assessors, IQAs and Line Managers.

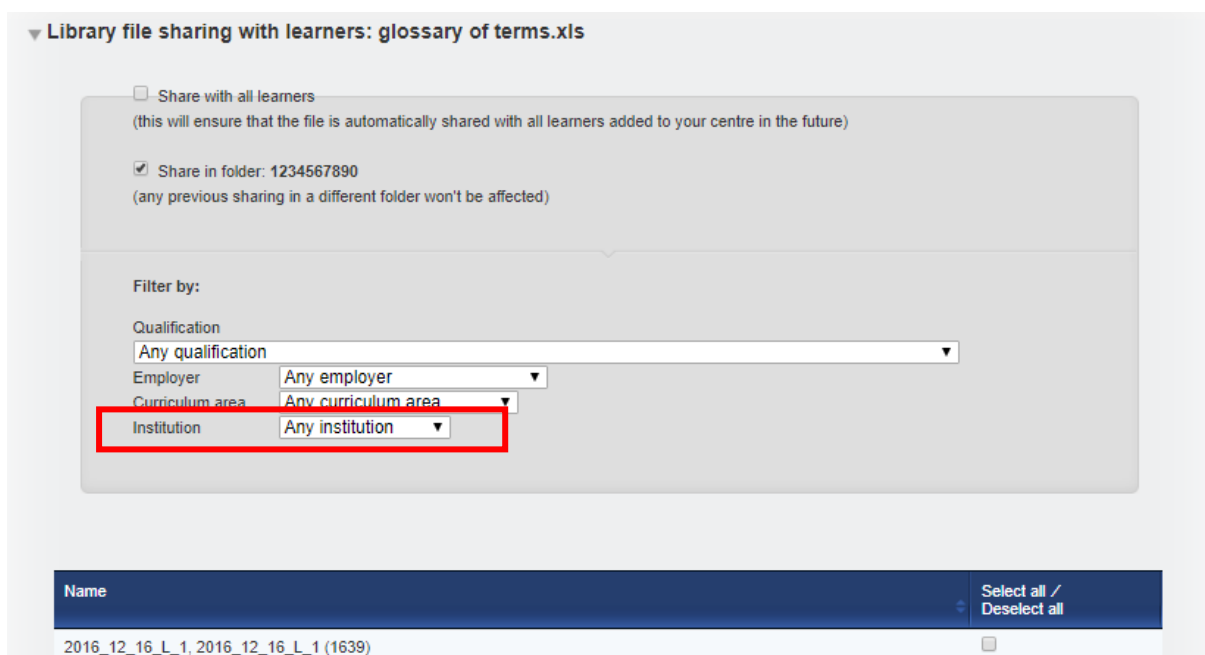You can also use the bulk edit function to assign/de-assign learners to the category.

In the file sharing area, the new filter has been added for learners, assessors and IQAs.

In the dashboard area a column for this filter has been added to the OSU, Assessor and IQA dashboard pop out reports and downloads.

My learners: All
Report generated for: Edna Krabbappel (Assessor)
Date: 29/07/2019 14:21

☑ RAG ☑ Target date ☑ Difference between actual and target % ☑ Employer ☑ Curriculum area ☑ Reference number ☑ Institution

R A G	Learner	Actual % completion at today's date	Target % completion at today's date	Target date	Difference between actual and target %	Employer	Curriculum area	Reference number	Institution
🟥	Wolfson, Graham (330)	36	90	31/08/2020	54				
🟥	Anderson06, Charles (1695)	0	64	17/04/2020	64	Bournville College	Music	518NRS	Institution One
🟩	Gillett, Graham (38)	100	100	31/12/2018	0				
🟥	Holmes, Frank (977)	15	100	03/12/2018	85	Virgin Active - Head Office			
🟥	Welford, James (872)	26	100	24/07/2018	74	Test employer 1	Business		

In the reporting area to accommodate this new filter:

A new column has been added for:
• Learner Entry Details
• User List

e.g.

Learner details	Learner status details	Learner entry details	**Progress**	Qualification tracker	User activity	Dormancy	User list

Progress reviews (29/07/2019)

Curriculum area	ULN	Learner	Assessor	Placement employer	Institution	Reference number	Start date
		2016_12_16_L_1, 2016_12_16_L_1 (1639)	Krabbappel, Edna (6)				
		Flanders, Rod (7)	Krabbappel, Edna (6)				

A filter has been added for:
• Progress – Qualification progress
• Progress – Unit Sign off
• Progress – Unit Sign off % only
• Progress – BTEC Course progress
• User Activity – Learner activity
• User Activity – Learner evidence

e.g.

A filter and report column have been added for:
• Progress – Progress Reviews
• Progress – GLH
• Progress – Off the Job Training hours
• Qualification Tracker
• User Activity – Users who logged in

e.g.

Progress reviews (29/07/2019)

Curriculum area	ULN	Learner	Assessor	Placement employer	Institution	Reference number	Start date
		2016_12_16_L_1, 2016_12_16_L_1 (1639)	Krabbappel, Edna (6)				
		Flanders, Rod (7)	Krabbappel, Edna (6)				