

# AIRDAT Passport

Reporting for Company Admins

December 2023



1. **Permit Reporting**
2. **Reporting on other Assessments**
3. **Infringement Reporting**

# 1 Permit Reporting

1. From the dashboard, navigate to the **Report tab**, then **select Skills**
2. In Passport, permits are considered a 'skill'. **Select Assessments (Report Type)**
3. **Select the Permit Assessments**
4. **Click Generate** to create the report

The screenshot shows the 'Permit Reporting' interface. On the left is a navigation sidebar with icons for Dashboard, People, Company, Training, and Reports. The 'Reports' icon is highlighted with a red box and a red circle containing the number '1'. The main content area is divided into four sections:

- Section 1:** A sidebar with a 'Back' button, a 'Penalties' button, and a 'Skills' button. The 'Skills' button is highlighted with a red box and a red circle containing the number '1'.
- Section 2:** Titled 'Report type', it contains the text: 'Please select the type of report you would like to generate. Assessments will provide you with the status of selected assessments for all users at the defined companies. Job roles will display the required skills for the selected job role and list out the status for each user under that role.' Below this text are two radio buttons: 'Assessments' (selected, highlighted with a red box) and 'Job Roles'.
- Section 3:** Titled 'Select assessments', it contains the text: 'Choose the assessments that you'd like your report to include. Leave empty to show all assessments.' Below this text is a list of selected assessments: 'Issue Stage 1 Permit', 'Issue Stage 2 Permit', 'Issue Stage 3 Permit', and 'Issue Restricted License Permit'. Each item has a red 'x' icon to its right. This list is highlighted with a red box and a red circle containing the number '3'.
- Section 4:** A row of four buttons: 'Generate report' (highlighted with a red box and a red circle containing the number '4'), 'Save report', 'Load report', and 'Delete report'.

## Selecting Assessments:

Permit related Assessments are:

- Issue Stage 1 Permit
- Issue Stage 2 Permit
- Issue Stage 3 Permit
- Issue Restricted Licence Permit (Used for Restricted Licence Holders)
- Issue Exemption Permit

## Saving a Report:

If you expect to run a report regularly, you can 'Save Report'. When you next want to run the report, use the 'Load Report' function to run the report again.

## 2 Reporting on other Assessments

1. From the dashboard, navigate to the **Report tab**, then **select Skills**
2. In Passport, tests and driver logs are considered a 'skill'. **Select Assessments (Report Type)**
3. **Select the desired assessments**
4. **Click Generate to create the report**

The screenshot shows a navigation sidebar on the left with icons for Dashboard, People, Company, Training, and Reports. The Reports icon is highlighted with a red box and a '1' callout. The main content area is divided into two sections. The top section, 'Report type', has a 'Back' button and a 'Penalties' button. The 'Assessments' radio button is selected and highlighted with a red box and a '2' callout. The bottom section, 'Select assessments', has a text prompt and a list of selected assessments: 'Stage 1 Theory Test', 'Stage 2 Theory Test', 'Stage 3 Theory Test', 'Stage 1 Driver Log and Competency Upload', and 'Suspension - 5 hour driver log'. This list is highlighted with a red box and a '3' callout. At the bottom, the 'Generate report' button is highlighted with a red box and a '4' callout.

### Selecting Assessments:

Theory Test related Assessments are:

- Stage 1 Theory test
- Stage 2 Theory test
- Stage 3 Theory test

Practical related Assessments are:

- Stage 1 Driver Log
- Stage 2 Driving Assessment
- Suspension – 5-hour driver log

### Saving a Report:

If you expect to run a report regularly, you can 'Save Report'. When you next want to run the report, use the 'Load Report' function to run the report again.

# 3 Infringement Reporting

1. From the dashboard, navigate to the **Report tab**, then **select Penalties**
2. In Passport, infringements are called Penalties. Use **Analysis for building graphics** and **Report for generating an excel report**
3. Select the date range **and** click **Generate to produce the report**

The screenshot illustrates the steps to generate a penalty report in the Passport system. It is divided into three numbered sections:

- Section 1:** A vertical sidebar on the left contains navigation options: Dashboard, People, Company, Training, and Reports. The Reports option is highlighted with a red border.
- Section 2:** A 'Penalty reports' screen is shown with two buttons: 'Analysis' and 'Report'. The 'Report' button is highlighted with a red border.
- Section 3:** A form for generating a report is displayed. It includes:
  - 'From date' field: 14 Nov 2023
  - 'To date' field: 13 Dec 2023
  - 'Users' field: Search for a user
  - 'Penalty schemes' field: Select a penalty scheme
  - 'Report Format' section with two options: 'Excel' (highlighted with a red border) and 'Screen'.
  - A blue 'Generate report' button at the bottom.