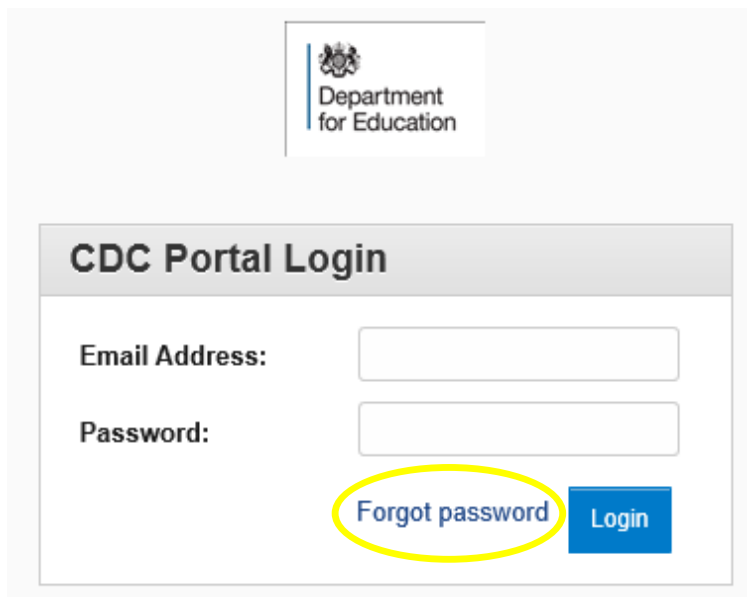


## Generating your CDC Responsible Body Summary Report

- Log into the Condition Data Collection (CDC) portal (<https://cdcportal.kykloud.com/login>) using the email address and password you registered an account with
- You can reset your password on the portal site if you need to



Department for Education

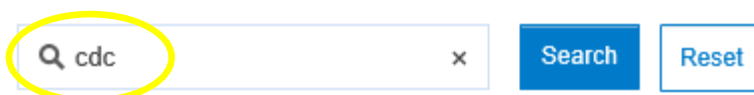
### CDC Portal Login

Email Address:

Password:

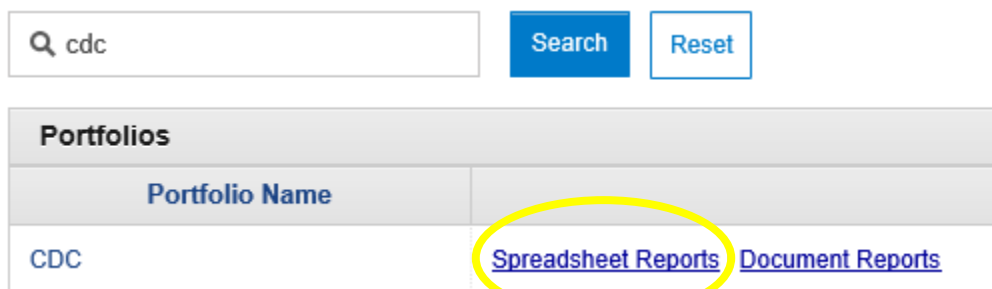
[Forgot password](#)

- If you do not have a log on, then let us know via the [ESFA Enquiry Form](#) confirming your name, the responsible body you work for and your job title
- On the dashboard, if your responsible body is not already visible in the search box, type in your responsible body name e.g. 'CDC'



## CDC Responsible Body Summary Report generation

- In the 'Portfolio Search' box on the dashboard, click on 'Spreadsheet Reports'



Portfolios	
Portfolio Name	
CDC	<a href="#">Spreadsheet Reports</a> <a href="#">Document Reports</a>

- In the new window, next to 'CDC Responsible Body Summary Report', select the 'Run' link

Spreadsheet Reports ✕

🔍 Spreadsheet Report Search... Search Reset

Spreadsheet Reports		Total 5 Page 1 of 1
Name	Description	
CDC Responsible Body Summary Report		Run

- Click 'OK'
- You will be taken to the report task queue and the report will be generated
- You can either wait in the task queue for the report to be produced, or wait for an email confirmation when the report is complete (which will include a direct link back to the report queue)
- Once the report is complete, select 'Download Report'

Task Status		Time Stamps	Total 1 Page 1 of 1		
Success	Queued: 04/03/2019 15:07:07 Started: 04/03/2019 15:07:18 Completed: 04/03/2019 15:07:36	<span style="margin-right: 10px;">View Details</span> <span style="border: 2px solid yellow; border-radius: 50%; padding: 2px;">Download Report</span> <span style="margin-right: 10px;">Delete</span> <span>Resubmit</span>			

- At the bottom of your screen, select the drop down arrow next to 'Save' and select 'Save As'
- You can rename your CDC Responsible Body Summary report and save the spreadsheet on your device

**Please consider the below caveats when reading the summary report:**

- the Basement area field will include a numeric (sqm) value, where this is shown as "0" this indicates that no basement area is present
- there will be blank fields. These may correspond to ancillary blocks, where we don't require surveying organisations to collect data for ancillary blocks <75m2 and, for those ancillary blocks >75m2 only a limited data set is collected
- the time it takes to download the report may vary depending on the amount of schools within the responsible body or CDC portal usage at the time of report generation