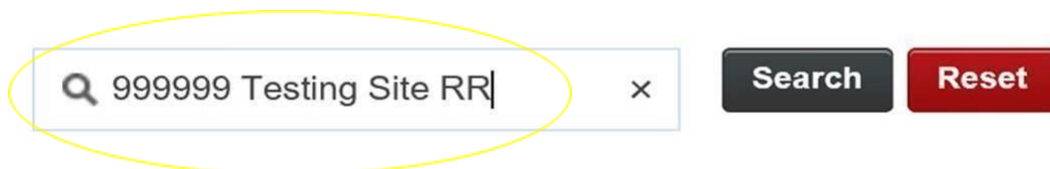


Annex 1-Generating your report

- Log into the Condition Data Collection (CDC) portal (<https://cdcportal.kycloud.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



- If you do not have a log on, then let us know via the [ESFA Enquiry Form](#) confirming your name, school and job title
- On the dashboard, if your school is not already visible in the search box, type in your school name e.g. '999999 Testing Site RR'



A-Main school CDC condition report generation

- In the 'Sites' box on the dashboard, click on the 'Document Reports' link on the same row as your school

<input type="text" value="999999 Testing Site RR"/> Search Reset				
Sites				Total 1 Page 1 Of 1
Site Name	Audit Status			
999999 Testing Site RR		Surveys	Plans	Spreadsheet Reports Document Reports

- Click on 'Run' CDC School Condition Report

Document Reports			
<input type="text" value="Document Report Search..."/> Search Reset			
Document Reports			Total 1 Page 1 Of 1
Name	Description	Document Report Type	
CDC School Condition Report	This is the main CDC Condition Report for schools that summarises the data collected.	Word Merge	Run

- Click 'OK'
- You will then 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)
- Select 'Download Report'

Report Task Queue Go back to context					
<input type="text" value="Task Queue Search..."/> Search Reset		<input type="checkbox"/> Do not email task updates <input checked="" type="checkbox"/> Only show this request <input checked="" type="checkbox"/> Only show my items <input type="checkbox"/> Show all task types <input type="checkbox"/> Filter by errors <input type="checkbox"/> Filter by queued			
Task Queue Items					Total 1 Page 1 Of 1
Task Type	Description	User	Task Status	Time Stamps	
Run Document Report	Document Report: CDC School Condition Report Site: 999999 Testing Site RR		Success	Queued: 20/05/2018 16:28:43 Started: 20/05/2018 16:28:50 Completed: 20/05/2018 16:33:25	View Details Download Report Delete Resubmit Delete

- At the bottom of your screen, select the drop down arrow next to 'Save' and select 'Save As'
- You can rename your CDC School Condition Report and save the file on your device

B-CDC Site Plan generation

- In the 'Sites' box on the dashboard, click on 'Spreadsheet Reports'

Sites				Total 1 Page 1 Of 1
Site Name	Audit Status			
999999 Testing Site RR		Surveys	Plans	Spreadsheet Reports Document Reports

- In the new window, next to 'CDC School Site Plan', select the 'Run' link

Spreadsheet Reports

Spreadsheet Reports		Total 7 Page 1 Of 1
Name	Description	
CDC School Photo Pack	This report will generate a compressed folder consisting of a summary spreadsheet and photographs captured as part of the CDC site visit.	Run
CDC School Site Plan	This report will generate the Site Plan within a compressed folder. The file will be in PDF format.	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'

Report Task Queue [Go back to context](#)

Do not email task updates
 Only show this request
 Only show my items
 Show all task types
 Filter by errors
 Filter by queued

Task Queue Items					Total 1 Page 1 Of 1
Task Type	Description	User	Task Status	Time Stamps	
Run Spreadsheet Report	Spreadsheet Report: CDC School Site Plan Site: 999999 Testing Site RR		Success	Queued: 21/05/2018 11:09:10 Started: 21/05/2018 11:09:21 Completed: 21/05/2018 11:09:32	<input type="button" value="View Detail"/> <input type="button" value="Download Report"/> <input type="button" value="Delete"/> <input type="button" value="Resubmit"/> <input type="button" value="Delete"/>

- At the bottom of your screen, select the drop down arrow next to 'Save' and select 'Save As'
- You can rename your CDC Site Plan and save the compressed folder on your device
- Extract the files from the zip folder by right clicking on the folder and selecting 'Extract All'
- Open the spreadsheet document and click on the hyperlinks in the spreadsheet to open the site plan in a PDF reader
- You can also access the site plan directly through the documents in the 'CDC School Photo Pack' – There will be a blank document that is typically called 'File_0_2' that once extracted, it can be opened by selecting and then opening with a PDF viewer

C-CDC School Photo Pack generation

- In the 'Sites' box on the dashboard, click on 'Spreadsheet Reports'

Q 999999 Testing Site RR

Sites		Total 1 Page 1 Of 1		
Site Name	Audit Status			
999999 Testing Site RR		Surveys	Plans	Spreadsheet Reports Document Reports

- In the new window, next to 'CDC School Photo Pack', select the 'Run' link

Spreadsheet Reports

Q Spreadsheet Report Search...

Spreadsheet Reports		Total 7 Page 1 Of 1
Name	Description	
CDC School Photo Pack	This report will generate a compressed folder consisting of a summary spreadsheet and photographs captured as part of the CDC site visit.	Run
CDC School Site Plan	This report will generate the Site Plan within a compressed folder. The file will be in PDF format.	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'

Report Task Queue [Go back to context](#)

Q Task Queue Search... Do not email task updates Only show this request Only show my items Show all task types Filter by errors Filter by queued

Task Queue Items					Total 1 Page 1 Of 1
Task Type	Description	User	Task Status	Time Stamps	
Run Spreadsheet Report	Spreadsheet Report: CDC School Photo Pack Site: 999999 Testing Site RR		Success	Queued: 21/05/2018 11:28:06 Started: 21/05/2018 11:28:22 Completed: 21/05/2018 11:29:09	View Details Download Report Delete Resubmit Delete

- At the bottom of your screen, select the drop down arrow next to 'Save' and select 'Save As'
- You can rename your CDC Photo Pack zip file and save on your device
- Extract the files from the zip folder by right clicking on the folder and selecting 'Extract All'

Annex 2: Reading your report(s):

School Photo Pack

- Extract the compressed folder as per the instructions above
- The spreadsheet contains 3 tabs, 'School', 'Section', and 'Elemental'
- Open an image by clicking on the hyperlink in the spreadsheet

Reading the School Condition Report with the School Photo Pack

- In Section 3 of the School Condition Report, elements which are graded 'Bx', 'Cx', 'C' or 'D' have a unique photo reference
- The photo reference corresponds to column 'B' 'Site Reference', column 'C' 'Block Reference', and column 'D' 'Construction Type Code' in the School Photo Report spreadsheet

School Site Plan

- The CDC Site Plan report contains a spreadsheet summary report and PDF file. The file can open with any PDF file viewer including most web browsers