



Ministry
of Defence

Exporter Reporting

Applicant guidance

Overview

A new page has been added to spire for applicants to generate reports. Reporting is available to anybody in the new “Application Reporter” role via the “Reporting” left-hand-side workbasket link. Applicants can only run reports for organisations/SPIRE applicants they are in this role for. An applicant must talk to their organisation administrator if they require access to the reporting screen.

Within this document you will find guidance detailing how to use these new reporting screens as well as bespoke guidance for each report type available to applicants.

Contents

Overview	2
Contents.....	3
Quick guide	4
Accessing the Reporting Dashboard	5
Reporting Dashboard	6
Schedule Report	7
Report Run.....	9
MOD Form 680 Exporter's Report.....	11

Quick guide

The following lists an overview of how to generate a report. These steps are explained in more detail in the following sections.

1. Navigate to your workbasket and click on the “Reporting” left hand side link to access the exporter reporting dashboard.
2. Navigate to the report type that the applicant would like to generate and click the “Schedule Report Run” button beneath the title. The applicant can view any reports of this type they have access to under the “Run History” heading.
3. Fill out the required fields under the “Report Parameters” heading.
4. Select the parts of the report the applicant is interested in seeing under the “Requested Report Parts” heading.
5. The applicant must fill in a meaningful title under the “Schedule” heading. Optionally, the applicant can also add notes for their own reference.
6. Click “Run Now” at the bottom of the page to generate the report immediately. Alternatively, the applicant can schedule the report to be run at a later date using the “Run Date” field and “Schedule Report” button below.

Accessing the Reporting Dashboard

To access the reporting dashboard, the applicant must navigate to their dashboard. From there, they must click the reporting link on the left-hand-side menu. If the link is not there, it is possible the applicant is not part of the correct role to run reports. For an applicant to run a report, they must be part of the “Applicant Reporter” role. An applicant should contact their organisation administrator if they require access to the reporting screen. An organisation administrator can manage organisation security and applicant involvement from the “Manage My Registration” left-hand-side workbasket link.

The screenshot displays a web application interface. On the left is a vertical menu with the following items: Control List, Classification Search, Do I need a licence to export - Advice Services, ELA Templates, Grading/Clearance Application Search, Manage My Registration, New Application, Open Licence - Returns, Reporting, Search Licence Applications, Update My Details, Update My Password, and User Preferences. The 'Reporting' item is highlighted with a dark background and a white callout box that says 'Click this link to access the reporting screen.' To the right of the menu is the main content area. At the top of this area is a dark blue header with the word 'Workbasket' in white. Below this is a section titled 'Transaction / SPIRE' with a white input field. Further down, there is a line of text 'Your workbasket is cu' followed by a link 'Transaction / SPIRE Ref' with a circular icon next to it. Below this are labels 'Your Ref:' and 'ECO Ref: Not Yet Ass'.

Reporting Dashboard

From the exporter reporting dashboard the exporter can browse the different report types they have access to. Under each report type, there's a button to schedule a report and the run history of the report. The run history contains any previously generated and pending reports the applicant has access to view for that report type.

F680 exporter's report - Applications made by a specific exporter.

[Schedule Report Run](#) Last Successful Run: 21-NOV-2014 10:11:16

Run History [hide](#)

[refresh](#)

[Page size: 10] Page: [1] [2](#) [3](#)

Company Name	Scheduled On	Scheduled For	Title	Status	Started On	
UNIVERSAL EXPORTS	11-FEB-2015 10:25:58	11-FEB-2015 10:25:57	Feb Report F680	PENDING		View

Click this button to navigate to the schedule report screen.

Click this link to show or hide the run history.

Click this link to refresh the run history.

Click this link to view the report run's details and any generated report parts.

This is the status of the report. For more information about statuses, view the report run section below.

Schedule Report

From the schedule report screen, you schedule a report to be generated. There are five sections to the screen which are detailed below.



Report Parameters

This section is specific to the report type. For more information, the applicant can view the section detailing the specific report type the applicant is generating.

Report Parameters

The list of parameters below will be used to generate the report. In adjusting these values to your needs.

Report Period

*Period Interval *Date In Period  

*Spire applicant

Fill in these fields as required. Fields marked with * are mandatory. For more information on a specific report type's parameters, view that report type's section below.

Requested Report Parts

Here you can select the parts of the report the applicant is interested in seeing. Report parts usually correspond to a Microsoft Excel document and can be accessed via the run history section in the "Reporting Dashboard" once the report is generated. For more information on report parts, see the "Report Run" section below.

Requested Report Parts

This section can be used to identify which parts of a report you are interested in. Some reports will consist of mandatory parts which may not appear in the list below but will appear in the results after running the report. Before proceeding to schedule a report run please tick all the parts of interest.

F680 Exporter Report Overview

Overdue Applications

Applications Approaching Target

Click the boxes to select the parts of the report type that are required.

Requested Report Part Email Attachments & Requested Email Recipients

If the report type allows, these two sections are used to define who should be emailed once the report has been generated. The requested report part email attachment section is used to define what report parts should be attached to the email. Currently there are no report types that utilise these features.

Requested Report Part Email Attachments

No report parts are attachable for this report template.

Requested Email Recipients

This section can be used to identify to whom a completion notification should be sent.

Mr Applicant User Applicant@test.com

Schedule

Once the required fields have been filled out, this section can be used to schedule the report. The applicant must title the report and can optionally add notes for their own reference. The report can be scheduled to be run as soon as possible with the “Run Now” button or for a later date with the “Run Date” field and the “Schedule Report” button.

Schedule

This section can be used to setup the schedule for the chosen report. A title and notes can be appended to a schedule to help identify a particular report run at a later date. Depending on the type of report, you may have the option to run a repeating schedule (i.e. every month), run now, or to schedule for some time point in the future.

*Title

Notes

Run Once

Run Now

Click this button to schedule the report to be generated as soon as possible.

OR

*Run Date



Schedule Report

Fill in the “Run Date” field and click the schedule report button to schedule the report to be run at a later date.

Report Run

The report run screen displays information about a report run. To access this screen, the applicant must navigate to the reporting dashboard and click view on one of the reports under run history. If the run was successful then the applicant can download the report parts there. If the run was not successful, the applicant will still be able to see any report parts that did not fail here. The applicant can also see the parameters used to generate the report via the tabs at the top of the page.

Run Information

F680 exporter's report

Description A report of F680 applications made by a specific exporter.

Run Information | [Parameters](#)

Click here to view the parameters used to generate this report.

Key information regarding the execution of this report is shown below.

Scheduled On Wed 11th Feb 2015 10:25:58
Scheduled For Wed 11th Feb 2015 10:25:57
Status Complete
Started Date Wed 11th Feb 2015 10:26:03
Completed Date Wed 11th Feb 2015 10:26:07
Deleted Date

Schedule Title Feb Report F680
Schedule Notes

Data for this report's requested parts can be seen here by clicking the appropriate link in the table below. Clicking on the 'Refresh Page' link will result in the run information being updated and any action links being populated as report parts are completed.

Part Title	Run Status	Output
F680 Exporter Report Overview	Complete	View Spreadsheet(CSV) View Spreadsheet(Formatted) View Spreadsheet(XML)
Overdue Applications	Complete	View Spreadsheet(CSV) View Spreadsheet(Formatted) View Spreadsheet(XML)
Applications Approaching Target	Complete	View Spreadsheet(CSV) View Spreadsheet(Formatted) View Spreadsheet(XML)

Each of these rows represent one report part.

Here, all the files relating to the report part are listed.

[Refresh Page](#)

This is the status of the report. The statuses are as follows:

Pending – The report is in the queue and will be generated soon.

Processing – The report is currently being generated and will be complete soon.

Complete – The report is ready to be viewed.

Failed – There was a problem generating the report. Check the parameters. If everything looks in order, contact the ECO helpdesk.

Parameters

F680 export

Click here to get back to the run information.

Description A report of F680 applications made by a specific exporter.

[Run Information](#)

Parameters

The fields below show the parameter values provided for this report run.

Report Period

Period Interval

Monthly ▾

Date In Period

18-FEB-2015 10:25:00

*Spire applicant

UNIVERSAL EXPORTS ▾

These are the parameters that were entered when the report was run.

MOD Form 680 Exporter's Report

The MOD Form 680 exporter's report is designed to help applicants keep track of their F680 applications. This section details how to use this specific report type. For more information on using the reporting screen in general, please read the above sections.

Report Parameters

Report Parameters

The list of parameters below will be used to generate the report. In adjusting these values the resulting report

Report Period

*Period Interval

Monthly

*Date In Period

The "Report Period" parameter is used to define the period the applicant wants to run their report over. The "Period Interval" is used to define how long the period will be and the "Date in Period" is used to define a date within this period. For example, if the applicant wanted to run a report for every F680 application in April 2012, they would select "Monthly" for the "Period Interval" and any day in April 2012 for the "Date In".

Alternatively, an applicant can select manual for the "Period Interval" and select specific start and end dates.

*Spire applicant

Select One

The "Spire applicant" parameter is used to define for that organisation/applicant the report should be run for. If the applicant cannot see their organisation in the list, then they may not have the correct privileges. In this case, the applicant must contact their organisation administrator.

Report Parts

In this report, each report part shares the same columns which are detailed here:

Column Name	Definition
DTI REF	The internal reference used by BIS/MOD
COMPANY NAME	The company or individual that made the application
COUNTRY NAME	The country that the items are intended to be exported to
CUSTOMERS	The company that the items are intended to be exported to
END USER	The ultimate end user of the item
THIRD PARTY	Any third parties that are involved in the export

DESCRIPTION	The goods item description
STATUS	The status of the case
SUBMITTED DATETIME	When the case was submitted
FIRST NOTIFICATION DATETIME	The date of the first country outcome for this case
CASE CLOSED DATETIME	The date the case was closed
COUNTRY ACCRUED DAYS (Overdue Applications and Applications Approaching Target only)	How many days ECO have had the case excluding any days where they were waiting for a request for information response

[F680 Exporter Report Overview](#)

In this report part, the applicant can see one row per country for every F680 application made by the specified organisation in the specified time period. The purpose of this report part is to give an overview of the duration of all F680 applications.

[Overdue Applications](#)

In this report part, the applicant can view any items in the overview report part that have exceeded their service level target.

[Applications Approaching Target](#)

In this report the applicant can see any items from the overview report part that are coming up to their service level target.