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

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.

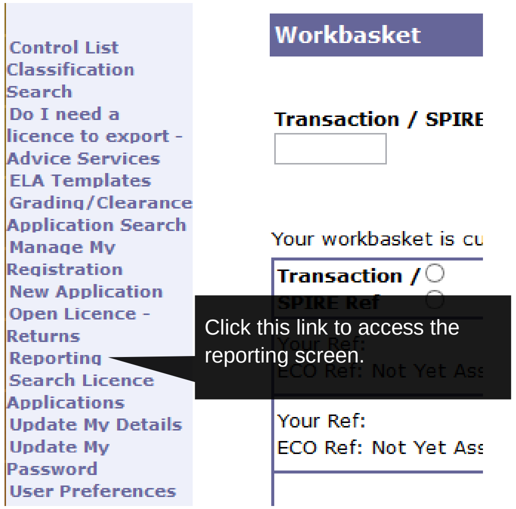
4. Select the parts of the report the applicant is interested in seeing under the “Requested Report Parts” heading.

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.

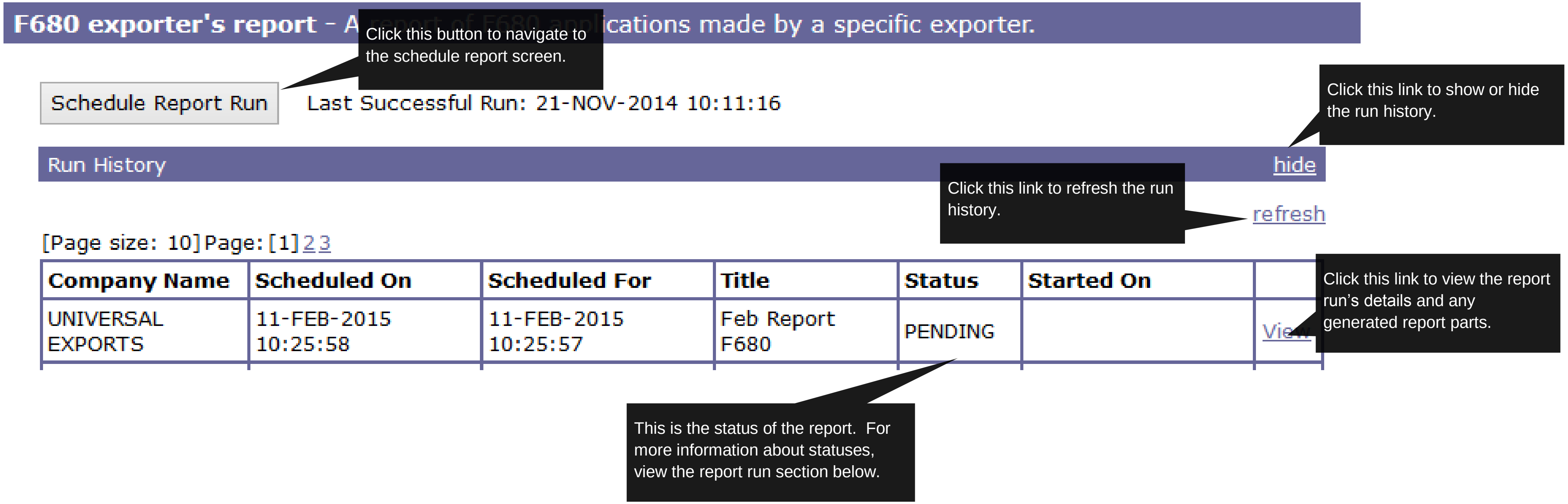
Accessing the Reporting Dashboard

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.



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.

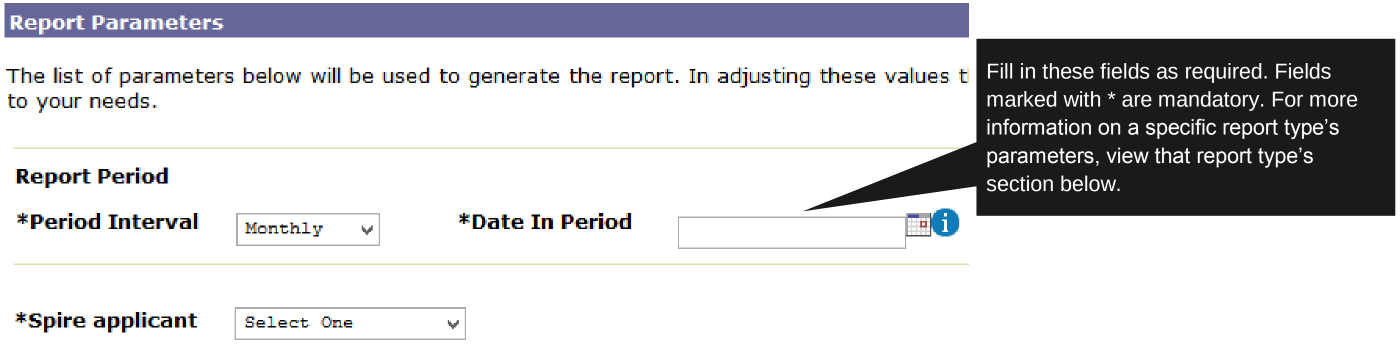


Schedule Report

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

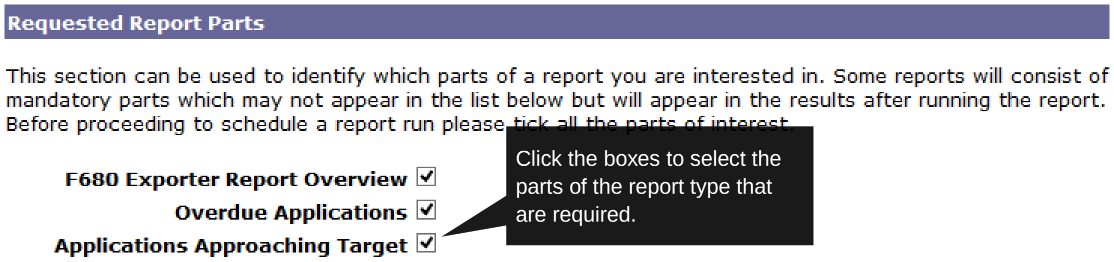
Report Parameters

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.



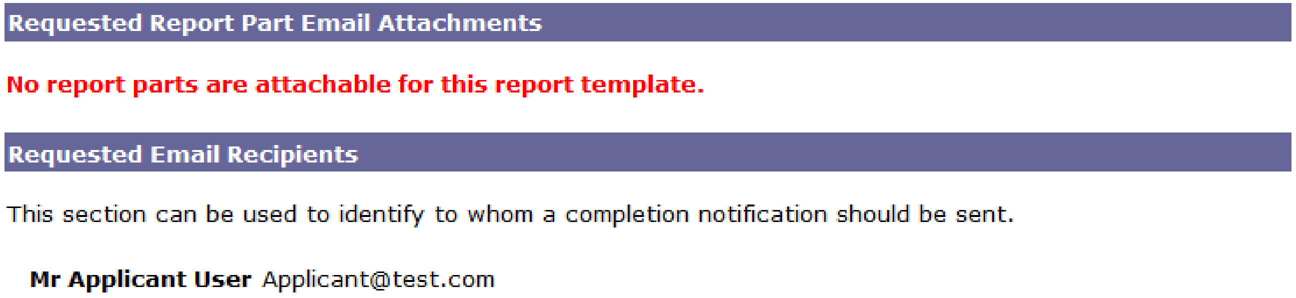
Requested Report Parts

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.



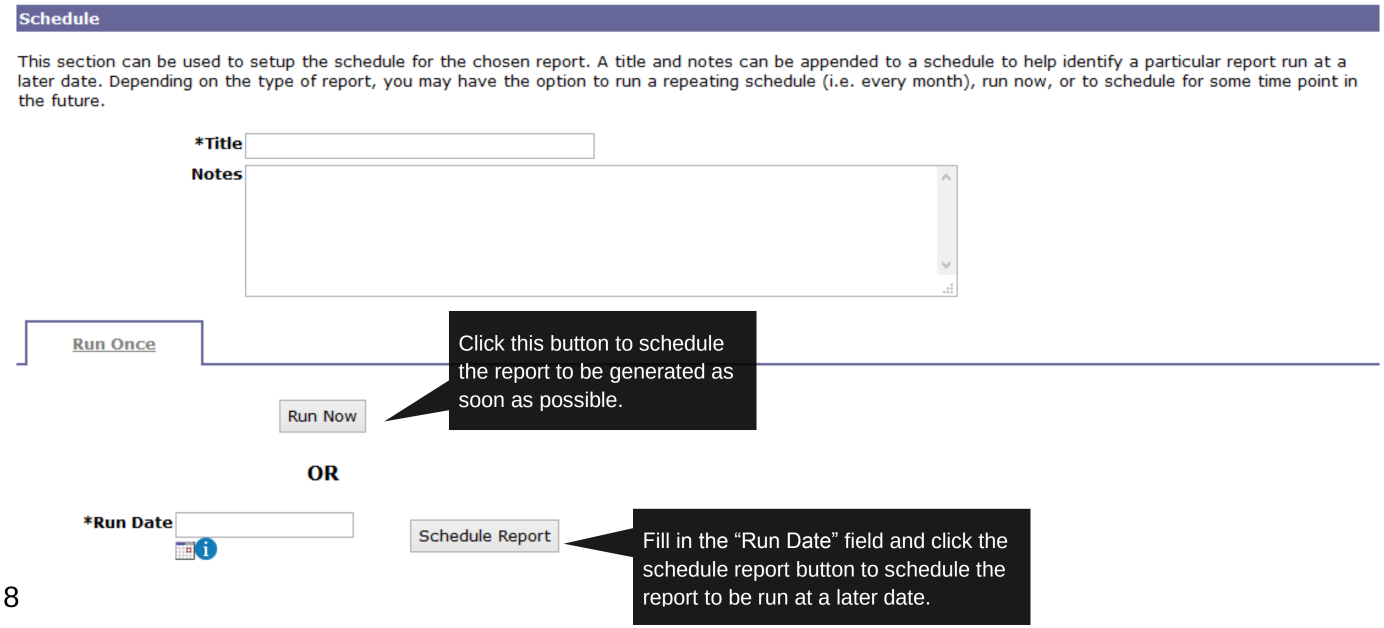
Requested Report Part Email Attachments & Requested Email Recipients

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.



Schedule

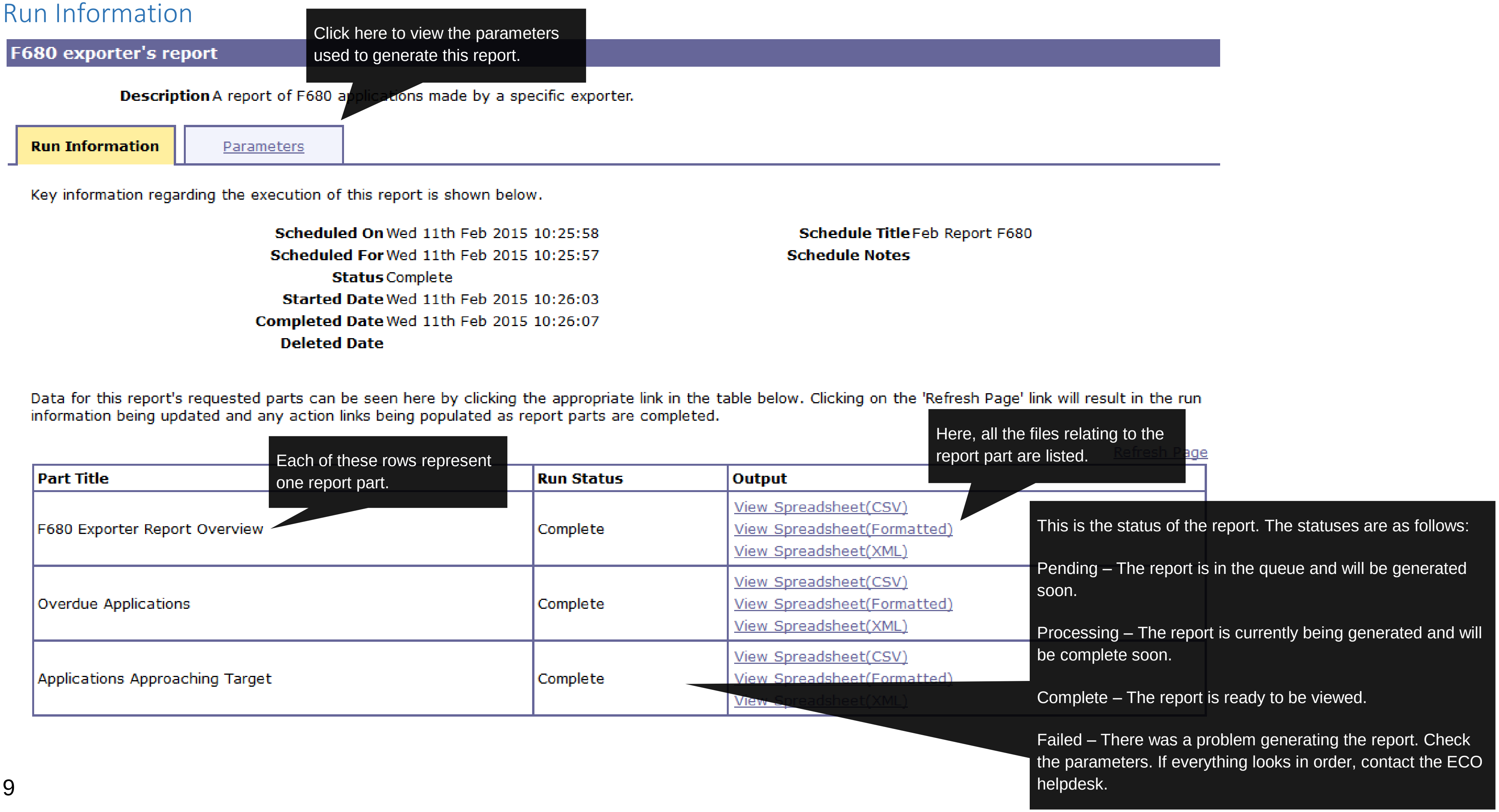
Once the required fields have been filled out, this section can be used to schedule the report. The applicant must title the report and can optionally add notes for their own reference. The report can be scheduled to be run as soon as possible with the “Run Now” button or for a later date with the “Run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



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



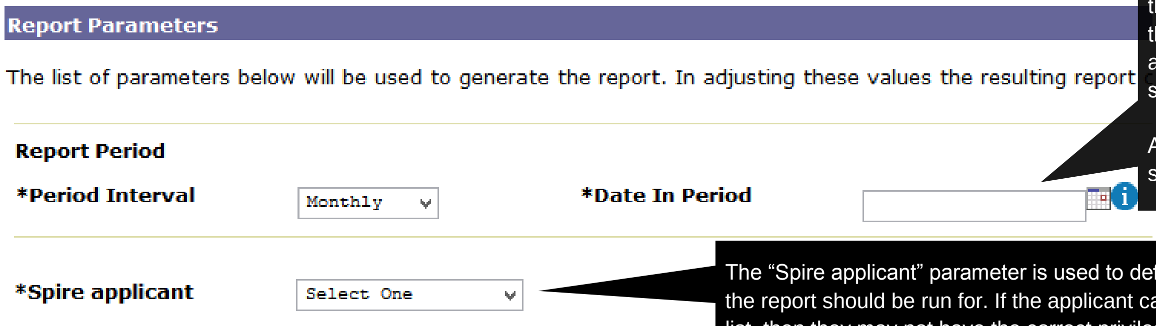
Parameters

Click here to get back to the run information.
F680 expor
Description A report of F680 applications made by a specific exporter.
Run Information
Parameters
These are the parameters that were entered when the report was run.
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

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



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 "Period In".

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

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 DATIME	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.