

Reports on Peerview

There are two kinds of reports that can be accessed.

1. A full report which provides feedback on all aspects of the session reviewed by a peer.
2. A summary report. This is the format that should be used in applications for promotion, OSP etc.

1. To access the full report

From your dashboard, select the **View report** button on the relevant review to go to the report screen.

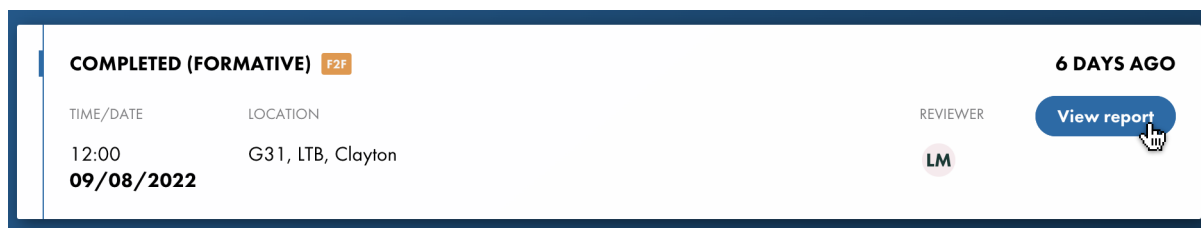


On the report screen you will see the full report, including peer review feedback and comments, which can be viewed as a pdf by clicking the **Download report** button (see next page to download).

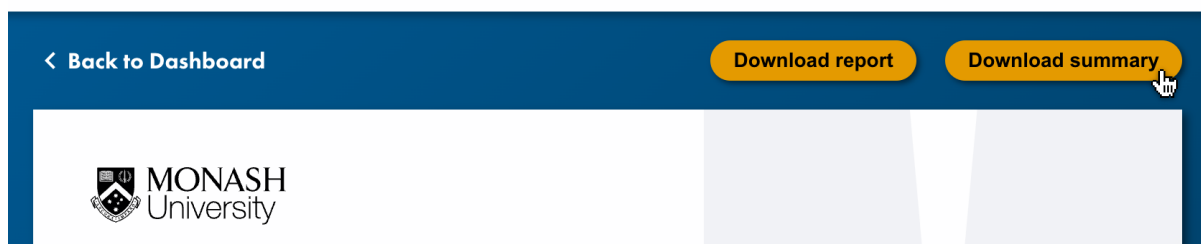


2. To access the summary report (for promotion/ probation)

Select the **View report** button on the relevant review to go to the report screen.

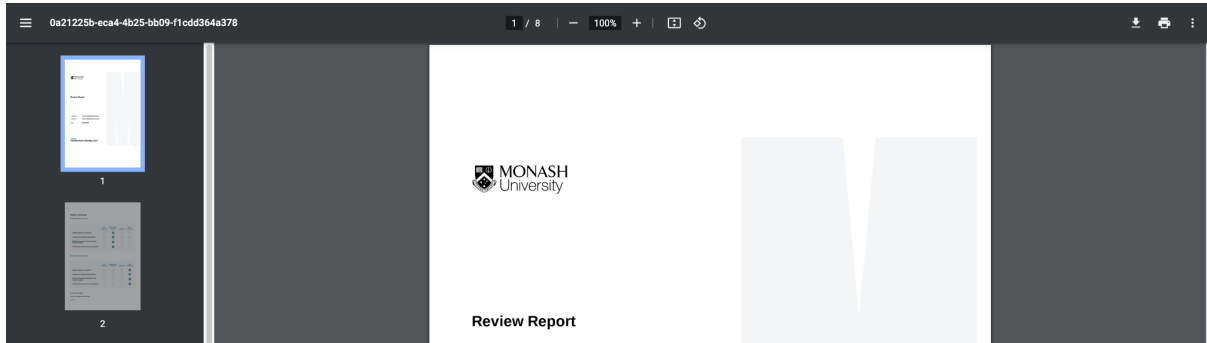


On the report screen click the **Download summary** button to view as a pdf.

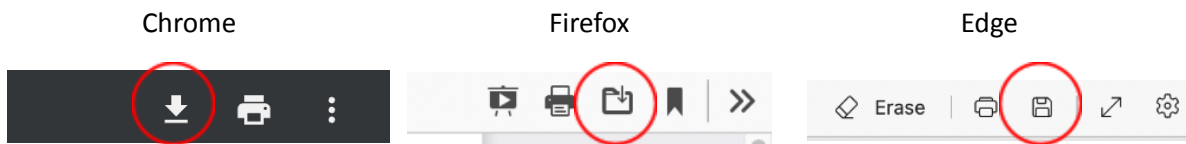


3. Downloading and browsers

After clicking the relevant download button, a PDF version of the report will be opened up in a new tab in your browser. If you encounter any issues, **ensure pop ups have been enabled** for Peerview and try again.



To download this report as a PDF, depending on your web browser, you should be able to either download directly, or print and save as a pdf.



Save as PDF (Chrome)

