Client Hub Award Report

Overview.

Clients can be allowed to request or purchase certificates, (**System Configuration – Client Hub Administration**) when they do, their requests are shown on the Client Hub Award Report. This report can be located by going to **Certificates** on the Main Menu and then pressing on **Client Hub Award Purchases**.

The Date Range

Upon first opening the page, you will only be shown 'requests' made in the last 31 days. The dates can be changed but the range cannot exceed the 31-day limit.

Filter Information

The page comes with four predefined filters, they are each designed to assist you to manage production and payment collection. They are…

Show Outstanding Orders

Use this filter to perform a quick check to ensure you have been paid and if not, to chase payments.

Show paid orders

You can use this filter combined with the export facility to calculate income from award sales.

Show awaiting Printing

Allows you to see the certificates that you need to print, along with the term they relate to. Thus, ensuring you do not forget to print any.

Show printed

This simply allows you to check what you have produced!

Page Mode

The page can be set to show order information if you are selling awards and hide the financial information columns if you issue awards for free as part of your course package. The page mode is set using the *Show Purchase Info* slider in the top right-hand corner of the page.

Order Information

The buttons found in the order information open a pop-up screen that details basic award information, along with the terms that the client agreed to.

Exporting data

Data can be exported from this page using the two buttons found on the left-hand side of the page under the main table of information.

The Process

1) You will have marked and submitted all progress information and passed awards. These will have been proofed by an Administrator, so they are able to be published to the **Client Hub**.

2) If you haven't already, you will need to go to **System Configuration** on the Main Menu, **Client Hub Administration** and ensure the following required sliders are turned switched **'On'**.

	Client Hub Awards Settings	
	Settings that help you manage the Client Hub Awards Page	
Activate Client Hub Awards Page:	Activating this will enable the Awards Page on the Client Hub. Clients will see an "Awards Page Inactive..." message until this is switched on.	On — *Required*
Awards Progress:	Activating this enables users to see the progress information (task progress).	On
View Progress Report Comments:	Activating this will allow proofed progress report comments to be seen against each award in the Client Hub.	On
Awards Request:	Activating this enables users to request Awards via the Client Hub Awards Page.	On — *Required*
Create Order on Award Purchase:	Activating this will create an order or add to an existing unpaid order when an award is purchased via the Client Hub.	On
Cost of Award Certificates:	Set the price of purchasing Award Certificates via the Client Hub.	£ 4.15
Awards Purchase Terms and Conditions:	Manage and create Terms and Conditions for Award purchases. View current and historic Terms and Conditions.	✔ Published — *Required* / 👁 View

Showing Awards Progress is optional, if you have this turned off, account holders will not be able to view the individual task progress for an award that has not been passed.

Create Order on Award Purchase is to be used if you will be charging your clients for certificates. If this is the case, you will also need to input the price you wish to charge in the **Cost of Award Certificates** box (Please note: you can only have one price for all certificates).

3) Wait for your clients to request the certificates for the passed awards. All orders will show on the **Client Hub Award Requests** page where you can use the filters to refine what you can see.

4) All orders will automatically be requested, you simply have to return to the **Certificates** section on the Main Menu and press **Create PDF Certificate Files**.

5) As always, PDF can take up to 20 minutes to generate. Once all the certificate PDF files have been produced, press the **View Certificate PDF** button to view them.

6) The certificates will be sorted by award, making it much easier to over-print them as you can place your certificates in the printer, press print and they will over-print student names for you. To open the PDF file, press the **View** button next to the relevant award.