

## User Guide 54 SPEAR Reporting

### Purpose of this User Guide

The purpose of this User Guide is to provide information on how to access and use the SPEAR Reporting functions available within SPEAR, including running reports and extracting data to Microsoft Office applications such as Excel or PowerPoint. The ability to run reports from SPEAR is restricted to Local Administrators within your organisation by default, however Local Administrators can enable all users within their organisation to access and run reports if they choose.

### Who should read this guide?

Primary audience: **Local Administrators**

For information: **Other SPEAR users**

### Introduction

A range of reports are available to users in SPEAR, however the specific reports available to each organisation type will vary. A full list of reports available to your organisation can be accessed from the Admin Reports menu.

### 54.1 How do Local Administrators access SPEAR Reporting?

Users in SPEAR may have multiple roles. Stand-alone Administrators will see the Administration Menu when they login to SPEAR.

Users with additional roles can access the Administration Menu by changing their Current User Role to 'Administrator' from the drop-down box located on the Application List screen.

The screenshot shows the SPEAR web application interface. At the top, there is a navigation bar with links: Public Search | View Document Rules | Settings | Contact Us | Help | Logout. Below this, the text 'Planning & Subdivision Applications Online' is visible. The user is logged in as 'local admin (3rd Party Applicant, Administrator)'. The 'Current User Role' is set to '3rd Party Applicant / Ballarat City Council', with a dropdown menu showing 'Administrator' as an option. The main header features the 'SPEAR' logo and navigation tabs: 'All Applications', 'My Applications', and 'Watched'. Below the tabs, there is a search bar and a 'Filter' section. The main content area displays a table with the following columns: Action Req, Property, SPEAR Ref, Responsibl Authority, Applicator Type, Status, Plan Number, Applicant Ref, Submitted, Advertised, Objected, R.F.I, SAFR, and Watch. The table is currently empty.

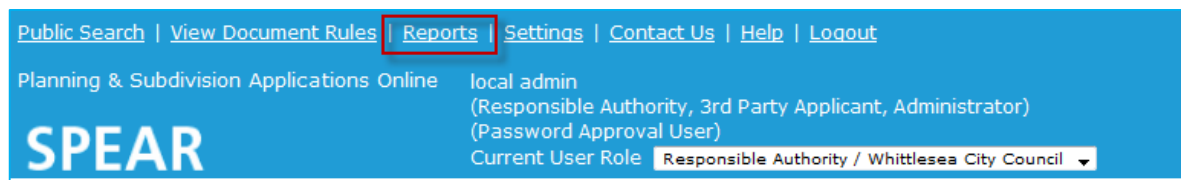
To open the Admin Reports menu, click on the [SPEAR Reporting](#) hyperlink from the Administration Menu. You will be provided with a list of available reports.

## 54.2 How do all other users access SPEAR Reporting?

By default, SPEAR reports are only available to Local Administrators within an organisation. Local Administrators can choose to enable SPEAR Reporting for all other users in their organisation.

For more information about enabling SPEAR Reporting for all users in your organisation, see User Guide 23 – Local Administrator.

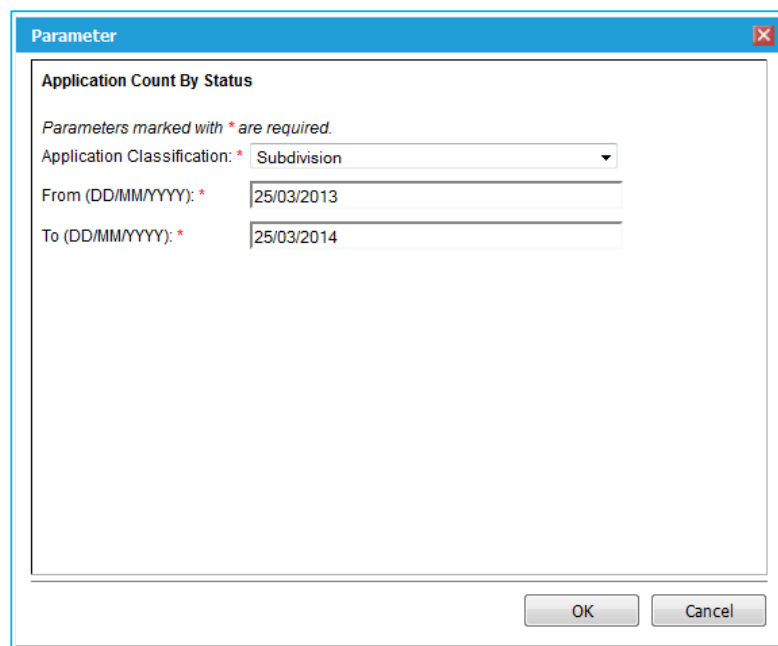
If the Local Administrator for your organisation has enabled SPEAR reporting for all users, you will be able to access the reports via the menu at the top of the SPEAR screen.



## 54.3 How do I run a report?

Click on the name of the required report from the Admin Reports menu. The Parameter window will open in a new browser tab or window.

Depending on the report you have selected, you will be provided with a range of parameters which will affect the data displayed in the report. Select or enter the parameters as required, and click the 'OK' button to run and display the report.



Parameter

**Application Count By Status**

*Parameters marked with \* are required.*

Application Classification: \* Subdivision

From (DD/MM/YYYY): \* 25/03/2013

To (DD/MM/YYYY): \* 25/03/2014

OK Cancel

Showing page 1 of 1 Go to page:

Run Date: 25/03/2014 2:21 PM

### Application Count By Status

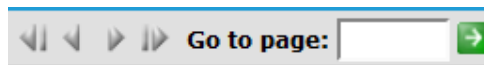
Description:  
This report displays the number of applications which have transitioned to each SPEAR application status during the selected date range for the selected application classification(s). Where an application has transitioned to a status more than once during the selected date range, it is counted only once for that status. This report specifically deals with the Application Types of PP-Only, CS-Only and Joint.


Note: If a new application state is added to SPEAR, applications that have already transitioned beyond that status will not be included in the totals below.

Application Classification(s): Subdivision  
 Organisation Type: All  
 Organisation: -99  
 Date range: 25/03/2013 to 25/03/2014

Status	Planning Permit (Subdivision)	Subdivision Joint	Subdivision Certification	TOTAL
Draft	49	26	13	87
Submitted	26	82	17	125
Lodged with Responsible Authority	6	12	4	22
Referred	44	139	39	222
Permit Decision Pending		5		5
Permit Decision	89	16		104
Certification Decision Pending		18	27	45
Certification Decision		3	3	6
SOC Decision Pending		11	35	46
Statement of Compliance		30	19	49
Released for Lodgement at Land Victoria		5	1	6
Lodged at Land Victoria		1		1

The report may span a number of pages. To navigate to a different page, you can use the grey arrows displayed at the top-right of the report. Alternatively, you can enter the page number you wish to view and click the green arrow to navigate to that page.



Once run, the report can be printed by clicking on the  icon at the top-left of the report screen. The 'Print Report' window will be displayed and allow you to specify the format and pages you wish to print. Once you click the 'OK' button, the printable report will open in a new browser tab or window.

**Print Report** ✖

Print Format


HTML  
 PDF Auto

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All pages  
  Current page  
  Pages:


( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

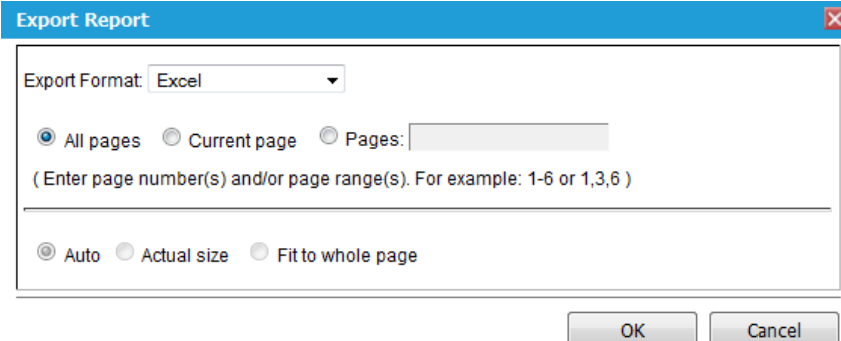
## 54.4 How can I modify the data shown in a report?

If you would like to run the report with different parameters, click on the  icon at the top-left of the report. You will be presented with the Parameter window, and can make changes as required before clicking the 'OK' button to run the report with the new parameters.

## 54.5 How do I export the report data?

The report can be exported to various file formats including Excel (.xls), PowerPoint (.ppt) and Portable Document Format (.pdf).

To export the report data you will need to run the required report and click on the  icon at the top-left of the report. You will be presented with the 'Export Report' window, where you can specify the format you wish the report to be exported to. You can also choose the pages you wish to export and the size of these pages before clicking the 'OK' button to download the exported report file in the format you have chosen.



Export Report

Export Format: Excel

All pages  Current page  Pages:

( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

Auto  Actual size  Fit to whole page

OK Cancel

## Need more information?

Further information on this topic can be found by:

- Visiting the SPEAR website [www.spear.land.vic.gov.au/SPEAR](http://www.spear.land.vic.gov.au/SPEAR).
- Contacting the SPEAR Service Desk on 9194 0612 or email [spear.info@delwp.vic.gov.au](mailto:spear.info@delwp.vic.gov.au)