

Overview:

The following document details the standard operating procedure for the Patrol Gap Calculator. Please note, you cannot add columns or reformat the model as it is password protected. If you indivertibly corrupt the model, a master copy is maintained by SLSQ.

Amendment: Report now includes QLD Marine Stinger Award.

Procedure:

Step 1: Ensure your club patrol roster and teams are up-to-date in Surfguard. *IMPORTANT INFORMATION*:

- SLSQ have created a profile Sir PGC Test Member and a Patrol Team Z.SLSQ PGC DO NOT REMOVE and added the member and the patrol team to each SLSQ Club – This is to be included in all reports for the PGC to work.
- 2. DO NOT Archive or Transfer or Alter this member
- 3. Please make this member Active for the current season eg 2022/23

Step 2: Save all attachments from email (Do not Open files – Right Click on a file and select Save All Attachments)

- SLSQ Patrol Gap Calculator V9.0– must be saved as Microsoft Excel Macro-Enabled Worksheet (.xlsm)
- PGC Custom Report Template V9 (Jan2023)
- Patrol Gap Calculator Procedure V9 (updated Jan 2023)



Step 3: Custom Report - Log into Surfguard and complete the following steps.

Surfguard > Menu > Reports > Custom Reports

	Reports
	Audits
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	Member Reports
	Organisational Management Reports
	Patrol Reports
	Transfer Reports
	Custom Reports
	New Custom Report
	Gear & Equipment Custom Reports
	New Gear & Equipment Custom Report

Step 4: Click "Choose File" and then select the previously saved "PGC Custom Report Template v9 (Jan2023)" once selected click "Go"

Load Saved Template: Choose file No file chosen	Go
OR	
Create New Report	

Field: Registered for Season:

Ensure that you update the 'Registered for Season' to the **current** season. (eg this season 2022/23) you enter 2022)

Note: When conducting first PGC prior to start of season (before 30 September) you may leave the season date blank.

- organisation memorismip betans			
Sub-Membership	Sub-Membership Category:	Probationary Junior Activity Member (5-13 years) Cadet Member (13-15 years) Active (15-18 yrs) Active (15-18 yrs) Active (15-18 yrs) Active (15-18 yrs) Reserve Active Long Service Past Active Use the Ctrl of the Shift key to select multiple membership types.	
Status:	Status:	Active Archived Deceased Expelled Suspended ~	
Registered for Season:	Registered for Season:	eg. 2010 = registered season 2010/2011.	
State Based Details			Show State Based Details
Working with Children Registration Expiry Date: Screening Suitability	Working with Children Registration Expiry Date - From: Screening Suitability	To: (dd/mm/yyyy)	
Volice Uate: Screening Type:	Notice Date - From: Screening Type:	Paid * Volunter Exemption *	
Emergency Contact Details			Show Emergency Contact Details

Field: Patrol Team

Click only the Patrol Teams that are active on Rostered patrols for the Season.

To select individual Patrols – Hold down CTRL key and select required patrols (selected patrol teams will be grey)

IMPORTANT: You must include – Patrol Team **Z.SLSQ PGC – DO NOT REMOVE**

Patrol Teams					Show Patrol Teams
Team Name:		Team Name:	Patrol 05		
	·		Patrol 06		
			Patrol 07		
			Patrol 08		
			Patrol 09		
			Patrol 10		
			Patrol 11		
			Patrol 12		
			Water Safety-Training		
			Z.SLSQ PGC - DO NOT REMOVE	*	

Step 5: Scroll to the bottom of the page and select "Display Report Here" and the select "Download as CSV"

Enter the mode of delivery:	
Display Report Here:	
Send Report Via Surfguard Message:	
Send Report Via Email:	Send to Email: Enter multiple email addresses separated with commas. Do not include blank email addresses.
Recurring Type:	Non-recurring V Recurring Interval: eg. Weekly Recurring Interval of 2 = report to run once every 2 weeks.
Scheduled Date:	Leave scheduled date/time blank to schedule immediately.
Report Name:	
	Display Type: OHTML ODownloadable CSV (Excel Format) ODelimited Text File
	Records Per Page 100 Delimiter. or Tab
	Create Template:
	Clear Display Report Cancel

Step 6: Click on the "**Display Report**" and custom report link will open in new TAB. **Note**: this may take some time dependent on your club's size.

Click - Please click here to downloa	ad result file.
Template: Please right mouse click here to save the template file. Then, select Save Target As to save the template	manywhere on your computer. Please use xml as your file extension.
Selection Criteria:	noned Basened Marcaland Basened Basened Basened Basened Bio Tachenicas (HP) Browse Mediation Cadificites II in Duble Cades / Annaise Basened (D/197410) Partificate II in Duble Cades / Annaise
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Total Records:	
	Please click here to download result file

Step 7: Once you open the CSV file, open the Surfguard report, and:

> Copy all data under headings (**Columns** A6 – AZ / **Rows** Include all rows with data)

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Step 8: Open SLSQ Patrol Gap Calculator V9.0.xlsm on your desktop (must save as macro enabled .xlsm)

Click Enable Editing —

File	Home	Insert	Page Layout	Formul	as Data	Review	View	Help					
D PRO	TECTED VI	EW Be care	ful—files from th	e Internet ca	an contain virus	ses. Unless yo	u need to e	dit, it's sa	afer to s	stay in Protecte	ed View. Ena	ble Editing	
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Go to SLSQ Patrol Gap Calculator, open the second tab "consolidated database" and Paste data in cell "A2"



> Go to first Tab "Patrol Gap Analysis" and Click 'Data Refresh' button on the Patrol Gap Analysis

Patrol Gap Analysis Data Refresh		Team Name (blank)							-			á R		-			
Member ID	First Name	Last Name	Membership Category	Registered for Season	e Email	Mobile	Drivers Licence Expiry	Marine Licence Expiry	Blue Card Expiry	CYRMS Gained	CSA Gained	BM Expiry	SRC (CPR) Expiry	ROC Expiry	IRBC Expiry	SM IRBD Expiry	SM BM G
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> Select the **Team Name** you wish to review (you can select multiple teams).

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