

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 inadvertently corrupt the model, a master copy is maintained by SLSQ.

Amendment: Report now includes QLD Marine Stinger Award.

Procedure:

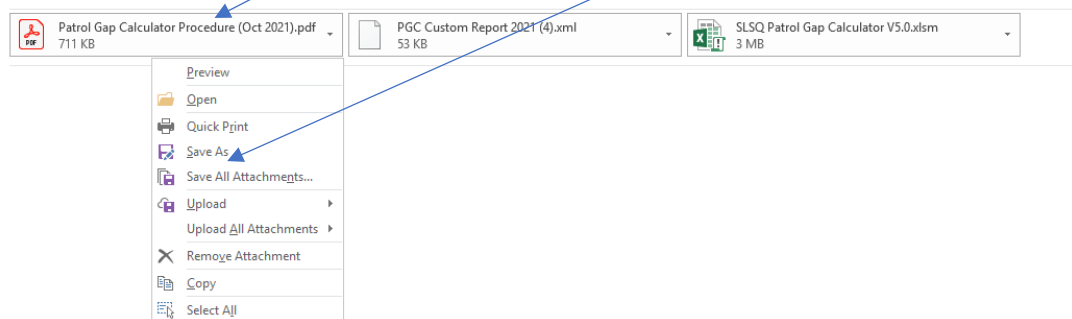
Step 1: Ensure your club patrol roster and teams are up-to-date in Surfguard.

IMPORTANT INFORMATION:

1. 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**

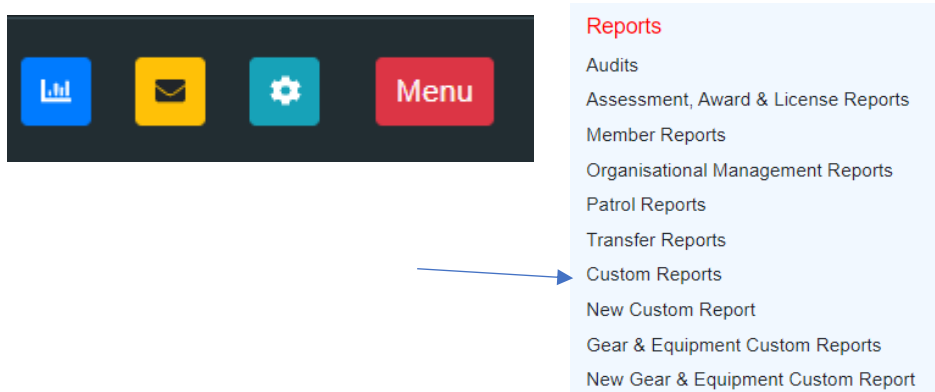
Step 2: Save all attachments from email (Do not Open files – **Right Click** on a file and select **Save All Attachments**)

- 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)

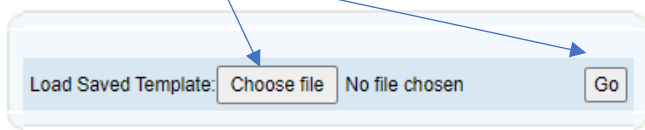


Step 3: Custom Report - Log into Surfguard and complete the following steps.

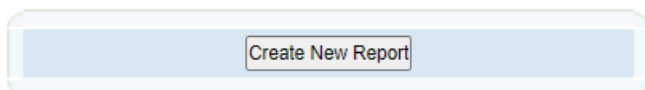
Surfguard > Menu > Reports > Custom Reports



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



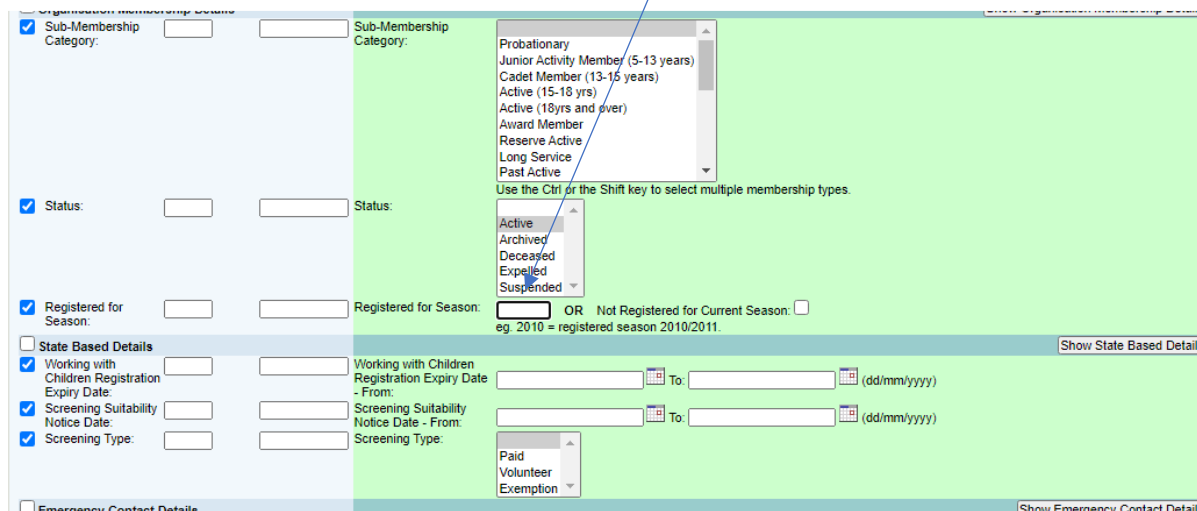
OR



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.

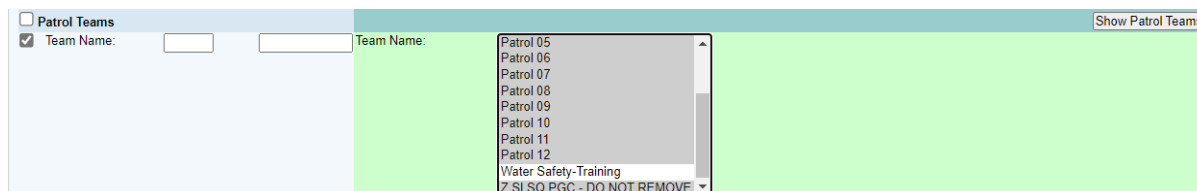


Field: Patrol Team

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**



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: Recurring Interval: eg. Weekly Recurring Interval of 2 = report to run once every 2 weeks.
 Scheduled Date: Time (24hr):
 Leave scheduled date/time blank to schedule immediately.
 Report Name:

Display Type: HTML Downloadable CSV (Excel Format) Delimited Text File
 Records Per Page: 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 download result file.

Template:

Please right mouse click here to save the template file. Then, select Save Target As to save the template anywhere on your computer. Please use .xml as your file extension.

Selection Criteria:

Status = Active; Organisation Type = SLS Organisation; Other SLS Organisation; Award Name = Advanced Resuscitation Techniques, Advanced Resuscitation Techniques (AID), Bronze Medalion, Certificate II in Public Safety (Aquatic Rescue) (PUA20119), Certificate II in Public Safety (Aquatic Rescue) (PUA21004), Certificate II in Public Safety (Aquatic Rescue) (PUA21010), Certificate II in Public Safety (Aquatic Rescue) (PUA21012), Child and Youth Risk Management Strategies, First Aid, First Aid (AID), IRB Crew Certificate, Marine Stinger Management, Observers Award, QLD 4WD Induction, QLD SSV Operator Induction, QLD Tractor Induction, Radio Operator Certificate, Resuscitation, Resuscitation (AID), Resuscitating Children and Young People Awareness, Silver Medalion Beach Management, Silver Medalion IRB Driver, SSV Operator Induction, Surf Rescue Certificate (CPR Endorsed), Team Name = Patrol 05, Patrol 06, Patrol 07, Patrol 08, Patrol 09, Patrol 10, Patrol 11, Patrol 12, Z.SLSQ.PGC - NO WOT REMOVE.

Total Records:
685

[Please click here to download result file](#)

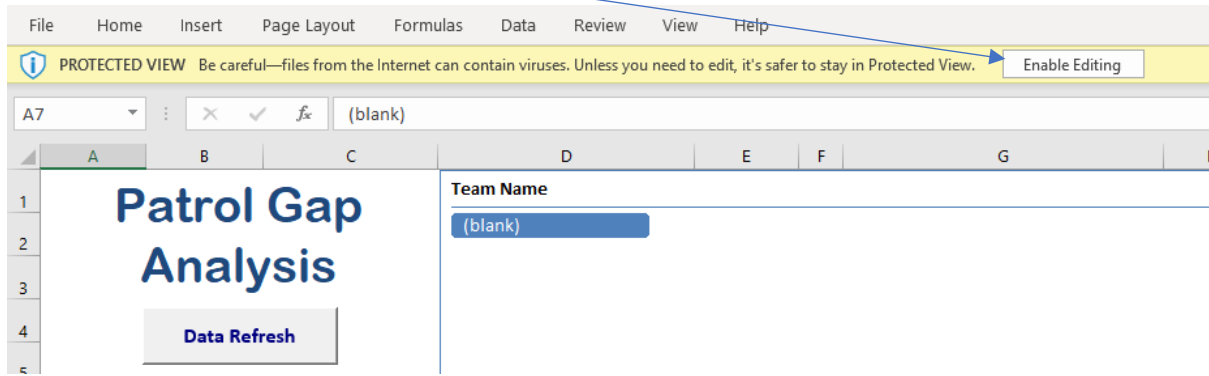
Step 7: Once you open the CSV file, open the Surfguard report, and:

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	Selection	Other SLS	Advanced	Bronze M	Certificat	Certificat	Certificat	Certificat	Child and	First Aid	First Aid	IRB Crew	Marine St	Observer	QLD 4WD	QLD SSV	QLD Tract	Radio Op	Resuscita	Resuscita	Safeguard	Silver Me	Silver Me	SSV Oper	Surf Rescue	Certificate
2																										
3	Total	Records:	20																							
4																										
5	Member I	First Nam	Last Name	Gender	Date of BI	Age	Mobile PH	Email Add	Email Add	Drivers Lic	Marine Lic	Sub-Mem	Status	Season	Working v	Screening	Screening	Award All	Award Na	Award Ab	Award Col	Award Da	Proficienc	Award Ex	Team Nan	Organisation
6	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				Award	Child and Youth Risk Managem	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
7	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				Award	Child Safe Awareness	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
8	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				Award	Observers Award	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
9	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				Award	QLD 4WD Induction	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
10	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				Award	QLD SSV Operator Induction	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
11	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				Award	QLD Tractor Induction	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
12	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				Award	SSV Operator Induction	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
13	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				RCC/RPL	Advanced ART	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
14	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				RCC/RPL	Advanced ART AID	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
15	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				RCC/RPL	Bronze M iBM	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
16	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				RCC/RPL	First Aid	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
17	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				RCC/RPL	First Aid [FA	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
18	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				RCC/RPL	IRB Crew (IRBC	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
19	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				RCC/RPL	Marine Stinger Management	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
20	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				RCC/RPL	Radio Opex Radio	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
21	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				RCC/RPL	Resuscital CPR	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
22	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				RCC/RPL	Resuscital CPR	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
23	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				RCC/RPL	Silver Mei SMBM	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
24	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				RCC/RPL	Silver Mei IRBD	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
25	5987876	PGC	Test Mem	Indetermi	#####	25	04221224	slsq@lifesaving.com	#####	#####	#####	#####	Probation	Active	2021/2022				RCC/RPL	Surf Rescu.SBC	#####	#####	#####	#####	#####	Z.SLSQ PG SLS Organisa
26																										

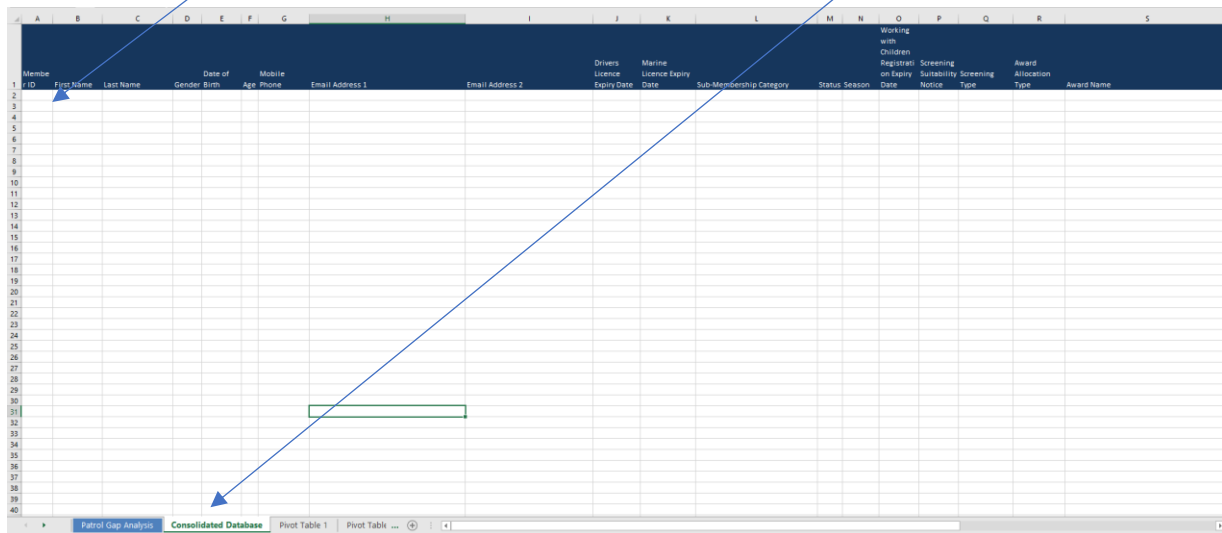
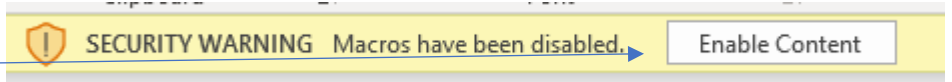
Step 8: Open SLSQ Patrol Gap Calculator V9.0.xlsm on your desktop (*must save as macro enabled .xlsm*)

- Click **Enable Editing**

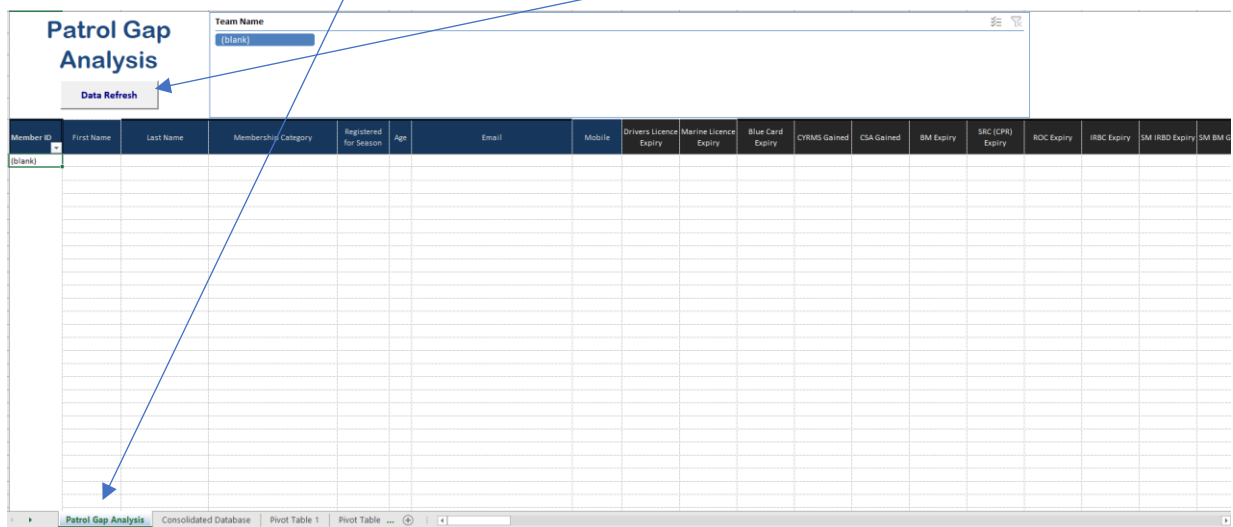


- Enable any Macros

- 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



- Select the **Team Name** you wish to review (you can select multiple teams).

