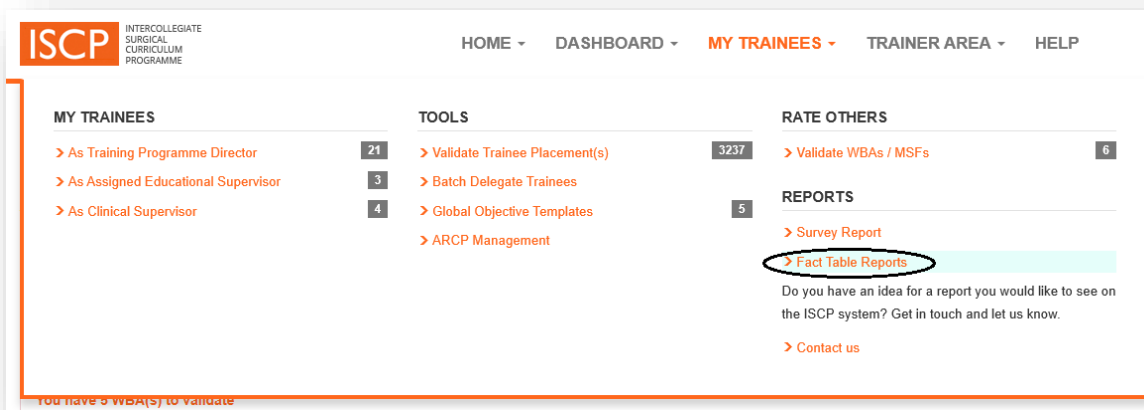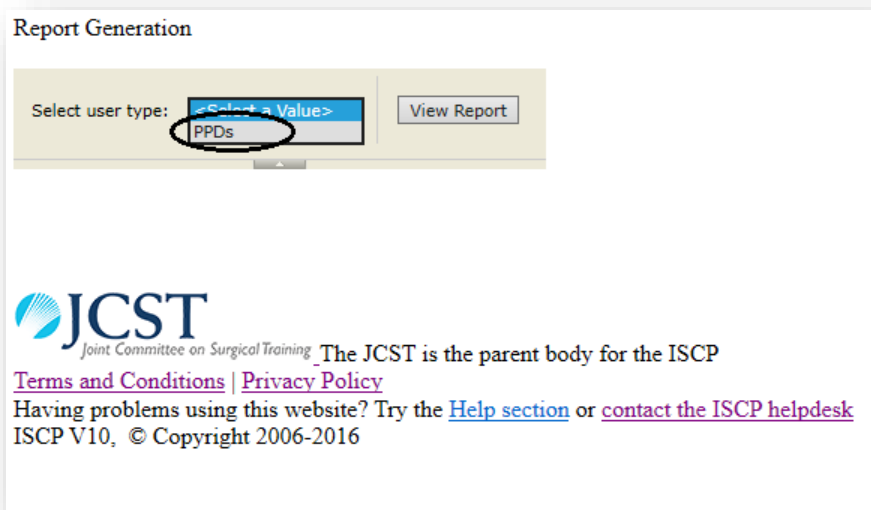**How to run a fact table report as TPD**

A fact table report is a spreadsheet listing your current trainees with data about their placements and portfolio evidence.

1. Login to the ISCP website at www.iscp.ac.uk

2. From the menu click on **My Trainees** then **Fact Table Reports**

3. On the next page, select **PPDs** then click on the **View Report** button

4. Once the report has generated, it can be converted into an output file such as a PDF or Excel document. Click on the disk icon and choose the output file type.