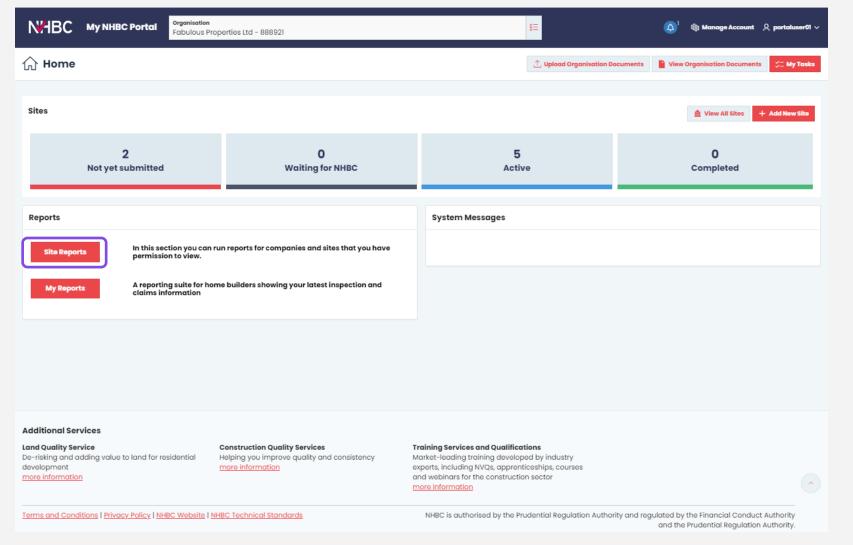
MyNHBC Portal.

Site reports





Site reports



NHBC Portal provides you with a suite of reports that you can run quickly and easily to get up-to-date operational management information.

Click the 'Site Reports' button on the home page to access the reports.

Note: You must have been given the appropriate reporting permissions by your portal administrator to be able to access and use this functionality.



Site reports

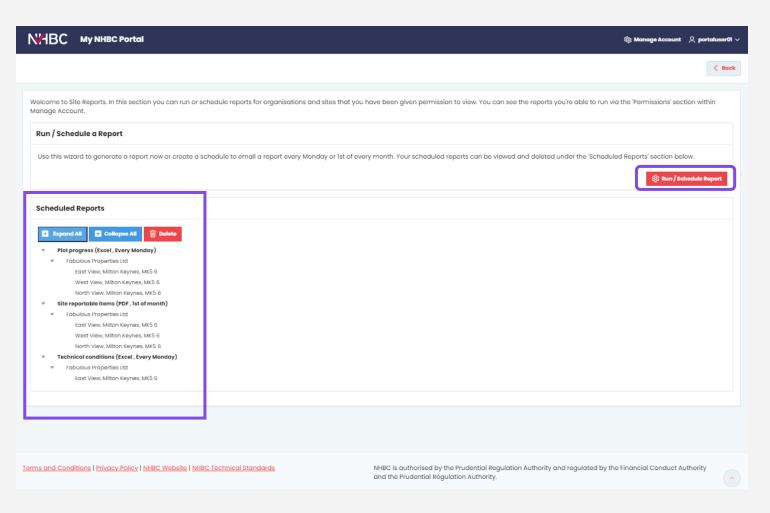
The following reports are available to run on demand in My NHBC Portal if you have the appropriate permissions (these can be set or requested using the Manage Account link), for any sites you have access to.

Most reports can be sent to you weekly (every Monday) or monthly (on 1st of each month) as either Excel or PDF files.

The Submitted Documents report can be run on demand as an Excel file only.

Report Name	Description
Builder Responsible Items	This report provides details of all plots finalled within the last 30 days that had outstanding reportable items. Whilst the items recorded did not prevent finalling, they must be rectified to comply with NHBC Standards - these are termed Builder Responsible Items (BRI). Please note that we don't require notification when these items are remedied on site.
Plot Progress	This report provides an overview of all plots on a site, including the NHBC policy number and activation code, warranty and (if applicable) building control registration date, start date, latest inspection stage and date, number of outstanding conditions and reportable items, warranty and (if applicable) building control finalled date, anticipated final date and UPRN (if provided).
Site Reportable Items	This report provides details of all outstanding Reportable Items (RIs) on plots that have not yet been finalled.
Submitted Documents	This report provides details of all the submitted documents sent to us by site.
Technical Conditions	This report provides details of all outstanding Technical Conditions by site and plot.

Site reports – run/schedule a report



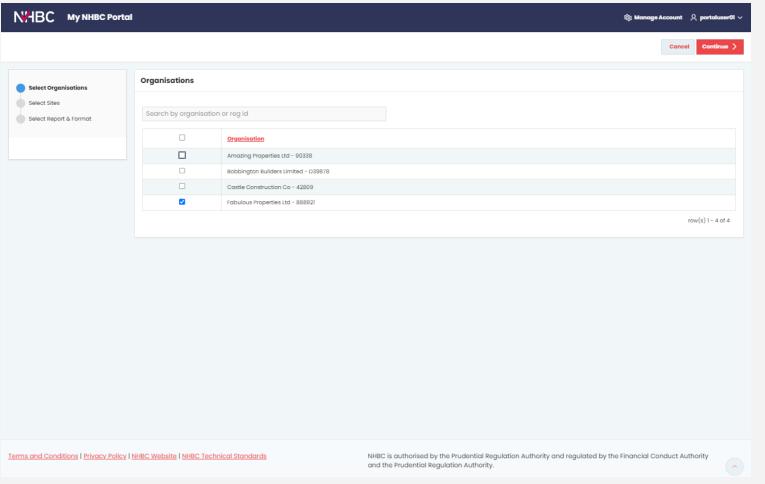
Reports can be run on demand or scheduled to be sent to you automatically either weekly or monthly.

To run or schedule a new report, click the 'Run/Schedule Report' button.

Any reports you already have scheduled are listed in the 'Scheduled Reports' section and can be deleted if they are no longer required.



Site reports - select organisation(s)



First, select the organisation(s) you want to run the report for.

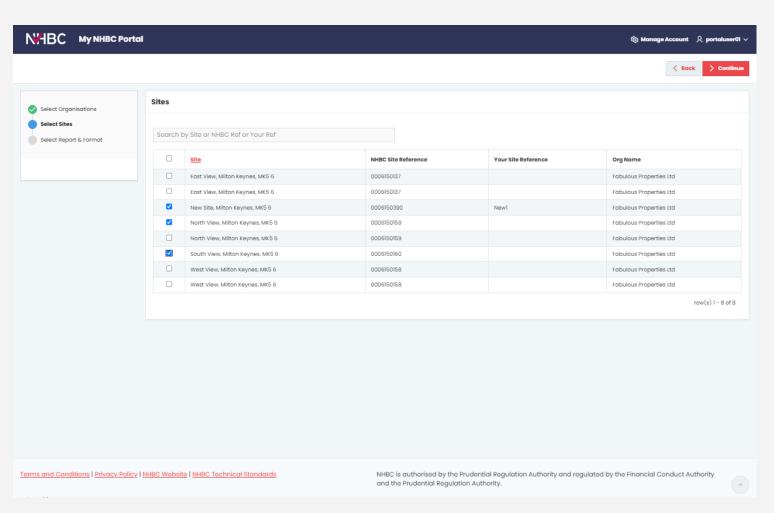
You will see a list of organisations you have access to on the Portal for which you have permissions to run any reports.

You can run a report to cover sites for one or multiple organisations at the same time.

Select the organisation(s) you are interested in and click 'Continue'.



Site reports – select sites



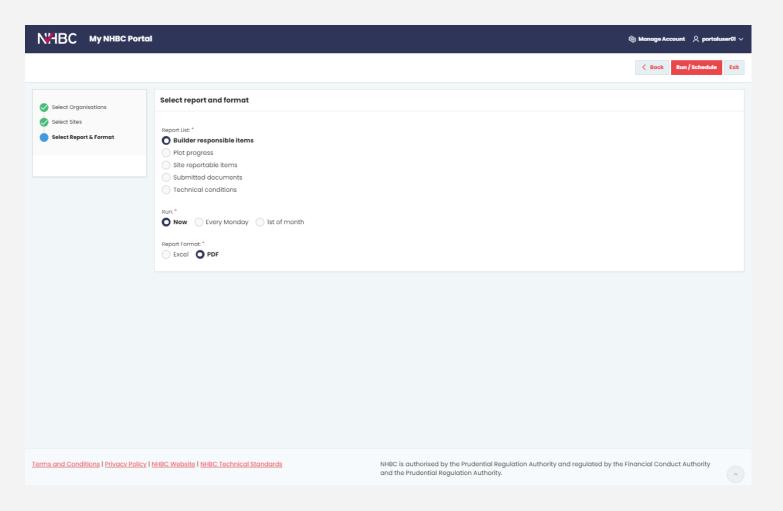
Next, select the site(s) you want to include in your report.

Your list of sites will be displayed, based on the organisation(s) you selected, and your site access.

Once you've selected your site(s), click 'Continue'.



Site reports – select report and format



The reports available to you are based on your reporting permissions in the Portal.

Select the report you want to run.

Choose whether to run the report now or schedule to receive it weekly or monthly, and the format you want (Excel or PDF).

For the 'Submitted Documents' report only, you will be asked to enter a start and end date and can only run the report now, in Excel format.

Click 'Run/Schedule'.

You can run/schedule further reports for the same sites, or 'Exit' to return to your list of scheduled reports.



Need support?

For more information about My NHBC Portal, please contact NHBC's Portal Support team on 0344 633 1000 or email us at onlinesupport@nhbc.co.uk

