

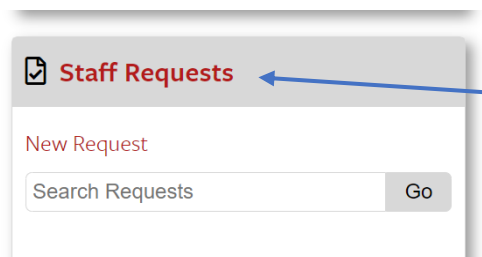
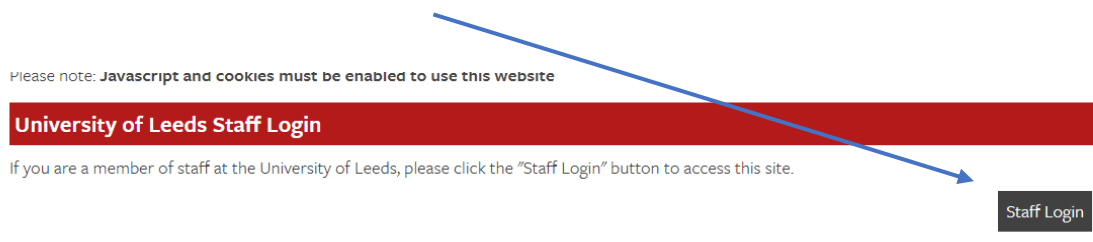
Staff requests – Manually running the Approval Analysis and Resourcing Committee Report

What follows is a step by step guide for those with reporting permissions, within the Stonefish resourcing approvals system. This guide covers manually running the **Approval Analysis report** and the **Resourcing Committee report**.

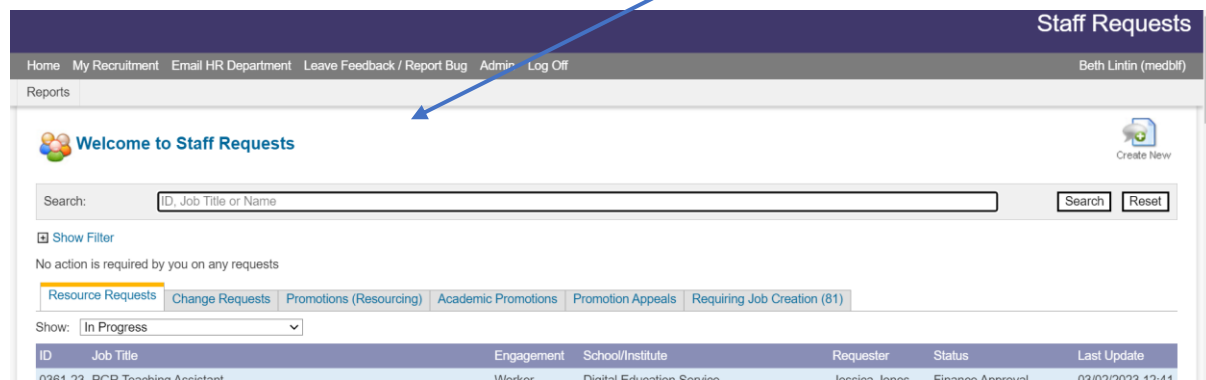
1. Logging in to Stonefish

Go to <https://jobs.leeds.ac.uk/MyRecruitment/>

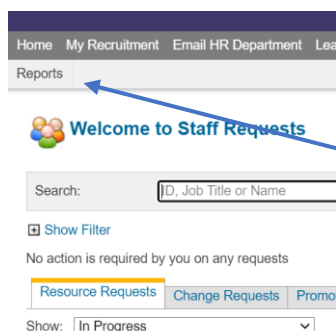
Single sign on will enable you to log into the system, with no requirement to enter other usernames or passwords. Click 'staff login' to enter the online recruitment system.



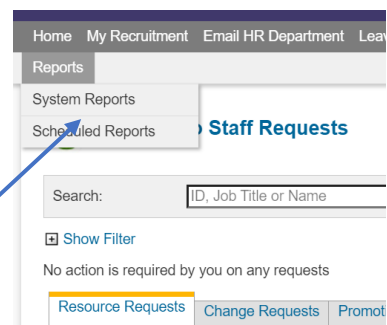
Click on the **Staff Requests** Header, and the Staff Requests Dashboard will appear.

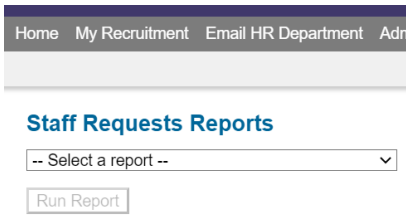


2. Accessing the reporting function

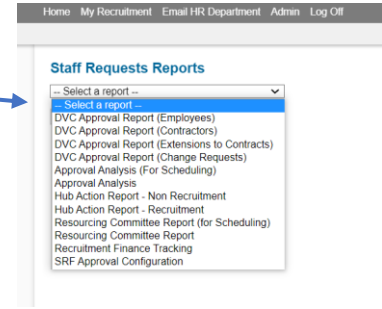


Click on the **Reports** button in the top left of the screen, and select '**System Reports**' from the drop down menu



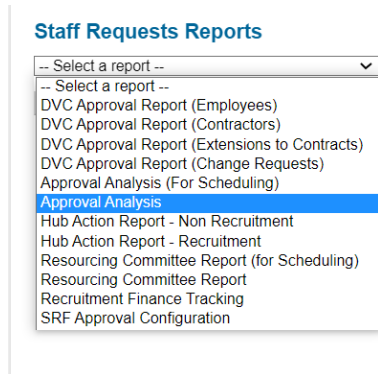


Click on the arrow to the right of the 'Select a report' heading, until a list of reports appears in the drop down menu.

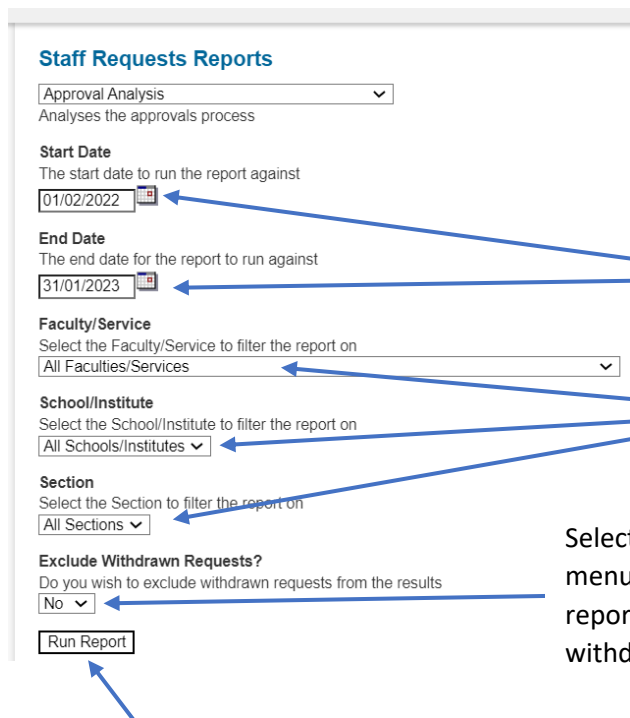


NOTE: Your list of reports will only show the reports available to you, based on your role profile, and as such, may be much shorter than the list above.

3. Running the Approval Analysis report



Select **Approval Analysis** from the Staff Requests Reports menu.



Once you've selected the correct report, the page will refresh, and several new fields will appear.

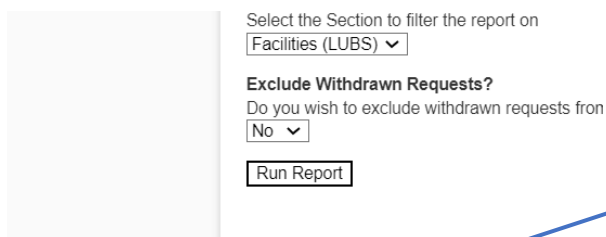
Enter the **Start** and **End Date** for the time period you wish the report to cover.

Select the appropriate **Faculty/Service**, **School/Institute** and **Section** from the drop down menus.

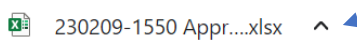
Select **Yes** or **No** from the drop down menu, to determine whether the report will or won't exclude withdrawn requests from the results.

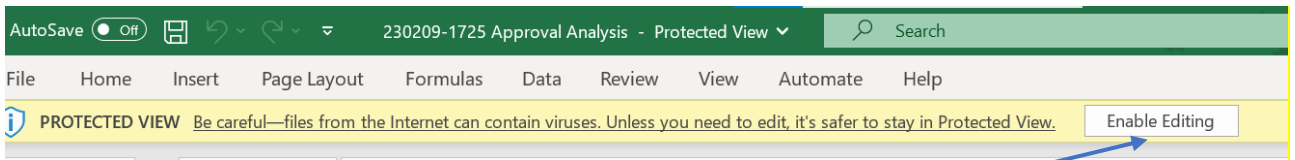
Click **Run Report** and wait for the report to load.

NOTE: Reports covering wider date ranges, or larger areas will take longer to run.



When it's ready, the report will appear as an Excel document in the bottom left of the screen. **Click onto the report**, and it will automatically open in Excel.

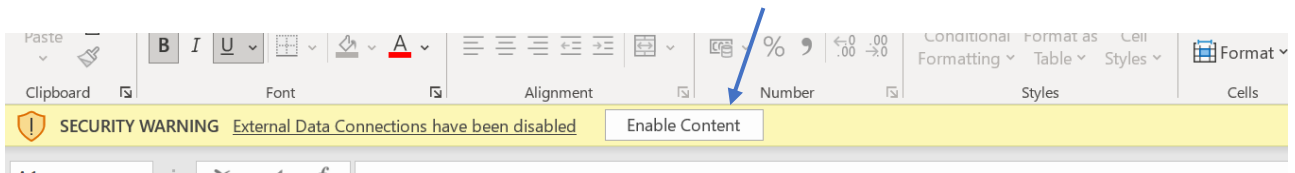




When the report opens in Excel, it defaults to opening with the **Protected View** setting.

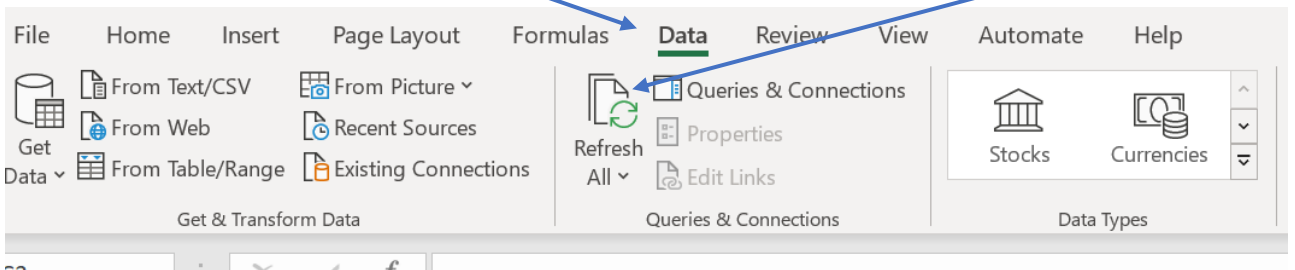
To override this, click on the **Enable Editing** button on the top right of the screen.

If the following Security warning appears, click on the **Enable Content** button.



The outline of the report will now show on the screen, however, the data won't yet be showing.

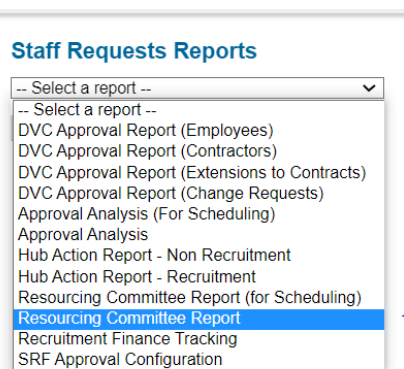
To pull the data through, click on the **Data** tab from the toolbar, and click on the **Refresh All** button.



When the cursor stops spinning (it can take a few minutes if there is a lot of data), **repeat the refresh** (so you will have refreshed twice in total).

Once the data has pulled through the report is now ready.

4. Running the Resourcing Committee report



Select **Resourcing Committee Report** from the Staff Requests Reports menu.

Staff Requests Reports

Resourcing Committee Report
Resourcing Committee Report

Start Date
Earliest SRF submission date
01/02/2022

End Date
Last SRF submission date
17/02/2023

Current Approval Stage
Common - Finished Only

Faculty/Service
Select the Faculty/Service to filter the report on
All Faculties/Services

School/Institute
Select the School/Institute to filter the report on
All Schools/Institutes

Section
Select the Section to filter the report on
All Sections

Run Report

Once you've selected the correct report, the page will refresh, and several new fields will appear.

Enter the **Start** and **End Date** for the time period you wish the report to cover.

Select the **Current Approval stage** you wish to report on.

NOTE: Research funded posts report separately. So, to include RF requests e.g. at UEG level; you will need to run the **Normal – UEG Approval report** (which won't include RF requests) and then run the **Fully Research Funded – UEG Approval** report (to capture the RF requests) and then combine the results.

Click **Run Report** and wait for the report to load.

NOTE: Reports covering wider date ranges, or larger areas will take longer to run.

Select the appropriate **Faculty/Service**, **School/Institute** and **Section** from the drop down menus.

Section
Select the Section to filter the r
Department of Economics

Run Report

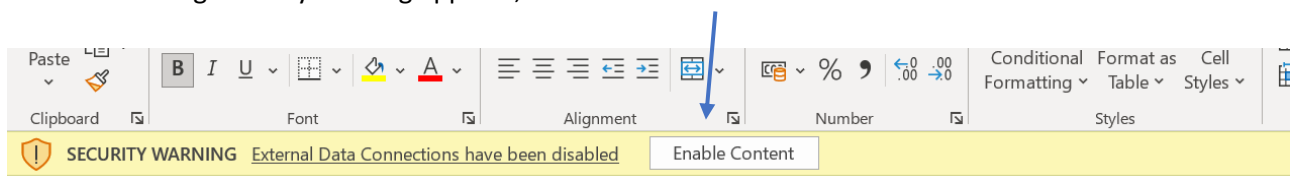
230217-1310 Reso....xlsx

When it's ready, the report will appear as an Excel document in the bottom left of the screen. **Click onto the report**, and it will automatically open in Excel.

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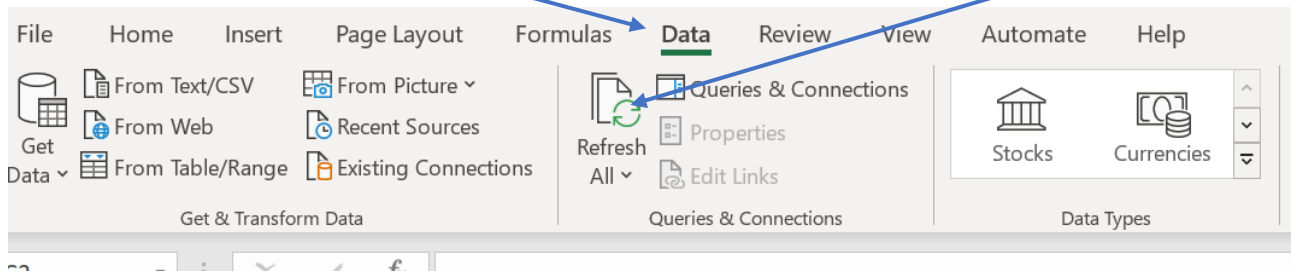
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