## **REGISTER OF INTERESTS SYSTEM MAY 2025**

## **GUIDANCE FOR SCHOOL/DIRECTORATE ADMINISTRATORS**

1. Go to <a href="https://livemanchesterac.sharepoint.com/sites/UOM-ROI">https://livemanchesterac.sharepoint.com/sites/UOM-ROI</a>



- 2. From the side bar select 'Reports'
  - > Guidance
  - > Register of Interests
- > Reports
- > Site Administration

Edit

3. The select 'School Admin Reports'



Reports

School Admin Reports

4. You should then see a screen below with a number of options

MANCHESTER 1824 The University of Manchester	chool Admin Report	ts				0
Links to rep	inks to reports based on your role					
	d reports that you see are ba open in a new browser tab/w			k a site admin.		
	Completed Returns	Incomplete Returns	School Compliance	School Staff	Overdue	

Completed Returns – will show everyone who has submitted a return for your school. See below for further details.

Incomplete Returns – will show everyone who has not yet submitted a return.

School Compliance – will show compliance rate for your school

School Staff – will show a full list of staff in the system for your school

Overdue – this will show a list of staff sent the 'overdue' email (sent after the deadline)

5. The 'Completed Returns' report will display as below (ensure it's on the 'All Items – Flat' tab).

From here you can:

- Filter using the headings e.g. created date
- Access the individual declarations.
- Export the report to Excel

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5.1 To filter, hover over the heading and click on the down arrow.

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5.2 To export to Excel, click on the down arrow next to Export on the top ribbon. It will then appear in your downloads:



5.3 To access the individual declarations, click on the button at the side of each entry.



It will display as below:

You can print off using the 'Generate export' button.

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	Declaration Information			Generate Export				
	ID 81044	Username Kate Brown	Spot ID	First Name				
			11003949	KATE				
	Surname	E-Mail kate.brown-5©manchester.ac.uk	Job Title Governance Manager	Faculty Professional Services				
	School	Nil Return	contrained manager					
	Directorate of Legal Affairs & Board Sec	Yes						
				Version: 1.1 (Prod)				

6 School Compliance report will show the stats for your school as below.

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Directorate of Legal Affairs & Board Sec Compliance Report						
People Required to Complete	Currently Filed	Currently Filed %	Not Filed	Not Filed %		
16	13	81%	3	19%		

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7 Any other queries or if you spot any issues, please contact <u>ROI@manchester.ac.uk</u>