REGISTER OF INTERESTS SYSTEM MAY 2025

GUIDANCE FOR SCHOOL/DIRECTORATE ADMINISTRATORS

1. Go to https://livemanchesterac.sharepoint.com/sites/UOM-ROI



- 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

School Admin Reports							
Links to rep	Links to reports based on your role						
The buttons to load reports that you see are based on your role. If you like access to a report, please ask a site admin. Some reports will open in a new browser tab/window while other reports will open in this app.							
	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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	> Site Administration	School: Graphene Engineering ×				Clear filters ×
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	Return to classic SharePoint	Open Declaration	Other Activities & Subsidiary Companies	9604419	0 Graphene Engineering Innovation Centre	mba
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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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	ID 81044	Username	Spot ID	First Name				
		Kate Brown	11003949	KATE				
	Surname	E-Mail	Job Title	Faculty				
	School	Nil Return	oovernance manager	Professional Services				
	Directorate of Legal Affairs & Board Sec	Yes						
				Version: 1.1 (Prod)				

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

MANCHEER School Admin Reports							
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>