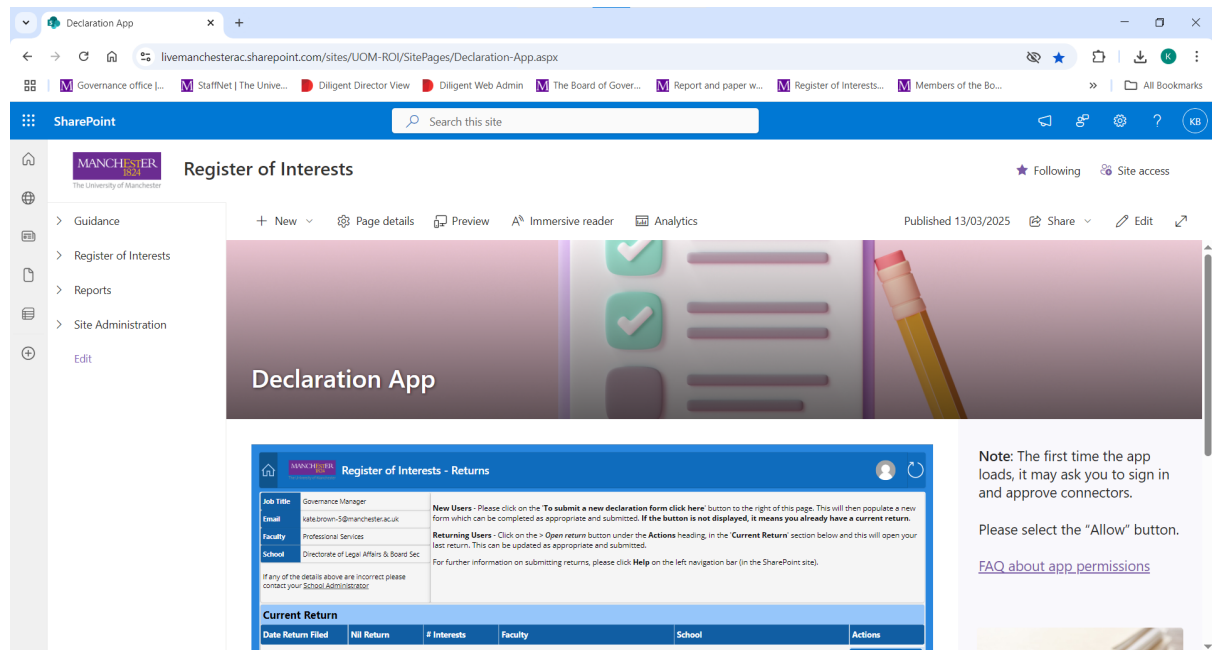


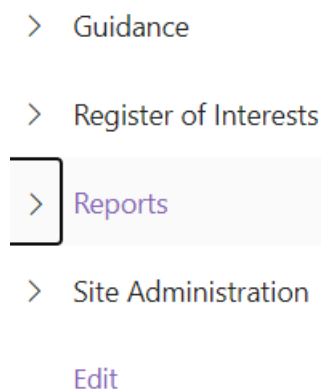
REGISTER OF INTERESTS SYSTEM MAY 2025

GUIDANCE FOR SCHOOL/DIRECTORATE ADMINISTRATORS

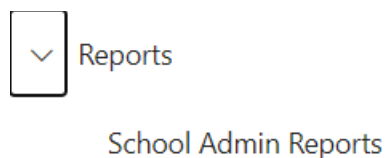
1. Go to <https://livemanchesterac.sharepoint.com/sites/UOM-ROI>



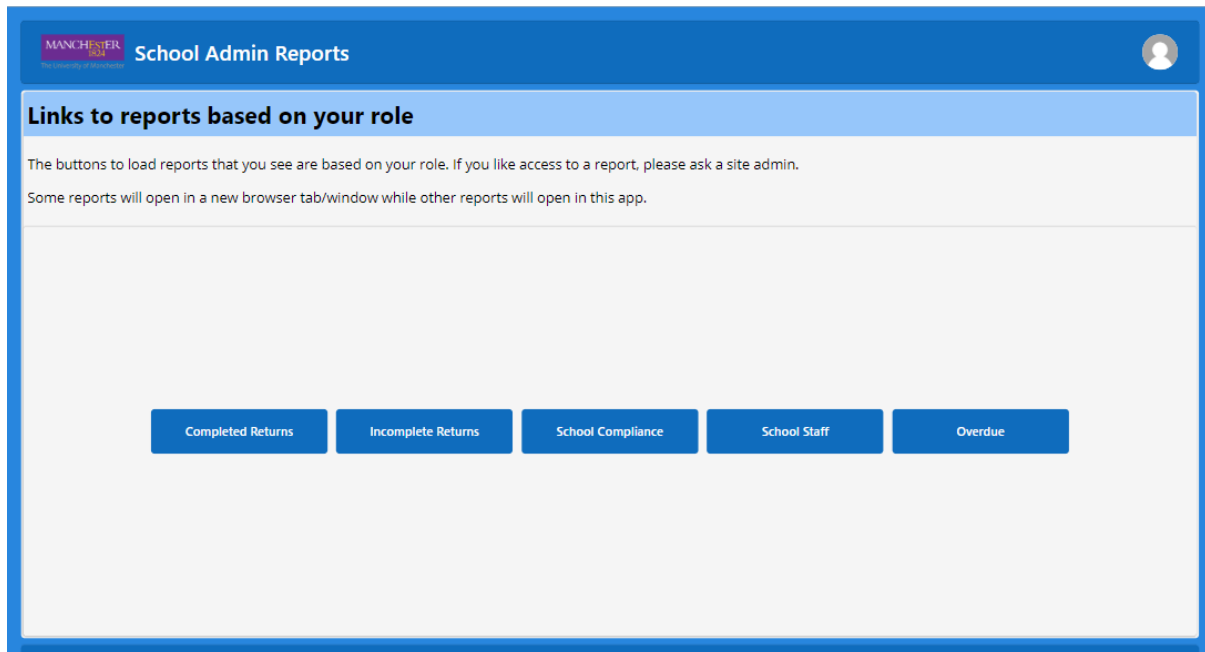
2. From the side bar select 'Reports'



3. The select 'School Admin Reports'



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



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

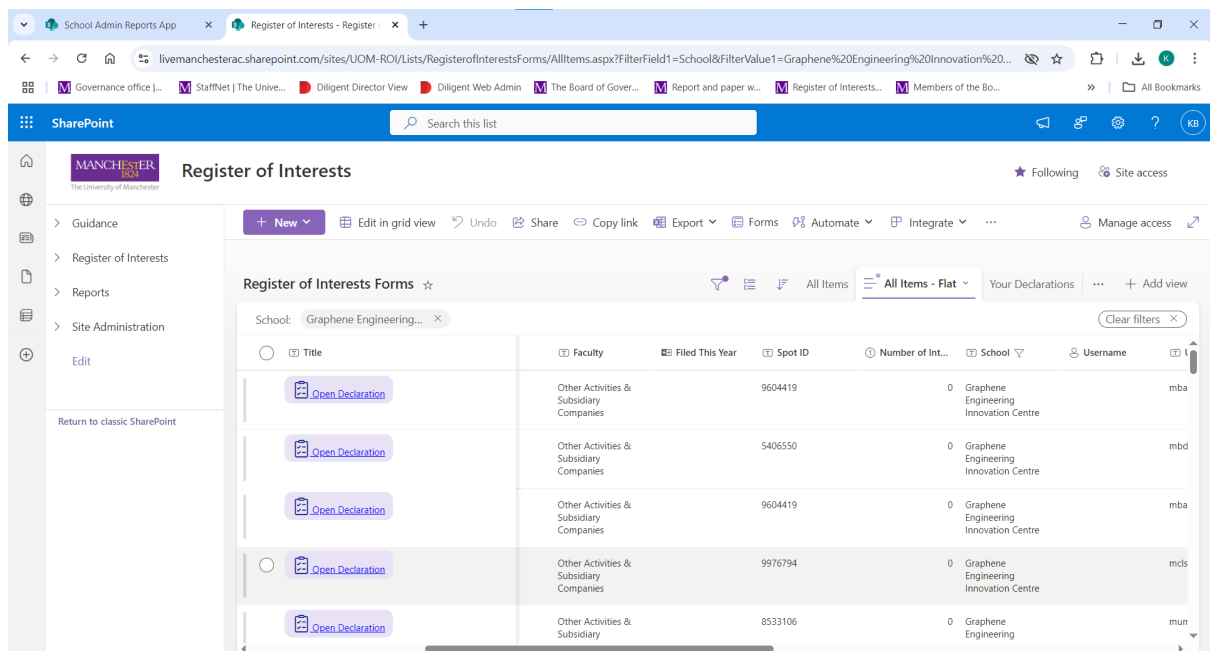
School Staff – will show a full list of staff in the system for your school

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:

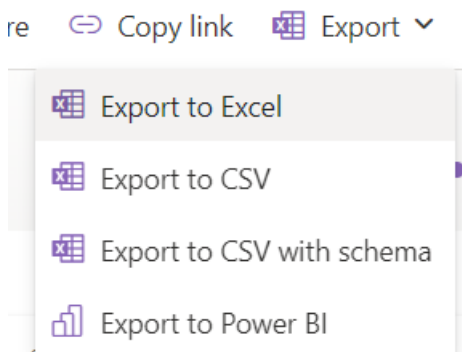
- Filter using the headings e.g. created date
- Access the individual declarations.
- Export the report to Excel



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



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.

Register of Interests - Return

Declaration Information

ID 81044	Username Kate Brown	Spot ID 11003949	First Name KATE
Surname BROWN	E-Mail kate.brown-5@manchester.ac.uk	Job Title Governance Manager	Faculty Professional Services
School Directorate of Legal Affairs & Board Sec	Nil Return Yes		

Version 1.1 (Prod)

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

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%

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