Importing and Using the MIDAS Staff Data Collection Sheet

This new MIDAS Staff Data Collection sheet incorporates the new GDPR legislation paragraph.

Saving your MIDAS Staff Data Collection Sheet

- 1. Right click on the file MIDAS Staff Data Collection Sheet in your email and select Save Target As
- 2. Save to a shared location (e.g. Y:\SIMS)

Importing your MIDAS Staff Data Collection Sheet

1. In SIMS, go to Report – Import

Import reports and associate	ed templates from an archive	
Archive file		🖨 Open
Description	Status	Check All Clear All
Import associated templa	tes	
		(an inport
		Close
Import report(s)		— — X
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- 2. Click Open, navigate to the location you saved the MIDAS Staff Data Collection Sheet to, and double
- 3. Highlight Report
- 4. Click Open

- 5. Click **Import**
- 6. Click Close

Your report is now ready to run.

Using your MIDAS Staff Data Collection Sheet (individual staff members)

- 1. In SIMS, open the required staff record
- 2. From the Quick Links on the right of the record, select Employee Reports
- 3. Click the + next to Focus, Staff and select the **MIDAS Staff Data Collection Sheet**. Click **Open**

Report Browse

My Reports	Name	Focus	Owner	Supplier	Updated	Category	^
Favountes	ISC Current Staff	Staff	Imported	CES Reporting Services	17/08/2018	Public	
Staff	ISC Staff Details	Staff	Imported	CES Reporting Services	17/08/2018	Public	
	ISI Central Register	Staff	Imported	CES Reporting Services	17/08/2018	Public	
	ISI Central Register (RTF)	Staff	Imported	CES Reporting Services	17/08/2018	Public	
	MIDAS Staff Data Collection Sheet	Staff	yvonne callaghan	Green Abbey School	20/09/2018	Public	
	Multiple Single Central Record	Staff	Imported	CES Reporting Services	17/08/2018	Public	

4. The data collection sheet is produced and can be printed.

	Please check that Complete any missing d	the information below is etails, and return to the	s correct. school offi	ce.
BASIC DETAILS				
Title: Mrs	Forename: Dawn	Surname:	Asher	
Middle name:		Legal Surname:	Asher	
Chosen name:	Dawn	Gender:	F	
PERSONALINE	ORMATION			
Date of Birth:	12-02-1968	NI Number:	MW36552	7B
Ethnicity:	White, British	Teacher Number:		
		Teacher Status:		
Qualifications:				
ADDRESS & CO	NTACT INFORMATION			
If your Address	or Contact information has	s changed please amen	d details be	low
Address:	5 Logan Close Swindon	SN3 1BG		
Home Tel:	01632 857366	Mobile Tel:		
Home Email:	Asher@example.com	Work Email:		
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Using the Staff Data Collection Sheet (groups of staff members)

- 1. In SIMS, go to Reports Run Report
- 2. Click the + next to Focus, + next to Staff select the MIDAS Staff Data Collection Sheet
- 3. Double click on the report MIDAS Staff Data Collection Sheet

¹⁵ Enter parameter values for report						-	×
For Teaching Staff - Click True For Support Staff - Click False For All Current Staff - Click Accept All Accept All (bypass filter condition)		● Tru ○ Fal	e se				
Date of Leaving is empty or is after:	Value	27 July	2018	_	_		
Accept All (bypass filter condition)							

- 4. Make your selection in the Enter Parameter values for report panel
- 5. Click OK to run the report
- 6. The data collection sheets are produced and can be printed.