

Importing and Using the MIDAS Staff Data Collection Sheet

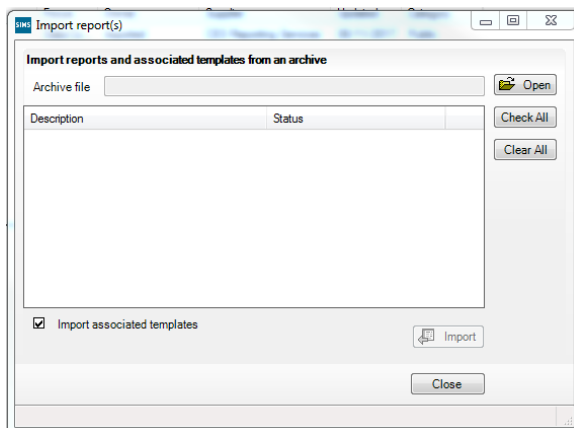
This new MIDAS Staff Data Collection sheet incorporates the new GDPR legislation paragraph.

Saving your MIDAS Staff Data Collection Sheet

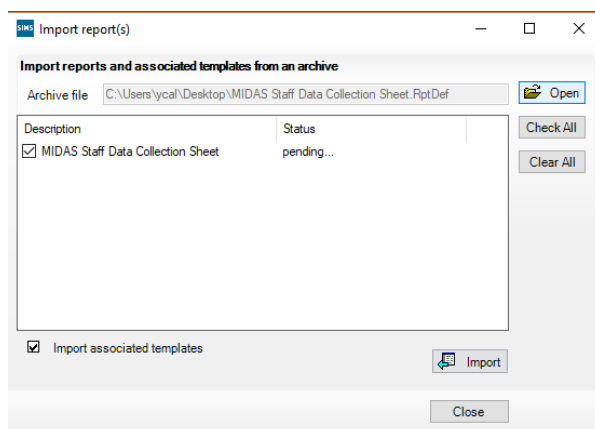
1. Right click on the file **MIDAS Staff Data Collection Sheet** in your email and select **Save Target As**
2. Save to a **shared** location (e.g. Y:\SIMS)

Importing your MIDAS Staff Data Collection Sheet

1. In SIMS, go to **Report – Import**



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

	Name	Focus	Owner	Supplier	Updated	Category
My Reports	ISC Current Staff	Staff	Imported	CES Reporting Services	17/08/2018	Public
Favourites	ISC Staff Details	Staff	Imported	CES Reporting Services	17/08/2018	Public
Focus	ISI Central Register	Staff	Imported	CES Reporting Services	17/08/2018	Public
Staff	ISI Central Register (RTF)	Staff	Imported	CES Reporting Services	17/08/2018	Public
Categories	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.

STAFF DATA COLLECTION SHEET

Please check that the information below is correct.
Complete any missing details, and return to the school office.

BASIC DETAILS

Title:	Mrs	Forename:	Dawn	Surname:	Asher
Middle name:		Legal Surname:	Asher		
Chosen name:	Dawn	Gender:	F		

PERSONAL INFORMATION

Date of Birth:	12-02-1958	NI Number:	MW365527B
Ethnicity:	White, British	Teacher Number:	
Qualifications:		Teacher Status:	

ADDRESS & CONTACT INFORMATION

If your Address or Contact information has changed please amend details below

Address:	5 Logan Close Swindon SN3 1BG		
Home Tel:	01632 857366	Mobile Tel:	
Home Email:	Asher@example.com	Work Email:	

VEHICLE DETAILS

If your Vehicle has changed please amend details below. You may enter more than one vehicle.

Type:	Colour:	Reg:
Renault Clo	Red	NJ03 HJV

NEXT OF KIN INFORMATION

Please give details of anyone you wish to be contacted in an emergency.

Name:	MFG Asher	Relationship:	Husband
Mobile Tel:		Work Tel:	01632 857366
Address:	5 Logan Close Swindon SN3 1BG		

Data Protection Legislation: The school is registered with the Information Commissioner for holding and processing of personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with other agencies including Warwickshire County Council and the Department for Education. Please see our Privacy Notice for full details of how we use and share the above personal information.

Please note that you have the right to withdraw or amend your consent for the sharing of personal information at any time, although we will need to have certain personal information to fulfill our legal duties. You can notify us of a withdrawal of or any changes to your consent in writing by contacting (insert relevant school email address).

Name:	
Signature:	Date:

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**

Enter parameter values for report

For Teaching Staff - Click True
For Support Staff - Click False

True
 False

For All Current Staff - Click
Accept All

Accept All (bypass filter condition)

Value 27 July 2018

Date of Leaving is empty or is after:

Accept All (bypass filter condition)

OK Cancel

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.