

**GUIDANCE FOR**  
**DOWNLOADING**  
**ORACLE DATA FOR**  
**THE SCHOOL**  
**WORKFORCE CENSUS**

## Guidance for Downloading Oracle Reports for School Workforce Census

These guidance notes are designed to assist in the downloading of Oracle data items for the School Workforce Census. The data is available in three separate reports, listed below. The reports can be downloaded using Oracle self service. An officer in your school needs to be nominated to have access to this information. If an officer has not been nominated, the head teacher needs to send the name of the officer to Andy Rigby, via e-mail. Contact details are at the bottom of this page.

Each report can be run in a range of formats, although you may choose to leave a report as an Excel file, which is the default format.

### Absence

For this report you need to specify the start and end date parameters e.g. 1<sup>st</sup> September 2015 – 31<sup>st</sup> August 2016

### Additional Payments

This report is run by payroll month e.g. 1=April, 2=May etc...

### Personal

This can be run as a full report, giving data items for all staff, or a change report, only giving changes since the last full report was run.

I would advise that you run a full report initially. **For future reports, you are strongly advised to run a change report, before running a full report.** This is to ensure that details of leavers are captured, as they will only show on a change report.

As you will see in the guidance notes, you can view previous reports that you have run.

If you have any queries or difficulties with this process, please feel free to contact me via the methods below.

Regards

Andy Rigby  
Education Data and Analysis Team  
Children Services

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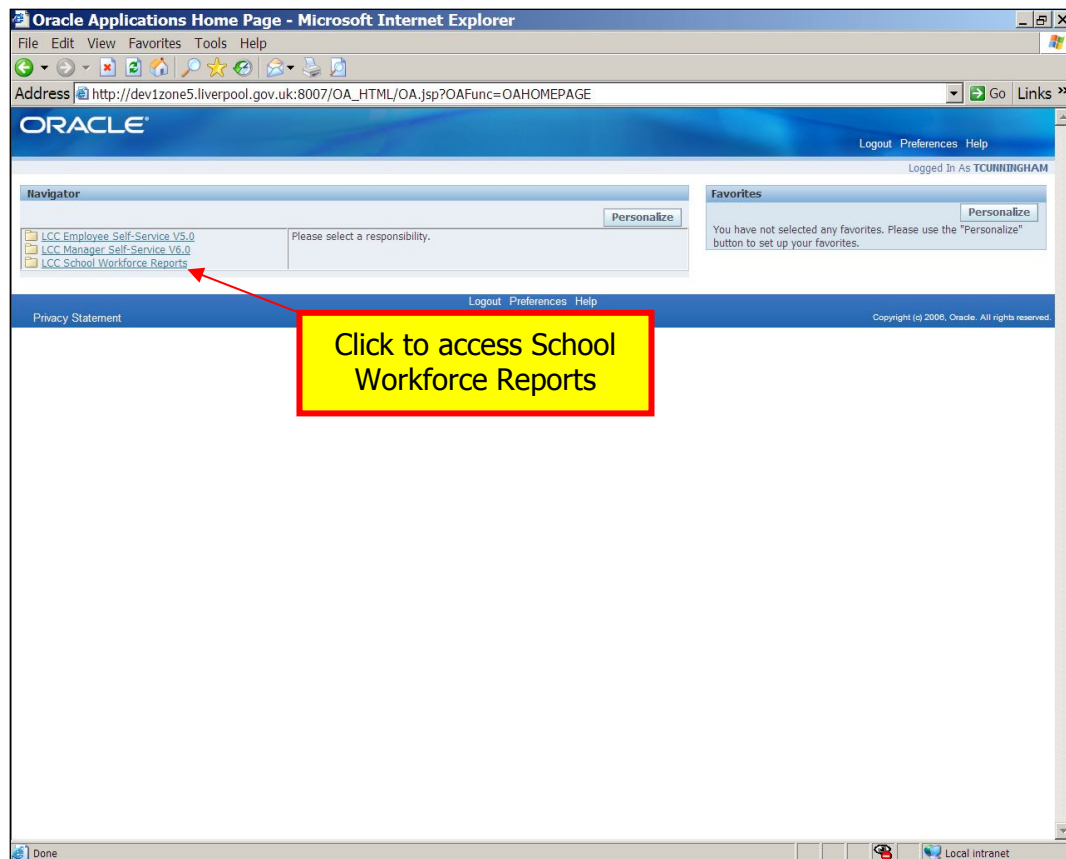
### **Contact details for Andy Rigby:**

**E-mail:** [andy.rigby@liverpool.gov.uk](mailto:andy.rigby@liverpool.gov.uk)

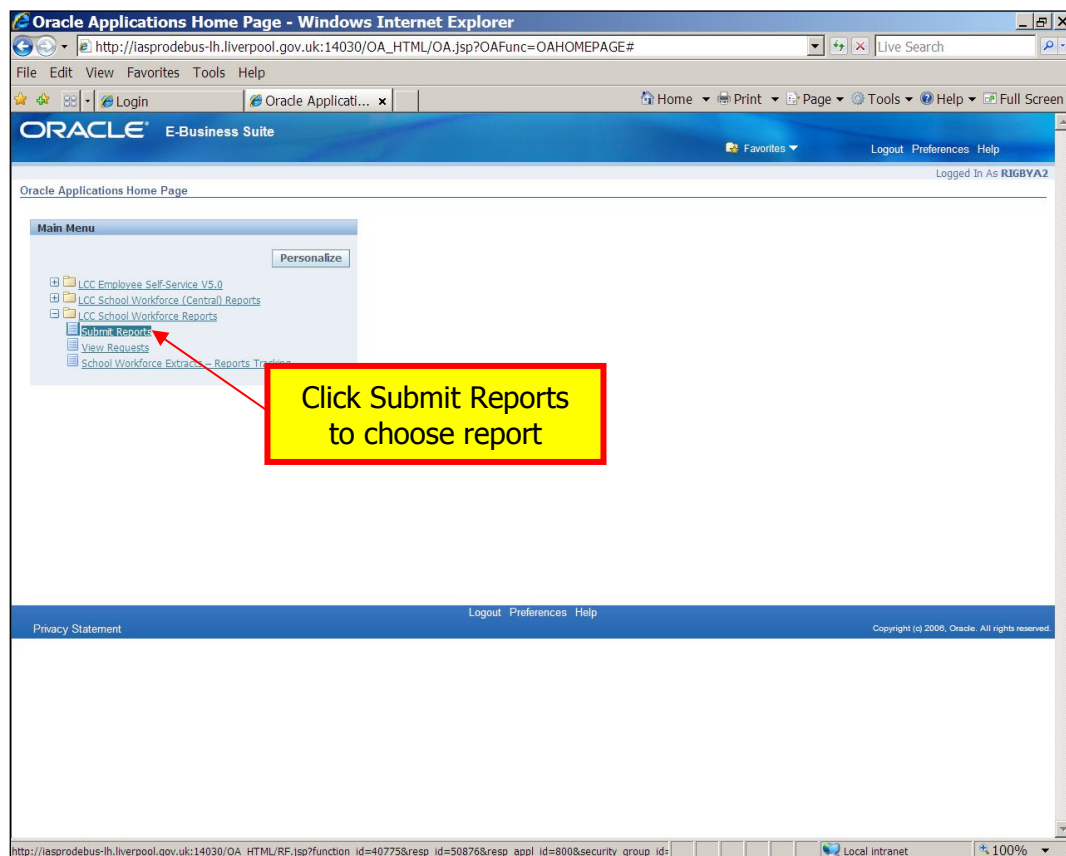
**Telephone:** 233 0349

## Guidance for Downloading Oracle Reports for School Workforce Census

Log on to Oracle using your normal username and password. The following page will appear.



Click on the LCC School Workforce Reports link. The page below should appear. Click on the Submit Reports link to choose which report to run.



# Guidance for Downloading Oracle Reports for School Workforce Census

To see options for reports type 'lcc' in Program Name and click on magnifying glass.

**Schedule Request: Name - Windows Internet Explorer**

http://iasprodebus-lh.liverpool.gov.uk:14030/OA\_HTML/RF.jsp?function\_id=40775&resp\_id=50876&resp\_appl\_id=800

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Name  
\* Indicates required field

Cancel Submit Step 1 of 4 Next

Program Name  
Request Name

Type 'lcc' in Program Name and click on magnifying glass to search

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## **ABSENCE REPORT**

To view absence details, select absence option and click on Select.

**Schedule Request: Name - Windows Internet Explorer**

http://iasprodebus-lh.liverpool.gov.uk:14030/OA\_HTML/RF.jsp?function\_id=40775&resp\_id=50876&resp\_appl\_id=800

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Name  
\* Indicates required field

Cancel Submit Step 1 of 4 Next

Program Name  
Request Name

**Search and Select List of Values - Windows Internet Explorer**

Search and Select: Program Name

Cancel Select

Search

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the "Go" button.

Search By Program Name lcc Go

Results

Select	Quick Select	Program Name	Application Name
<input checked="" type="radio"/>		LCC School Workforce Extracts - Absence	LCC Custom
<input type="radio"/>		LCC School Workforce Extracts - Add. Payments	LCC Custom
<input type="radio"/>		LCC School Workforce Extracts - Personal	LCC Custom

Cancel Select

Select Absence option and click on Select

Error on page.

Local intranet 100%

# Guidance for Downloading Oracle Reports for School Workforce Census

You can enter an appropriate name for the report, but this is optional. Click Next.

**Schedule Request: Name - Windows Internet Explorer**

http://iasprodebus-lh.liverpool.gov.uk:14030/OA\_HTML/OA.jsp?\_ri=0&\_rc=FNDCCPROGRAMPAGE&scheduleRegion=H

File Edit View Favorites Tools Help

ORACLE LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Name

\* Indicates required field

New Request  
Copy Request

Program Name LCC School Workforce Extracts - Absence

Request Name Absence - September 11

Cancel Submit Step 1 of 4 Next

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Home Logout Preferences

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Done. Local intranet 100%

Select Start & End dates using the calendars and then click Next

**Schedule Request: Parameters - Windows Internet Explorer**

http://iasprodebus-lh.liverpool.gov.uk:14030/OA\_HTML/OA.jsp?RequestTypeMode=N&\_ri=0&\_rc=FNDCCPROGRAMPAGE

File Edit View Favorites Tools Help

ORACLE LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Parameters

\* Indicates required field

Program Name LCC School Workforce Extracts - Absence

Request Name Absence - September 11

\* Start Date 01-Sep-2011

\* End Date 30-Sep-2011

\* School Name Fazakerley High

Cancel Submit Back Step 2 of 4 Next

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## Guidance for Downloading Oracle Reports for School Workforce Census

Choose which format you would prefer, from the drop down list and then click Next.

**Schedule Request: Layout - Windows Internet Explorer**

http://iasprodebus-lh.liverpool.gov.uk:14030/OA\_HTML/OA.jsp?\_ri=0&rc=FNDCCPARAMETERPAGE&\_ti=1385075098

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Layout

Cancel Submit Back Step 3 of 4 Next

Program Name LCC School Workforce Extracts - Absence  
Request Name Absence - September 11

Layout Setting

*For Language	*Template Name	*Template Language	*Format
American English	LCC School Workforce E	English: United Kingdom	EXCEL

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Done Local intranet 100%

Check details & then click on Submit.

**Schedule Request: Review - Windows Internet Explorer**

http://iasprodebus-lh.liverpool.gov.uk:14030/OA\_HTML/OA.jsp?page=/oracle/apps/fnd/cp/srs/webui/CPLLayoutPG&\_ti=

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Review

Cancel Back Step 4 of 4 Submit

**Name**

Concurrent Program Name LCC School Workforce Extracts - Absence  
Request Name Absence - September 11  
Operating Unit

**Language Settings**

Language	Territory	Numeric Character
American English	United Kingdom	

**Parameters**

Start Date 01-Sep-2011  
End Date 30-Sep-2011  
School Name Fazakerley High

**Layout**

Layout Settings	For Language	Template Name	Language	Output Format
	American English	LCC School Workforce Extracts - Absence	English: United Kingdom	EXCEL

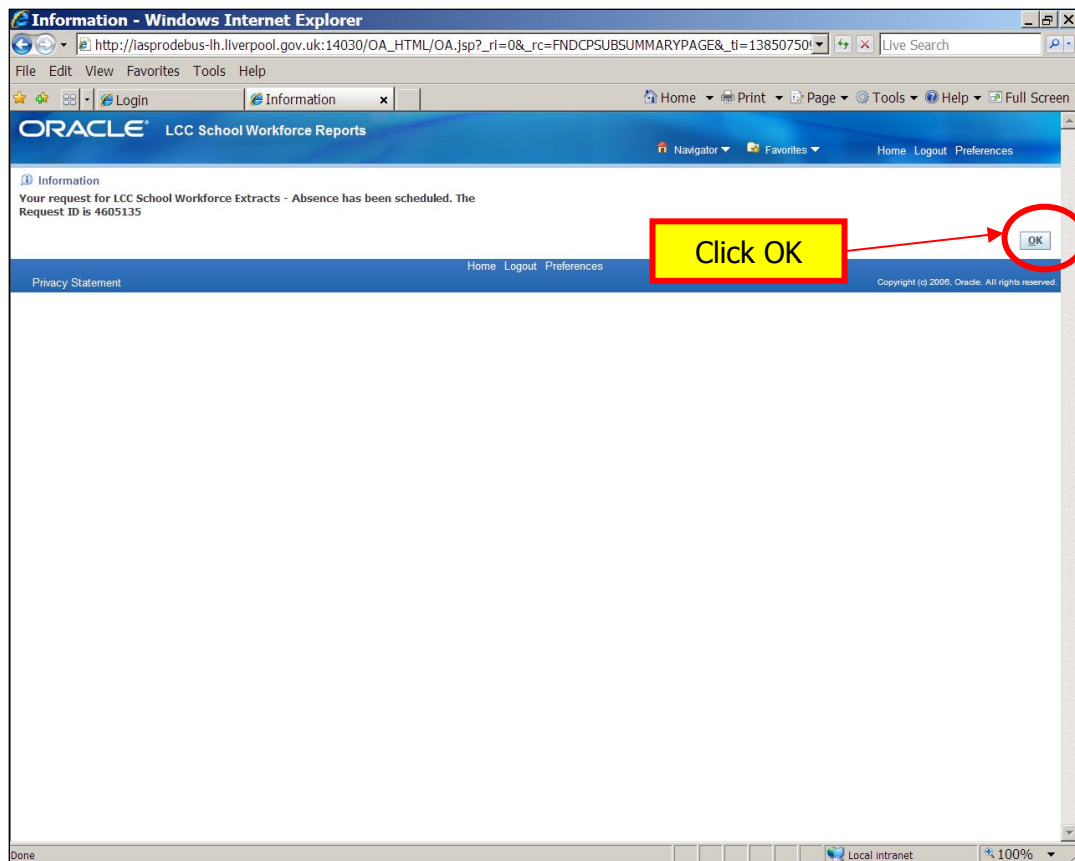
Privacy Statement Home Logout Preferences

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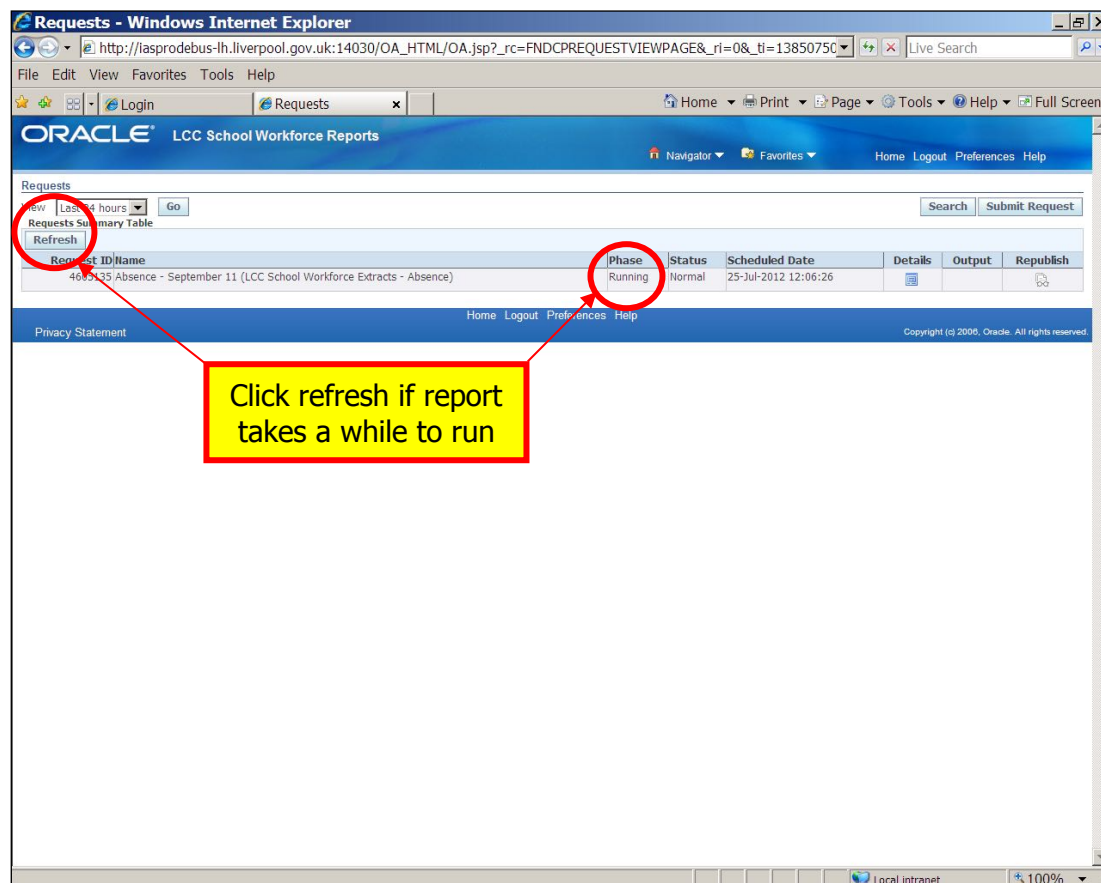
Local intranet 100%

# Guidance for Downloading Oracle Reports for School Workforce Census

When you receive a Request ID, click OK.



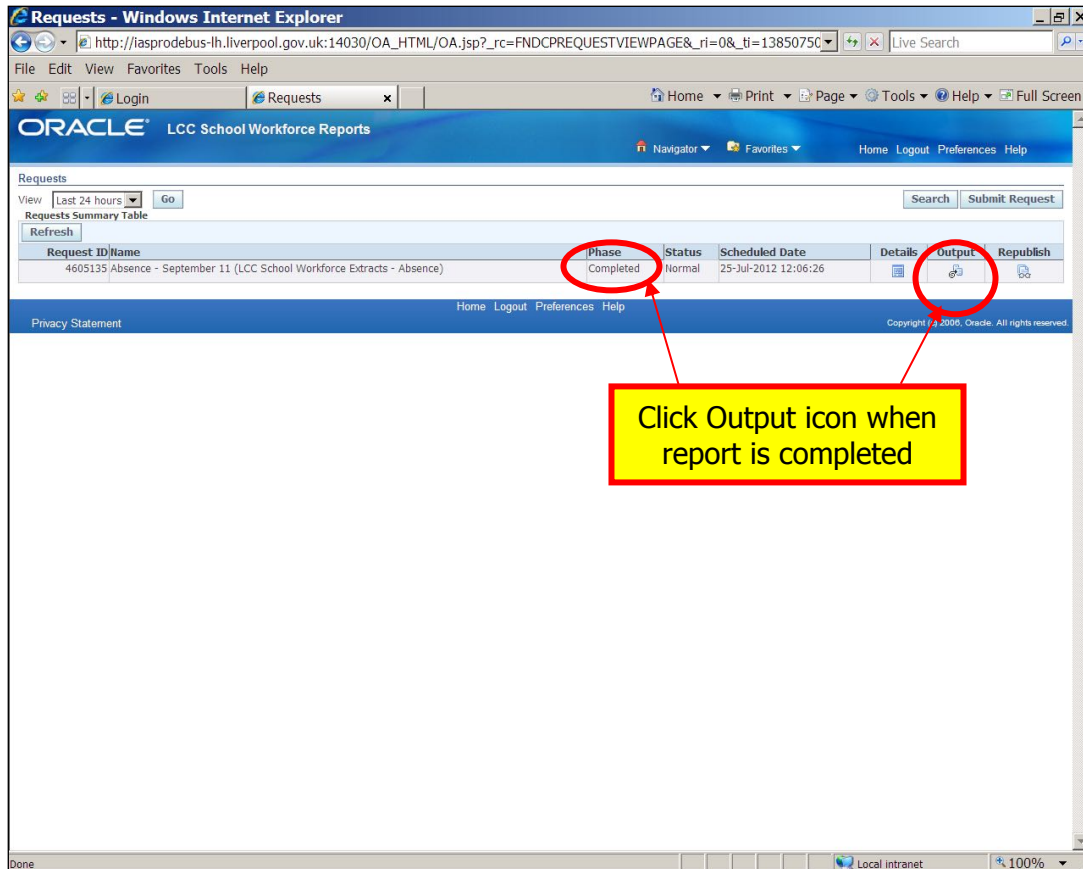
If the report takes a while to run, click refresh. The report will show as running until it is ready.



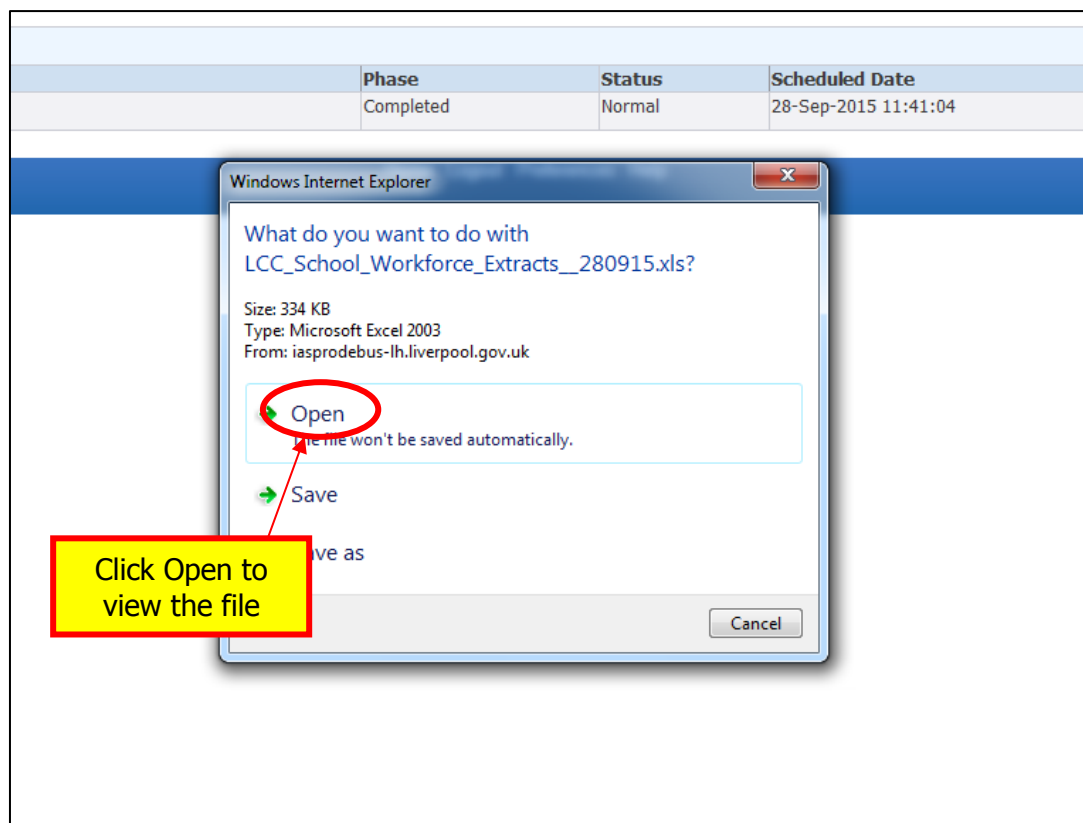


## Guidance for Downloading Oracle Reports for School Workforce Census

When report shows as completed, click on the Output icon.



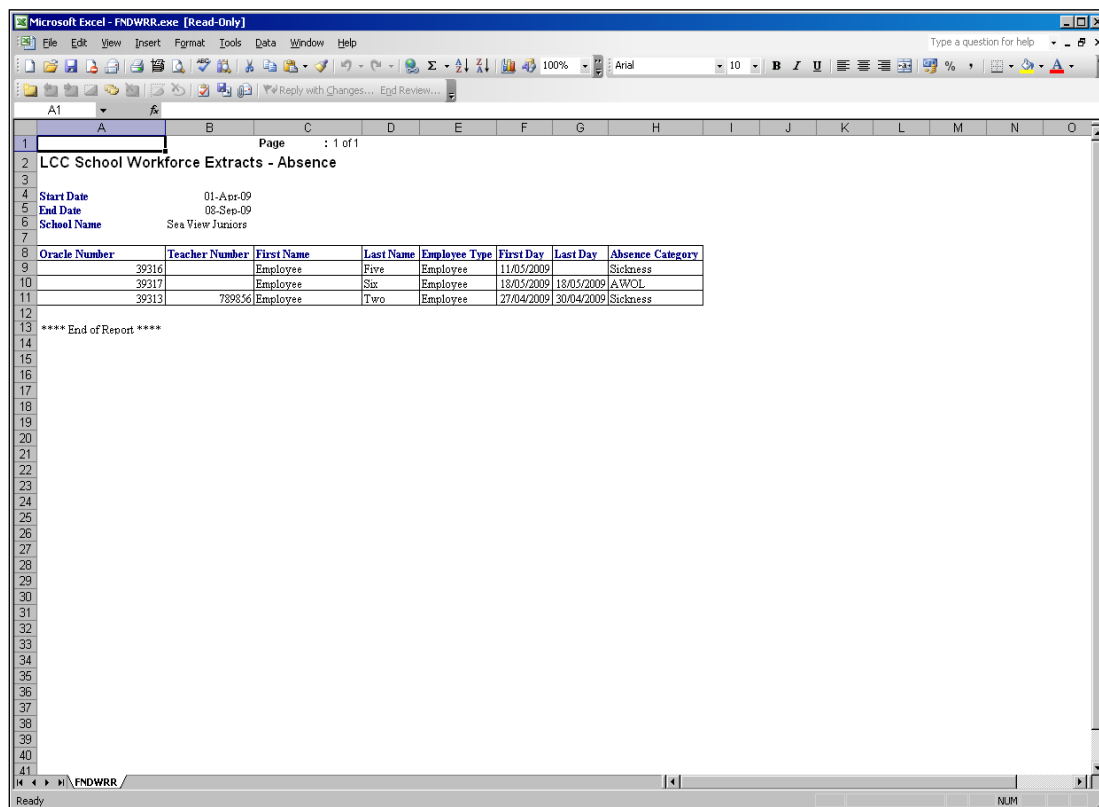
Click Open to view the file.





# Guidance for Downloading Oracle Reports for School Workforce Census

Here is an extract of a dummy absence report.



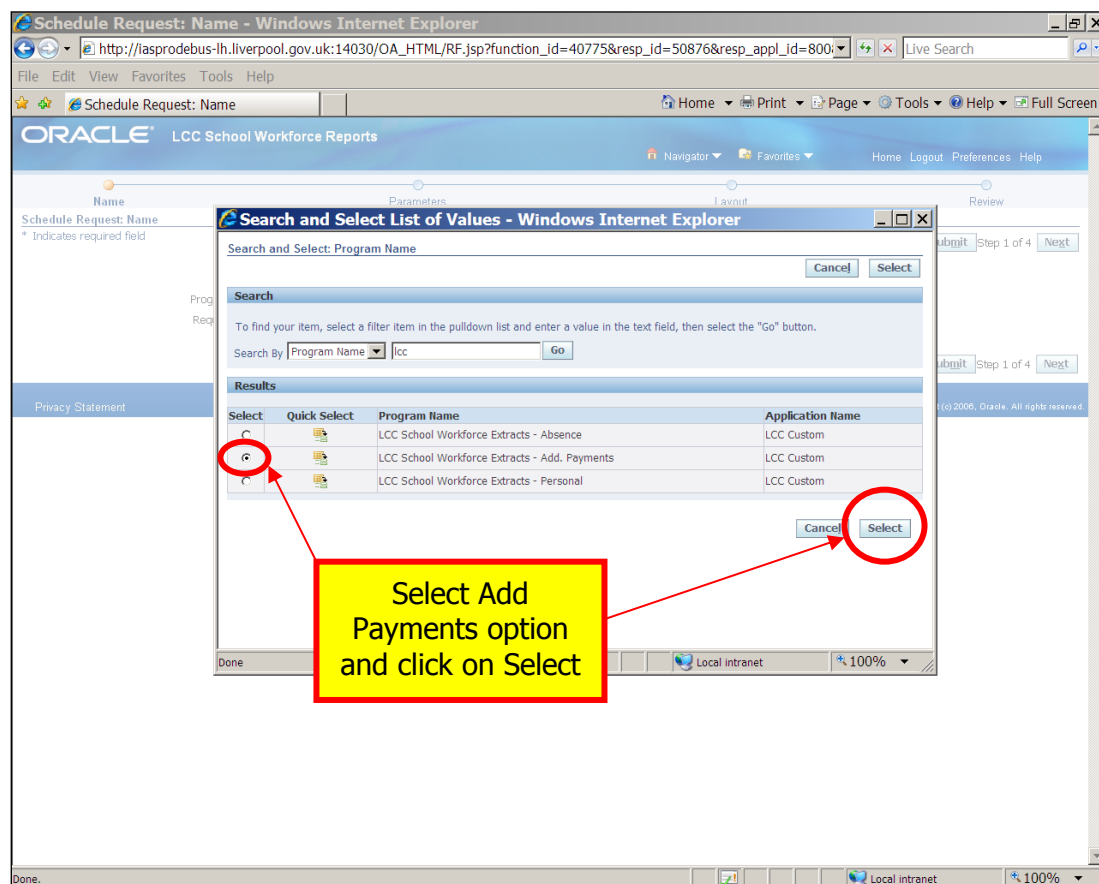
The screenshot shows a Microsoft Excel window with the following data:

Oracle Number	Teacher Number	First Name	Last Name	Employee Type	First Day	Last Day	Absence Category
39316		Employee	Five	Employee	11/05/2009		Sickness
39317		Employee	Six	Employee	18/05/2009	18/05/2009	A WOL
39313	789636	Employee	Two	Employee	27/04/2009	30/04/2009	Sickness

\*\*\*\* End of Report \*\*\*\*

## **ADDITIONAL PAYMENTS**

Select Add. Payments from search list and click Select



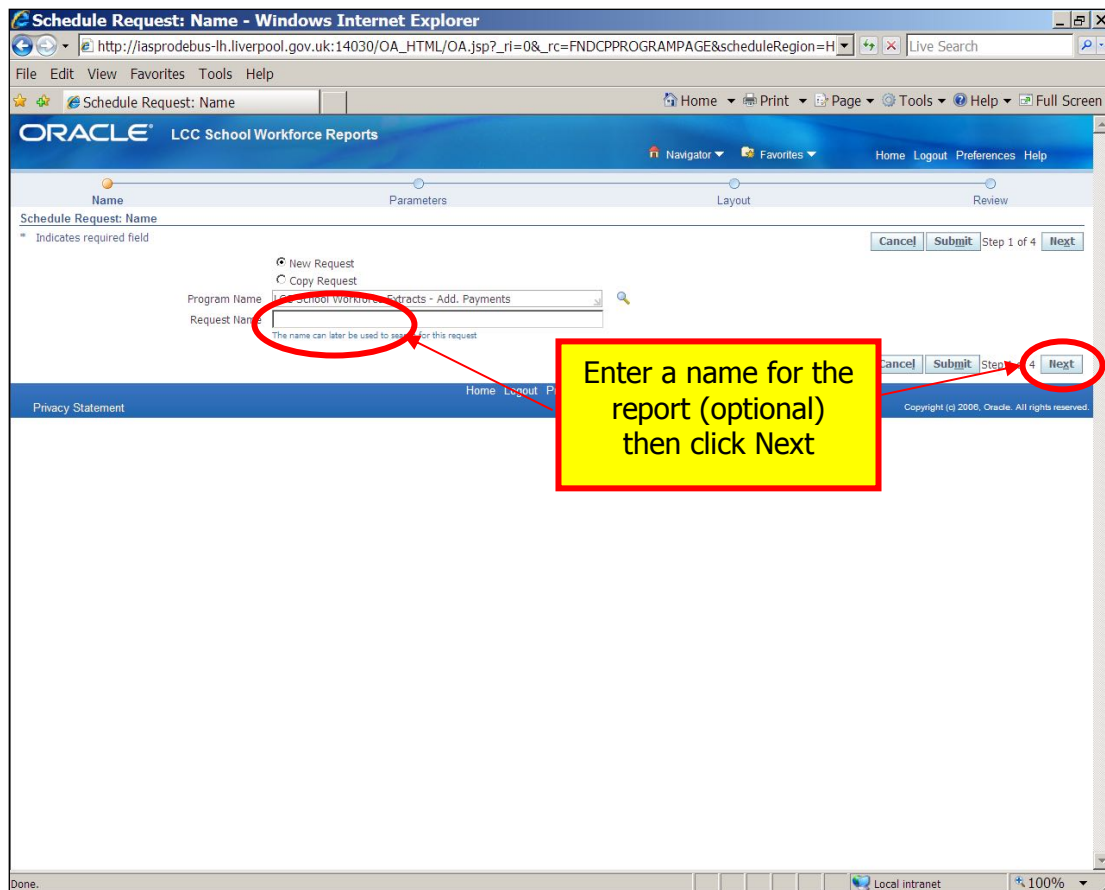
The screenshot shows the Oracle LCC School Workforce Reports interface. A search window titled 'Search and Select List of Values - Windows Internet Explorer' is open. The search criteria are set to 'Program Name' with the value 'lcc'. The results table shows three options:

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		LCC School Workforce Extracts - Absence	LCC Custom
<input checked="" type="radio"/>		LCC School Workforce Extracts - Add. Payments	LCC Custom
<input type="radio"/>		LCC School Workforce Extracts - Personal	LCC Custom

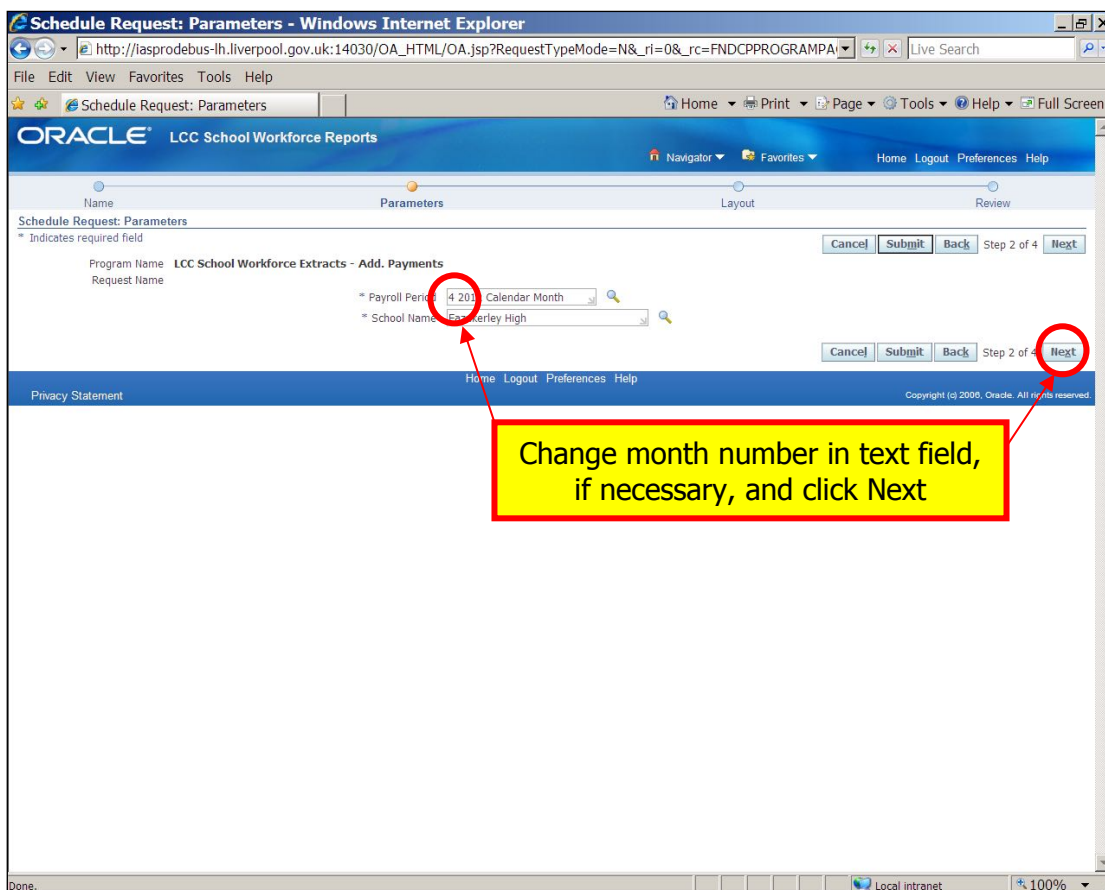
A yellow box with a red border contains the text: 'Select Add Payments option and click on Select'. Red arrows point from this box to the selected radio button and the 'Select' button.

# Guidance for Downloading Oracle Reports for School Workforce Census

Enter a report name, if you wish and click Next.



Change the number of the month in the text field e.g. 1=April, 2=May, if necessary.



## Guidance for Downloading Oracle Reports for School Workforce Census

Choose which format you would prefer, from the drop down list and then click Next.

Schedule Request: Layout - Windows Internet Explorer

http://iasprodebus-lh.liverpool.gov.uk:14030/OA\_HTML/OA.jsp?\_ri=08\_rc=FNDCCPARAMETERPAGE&\_ti=1247352156

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Layout

Cancel Submit Back Step 3 of 4 Next

Program Name LCC School Workforce Extracts - Add. Payments

Request Name

Layout Setting

For Language American English Template Name LCC School Workforce E Template Language English: United Kingdom Format EXCEL

Cancel Submit Back Step 3 of 4 Next

Privacy Statement Home Logout Preferences Help

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Done Local intranet 100%

Check details & then click on Submit.

Schedule Request: Review - Windows Internet Explorer

http://iasprodebus-lh.liverpool.gov.uk:14030/OA\_HTML/OA.jsp?page=/oracle/apps/fnd/cp/srs/webui/CPLLayoutPG&\_ti=

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Review

Cancel Back Step 4 of 4 Submit

Name

Concurrent Program Name LCC School Workforce Extracts - Add. Payments

Request Name

Operating Unit

Language Settings

Language Territory Numeric Character

American English United Kingdom

Parameters

Payroll Period 2 2012 Calendar Month

School Name Fazakerley High

Layout

Layout Settings

For Language American English Template Name LCC School Workforce Extracts - Add. Payments Language English: United Kingdom Output Format EXCEL

Click on Submit

Cancel Back Step 4 of 4 Submit

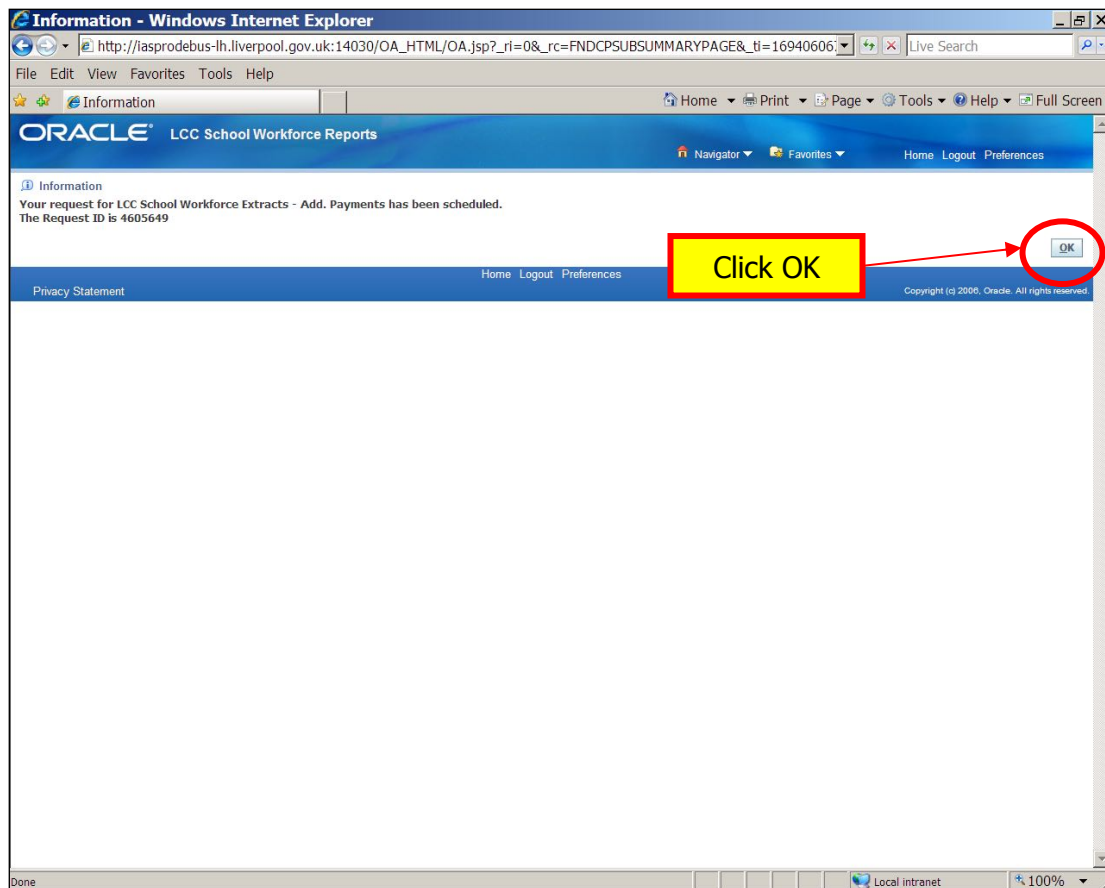
Privacy Statement Home Logout Preferences Help

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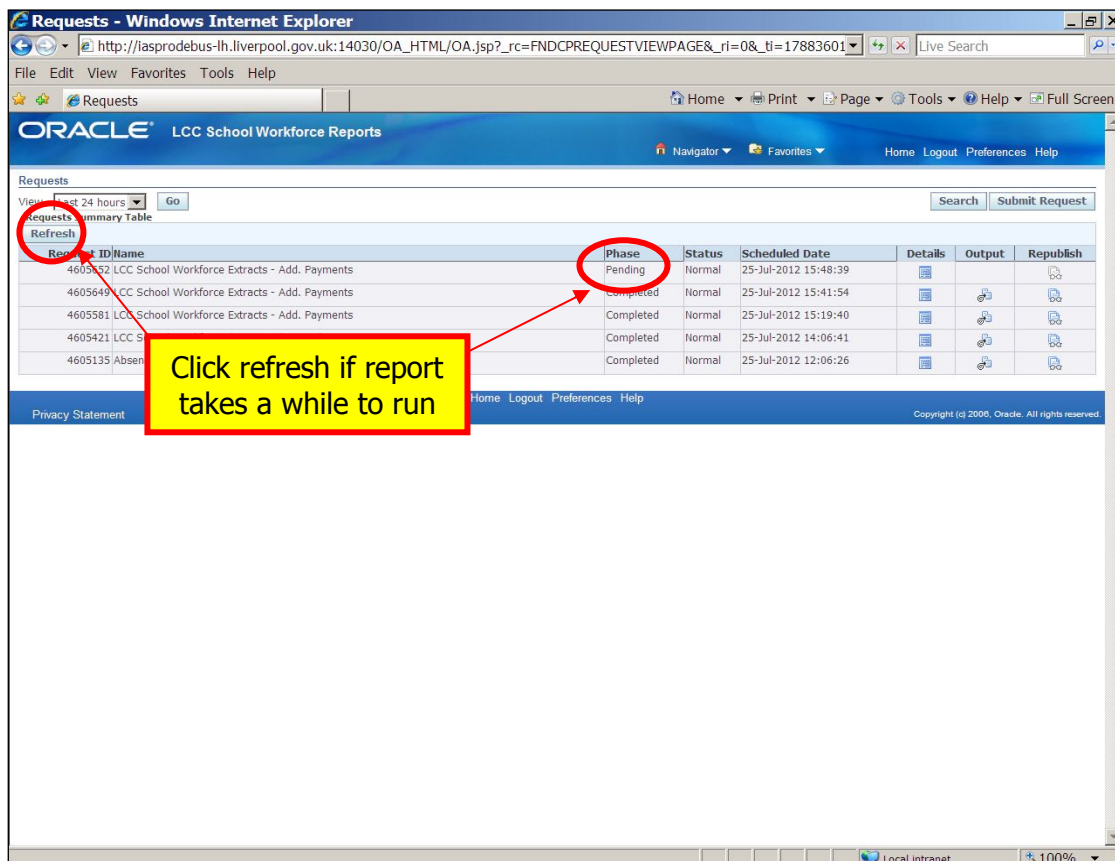
Done Local intranet 100%

# Guidance for Downloading Oracle Reports for School Workforce Census

When you receive a Request ID, click OK.

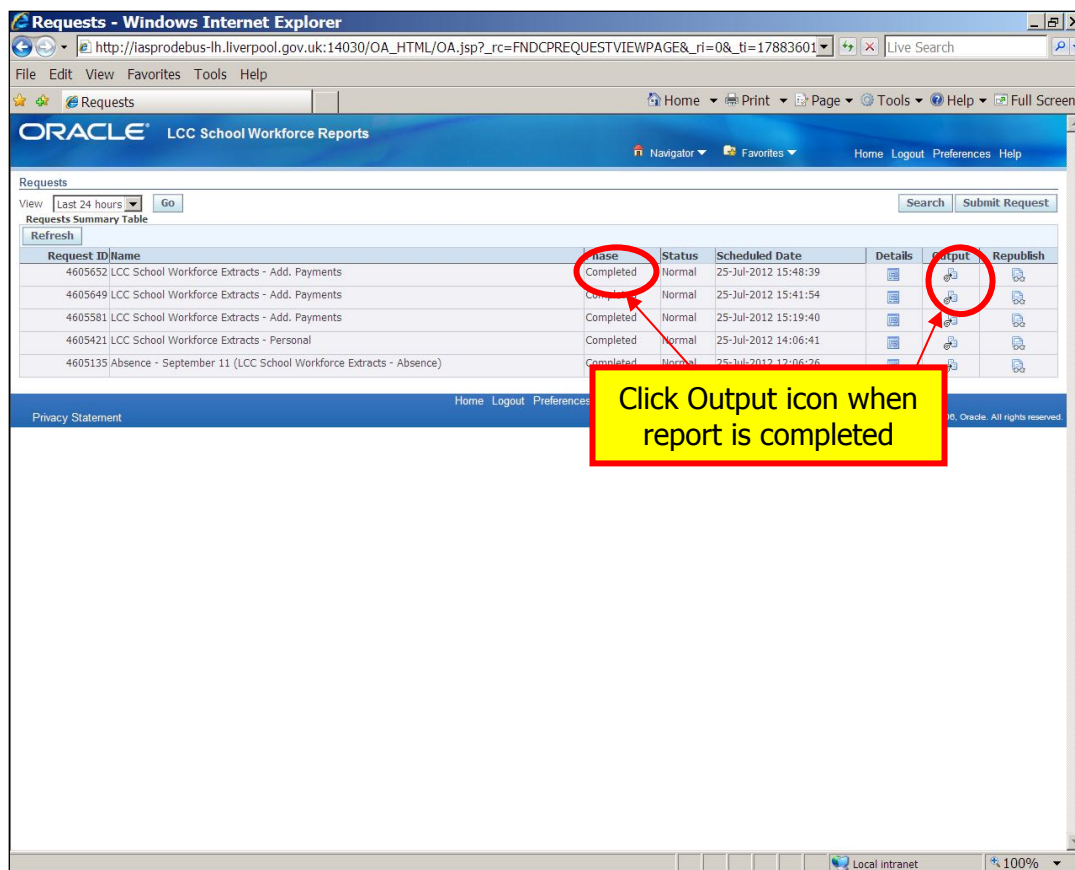


If the report takes a while to run, click refresh. The report will show as running until it is ready.

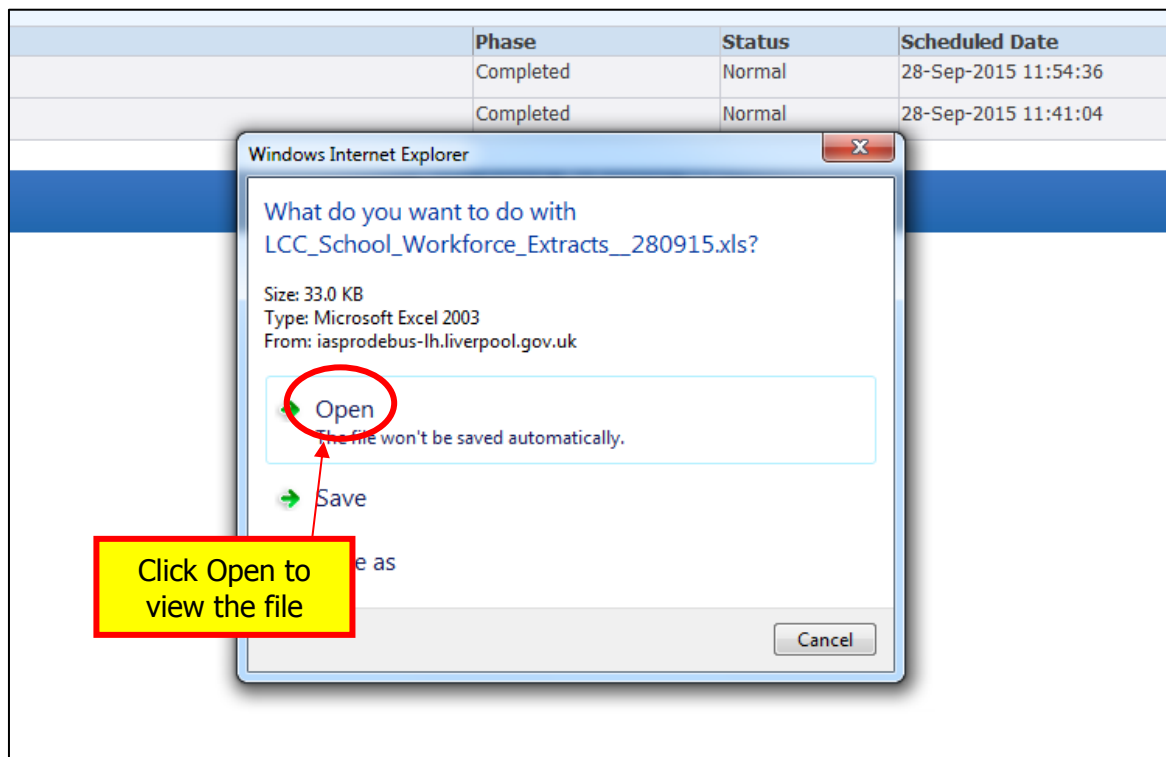


## Guidance for Downloading Oracle Reports for School Workforce Census

When report shows as completed, click on the Output icon.

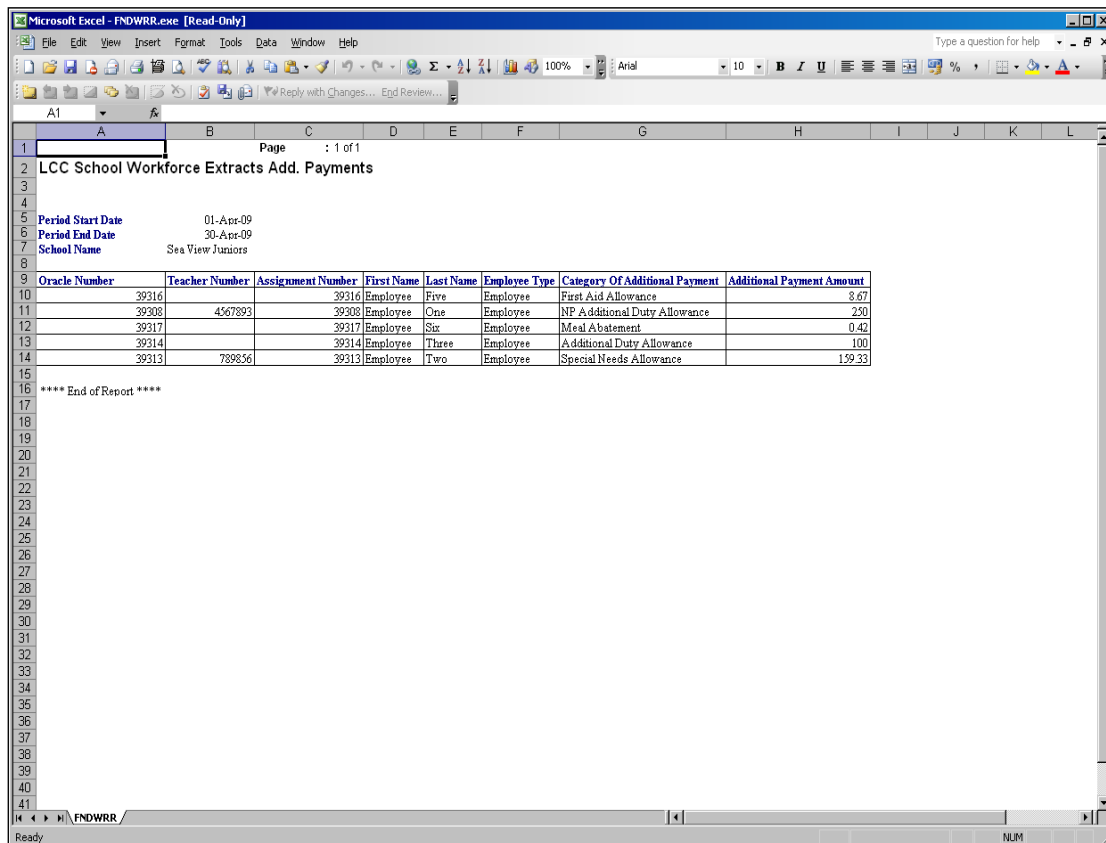


Click Open to view the file.



# Guidance for Downloading Oracle Reports for School Workforce Census

Here is an extract of a dummy additional payments report.



The screenshot shows a Microsoft Excel window with the title 'Microsoft Excel - FNDWRR.exe [Read-Only]'. The report is titled 'LCC School Workforce Extracts Add. Payments'. It includes a header section with the following details:

- Period Start Date: 01-Apr-09
- Period End Date: 30-Apr-09
- School Name: Sea View Juniors

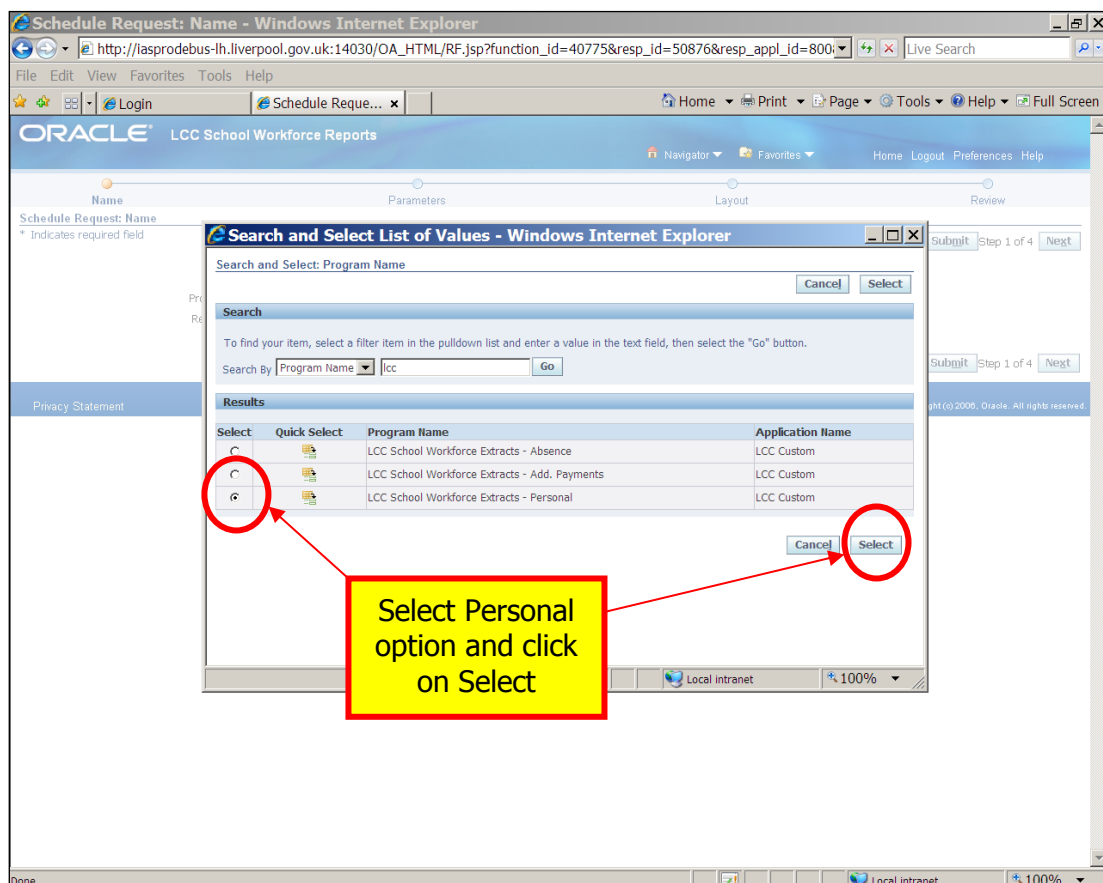
The main data is presented in a table with the following columns: Oracle Number, Teacher Number, Assignment Number, First Name, Last Name, Employee Type, Category Of Additional Payment, and Additional Payment Amount.

Oracle Number	Teacher Number	Assignment Number	First Name	Last Name	Employee Type	Category Of Additional Payment	Additional Payment Amount
39316		39316	Employee	Fire	Employee	First Aid Allowance	8.67
39308	4567893	39308	Employee	One	Employee	NP Additional Duty Allowance	250
39317		39317	Employee	Six	Employee	Meal Abatement	0.42
39314		39314	Employee	Three	Employee	Additional Duty Allowance	100
39313	789856	39313	Employee	Two	Employee	Special Needs Allowance	159.33

The report ends with '\*\*\*\* End of Report \*\*\*\*'.

## Personal

Select Personal and click Select



The screenshot shows the Oracle LCC School Workforce Reports interface. A 'Search and Select List of Values' dialog box is open, displaying a list of results. The 'Search' section shows 'Search By Program Name' with a value of 'lcc' entered. The 'Results' section shows a table with the following columns: Select, Quick Select, Program Name, and Application Name.

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		LCC School Workforce Extracts - Absence	LCC Custom
<input type="radio"/>		LCC School Workforce Extracts - Add. Payments	LCC Custom
<input type="radio"/>		LCC School Workforce Extracts - Personal	LCC Custom

A red circle highlights the 'Select' column for the 'LCC School Workforce Extracts - Personal' row. A red arrow points from a yellow box with the text 'Select Personal option and click on Select' to the 'Select' button in the dialog box.



# Guidance for Downloading Oracle Reports for School Workforce Census

Enter a report name, if you wish and click Next.

**Schedule Request: Name - Windows Internet Explorer**

http://iasprodebus-lh.liverpool.gov.uk:14030/OA\_HTML/OA.jsp?\_ri=0&\_rc=FNDCCPPROGRAMPAGE&scheduleRegion=H

File Edit View Favorites Tools Help

ORACLE LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Name

\* Indicates required field

New Request  
Copy Request

Program Name LCC School Workforce Extracts - Personal

Request Name

Cancel Submit Step 1 of 4 Next

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Done. Local intranet 100%

To choose mode, click on magnifying glass.

**Schedule Request: Parameters - Windows Internet Explorer**

http://iasprodebus-lh.liverpool.gov.uk:14030/OA\_HTML/OA.jsp?RequestTypeMode=N&\_ri=0&\_rc=FNDCCPPROGRAMPAGE

File Edit View Favorites Tools Help

ORACLE LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Parameters

\* Indicates required field

Program Name LCC School Workforce Extracts - Personal

Request Name

\* Mode

\* School Name Fazakerley High School

Cancel Submit Back Step 2 of 4 Next

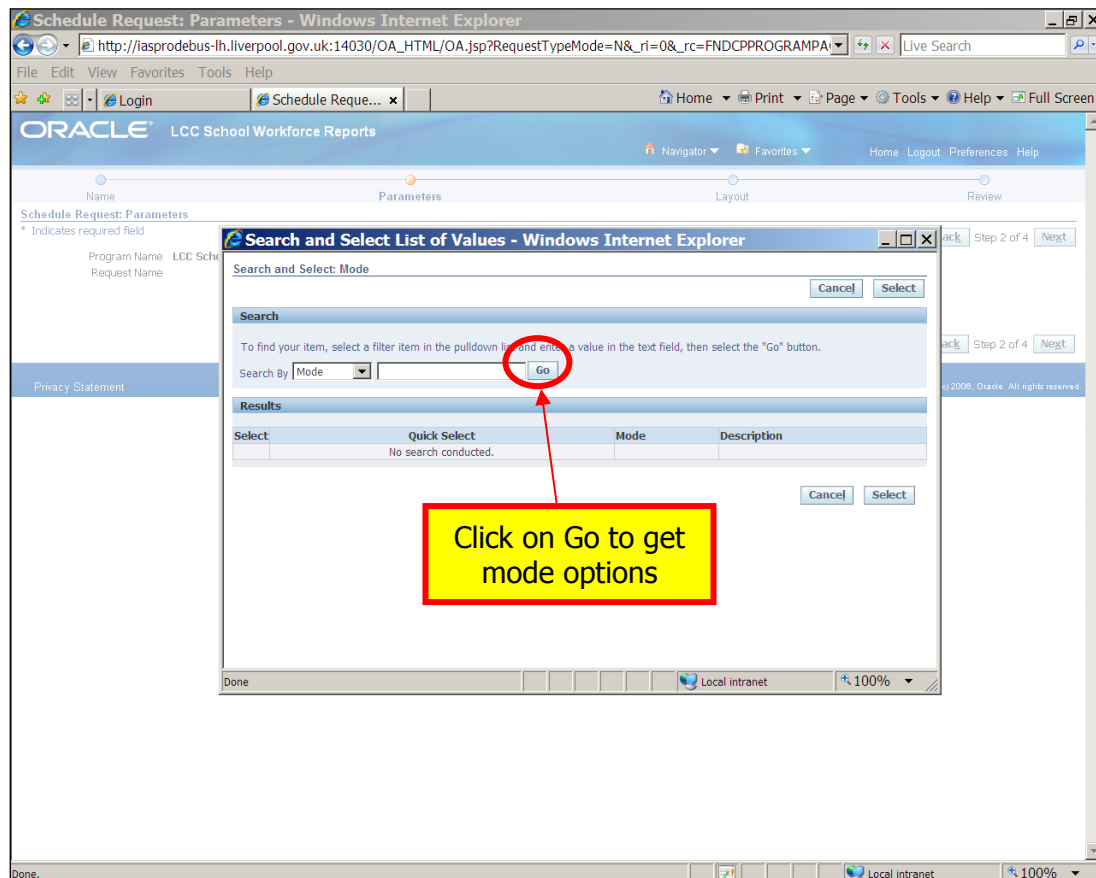
Privacy Statement Home Logout Preferences Help Copyright (c) 2000 Oracle. All rights reserved.

Done. Local intranet 100%

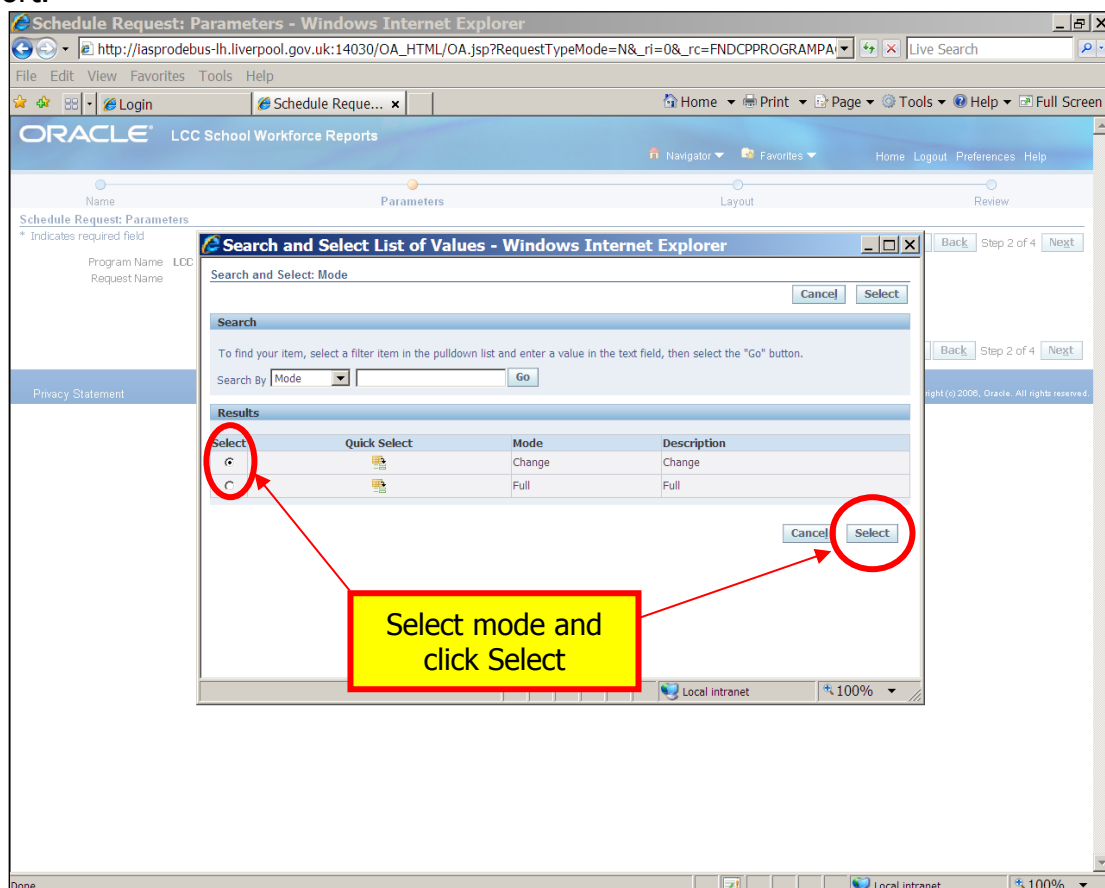


# Guidance for Downloading Oracle Reports for School Workforce Census

To get mode options, click Go.



Choose mode preference and click Select. You are advised to run a change report before a full report.



# Guidance for Downloading Oracle Reports for School Workforce Census

Click Next

**Schedule Request: Parameters - Windows Internet Explorer**

http://lasprodebus-lh.liverpool.gov.uk:14030/OA\_HTML/OA.jsp?RequestTypeMode=N&\_ri=0&\_rc=FNDCCPPROGRAMPA

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Parameters

\* Indicates required field

Program Name LCC School Workforce Extracts - Personal

Request Name

\* Mode Change

\* School Name Fazakerley High

Cancel Submit Back Step 2 of 4 Next

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Done. Local intranet 100%

Choose which format you would prefer, from the drop down list and then click Next.

**Schedule Request: Layout - Windows Internet Explorer**

http://lasprodebus-lh.liverpool.gov.uk:14030/OA\_HTML/OA.jsp?\_ri=0&\_rc=FNDCCPPARAMETERPAGE&\_ti=1074560625

File Edit View Favorites Tools Help

Oracle LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Layout

Program Name LCC School Workforce Extracts - Personal

Request Name

Layout Setting

\*For Language American English

\*Template Name LCC School Workforce E

\*Template Language English: United Kingdom

\*Format EXCEL

Cancel Submit Back Step 3 of 4 Next

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Done. Local intranet 100%

# Guidance for Downloading Oracle Reports for School Workforce Census

Check details & then click on Submit.

**Schedule Request: Review - Windows Internet Explorer**

http://iasprodebus-lh.liverpool.gov.uk:14030/OA\_HTML/OA.jsp?page=/oracle/apps/fnd/cp/srs/webui/CPLLayoutPG&\_ti=

File Edit View Favorites Tools Help

ORACLE LCC School Workforce Reports

Navigator Favorites Home Logout Preferences Help

Name Parameters Layout Review

Schedule Request: Review

Cancel Back Step 4 of 4 Submit

**Name**

Concurrent Program Name: LCC School Workforce Extracts - Personal

Request Name

Operating Unit

**Language Settings**

Language	Territory	Numeric Character
American English	United Kingdom	

**Parameters**

Mode: Change

School Name: Fazakerley High

**Layout**

Layout Settings

For Language	Template Name	Language	Output Format
American English	LCC School Workforce Extracts - Personal	English: United Kingdom	EXCEL

Cancel Back Step 4 of 4 Submit

Home Logout Preferences Help

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Click on Submit

When you receive a Request ID, click OK

**Information - Windows Internet Explorer**

http://iasprodebus-lh.liverpool.gov.uk:14030/OA\_HTML/OA.jsp?\_ri=0&\_rc=FNDPCSUBSUMMARYPAGE&\_ti=10745606;

File Edit View Favorites Tools Help

ORACLE LCC School Workforce Reports

Navigator Favorites Home Logout Preferences

Information

Your request for LCC School Workforce Extracts - Personal has been scheduled. The Request ID is 4605421

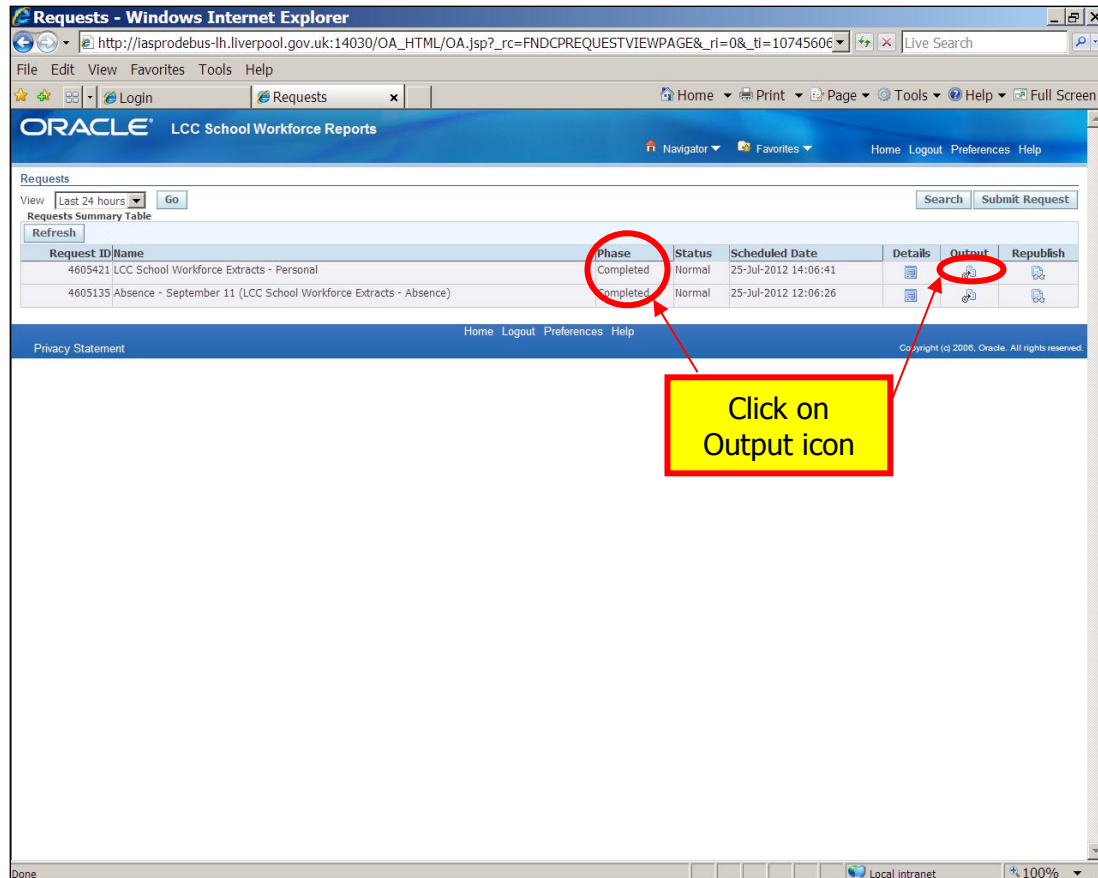
Home Logout Preferences

Privacy Statement Copyright (c) 2008, Oracle. All rights reserved.

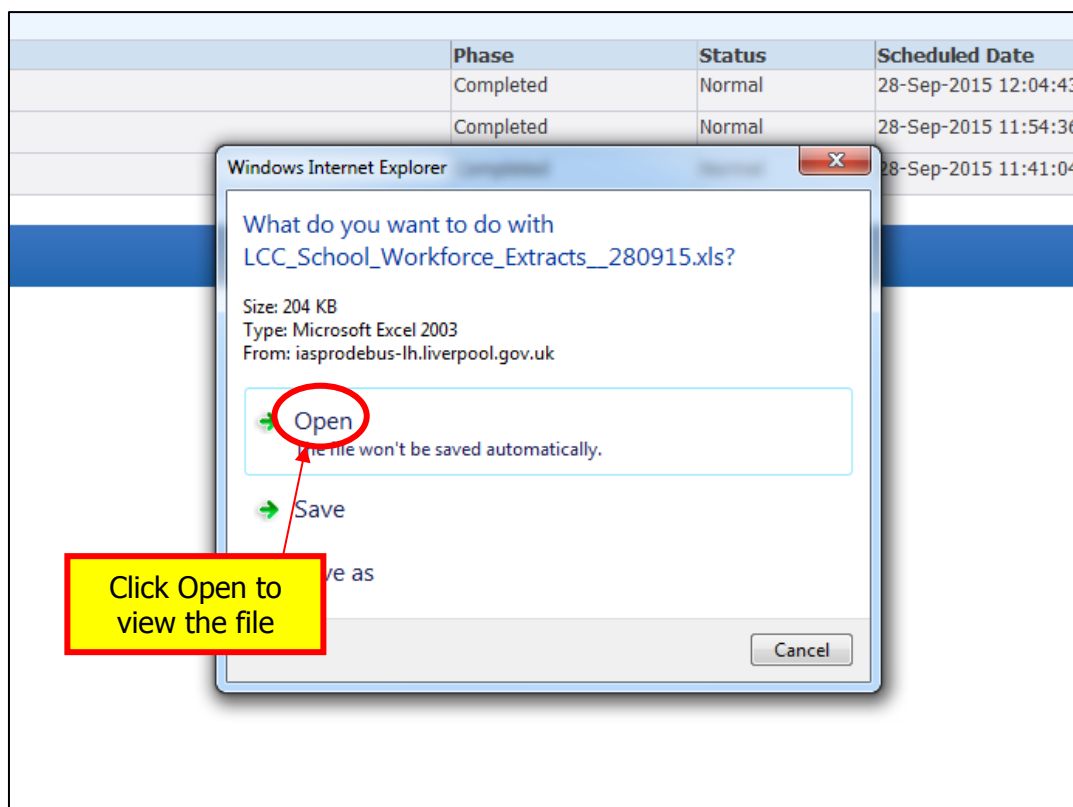
Click OK

## Guidance for Downloading Oracle Reports for School Workforce Census

When the report has run, click on the output icon

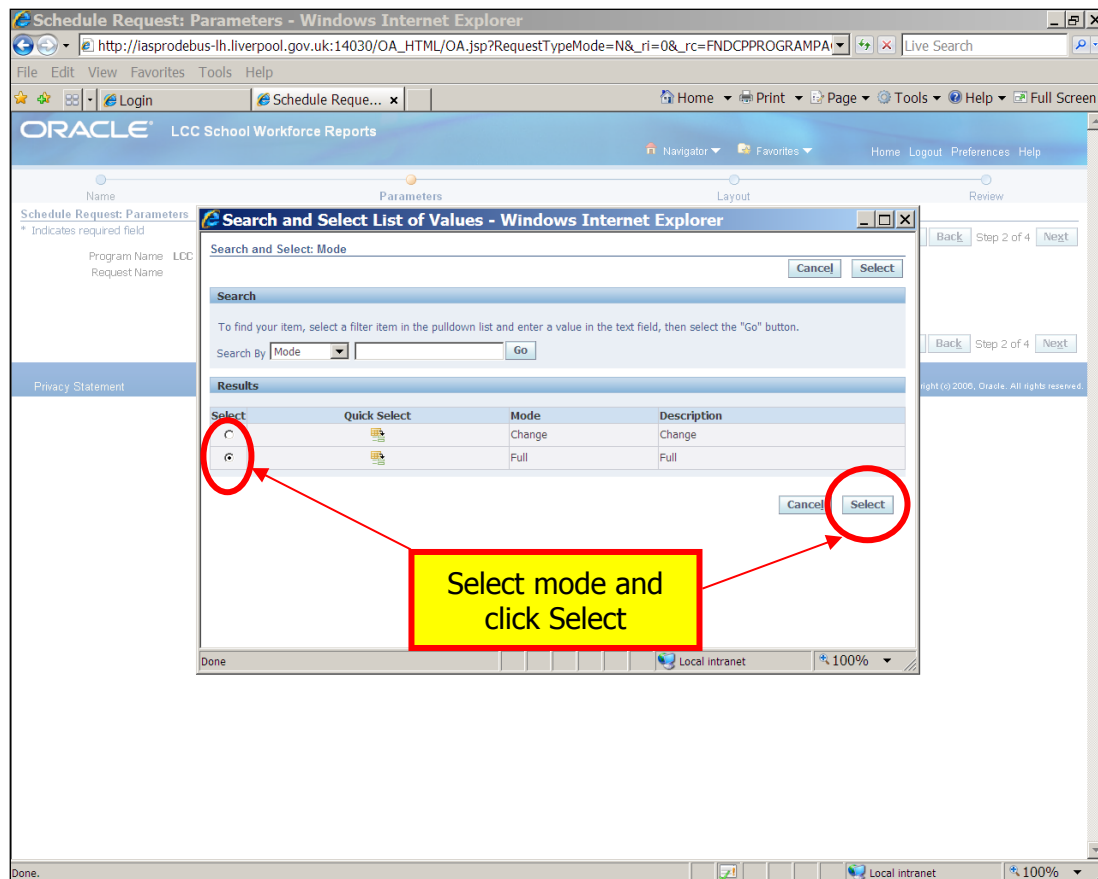


Click Open to view file.



# Guidance for Downloading Oracle Reports for School Workforce Census

To run a full Personal report, repeat this last process, selecting Full rather than Change.



Here is an extract of a dummy full personal report.

Microsoft Excel - FNDWRR.exe [Read-Only]

File Edit View Insert Format Tools Data Window Help

Type a question for help

100% Calibri 11

LCC School Workforce Extracts Personal Information

1 LCC School Workforce Extracts Personal Information

2 School Name: Sea View Juniors

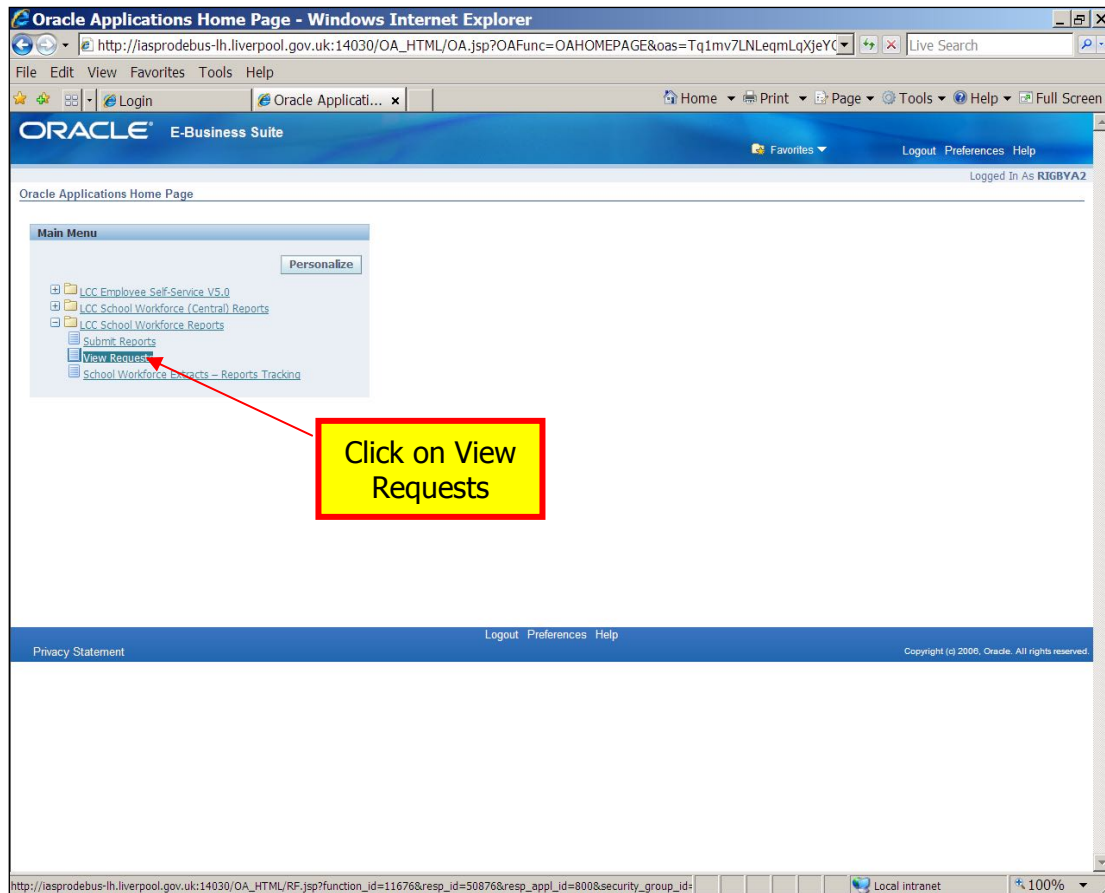
Employ	Assignm	Teache	Surna	Forename	Previous	NI Number	Gend	Ethnicity	Disability	Pav	Spine	Percentage	Salary
39308	39308	4567893	One	Employee		AA122356A	F			TPC	22	100	60017
39313	39313	789856	Two	Employee		AA556689A	F	Prefer Not To Sav	Prefer Not	TPC	2	100	22259
39314	39314		Three	Employee		YY777899B	F	White Irish	No	TPC	1	50	32650
39315	39315		Four	Employee		AA441122A	F	White British	No	NJC	15	80	15895
39316	39316		Five	Employee		YY990011A	F	Prefer Not To Sav	Prefer Not	NJC	11	60	14587
39317	39317		Six	Employee		YY889900A	M			NJC	5	16.65	12334

Ready

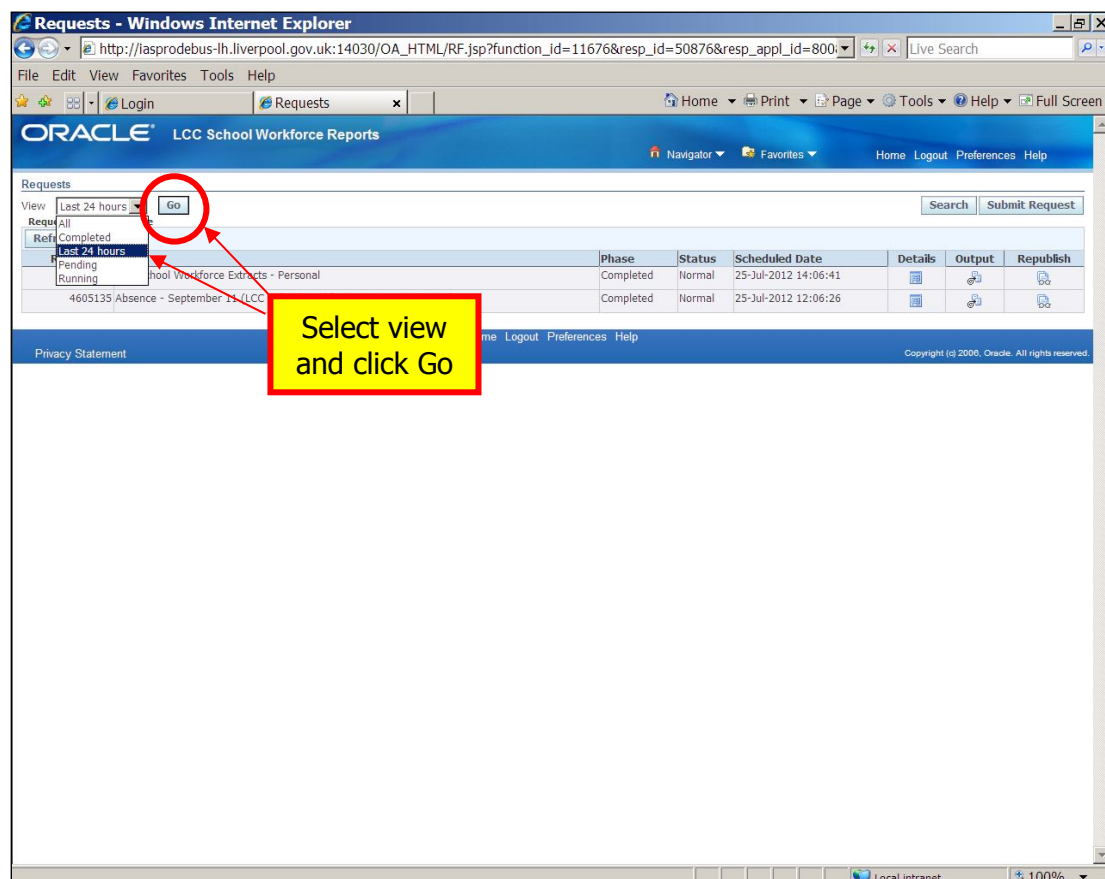
# Guidance for Downloading Oracle Reports for School Workforce Census

## Viewing Reports

To view a list of reports that have been run for your school, click on View Requests.



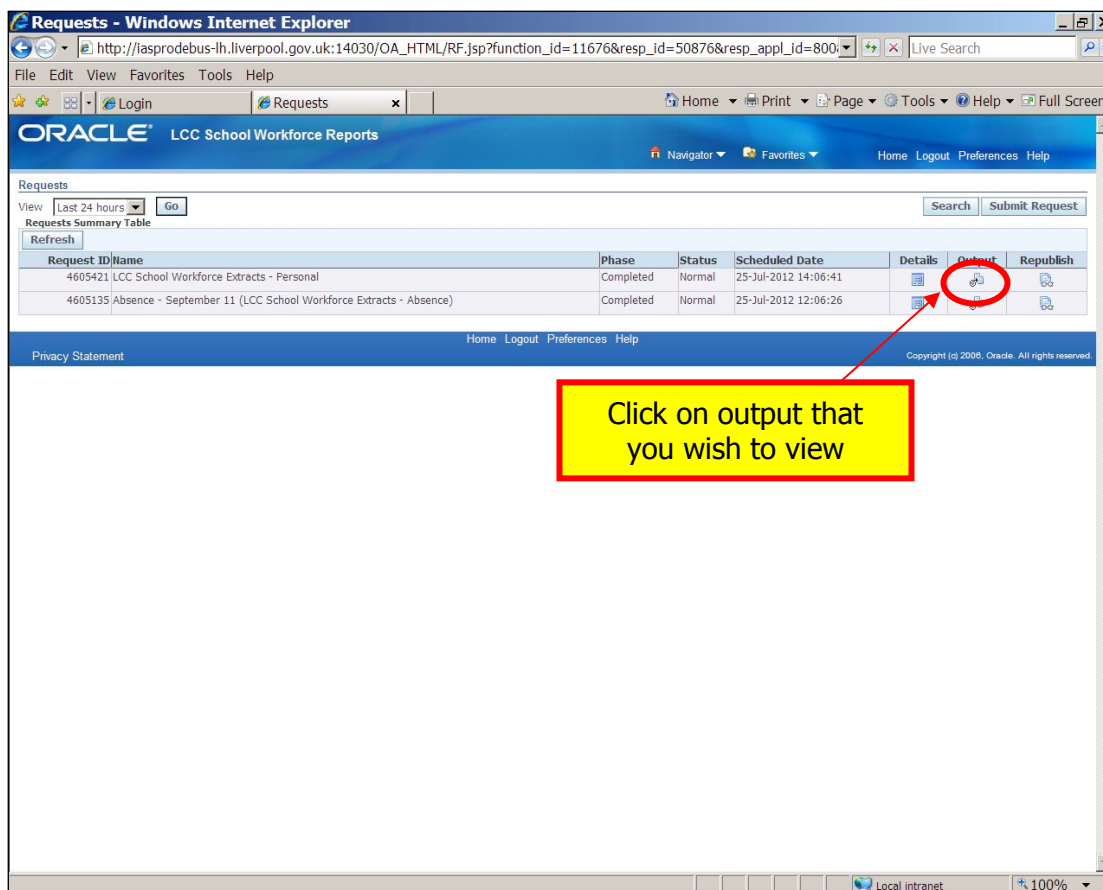
Choose which view you would like and click Go





## Guidance for Downloading Oracle Reports for School Workforce Census

Click on the report that you wish to view.



Click Open to view file.

