



How to print a Staff Request

Log in to MyEd www.myed.ed.ac.uk and open the eRecruitment channel.

Home Help Services Library Accounts Teaching My Tab

Customise

eRecruitment

Dashboard

Welcome,

My Details

Office 365 Email

Learn

eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.

If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (HR.Systems@ed.ac.uk or 508126).

[For Guidance on using eRecruitment please refer to the comprehensive user manuals available on our webpages](#)

[Launch ERecruitment](#)

Click on the **Launch eRecruitment** button.

corehr

DASHBOARDS PHYLLIS MARY BONE

Phyllis Mary Bone
Academic, Edinburgh College Of Art (L5)

Staff Request

Staff Requests

Staff Requests

Click on the **Staff Requests** button.

My Requests

You have created 0 staff requisitions and 0 are awaiting approval

Breakdown of Requests

Planned	0
Submitted	0
On-Hold	0
Approved	1
Completed	4
Rejected	0
All	5

Search Criteria

Status: Request Date From: To:

Search Text:

Search Clear

My Requests : Approved

Request No.	Status	Request Date	Job Title	Department	Actions
1306002972	Approved	04-Jun-2013	Test Vacancy	Human Resources	

Open your staff request by clicking on the icon.

Scroll to the bottom of the staff request.

Approval History (Approved)			
Status	Action By	Date/Time	Comments
Submitted	THE ORIGINATOR	04-Jun-2013 10:26:53	
Approved	1st APPROVER	04-Jun-2013 10:43:29	
Approved	2nd APPROVER	04-Jun-2013 10:46:13	

Print Friendly

Click the Print Friendly button

A new window will open showing the Staff Request.
Scroll to the bottom of the opened window.

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Print

Click the Print button

This will open the print window to allow you to choose which printer you want to print to.

Print

General | Options

Select Printer

HRS-CSH-3-3.4 on is-ps1.s.ed.ac.uk
Microsoft XPS Document Writer

Status: Ready ☐ Print to file Preferences
Location: Charles Stewart House Room 3.4
Comment: HP LaserJet P4015 (B&W) Find Printer...

Page Range
☒ All
☐ Selection ☐ Current Page
☐ Pages: 1
 Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1
☒ Collate 1 2 3 1 2 3

Print Cancel Apply