



How to search for a specific Staff Request

You can use the Search Criteria box at the top of the screen to find a particular Staff Request or category of Staff Requests if you know which status they fall under.

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

The screenshot shows the MyEd website navigation bar with links: Home, Help, Services, Library, Accounts, Teaching, and My Tab. Below the navigation bar is a 'Customise' dropdown. The main content area is titled 'eRecruitment' and contains a 'Dashboard' section with links: Welcome, My Details, Office 365 Email, and Learn. A red arrow points to the 'Launch eRecruitment' button at the bottom of the dashboard.

Click on the **Launch eRecruitment** button.

The screenshot shows the corehr website with a user profile for Phyllis Mary Bone, Academic, Edinburgh College Of Art (L5). A red arrow points to the 'Staff Requests' button in the left-hand navigation menu.

Click on the **Staff Requests** button.

The screenshot shows the Staff Requests search interface. On the left is a 'My Requests' sidebar with a 'Breakdown of Requests' table. On the right is a 'Search Criteria' section with a 'Status' dropdown menu, a 'Request Date From' and 'To' date range, and a 'Search Text' field. A red arrow points to the 'Status' dropdown menu.

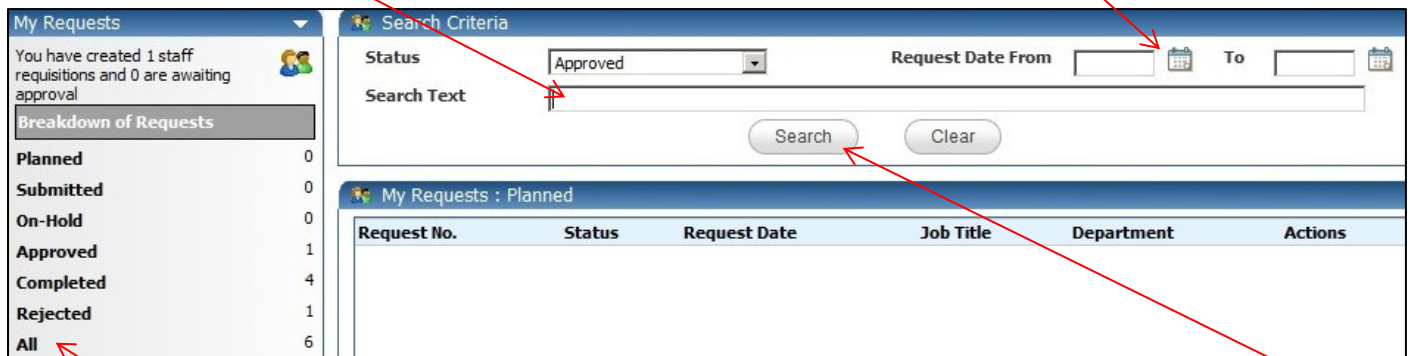
Request No.	Status	Request Date	Job Title	Department	Actions

Select a status from the drop down list

You must always select a status in order to use the **Search Criteria** facility.

After the status is selected, you can search by keyword. If you know the Staff Request number, type this in the **Search Text** box.

As well as using keyword search, you can search by using a date range. Type the date in dd/mm/yy format, or click the icon to pick from the calendar.



My Requests

You have created 1 staff requisitions and 0 are awaiting approval

Breakdown of Requests

Planned	0
Submitted	0
On-Hold	0
Approved	1
Completed	4
Rejected	1
All	6

Search Criteria

Status: Request Date From: To:

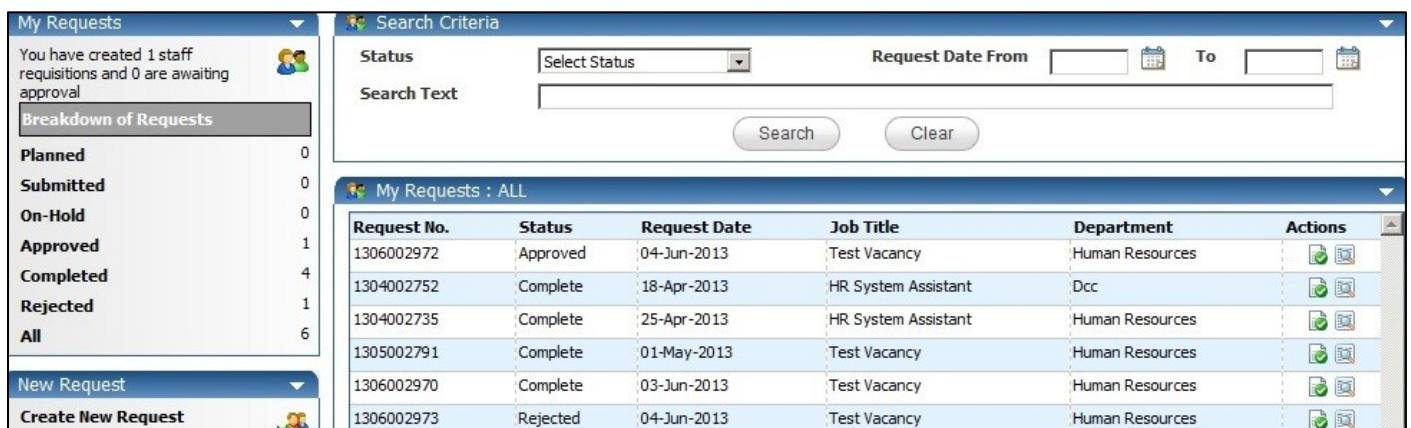
Search Text:

My Requests : Planned

Request No.	Status	Request Date	Job Title	Department	Actions

Once you have entered your search criteria, click Search.

Alternatively, click on **All**.



My Requests

You have created 1 staff requisitions and 0 are awaiting approval

Breakdown of Requests







Planned	0
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All	6

Search Criteria


Status: Request Date From: To:

Search Text:

My Requests : ALL

Request No.	Status	Request Date	Job Title	Department	Actions
1306002972	Approved	04-Jun-2013	Test Vacancy	Human Resources	
1304002752	Complete	18-Apr-2013	HR System Assistant	Dcc	
1304002735	Complete	25-Apr-2013	HR System Assistant	Human Resources	
1305002791	Complete	01-May-2013	Test Vacancy	Human Resources	
1306002970	Complete	03-Jun-2013	Test Vacancy	Human Resources	
1306002973	Rejected	04-Jun-2013	Test Vacancy	Human Resources	

This will list all of your Staff Requests regardless of their status.

You can scroll up and down to find your vacancy and the click the  icon to view the request.