

BT Lancashire Services

LCC DBS function - Managers Report Guide

Version: V2
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1. Training Guide Aims & Objectives

This guide will provide individuals with the knowledge to navigate through and retrieve information relating to a team's DBS information

Overview

The guide goes through new functionality relating to DBS information which is now available within: Manager Self-Service, Manager Self Service Schools, Schools Administrator and Self Service Administrator. The function allows managers to access and export DBS information held in the Oracle HR & Payroll system.

2. Create the report

The following steps show how to create a DBS report which will allow a quick review of all DBS information relating to a manager's team.

Step	Action
1.	<p>Navigate to your normal Oracle responsibility to access the menu items then click on reports eg</p>  <p>The screenshot shows a list of menu items under the heading 'LCC Manager Self-Service - Schools'. The items are: All Actions Awaiting Your Attention, Delegate Team Access, Delegate Single Access, Work Incidents, LCC DBS Information, Ending Employment, NOA - New Starter, NOA - Additional Position/Transfer, and Reports. The 'Reports' item is highlighted with a red rectangular box.</p>

2.

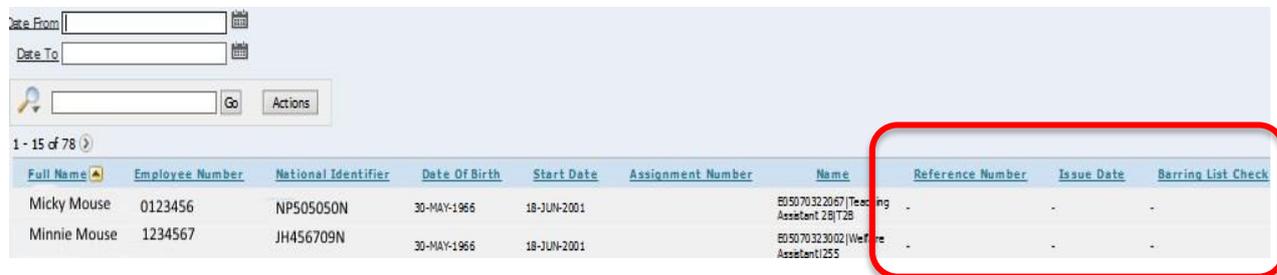
Those with **LCC – Manager Self – Service** or **Self Service Administrator** responsibility skip to **step 4**
Those with **LCC – Manager Self-Service – Schools** or **Schools Administrator** Clicking on reports produces the following screen -



Click on **LCC DBS Information Report**

3.

The report opens populated with the staff under your hierarchy. If necessary you can adjust the reporting period in the normal way by inputting "To" and "From" dates.



Note: We can see in this cross section of the report that a number of columns are recorded as blank (-). These show a gap in information which we need to update. The Date 01-JAN-1900 may appear on some lines. This is a default date used by the system where the issue date has not been recorded.

You can now move to Section 3 – "Record employee DBS information"

<p>4.</p>	<p>Those with "LCC – Manager Self – Service" or "Self Service Administrator"</p> <p>After clicking on reports the screen below is displayed. Click on the small triangle symbol to open the report – LCC DBS Information Report then click on the report</p> <div data-bbox="635 427 1034 1064" style="border: 1px solid #ccc; padding: 5px; background-color: #f0f8ff;"> <p>Reports Available</p> <ul style="list-style-type: none"> Planned Absence Report Assignment Details Grade Summary Sickness Absence Report Sickness Absence Summary New Starter Details New Starter Summary Leavers Report Details Leaver Summary Qualification details Professional Membership Teacher's Salary Statement Staff Lists All Absences Payment Claims LCC DBS Information Report </div>
<p>5.</p>	<p>You can refine the report by inputting dates that checks were completed on to be included in the report. The format of the date must be: DD-Mmm-YYYY</p> <p>Please note: To encompass all DBS information use 01-Jan-1990 as the start date of the report. Once you are happy with the dates click "Go"</p>

[Connect](#) > [Workbooks](#) >

LCC DBS Information Report - LCC DBS Information Report

Last run Wednesday 07 November 2018 11:24:35 BST

Worksheets

- LCC DBS Information Report

Parameters Needed

Select values for the following parameters.

* Indicates required field

* Date From

(Example: 07-NOV-2018)

* Date To

(Example: 07-NOV-2018)

Go

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[Preferences](#) | [Exit](#) | [Help](#)

The following report will be displayed.

Full Name	Employee Number	National Identifier	Date Of Birth	Start Date	Assignment Number	Name	Reference Number	Issue Date	Barring List Check	Workforce Check	Type Of Check	Source Of Check
Mickey Mouse	9988777	NP000011D	20-NOV-1997	16-JUL-2018	9988777	F-448-0001(Apprentice Care Assistant)	1813092910	NULL	Adults' Barred List	Not Recorded	Enhanced	NULL
Minnie Mouse	9988776	NP000012D	18-JUN-1992	01-JUN-2017	9988776	E-188-0080(Care Navigation Officer)	1808082888	01-JAN-1900	Adults' Barred List	Not Recorded	Enhanced	NULL

Note: We can see in this cross section of the report that a number of columns are recorded as **null** or **not recorded**. These show a gap in information which we may need to update. The

6.

159-0020(Business Support Officer)	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL
159-0025(Business Support Officer)	1273303275	01-JAN-1900	Children's Barred List	Not Recorded	Enhanced	NULL	NULL	NULL	NULL
159-0024(Business Support Officer)	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL

Date 01-JAN-1900 appears on some lines.

Please note - that where the issue date of disclosure certificate has not been received or recorded, the mandatory date field will return a date of 01-Jan-1900. This is not representative of when the check was completed. The report will always include any records with this date for any date range requested. The report will also show where there are null records.

The report can be exported into an excel format via the standard exporting process.

Version	Revision Date	Author	Amendment
1.0	14/11/2018	G Cartwright	Creation
2.0	31/01/2019	G Cartwright	Amendment following update of DBS functionality in Oracle