

# How to run the vacancy bulletin report in NHS Jobs user guide

This guide gives you instructions for how to run the vacancy bulletin report in the NHS Jobs service.

To run and download the vacancy bulletin report, you'll confirm:

- if you want to include the job listing text in the report
- which job listings you want to include in your report
- · which dates you want the reports to cover
- which staff group the report is for

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To find out which roles can do this, go to the 'Roles and permissions' link in the 'Help and information' section of the employer dashboard.

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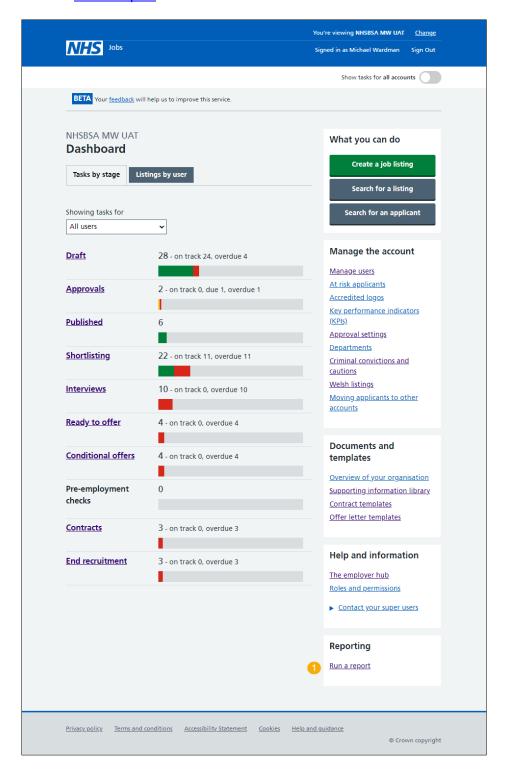
#### Run a report

This page gives you instructions for how to run a report.

Important: The employer dashboard is shown. You'll only see the 'Run a report' link if you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To run a report, complete the following steps:

1. Select the 'Run a report' link.



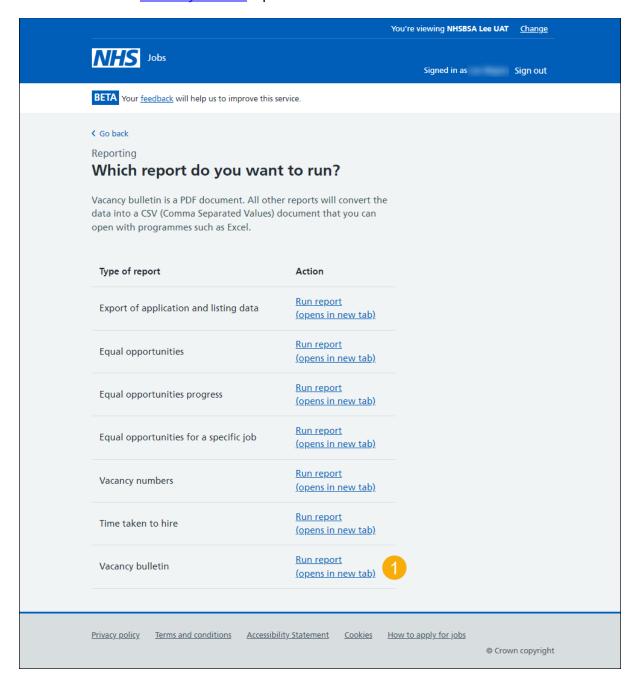
## Which report do you want to run?

This page gives you instructions for how to confirm which report you want to run.

Important: The report will open in a new browser tab. Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV document that you can open with programmes such as Excel.

To confirm which report you want to run, complete the following steps:

1. Select the 'Vacancy bulletin' option.

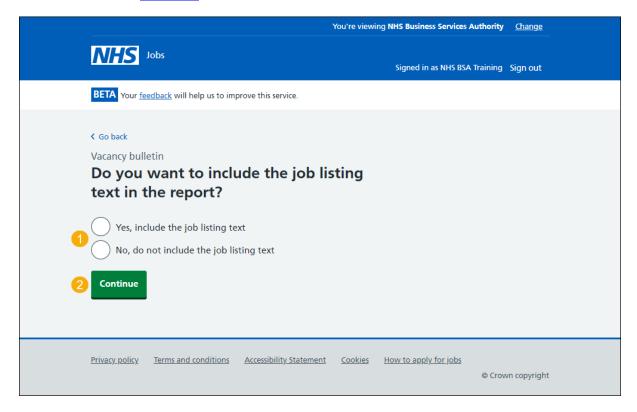


## Do you want to include the job listing text in the report?

This page gives you instructions for how to confirm if you want to include the job listing text in the report.

To confirm if you want to include the job listing text in the report, complete the following steps:

- 1. Select an answer.
- 2. Select the 'Continue' button.

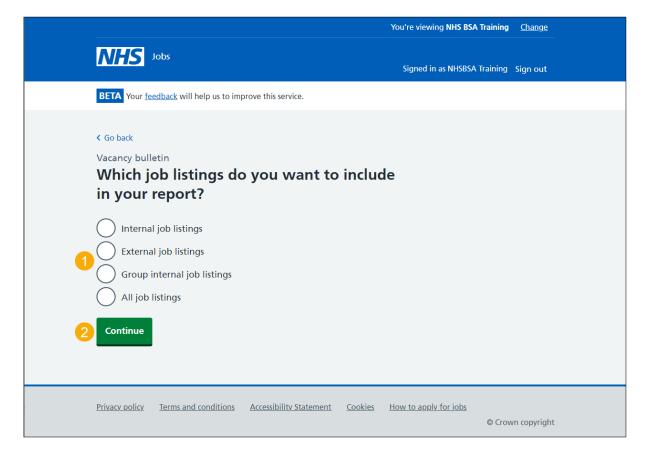


## Which job listings do you want to include in your report?

This page gives you instructions for how to confirm which job listings you want to include in your report.

To confirm which job listings you want to include in your report, complete the following steps:

- **1.** Select an answer.
- 2. Select the 'Continue' button.

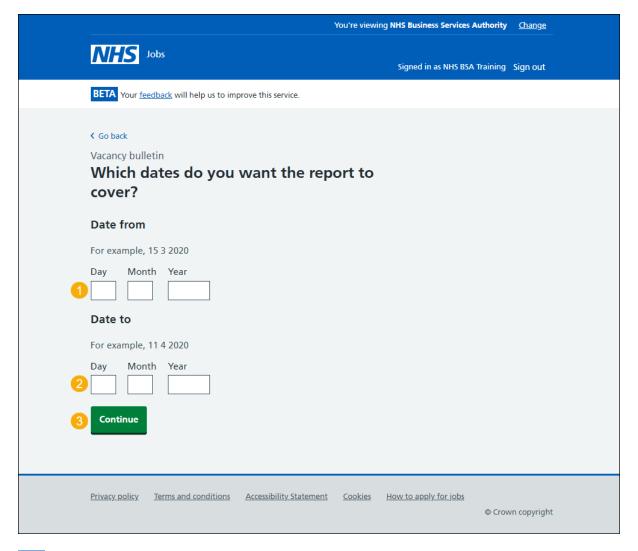


## Which dates do you want the report to cover?

This page gives you instructions for how to confirm which dates you want the report to cover.

To confirm which dates you want the report to cover, complete the following steps:

- 1. In the **Date from** boxes, enter the details.
- 2. In the Date to boxes, enter the details.
- 3. Select the 'Continue' button.



Tip: You must enter the date in the DD MM YYYY format. For example, 15 03 2020 and 11 04 2020.

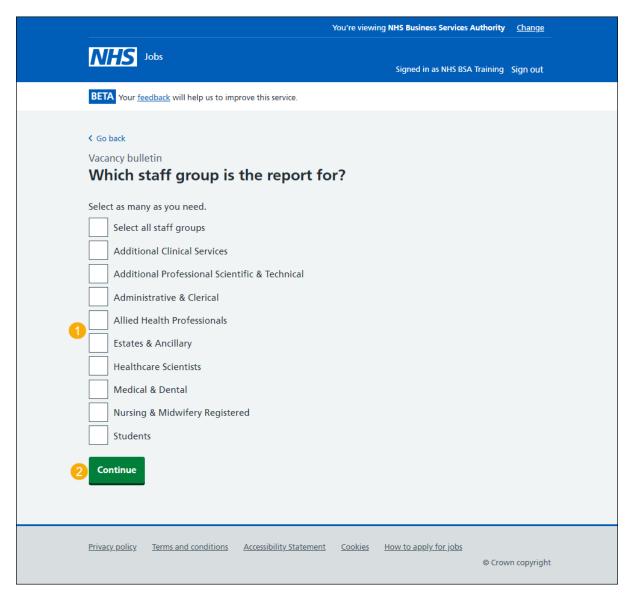
## Which staff group is the report for?

This page gives you instructions for how to confirm which staff group the report is for.

Important: You can select as many staff groups as you need.

To confirm which staff group the report is for, complete the following steps:

- 1. Select an answer.
- 2. Select the 'Continue' button.

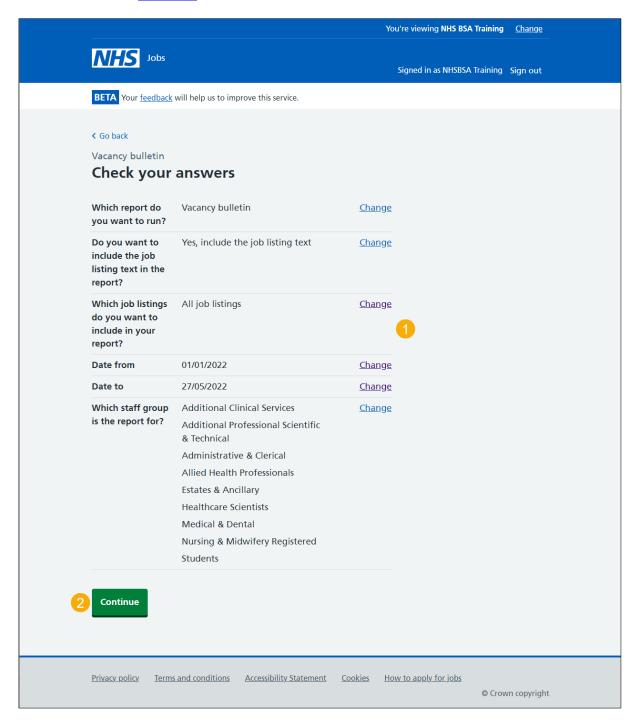


#### **Check your answers**

This page gives you instructions for how to check your answers.

To check, change and confirm your answers, complete the following steps:

- 1. Select a 'Change' link (optional).
- 2. Select the 'Continue' button.



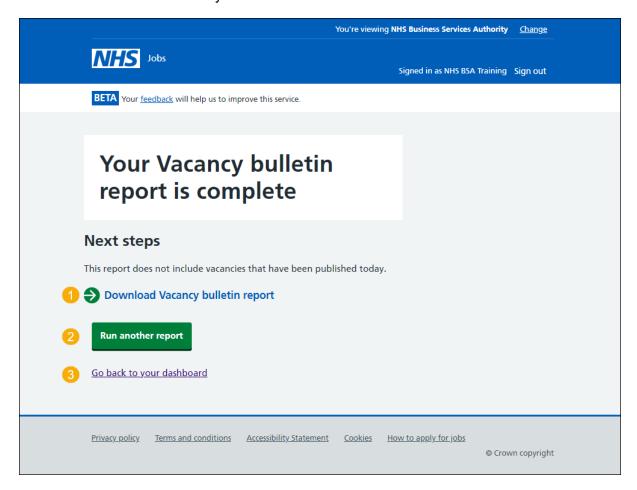
#### Your report is complete

This page shows confirmation your report is complete.

**Important:** The report is downloaded in a portable document format (PDF) document. This report does not include vacancies that have been published today.

To do a task, complete the following steps:

- 1. Select the 'Download Vacancy bulletin report' link.
- **2.** Select the 'Run another report' button (optional).
- 3. Select the 'Go back to your dashboard' link.



You've ran and downloaded the vacancy bulletin report and reached the end of this user guide.