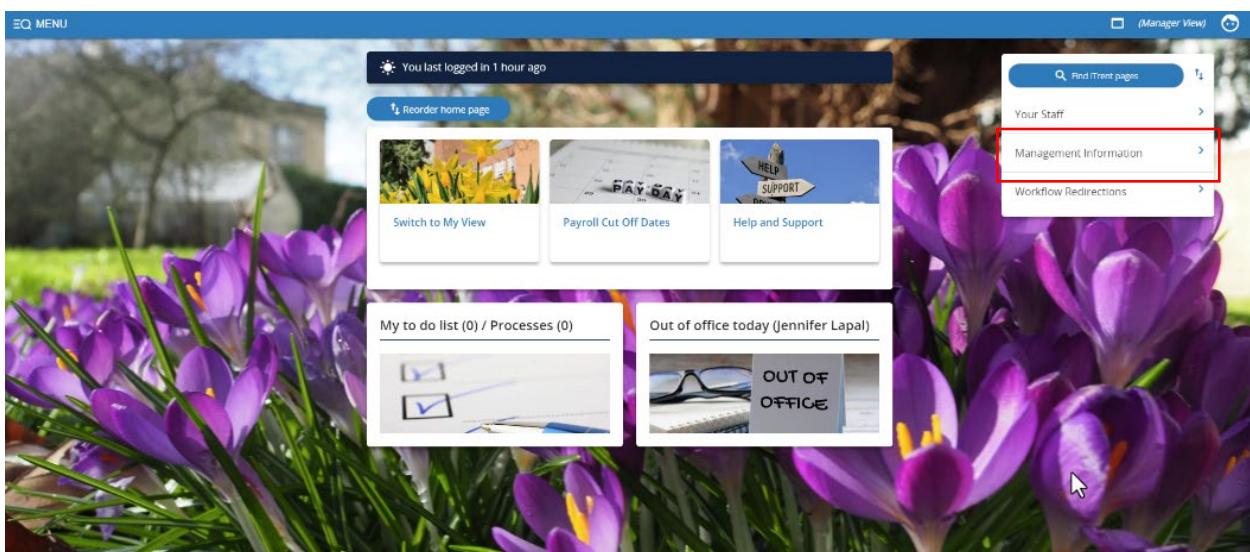


Manager View

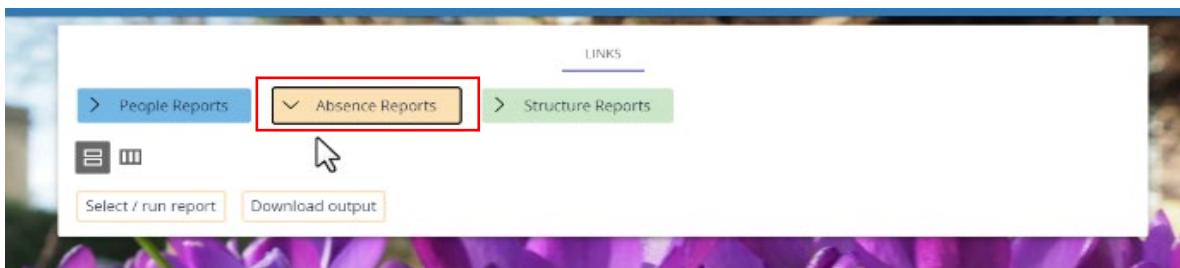
Absence reports

A variety of reports come as standard within *iTrent*. Here we will be looking at ***Absence reports***.

From the home screen select ***Management Information***.

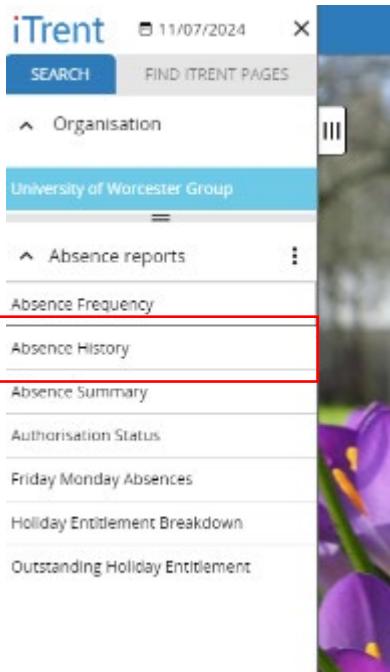


Absence Reports.



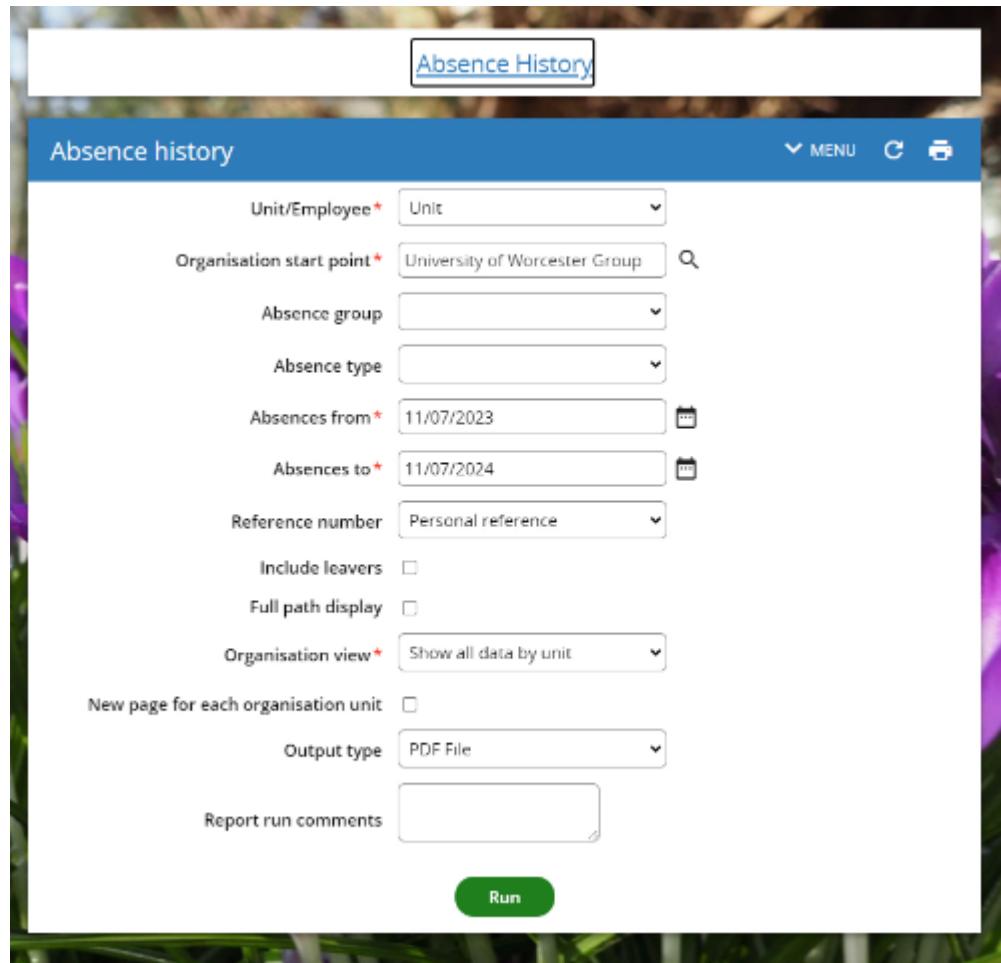
And ***Select/run report***.





The available reports are displayed on the left-hand side of the screen.

In this example we will select the **Absence History** report.



Absence History

Absence history

Unit/Employee* Unit

Organisation start point* University of Worcester Group

Absence group

Absence type

Absences from* 11/07/2023

Absences to* 11/07/2024

Reference number Personal reference

Include leavers

Full path display

Organisation view* Show all data by unit

New page for each organisation unit

Output type PDF File

Report run comments

Run

Here you can refine the report as follows.

Unit/Employee: Select whether you wish to report on whole departments or one individual employee.

Organisation starting point: You can report on all employees or workers in your line manager hierarchy.

Absence group: Decide if you wish to report on all absences or one particular absence group.

Absence from and to: This is the date range that you wish to report for. Select a **start date** and **end date**.

Reference number: Leave this defaulted as **Personal reference**.

Output type: Select how you wish to view the report, either PDF or Excel (csv) file.

Report comments: You can add a comment to your report, which will be displayed when you view your report in a list of downloads later.

In this example, we are reporting on the whole University, and we have defined that we wish to view all data by unit in a csv file.

Absence History

Absence history

Unit/Employee* Unit

Organisation start point* University of Worcester Group

Absence group Sickness

Absence type Sickness

Absences from* 01/07/2023

Absences to* 31/07/2024

Reference number Personal reference

Include leavers

Full path display

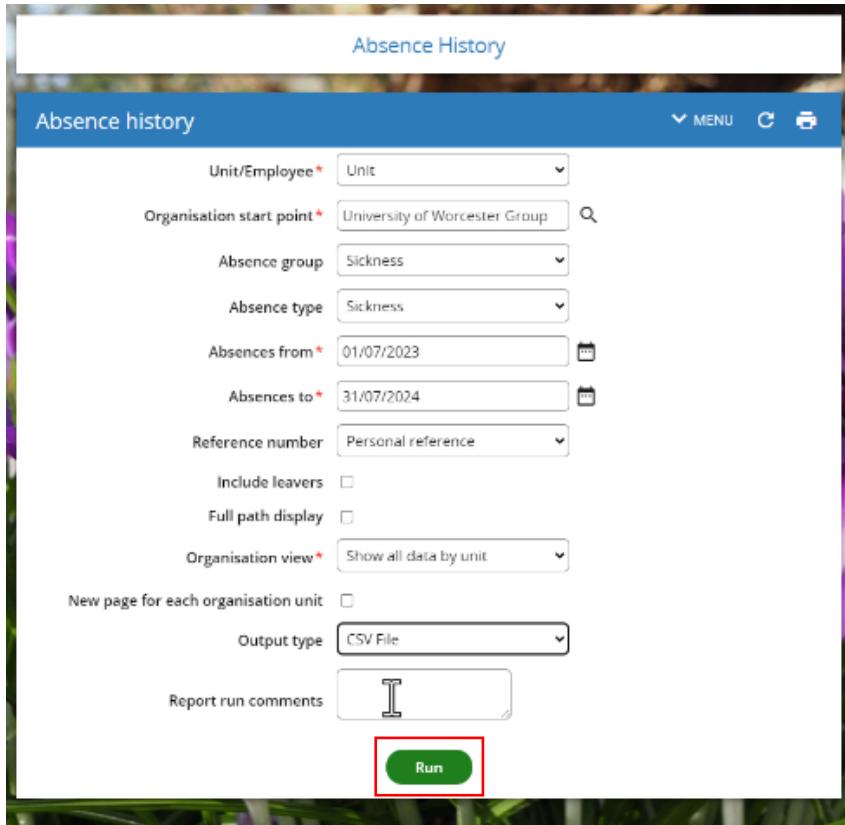
Organisation view* Show all data by unit

New page for each organisation unit

Output type CSV File

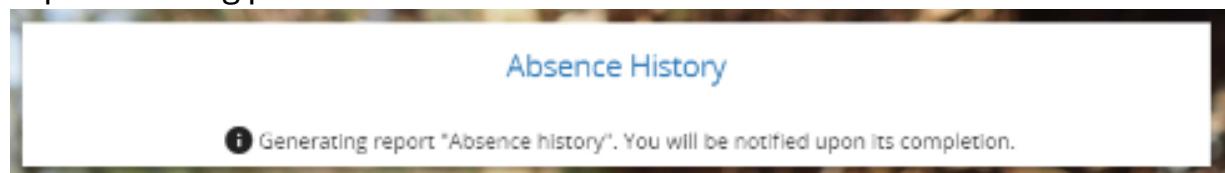
Report run comments

Run

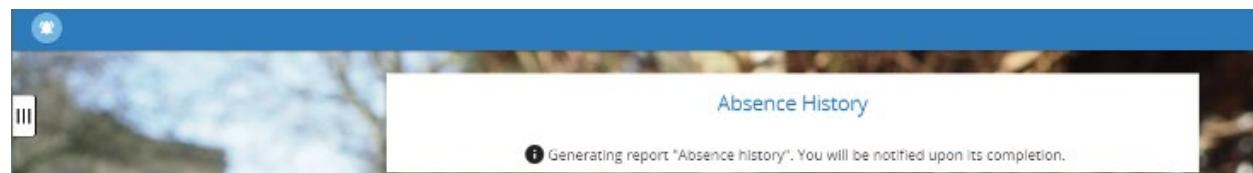


When ready, select **Run**.

You will see a message in the top bar of this screen notifying you that your report is being processed.



Wait until you see a **bell symbol** in the top blue bar, which will display when the report is ready.

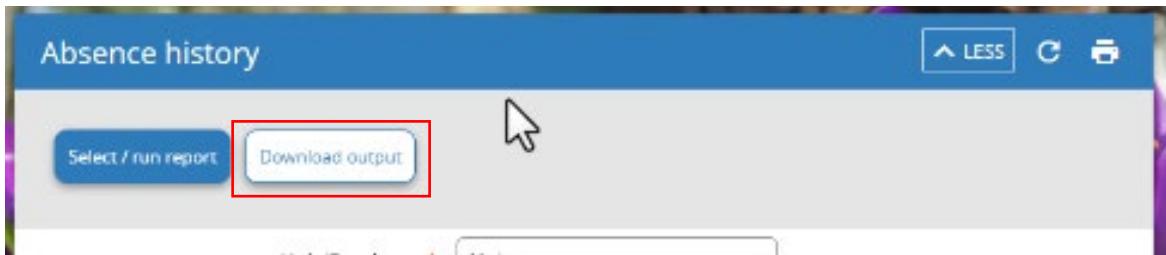


When the symbol appears select **Menu**.

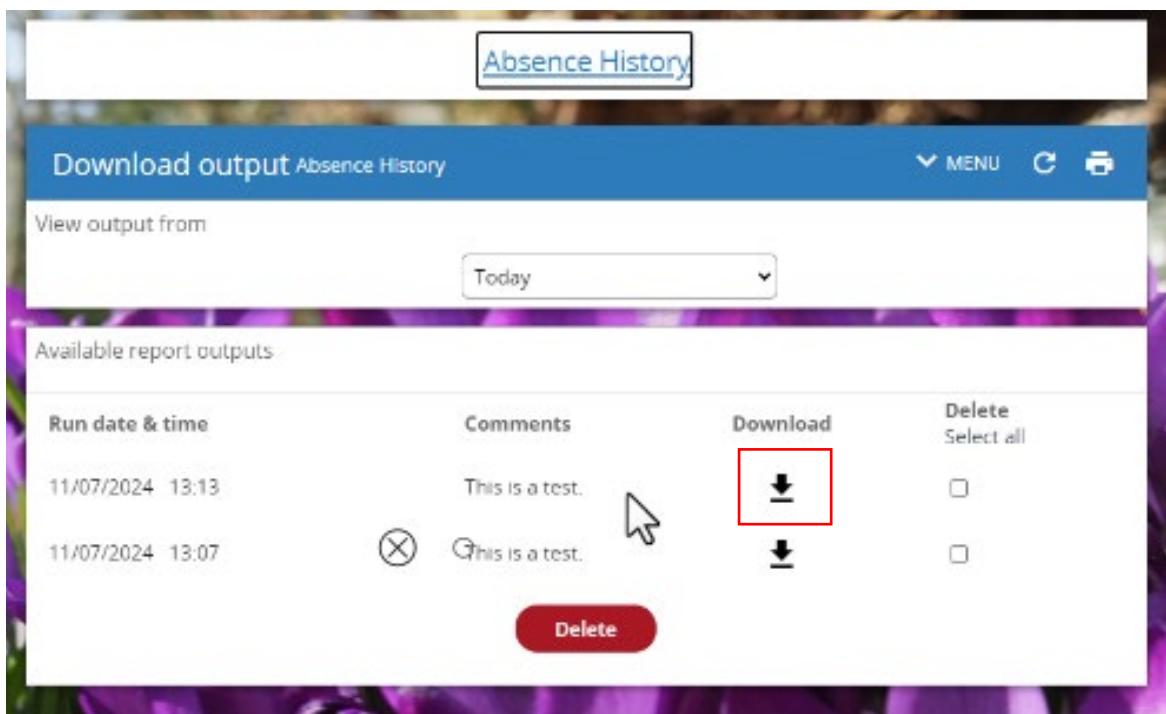


This will display an option to **Download output**. Select this.

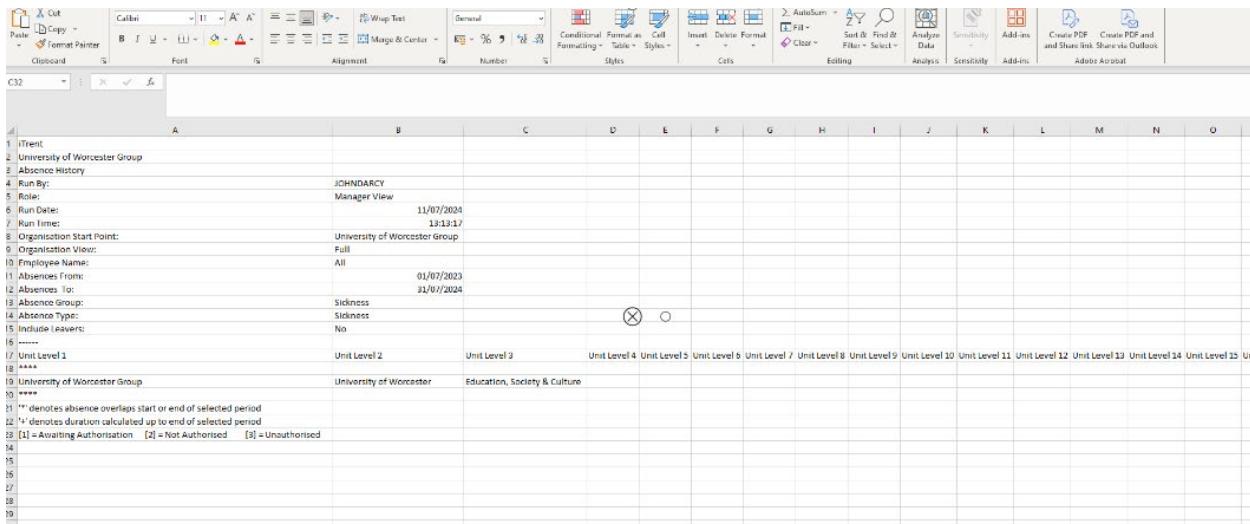
Your report is now available to download.



To download, select the **download icon**. This can then be retrieved from the top right-hand corner or be found in the downloads folder of your device.



The report will look similar to this.

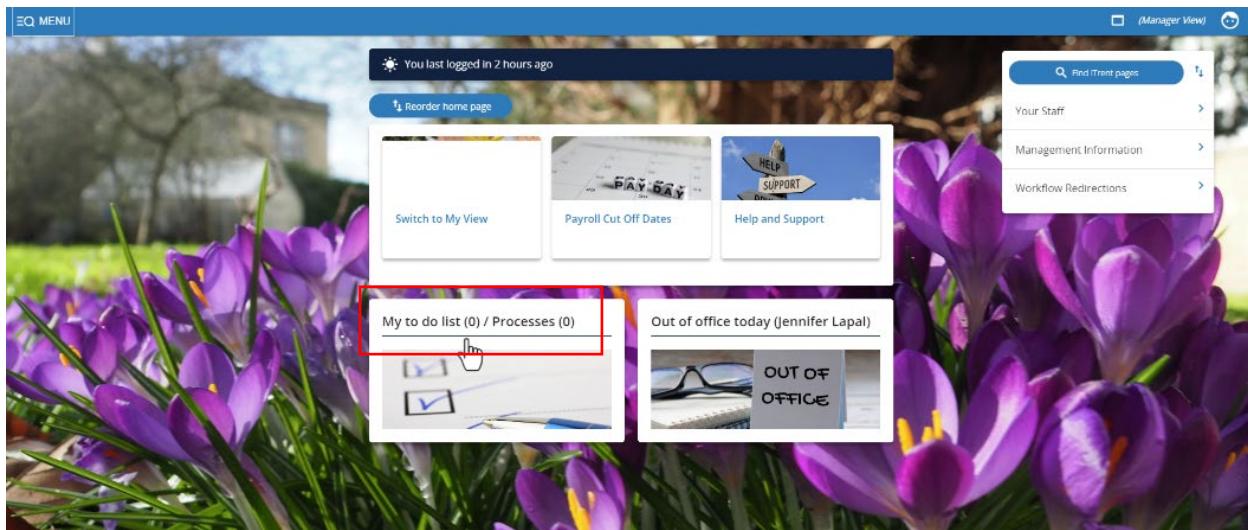


Absence Report	
1 iTrent:	University of Worcester Group
2 University of Worcester Group	
3 Absence History	
4 Run By:	JOHN DARCY
5 Role:	Manager View
6 Run Date:	11/07/2024
7 Run Time:	13:13:17
8 Organisation Start Point:	University of Worcester Group
9 Organisation View:	Full
10 Employee Name:	All
11 Absences From:	01/07/2023
12 Absences To:	31/07/2024
13 Absence Group:	Sickness
14 Absence Type:	Sickness
15 Include Leavers:	No
16 -----	
17 Unit Level 1	Unit Level 2
18 -----	Unit Level 3
19 University of Worcester Group	University of Worcester
20 -----	Education, Society & Culture
21 -----	
22 ** denotes absence overlaps start or end of selected period	
23 * denotes duration calculated up to end of selected period	
24 [1] = Awaiting Authorization [2] = Not Authorised [3] = Unauthorised	
25 -----	
26 -----	
27 -----	
28 -----	
29 -----	

It is good practice to return to the list of reports and delete them when they are no longer required.

Please note, you can also retrieve reports from your to do list.

Select this ***My to do list/ Processes***.



And select the **Processes** tab.

