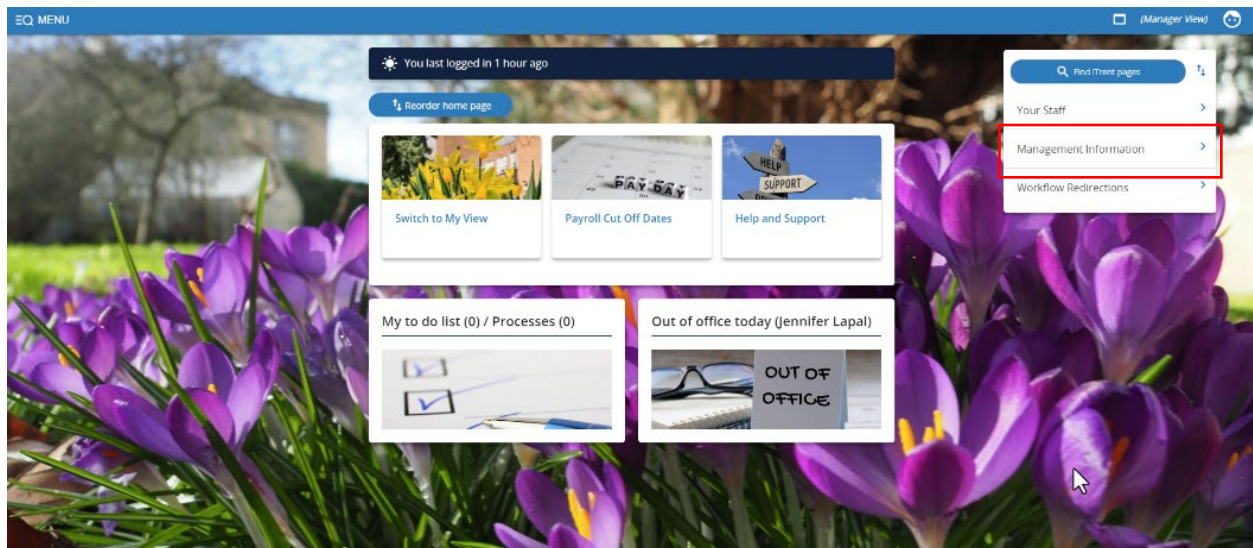


# Manager View

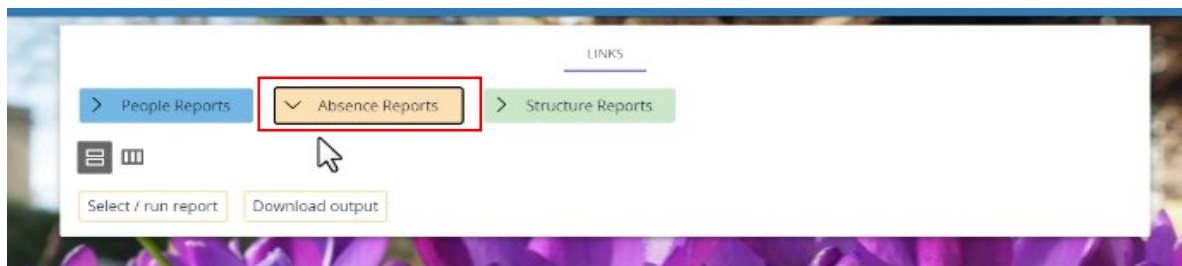
## Absence reports

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

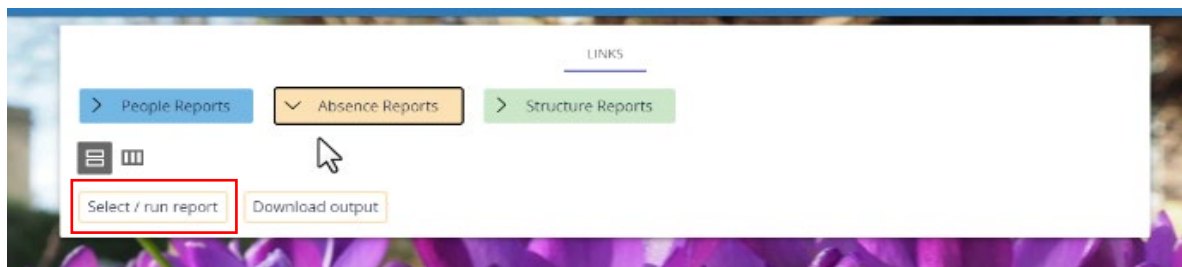
From the home screen select *Management Information*.

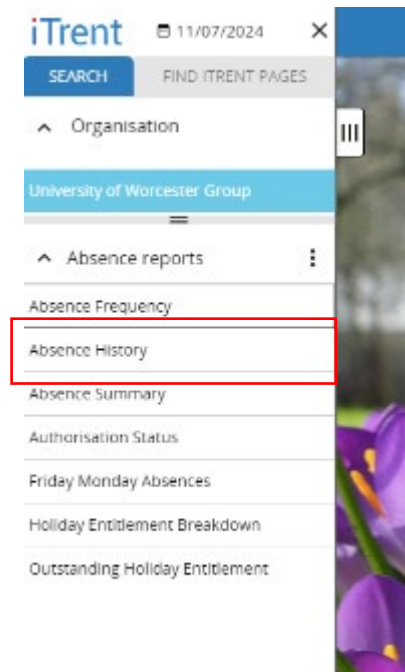


## *Absence Reports.*



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.

The image shows the 'Absence History' report configuration page. The page title 'Absence History' is highlighted with a blue box. The form contains various filters and options for generating the report. The fields are: 'Unit/Employee' (dropdown menu), 'Organisation start point' (text input with a search icon), 'Absence group' (dropdown menu), 'Absence type' (dropdown menu), 'Absences from' (date input), 'Absences to' (date input), 'Reference number' (dropdown menu), 'Include leavers' (checkbox), 'Full path display' (checkbox), 'Organisation view' (dropdown menu), 'New page for each organisation unit' (checkbox), 'Output type' (dropdown menu), and 'Report run comments' (text input). A green 'Run' button is at the bottom.

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.

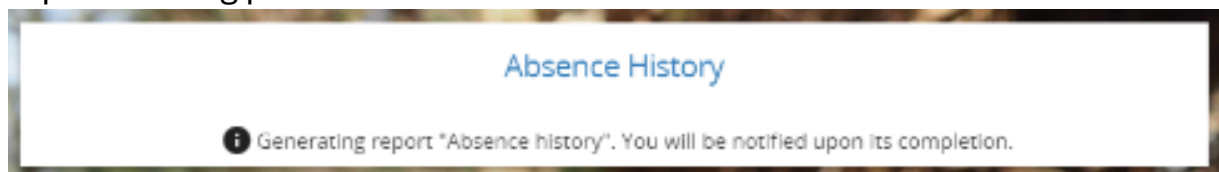
The screenshot shows the 'Absence History' form with the following fields and values:

- 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: (empty text box)

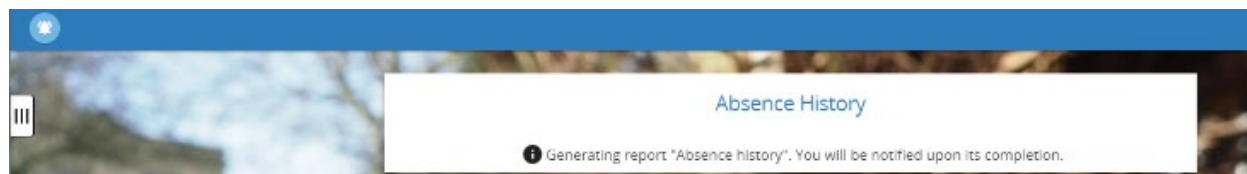
The 'Run' button at the bottom is highlighted with a red rectangle.

When ready, select **Run**.

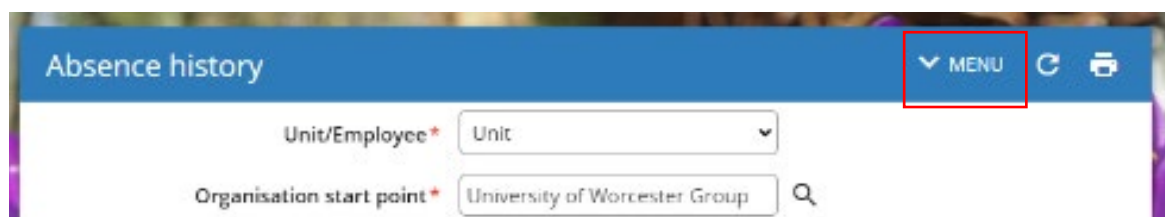
You will see a message in the top bar of this screen notifying you that your report is being processed.



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

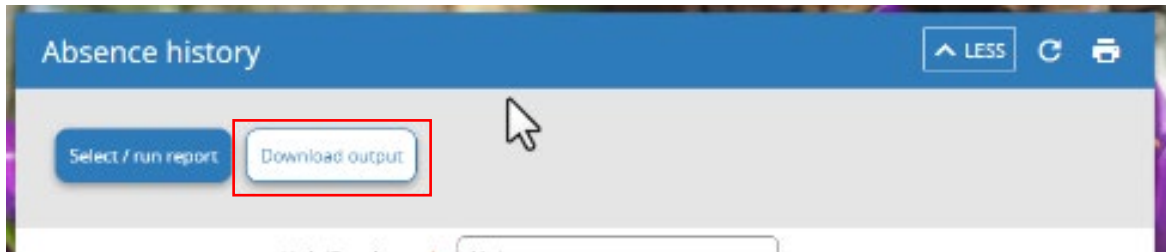


When the symbol appears select **Menu**.

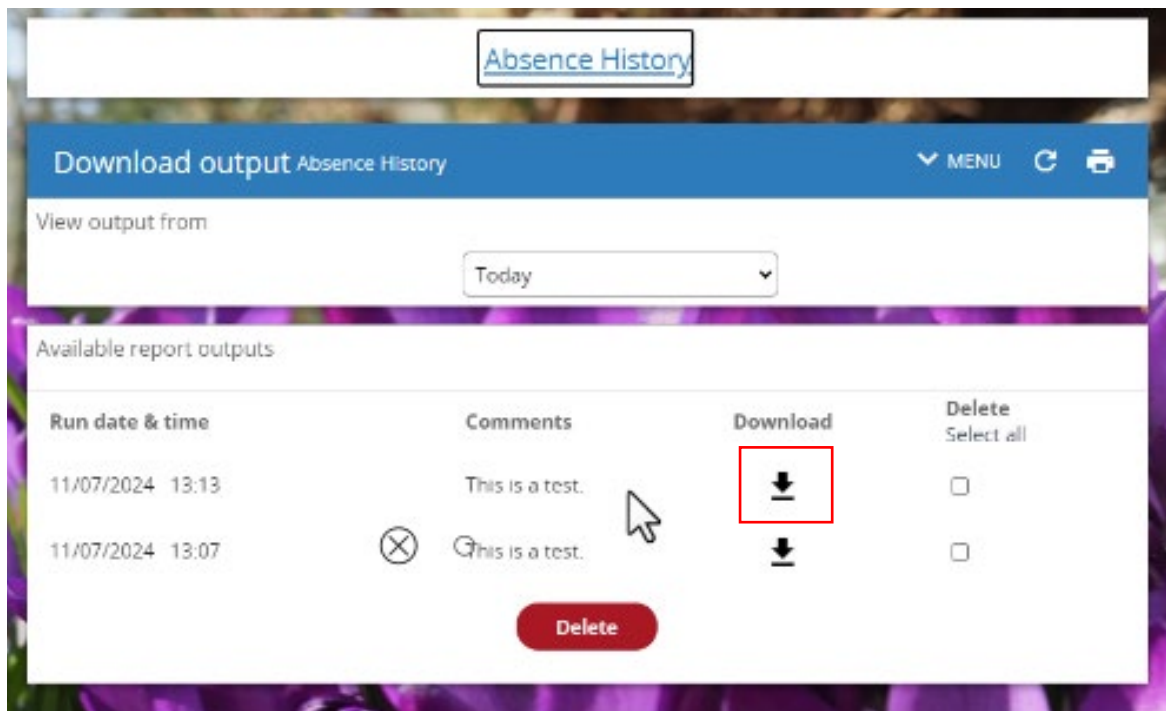


This will display an option to **Download output**. Select this.

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.





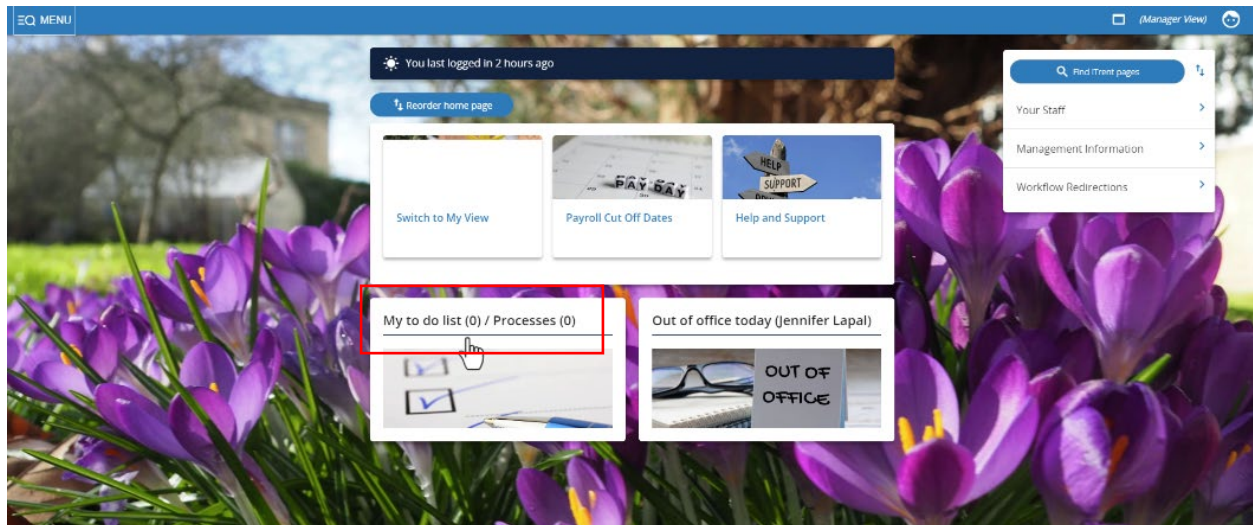
The report will look similar to this.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Trent														
2	University of Worcester Group														
3	Absence History														
4	Run By:	JOHNDARCY													
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	Unit Level 2	Unit Level 4	Unit Level 5	Unit Level 6	Unit Level 7	Unit Level 8	Unit Level 9	Unit Level 10	Unit Level 11	Unit Level 12	Unit Level 13	Unit Level 14	Unit Level 15
18	----														
19	University of Worcester Group	University of Worcester	Education, Society & Culture												
20	----														
21	* denotes absence overlaps start or end of selected period														
22	*+ denotes duration calculated up to end of selected period														
23	[1] = Awaiting Authorisation [2] = Not Authorised [3] = Unauthorised														
24															
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.

