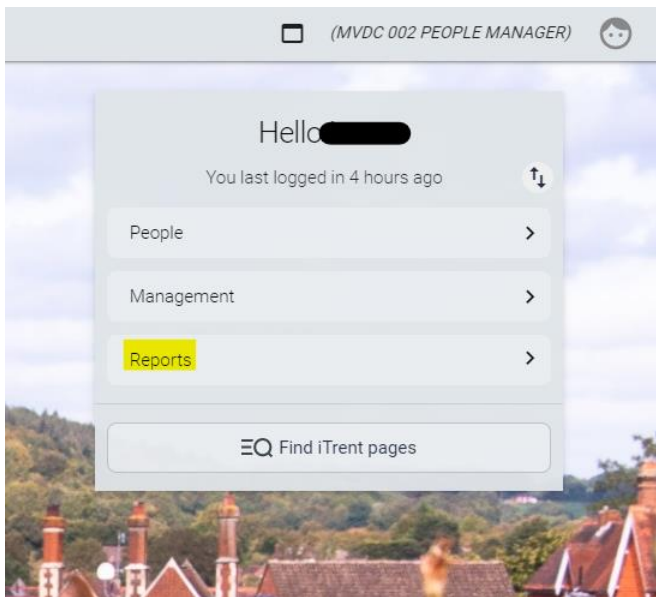


People Manager – Running and Downloading Reports

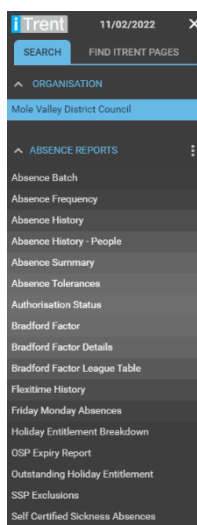
Select **Reports** from left hand menu



This will open the absence report option, select **Absence Reports (Run)**



You will then open a list of reports on the left hand side:



Running Reports

To run these reports, click on the required report, for example, Absence History – People

You will be presented with a list of criteria, so if you want to view the sickness absences for your team for the last 12 months. Select sickness from the drop down and required dates.

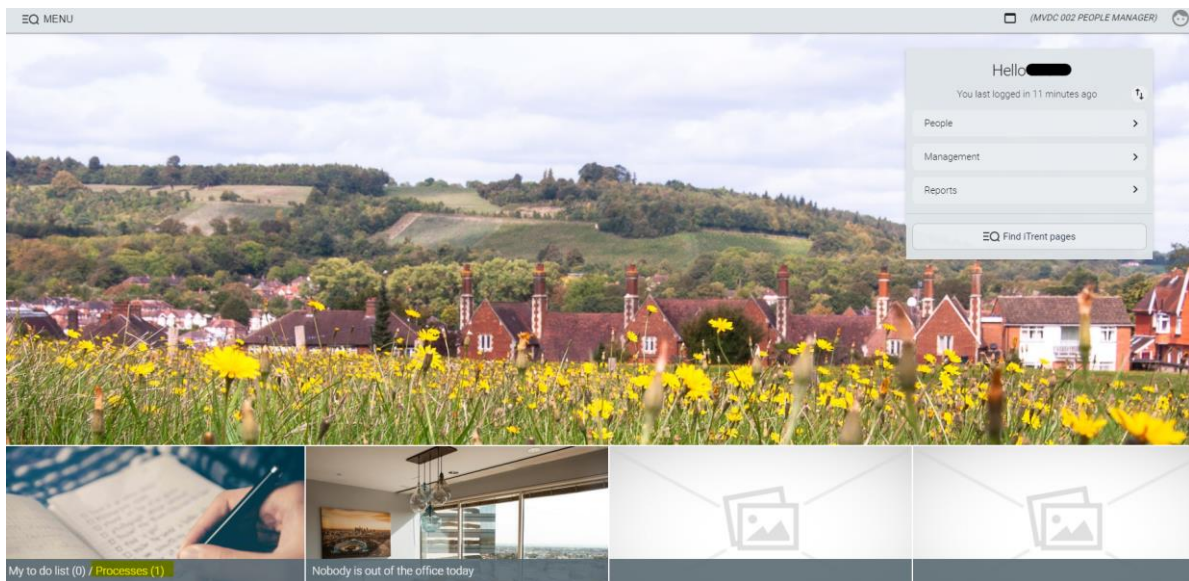
The screenshot shows a web interface titled "Absence History - People". At the top, there is a dark header with "Absence history" and a "MENU" dropdown, along with refresh and print icons. Below the header, various filters are listed: "Unit/Employee" set to "Unit", "Organisation start point" set to "Mole Valley District Council" with a search icon, "Absence group" set to "Sickness", "Absence type" with a dropdown arrow, "Absences from" set to "11/02/2021" with a calendar icon, "Absences to" set to "11/02/2022" with a calendar icon, "Reference number" set to "Personal reference" with a dropdown arrow, "Include leavers" (checkbox), "Full path display" (checkbox), "Organisation view" set to "Show all data by unit" with a dropdown arrow, "New page for each organisation unit" (checkbox), "Output type" set to "CSV File" with a dropdown arrow, and a "Report run comments" text area. A green "RUN" button is located at the bottom center of the form.

If you want the output to be an excel file, please change to CSV

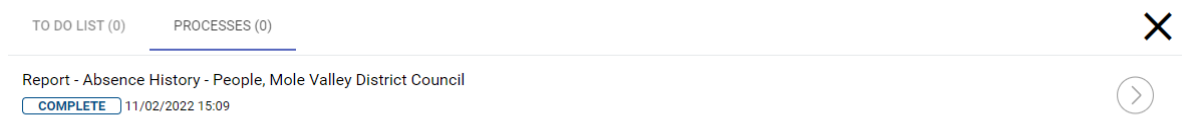
Enter the information you wish to report on. Once you have entered the criteria, click **RUN**

The reports will only show the staff under your management.

The report will generate in the background, the progress of this can be viewed from the main screen, **Processes**



Once the report has generated, the process will change to complete and you will get an email notification to say it has finished.



Downloading the Report

You can either click on the hyperlink on the processes page:



Or select Reports from the main screen left hand menu and then **Absence Reports (Download)**

LINKS



You will then need to select the report you have generated from the list on

the left, it will then display the option to **download**



The screenshot shows the iTrent system interface. On the left is a dark sidebar with a search bar and a list of reports under 'ABSENCE REPORTS'. 'Absence History - People' is highlighted in green. The main area shows a modal window titled 'Download output Absence History - People'. It includes a 'View output from' dropdown set to 'Today' and a table of 'Available report outputs'.

Run date & time	Comments	Download	Delete Select all
11/02/2022 15:10			<input type="checkbox"/>

Below the table is a red 'DELETE' button.

It will open the report in your downloads for opening / editing and saving