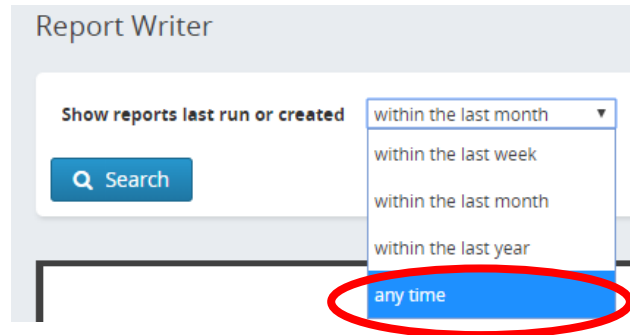
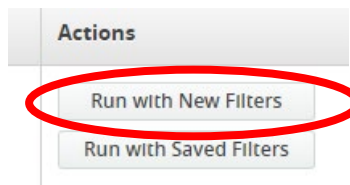


How to run the “All Purpose” Report

- 1) Log into Absence Management
- 2) Click “Reports” on the left side of your screen.
- 3) If you are not seeing any reports, make sure to select “any time” from the “Show reports last run or created” drop down.



- 4) Using the “name” search bar, search for “All purpose report” and click the search button.
- 5) Click “run with new filters” on the right side of the screen.



- 6) Fill in the search parameters and click “run” in the top right corner of the screen.
 - a. Date – enter the date range you would like to view
 - i. You will need to enter the dates twice. The report glitched a while back and there are two date fields.
 - b. Substitute full name – make sure the “all” box is checked on the right.
 - c. Employee full name – make sure the “all” box is checked in both the employee and vacancy profile category.
 - d. Vacancy (yes/no) – make sure both boxes are checked
 - e. Filled – make sure both boxes are checked
 - f. School name – make sure the “all” box is checked on the right.
 - g. Employee type – make sure the “all” box is checked on the right.
 - h. Absence Reason – make sure the “all” box is checked in both the employee and vacancy profile category.
 - i. Needs substitute – make sure both boxes are checked

Filters

Date	Start: 03/16/2020 <input type="radio"/> Relative <input checked="" type="radio"/> Fixed	End: 03/20/2020 <input type="radio"/> Relative <input checked="" type="radio"/> Fixed	▲ ▼
Date	Start: 03/16/2020 <input type="radio"/> Relative <input checked="" type="radio"/> Fixed	End: 03/20/2020 <input type="radio"/> Relative <input checked="" type="radio"/> Fixed	▲ ▼
Substitute Full Name	<input type="text"/>		<input checked="" type="checkbox"/> All ▲ ▼
Employee Full Name	Employees	<input type="text"/>	<input checked="" type="checkbox"/> All ▲ ▼
	Vacancy Profiles	<input type="text"/>	<input checked="" type="checkbox"/> All ▲ ▼
Vacancy (Yes/No)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		▲ ▼
Filled	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		▲ ▼
School Name	<input type="text"/>		<input checked="" type="checkbox"/> All ▲ ▼
	<input checked="" type="checkbox"/> Include Dependents		
Employee Type	<input type="text"/>		<input checked="" type="checkbox"/> All ▲ ▼
Absence Reason	Absence Reasons	<input type="text"/>	<input checked="" type="checkbox"/> All ▲ ▼
	Vacancy Reasons	<input type="text"/>	<input checked="" type="checkbox"/> All ▲ ▼
Needs Substitute	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		▲ ▼

You can change the parameters to fit your need. These parameters are optimal to view all absences and vacancies in your building during the date range you select.

- 7) Select "excel compatible" as the "output type" and click the "run" button at the bottom.

<p>Output Types</p> <input type="checkbox"/> HTML <input checked="" type="checkbox"/> Excel Compatible (csv) <input type="checkbox"/> Delimited Text Delimiter: Tab <input type="checkbox"/> Fixed Length Text	<p>Schedule:</p> <input checked="" type="radio"/> I want to run the report right away. <input type="radio"/> Let me know when the report is ready
<p>Delivery Options</p> Email address: <input type="text" value="crohare_b@4j.lane.edu"/> Static File Name: <input type="text"/> Attach results to email: <input type="checkbox"/> Deliver to FTP Server: <input type="checkbox"/>	<p>Report Options</p> <input type="checkbox"/> Exclude Header Row <input type="checkbox"/> Mark as Extracted
<input checked="" type="button" value="Run"/> <input type="button" value="Cancel"/>	

- 8) This will pull the data for you and give you the requested file.
- 9) Done!