



Wiztec

Unit 14, Airport East Technology Park, Farmers
Cross, Co. Cork, Rep Of Ireland

www.wiztec.ie support@wiztec.ie



Absence Reporter Guide



Wiztec

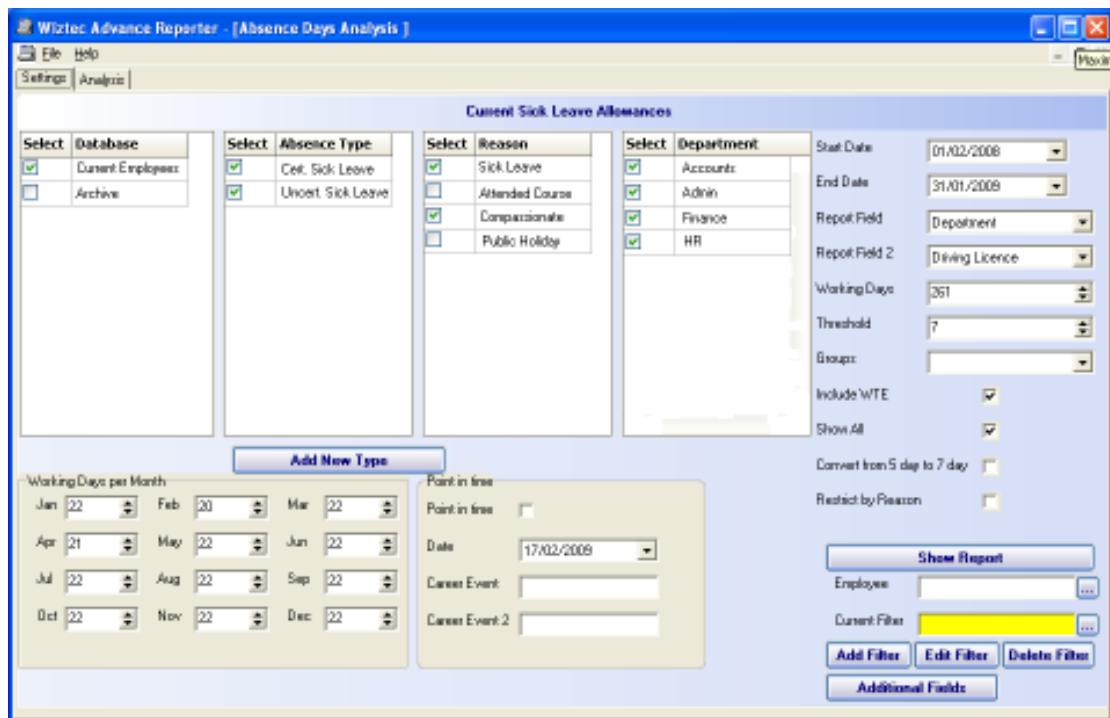
Unit 14, Airport East Technology Park, Farmers Cross, Co. Cork, Rep Of Ireland

www.wiztec.ie support@wiztec.ie

1. Open the Absence Reporter by clicking on the desktop icon.



2. After opening the program you will be presented with the setup screen. Here you will configure the reporter to display the results you need.





3. The first step in configuring the Absence Reporter is to select the database you wish to select, the absence type, the absence reason & the department.

Select	Database
<input checked="" type="checkbox"/>	Current Employees
<input type="checkbox"/>	Archive

Select	Absence Type
<input checked="" type="checkbox"/>	Cert. Sick Leave
<input checked="" type="checkbox"/>	Uncert. Sick Leave

Select	Reason
<input checked="" type="checkbox"/>	Sick Leave
<input type="checkbox"/>	Attended Course
<input checked="" type="checkbox"/>	Compassionate
<input type="checkbox"/>	Public Holiday

Select	Department
<input checked="" type="checkbox"/>	Accounts
<input checked="" type="checkbox"/>	Admin
<input checked="" type="checkbox"/>	Finance
<input checked="" type="checkbox"/>	HR

Select these by ticking the box on the left hand side of the value you want included in your absence report.

4. Once you have configured what absence information you want in your report.

Start Date	<input type="text" value="01/02/2008"/>
End Date	<input type="text" value="31/01/2009"/>
Report Field	<input type="text" value="Department"/>
Report Field 2	<input type="text" value="Location"/>
Working Days	<input type="text" value="261"/>
Threshold	<input type="text" value="7"/>
Groups	<input type="text"/>
Include WTE	<input checked="" type="checkbox"/>
Show All	<input checked="" type="checkbox"/>
Convert from 5 day to 7 day	<input type="checkbox"/>
Restrict by Reason	<input type="checkbox"/>



Wiztec

Unit 14, Airport East Technology Park, Farmers Cross, Co. Cork, Rep Of Ireland

www.wiztec.ie support@wiztec.ie

5. The final section to configure in the report is the number of working days within each month. If you wish to edit the default settings for the number of working days enter the required figure.

Working Days per Month					
Jan	22	Feb	20	Mar	22
Apr	21	May	22	Jun	22
Jul	22	Aug	22	Sep	22
Oct	22	Nov	22	Dec	22

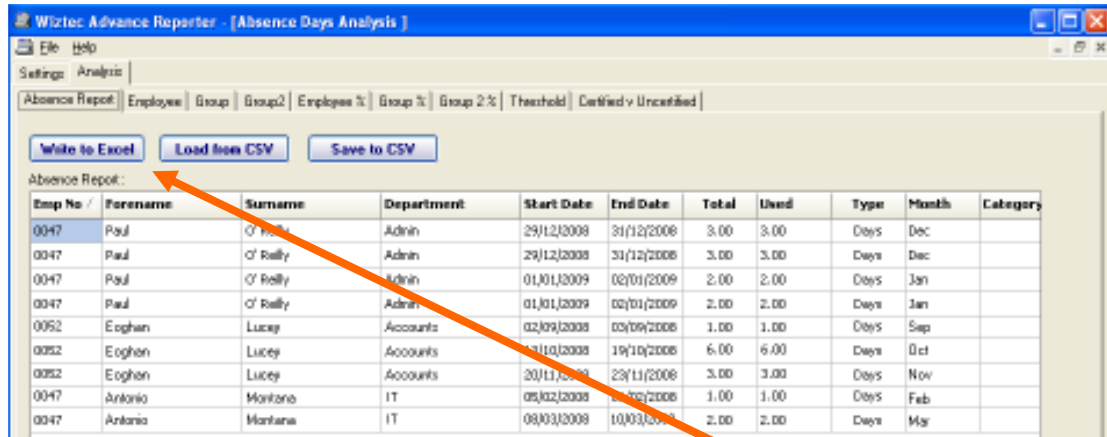
6. When you have set up the absence reporter with your required settings click on the **Show Report** button.

The screenshot shows the 'Wiztec Advance Reporter - [Absence Days Analysis]' window. It features several configuration panels:

- Current Sick Leave Allowances:** Includes sections for 'Database' (Current Employees, Archive), 'Absence Type' (Cert. Sick Leave, Uncert. Sick Leave), 'Reason' (Sick Leave, Attended Course, Compassionate, Public Holiday), and 'Department' (Accounts, Admin, Finance, HR).
- Report Settings:** Start Date (01/02/2008), End Date (31/01/2009), Report Field (Department), Report Field 2 (Driving Licence), Working Days (261), Threshold (7), Group, Include WTE (checked), Show All (checked), Convert from 5 day to 7 day (unchecked), and Resalt by Reason (unchecked).
- Working Days per Month:** A grid of dropdown menus for each month, all currently set to 22.
- Additional Fields:** Includes 'Point in time' (checked), 'Date' (17/02/2009), 'Career Event', and 'Career Event 2'.
- Buttons:** 'Add New Type', 'Show Report' (highlighted in red), 'Employee' (with a dropdown arrow), 'Current Filter' (with a dropdown arrow), 'Add Filter', 'Edit Filter', 'Delete Filter', and 'Additional Fields'.



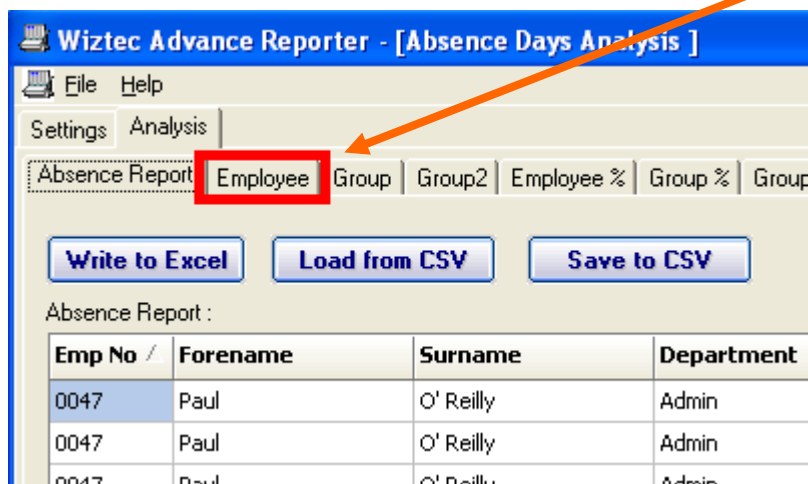
7. The results for the absences you have requested will be displayed in a grid.



You can export this data into Microsoft Excel click on the button.



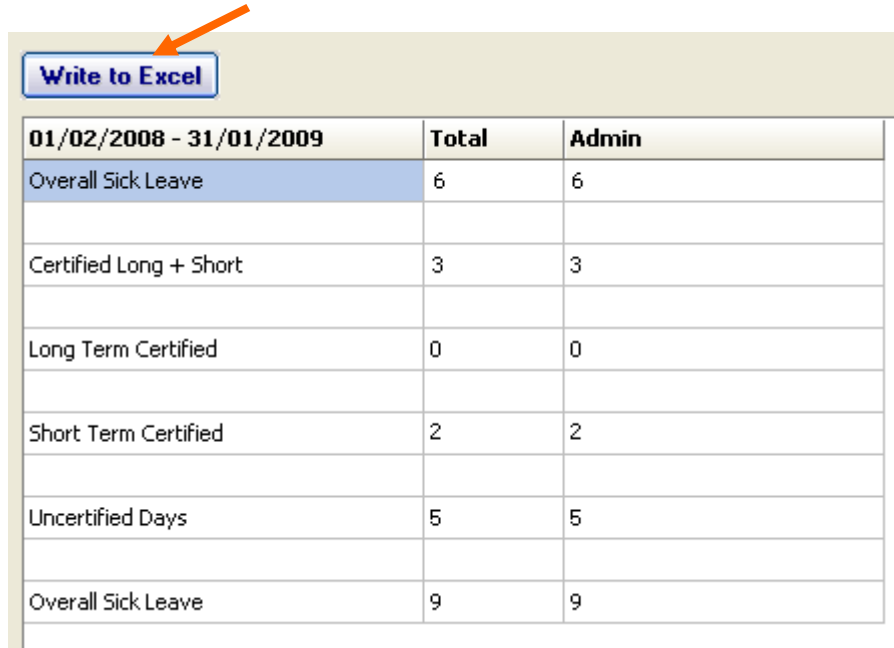
8. To get an individual employee breakdown click on the Employee tab.



9.. The group fields will correspond to the report fields you set in the initial setup screen, while the percentage tabs present the same data in a percentage format.



10. The **Certified v Uncertified** tab will give a detailed overall breakdown of the sick leave that has been taken. If you wish to create an excel document with this information click on **Write to Excel**



01/02/2008 - 31/01/2009	Total	Admin
Overall Sick Leave	6	6
Certified Long + Short	3	3
Long Term Certified	0	0
Short Term Certified	2	2
Uncertified Days	5	5
Overall Sick Leave	9	9