

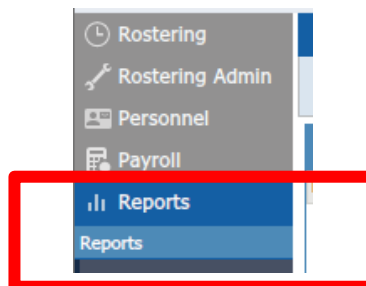
STANDARD OPERATING PROCEDURE	
<b>Title</b>	How to View Sickness Reports
<b>Purpose</b>	Managers can run a number of reports regarding sickness.
<b>Aim</b>	To help with return to work interviews and general audit reports.

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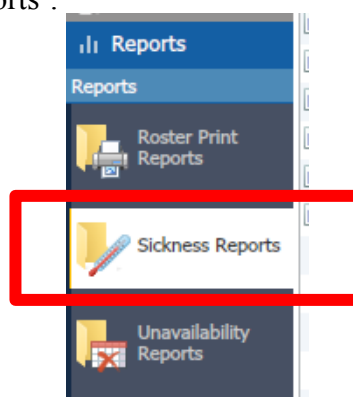
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## A. How to View Sickness Reports

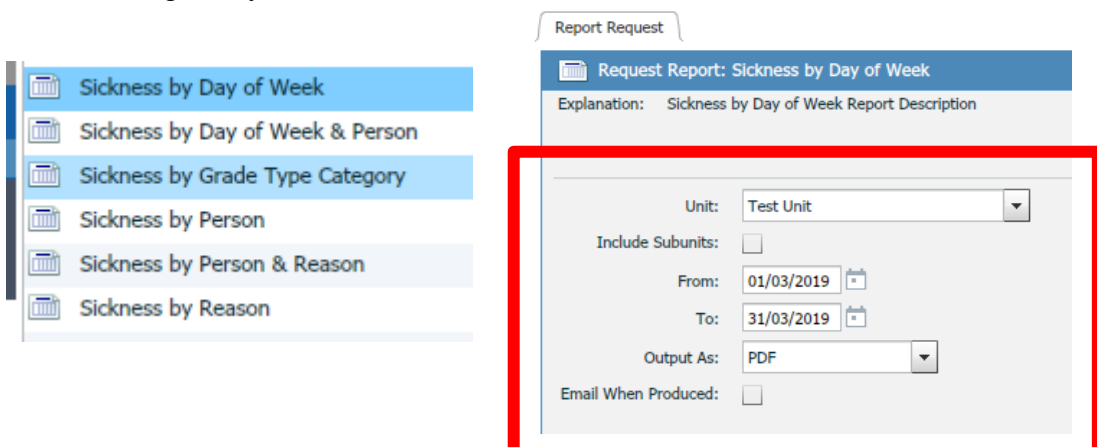
- From the menu tab, select 'Reports'.



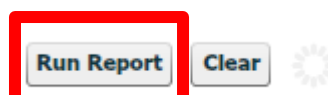
- Then select 'Sickness Reports'.



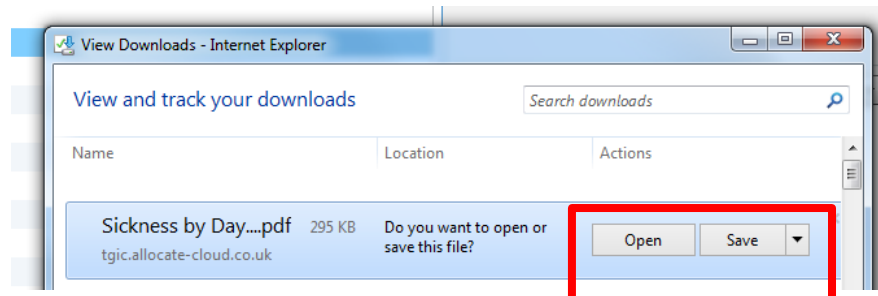
- Here you have the option to select which report you want to view.
- Once you have highlighted the report you want by clicking, more information appears on the right of your screen.

A screenshot of the 'Report Request' form. The form is titled 'Request Report: Sickness by Day of Week'. It includes a list of report types on the left, with 'Sickness by Day of Week' selected. The main form area contains the following fields: 'Unit' (Test Unit), 'Include Subunits' (checkbox), 'From' (01/03/2019), 'To' (31/03/2019), 'Output As' (PDF), and 'Email When Produced' (checkbox). The entire form area is highlighted with a red rectangular box.

- Press 'Run Report' at the bottom of your screen once you have entered all information to view.



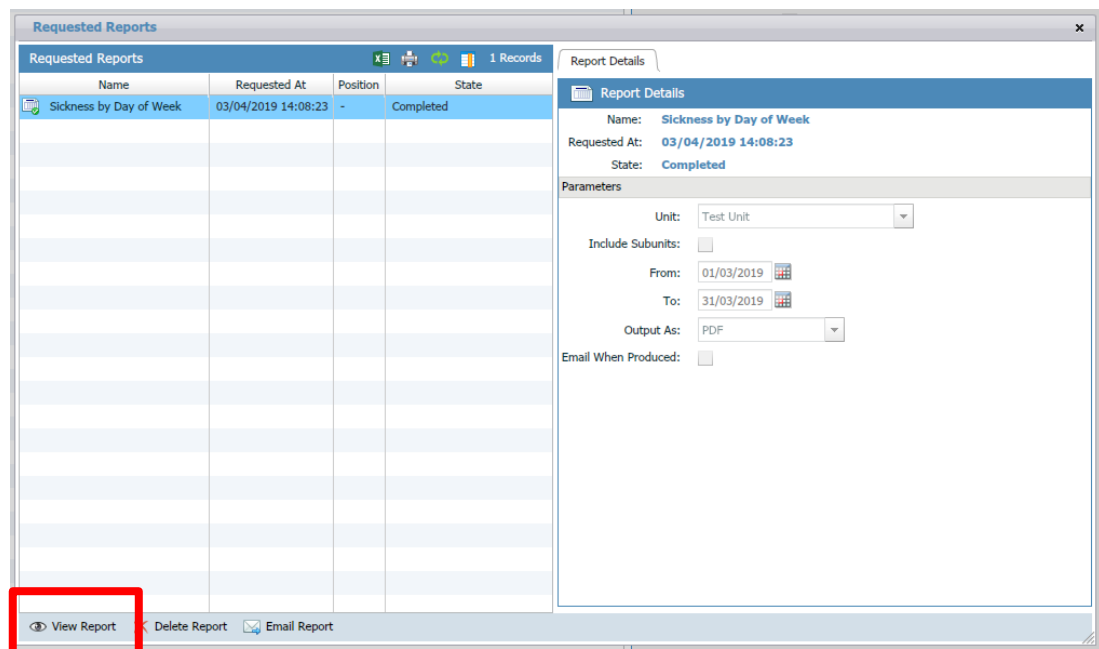
- You will either get a pop up window to open the report you have run. (below)
- Select 'Open' and this will display the information.



- If you do not get this pop up window to open your report. In the top left corner of your screen, you will see a downward arrow. Select this view all the reports you have asked for.

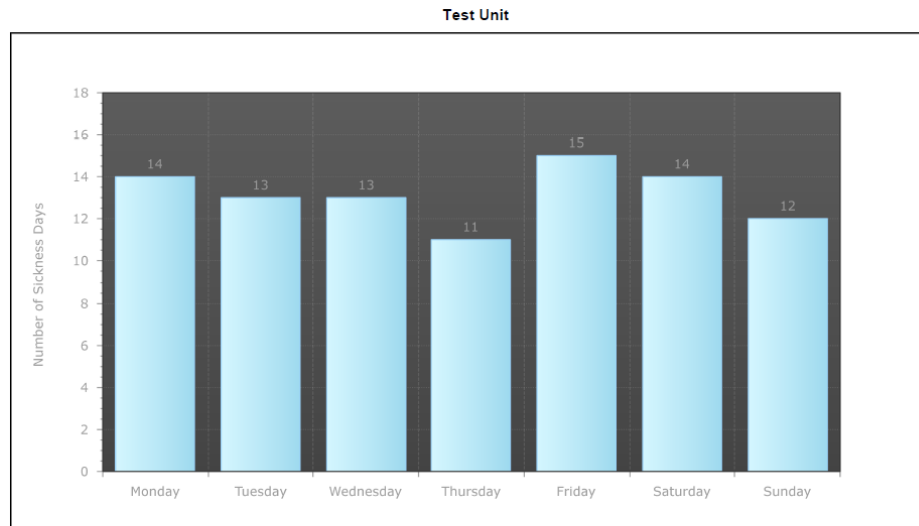


- Your most recent report will display at the top.
- Click to highlight and select 'View Report'.



- Information regarding your report will then open up.

HealthRoster Reports  
HEALTH ROSTER **Sickness by Day of Week**  
Start Date: 01/03/2019 End Date: 31/03/2019  
**Sickness Report by Day of Week**



- **Each report will have different fields in which you need to complete before you can view.**