

Running EASY Reports

From the Home screen click on **Management banner >** click on the small black arrow next to **Reports** to expand the section.

🔁 EASY :	•
Home	
 Self Service 	Welcome to EASY
▼ Management	Thank you for using EASY.
🝷 💪 Time & Attendance	
👃 Absences	
🕨 💷 Reports	

The report categories available will now be listed.

🔁 EASY :	
Home	
▸ Self Service	Welcome to EASY
🝷 Management	Thank you for using EASY.
👻 🕗 Time & Attendance	
Absences	
- Reports	
► Absences	
Timesheets	
Enhanced/Overtime	
Emergency Duties	
Hours/Sessions	
Leave Requests	

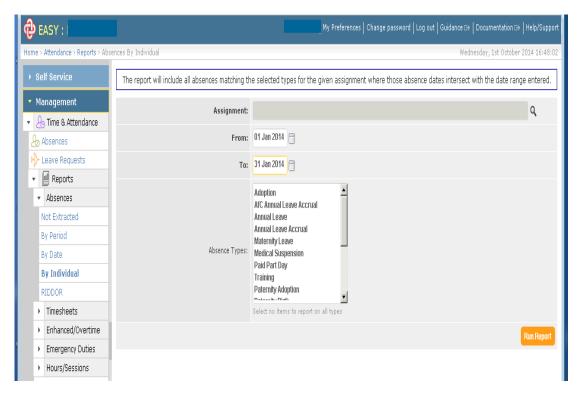
Clicking on any of the small black arrows at the side of the heading will open the categories and list the reports available.



To run any of the reports

Click on the desired report from the list shown and enter the criteria requested on the screen and then press the Run Report button.

Example below is Absences > Absence by Individual



The report task manager will ask you to decide the priority of your request and give you an option to schedule the report for a later date and time. Press the Confirm button to run the report immediately or to confirm the schedule.

Absence Types: Girkness		
A request to run Absences By Individu	al report has been made.	
This process will be queued to run in th resources are availible. Please choose confirm the request:		
Priority:	Medium 💌	
Do not process until after:		
email me when the task is complete:		
	Confirm Abort	

You will see an information message at the top of the screen and the report status under the Tasks banner:



Scheduled report - you can now exit the screen (see retrieving reports further down)

🔁 EASY	My Preferences Change password
Home > Attendance > Reports > Abs	nces By Individual
▸ Self Service	Absences By Individual report has been queued ×
→ Management	From: 01 May 2012
Reminders	To: 01 Nov 2012
 Tasks Absences By Individual report # Held until 01 Nov 2012 11:00 View detailed task status 	Paid Part Day Training Paternity Adoption Paternity Birth Sickness
	Absence Types: Special Unpaid Authorised Special (Days) Unpaid Authorised Special (Hrs) Unpaid Unauthorised Special (Days)

Non-scheduled report - wait for report to run.

🔁 EASY	My Preferences Change password
Home > Attendance > Reports > Absences By Individual	
Management	O Absences By Individual report has been queued X
→ Reminders	From: 01 Oct 2011
 Tasks Absences By Individual report # 	To: 05 Oct 2012
Queued View detailed task status	Absence Types: Special

Once a non- scheduled report has finished running the report status will change

🔁 EASY :		My Preferences
Home > Attendance > Reports > Abs	ences By Individual	
→ Management	Assignment:	
→ Reminders	From:	01 Oct 2011
 Tasks Absences By Individual report 	To:	05 Oct 2012
Complete View detailed task status	Absence Types:	Medical Suspension Paid Part Day Training Paternity Adoption Paternity Birth Sickness Special

Click on the green section under the Tasks banner to retrieve your report.



Click on the blue files line to open or save your report.

🔁 EASY :		My Preferences Change password Log o
Home > Tasks > View Result		
→ Management	Absences By In 🕕 The	esults of this task will remain availible for the next 30 days X
→ Reminders	✓ Result	
▼ Tasks	Result	Success
No tasks found	Queued	5th Oct 2012 14:08
View detailed task status	Completed	5th Oct 2012 14:09
view uetailed task status	Files	EASY_Absences_By_Individual_2012_10_05.xls

Select open or save.

	Completed	5th Oct 2012 14:09
View detailed task status		EASY Absences By Individual 2012 10 05.xls
	Fil	e Download 🛛 🔀
		Do you want to open or save this file?
		Name: EASY_Absences_By_Individual_2012_10_05.xks
		From: nhsbt.easy.giltbyte.com
		<u>Open</u> <u>Save</u> Cancel
		While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
	_	

Opening the report will give you an excel spreadsheet of your results which can be saved by using File > save as from your toolbar menu.

0	Vindows 2003 Desktop - Citrix XenApp	Plugins for Hosted Apps [SpeedScre	en On]									
	ticrosoft Excel - EASY_Absences_By	_Individual_2012_10_05[1].xls										X
1	Eile Edi <mark>t V</mark> iew Insert Format	<u>Tools D</u> ata <u>W</u> indow <u>H</u> elp								Type a quest	tion for help	- 8 X
10	💕 🖬 🔓 🔒 🖨 🔍 🖤 📖											
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		od & Transplant										
	A B	C	D	E	F	G	H		J	K	L	<u> </u>
1			NHS Blood	& Tra	nsplan	t						
2			Absen	ce Detai	s							
3			From 02 June 201	1 To 05 Oc	tober 2012					_		
4	Name: I							Perso	nal Number:	f .	. –	
5 6 7 8	Absence Type	Absence Reason	Reason Detail	Injury	First Day of Absence	Cont. Abs.	Last Day of Absence	Absence Start Time	Absence End Time	No. Calendar Days	Hours	
9 10	Sickness	Headache / migraine	Not specified		17-Oct-2011		23-Oct-2011			7		
11 12	Sickness	Cold, Cough, Flu - Influenza			12-Dec-2011		14-Dec-2011			3		
13 14	Sickness	Headache / migraine	Headache		16-Jan-2012		16-Jan-2012			1		
15 16	Sickness	Back Problems			30-Apr-2012		30-Apr-2012			1		
17 18	Sickness	Headache / migraine			14-May-2012		15-May-2012			2		
19 20												



To retrieve a previously scheduled report at a later date - from the Home screen click on the **Tasks** Banner then click on the 'View detailed task status' wording.

EASY	
Home	
▶ Self Service	Welcome to EASY
▶ Management	Thank you for using EASY.
▶ Reminders	
🝷 Tasks	
No tasks found	
View detailed task status	

You will now see the status of all report requests. Clicking on the wording of the report you wish to view will access the report.

🔁 EASY :				My Preferences	Change password	Log out Gu	iidance 🖙 Docu	mentation 🕀 He	lp/Suppo
Home > Tasks > User Status							Friday	(, 21st March 2014	15:42:5
 Self Service 	▼ In Progress								
→ Management	No tasks in progress								
→ Related	- Queued								
Filters	Task		Queued By	Que	ued At	Priority	On	Hold Until	
▸ Reminders	Absences By Individual report			21st Mar 2014 1	5:34	Low	21st Mar 2014	4 16:00	*
▼ Tasks	• Completed								fiew All
Absences By Individual report 🛛 🗱	Task	Successful	Queued By	Queued At	Comple	ted A	cknowledged	Availible L	Jntil
Held until 21 Mar 2014 16:00	Absences By Individual report	0		21st Mar 2014 15:33	21st Mar 2014 :	15:33 Yes		20th Apr 2014 1	5:34
View detailed task status									

Click on the files line to open or save your report

🔁 EASY :		My Preferences Change password	l Log
Home > Tasks > View Result			
→ Management	Absences By In 🕕 The r	asults of this task will remain availible for the next 30 days ${\sf X}$	
→ Reminders	✓ Result		
▼ Tasks	Result	Success	
No tasks found	Queued	5th Oct 2012 14:08	
	Completed	5th Oct 2012 14:09	
View detailed task status	Files	EASY_Absences_By_Individual_2012_10_05.xls	



As before select open or save.

View detailed task status	Files EASY Absences By Individual 2012 10 05.xls
	File Download
	Do you want to open or save this file?
	Name: EASY_Absences_By_Individual_2012_10_05.xls Type: Microsoft Excel Worksheet, 9.50KB From: nhsbt.easy.giltbyte.com
	Den Save Cancel
1	
	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

All reports are available on the system for 30 days after which they are removed from the system. If you require a report for longer than 30 days then make sure that you save a copy to the 'g' drive.