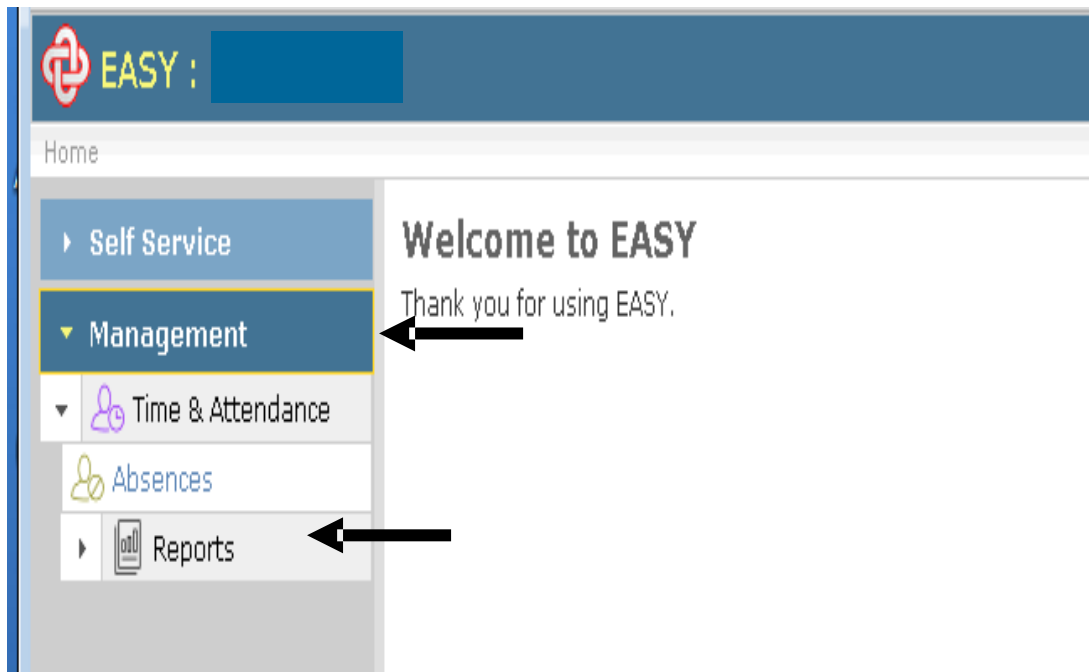
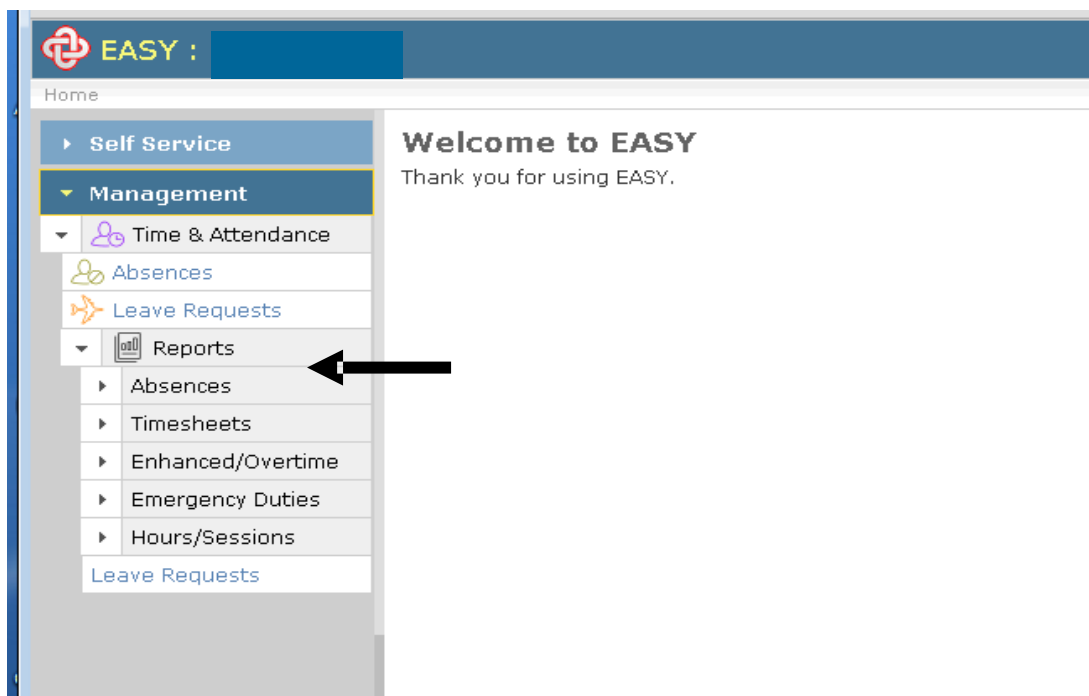


## Running EASY Reports

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



The report categories available will now be listed.



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

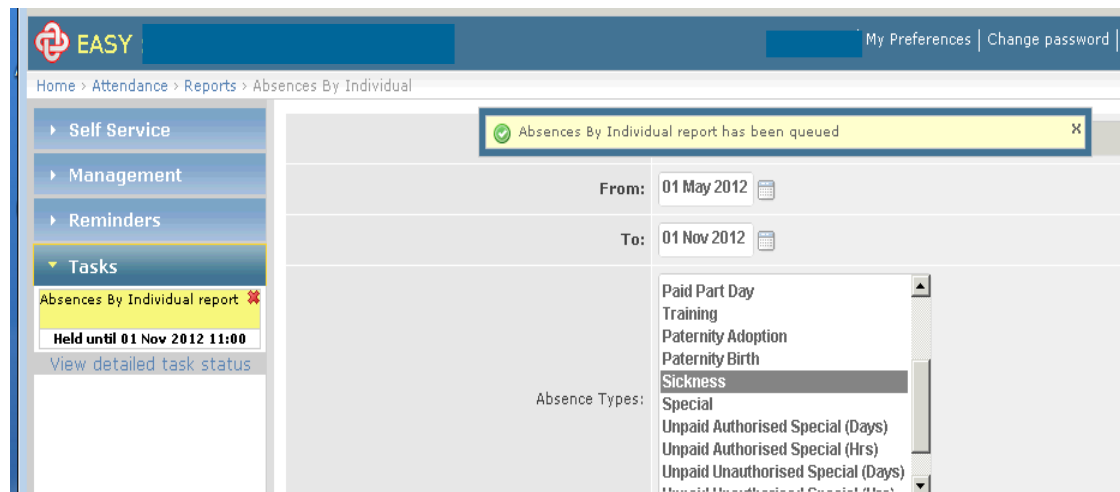
Click on the desired report from the list shown and enter the criteria requested on the screen and then press the Run Report button.

Example below is Absences > Absence by Individual

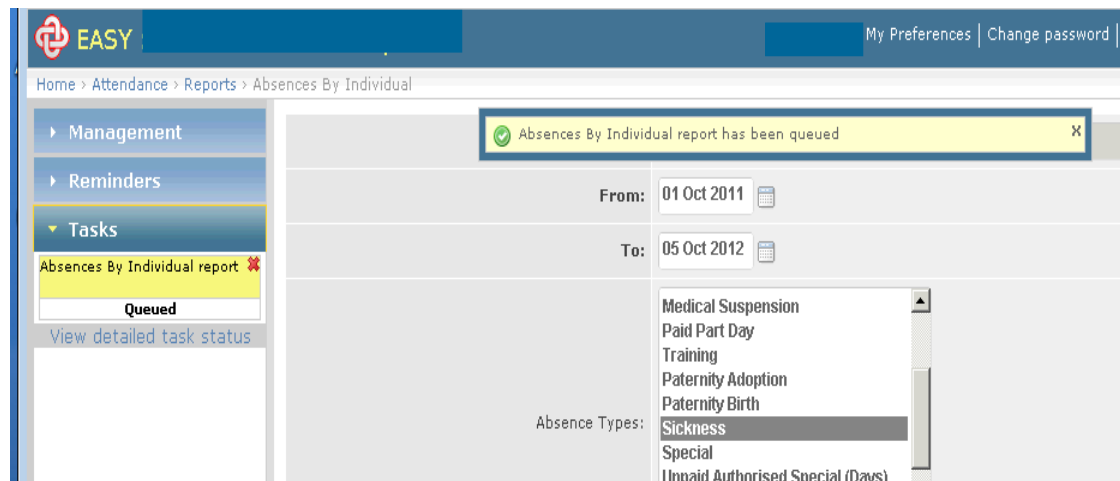
The report task manager will ask you to decide the priority of your request and give you an option to schedule the report for a later date and time. Press the Confirm button to run the report immediately or to confirm the schedule.

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

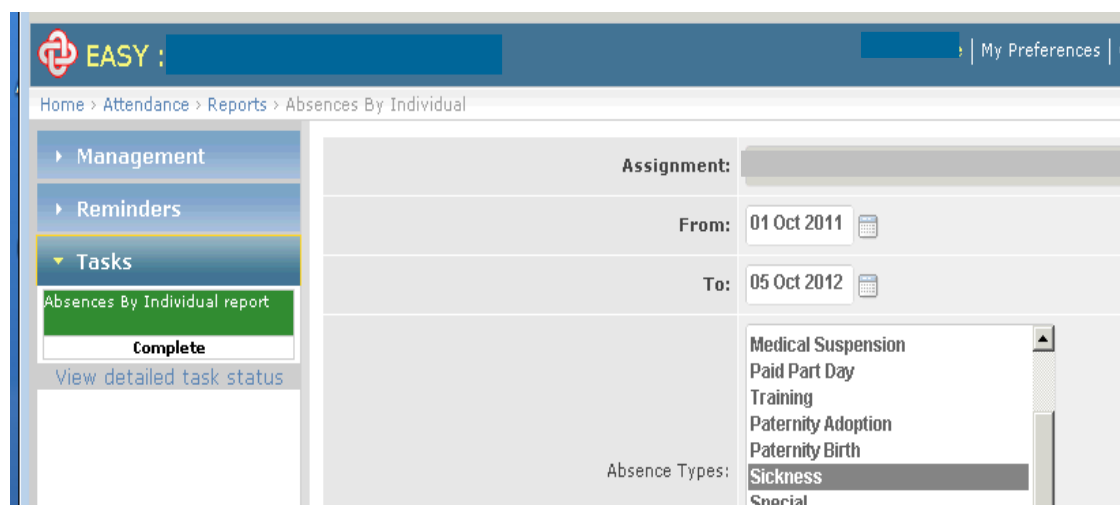
**Scheduled report** - you can now exit the screen (see retrieving reports further down)



**Non-scheduled report** - wait for report to run.



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



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 out

Home > Tasks > View Result

Management  
Reminders  
**Tasks**

No tasks found  
[View detailed task status](#)

**Absences By Individual** ⓘ The results of this task will remain available for the next 30 days X

Result: Success  
Queued: 5th Oct 2012 14:08  
Completed: 5th Oct 2012 14:09  
Files: [EASY\\_Absences\\_By\\_Individual\\_2012\\_10\\_05.xls](#)

Select open or save.

Completed: 5th Oct 2012 14:09  
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.gilbyte.com

Open Save 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.

Windows 2003 Desktop - Citrix XenApp Plugins for Hosted Apps [SpeedScreen On]

Microsoft Excel - EASY\_Absences\_By\_Individual\_2012\_10\_05[1].xls

File Edit View Insert Format Tools Data Window Help

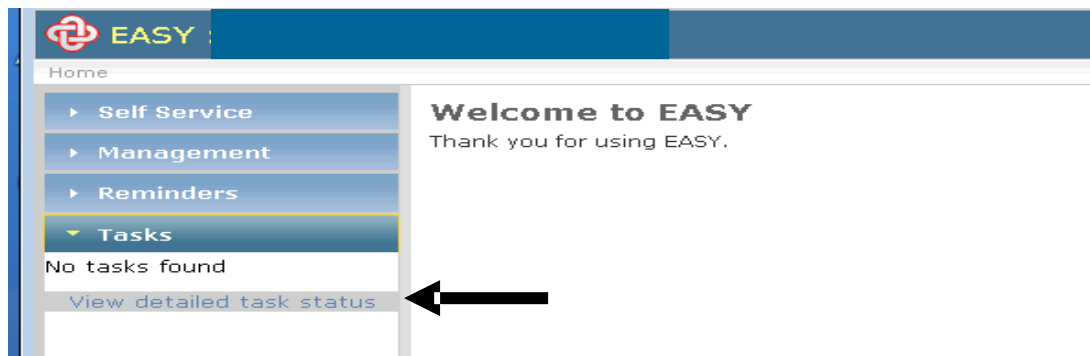
Type a question for help

Arial 20 B I U

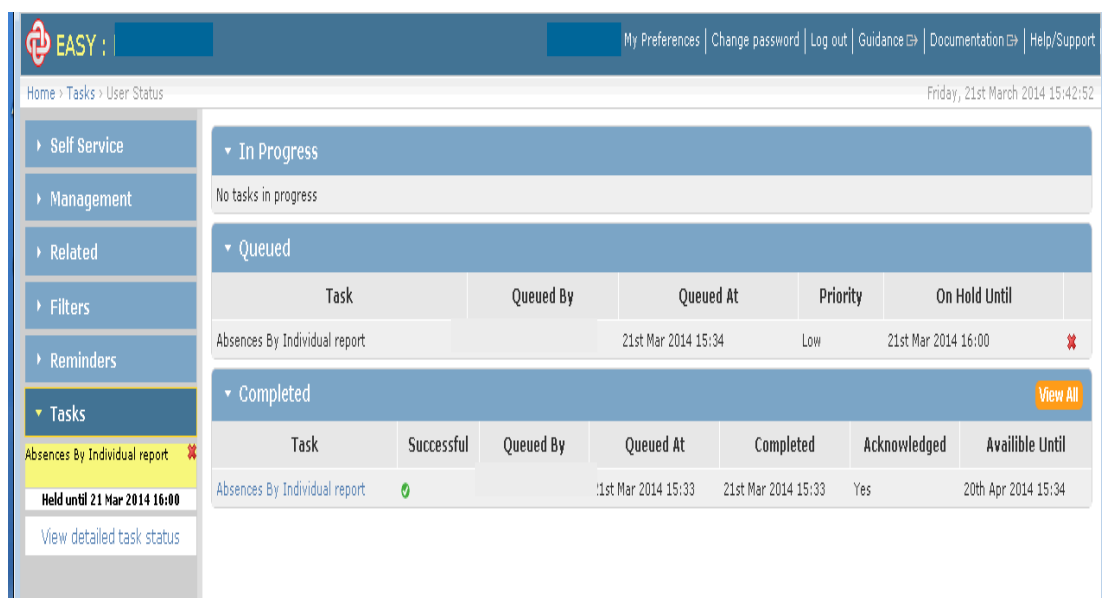
NHS Blood & Transplant

NHS Blood & Transplant											
Absence Details											
From 02 June 2011 To 05 October 2012											
Name:											Personal Number:
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	
Sickness	Headache / migraine	Not specified		17-Oct-2011		23-Oct-2011			7		
Sickness	Cold, Cough, Flu - Influenza			12-Dec-2011		14-Dec-2011			3		
Sickness	Headache / migraine	Headache		16-Jan-2012		16-Jan-2012			1		
Sickness	Back Problems			30-Apr-2012		30-Apr-2012			1		
Sickness	Headache / migraine			14-May-2012		15-May-2012			2		

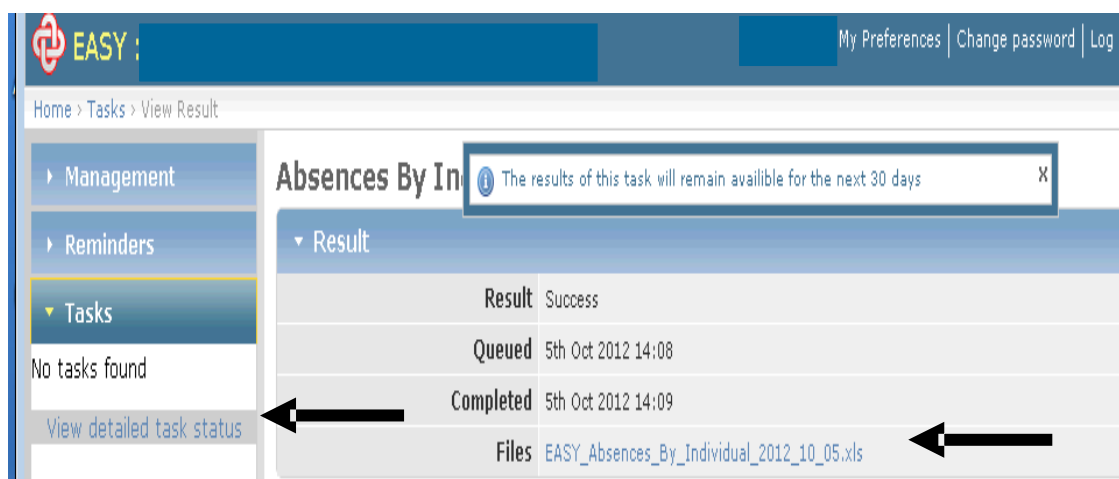
To retrieve a previously scheduled report at a later date - from the Home screen click on the **Tasks** Banner then click on the 'View detailed task status' wording.



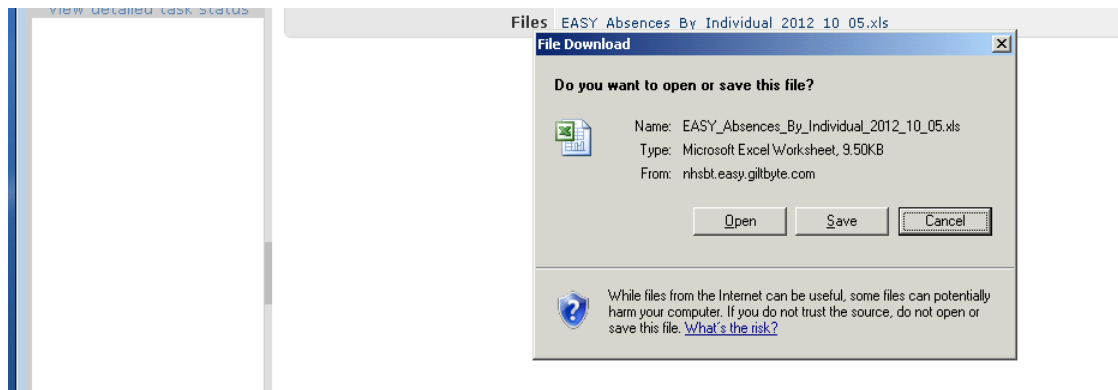
You will now see the status of all report requests. Clicking on the wording of the report you wish to view will access the report.



Click on the files line to open or save your report



As before select open or save.



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.