

Clerical Spareboard: to run a School Absence Report (daily)

Through your ESS click on HR Reports/LIVE/Report Writer Viewer:

Double click on the "Absence with Dispatch Report TODAY-for spareboard to run

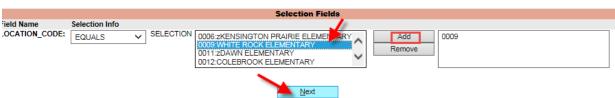
<u>.</u>	School Reports
	Absence with Dispatch Report TODAY - for spareboard to run (Copy 1)

Below you will be directed to identify the school you require the report for today:

Human Resources Report Writer: Selection

Select the Field Criteria below and click Next

Absence with Dispatch Report TODAY - for spareboard to run (Copy 1)



Below is the report that will appear on your screen.



This report contains personal and confidential information. It should only be run if necessary for your role within the school.