Query Tool Reports

There is a selection of reports available to managers to run on MyView that can extract data relating to individual team members or their whole team. The reports available include:

- Sickness Between 2 Dates
- Annual Leave
- Flexi leave
- Carer Leave
- <u>Training Requests</u>
- Home Address
- Teachers Leave

Access To Query Tool Reports

• To run a report from MyView, to go the **My People** tab and click on **Query Tool**.

myview				
Me	My People			
Not Selected				
Team Selector				
My Team's Cont	act Details 🗸 🗸			
My Team's Leav	e Balance			
Authorise Leave	/ Self Certs			
Input Sickness /	Absence			
Query Tool				
MyTeam Leaver	5			

The instructions are shown on screen.

• Click Open

Query Tool	Manager's Guide to Quick Query Report Sick Categories
To run a quick report	
1. Click on "Open"	
2. Click on the report you want to run and click "OK"	
Click "Execute" and if you are running a report for an individual, or for specific dates, input the information required when prompted.	
Once visible on screen, you can print your report or export it as an Excel file to your own directory. For more detailed instructions you can use the link in the number of days are working days, as per the employee working pattern. You should always input dates in the format DD/MM/YYYY eg 31/03/2011. Please note, sickness reports will give you the sickness codes which you can then look up by clicking on the Sick Categories link shown at the top right hance the sickness reports. We can be seen the size	op right hand corner of the screen. The corner of the screen.
Select Employee Absence	
Employee Posts (Live)	
Employees	

• Click on the report you want to run and click OK.

Query Tool			Manager's Guide to Quick
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New 55	Please select saved qu Query REPORT1 REPORT2 REPORT3 REPORT4 REPORT5	Pery Description Absence between 2 dates - My Team Absence between 2 dates - individual Absence Report - Individual - All Dates Home Addresse - Individual Home Addresses - My Team CK Cancel	

• Click **Execute** and if you are running a report for an individual, or for specific dates, input the information required when prompted.

Select Employee Absence WHERE Absence Start Date >= <prompt> And</prompt>	<insert bracket=""></insert>	
Absence End Date <= <prompt> And Absence Type = 'SICK'</prompt>	And Or	

 An example is shown below using start date, remember to always input dates in the format DD/MM/YYYY

Select Qu	ery Value	
Enter a v	alue for 'Absence Start Date'	
01/01/2	2017	×
	OK	Cancel

• The report may take a moment to load.

Save	Execute	Undo	Redo
nce WHERE Absence Typ And Absence End Date <	De = 'SICK' And - 134/02/2047' / Coading res	Absence Start	<insert bracket=""></insert>

• Once visible on screen, you can **Export** the report to an Excel file.

ate >= '01/03	e Absen 2017' A	ce WHERE Absend	e Type = 'SICK' /	And Absence Start 7' And Employee	<insert bracket=""> And</insert>		
umber = '28	9658' <u></u>				Or		
< First	< Prov	Next >	Last		Columns	Print	Evport
	< FIEV	IVEX! >	Last	Results 1 - 1 of 1	Columns	Fine	-Export
Abconc	_	Abconco End	Abconco	Abconco	Cortificato	Cortificato	Total Da
Start Da	ate	Date	Reason	Reason Type	Type	Expiry	Taken
		0.070	NONE				

- Please note, in reports containing sickness information, the number of days are working days as per the employee's working pattern.
- Sickness codes are also displayed in the reports, which you can then look up the sickness description by clicking on the <u>Sick Categories</u> link shown at the top right hand corner of the screen on MyView.