

## How to run an Unavailability Report

### How to run a sickness report for a team:

In Health Roster Manager down the left hand side, select Rostering, Unavailability, and Sickness Report:



In the Unit at the top, select the team you need to see and amend the from and to dates as required and click find.

Unit:    
From: 08/05/2016  To: 07/06/2016    
Find Extract

This will then show all sicknesses for that period of time.

### How to run an unavailability report for an individual:

In Health Roster Manager down the left hand side, select Rostering, Unavailability, and Unavailability List. In here you can enter details of a staff member to search for any unavailability's.

Unit: Any  From: 07/05/2016    
Team: Any  To: 06/06/2016    
Group: Any  Surname:    
Reason: Any  Staff No:    
Show: All  Status: Active    
Find Extract