

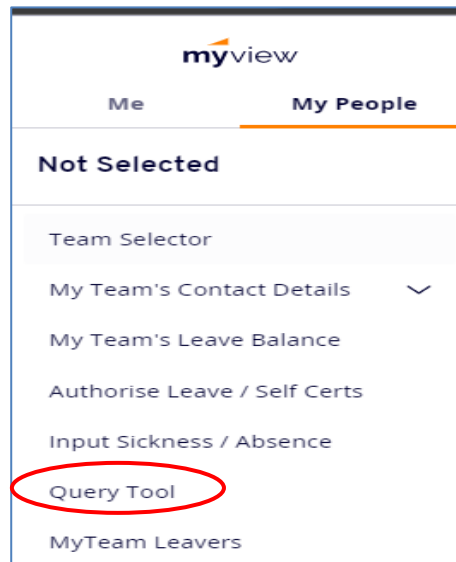
## Query Tool Reports

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
- Training Requests
- Home Address
- Teachers Leave

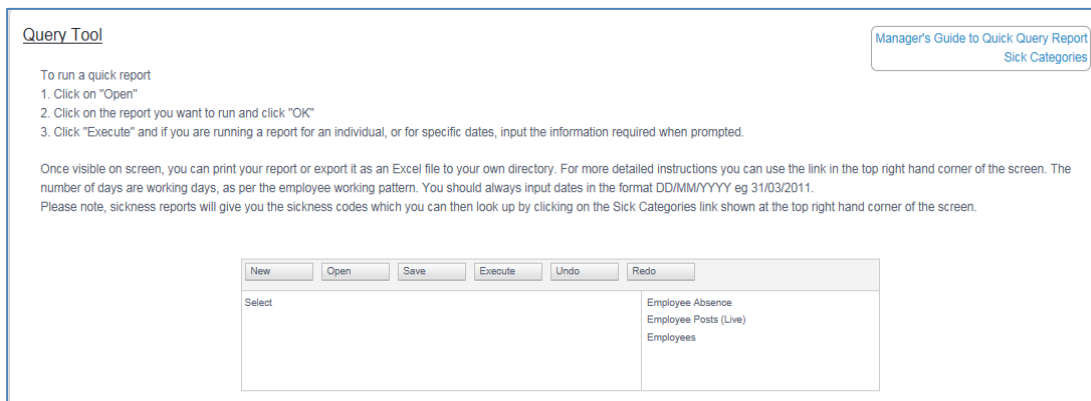
### Access To Query Tool Reports

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



The instructions are shown on screen.

- Click **Open**



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

**Query Tool**

To run a quick report

1. Click on "Open"
2. Click on the report you want to run and click "OK"
3. 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 top right hand corner of 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 hand corner of the screen.

Query	Description
REPORT1	Absence between 2 dates - My Team
REPORT2	Absence between 2 dates - individual
REPORT3	Absence Report - Individual - All Dates
REPORT4	Home Address - Individual
REPORT5	Home Addresses - My Team

- 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 Absence End Date <= <Prompt> And Absence Type = 'SICK'

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

Select Query Value

Enter a value for 'Absence Start Date'

01/01/2017

- The report may take a moment to load.

Loading results, please wait.

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

New	Open	Save	Execute	Undo	Redo		
Select Employee Absence WHERE Absence Type = 'SICK' And Absence Start Date >= '01/03/2017' And Absence End Date <= '31/03/2017' And Employee Number = '289658' ...					<Insert Bracket> And Or		
<< First	< Prev	Next >	Last >>	Results 1 - 1 of 1	Columns	Print	Export
Absence Start Date	Absence End Date	Absence Reason	Absence Reason Type	Certificate Type	Certificate Expiry	Total Day Taken	
27/03/2017 0800	0873	NONE	31/03/2017 0.0				

- 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 [Sick Categories](#) link shown at the top right hand corner of the screen on MyView.