

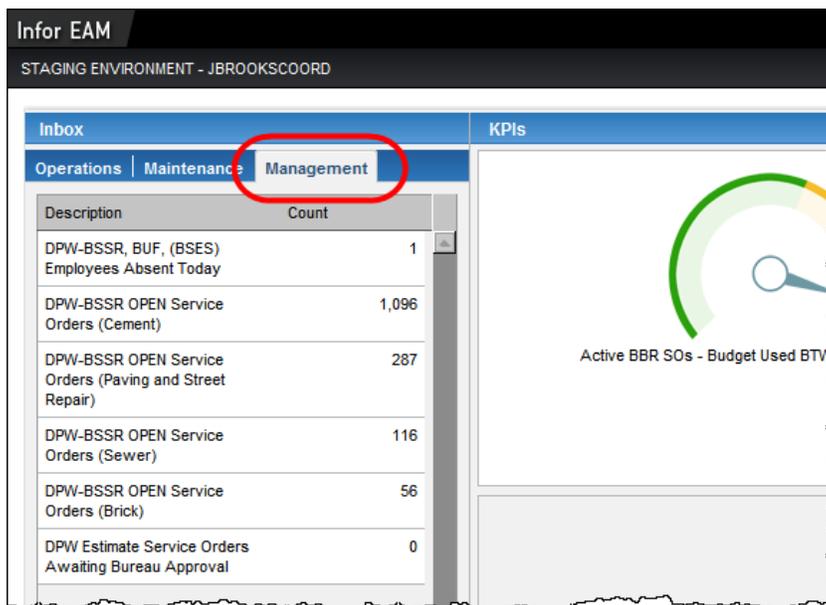
Checking for Daily Absences and Adding Planned (Future) Absences

Check For Today's Absences

There are two different methods; use the one you like best.

Method One: Use the CMMS Inbox

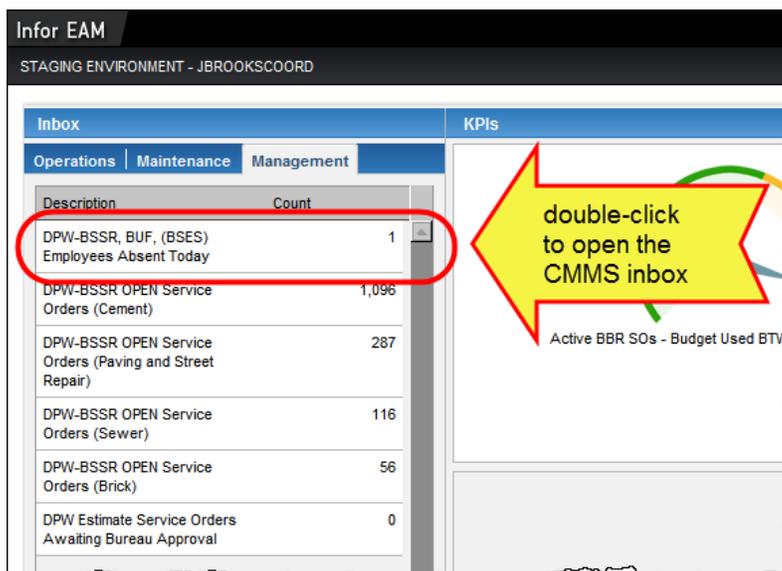
1. Go to the Management tab of your CMMS inboxes.



The screenshot shows the Infor EAM interface with the Management tab selected. A table lists various DPW-BSSR inboxes with their counts. The 'Management' tab is circled in red.

Description	Count
DPW-BSSR, BUF, (BSES) Employees Absent Today	1
DPW-BSSR OPEN Service Orders (Cement)	1,096
DPW-BSSR OPEN Service Orders (Paving and Street Repair)	287
DPW-BSSR OPEN Service Orders (Sewer)	116
DPW-BSSR OPEN Service Orders (Brick)	56
DPW Estimate Service Orders Awaiting Bureau Approval	0

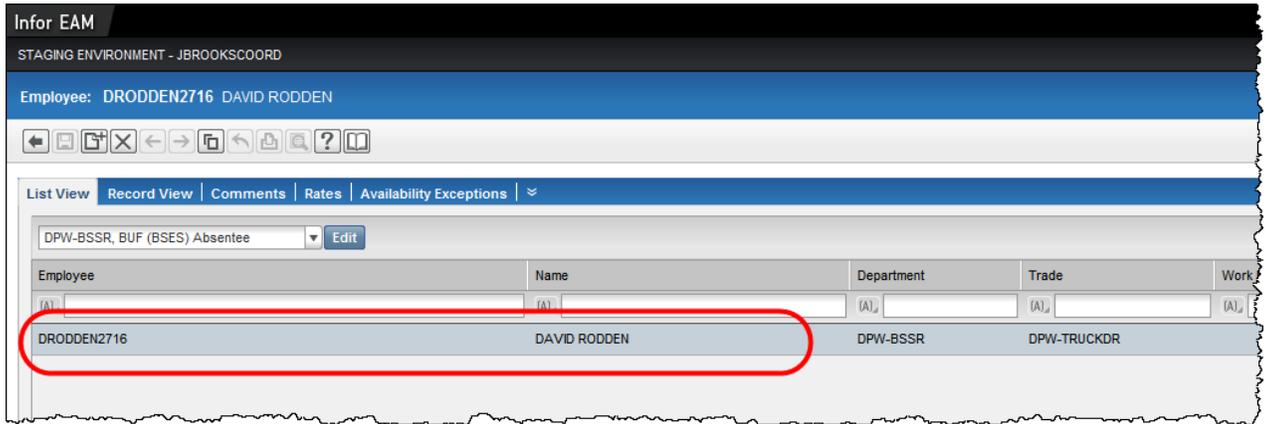
2. Double-click on the inbox called “DPW-BSSR, BUF (BSES) Employees Absent Today”.



The screenshot shows the same Infor EAM interface as the previous one, but with a red box around the first row of the table and a yellow arrow pointing to it. The arrow contains the text: "double-click to open the CMMS inbox".

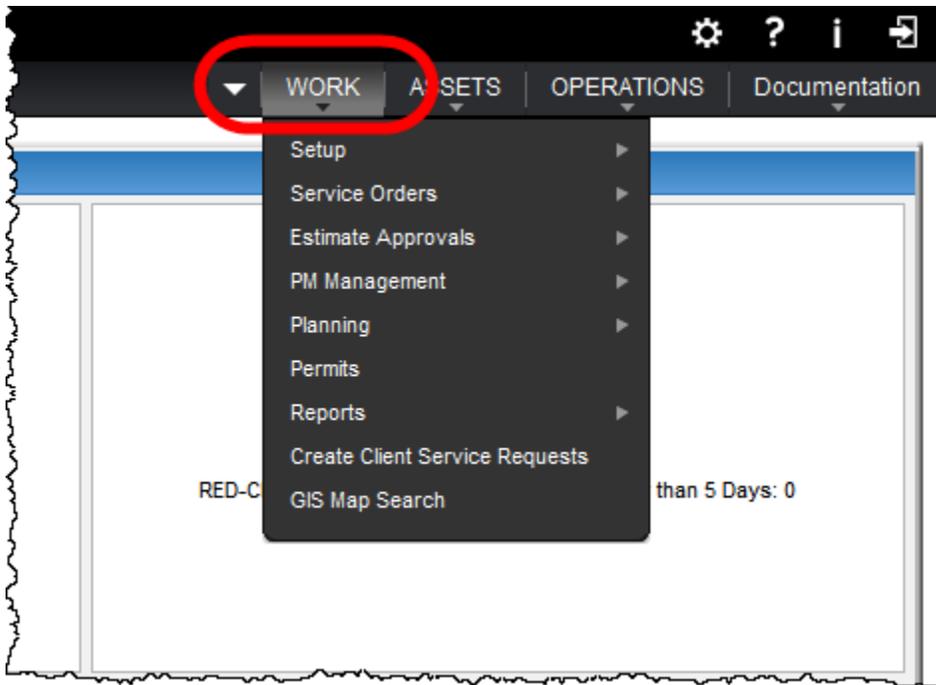
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3. Result: only one employee has called in absent today, and that person is listed.

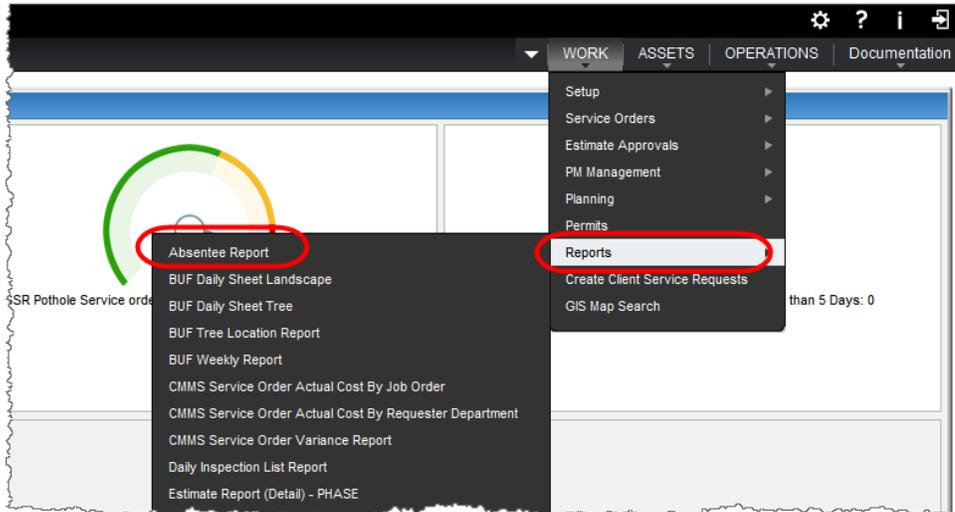


Method Two: Run the Report

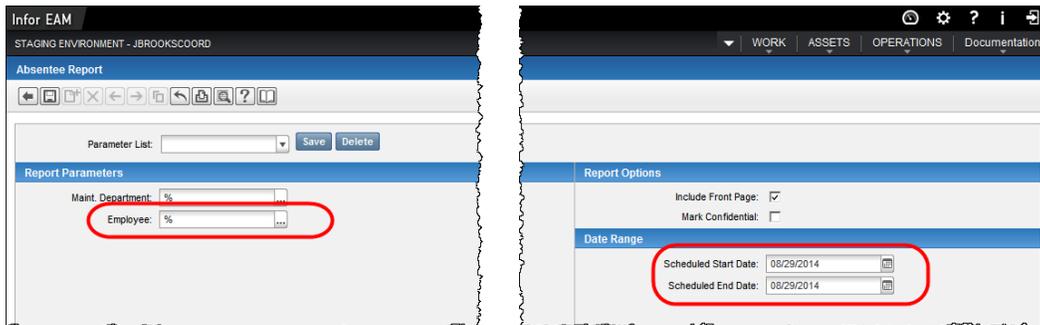
1. In the upper right-hand corner of any CMMS screen, click on the Work menu.



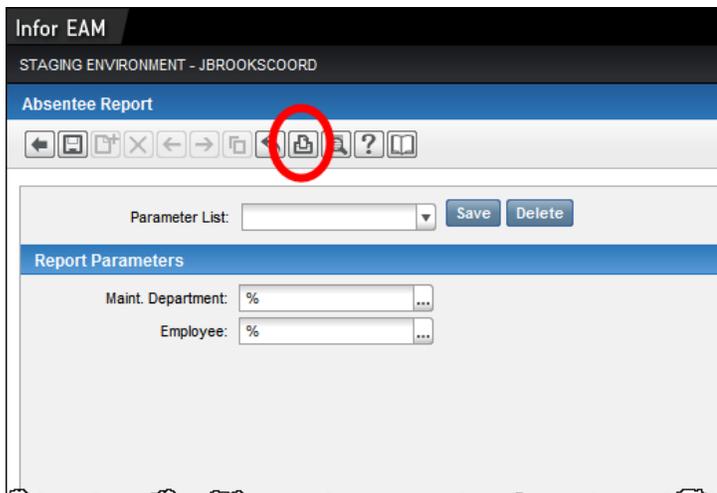
2. Select Reports, and then click on "Absentee Report"



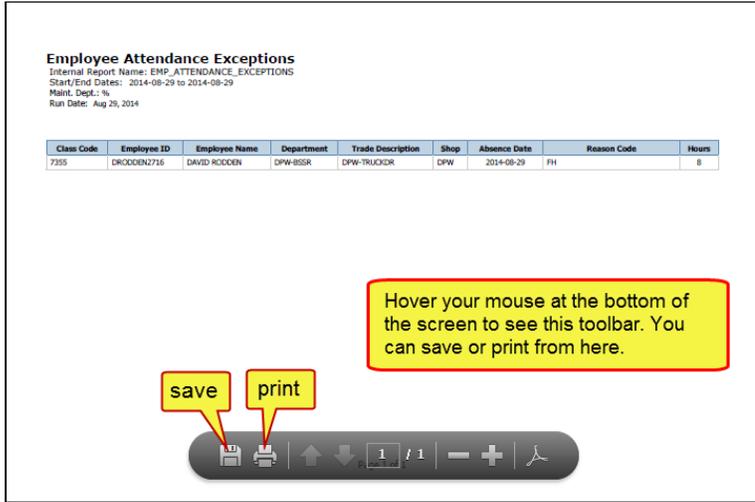
3. The report parameters page will display. You can enter an Employee name code here, or leave it blank to see all absences. The date range will default to the current date. You can change it here, or leave it as-is to see just today's absences.



4. Click on the Print Preview icon to VIEW the report.



5. Result of Print Preview:

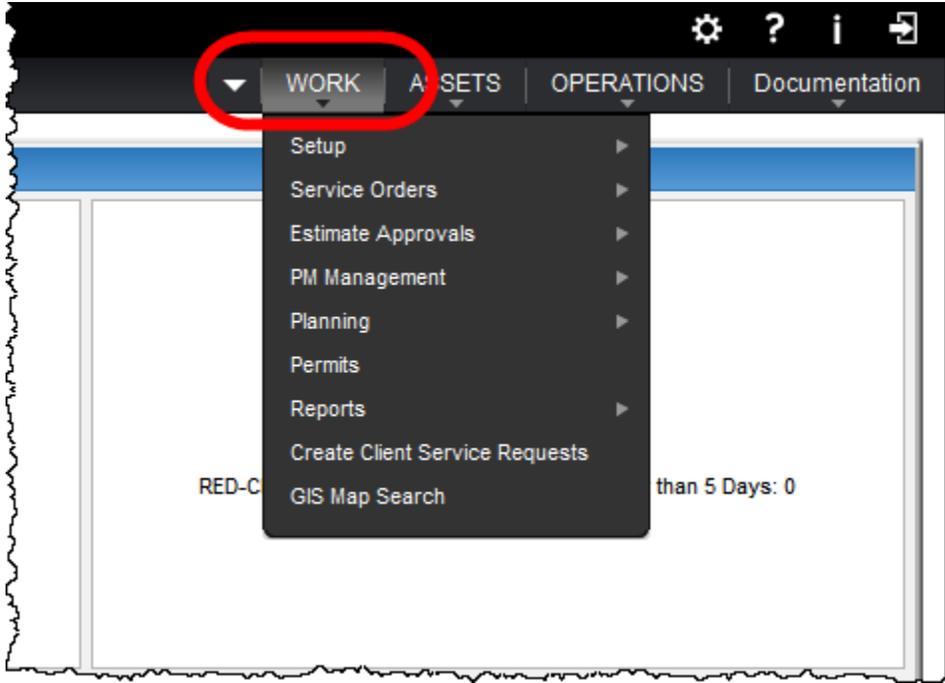


6. If you want to print this report (or save it to your computer), use the toolbar at the bottom. Click the print icon and then you'll see your regular printer dialog box come up.

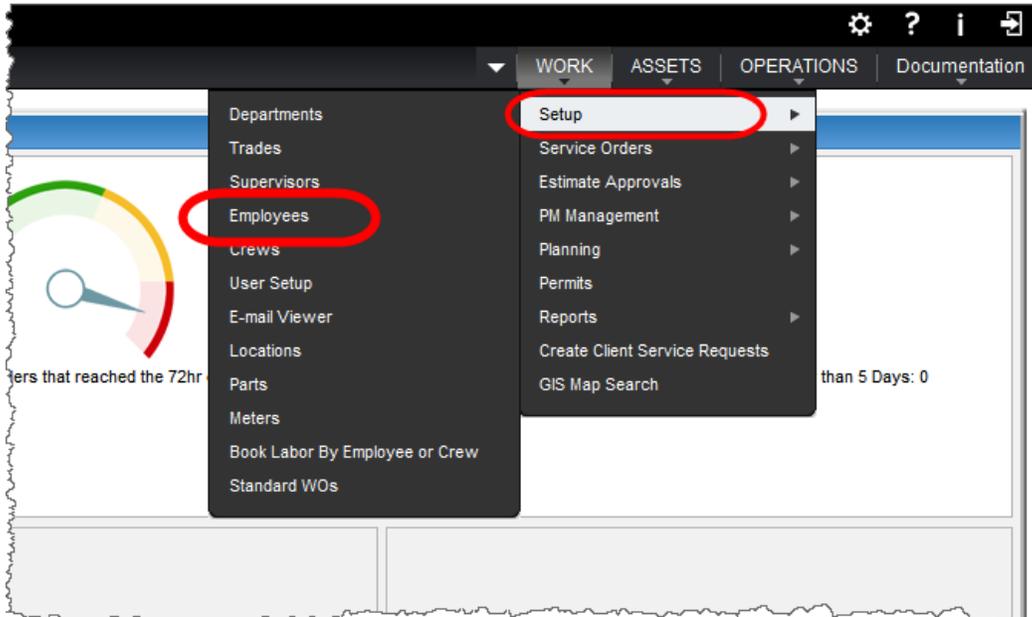
Enter a Planned Absence

The Radio Room handles sick calls, but they don't put any planned absence information into CMMS. This would be things like vacation, floating holidays, doctor appointments, periods of disability, etc.

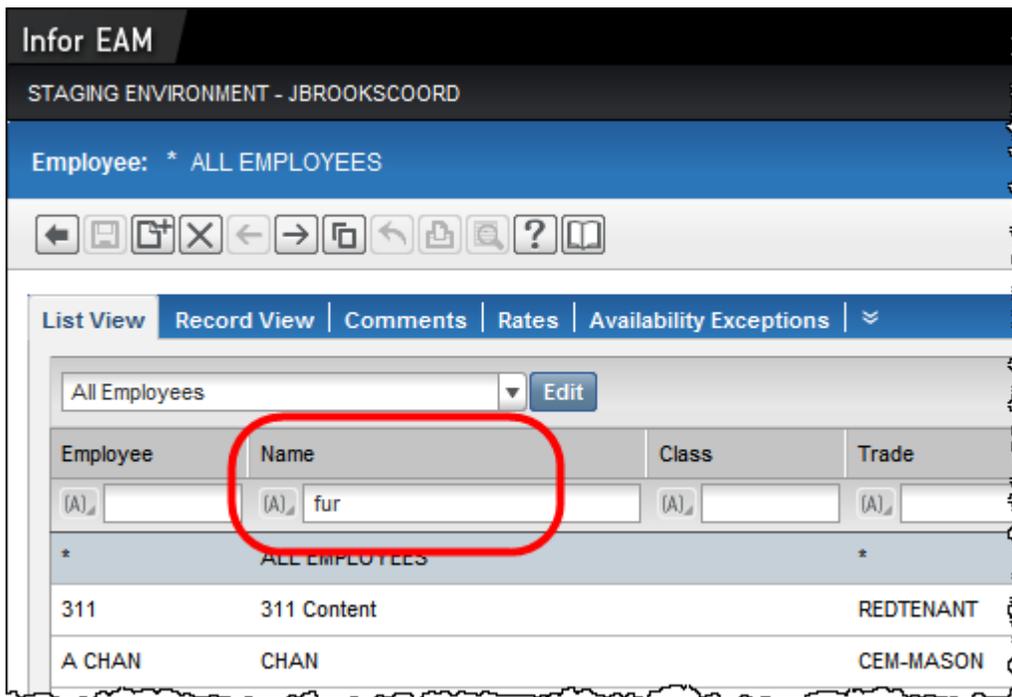
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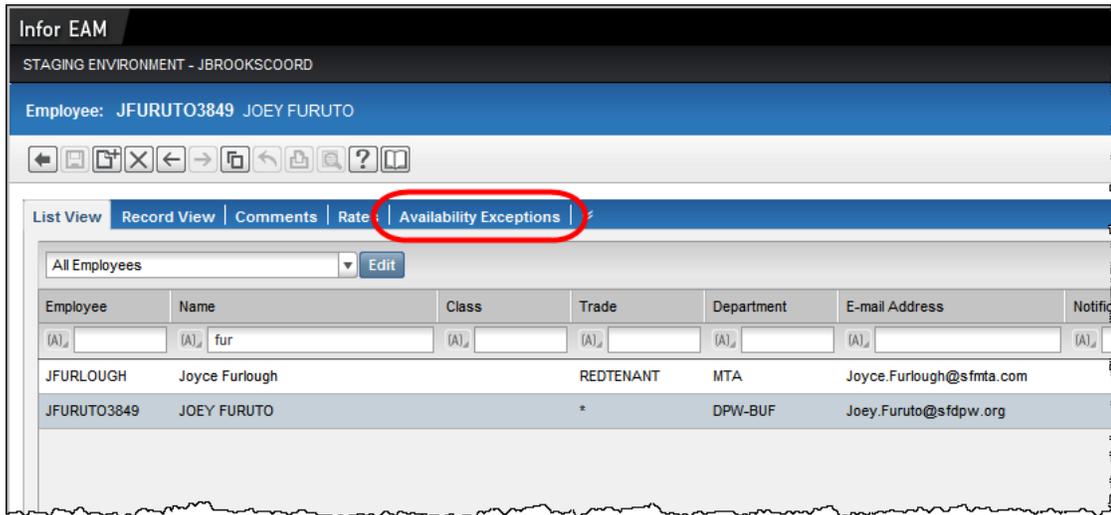
2. Select "Setup" and then click on Employees



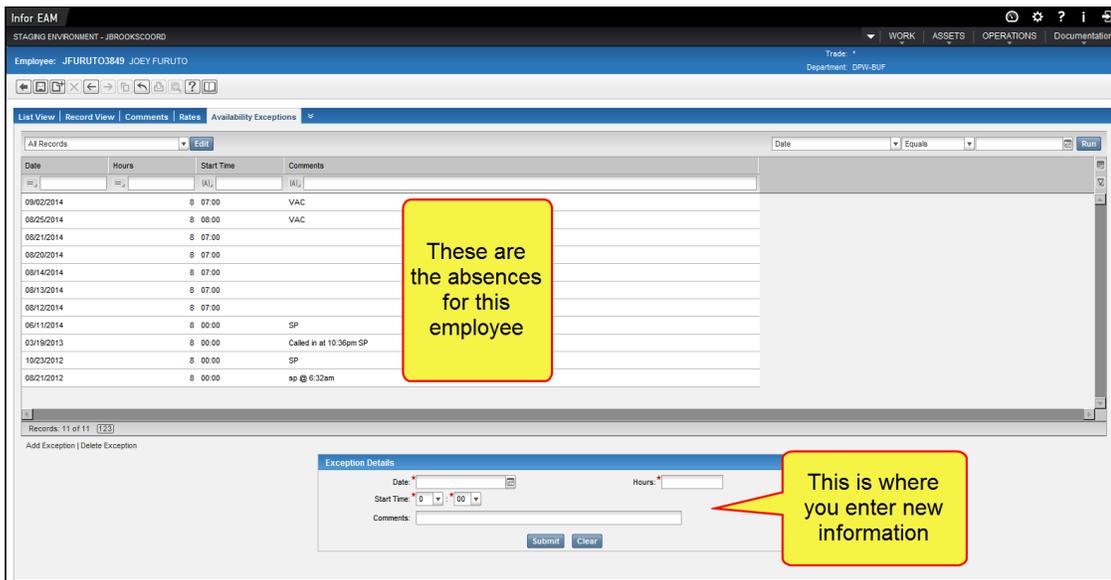
3. To find the person in question, click in the "Name" search box and type in all or part of the person's name. (Last name is often best.) Best practice: type in only PART of the name. It's too easy to mis-spell the name and then this search won't find it.
 - To actually run the search, use the "Enter" key on your keyboard or click the "Run" button on the right-hand side.



- Result of search: there are two employees listed. Click on the name you want so it is highlighted and then click the "Availability Exceptions" tab.



- You'll see a screen where the upper part lists all the previous absences (sick day, vacation, etc). At the bottom of the screen is the spot for entering new absences.



6. Use the bottom box to enter a new absence.

The screenshot shows a web form titled "Exception Details". The form contains the following fields and controls:

- Date:** A text input field with a red asterisk and a calendar icon.
- Hours:** A text input field with a red asterisk.
- Start Time:** Two dropdown menus with red asterisks, currently showing "0" and "00".
- Comments:** A text input field.
- Buttons:** "Submit" and "Clear" buttons at the bottom center.

- Date: use the calendar drop-down
- Hours: enter the number of hours absent. Enter 8 for a full day.
- Start Time: enter the time the employee usually starts. This is often 7am, but not always.
- Use the Comments to enter the code for the absence.
 - Vacation = VAC
 - Furlough = FF
 - Floating Holiday = FH
- Click the Submit button. You will see the new line at the top of the screen.