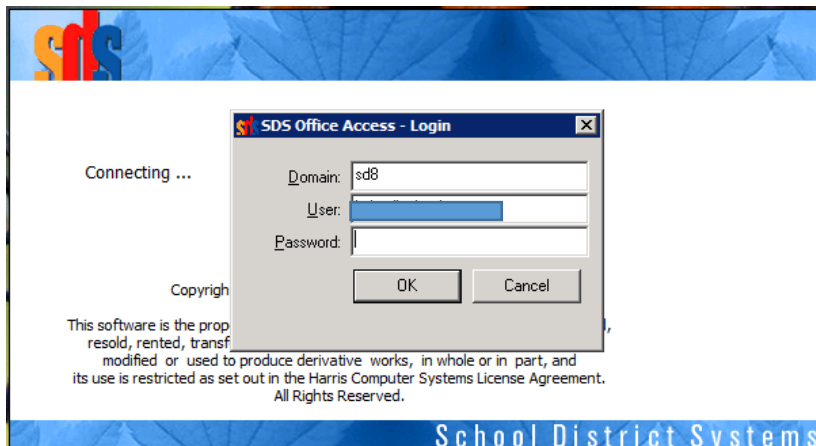


HOW TO DO A DAA REPORT

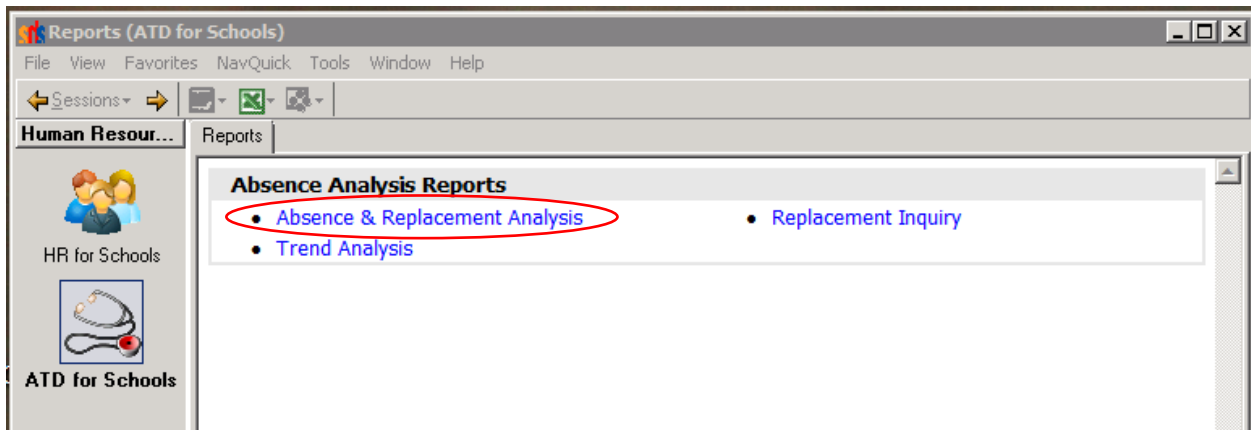
- Find this icon on the desktop



- Enter Username and password
 - This will be given to you by Accounts Receivable
 - Password is the same as Email



- Select Absence & Replacement Analysis



HOW TO DO A DAA REPORT

- This screen will pop up
 - Arrow down to “Group”
 - F4

01/17/19

Sch Dist 8 (Kootenay Lake)
ABSENCE/REPLACEMENT ANALYSIS

```

Report Layout      > DISTRICT ABSENCE ANALYSIS
Absent Employee    > ALL
Replacement        > ALL
Location           > ALL
Group              > ALL
Position           > ALL
Reason             > ALL
RPC Position       > ALL
Approved           > ALL
Days Absent Threshold
Print Comment ?    N

Range              Start          End
-----            -
Absence Date       07/01/2018      06/30/2019

OK ?
    
```

- This screen will pop up

Change	Group	Select?	Description
	ADMIN		Administrative Officers
	BOA		Board Of Trustees
	CASUALS		Casuals (Support)
	MANAGEMENT		Management/Excluded
	OTHER		Other Professionals
	SUPPORT		Support
	TEACHERS		Teachers
	TEACHERS ON CALL		Teachers On Call

HOW TO DO A DAA REPORT

- Type “Y” to select Administrative Officers
 - Arrow down to Teachers
 - Select “Y” again
 - Repeat for Management, Teachers and TOC

Change

Group	Select?	Description
Administrative Officers	Y	Administrative Officers
Board Of Trustees		Board Of Trustees
Casuals (Support)		Casuals (Support)
Management/Excluded	Y	Management/Excluded
Other Professionals		Other Professionals
Support		Support
Teachers	Y	Teachers
Teachers On Call	Y	Teachers On Call

- F3 twice to get back to main screen

```

01/17/19                               Sch Dist 8 (Kootenay Lake)
                                         ABSENCE/REPLACEMENT ANALYSIS

Report Layout      > DISTRICT ABSENCE ANALYSIS
Absent Employee    > ALL
Replacement        > ALL
Location           > ALL
Group              > #
Position           > ALL
Reason             > ALL
RPC Position       > ALL
Approved           > ALL
Days Absent Threshold
Print Comment ?   N

Range             Start      End
Absence Date      07/01/2018  06/30/2019

OK ?

PRESS [WINDOW] TO SELECT GROUPS OR 'ALL' FOR FULL RANGE
via.allenback Current Year PR | \Woodbur
    
```

- Your screen will now look like this
- Change your Absence date range
 - It will either be for the dates:
 - 1-15 or 16-month end

HOW TO DO A DAA REPORT

- Enter start and end date in MM/DD/YYYY. You have to completely type all the numbers. Do not let it try to auto populate, you will get an error.
- Arrow down to OK and type "Y"
 - Press Enter

01/17/19

Sch Dist 8 (Kootenay Lake)
ABSENCE/REPLACEMENT ANALYSIS

```
Report Layout      > DISTRICT ABSENCE ANALYSIS
Absent Employee    > ALL
Replacement        > ALL
Location           > ALL
Group              > C
Position           > ALL
Reason             > ALL
RPC Position       > ALL
Approved           > ALL
Days Absent Threshold
Print Comment ?    N
```

```
Range              Start          End
-----            -
Absence Date       07/01/2018    06/30/2019
```

OK ?

PRESS [WINDOW] TO SELECT GROUPS OR 'ALL' FOR FULL RANGE

via.allenback Current Year PR

Woodbur

HOW TO DO A DAA REPORT

- Wait while the system populates this report
- This screen will pop up with your report

Employee	Date	Absence Appr	Position	FTE	Hours	Reason	Replacement	FTE	Hours
South Nelson Elementary									
	Jan 15, 2019	158282	Y Teacher - Reutil	0.7000				0.7000	
	Jan 7, 2019	157903	Teacher - Reutil	1.0000				1.0000	
	Jan 10, 2019	158087	Teacher - Reutil	1.0000				1.0000	
	Jan 15, 2019	158231	Teacher - Reutil	1.0000				1.0000	
	Jan 10, 2019	158116	Y Principal	0.3000				0.4000	
	Jan 14, 2019	158272	Y Principal	0.4000				0.4000	
	Jan 15, 2019	PM 158272	Y Principal	0.4000				0.4000	
	Jan 14, 2019	158199	Y Teacher - Reutil	0.4000				1.0000	
	Jan 10, 2019	158077	Teacher - Reutil	1.0000				1.0000	
				<u>6.2000</u>				<u>5.9000</u>	
FTE/Hrs Total:				<u>6.2000</u>	<u>0.0000</u>			<u>5.9000</u>	<u>0.0000</u>
Absence/Repl Count:				<u>9</u>	<u>0</u>			<u>8</u>	<u>0</u>

- Give to the Principal to review
- Send to Payroll



Click on sessions, see your active session, and click on that. F3 until you are out of your active session. Now you can close this program.