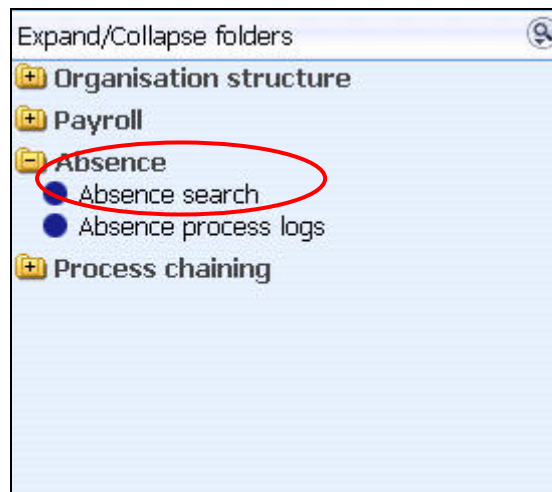


Searching for Absences (Non Person)

When maintaining absence records there will be a need find the required record(s). This can be easily achieved using the absence options in the People folder and searching for the appropriate person/absence.

However, there may be the need to search for records that meet a criteria, which is not person based. For example, you may wish to search for all sickness absences in a certain date range, or you may wish to list all the absences for a certain type of sickness, etc.

This is achieved using the Absence Search option, found in the main Absence folder from the Trent home page.



Use the basic and advanced search options available to search for the relevant records. You will then be granted access to the absence forms, in the Actions Pane, used to maintain the records.