The following outlines the steps for accessing the Absence Report in Clairvia Staff Manager.

Absence Report

STEP 1: From the **Toolbar**, click **Reports**.

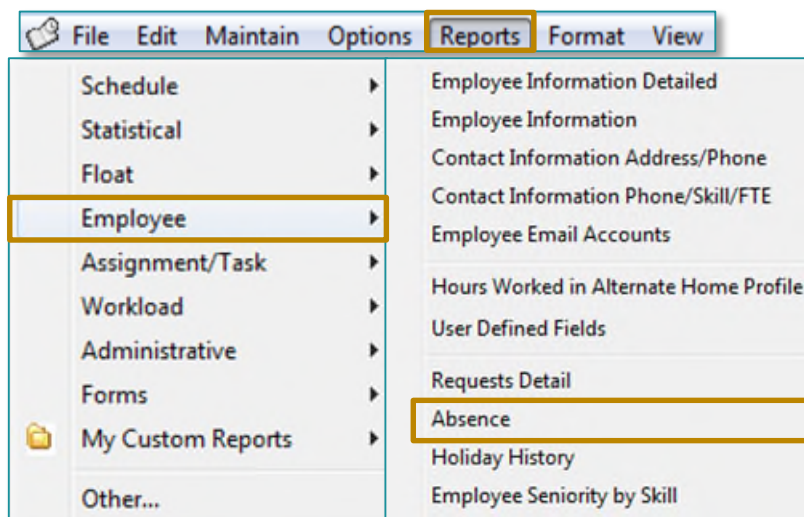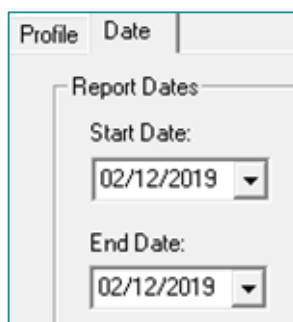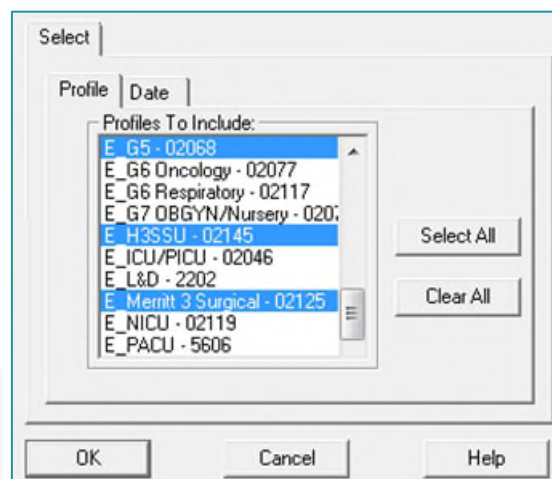**STEP 2**: Click **Employee**.

STEP 3: Click **Absence**.

STEP 4: From the **Profile** tab, select the **Profile(s)/Department(s)** to be included in the report.

STEP 5: From the **Date** tab, select the **Start and End Dates** for the report.

STEP 6: Click **OK**.

STEP 7: The **Absence Report** will display in alphabetical order by **Employee** last name and will include any notes attached to the absence record.