

# ADMINISTRATORS - FRONTLINE GUIDE TO VIEW MONTHLY SUMMARY

1. Log in as a Campus User and select "REPORTS" from the menu bar on the left

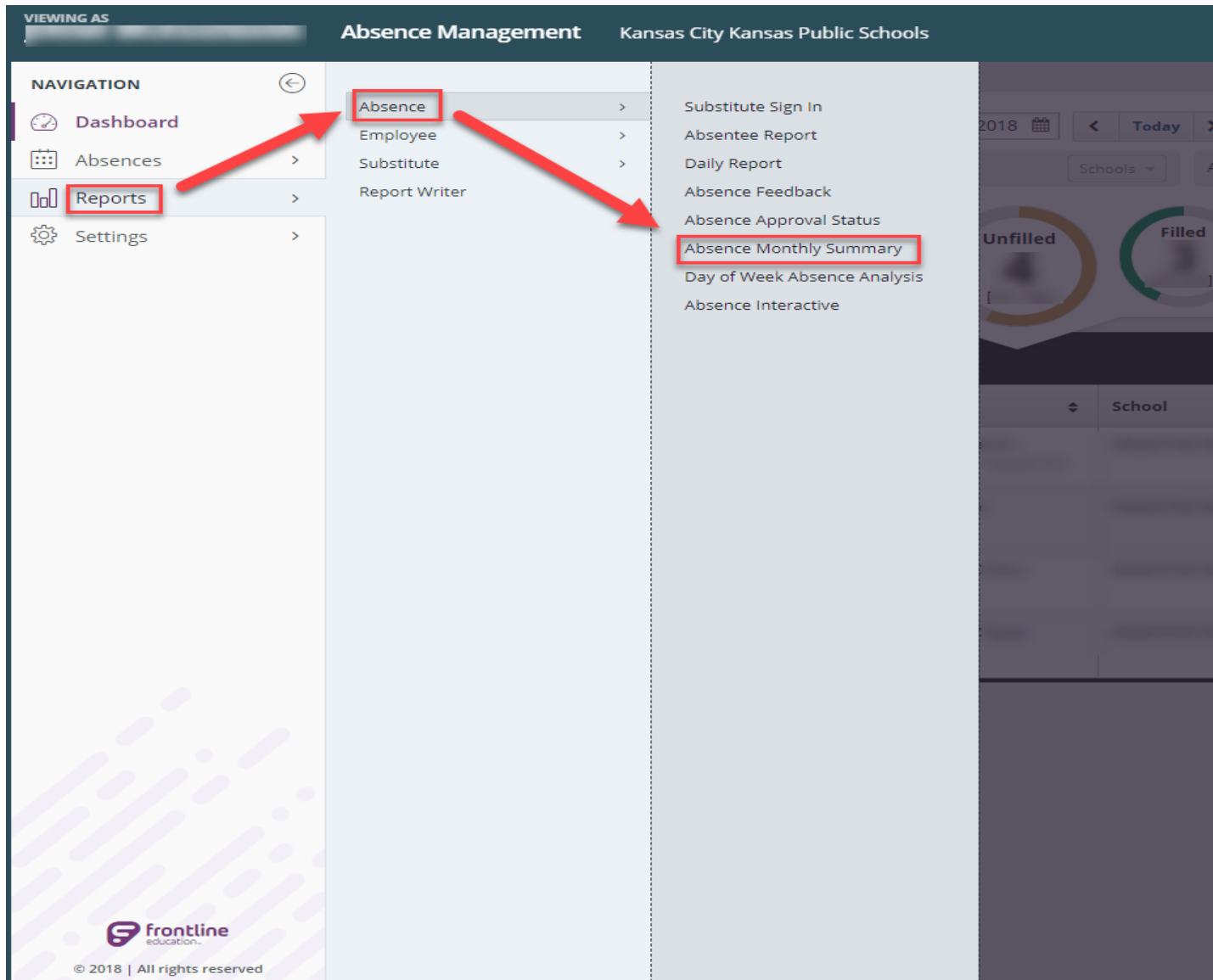
The screenshot displays the Absence Management interface for Kansas City Kansas Public Schools. The navigation menu on the left has "Reports" highlighted with a red box. The main dashboard shows a summary for "ARGENTINE MIDDLE" with filters for "All Employee Type(s)" and "Employee Types". It features four circular gauges: Total, Unfilled (highlighted), Filled, and No Sub Required. A "DAILY REPORT" button for "OCT" is also visible. On the right, "Quick Actions" include "Create Absence", "Approve" (50 in the next 45 days), and "Reconcile" (173 in the past 30 days). Below the gauges is a table titled "Unfilled" with columns for Conf #, Name, School, Reason, Shift, and Created.

Conf #	Name	School	Reason	Shift	Created
				●	9/12/2018 12:01 PM
				●	10/1/2018 9:28 PM
				●	10/4/2018 3:02 PM
				●	10/5/2018 5:33 AM

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- From "REPORTS" hover over the Absence option and then select "Absence Monthly Summary"



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- Once on the Reporting Screen, select the month you wish to query and hit “Search”

The screenshot displays the 'Absence Management' interface for 'Kansas City Kansas Public Schools'. The left sidebar contains a 'NAVIGATION' menu with options: Dashboard, Absences, Reports (highlighted), and Settings. The main content area is titled 'ABSENCE REPORTS' and 'Absence Monthly Summary'. A 'Select a Report' dropdown is set to 'Change...'. Below this is a search and filter section with a date dropdown set to '2018', checkboxes for 'Absences' and 'Vacancies', a 'Schools' dropdown, and filters for 'All Employees' and 'All Employee Types'. A red box highlights the 'Search' button. A 'Print' button is also visible. Below the search section, a dark header reads 'Absence Monthly Summary', and a white box contains the text: 'To begin, please perform a search above.'

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4. View the completed report on your screen, with the option to print as well. \*scrolling to the bottom of the screen will also show you a summary of absences by week and the totals for the month.

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30						6
7						13
14						20