

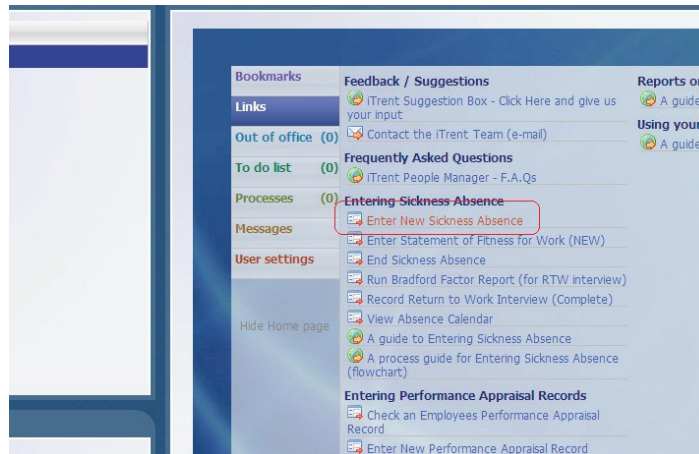
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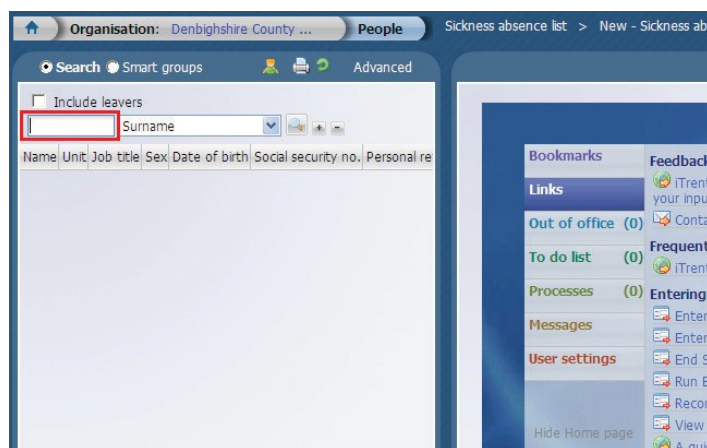
How to use your **Links** tab for entering information (i.e. sickness absence)

To begin with, you will need to select the process you want to enter information for.

In this case, we will be using the **Enter New Sickness Absence** link. Once you have selected the link, click on the wording next to it.



You will be guided through to the 'People' search screen. You will notice a red rectangle will flash around the free text area. Here you need to enter the name of member of your team you wish to enter information against.



Please note - if there is more than one member of your team with the same surname, you will need to click on the name of the member of staff you wish to use once they appear)

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DID YOU KNOW?

A guide for the sickness absence process is available on the **Links** tab, under the heading: 'A process guide to Entering Sickness Absence (flowchart)'.



2



How to use your **Links** tab for entering information (i.e. sickness absence) - (continued)

Once you have entered your employees log in details, this should take you directly through to their 'Sickness Absence List'. Once here, the 'New Sickness Absence Details' will automatically open on the right hand side of the screen.

You can now enter your information as you normally would and click 'Save'. Your information will then be saved within the 'Sickness Absence List'. That completes the process.

IMPORTANT - Please note that if you are entering information for more than one person using the Links, you need to come out of the persons record you are working in before entering any further information. To do this, simply click on the 'Organisation - Denbighshire County Council' part of your navigational toolbar (top left hand corner) and you come back to the main page.



DID YOU KNOW?

You can also use the '[End Sickness Absence](#)' link to check the details of a specific sickness absence, as opposed to ending the sickness absence.

