

Cynnwys datganiad ffit i weithio – os NAD yw'r unigolyn wedi bod i ffwrdd yn sâl

Os nad yw unigolyn wedi cael ei roi i ffwrdd yn sâl oherwydd ei fod wedi ymweld â'r meddyg ar ddiwrnod cyntaf ei salwch a bod y meddyg wedi dweud y gall y gweithiwr ddychwelyd i'r gwaith os dilynir ei argymhellion, yna bydd y Datganiad ffit i weithio yn cael ei storio yn erbyn manylion y gweithiwr ac nid y cofnod salwch.

I gofnodi'r datganiad ffit i weithio yn erbyn manylion y gweithiwr:

- Chwiliwch a dewiswch y gweithiwr o Strwythur y Sefydliad, yna Ffolder Pobl
- Cliciwch i mewn i'r ffolder Ffurflenni Diffinio Defnyddiwr
- Cliciwch ar y Categoriâu UDF (Pobl)
- O'r rhestr ar frig yr ochr chwith dewiswch SOFFW
- Cliciwch ar Fanylion UDF (Pobl) yn y gwaelod ar yr ochr chwith
- Dewiswch Newydd – Manylion UDF (Pobl) – yna bydd hyn yn dangos y ffurflen i'w llenwi.
- Cliciwch 'Arbed' ar ôl llenwi'r ffurflen.

Sylwer – mae meysydd glas o fewn y system yn feysydd mandadol.

The screenshot displays the iTrent web application interface. The browser title is 'iTrent - Microsoft Internet Explorer provided by Denbighshire County Council'. The URL is 'http://itrent.live_web/wrdj/run/ETADM001G?FUSESSION=095509AFCC334E20A78318A290837A11'. The user is logged in as 'User name: 87083 Miss Rachel R Marsh' with an effective date of '30/03/2010'. The breadcrumb trail is 'Organisation: Denbighshire County Council (DCC) > People: Marsh, Rachel > UDF Categories (People): Statement of Fitness for Work > UDF Details (People) > New - UDF Details (People)'. The main content area is titled 'UDF Details: Statement of Fitness for Work - 87083 Miss Rachel R Marsh'. It contains a form with the following fields and options:

- 'Patients case was assessed on' (text input)
- 'Conditions involved in this case are as follows' (text area)
- 'Doctor advises' (dropdown menu)
- 'A phased return to work' (checkbox)
- 'Amended Duties' (checkbox)
- 'Altered hours' (checkbox)
- 'Workplace Adaptations' (checkbox)
- 'Comments, including functional effects of your condition(s):' (text area)
- 'This will be the case for (days/weeks/months)' (text input)
- 'or from' (text input)
- 'to' (text input)
- 'Will the Doctor assess the fitness for work at the end of this period?' (checkbox)
- 'Date of Statement' (text input)

At the bottom of the form are 'Save' and 'Delete' buttons. The left sidebar shows a navigation menu with 'UDF Details' expanded, containing 'UDF Details (People)', 'New - UDF Details (People)', and 'Process chaining'. The Windows taskbar at the bottom shows the Start button and several open applications including 'Workspace - IBM Lotus...', 'iTrent - Microsoft Int...', 'Desktop Intelligence...', 'Microsoft Excel', and 'Fit Note - not off sick...'. The system tray shows 'Local intranet' and '100%' zoom level.