

## Cynnwys Datganiad Ffit i Weithio

Os bydd gweithiwr wedi bod i ffwrdd yn sâl ac wedi derbyn Datganiad Ffit i Weithio gan y meddyg/ysbyty bydd angen cofnodi hyn ar y Rheolwr Pobl ar iTrent. Bydd angen cofnodi pob Datganiad Ffit i Weithio yn erbyn salwch y gweithiwr.

I gofnodi'r datganiad ffit i weithio yn erbyn y cofnod salwch:

- Chwiliwch a dewiswch y gweithiwr o Strwythur y Sefydliad, yna Ffolder Pobl
- Sgroliwch i lawr i'r ffolder Absence
- Clicio ar 'Sickness Absence List'
- Clicio ar yr Absenoldeb Salwch mae'r Datganiad Ffit i Weithio yn gysylltiedig ag ef o'r blwch ar frig yr ochr chwith.
- Sgroliwch i lawr a chliciwch ar y ffolder User Defined Forms
- Cliciwch ar y Categoriâu UDF (Absenoldeb)
- O'r rhestr ar frig yr ochr chwith dewiswch SOFFW
- Cliciwch ar Fanylion UDF (Absenoldeb) yn y gwaelod ar yr ochr chwith
- Dewiswch Newydd – Manylion UDF (Absenoldeb) – 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 top navigation bar shows the date '03/05/2017' and the user 'Blogs, Joe'. The main content area is split into two panes. The left pane shows a search result for 'Patients case was assessed on' with the text 'There were no records found for this query'. The right pane is titled 'UDF Details: Statement of Fitness for Work' and contains the following form elements:

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