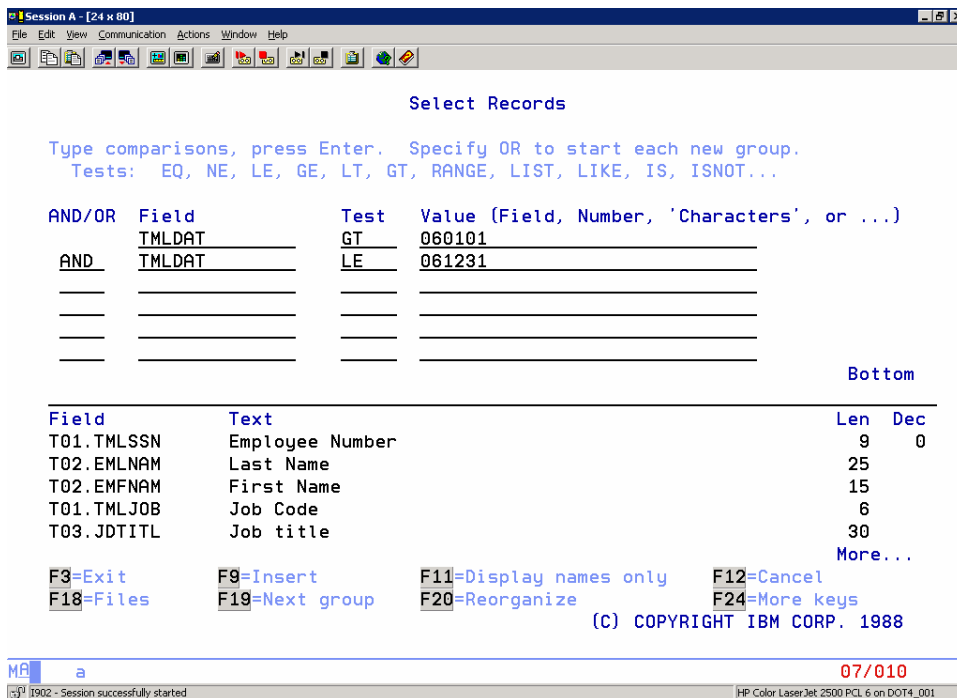


# Absence Summary - With Excel



From CIMS you can download employee absences and create Pivot Tables and Charts to largely enhance analyzing absences by job, location, month. The purpose of this document is to review the main steps. Once the information is in Excel, you are only limited by your own power to group/sort/total the information.

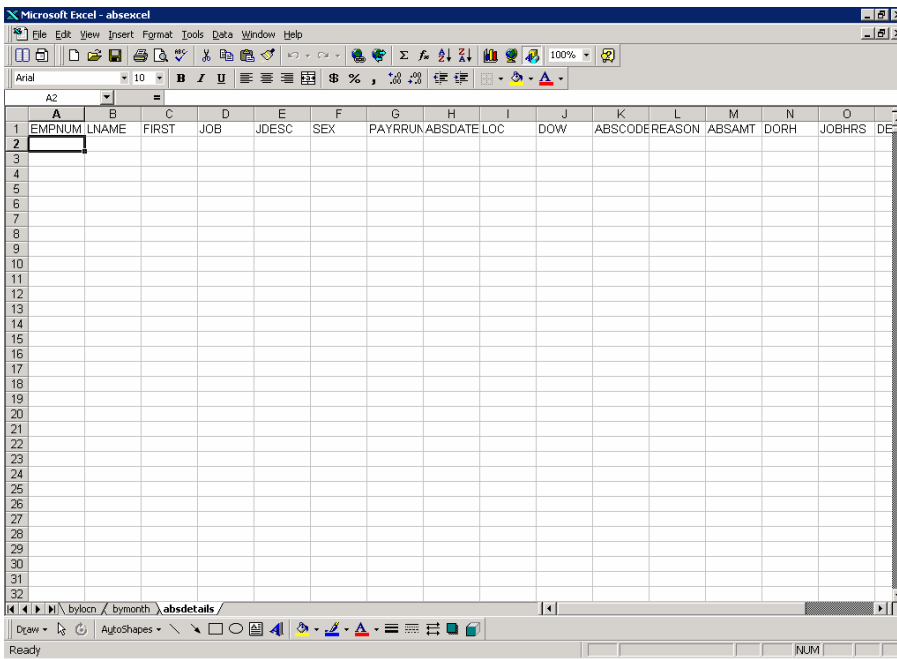
- 1. Run quick-n-dirty ABSEXCEL. This will review the absence history file (all years) and allow you to download absences for any date range. If you are doing calendar year comparisons - go ahead and load more than one year of absences.**



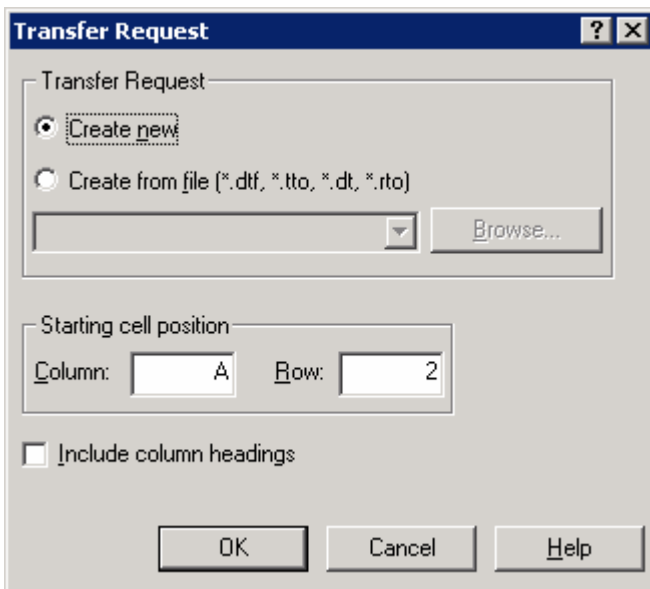
## 2. Open the ABSEXCELSpreadsheet and Populate

The easiest method for updating your results, is to utilize the Bible option from within Excel.

- Open the absexcel spreadsheet. Position your cursor in the absdetails data tab at row 2 (critical not to wipe out the original column headings) .. CRITICAL to be on the absdetails tab as shown below.



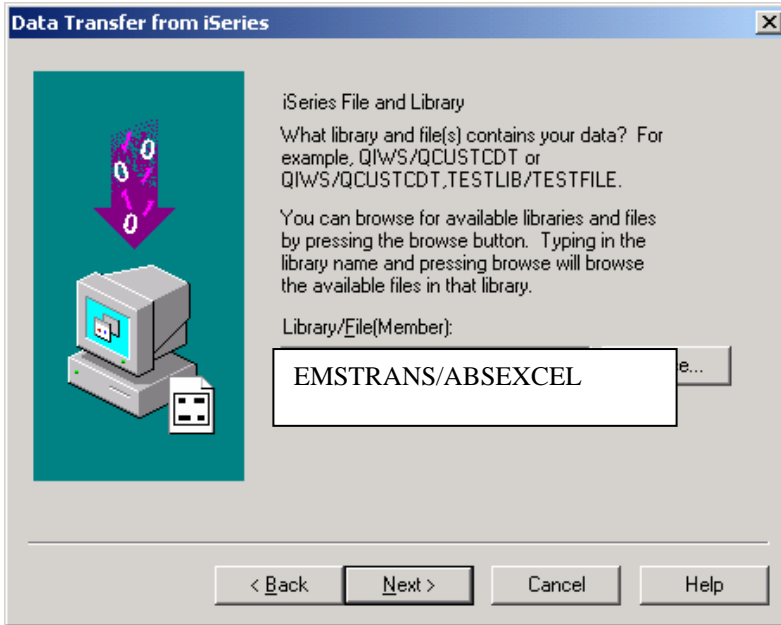
b) Select to Transfer From AS/400. Ask to Create New



\*\*\* Careful to clear old contents. If your old contents has more rows than the new - there could be old data not overwritten when you refresh the sheet.

A screen will appear showing the AS/400 Name or I/P Number - Press ENTER

A Screen will appear asking to fill in a Library/File/Name:



Once file name is entered - NEXT, NEXT, FINISH - Do not fill in any other information !!!

The system may ask you to sign in to CIMS - then all information will fill the spreadsheet.

**3. If you save your spreadsheet and then Re-Open - all the data tabs will be refreshed with the new information**

**If you find that the information is not sorted appropriately you can:**

Click on the Grey ABSCODE item, -then <Data> < Sort> OK

Click on the Grey MNTH# item, then <data><sort> OK

**If you want to know the details of who was absent then double-click right on the cell and it will drill down to the detail.**