

- Enter the dates you wish to look for (these will default to the current week).
 - Make sure the **Include Subordinate Organizations** box is ticked. Click **OK**.

Workers Currently on Leave

Organizations *

Include Subordinate Organizations *

Start Date

End Date

Include Workers Returned from Leave

Include Pending Events

- Click on **Leave Type (Including Family)**

< Workers Currently on Leave Actions

> Details

369 items

Worker	Leave Type (Including Family)	First Day	Estimated Last Day	Actual Last Day	Total Days
	United Kingdom > Furlough	23/03/2020	03/05/2020		42 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)



5. Click on the **Value** field

Workers Currently on Leave Actions

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389 Items

Worker	Leave Type (Including Family)	First Day	Estimated Last Day	Actual Last Day	Total Days
	Sort Ascending	23/03/2020	03/05/2020		42 Days (estimated)
	Sort Descending	23/03/2020	26/07/2020		126 Days (estimated)
	Filter Condition *	23/03/2020	26/07/2020		126 Days (estimated)
	is	23/03/2020	26/07/2020		126 Days (estimated)
	Value *	23/03/2020	26/07/2020		126 Days (estimated)
	Filter	23/03/2020	26/07/2020		126 Days (estimated)
	23/03/2020	26/07/2020		126 Days (estimated)	
	23/03/2020	26/07/2020		126 Days (estimated)	
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)

6. Select **Furlough** from the dropdown and click **Filter**. *The Report will now only be displaying those on Furlough and not those on other leave types.*

Workers Currently on Leave Actions

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389 Items

Worker	Leave Type (Including Family)	First Day	Estimated Last Day	Actual Last Day	Total Days
	Sort Ascending	23/03/2020	03/05/2020		42 Days (estimated)
	<input checked="" type="checkbox"/> United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	<input type="checkbox"/> United Kingdom > Maternity Leave	23/03/2020	26/07/2020		126 Days (estimated)
	<input type="checkbox"/> United Kingdom And Ireland > Extended Unpaid Leave	23/03/2020	26/07/2020		126 Days (estimated)
	search	23/03/2020	26/07/2020		126 Days (estimated)
	<input checked="" type="checkbox"/> United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	Filter	23/03/2020	26/07/2020		126 Days (estimated)
	23/03/2020	26/07/2020		126 Days (estimated)	
	23/03/2020	26/07/2020		126 Days (estimated)	
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)



7. To export the data to excel, click the 'x' icon

← Workers Currently on Leave Actions

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Worker	Leave Type (Including Family)	First Day	Estimated Last Day	Actual Last Day	Total Days
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	30/03/2020	02/08/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)
	United Kingdom > Furlough	07/04/2020	10/08/2020		126 Days (estimated)
	United Kingdom > Furlough	23/03/2020	26/07/2020		126 Days (estimated)

8. The excel spreadsheet will appear at the bottom of your browser

Workers_Currently...xlsx ^ Show all x

