The University of Florida uses Workforce Monitoring within myUFL to document the health assessment status of individuals having specific job duties in the Occupational Medicine Program. This guide gives department administrators guidance on how to track their department individuals who have a next exam date recorded by the Student Health Care Center.

Use this instruction guide to keep your department in compliance with
- ✓ UF medical monitoring program requirements
- ✓ UF hiring health assessment requirements

Security roles
You will need one of the following security roles to access the Department Next Exam Report:

UF_EPAF_Department Admin
UF_EPAF_Level 1 Approver
UF_HR_OCCUPATIONAL_MED_INQUIRY

Report format
This report is available in .csv format in Microsoft Excel. Refer to the Formatting Results section in this guide for instructions on saving the file to your computer.

Navigation
▸ Log in to myUFL using your GatorLink username and password
▸ Navigate to **Nav Icon > Main Menu > Human Resources > Workforce Monitoring > Health and Safety > Record Medical Exam Results > Department Next Exam Report**

Starting the Report
▸ At the Department Next Exam Report page: if this is the first time running a report, click the **Add a New Value** tab
▸ Enter a title in the **Run Control ID** field, such as **"Dept_Next_Exam,"** and record the title for future use. Do not use blank spaces – use an underscore between each word ▸ Click the **Add** button.

Note: If you already have a title saved from a previous report run, use the **Find an Existing Value** tab. Enter the first few letters of the title in the Run Control ID field and click the **Search** button. Click on the title to begin.

Running the Report
▸ Enter the eight digit **Department ID** in the Department ID field (use the magnifying glass to look up if needed) ○ Use the **Advanced Lookup** link to search by Description
▸ Click **Save** to reuse this report later
▸ Click the **Run** button

Formatting Results
▸ At the **Process Scheduler Request** page, verify that **Department Next Exam Report checkbox** is checked
▸ Verify the **Type** is **Web** – if not, use the dropdown box under Type to select Web
▸ Click **OK** to return to the previous page

Monitoring the Report Process
▶ Click the Process Monitor link
▶ Under the **Process List** tab page, click **Refresh**

Note: Click the **Refresh** button until the UFHRR002 process has a **Run Status** of "Success" and **Distribution Status** of "Posted."

Viewing the Results
▶ Click the **Details** link
▶ On the **Process Detail** page, click the **View Log/Trace** link
▶ On the **View Log/Trace** page, click the **ufhrr002.csv** link. The report will be displayed. If you cannot view the report, look for message boxes that appear and need a response.

Saving the File
One of the best features of this report is ability to save it to forward to a supervisor
▶ To save to your computer, in the open file, click on **File** then **Save As**
▶ Select relevant **Folder** and enter **File** name
▶ Select the version of **Excel** that is on your computer
▶ Click **Save**
▶ When saved, you can open the report and adjust the column widths

Note: If there is no one in the department with a Next Exam Date, only the header of the report will display

Next Step
This report is to be used by those responsible for follow-up assessments, as well as your medical monitoring program(s). Further information is available from EHS and contact details are given below.

Additional Help
Please contact the Office of Occupational Medicine, Environmental Health and Safety
Email: occmed@ehs.ufl.edu
Tel: 352-392-1591
Website: http://www.ehs.ufl.edu/programs/occmed

The UF Help Desk is also available at 352-392-HELP.