

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."

The screenshot shows a web application interface for monitoring processes. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs is a search area titled 'View Process Request For' with fields for 'User ID' (containing 'TOD_EPAF_Or'), 'Type', 'Last', 'Days' (set to 1), 'Server', 'Name', 'Instance', and 'Run Status'. A 'Refresh' button is located to the right of the search fields. Below the search area is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with the following data: Instance 1344991, Process Type SQR Report, Process Name UFHRR002, User TOD_EPAF_Originator, Run Date/Time 10/25/2012 2:08:39PM EDT, Run Status Success, and Distribution Status Posted. A 'Details' link is provided for the first row.

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: occmmed@ehs.ufl.edu

Tel: 352-392-1591

Website: <http://www.ehs.ufl.edu/programs/occmmed>

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