

Guide for producing a Sjukfallfälln senaste 12 månader report

1. Log in to **Primula**.
2. Click on the **Tjänster** heading, then **Rapportgenerator**.



3. Choose the **Sjukfallfälln senaste 12 månader** report from the list and click on **Hämta**.



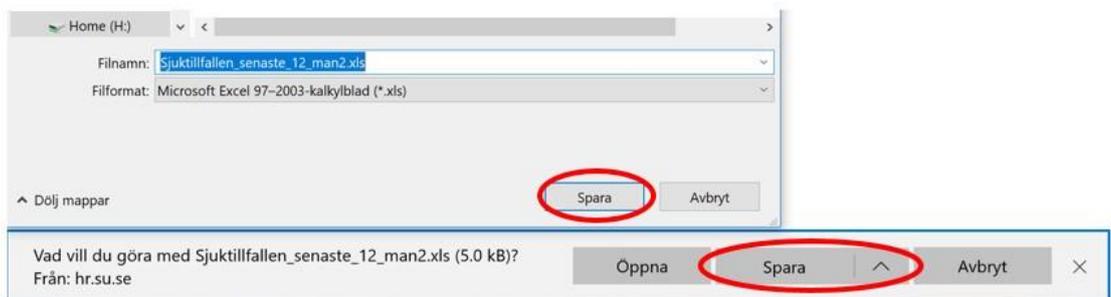
4. **Highlight** your department/equivalent in the list and click on **Hämta**.
You only have permission to see your part of the organisational tree.



5. Click on one of the links in the report; Excel (recommended) or PDF.

Hämta		Stäng	
Listor i denna session Sjuktilfällen senaste 12 mån (excel) Sjuktilfällen senaste 12 mån (pdf)		Skapad 2020-02-10 14:08:12 2020-02-10 14:08:12	Storlek (i bytes) 5120 2916

6. Save it as a file in a secure location on your computer.
Remember that this report contains sensitive information and must be handled in accordance with the GDPR.



7. When the file has been downloaded, select **Öppna**.



8. The report will be opened, and will contain only a list of employees who have been on sick leave more than five times in the last twelve months. Data in the report is current as of the date the report was retrieved and twelve months back in time.

In order to edit an Excel file, you need to **Enable editing/Aktivera redigering**. You can see the number of times a person has been off sick under **column E, Antal**.



1	Organisation	Personnummer	Namn	Anr	Antal
2	SU	000000-0000	Medarbetare	1	6
3					

9. Invite all employees who have been off sick six or more times in the last twelve months to a **Preventative rehabilitation meeting** in accordance with the procedures for repeated short-term sick leave.