

Cascade and Self-Isolation

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Self-Isolation

In **Cascade**, your employees can mark themselves as self-isolating if you create a new category and allow them to select it on the relevant screen. To do this go to **Administration > Attendance and Calendars > Attendance Categories**, and creating a new category called **Self-Isolation**. You can create various other attendance categories, depending on how you want to report on your self-isolation data.


Example Associated Types/Reasons

- Not working from home
- Not working from home (confirmed case)
- Working from home

Then, set the following properties:

- **Absent** – appears on the **ABSENCE** screen
- **Allow Overlap** – can overlap with any other absence category
- **Integrate with Outlook** – is sent through to employee calendar (If applicable)
- **Show on Planner** – will appear on the **Cascade** planner
- **Use As Status** – will appear as the employees status in **Cascade**

Category Properties	
<input checked="" type="checkbox"/> Absent	<input checked="" type="checkbox"/> Show on Lieu Screen
<input checked="" type="checkbox"/> Allow Overlap	<input checked="" type="checkbox"/> Show on Planner
<input checked="" type="checkbox"/> Apply SSP Rules	<input checked="" type="checkbox"/> Show on SS Timesheet
<input checked="" type="checkbox"/> Holiday	<input checked="" type="checkbox"/> Sick
<input checked="" type="checkbox"/> Integrate with Outlook	<input checked="" type="checkbox"/> Unauthorised (T&A)
<input checked="" type="checkbox"/> Maternity	<input checked="" type="checkbox"/> Unpaid (T&A)
<input checked="" type="checkbox"/> Requires Entitlement	<input checked="" type="checkbox"/> Use As Status
<input checked="" type="checkbox"/> Show in Hours & Minutes	<input checked="" type="checkbox"/> Show in Self Service




The **ABSENCE** screen allows you to add a new record. Once added, the employee's status will appear, as well as the name of the attendance category.

Viewing: (33099) James Brown Print

ABSENCE Please Note: The current status of this employee is: Self Isolation

Year: <<Last 52 Weeks>>

 [Show me on the planner](#)

Leave Category	Leave Type	Start Date	End Date	Duration	
Self Isolation	Working from home	16/03/2020	03/04/2020	15.00 day(s)	[View]

If you use another attendance screen, you can add the new category to that screen in **Administration > Attendance and Calendars > Attendance Screens**.

After setting-up and adding any records to your employees, you can report on the data using the query builder.

Query Builder - New Query

I want to query employees: All Information Inc. Leavers:

Field	Criteria	Prompt	Show	Sort
Employee Id in MAIN	Add criteria for Employee Id		<input checked="" type="checkbox"/>	NONE
Firstname in MAIN	Add criteria for Firstname		<input checked="" type="checkbox"/>	NONE
Surname in MAIN	Add criteria for Surname		<input checked="" type="checkbox"/>	NONE
Leave Category in ABSENCE	Equal Self Isolation	[remove]	<input checked="" type="checkbox"/>	NONE
Leave Type in ABSENCE	Add criteria for Leave Category		<input checked="" type="checkbox"/>	NONE
Start Date in ABSENCE	Add criteria for Leave Type		<input checked="" type="checkbox"/>	NONE
	Add criteria for Start Date		<input checked="" type="checkbox"/>	NONE

To see the current status of all your employees, use the query below.

Query Builder - New Query

I want to query employees: All Information Inc. Leavers:

Field	Criteria	Prompt	Show	Sort	
Employee Id in MAIN	<i>Add criteria for Employee.Id</i>		<input type="checkbox"/>	NONE	
Employee Name (ID) in MAIN	<i>Add criteria for Employee.Name.(ID)</i>		<input checked="" type="checkbox"/>	NONE	
Status in MAIN	<i>Add criteria for Status</i>		<input checked="" type="checkbox"/>	NONE	