INCLUPATIONAL HEALTH SERVICES

How to Review Employee Reports in Enterprise Health Supervisor Portal

Supervisor Access:

This is a step by step guide for Supervisors to review employees' reports.

1. After *logging into Enterprise Health*, **click** on the *Supervisor Access link*.



2. It will open the *Supervisor Portal*, **click** on the *Reports Tile*.

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WELCOME TO THE UNIVERSITY OF MICHIGAN SUPERVISOR PORTAL — PLEASE SELECT FROM THE MENU BELOW.
Click on the Reports Tile
Message Reports Occupational Health Services SUPERVISOR PORTAL



3. It will *open available reports*, **click** on the desired report that needs to be reviewed.

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EMPLOYER REPORTS	
AVAILABLE REPORTS	Click on the Report that needs to be reviewed
Flu Compliance	Respirator Wearers
L	© 2023 Enterprise Health, all rights reserved

4. It will display *employees' records*.

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SHOWING REPORT: FLU COMPLIANCE	back print
It will display the compliance status of reporting staff	<u>Edit</u> □ 2 ¢ ∨
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Employee ID 🖕 🔻 Name 🖕 🛪 Job Title 🖕 🛪 Supervisor 🏒 🛪 Compliance Status Date	🗢 🔻 Compliance Status
ONBOARDING-50009 Applicant, Chloe Khan, Wagas	
ONBOARDING-50031 Applicant, Occu Knan, Waqas	
System Report: Flu Compliance	± C ♦ ∧
Nothing to Graph	
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5. To generate a .csv file, click on the paper icon.

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EMPLOYER REPORT	
SHOWING REPORT: FLU COMPLIANCE	back print
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	Compliance Status Date • Compliance Status
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6. Once the .csv is generated (paper icon will change into download icon), *to download the file*, **click** on the *download arrow*.

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System Report: Flu Compliance	± C ♦ ∧
Nothing to Graph	
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7. Once the file is downloaded, use the Open button to open the file, or Save As to save the file.

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SHOWING REPORT: FLU COMPLIANCE	See more use Open or Save as options to review or save the file.
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Nothing to Graph	

8. To go back to *Enterprise Health Main* from the portal, **click** on the *hamburger menu*.

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Nothing to Graph				
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9. Then, click on the Return to Enterprise Health Tile.

