



USING ABSENCE MANAGEMENT IN UMAS

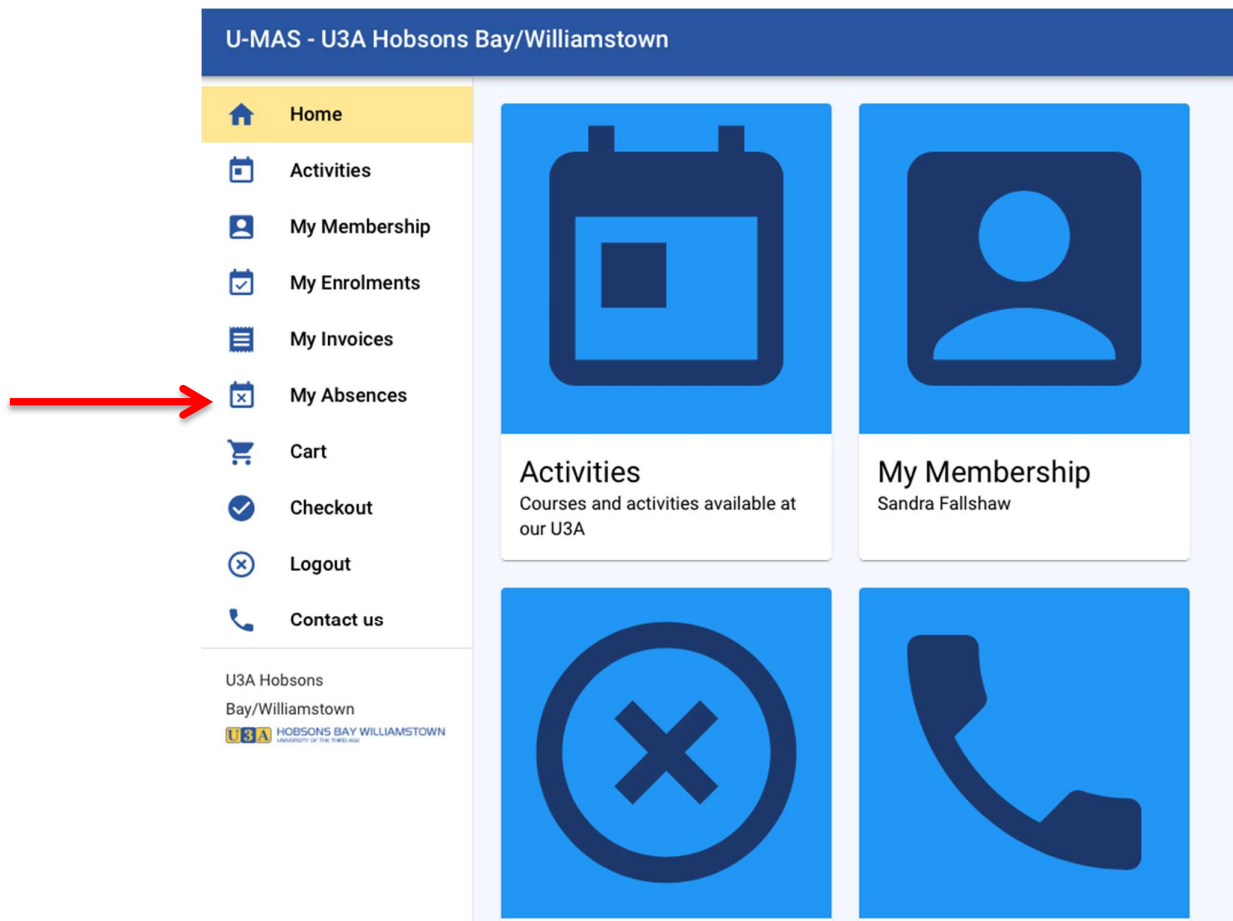
This new feature in UMAS, Absence Manager, allows members to electronically advise the U3A admin staff, and the course Convener, of their absence from a Course or Courses and the reason.

To register your Absence you can use the screen for Users for Admin.

For Users

Log into UMAS for Members. Add your Member No/Email address and Password.

At the Home Screen on the top left of the Menu you will find the Item **My Absences**.





Click on this menu item and complete the details.

U-MAS - U3A Hobsons Bay/Williamstown

- Home
- Activities
- My Membership
- My Enrolments
- My Invoices
- My Absences**
- Cart
- Checkout
- Logout
- Contact us

My Absences

Submit Absences

Select Activity: All Activities

Select Reason*: Other

Start Date*: 19/11/2023

Finish Date*: 19/11/2023

SUBMIT

Current Absences

You have no current or upcoming absences.

U3A Hobsons Bay/Williamstown
HOBSONS BAY WILLIAMSTOWN

U3A Network Victoria Inc. membership management system, provided under license from Soft Sys membership software. U-MAS version: 6.06, release date: 24 Apr 2023. U-MAS for Members version: 1.6.20230315.

The System defaults to All Activities, but you can select an individual course also. Select the reason from the drop down menu. Add the date/dates you will be absent. **Submit**

For Admin

Log into UMAS and select Admin. Add your Member No/Email address and Password.

At the Home Screen on the top left of the Menu you will find the Item **Report Absence**.



Home
Report Absence
View Member Details
Edit Member Details
View or select Activities
Add Activities
Search Members
Add Member
Reports
Send Emails
System settings
Database Control
Miscellaneous
Contact Us
Return to Website
Login member return
Logout

Welcome Sandi Fallshaw (Administrator #1161)

Members
To view and check Membership details click 'View Member Details'
To add or change Membership details click 'Edit Member Details'

Activities
To select and enrol in Activities click the 'View or Select Activities' menu item

Activities Tutor
U3A HobsonsBay/Williamstown welcomes proposals for new Activities. If you have interests or skills in particular fields and would like to share please volunteer and click on 'Contact Us - Activities'

Volunteers
There are plenty of opportunities to assist in many different areas within our organisation such as reception, catering, maintenance and administration. To enquire or volunteer click on 'Contact Us - General'

Click on this menu item and enter the dates you will be absent. Click on the drop down menu **Choose a Course/Events**. Note you can select one course, or all in which you are enrolled. Click on the **Submit** tab.

Absence Management for Sandi Fallshaw

Absent date from: Absent date to:

Choose a Courses/Events:

Choose a Reason: Choose a reason for the absence – this is optional

When you save the Absence information an email will be sent to the Tutor/Leader and yourself (if they have an email address) indicating the period of absence as well as the reason for the absence

This will take you to a new screen.

This will take you to a new screen to fill in.

You can list all current absences, and/or Remove an absence date range if your details change.



THE UNIVERSITY OF THE THIRD AGE

- Home
- Report Absence
- View Member Details
- Edit Member Details
- View or select Activities
- Add Activities
- Search Members

Absent Management for Sandi Fallshaw

Member	Course code	Course name	Reason	Start Date	Finish Date
1161	234CAA03	Current Affairs	Holiday	02/11/2023	02/11/2023

[Return to Absence Management](#)

[Close to member details](#)

Absent Delete Management for Sandi Fallshaw

Member	Course code	Reason	Start Date	Finish Date	Delete
1161	234CAA03	Holiday	02/11/2023	02/11/2023	Delete

[Close](#)

An email will be sent to the Convener and UMAS Admin.