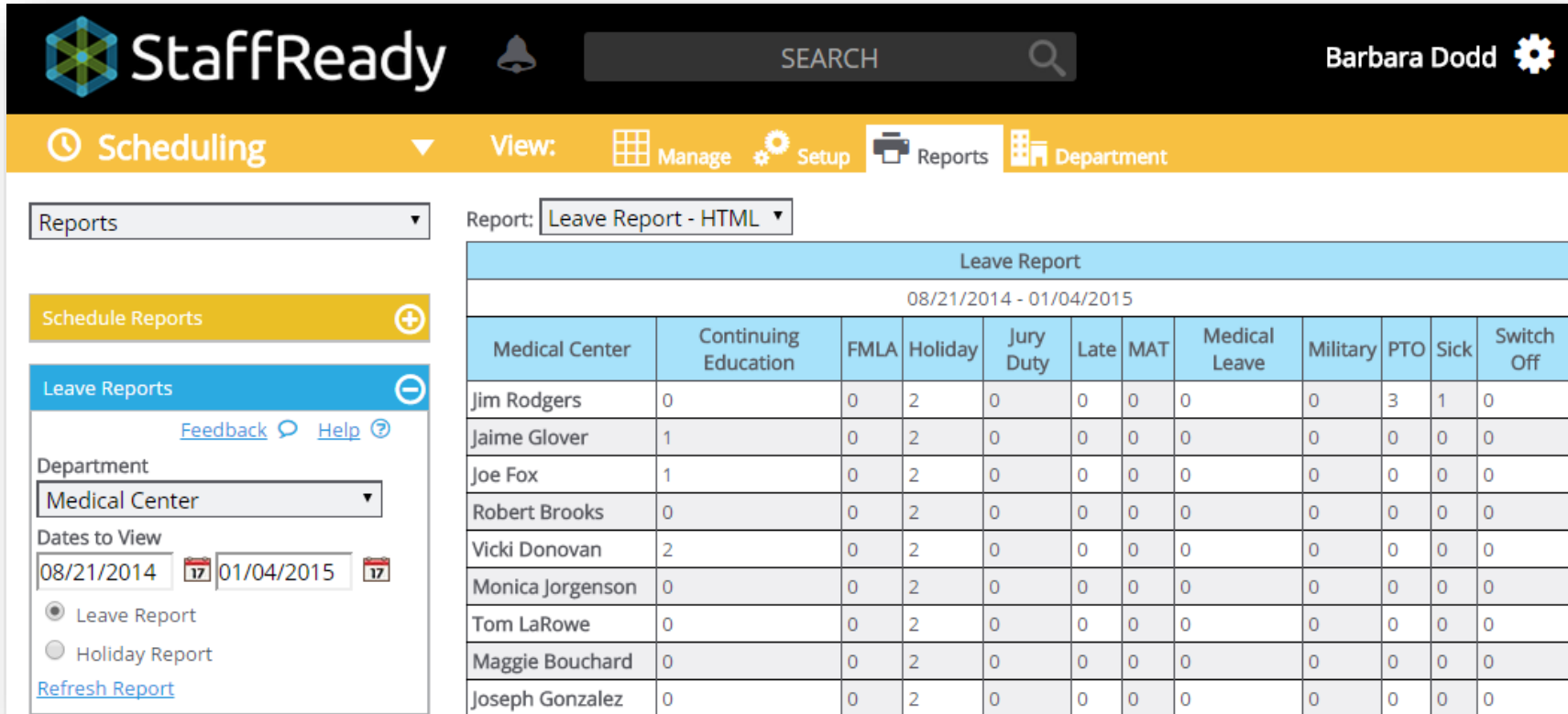


## Reports View

### Leave Reports

This reference guide provides a process overview of the **Leave Reports** Submenu within the **Reports** View in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Change department displayed
- Change date range displayed
- Change leave report displayed



The screenshot displays the StaffReady interface. At the top, the StaffReady logo is on the left, a search bar in the center, and the user name 'Barbara Dodd' with a settings icon on the right. Below this is a navigation bar with 'Scheduling' selected, and options for 'View: Manage Setup Reports Department'. The 'Reports' dropdown is open, showing 'Leave Reports' selected. The 'Leave Reports' submenu is visible, showing 'Department: Medical Center', 'Dates to View: 08/21/2014 to 01/04/2015', and radio buttons for 'Leave Report' (selected) and 'Holiday Report'. A 'Refresh Report' link is also present. The main content area shows a 'Report: Leave Report - HTML' dropdown and a table titled 'Leave Report' for the period '08/21/2014 - 01/04/2015'.

Leave Report											
08/21/2014 - 01/04/2015											
Medical Center	Continuing Education	FMLA	Holiday	Jury Duty	Late	MAT	Medical Leave	Military	PTO	Sick	Switch Off
Jim Rodgers	0	0	2	0	0	0	0	0	3	1	0
Jaime Glover	1	0	2	0	0	0	0	0	0	0	0
Joe Fox	1	0	2	0	0	0	0	0	0	0	0
Robert Brooks	0	0	2	0	0	0	0	0	0	0	0
Vicki Donovan	2	0	2	0	0	0	0	0	0	0	0
Monica Jorgenson	0	0	2	0	0	0	0	0	0	0	0
Tom LaRowe	0	0	2	0	0	0	0	0	0	0	0
Maggie Bouchard	0	0	2	0	0	0	0	0	0	0	0
Joseph Gonzalez	0	0	2	0	0	0	0	0	0	0	0

# Change Department Displayed

## Change Department Displayed

1. Select the **Department** menu.

The screenshot shows the StaffReady Reports interface. The top navigation bar includes 'Home', 'View: Welcome', 'Calendar', and 'Reports'. The main content area is titled 'Leave Report' for the period '11/11/2014 - 11/24/2014'. A table displays leave data for four employees: Kacie Wilson, Christina Martain, Kathy Scott, and Edward Martinez. The table columns include Laboratory, Continuing Education, FMLA, Holiday, Jury Duty, Late, MAT, Medical Leave, Military, PTO, Sick, and Switch Off. On the left sidebar, the 'Leave Reports' section is expanded, showing a 'Department' dropdown menu currently set to 'Laboratory'. An orange arrow points to this dropdown menu.


Laboratory	Continuing Education	FMLA	Holiday	Jury Duty	Late	MAT	Medical Leave	Military	PTO	Sick	Switch Off
Kacie Wilson	0	0	0	0	0	0	0	0	0	0	0
Christina Martain	0	0	0	0	0	0	0	0	0	0	0
Kathy Scott	0	0	0	0	0	0	0	0	0	0	0
Edward Martinez	0	0	0	0	0	0	0	0	0	0	0

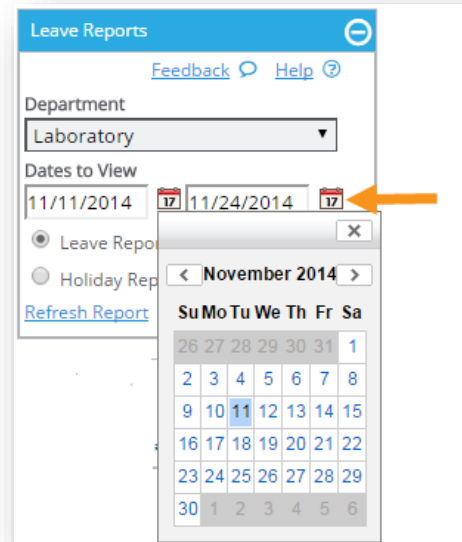
2. Select the department you wish to view.

This is a close-up of the 'Leave Reports' department dropdown menu. The menu is open, showing a list of departments: Medical Center, Anatomic Pathology, Blood Bank, Cardiology, Central Lab, Chemistry, Core Lab, CT, and ED. An orange arrow points to 'Central Lab', which is highlighted in the list.

## Change Date Range Displayed



### Change Date Range Displayed

1. Select the  icon and choose the beginning date and ending you would like displayed.



Leave Reports Feedback Help

Department  
Laboratory

Dates to View  
11/11/2014  11/24/2014 

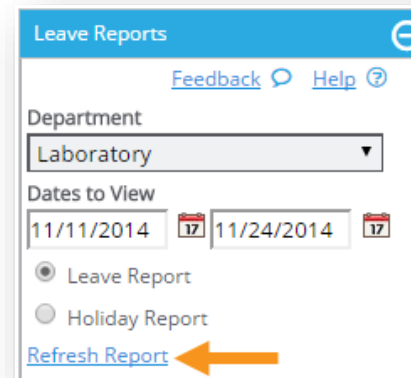
Leave Report  
 Holiday Report

[Refresh Report](#)

November 2014



Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

3. Select the **Refresh Report** link.



Leave Reports Feedback Help

Department  
Laboratory

Dates to View  
11/11/2014  11/24/2014 

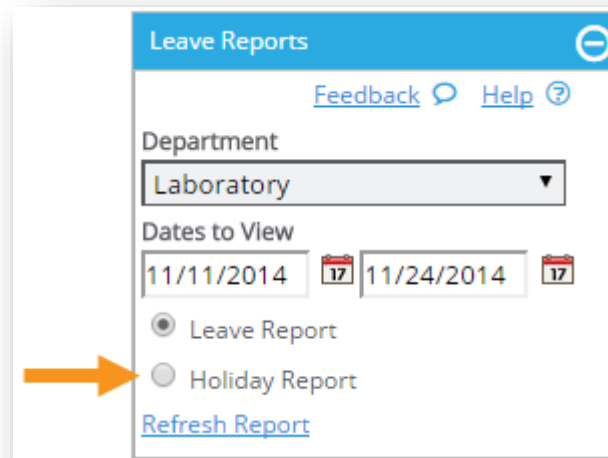
Leave Report  
 Holiday Report

[Refresh Report](#)

## Change Type of Report Displayed

### Change Type of Report Displayed

1. Select the radio button for the report type you would like to display.



The screenshot shows a web interface titled "Leave Reports" with a blue header bar. Below the header, there are links for "Feedback" and "Help". A "Department" dropdown menu is set to "Laboratory". Under "Dates to View", two date pickers are shown: "11/11/2014" and "11/24/2014", each with a calendar icon. Below the dates, there are two radio buttons: "Leave Report" (which is selected) and "Holiday Report" (which is unselected). An orange arrow points to the "Holiday Report" radio button. At the bottom, there is a "Refresh Report" link.