


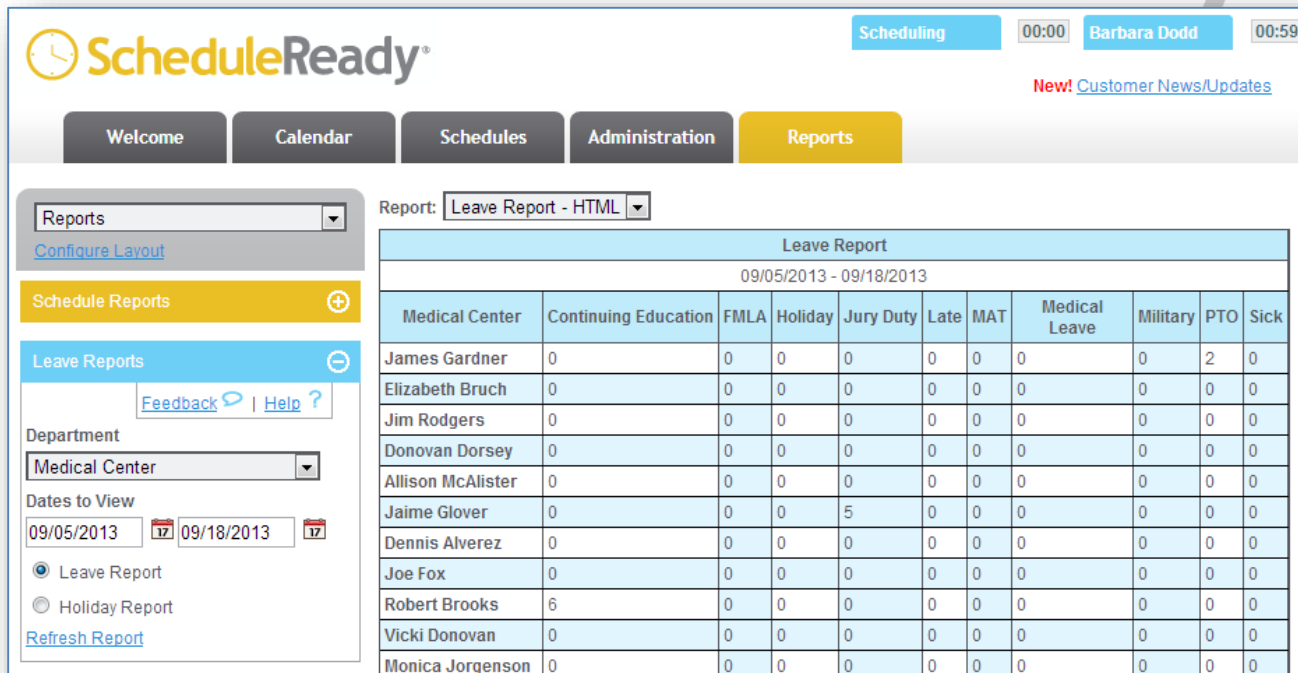


Reports Tab

Leave Reports Minibar

This reference guide provides an overview of the **Leave Reports Minibar** within the **Reports** tab of ScheduleReady 4.5. 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 shows the ScheduleReady interface with the Reports tab selected. The sidebar on the left contains the Leave Reports Minibar, which includes a dropdown for 'Reports', a 'Configure Layout' link, a 'Schedule Reports' button, and a 'Leave Reports' section with a 'Feedback | Help ?' link. The 'Department' is set to 'Medical Center', and the 'Dates to View' are from 09/05/2013 to 09/18/2013. The 'Leave Report' radio button is selected. A 'Refresh Report' link is also present.

The main content area displays a 'Leave Report' for the period 09/05/2013 - 09/18/2013. The report is titled 'Leave Report - HTML' and shows a table of leave data for various employees.

Leave Report										
09/05/2013 - 09/18/2013										
Medical Center	Continuing Education	FMLA	Holiday	Jury Duty	Late	MAT	Medical Leave	Military	PTO	Sick
James Gardner	0	0	0	0	0	0	0	0	2	0
Elizabeth Bruch	0	0	0	0	0	0	0	0	0	0
Jim Rodgers	0	0	0	0	0	0	0	0	0	0
Donovan Dorsey	0	0	0	0	0	0	0	0	0	0
Allison McAlister	0	0	0	0	0	0	0	0	0	0
Jaime Glover	0	0	0	5	0	0	0	0	0	0
Dennis Alvarez	0	0	0	0	0	0	0	0	0	0
Joe Fox	0	0	0	0	0	0	0	0	0	0
Robert Brooks	6	0	0	0	0	0	0	0	0	0
Vicki Donovan	0	0	0	0	0	0	0	0	0	0
Monica Jorgenson	0	0	0	0	0	0	0	0	0	0

Change Department Displayed

Change Department Displayed

- Select the **Department** menu.

The screenshot shows the ScheduleReady interface with a 'Leave Report - HTML' report displayed for the 'Medical Center' department from 09/05/2013 to 09/18/2013. The report table includes columns for various leave types and employee names. A red arrow points to the 'Department' dropdown menu in the left sidebar, which is currently set to 'Medical Center'.


Medical Center	Continuing Education	FMLA	Holiday	Jury Duty	Late	MAT	Medical Leave	Military	PTO	Sick
James Gardner	0	0	0	0	0	0	0	0	2	0
Elizabeth Bruch	0	0	0	0	0	0	0	0	0	0
Jim Rodgers	0	0	0	0	0	0	0	0	0	0
Donovan Dorsey	0	0	0	0	0	0	0	0	0	0
Alister	0	0	0	0	0	0	0	0	0	0
Jaime Glover	0	0	0	5	0	0	0	0	0	0
Dennis Alvarez	0	0	0	0	0	0	0	0	0	0
Joe Fox	0	0	0	0	0	0	0	0	0	0
Robert Brooks	6	0	0	0	0	0	0	0	0	0
Vicki Donovan	0	0	0	0	0	0	0	0	0	0
Monica Jorgenson	0	0	0	0	0	0	0	0	0	0

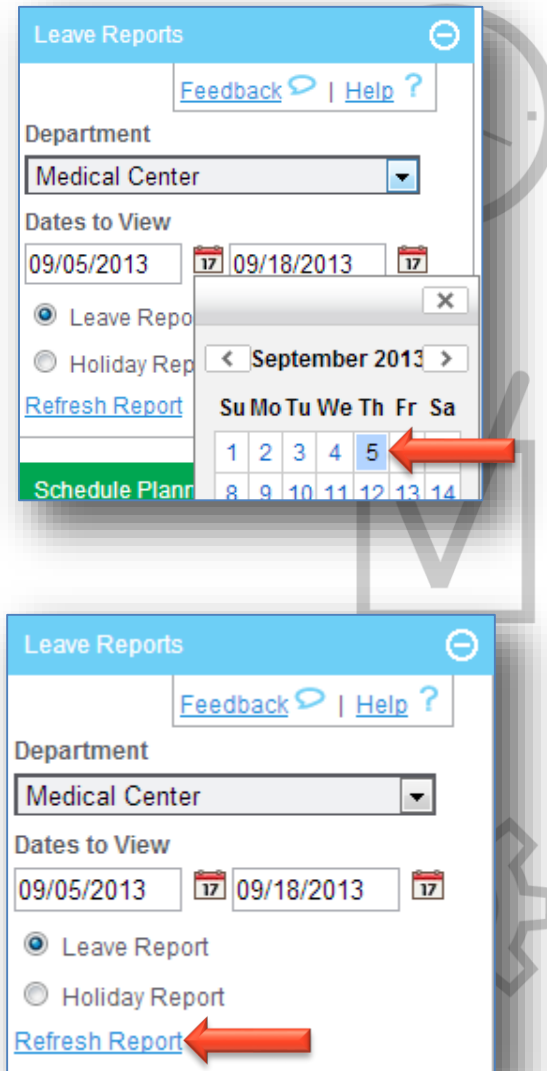
- Click the department you wish to view.

This close-up shows the 'Department' dropdown menu in the 'Leave Reports' sidebar. The menu is open, displaying a list of departments: Medical Center, Anatomic Pathology, Blood Bank, Cardiology, Central Lab, Chemistry, Core Lab, CT, and ED. A red arrow points to 'Central Lab', indicating the selection process.

Change Date Range Displayed

Change Date Range Displayed

- Select the  icon and choose the beginning date and ending you would like displayed.
- Select the [Refresh Report](#) link.



The image shows two screenshots of the 'Leave Reports' interface. The top screenshot shows the 'Dates to View' section with a calendar pop-up. A red arrow points to the date '5' in the calendar, which is highlighted in blue. The bottom screenshot shows the same interface with a red arrow pointing to the 'Refresh Report' link.

Leave Reports

Feedback | Help ?

Department
Medical Center

Dates to View
09/05/2013 09/18/2013

Leave Report
Holiday Report

Refresh Report

Schedule Planner

September 2013

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
8	9	10	11	12	13	14

Leave Reports

Feedback | Help ?

Department
Medical Center

Dates to View
09/05/2013 09/18/2013

Leave Report
Holiday Report

Refresh Report

Change Type of Leave Report Displayed

Change Type of Leave Report Displayed

- Select the radio button for the schedule type you would like to display.

