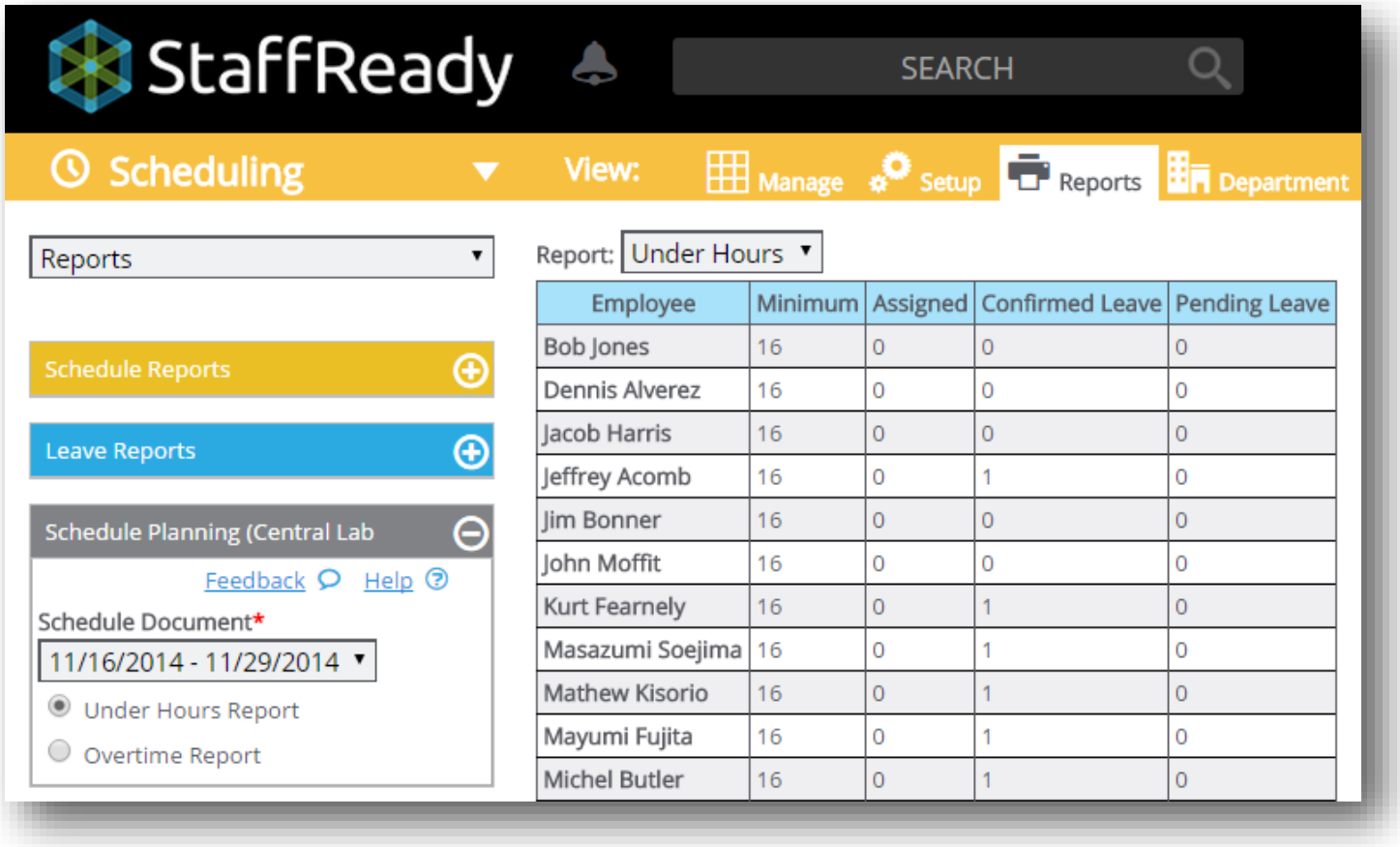
Reports View

Schedule Planning

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

- Change schedule period displayed
- Change schedule planning report displayed



Employee	Minimum	Assigned	Confirmed Leave	Pending Leave
Bob Jones	16	0	0	0
Dennis Alverez	16	0	0	0
Jacob Harris	16	0	0	0
Jeffrey Acomb	16	0	1	0
Jim Bonner	16	0	0	0
John Moffit	16	0	0	0
Kurt Fearnely	16	0	1	0
Masazumi Soejima	16	0	1	0
Mathew Kisorio	16	0	1	0
Mayumi Fujita	16	0	1	0
Michel Butler	16	0	1	0

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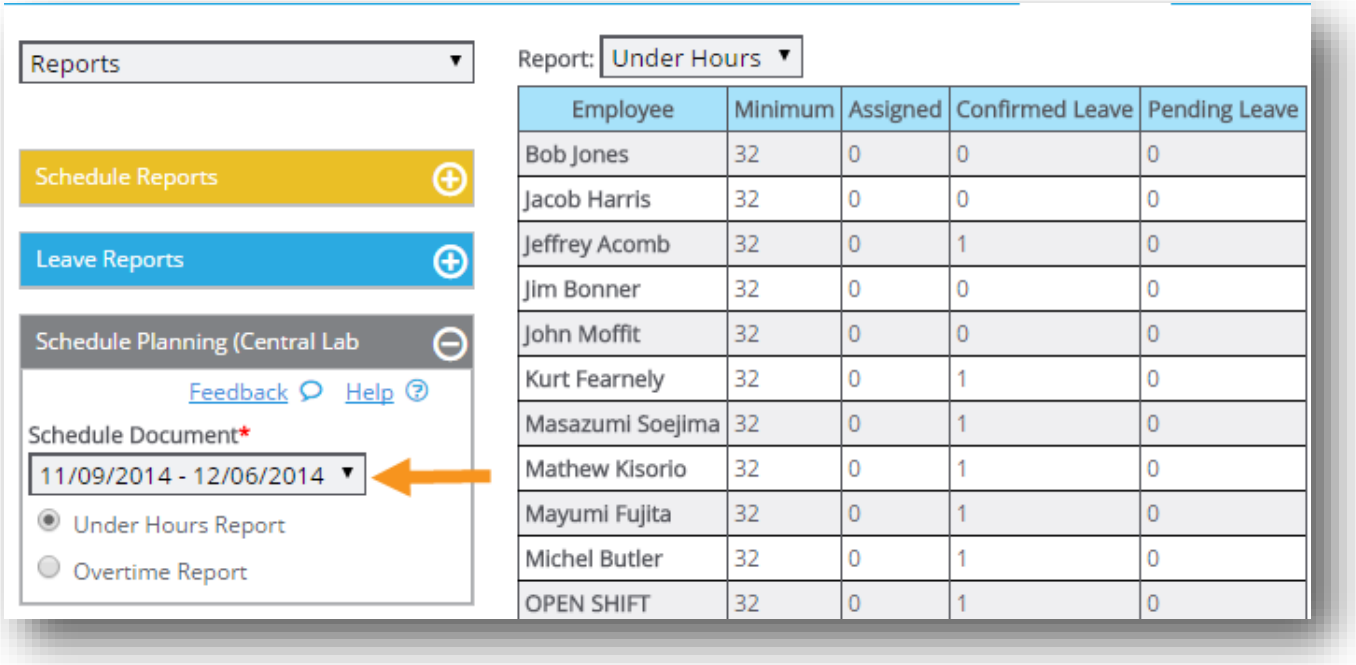
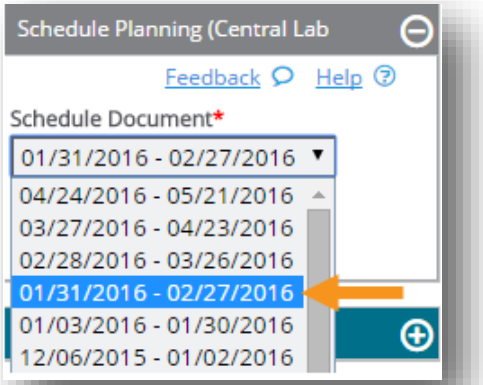
Change Schedule Period Displayed

Change Schedule Period Displayed

1. Select the **Schedule Document** menu.



2. Select the schedule period you wish to view**.**



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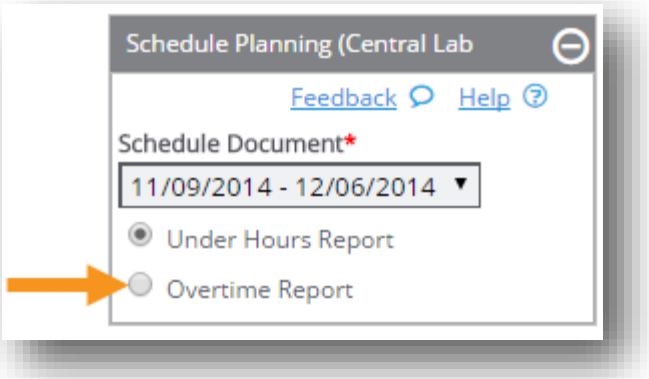
Change Type of Report Displayed

Change Type of Report Displayed

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



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