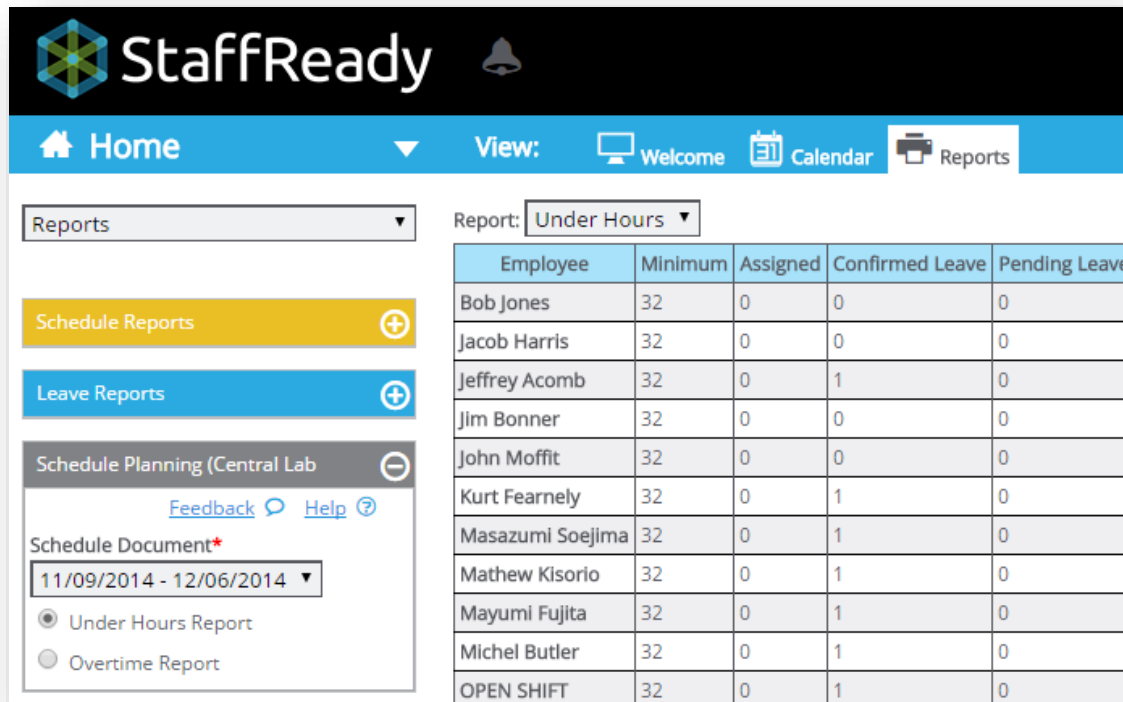


Reports View

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



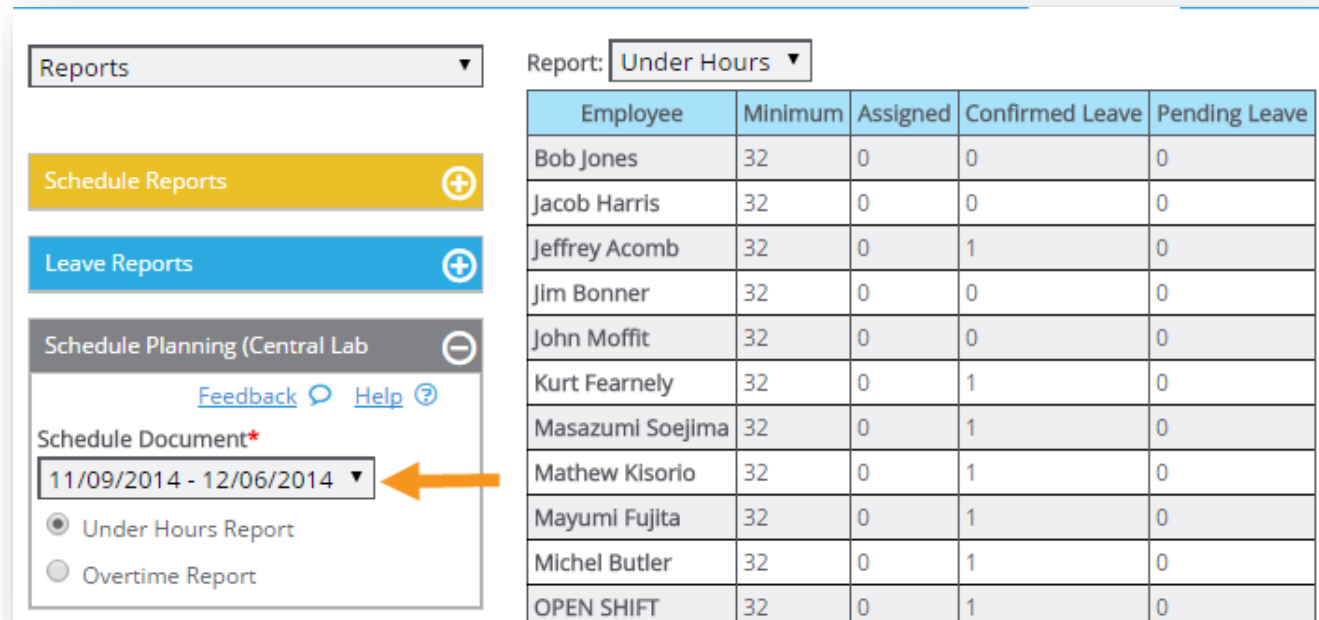
The screenshot displays the StaffReady interface. The top navigation bar includes 'Home', 'View: Welcome', 'Calendar', and 'Reports'. The 'Reports' view is active, showing a 'Reports' dropdown menu and a 'Report: Under Hours' selection. The 'Schedule Planning (Central Lab)' submenu is expanded, showing options for 'Under Hours Report' (selected) and 'Overtime Report'. A table displays employee data for the selected report.

Employee	Minimum	Assigned	Confirmed Leave	Pending Leave
Bob Jones	32	0	0	0
Jacob Harris	32	0	0	0
Jeffrey Acomb	32	0	1	0
Jim Bonner	32	0	0	0
John Moffit	32	0	0	0
Kurt Fearnely	32	0	1	0
Masazumi Soejima	32	0	1	0
Mathew Kisorio	32	0	1	0
Mayumi Fujita	32	0	1	0
Michel Butler	32	0	1	0
OPEN SHIFT	32	0	1	0

Change Schedule Period Displayed

Change Schedule Period Displayed

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

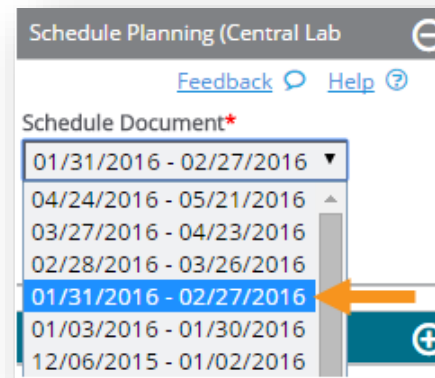


The screenshot shows the 'Reports' menu with several options: 'Schedule Reports', 'Leave Reports', and 'Schedule Planning (Central Lab)'. The 'Schedule Planning (Central Lab)' option is expanded, showing a 'Schedule Document*' dropdown menu with the selected period '11/09/2014 - 12/06/2014'. Below the dropdown are radio buttons for 'Under Hours Report' (selected) and 'Overtime Report'. An orange arrow points to the dropdown menu.

Report: Under Hours

Employee	Minimum	Assigned	Confirmed Leave	Pending Leave
Bob Jones	32	0	0	0
Jacob Harris	32	0	0	0
Jeffrey Acomb	32	0	1	0
Jim Bonner	32	0	0	0
John Moffit	32	0	0	0
Kurt Fearnely	32	0	1	0
Masazumi Soejima	32	0	1	0
Mathew Kisorio	32	0	1	0
Mayumi Fujita	32	0	1	0
Michel Butler	32	0	1	0
OPEN SHIFT	32	0	1	0

2. Select the schedule period you wish to view.



The screenshot shows a close-up of the 'Schedule Document*' dropdown menu. The selected period is '01/31/2016 - 02/27/2016', which is highlighted in blue. Other visible options include '04/24/2016 - 05/21/2016', '03/27/2016 - 04/23/2016', '02/28/2016 - 03/26/2016', '01/03/2016 - 01/30/2016', and '12/06/2015 - 01/02/2016'. An orange arrow points to the selected period.

Change Type of Report Displayed

Change Type of Report Displayed

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

