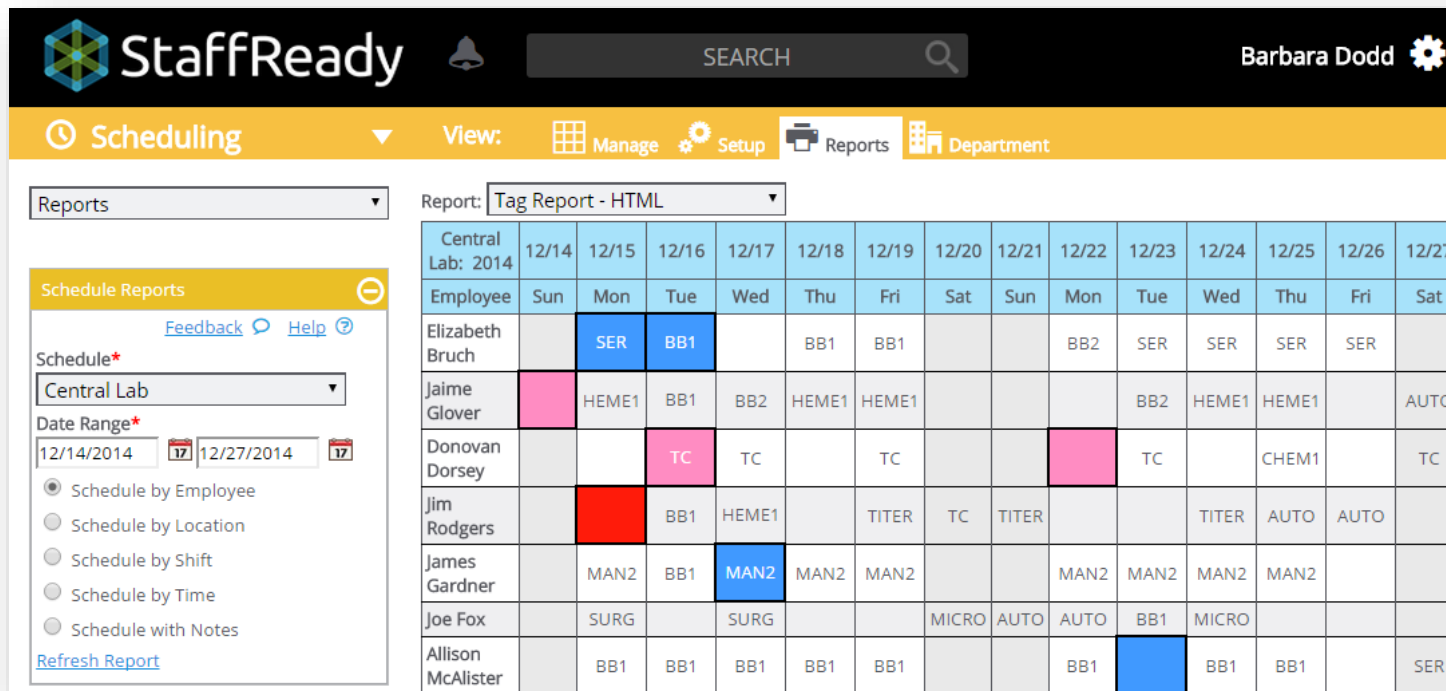


Reports View

Schedule Reports

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

- Change schedule displayed
- Change date range displayed
- Change type of schedule displayed
- Print PDF schedule
- Export schedule to Excel



The screenshot shows the StaffReady interface with the following details:

- Header:** StaffReady logo, search bar, and user name Barbara Dodd.
- Navigation:** Scheduling menu, View options (Manage, Setup, Reports, Department).
- Left Panel:**
 - Reports dropdown menu.
 - Schedule Reports section with Feedback and Help links.
 - Schedule* dropdown set to Central Lab.
 - Date Range* set to 12/14/2014 to 12/27/2014.
 - Radio buttons for scheduling options: Schedule by Employee (selected), Schedule by Location, Schedule by Shift, Schedule by Time, and Schedule with Notes.
 - Refresh Report link.
- Main Report:**
 - Report: Tag Report - HTML
 - Employee: Central Lab: 2014
 - Grid columns: 12/14 (Sun) to 12/27 (Sat).
 - Grid rows: Elizabeth Bruch, Jaime Glover, Donovan Dorsey, Jim Rodgers, James Gardner, Joe Fox, Allison McAlister.

Employee	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Elizabeth Bruch		SER	BB1		BB1	BB1			BB2	SER	SER	SER	SER	
Jaime Glover		HEME1	BB1	BB2	HEME1	HEME1			BB2	HEME1	HEME1			AUTO
Donovan Dorsey			TC	TC		TC				TC		CHEM1		TC
Jim Rodgers			BB1	HEME1		TITER	TC	TITER			TITER	AUTO	AUTO	
James Gardner		MAN2	BB1	MAN2	MAN2	MAN2			MAN2	MAN2	MAN2	MAN2		
Joe Fox		SURG		SURG			MICRO	AUTO	AUTO	BB1	MICRO			
Allison McAlister		BB1	BB1	BB1	BB1	BB1			BB1		BB1	BB1		SER

Change Schedule Displayed

Change Schedule Displayed

1. Select the **Schedule** menu.

The screenshot shows the StaffReady interface. At the top, there is a navigation bar with 'Home', 'View: Welcome', 'Calendar', and 'Reports'. Below this, there is a 'Reports' dropdown menu and a 'Report: Tag Report - HTML' dropdown. The main content area displays a table with columns for dates (11/11, 11/12, 11/13, 11/14, 11/15) and rows for employees and their shifts. On the left, there is a 'Schedule Reports' sidebar with a 'Schedule*' dropdown menu currently set to 'Central Lab'. An orange arrow points to this dropdown menu.


Central Lab: 2014	11/11	11/12	11/13	11/14	11/15
Employee	Tue	Wed	Thu	Fri	Sat
OPEN SHIFT					
Donovan Dorsey	CHEM1		CHEM1		
Elizabeth Bruch	BB2	SER	MAN1	BB2	
Jim Rodgers		HEP	CHEM2		
James Gardner	MAN2	MAN2	MAN2		
Jalme Glover	SURG	SURG	BBam		TC
Dennis Alvarez	BBam	TC			
Joe Fox	HEME1	BB1			
Allison McAlister		HEME1	HEME1		
Jack Wegner	CHEM2	BBam		MAN1	AUTO

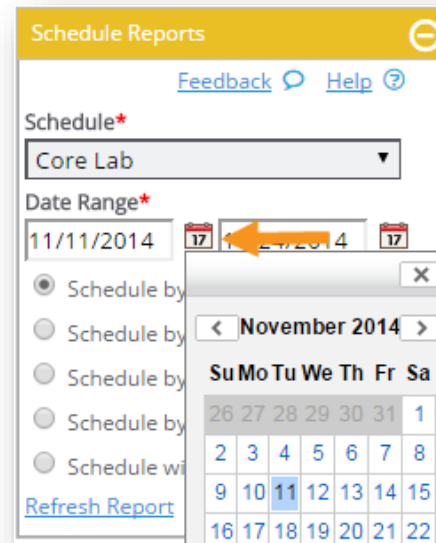
2. Select the schedule you wish to view.

This is a close-up of the 'Schedule Reports' sidebar. It shows the 'Schedule*' dropdown menu with a list of options: 'Core Lab', 'Central Lab', 'CLS', 'Core Lab', 'PSC South', and 'Technician'. The 'Core Lab' option is highlighted in blue, and an orange arrow points to it.

Change Date Range Displayed

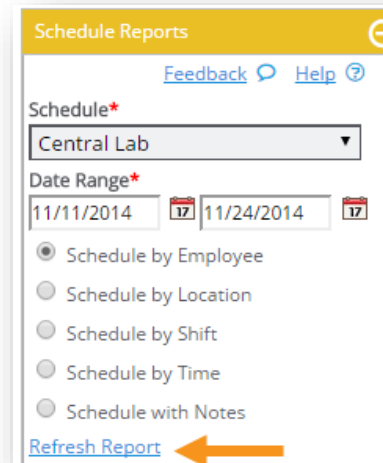
Change Date Range Displayed

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



Screenshot of the "Schedule Reports" interface. The "Schedule*" dropdown is set to "Core Lab". The "Date Range*" field shows "11/11/2014" to "11/17/2014". A calendar pop-up is open for November 2014, with the 11th highlighted. An orange arrow points to the 17th in the calendar.

2. Select the **Refresh Report** link.

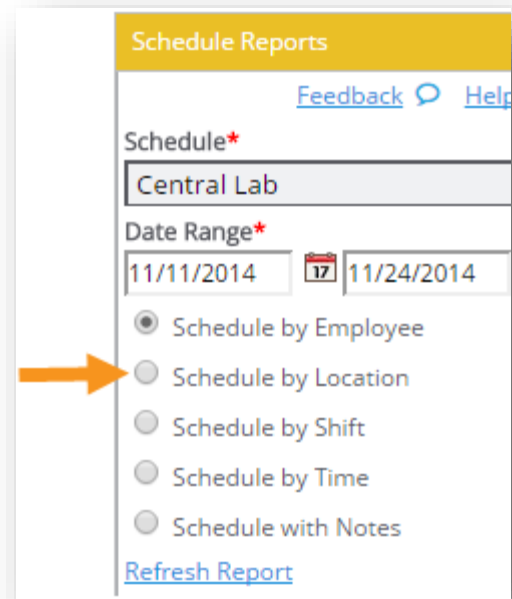


Screenshot of the "Schedule Reports" interface. The "Schedule*" dropdown is set to "Central Lab". The "Date Range*" field shows "11/11/2014" to "11/24/2014". The "Refresh Report" link is highlighted with an orange arrow.

Change Type of Schedule Displayed

Change Type of Schedule Displayed

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



The screenshot shows a web form titled "Schedule Reports". At the top right, there are links for "Feedback" and "Help". The form contains the following fields and options:

- Schedule***: A text input field containing "Central Lab".
- Date Range***: Two date input fields. The first contains "11/11/2014" and the second contains "11/24/2014". A calendar icon is visible between the two fields.
- Radio Buttons**: A list of five radio button options:
 - Schedule by Employee
 - Schedule by Location (indicated by an orange arrow)
 - Schedule by Shift
 - Schedule by Time
 - Schedule with Notes
- Refresh Report**: A blue hyperlink at the bottom of the form.

Print PDF Schedule

Print PDF Schedule

1. Select the **Report** menu.

The screenshot shows the StaffReady interface. At the top, there is a navigation bar with 'Home', 'View: Welcome', 'Calendar', and 'Reports'. Below this, there is a 'Reports' dropdown menu. To the right, there is a 'Report:' dropdown menu with 'Tag Report - HTML' selected. Below the 'Report:' menu is a table showing the schedule for 'Central Lab: 2014' from 11/11 to 11/14. The table has columns for 'Employee', '11/11', '11/12', '11/13', and '11/14'. The rows list employees and their assigned shifts.

Central Lab: 2014	11/11	11/12	11/13	11/14
Employee	Tue	Wed	Thu	Fri
OPEN SHIFT				
Donovan Dorsey	CHEM1		CHEM1	
Elizabeth Bruch	BB2	SER	MAN1	BB2
Jim Rodgers		HEP	CHEM2	
James Gardner	MAN2	MAN2	MAN2	
Jaime Glover	SURG	SURG	BBam	
Dennis Alvarez	BBam	TC		
Joe Fox	HEME1	BB1		
Allison McAllister		HEME1	HEME1	

2. Select the **Tag Report PDF** or the **Full Report PDF**.

The screenshot shows the 'Report:' dropdown menu expanded. The options are: 'Tag Report - PDF (portrait)', 'Tag Report - HTML', 'Full Report - HTML', 'Tag Report - PDF (portrait)', 'Tag Report - PDF (landscape)', 'Full Report - PDF (portrait)', and 'Tag Report - Excel'. The 'Tag Report - PDF (portrait)' option is highlighted in blue, and an orange arrow points to it. Another orange arrow points to the 'Full Report - PDF (portrait)' option.

3. Click **Download PDF** link.

The screenshot shows the 'Report:' dropdown menu with 'Tag Report - PDF (portrait)' selected. Below the dropdown, there is a 'Download PDF' link with a PDF icon and an orange arrow pointing to it.

Export Schedule to Excel

Export Schedule to Excel

1. Select the **Report** menu.
2. Select the **Tag Report-Excel**.
3. Click **Download Excel Spreadsheet** link.

