

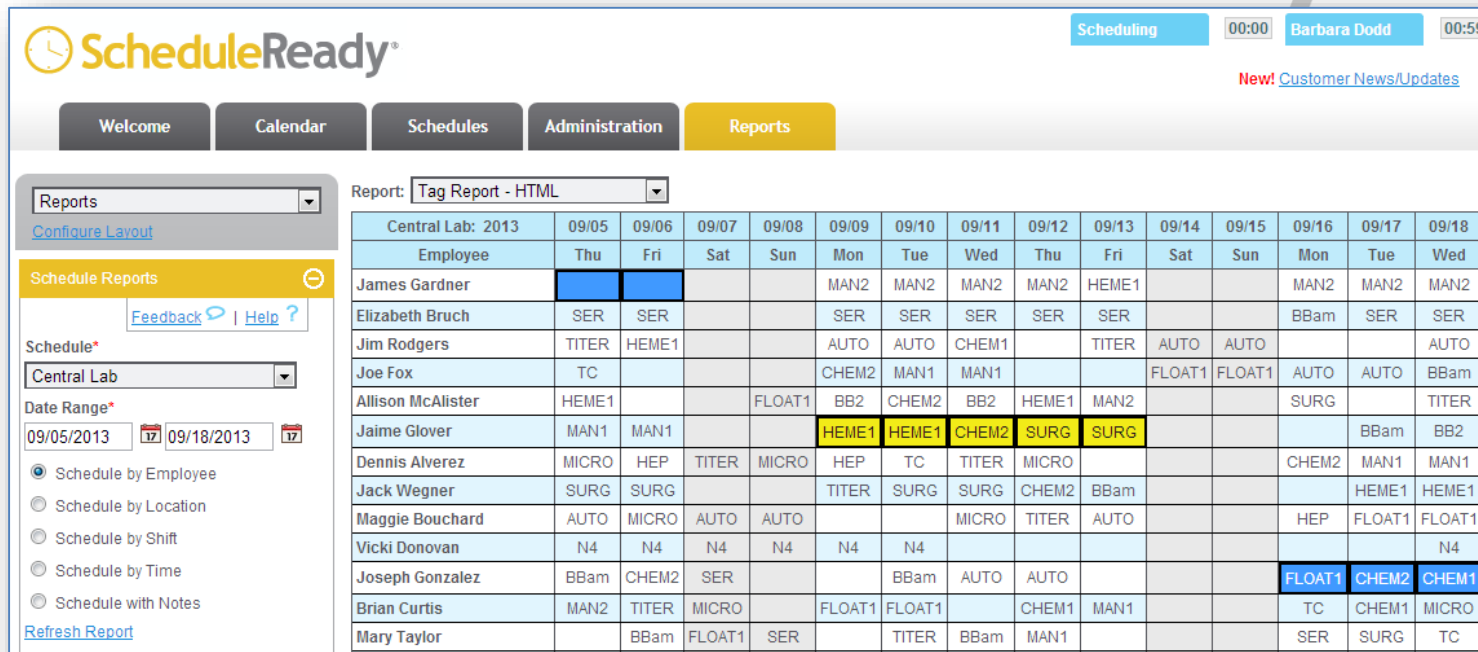
Reports Tab

Schedule Reports Minibar



This reference guide provides an overview of the **Schedule Reports Minibar** within the **Reports** tab of ScheduleReady 4.5. 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 ScheduleReady interface with the Reports tab selected. The main content area displays a schedule report for 'Central Lab: 2013' from 09/05 to 09/18. The report is a table with columns for dates and rows for employees. The report type is 'Tag Report - HTML'.

Central Lab: 2013	09/05	09/06	09/07	09/08	09/09	09/10	09/11	09/12	09/13	09/14	09/15	09/16	09/17	09/18
Employee	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
James Gardner					MAN2	MAN2	MAN2	MAN2	HEME1			MAN2	MAN2	MAN2
Elizabeth Bruch	SER	SER			SER	SER	SER	SER	SER			BBam	SER	SER
Jim Rodgers	TITER	HEME1			AUTO	AUTO	CHEM1		TITER	AUTO	AUTO			AUTO
Joe Fox	TC				CHEM2	MAN1	MAN1			FLOAT1	FLOAT1	AUTO	AUTO	BBam
Allison McAlister	HEME1			FLOAT1	BB2	CHEM2	BB2	HEME1	MAN2			SURG		TITER
Jaime Glover	MAN1	MAN1			HEME1	HEME1	CHEM2	SURG	SURG				BBam	BB2
Dennis Alvarez	MICRO	HEP	TITER	MICRO	HEP	TC	TITER	MICRO				CHEM2	MAN1	MAN1
Jack Wegner	SURG	SURG			TITER	SURG	SURG	CHEM2	BBam				HEME1	HEME1
Maggie Bouchard	AUTO	MICRO	AUTO	AUTO			MICRO	TITER	AUTO			HEP	FLOAT1	FLOAT1
Vicki Donovan	N4	N4	N4	N4	N4	N4								N4
Joseph Gonzalez	BBam	CHEM2	SER			BBam	AUTO	AUTO				FLOAT1	CHEM2	CHEM1
Brian Curtis	MAN2	TITER	MICRO		FLOAT1	FLOAT1		CHEM1	MAN1			TC	CHEM1	MICRO
Mary Taylor		BBam	FLOAT1	SER		TITER	BBam	MAN1				SER	SURG	TC

Change Schedule Displayed

Change Schedule Displayed

- Select the **Schedule** menu.


The screenshot shows the ScheduleReady application interface. At the top, there are navigation tabs: Welcome, Calendar, Schedules, Administration, and Reports. The Reports tab is active. On the left, there is a sidebar with a 'Reports' dropdown menu. Below it, there is a 'Schedule Reports' section with a 'Schedule*' dropdown menu. The 'Schedule*' menu is currently set to 'Central Lab'. A red arrow points to this dropdown menu. The main area displays a report grid for 'Central Lab: 2013' with columns for dates from 09/05 to 09/18 and rows for employees. The grid shows various schedule codes like MAN2, SER, TITER, HEME1, AUTO, CHEM1, TC, CHEM2, BB2, HEME1, MAN2, FLOAT1, AUTO, SURG, BBam, MICRO, HEP, TITER, N4, N4, N4, N4, N4, BBam, AUTO, AUTO, FLOAT1, CHEM2, CHEM1, MAN1, TC, CHEM1, MICRO, BBam, FLOAT1, SER, TITER, BBam, MAN1, SER, SURG, TC.

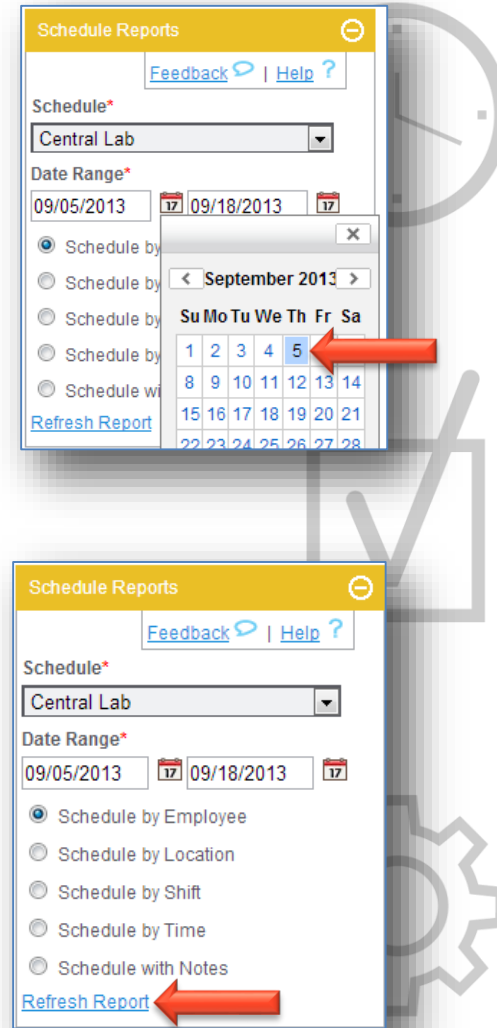
- Click the schedule you wish to view.

This is a close-up of the 'Schedule Reports' sidebar menu. It shows the 'Schedule*' dropdown menu with a list of options: Central Lab, Central Lab, Core Lab, General Lab, and Technician(L). A red arrow points to the 'Core Lab' option, indicating it is the selected schedule to be viewed.

Change Date Range Displayed

Change Date Range Displayed

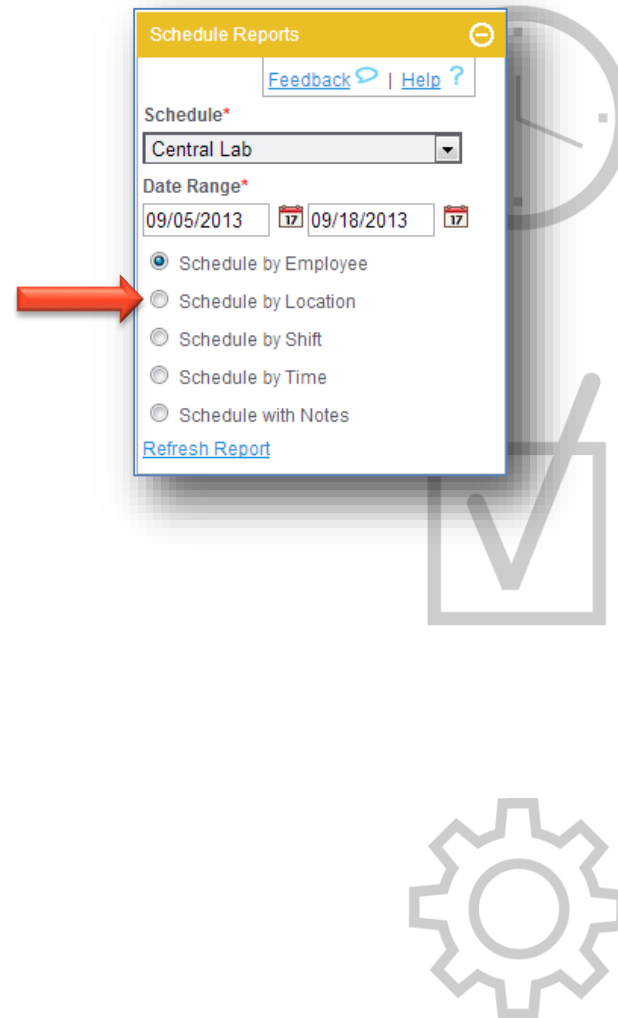
- Select the  icon and choose the beginning date and ending you would like displayed.
- Select the [Refresh Report](#) link.



Change Type of Schedule Displayed

Change Type of Schedule Displayed

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



Print PDF Schedule

Print PDF Schedule

- Select the **Report** menu.

The screenshot shows the ScheduleReady web application interface. At the top, there are navigation tabs: Welcome, Calendar, Schedules, Administration, and Reports. The Reports tab is highlighted. Below the navigation, there is a 'Reports' dropdown menu with a 'Configure Layout' link. The main area displays a report titled 'Tag Report - HTML'. A red arrow points to this dropdown menu. Below the report title, there is a table with columns for dates from 09/05 to 09/18 and rows for various employees. The table contains shift codes like MAN2, SER, HEME1, AUTO, TC, CHEM2, BB2, HEP, MICRO, SURG, BBam, N4, and FLOAT1. A red arrow points to the 'Report:' dropdown menu in the top right corner of the report area.

- Select the PDF schedule report you would like to print.

This screenshot shows a dropdown menu for the report type. The options are: Tag Report - HTML, Full Report - HTML, Tag Report - PDF (portrait), Tag Report - PDF (landscape), Full Report - PDF (portrait), and Tag Report - Excel. A red arrow points to the 'Tag Report - PDF (portrait)' option.

- Click the [Download PDF](#) link.

This screenshot shows the 'Report:' dropdown menu with 'Tag Report - PDF (portrait)' selected. Below the dropdown, there is a red PDF icon and a blue 'Download PDF' link. A red arrow points to the 'Download PDF' link.

Print PDF Schedule

Print PDF Schedule

- Select the **Report** menu.

The screenshot shows the ScheduleReady web application interface. At the top, there are navigation tabs: Welcome, Calendar, Schedules, Administration, and Reports. The Reports tab is highlighted. Below the navigation, there is a 'Reports' dropdown menu with a 'Tag Report - HTML' option selected. A red arrow points to this dropdown. To the left of the main grid, there are filters for 'Schedule*' (Central Lab) and 'Date Range*' (09/05/2013 to 09/18/2013). Below these are radio buttons for scheduling options: Schedule by Employee (selected), Schedule by Location, Schedule by Shift, Schedule by Time, and Schedule with Notes. A 'Refresh Report' link is also present. The main grid displays a schedule for 'Central Lab: 2013' from 09/05 to 09/18. The grid columns represent days of the week, and the rows represent employees. The grid contains various shift codes such as MAN2, SER, TITER, HEME1, AUTO, CHEM1, TC, FLOAT1, BBam, MICRO, HEP, N4, and SURG. A red arrow points to the 'Tag Report - HTML' dropdown menu.

- Select the **Tag Report - Excel** schedule report option.

A close-up of the 'Report:' dropdown menu. The menu is open, showing several options: '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 - Excel' option is highlighted with a blue background. A red arrow points to this option.

A close-up of the 'Download Excel Spreadsheet' link. The link is highlighted with a blue background. A red arrow points to this link.

- Click the [Download Excel Spreadsheet](#) link.