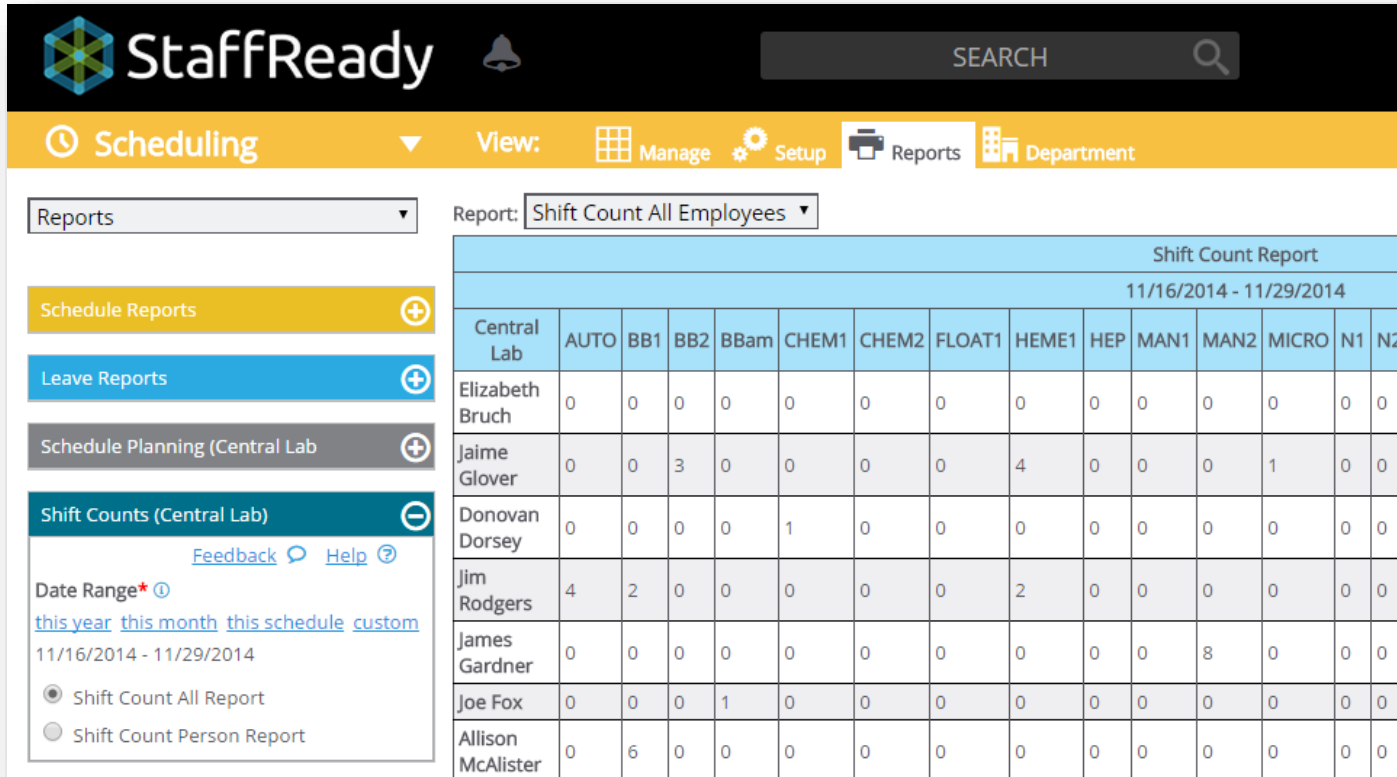


Reports View

Shift Counts

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

- Select a date range for shift count periods
- Change the type of shift count report displayed
- Change the employee displayed in the Shift Count Person Report



The screenshot displays the StaffReady interface for the Reports View. The main navigation bar includes 'Scheduling', 'View: Manage Setup Reports Department', and a search bar. The 'Reports' dropdown menu is open, showing 'Shift Counts (Central Lab)' selected. The 'Shift Counts (Central Lab)' submenu is expanded, showing 'Shift Count All Report' selected and 'Shift Count Person Report' unselected. The date range is set to '11/16/2014 - 11/29/2014'. The report title is 'Shift Count Report' for the period '11/16/2014 - 11/29/2014'. The report table shows shift counts for various departments and employees.

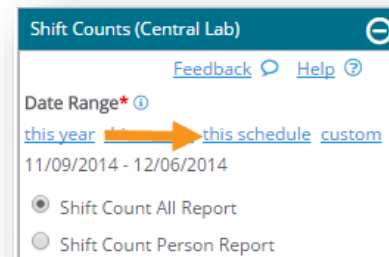
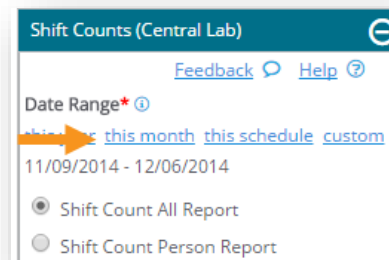
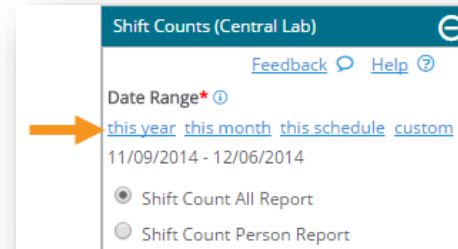
Shift Count Report														
11/16/2014 - 11/29/2014														
Central Lab	AUTO	BB1	BB2	BBam	CHEM1	CHEM2	FLOAT1	HEME1	HEP	MAN1	MAN2	MICRO	N1	N2
Elizabeth Bruch	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jaime Glover	0	0	3	0	0	0	0	4	0	0	0	1	0	0
Donovan Dorsey	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Jim Rodgers	4	2	0	0	0	0	0	2	0	0	0	0	0	0
James Gardner	0	0	0	0	0	0	0	0	0	0	8	0	0	0
Joe Fox	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Allison McAlister	0	6	0	0	0	0	0	0	0	0	0	0	0	0

Select a Date Range for Shift Count Period

The **Date Range** menu within the **Shift Counts** Submenu allows you to quickly change the range of shift count periods displayed within the **Shift Count Reports** table. There are three preconfigured options (this year, this month, and this schedule) and a custom date range option. Among other uses, the custom range is how you view historical shift count periods. You can find the menu options under **Date Range**.

Select Date Range

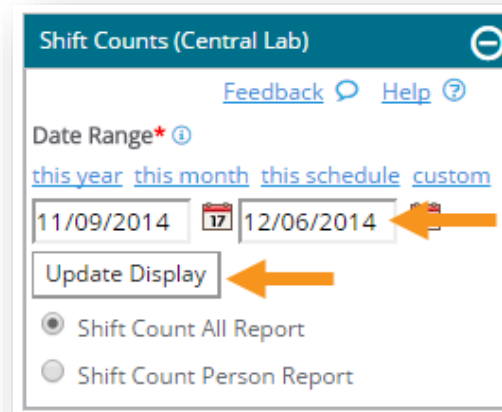
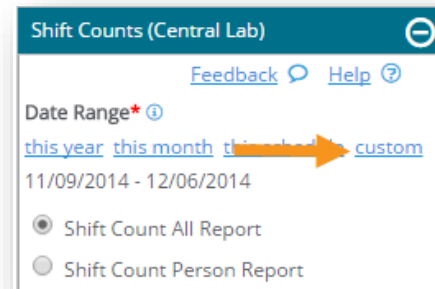
1. To display every shift count period for the current calendar year, click **this year**.
2. To display every shift count period for the current calendar month, click **this month**.
3. To display only the current schedule period, click **this schedule**.



4. To display custom beginning and ending date range, click **custom**.

5. In the **Date** boxes, type the beginning and ending dates of the range you would like to view.

6. Click **Update Display**.



Change the Employee Displayed in the Shift Count Person Report

Change the Employee Displayed in the Shift Count Person Report

1. Select the radio button for the **Shift Count Person Report**.
2. Select the **Report** menu.
3. Select the employee you wish to view in the **Shift Count Person Report**.

