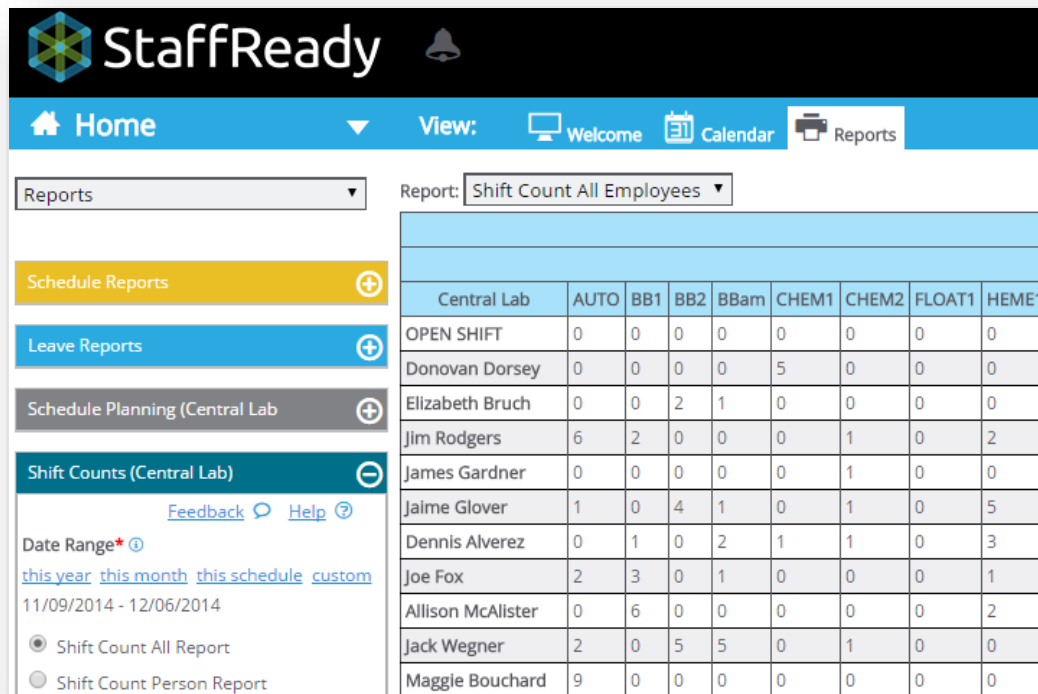


Reports View

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



StaffReady

Home View: Welcome Calendar Reports

Reports

Report: Shift Count All Employees

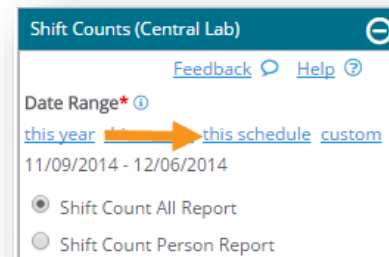
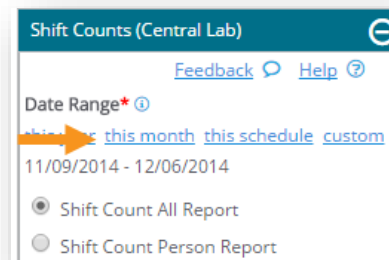
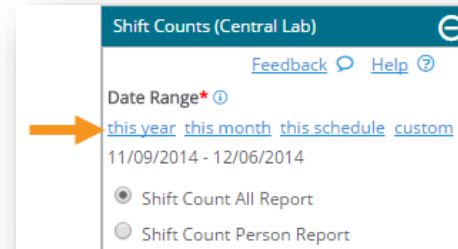
Central Lab	AUTO	BB1	BB2	BBam	CHEM1	CHEM2	FLOAT1	HEME1
OPEN SHIFT	0	0	0	0	0	0	0	0
Donovan Dorsey	0	0	0	0	5	0	0	0
Elizabeth Bruch	0	0	2	1	0	0	0	0
Jim Rodgers	6	2	0	0	0	1	0	2
James Gardner	0	0	0	0	0	1	0	0
Jaime Glover	1	0	4	1	0	1	0	5
Dennis Alvarez	0	1	0	2	1	1	0	3
Joe Fox	2	3	0	1	0	0	0	1
Allison McAllister	0	6	0	0	0	0	0	2
Jack Wegner	2	0	5	5	0	1	0	0
Maggie Bouchard	9	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

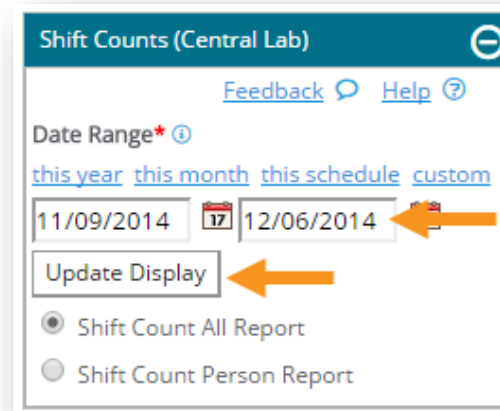
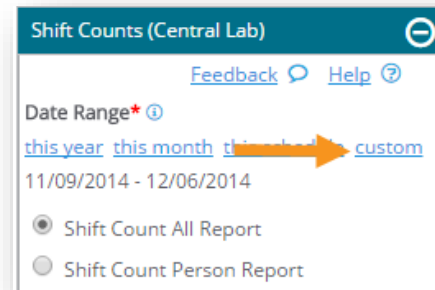
1. To display every shift count period for the current calendar year, click **this year**.
2. To display every shift count period for the current calendar month, click **this month**.
3. To display only the current schedule period, click **this schedule**.



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.

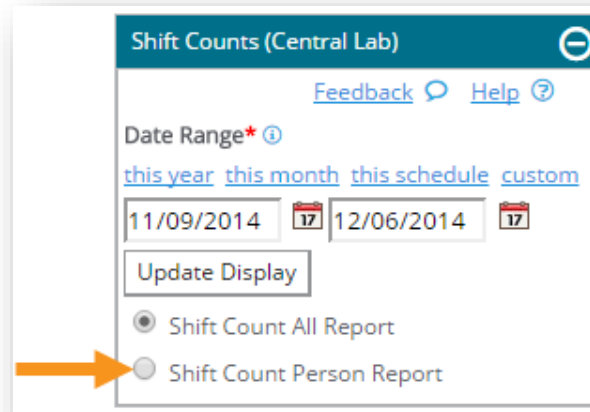
6. Click **Update Display**.



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**.

