



# Reports Dashboard Quick Guide

The Dashboard is a fully automated home page. It is designed to give the user a super-fast window into their relevant data. The Dashboard will open automatically when a user first logs into the application.

The Dashboard has settings based on user access rights and opens as the default home page. Some user settings will only view the Dashboard as their default home on set day intervals, this saves time for more frequent users.

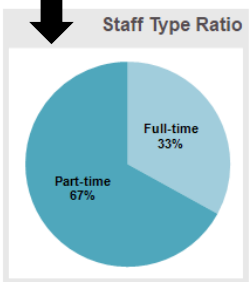
Yearly Planner    Workforce    Staff    **Reports**

- Hover over 'Reports'
- Select 'Dashboard'

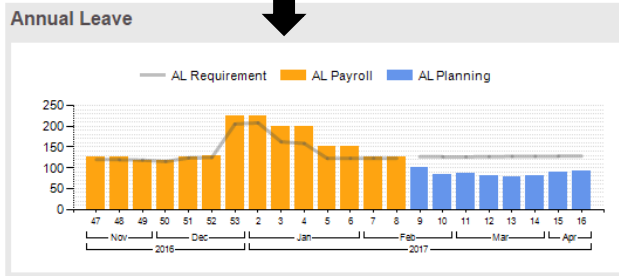
➤ All Reports  
➤ **Dashboard**

The Dashboard can be run at any time – By clicking "Reports" tab and selecting "Dashboard"

## Basic Demographics



## Annual Leave Display



## User Links

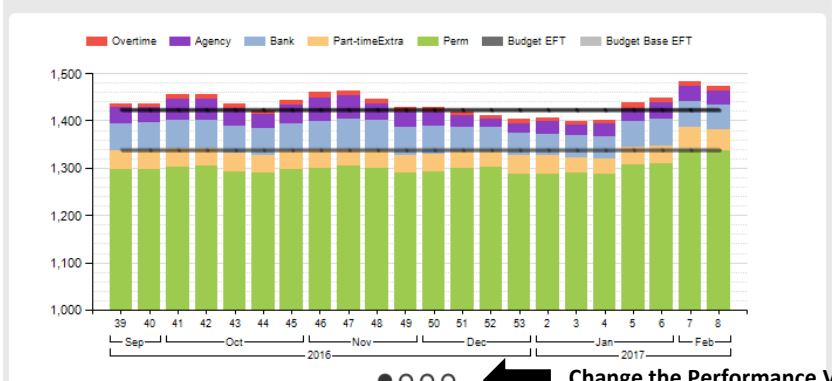
- Request Staff
- Add Leave
- Shift Summary
- Add Future Staff
- Masterfile Sync

## Workforce Summary

Supplementary (13 Feb - 19 Feb)

| Agency          | Hours        | Dollars       |
|-----------------|--------------|---------------|
| Agency          | 1,124        | \$76.6k       |
| Bank            | 2,030        | \$92.3k       |
| Overtime        | 370          | \$26.3k       |
| Part-Time Extra | 1,723        | \$60.6k       |
| Pool            | 0            | \$0.00        |
| <b>TOTAL</b>    | <b>5,246</b> | <b>\$256k</b> |

## Performance - EFT



- Performance Report
- Supplementary Report

+ All Reports

Change the Performance View

Global Dashboard    Organisational View

## Report Links

If Dashboard links are grey, this indicates the user doesn't have access. This may be for a number of reasons, for queries on access please contact your organisations Super User.

There are a number of different performance views (EFT, Dollars & Shortfall)

Report Filter

Select the organisational view of the report:

- Department
- Division
- Campus
- Hospital

Select the areas to include in the report:

To edit the data, select the Organisation View and define changes.

Scaling Percentage: 0.8

Run