



# Reports Performance Quick Guide



Yearly Planner

Workforce

Staff

Reports

## Favourite Reports

• Click on 'Performance Report'

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Performance Report

Dashboard

Supplementary Report

All Reports

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- Hover over 'Reports'
- Select 'All Reports'

Select at least 1 of the 10 questions before clicking "RUN"

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RUN

Select Date: Start: 27/06/2016 End: 26/02/2017

Select Profile: Profile: 2017-FY Budget

Organisation View: Location: Ward10

Group By: Department

No Future Staff

- |  |  |   |
|--|--|---|
| How many staff are required? <input type="checkbox"/>              | How many permanent staff were paid? <input type="checkbox"/> | What is the current shortfall? <input type="checkbox"/>         |
| What is the shortfall for the date range? <input type="checkbox"/> | How is annual leave tracking? <input type="checkbox"/>       | What is the supplementary staff usage? <input type="checkbox"/> |
| What is the performance to budget? <input type="checkbox"/>        | What are the staff demographics? <input type="checkbox"/>    | What is the skill mix? <input type="checkbox"/>                 |
| What is the sick leave trend? <input type="checkbox"/>             |  |   |

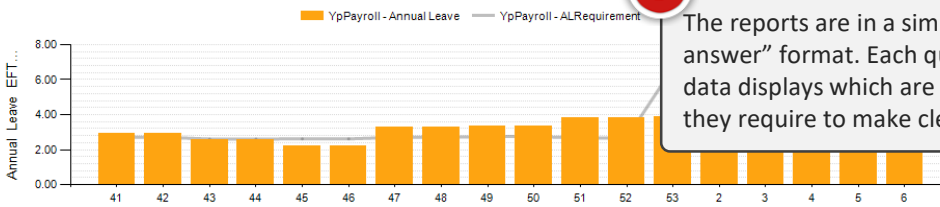
How many staff are required according to the budget profile selected? (Budget Base = Recruit to)

Location	Skill Group	Skill Type	Budget	Roster EFT	Annual Leave EFT
Ward10	Nurse	Nurse ANUM	\$640.55K	4.58	0.5
		Nurse Manager	\$125.57K	1.01	0.1
		Nurse-CN	\$265.45K	2.10	0.2
		Nurse-EN Route4	\$135.96K	1.37	0.1
		Nurse-EN Route5	\$240.20K	2.44	0.2
		Nurse-GN	\$335.76K	3.36	0.3
Support	Attendant	Nurse-RN	\$1.40M	12.11	1.3
			\$48.78K	0.91	0.0
Totals			\$3.19M	27.87	3.12

All settings are able to be adjusted based on your specific requirements. Click the question/s you wish to be changed and configure the settings based on what you wish to see. Hit the RUN button and the settings will be applied to the report and displayed across the tiles. If you select another question after clicking RUN, you must click RUN again to load the new question.

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How is annual leave tracking to target for the date range selected?



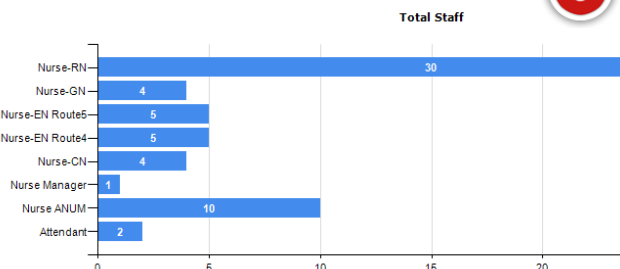
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The reports are in a simple to understand "question & answer" format. Each question can have up to 5 individual data displays which are designed to give the user the data they require to make clear interpretations.

- |  |   |  |
|--|---|--|
| What are the staff demographics? <input checked="" type="checkbox"/>   | What is the current shortfall? <input type="checkbox"/>                       | What is the skill mix? <input checked="" type="checkbox"/> |
| How many staff are required? <input checked="" type="checkbox"/>       | How many permanent staff were paid? <input type="checkbox"/>                  | How is annual leave tracking? <input type="checkbox"/>     |
| What is the performance to budget? <input checked="" type="checkbox"/> | What is the shortfall for the date range? <input checked="" type="checkbox"/> |  |

View all the possible data sets, or select based on specific requirements. Adjust and change as much as you require including the display order – click, hold and drop a question to move the order.

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The Performance Report displays a fully automated, comprehensive performance management and tracking tool. The Performance Report gives the user the ability to experience data collected from the full suite of HWS Modules. The report includes payroll, Masterfile and data collated from the Workforce & Allocation Modules. It is designed to give users a complete picture of their data from the setting of budgets, to actual performance, to targets. The report can be used for a wide range of user specific functions that include Profile Modelling, department summaries, leave tracking, case studies and potential recruitment etc.