



Reports Supplementary Quick Guide



Yearly
Planner

Workforce

Staff

Reports

Favourite Reports

- Click on 'Supplementary Report'

Performance Report

Dashboard

Supplementary Report

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All Reports

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

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Click RUN! The report is fully automated with default settings based on the user access rights. This includes your department settings, dates and filters.

RUN

Select Date

Start: 17/10/2016
End: 02/04/2017

Data View

Organisation View

Ward10

Average supplementary staff use	<input type="checkbox"/>	Supplementary staff use per week	<input type="checkbox"/>	Supplementary staff use comparison	<input type="checkbox"/>
Rationales for supplementary staff usage	<input type="checkbox"/>	Shifts supplementary staff were used	<input type="checkbox"/>	Skill types of supplementary staff use	<input type="checkbox"/>
Supplementary staff use for the past week	<input type="checkbox"/>	Confirmed shifts for the current working week	<input type="checkbox"/>	Workforce and Allocations compliance	<input type="checkbox"/>

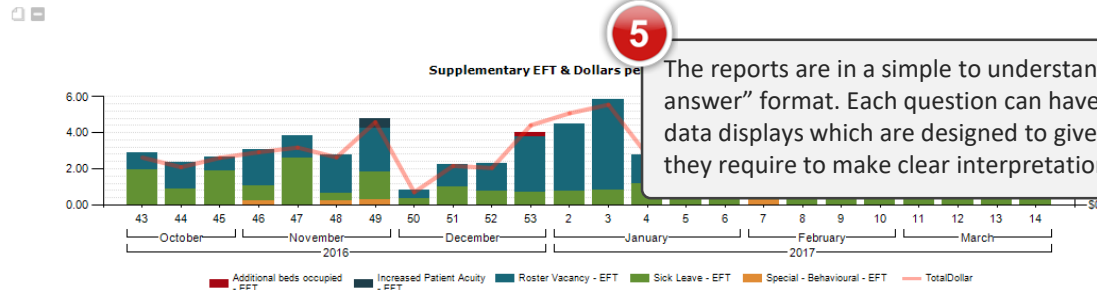
What is the average supplementary staff usage for the date range selected?

Location	Agency EFT	Bank EFT	ParttimeExtra EFT	Redeployme EFT
Ward10	0.20	1.97	0.11	
Totals	0.20	1.97	0.11	

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.

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What is the supplementary staff usage per week 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.

Supplementary staff use per week	<input checked="" type="checkbox"/>	Supplementary staff use comparison	<input type="checkbox"/>	Workforce and Allocations compliance	<input checked="" type="checkbox"/>
Skill types of supplementary staff use	<input checked="" type="checkbox"/>	Shifts supplementary staff were used	<input type="checkbox"/>	Average supplementary staff use	<input type="checkbox"/>
Confirmed shifts for the current working week	<input checked="" type="checkbox"/>	Rationales for supplementary staff usage	<input checked="" type="checkbox"/>		

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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.

The Supplementary Report displays a fully automated, comprehensive review of shifts booked through the central allocations department. It links directly with the Workforce & Allocations modules to deliver accurate EFT, Dollar & Hour calculations. This report is able to be utilized for a wide range of user specific requirements, including performance tracking, data summaries, case studies, workforce history, trend analysis and potential recruitment etc.

Hours & Dollars of supplementary staff spread per day by shift type

