



Reports

Workforce Deficits Report

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Workforce Report

Basic Workforce Report

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Workforce Availability Summary Report

Workforce Deficits Report

- Click on 'Workforce Deficits Report'

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Yearly
Planner

Workforce

Staff

Reports

▶ All Reports

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

Report Configuration

Start Date

End Date

Organisation

Department Division Campus Hospital

Hospital

Show Inactive Departments

Allocation Status Staff Type Rationale Type Skill Type Skill Group

Shift Type

Run Report

Export

Excel ▼

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The Workforce Deficits Report can show a range of different filters. For example, you can tick the Allocation Status box and select from the drop down below to bring up different shift types. You can filter for Staff Type, Rationale Type, Skill Type, Skill Group and Shift Type to bring up the information you require just by ticking the box and selecting your filters.

Once you have selected all the filters required, click on 'Run Report' to bring up the results or click on 'Export' and select which file type from the drop down.

ShiftDate	Department	Rationale	Skill Type	ShiftType	GradeCode	StaffType	FirstName	LastName	StartTime	EndTime	Hour	Allocation Status	RequestedBy	RequestDate	AgencyApprovedBy
23/04/2019		Additional Beds Occupied	Nurse-RN	PM	ZU6	Bank			15:30:00	21:30:00	5.50	Confirmed		23/04/2019 6:51:42 PM	
23/04/2019		Personal Leave	Nurse-RN	AM	YP3	Pool			07:00:00	15:30:00	8.00	Confirmed		23/04/2019 10:02:40 AM	
23/04/2019		Personal Leave	Nurse-RN	Night	ZU13	Bank			21:00:00	07:30:00	10.00	Confirmed		17/04/2019 9:34:35 PM	
23/04/2019		Personal Leave	Nurse-RN	PM	YP4	Pool			13:00:00	21:30:00	8.00	Confirmed		23/04/2019 8:45:11 AM	
23/04/2019		Personal Leave	Nurse-RN	Night	ZU11	Bank									
23/04/2019		Roster Vacancy	Nurse-RN	AM	YP4	Pool									
23/04/2019		Personal Leave	Nurse-RN	PM	ZU4	Bank									

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This report displays the following information:

- Shift Date
- Department
- Rationale
- Skill Type
- Shift Type
- Grade Code
- Staff Type
- Staff Name
- Shift start and end time
- Total shift hours
- Allocation Status
- Who the shift was requested by and on which date
- Who approved the Agency if applicable

If you wish to change the dates or filters of the report; simply click on the Cog icon to open the Report Configuration screen. You can export this report to PDF, Excel or Word. You can also print or copy and paste the results into your required program.

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