



Reports

Workforce Report

Quick Guide

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 - Workforce Report

1 • Click on 'Workforce Report'

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1 • Hover over 'Reports'
• Select 'All Reports'

▶ All Reports

Report Configuration

Start Date: 11/07/2017
 End Date: 11/10/2017
 Allocation Status: Confirmed
 Include Surplus: Surplus Redeployment

Organisation:
 Department Division Campus Hospital

Group By:
 Hospital
 Campus
 Division
 Department
 Cost Centre
 Rationale Type
 Shift Type
 Skill Type
 Skill Group
 Grade Code
 Grade Profession

Period Calculate Staff Type Skill Group Skill Type
 Shift Type Grade Code Grade Profession Rationale Type

The Workforce Report is able to be filtered by 9 categories and grouped by 11 categories which are fully customisable. The 'Group By' table can be ordered any way you choose just by clicking a cell and dragging above or below other cells.

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Option: Hide Percentage Hide Row Total Advance Booking Same Day Booking
 Source: Wf Format Number

Run Report 4 Once you have selected all the filters required, click on 'Run Report' to bring up the results.

Hospital	Department	Rationale Type	Skill Type	Bank EFT	Pool EFT	Total EFT
		Roster Vacancy	Nurse-RN	0.14		0.14
		Sick Leave	Nurse-RN	0.02		0.02
		Roster Vacancy	Orderly	0.05		0.05
		Roster Vacancy	Admin Officer	0.10		0.10
		Roster Vacancy	Nurse-RN	0.30		0.30
			WardClerk	0.06		0.06
		Sick Leave				
		Roster Vacancy				

If you wish to change the dates, filters or order 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.

This report displays the same information as in the supplementary report question "What is the average supplementary staff usage for the date range selected?" which displays the EFT use for;

- Agency EFT
- Bank
- Part-time Extra
- Pool
- Over-time
- Nursing resource team

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