



Workforce Special Requests Report

1. Click on Reports tab and click on + Workforce Reports to expand options

Performance Reports →

- + Management Reports
- + Shortfall Reports
- + Workforce Reports
- + Payroll Reports
- + Planning Reports
- + Staff Reports
- + Other Reports

2. Click on Workforce Special Request Report

The screenshot shows the 'Reports' tab selected in the top navigation bar. Below the navigation bar, there are three main sections: 'Favourite Reports', 'Modelling Reports', and 'Performance Reports'. The 'Performance Reports' section is expanded, showing a list of reports. The 'Workforce Special Request Report' is highlighted in yellow.

Favourite Reports	Modelling Reports →	Performance Reports →
Performance Report	+ EFT Profile Reports	+ Management Reports
Dashboard	+ Budget Reports	+ Shortfall Reports
Supplementary Report	+ Nursing Reports	- Workforce Reports
Profile Report	+ Demographic Reports	Workforce Report
Budget Report	+ Comparison Reports	Basic Workforce Report
Nursing Report		Workforce Availability Report
Profile Comparison Report		Workforce Availability Summary Report
Workforce Report		Workforce Deficits Report
Payroll EFT Report		Workforce Payment Report
		Workforce Agency Report
		Workforce Special Request Report
		Workforce Graphic Report
		Workforce Staff Shift Report
		Bank Payment & Contingency Report
		Workforce Activity Report

3. Once in the report, select

- dates you want to view,
- in the Organisation section – select Hospital
- tick boxes in ‘Group By’ to view specific information, and ‘type’
- Run Report

Report Configuration

Start Date: 19/07/2019
End Date: 22/07/2019
Allocation Status: Confirmed
Organisation: Department Division Campus Hospital
Western Health
Show Inactive Departments:
Group By: Hospital, Division, Department, Cost Centre, UR Number, Patient Name, Week Name, Shift Type, Rationale Type, Staff Type, Skill Type, Grade Code, Approved By
Type: HighAcuity, TreatmentIntrf, AgrVerbal, Falls, InapSexualBehav, SelfHarm, CognitiveImpair, AgrPhysical, SuicidalIdeation, Absconding, Category1, Category2, Category3
Option: Hide Percentage, Advance Booking, Same Day Booking, Format Number
Source: Wf
Run Report - Export Excel

4. If you want to change the information you are looking at and rerun the report – just click on the ‘cog’ icon at the top of the report and it will take you back to the report configuration screen. To export to Excel click on Excel icon.

Western Health - Workforce Special Request Report

Hospital: [Western Health];
Date Range: 19/07/2019 - 22/07/2019;
Group By: DivisionName, RationaleTypeName, SpecialApproveName;
Generated: 22/07/2019 08:22

Division	Rationale Type	SpecialApproveName	Hour	Dollar	Count	Category1
Emergency, Medicine and Cancer Services (WSH)	Special - Behavioural	Approved by AHA Joan	8.00	\$672.75	1	

You can play with the parameters, presentation and also the order if you wish by ticking, drag and drop the parameters – you cannot break it so it is okay to play with the report configuration. It will revert back to the default report configuration when you next logon.