



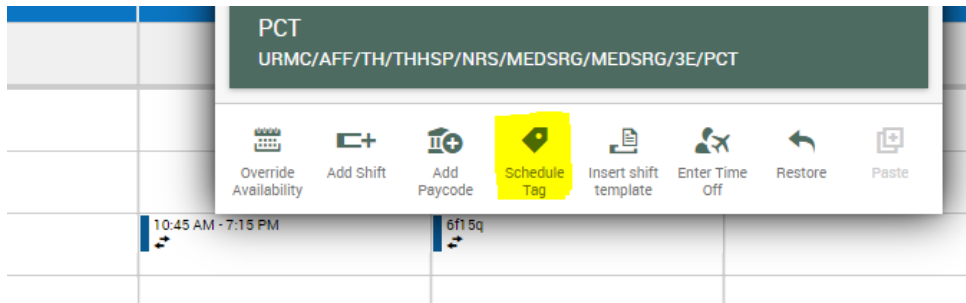
# Low Census

## Documenting and Finding Low Census in Dimensions

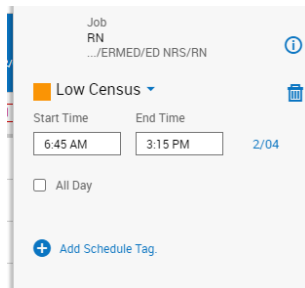
### Documenting Low Census

#### Use Schedule Tags

- Right-click on the date of low census
- Click in the white space to get the menu with the “schedule tag” option

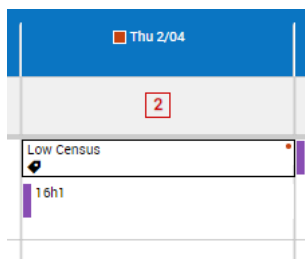


- Enter the appropriate time of low census
- Enter PTO, if needed



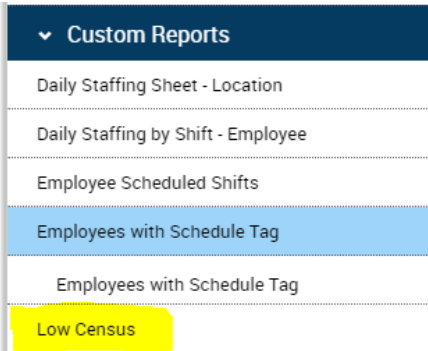
### Finding Low Census Information

In addition to being on the schedule (see image below)...



...there is also a report for Low Census tags:

Click **Reports > Custom Reports > Employee with Schedule Tags > Low Census**



Select the appropriate timeframe and hyper-find, by Department **NRS 3E** or **NRS 3W** etc. or all **NRS MED SURG**