

Location Schedule Detail - Weekly

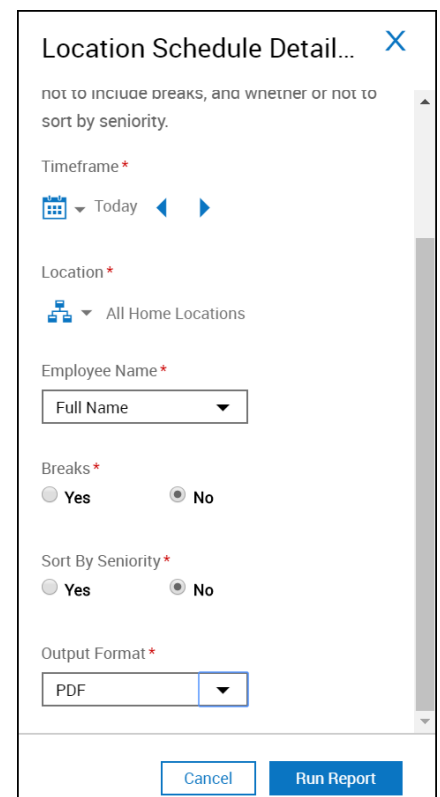
This report shows the weekly schedule details for all people who are scheduled to work at a location regardless of primary job. It shows detail in 15-minute intervals and can include fields such as breaks, availability, and wages.

To run the Location Schedule Detail – Weekly report:

Note:

You cannot change this report, but you can copy it and modify the copy.

1. From your Report Library, **click Run Report**.
2. In the Select Report panel, select **Scheduling > Location Schedule Detail - Weekly** and **click Select**.
3. In the report panel, select the parameters:
 - a. **Click Select Timeframe**. Then, in the Timeframe panel, select the appropriate timeframe or **click Select Range** to select a range of dates. When finished, **click the x icon**.
 - b. **Click Select Hyperfind**. Then, in the Locations & Hyperfinds panel, select the appropriate location or Hyperfind. If you have the appropriate access, you can also do the following:
 - i. **Click New Hyperfind** to create a new Hyperfind.
 - ii. **Click Select Locations** to open the **Select locations panel**.
 - iii. When finished, **click the x icon**.
4. **Schedule** — Select one of the following:
 - **Current** — shows all shifts. Use to post a schedule, see who is scheduled, or check undercoverage or overcoverage
 - **Posted** — Show only schedules that are posted. If you post this report, employees can see open shifts and who is scheduled. You can use posted reports for tracking and audits. In Scheduler, select Mark Posted.
5. **Shift Display** — Select one of the following:
 - **Shift Times** — displays shift start and end times
 - **Shift Labels** — displays shift labels
6. **Schedule** — Select one of the following:
 - **Current** — displays data from the last saved schedule
 - **Posted** — displays data from the schedule currently posted.
7. **Output Format** — Select one of the following:
 - PDF
 - XLSX



Location Schedule Detail... X

not to include breaks, and whether or not to sort by seniority.

Timeframe*
 Today

Location*
 All Home Locations

Employee Name*

Breaks*
 Yes No

Sort By Seniority*
 Yes No

Output Format*

- Interactive
8. Click **Run report**. An **In progress** message displays while the report is running.
 9. Click **OK** when the **Report is Completed** message appears. If you created a PDF or Excel report, a link appears at the bottom of the Report Library. If you created an interactive report, the report opens in a new tab automatically.

Report Content

The report contains the following data:

- **Location** — The top row is the name of the location. The second row is the complete path for the location. Each location starts a new page of the report.
- **Employee** — Open shifts for each job; followed by employees sorted by jobs, listed alphabetically
- For Schedule Generation:
 - **Full-day Availability** — Flags employees with full-day availability
 - **Wages Display** — Displays wages only if you can have access to wage data
 - **Seniority** — Sorts employees by department, job, then seniority from most seniority to least seniority
- **Job** — Sorted by sort order number, if configured. Otherwise, sorted alphabetically
- Schedule Entities — For each day of the time period:
 - **Display** — Shifts listed by start time and end time
 - **Transfers** — Italics followed by the letter x
 - **Paycodes** — Only for employees whose primary job is in the location. In monthly report, short names of pay codes
 - In Schedule Generation, the Breaks Display option — Displays shift breaks

Employee		Sun 11/03/2019	Mon 11/04/2019	Tue 11/05/2019	Wed 11/06/2019	Thu 11/07/2019	Fri 11/08/2019	Sat 11/09/2019
Adams, Eliza	Associate		7:00 AM - 3:30 PM <i>7:00 AM - 3:30 PM</i> Department 2/Senior Associate	7:00 AM - 3:30 PM 7:00 AM - 3:30 PM	(x) 7:00 AM - 3:30 PM <i>7:00 AM - 3:30 PM</i> Department 2/Senior Associate	7:00 AM - 3:30 PM <i>7:00 AM - 3:30 PM</i> Department 2/Senior Associate	7:00 AM - 3:30 PM <i>7:00 AM - 3:30 PM</i> Department 2/Senior Associate	
Chu, Paul	Associate		8:30 AM - 3:30 PM 8:30 AM - 3:30 PM	7:00 AM - 3:30 PM 7:00 AM - 3:30 PM	7:00 AM - 3:30 PM 7:00 AM - 3:30 PM	6:00 AM - 2:30 PM 6:00 AM - 2:30 PM	6:00 AM - 2:30 PM 6:00 AM - 2:30 PM	
Welch, Justin	Associate		8:45 AM - 4:00 PM 8:45 AM - 4:00 PM	7:00 AM - 4:00 PM 7:00 AM - 4:00 PM	7:00 AM - 4:00 PM 7:00 AM - 4:00 PM	7:00 AM - 4:00 PM 7:00 AM - 4:00 PM	7:00 AM - 4:00 PM 7:00 AM - 4:00 PM	
Edwards, Ryan	Lead		8:00 AM - 4:00 PM 8:00 AM - 4:00 PM	8:00 AM - 4:00 PM 8:00 AM - 4:00 PM	8:00 AM - 4:00 PM 8:00 AM - 4:00 PM	8:00 AM - 4:00 PM 8:00 AM - 4:00 PM	8:00 AM - 4:00 PM 8:00 AM - 4:00 PM	
Adams, Eliza	Senior Associate		7:00 AM - 3:30 PM 7:00 AM - 3:30 PM	7:00 AM - 3:30 PM <i>7:00 AM - 3:30 PM</i> Department 2/Associate	(x) 7:00 AM - 3:30 PM 7:00 AM - 3:30 PM	7:00 AM - 3:30 PM 7:00 AM - 3:30 PM	7:00 AM - 3:30 PM 7:00 AM - 3:30 PM	
Edwards, Howard	Senior Associate		7:00 AM - 4:00 PM 7:00 AM - 4:00 PM	7:00 AM - 4:00 PM 7:00 AM - 4:00 PM	7:00 AM - 4:00 PM 7:00 AM - 4:00 PM	7:00 AM - 4:00 PM 7:00 AM - 4:00 PM	7:00 AM - 4:00 PM 7:00 AM - 4:00 PM	