



Location Schedule - Weekly

This report shows the weekly schedule for all people who are scheduled to work at a location regardless of primary job.

To run a Location Schedule – Weekly Report

1. **Note:** You cannot change this report, but you can copy it and modify the copy.
2. From your Report Library, click **Run Report**.
3. In the Select Report panel, select **Scheduling > Location Schedule - Weekly** and click **Select**
4. 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 choose a date range. 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.
5. **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
6. **Shift Display** — Select one of the following:
 - **Shift Times** — displays shift start and end times
 - **Shift Labels** — displays shift labels

The screenshot shows a configuration panel for the 'Location Schedule - Weekly' report. It includes several dropdown menus and buttons:

- Timeframe ***: Set to 'Today' with left and right navigation arrows.
- Location ***: Set to 'All Home Locations'.
- Pay Code Name ***: Set to 'Full Name'.
- Shift Display ***: Set to 'Shift Times'.
- Schedule ***: Set to 'Current'.
- Output Format ***: Set to 'PDF'.

At the bottom of the panel are two buttons: 'Cancel' and 'Run Report'.



7. **Schedule** — Select one of the following:
 - **Current** — displays data from the last saved schedule
 - **Posted** — displays data from the schedule currently posted
8. **Output Format** — Select one of the following:
 - PDF
 - XLSX
 - Interactive
9. Click **Run Report**. An In progress message displays while the report is running.
10. 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 senior to least senior
- **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 the monthly report, the short names of pay codes
 - In Schedule Generation, the Breaks Display option – Displays shift breaks
- If applicable, the total number of employees who are not totalized also appears, as well as the employee's name (last, first) and ID.



Time Period : Nov 5, 2019 - Nov 5, 2019
 11/05/2019 - 11/05/2019
 Query : All Home Locations
 Currency Code : USD

Executed On : 11/05/2019 8:54 AM
 Printed For : MichaelMartin09

CO/NorthGroup09/Department 1		
Employee	Scheduled Job	Tue 11/05/2019
Adams, Greg	Associate	7:00 AM - 4:00 PM 7:00 AM - 4:00 PM
Adams, Victor	Associate	7:30 AM - 4:00 PM 7:30 AM - 4:00 PM
Reyes, David	Associate	7:00 AM - 3:30 PM 7:00 AM - 3:30 PM
<Open Shift>/ Lead	Lead	7:30 AM - 4:30 PM 7:30 AM - 4:30 PM
Edwards, Priscilla	Lead	Training 09:00
Adams, Molly	Senior Associate	2:00 PM - 11:00 PM 2:00 PM - 11:00 PM
Adams, Olivia	Senior Associate	7:30 AM - 4:00 PM 7:30 AM - 4:00 PM
Richards, Harold	Senior Associate	7:00 AM - 3:30 PM 7:00 AM - 3:30 PM