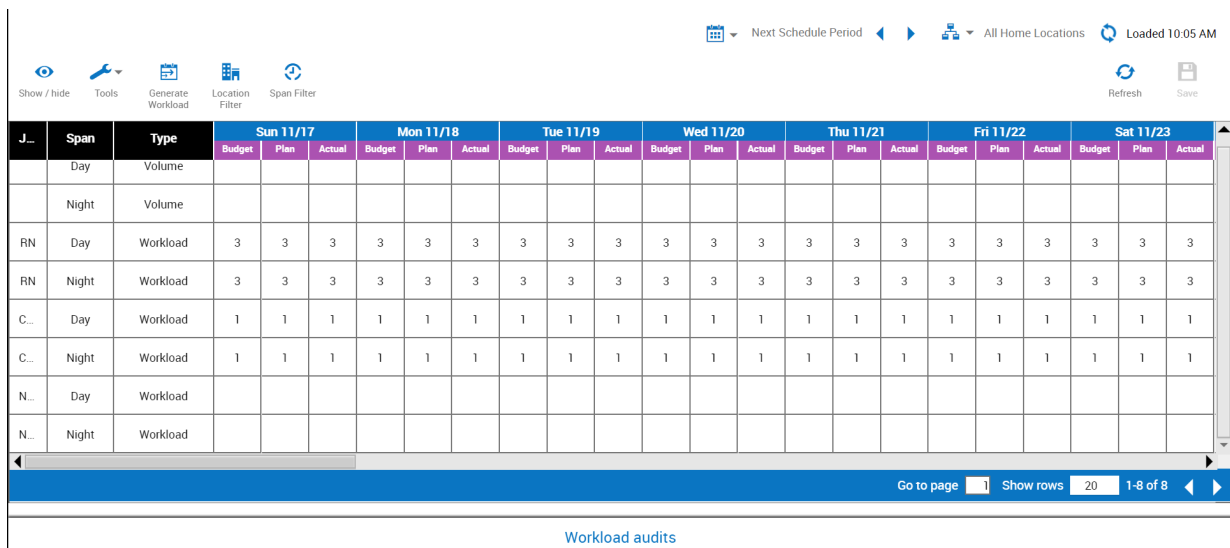


View the Workload

The Workload Planner is used to create, view, and edit staffing plans. For each location and time frame, the staffing plan displays the number of workers needed for each shift, zone, and job. The staffing plan can be imported or entered manually for each location, job, shift, or schedule zone.

To view the workload

1. From the Main Menu, locate and select **Workload Planner**.
2. The Workload Planner loads All Home Locations, by default. To change locations select **Select Locations** from the Select Location menu, then move locations from available to selected using the arrows.
3. Select a time period from the drop-down or select Range and specify a start date and end date.



J...	Span	Type	Sun 11/17			Mon 11/18			Tue 11/19			Wed 11/20			Thu 11/21			Fri 11/22			Sat 11/23		
			Budget	Plan	Actual	Budget	Plan	Actual	Budget	Plan	Actual	Budget	Plan	Actual	Budget	Plan	Actual	Budget	Plan	Actual	Budget	Plan	Actual
	Day	Volume																					
	Night	Volume																					
RN	Day	Workload	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
RN	Night	Workload	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
C...	Day	Workload	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
C...	Night	Workload	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
N...	Day	Workload																					
N...	Night	Workload																					

Go to page 1 Show rows 20 1-8 of 8

Workload audits

4. To filter on location, click **Location Filter** and search for a location in the Location Filterpanel.
5. (Optional) To view only data from a single span, click **Span Filter** and select **All** or a span filter in the Span Filter panel.
6. If the time period is too long for the display, use the date range arrows to display other dates.



7. (Optional) To customize visible columns and rows, select **Show/Hide**, then select or deselect the following in the Show/Hide panel:

Columns — shows these columns for each date

- Budget
- Plan
- Actual

Rows — shows these rows

- Volume
- Workload

Dialog box titled "Show / hide" with a close button (X). The dialog is divided into two sections: "Columns" and "Rows".

Columns

- Budget
- Plan
- Actual

Rows

- Volume
- Workload

Buttons: Cancel, Apply