Visual Scheduling: Daily Coverage Report

A daily coverage report displays the schedules and coverage of all the work positions in the schedule template for a specific day in the scheduling period. To access the daily coverage report, click the Operations drop-down list in the schedule template window and select **Reports**.



Select different day	Print report						Close report																													
Daily Coverage Report 🗸	✓ Nov-18 ✓ Print						CI	ose																												
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	530a	600a	630a	700a	730a	800a	830a	900a	930a	1000a	1030a	1100a	1130a	noon	1230p	100p	130p	200p	230p	300p	330p	400p	430p	500p	530p	600p	630p	700p	730p	d0.08	830p	90.0p	930p	1000p	1030p	1100p
CNAs		1:	st Shi	ift		Ĺ						2nd Shift																3rd 3	Shift							
Pending Fulfillment																										Pendi	ng (3	p/11:	30p 8	:00)						
Denton, Amber Q						Denton, /								Amber Q (8a/4:30p 8:00)																						
Wetherspoon, Lucas M										We	ethers	spoor	n, Lucas M (8a/4:30p 8:00)																							
Colley, Isaac E											Coll	ey, Is	saac B	ac E (8a/4:30p 8:00)																						
Clough, Allison J			Clough, Allison J (J (8	a/4:30	p 8:0	0)		1	F																	
Wilberforce, Courtney J		Wilberforce, Courtney J (8a/4:30p 8:00)														-		-																		
Seaford, Connor A											Seafo	ord, C	onno	r A (8	a/4:3	0p 8:	00)																			
Hartwell, Morgan J			Hartwell, Morgan J (5:30a/2:30p 8:30)																																	
Menteth, Andrea N						Menteth, Andrea N (5:30a/2:30p 8:30)																														

Coverage schedule numbers are indicated by the bar chart at the top of the report.



Assigned employees are listed with their schedule times aligned with the time bar for easy identification of schedule overlaps and gaps. Under-schedule (yellow bar) and overscheduled (red bar) coverage schedules are color coded for easy identification.



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