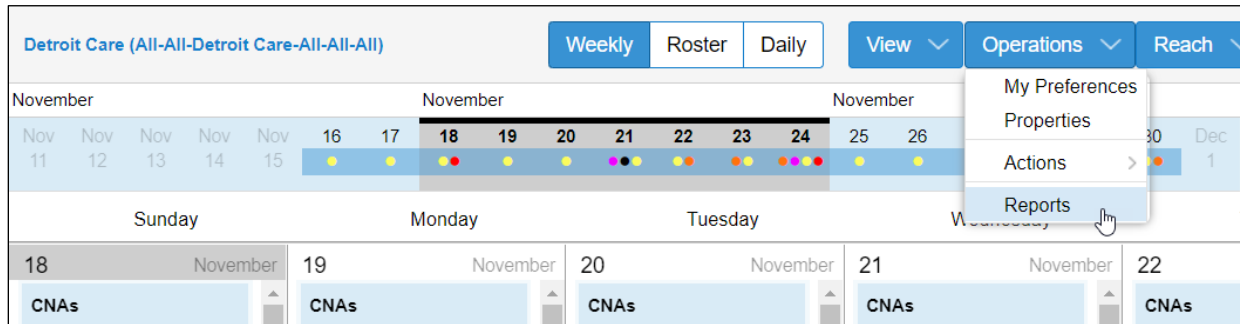


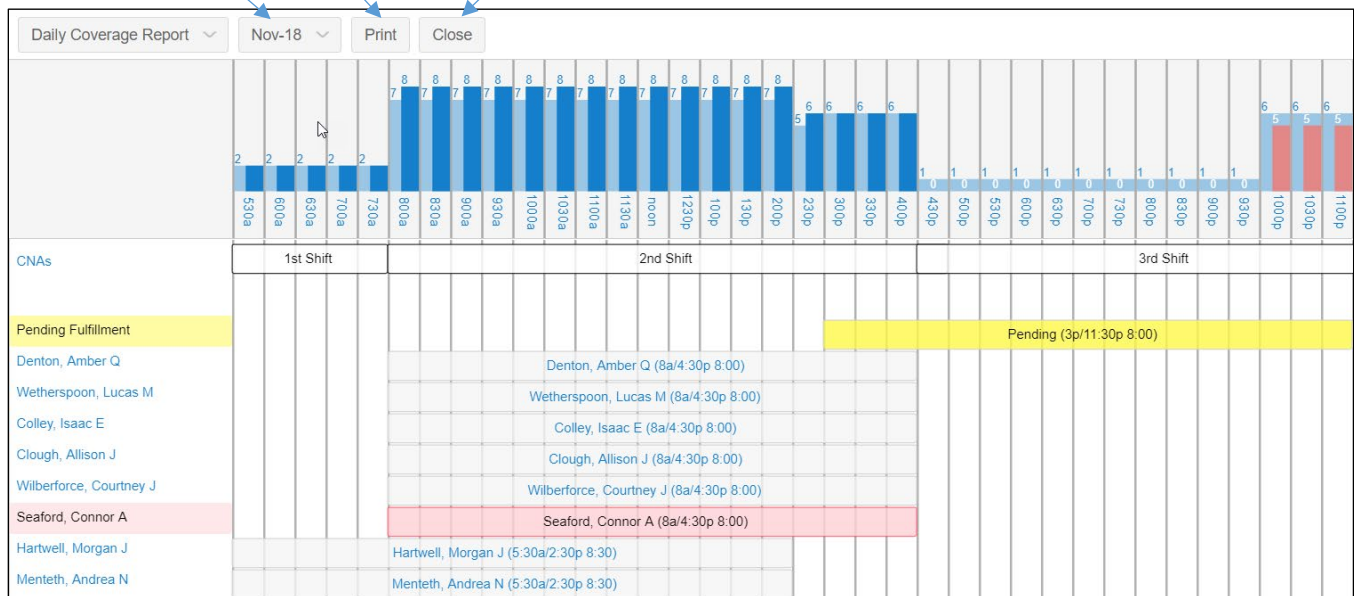
Visual Scheduling: Daily Coverage Report

Job Aid

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**.

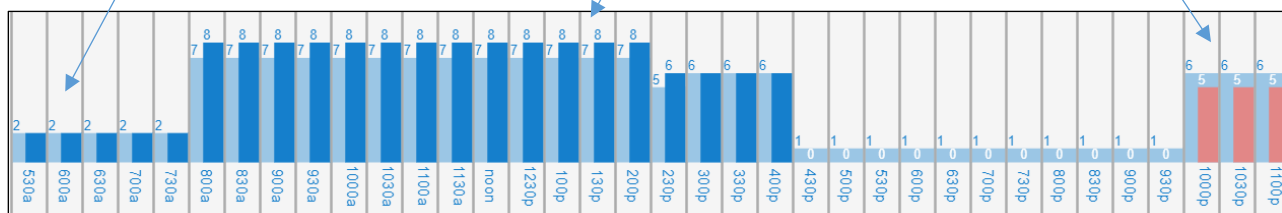


Select different day Print report Close report

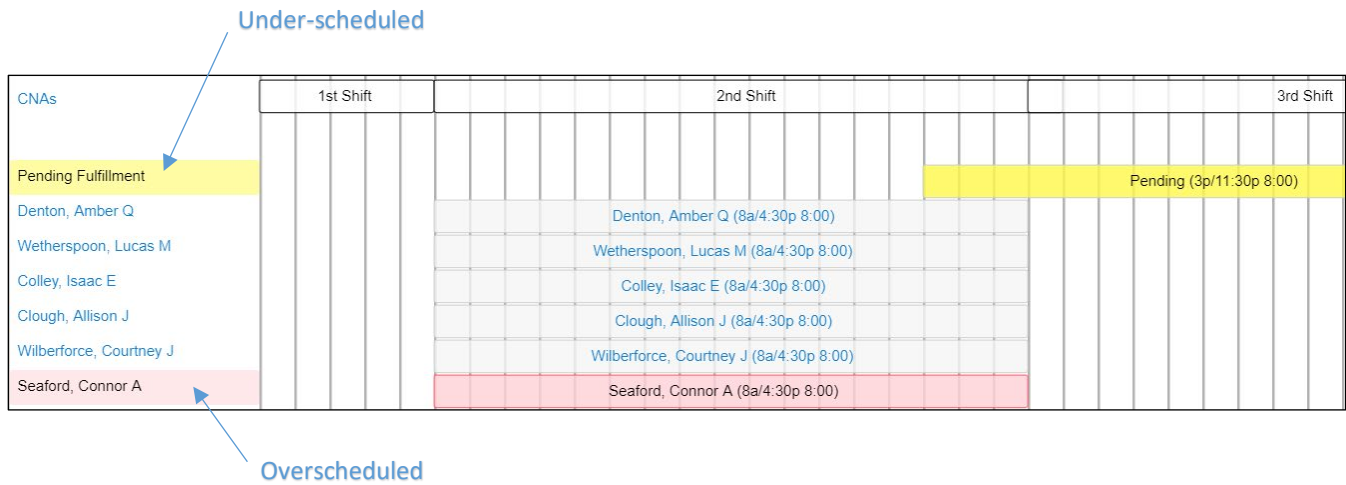


Coverage schedule numbers are indicated by the bar chart at the top of the report.

Schedule coverage matches number of employees assigned Under-scheduled Overscheduled



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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