Visual Scheduling: Posting Schedules Report

The Posting Schedules Report in Visual Scheduling generates a customizable list of employees and their schedules for the scheduling period represented in the schedule template.

To view the Posting Schedules Report, click the Operations drop-down list in the schedule template window and select **Reports**.



Click the report drop-down list and select the **Posting Schedules Report** if the Daily Coverage Report is displayed. The reports window displays the report viewed the last time the window was open.

Daily Coverage Report 🗸	١	lov-1	9	~	Pri	nt	Close			
Daily Coverage Report						19	19	19	19	1
Posting Schedules Report	E	E	E	5	E					

The Posting Schedule Report lists work positions with all of the employees whose workgroup assignment matches those of the work positions. You can adjust which work positions appear in the report by selecting the **Positions** button.

Posting Schedules Report V Design Positions Refresh Print Close															
RNs (Registered Nurse)															
	Nov-16	Nov-17	Nov-18	Nov-19	Nov-20	Nov-21	Nov-22	Nov-23	Nov-24	Nov-25	Nov-26	Nov-27	Nov-28	Nov-29	Nov-30
Bailey Ackerman				630a/3p 8h									5a/130p 8h	5a/130p 8h	5a/130p 8h
Michicare-Nursing-Registered Nurse- Kentwood Care-Skilled Nursing- Default-Default				Detroit Care											
Makayla Ackman					2p/10p 7½h	8a/5p 8 h	2p/10p 7½h	8a/5p 8½h			8a/5p 8h	2p/10p 7½h	8a/5p 8 h	2p/10p 7½h	8a∕5p 8½h
Michicare-Nursing-Registered Nurse- Kentwood Care-Assisted Living- Default-Default															
Alice Anders			630a/3p 8h								8a/5p 8 h	8a/5p 8 h	8a/5p 8 h	8a/5p 8h	8a/5p 8 h
Michicare-Nursing-Registered Nurse- Grand Rapids Care-Assisted Living- Default-Default															

In the *Posting of Schedules Report* window, enable the check box for the positions you want to include in the report and click **OK**.

sting of Schedules Report	Q
Properties	
Work Positions	
CNAs:	
LPNs:	
RNs:	
Activity:	
BAs:	
Nursing Assistant:	
Dietician:	
	Ok Cancel

To access the report properties, click the **Design** button.

Posting Schedules Report \sim	Design	Positions	Refre	sh	rint	Close				
CNAs (Certified Nursing Aide)										
Nov-16	Nov-17	Nov-18	Nov-19	Nov-20	Nov-21	Nov-2				

The Properties button will now be displayed in the report window. Click the button to view the options for adjusting the type of information displayed in the report.

Posting Schedules Repo	rt 🗸 F	Properties	Exit D	esign Mod	Pos	itions	Refresh	Print	Close	
RNs (Registered Nurs	se)	4								
Employees	Nov-16	Nov-17	Nov-18	Nov-19	Nov-20	Nov-21	Nov-22	Nov-23	Nov-24	
Bailey530a/3pAckerman8 h										
1254				Detroit Care	2					

Information selected to be included in the report will appear below the employee names in the report.



You can filter the report to exclude employees without schedules and sort by name or seniority in the report properties. Click the **Exit Design Mode** button to return to the standard view of the report.

Posting Schedules Report V Properties Exit Design Mode Positions										
RNs (Registered Nurse)										
Employees	Nov-16	Nov-17	Nov-18	Nov-19	Nov-20	Nov-2				

Click the Print button to print your report. The page layout of the printed report matches the screen version.

Nov	-16 Nov-17	Nov-18	Nov-19 No	ov-20 Nov-21	Nov					
RNs (Registered Nurse)										
Posting Schedules Report \sim	Design	Positions	s Refresh	Print	Close					

^{©2021} Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD's services. All content is provided for illustration purposes only.