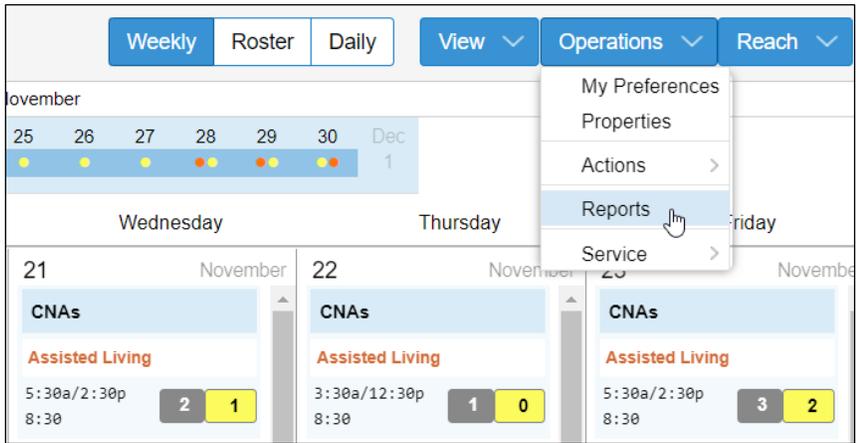


Visual Scheduling: Posting Schedules Report

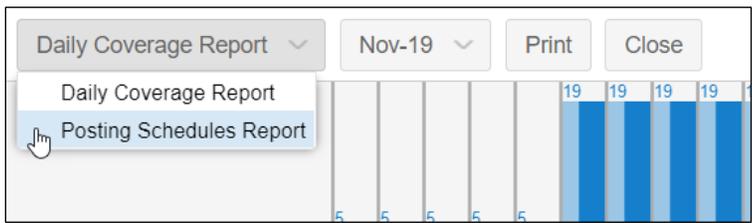
Job Aid

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.

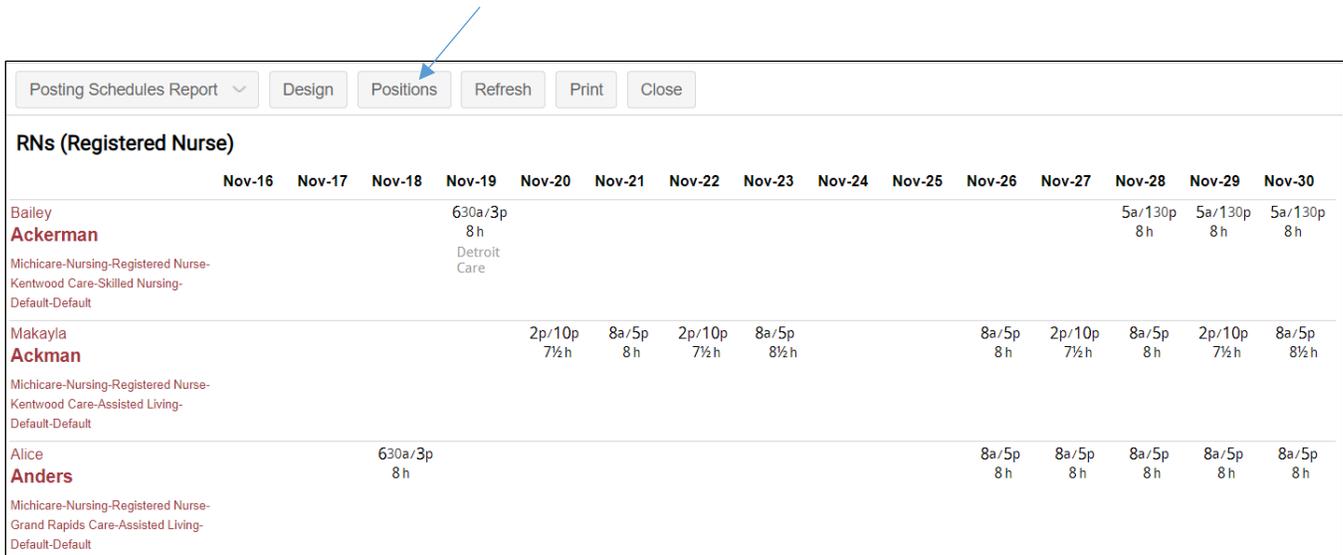
To view the Posting Schedules Report, click the Operations drop-down list in the schedule template window and select **Reports**.



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.



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.



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

Posting of Schedules Report

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 Design Positions Refresh Print 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.

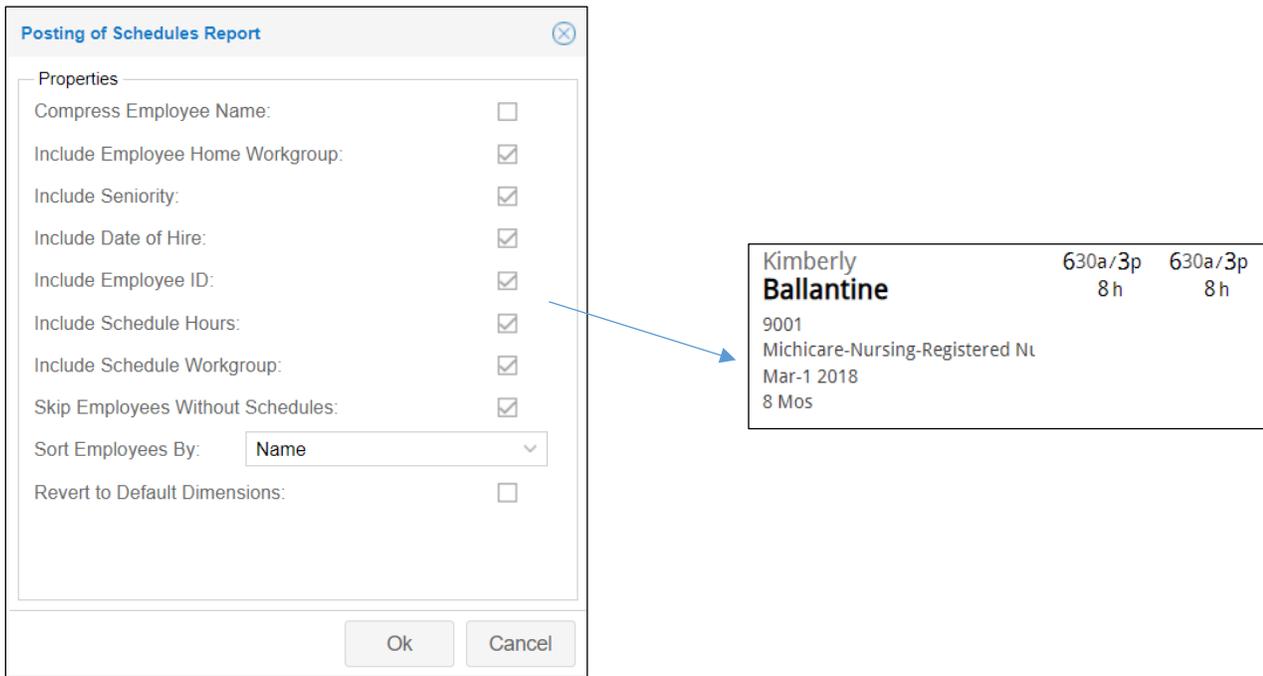
Posting Schedules Report Properties Exit Design Mode Positions Refresh Print Close

RNs (Registered Nurse)

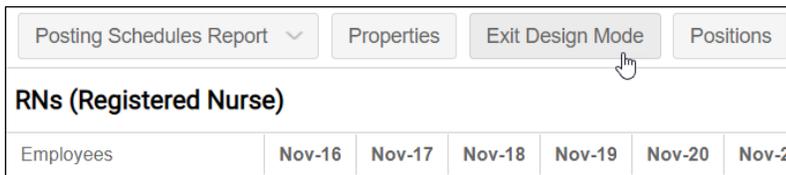
Employees	Nov-16	Nov-17	Nov-18	Nov-19	Nov-20	Nov-21	Nov-22	Nov-23	Nov-24
Bailey Ackerman 1254				30a/3p 8h					

Detroit Care

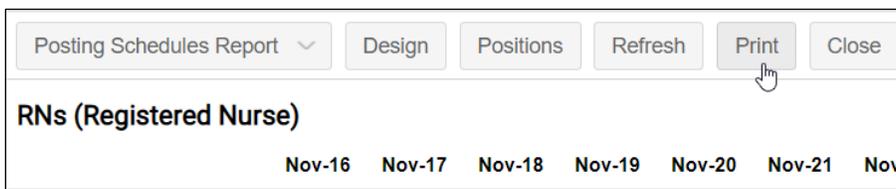
Information selected to be included in the report will appear below the employee names in the report.



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.



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



©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.