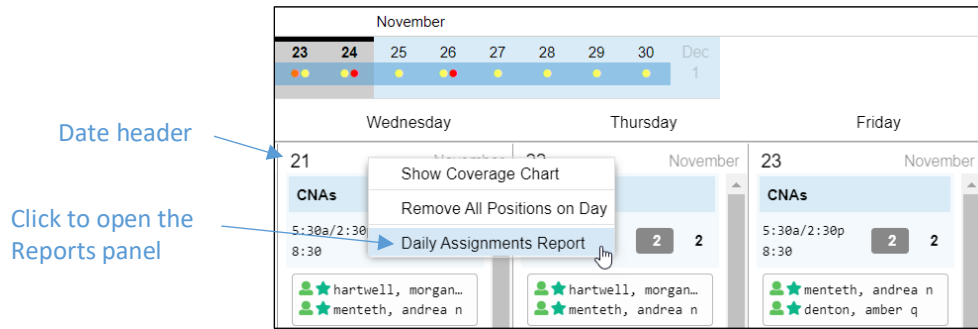


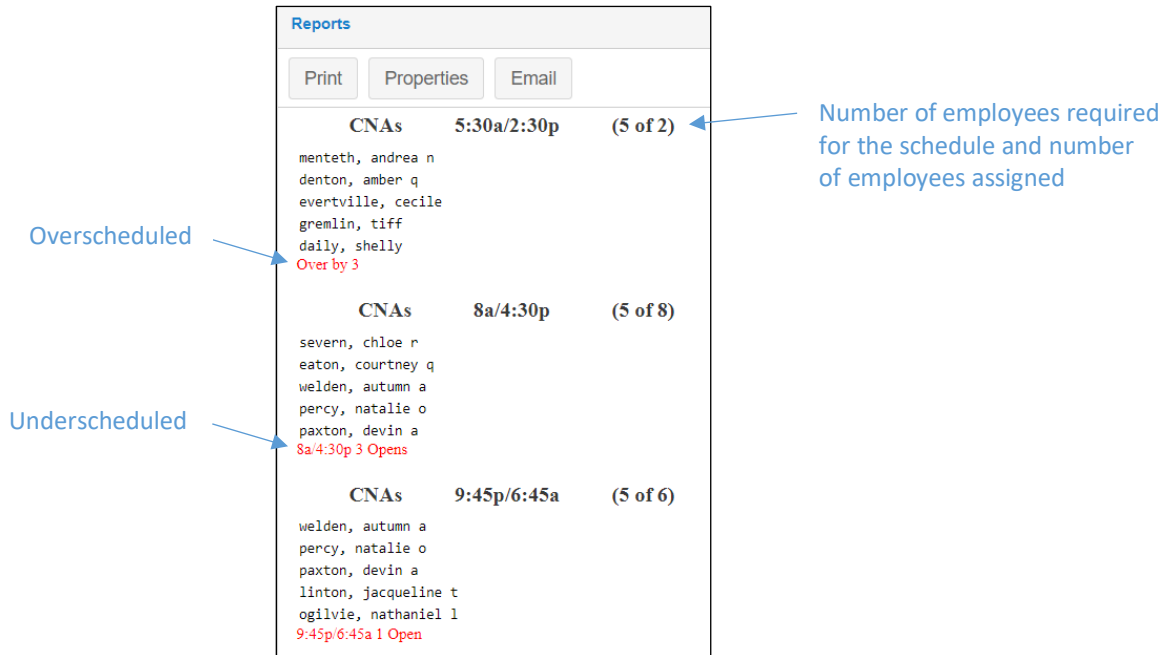
# Visual Scheduling: Daily Assignments Report

The Daily Assignments Report provides you with an overview of coverage schedules and assignments for the day. The report is displayed in a panel that expands beneath the schedule template.

To view the report, click the date header of the day cell in the schedule template and select the **Daily Assignments Report** menu item.



The report displays each coverage schedule with the schedule times and assigned employees. The number of employees for which the schedule is underscheduled or overscheduled is listed in red text.



If your template has zones your report will have gray headings for each zone. Schedules listed schedule labels in the template will appear in a box outline in your report. When employees schedules overlap or fall within the position shift time, but don't exactly match that time, then they are listed with blue text. The amount of time for the overlap can be adjusted in the report properties.

**Zone** → **DNU1 - Floor1**

CNAs	8a/5p	CNAs	8a/2p	CNAs	9:45p/6:45a (7 of 7)
menteth, andrea n : 5:30a/2:30p hartwell, morgan j : 5:30a/2:30p colley, isaac e : 5:30a/2:30p	severn, chloe r menteth, andrea n : 5:30a/2:30p hartwell, morgan j : 5:30a/2:30p colley, isaac e : 5:30a/2:30p			paxton, devin a linton, jacqueline t ogilvie, nathaniel l seaford, connor a wetherspoon, lucas m colley, isaac e feil, bonnie	

**Schedule with schedule label** → (points to the first shift box)

**Employees with schedules overlapping schedule with schedule label** → (points to overlapping names in the 8a/2p shift)

**Schedule without schedule label** → (points to the 9:45p/6:45a shift)

### Print or Email Report

Share this report with managers by printing copies or emailing the report so that they are aware of which employees are expected per shift and position.

**Print** → **Print** button

**Email** → **Email** button

**Reports**

Print Properties Email

DAILY ASSIGNMENTS REPORT

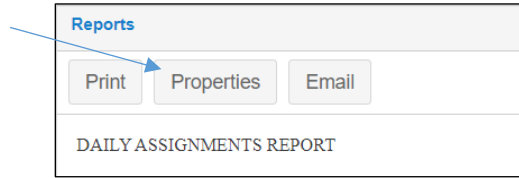
Nov-21 2018 Detroit Care

**CNAs 5:30a/2:30p (2 of 2)**  
 hartwell, morgan j  
 menteth, andrea n

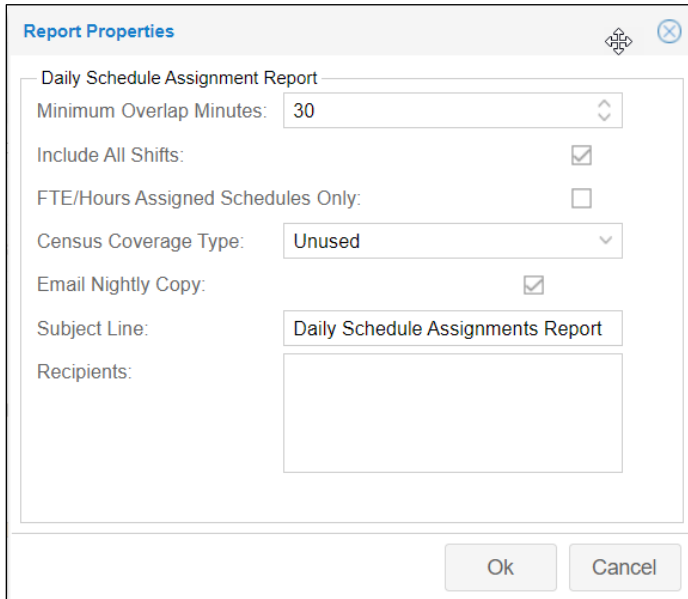
**CNAs 8a/4:30p (4 of 8)**  
 welden, autumn a  
 percy, natalie o  
 paxton, devin a  
 linton, jacqueline t  
 8a/4:30p 4 Opens

## Report Properties

To adjust the report properties, click the **Properties** button in the Reports panel.



Features you can set in the *Report Properties* window include:

A screenshot of the 'Report Properties' dialog box. The title bar says 'Report Properties' and has standard window controls. The main area is titled 'Daily Schedule Assignment Report' and contains several settings: 'Minimum Overlap Minutes' is a spinner box set to 30; 'Include All Shifts:' has a checked checkbox; 'FTE/Hours Assigned Schedules Only:' has an unchecked checkbox; 'Census Coverage Type:' is a dropdown menu set to 'Unused'; 'Email Nightly Copy:' has a checked checkbox; 'Subject Line:' is a text box containing 'Daily Schedule Assignments Report'; and 'Recipients:' is an empty text area. At the bottom are 'Ok' and 'Cancel' buttons.

**Minimum Overlap Minutes** - The Minimum Overlap Minutes setting prevents employees from appearing in two consecutive shifts in the report when they are scheduled for one shift that overlaps a portion of the next shift. For example, if there is a schedule that overlaps another schedule by 30 minutes, the minimum for overlap should be set at 31 minutes to prevent employees in the overlapping shift from showing up in both shifts in the report.

**Include all shifts** – If enabled, this will include shifts where no one is scheduled in the report.

**FTE/Hours Assigned Schedules Only** – Enables FTE calculations to be based off the number of assigned employees rather than the scheduled number of employees for the coverage schedule.

**Census Coverage Type** - lets you select the appropriate census to display in the report.

**Email Nightly Copy** – If enabled, the system will automatically send a nightly copy of the report to the selected recipients.