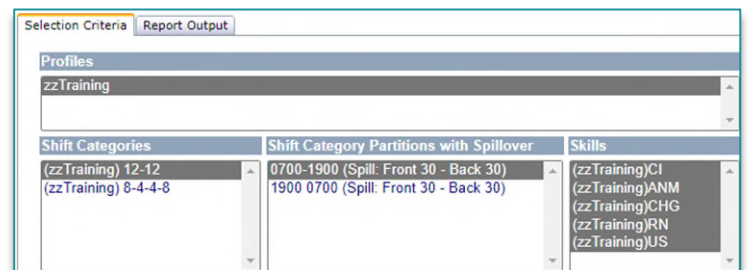


The Daily Staffing Board Report provides a list of staff scheduled to work for the day. To run the report, users must have both the security group and reports access for a unit in Clairvia.

Running the Daily Staffing Board Report

- Hover over **Reports** in toolbar, then **Schedule**, select **Daily Staffing Board**.
 - Enter the **Selection Criteria** for
 - Profiles (unit or department)
 - Shift Categories (break down of the 24-hour day)
 - Shift Category Partitions (specific shifts within the day)
 - Skills (unit skill or role)

Selection Criteria Report Output

Profiles
zzTraining

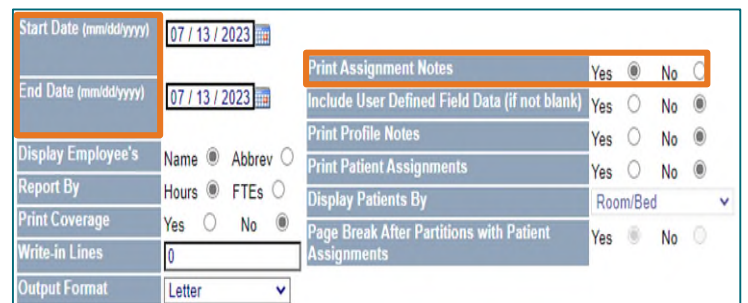
Shift Categories
(zzTraining) 12-12
(zzTraining) 8-4-4-8

Shift Category Partitions with Spillover
0700-1900 (Spill: Front 30 - Back 30)
1900 0700 (Spill: Front 30 - Back 30)

Skills
(zzTraining)CI
(zzTraining)ANM
(zzTraining)CHG
(zzTraining)RN
(zzTraining)US

NOTE: To select multiple options, hold **CTRL** key and select with mouse.

- Make other report selections to meet needs.
 - Basic recommendations:
- Interpreting the **Daily Staffing Board Report**
- Sample Report:



Start Date (mm/dd/yyyy) 07/13/2023

End Date (mm/dd/yyyy) 07/13/2023

Display Employee's Name ☒ Abbrev ☐

Report By Hours ☒ FTEs ☐

Print Coverage Yes ☐ No ☒

Write-in Lines 0

Output Format Letter

Print Assignment Notes Yes ☒ No ☐

Include User Defined Field Data (if not blank) Yes ☐ No ☒

Print Profile Notes Yes ☐ No ☒

Print Patient Assignments Yes ☐ No ☒

Display Patients By Room/Bed

Page Break After Partitions with Patient Assignments Yes ☒ No ☐

| | | | 0700-1900: 0700-1900 | | Census: 3 | |
|--------|---------------------|---------------------|----------------------|-------|-------------------------|----------------------------|
| Skill | Task Abbr. | Employee | Time-On | Hours | Float-In | Comments/Assignment Notes |
| RN | 0700 1930 RN | *Cricket, James | 700 | 12.0 | | Preceptor for Mike W. |
| | 0700 1930 RN | *Gale, Dorothy | 700 | 12.0 | | |
| | 0700 1930 RN | *Pan, Peter | 700 | 12.0 | | |
| | 0700 1930 RN | *Rabbit, Peter | 700 | 12.0 | E_Flexible Staff - 1097 | |
| | ORIENT 12 RN | *Wazowski, Mike | 700 | 0.0 | | Orienting with J. Cricket. |
| ANM | 0700 1530 ANM | *Darling, Wendy | 700 | 8.0 | | |
| CHG | 0700 1930 Chg Nurse | *Addin, Al | 700 | 12.0 | | |
| US | 0700 1930 US | *Wonderland, Alison | 700 | 8.0 | | |
| CNA/NT | 0700 1930 CNA/NT | *Wilde, Nick | 700 | 12.0 | | |

- **Skill:** Skill associated with the task/shift
- **Task Abbr:** Name of the task
- **Employee:** Name of the employee
- **Time-On:** Time the employee is expected to begin their shift
- **Hours:** Duration of the shift

- **Float-In:** Home unit of the employee, if they are a float
- **Comments/Assignment Notes:** Assignments notes entered on the schedule

➤ Sort Order

- Profile
- Skill
 - Custom sort order set for the unit and controlled by unit managers.
- Time-On
- Task Abbr
- Employee Name