

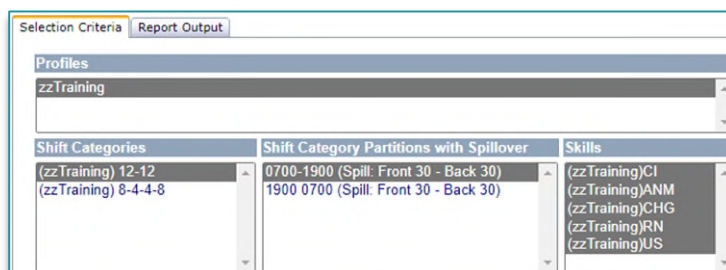
The Daily Staffing Board Report provides a list of staff scheduled to work for the day. To run the report, users must have both the security group and reports access for a unit in Clairvia.

Running the Daily Staffing Board Report

- Hover over **Reports** in toolbar, then **Schedule**, select **Daily Staffing Board**.

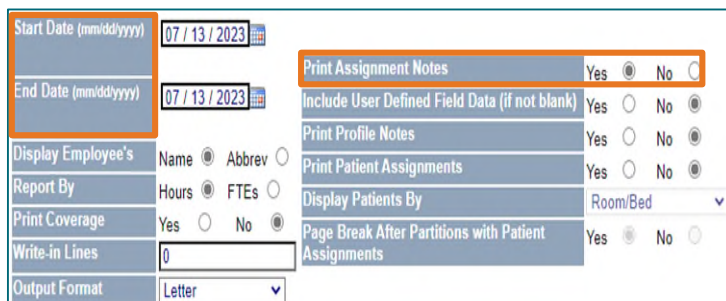


- Enter the **Selection Criteria** for
 - Profiles (unit or department)
 - Shift Categories (break down of the 24-hour day)
 - Shift Category Partitions (specific shifts within the day)
 - Skills (unit skill or role)



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:

| | | | 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