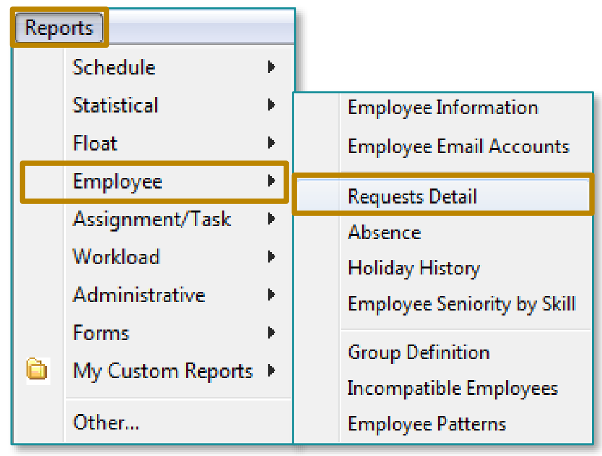
From the Office of Clinical Informatics

Clairvia
Requests Details Report

December 28, 2021

The Requests Details Report will provide a list of all requests that have been submitted. Depending on the need, the report can be generated to look at pending, approved, or denied requests. The following steps outline the process for generating the Requests Details Report.

Requests Details Report



STEP 1: Open the **Schedule Editor** from the **Clairvia CVM** solution.

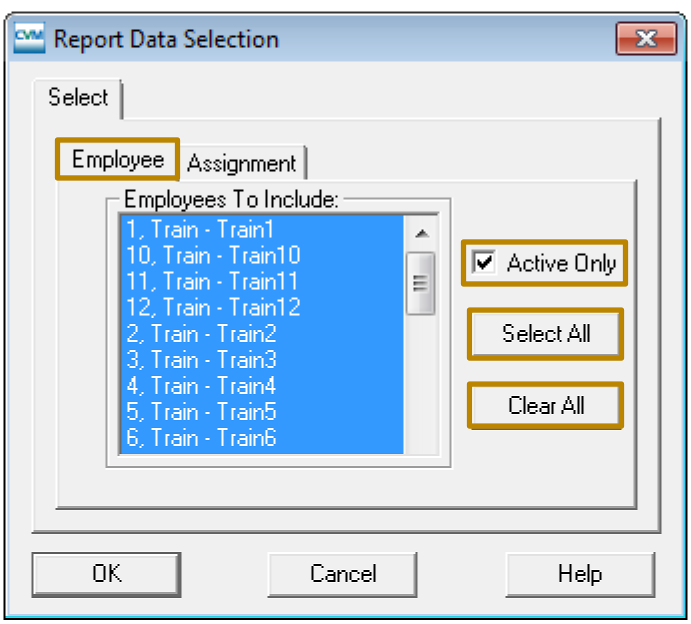
STEP 2: On the toolbar, click **Reports**.

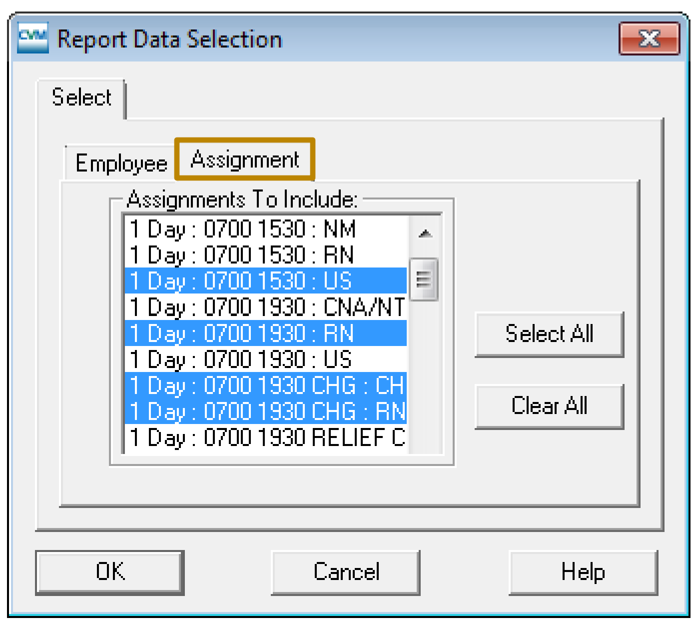
STEP 3: Click **Employee**.

STEP 4: Click **Requests Detail**.

STEP 5: The window will open where the **Employee(s)** and **Assignment(s)** are chosen to be included in the report.

NOTE: Each tab defaults to Select All. Click Clear All to unselect. The Employee tab will also provide the ability to view staff that are no longer your employee by unchecking the Active Only box.





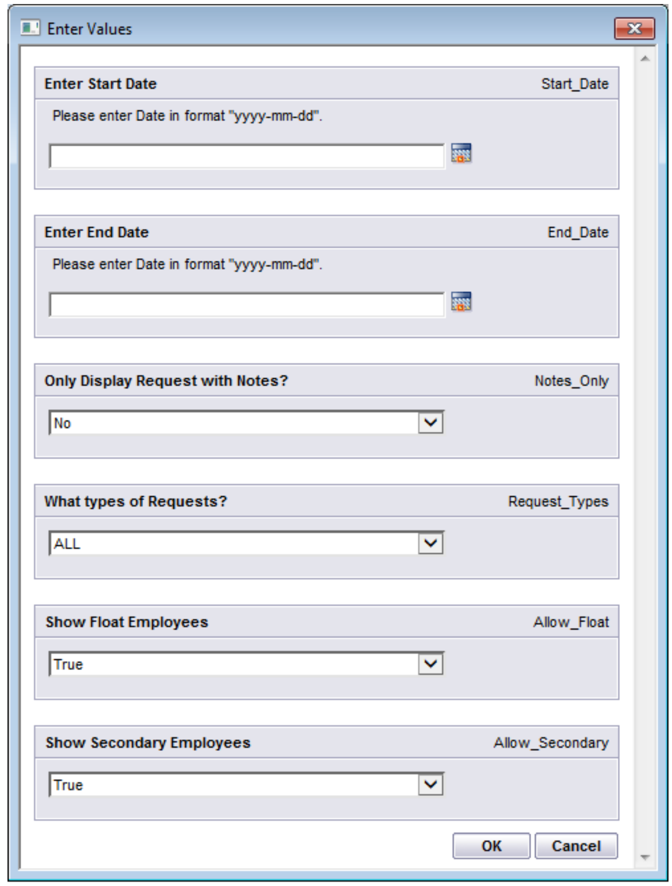
STEP 6: Click **OK**.

- A **Report Detail** window opens.

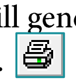
<u>**STEP 7**</u>: Select **Start Date**, **End Date**, and the **Type of Request** to be included in the report.

- The **Start Date** is the schedule start date.
- The **End Date** is the schedule end date.

<u>**STEP 8**</u>: Click **OK** at the bottom of the **Report Details** window.



<u>**NOTE**</u>: **If a Script Error populates while selecting dates in the Report Details window, the date can be filled in manually.**

<u>**STEP 9**</u>: The **Requests Detail** report will generate and provides the ability to print by clicking the **Print** button at the top of the report. 

<u>Reviewing the Report</u>

- **Date**: Date of the requested task.
- **Submitted**: Date/time the request was made.
    - If a note was created by the employee or scheduler, it will appear below.
- **Status**: Current status of the request.
- **Start**: Start date of the request.
- **End**: End date of the request.
- **Name**: Name of the Employee.
- **Shift: Skill**: Not submitted by employee (if note was placed).

NOTE: **When a task or shift doesn't require a specific skill, it will show the skill as "Default."**

Request Details Report

11/01/2021 to 12/25/2021

zzTraining

Date	Submitted	Status	Type	Start	End	Name/ Home Profile	Shift : Skill
12/08/21	11/03/21 4:17:18PM	Approved	Request	12/08/2021	12/09/2021	ZZ_THIESRN, JULIANA	PTO 12:Default
	Note to Employee:	*test,*					
12/09/21	11/03/21 4:17:18PM	Approved	Request	12/08/2021	12/09/2021	ZZ_THIESRN, JULIANA	PTO 12:Default
	Note to Employee:	*test,*					