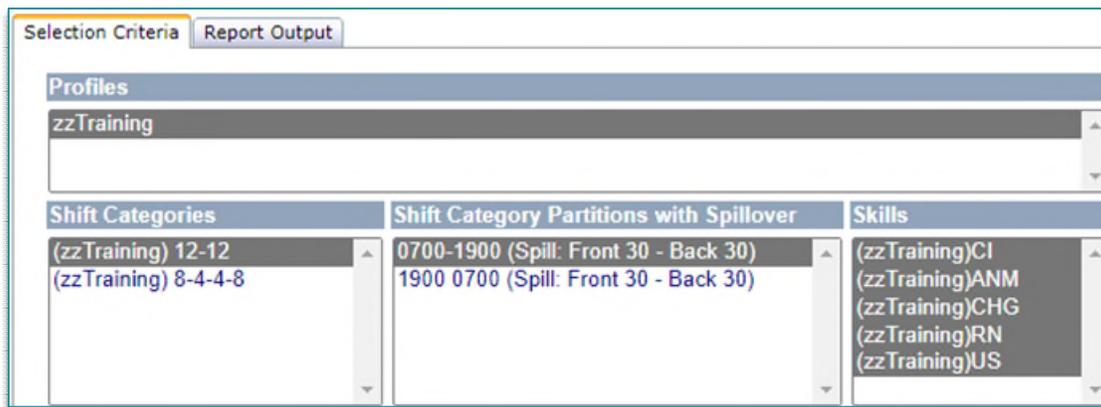**The Daily Staffing Board Report provides a list of staff scheduled to work for the day. To run the report, users must have both the security group and reports access for a unit in Clairvia.**

Running the Daily Staffing Board Report

➢ Hover over **Reports** in toolbar, then **Schedule**, select **Daily Staffing Board**.
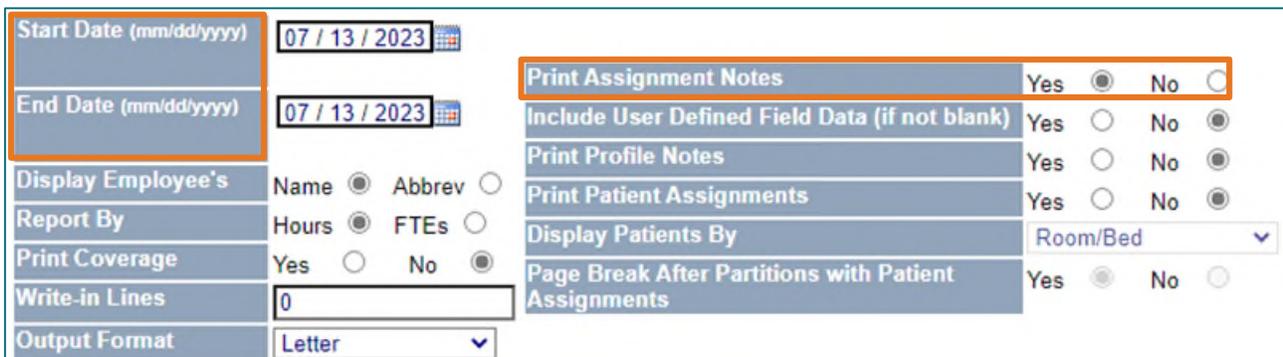
- Enter the **Selection Criteria** for

  ▪ 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: **Hold CTRL and select criteria with your mouse to select multiple options.**

- Make other report selections to meet your needs.

  ▪ Basic recommendations:

Interpreting the Daily Staffing Board Report

➢ Sample Report:

| Skill | Task Abbr. | Employee | 0700-1900: 0700-1900 Census: 3 | | | |
			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