

From the Office of Health Informatics Clairvia Requests Details Report

July 2, 2025

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 StaffManager solution.
- **<u>STEP 2</u>**: On the toolbar, click **Reports**.
- **<u>STEP 3</u>**: Click **Employee**.
- **<u>STEP 4</u>**: Click **Requests Detail**.
- <u>STEP 5</u>: The window will open where the **Employee(s)** and **Assignment(s)** are chosen to be included in the report.



<u>NOTE</u>: 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.

Employees Assignment Employees To Include: 1, Train - Train1 10, Train - Train10 11, Train - Train12 2, Train - Train2 3, Train - Train3 4, Train - Train4 5, Train - Train5 6, Train - Train6	Select Employee Assignment Assignmente To Include: 1 Day: 0700 1530 : NM 1 Day: 0700 1530 : RN 1 Day: 0700 1530 : CNA/NT 1 Day: 0700 1530 : CNA/NT Image: 0700 1530 : CNA/NT 1 Day: 0700 1530 : CNA/NT 1 Day: 0700 1530 : CNA/NT Image: 0700 1530 : CNA/NT 1 Day: 0700 1530 : CNA/NT 1 Day: 0700 1530 : CNA/NT Image: 0700 1530 : CNA/NT 1 Day: 0700 1530 : CNA/NT 1 Day: 0700 1530 : CNA/NT Image: 0700 1530 : CNA/NT 1 Day: 0700 1530 : CNA/NT Image: 0700 1530 : CNA/NT Image: 0700 1530 : CNA/NT 1 Day: 0700 1530 : CNA/NT Image: 0700 1530 : CNA/NT Image: 0700 1530 : CNA/NT 1 Day: 0700 1530 : CNA/NT Image: 0700 1530 : CNA/NT Image: 0700 : CNA/NT 1 Day: 0700 1530 : CNA/NT Image: 0700 : CNA/NT Image: 0700 : CNA/NT
---	---

- 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.

Enter Values		(
Enter Start Date		Start_Date
Please enter Date in format "yyyy-mm-dd".		
Enter End Date		End_Date
Please enter Date in format "yyyy-mm-dd".		
Only Display Request with Notes?		Notes_Only
No	~	
What types of Requests?		Request_Types
ALL		
,		
Show Float Employees		Allow Float
True		
1100		
Show Secondary Employees		Alleur Casandan
snow secondary Employees		Allow_Secondary
True	~	
		Capaci

- <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.

Reviewing the Report

- 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 zz Training								⊖ Cerner
Date Sub	nitted	Status	Type	Start	End	Name/ Home Profile	Shift : Skill	
12/08/21 11/0	3/21 4:17:18PM	Approved	Request	12/08/2021	12/09/2021	ZZ_THIESRN, JULIANA	PTO 12:Default	
No	te to Employee:	test,						
12/09/21 11/0	3/21 4:17:18PM	Approved	Request	12/08/2021	12/09/2021	ZZ_THIESRN, JULIANA	PTO 12:Default	
No	te to Employee:	1831,						

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please <u>place a ticket</u> to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.