

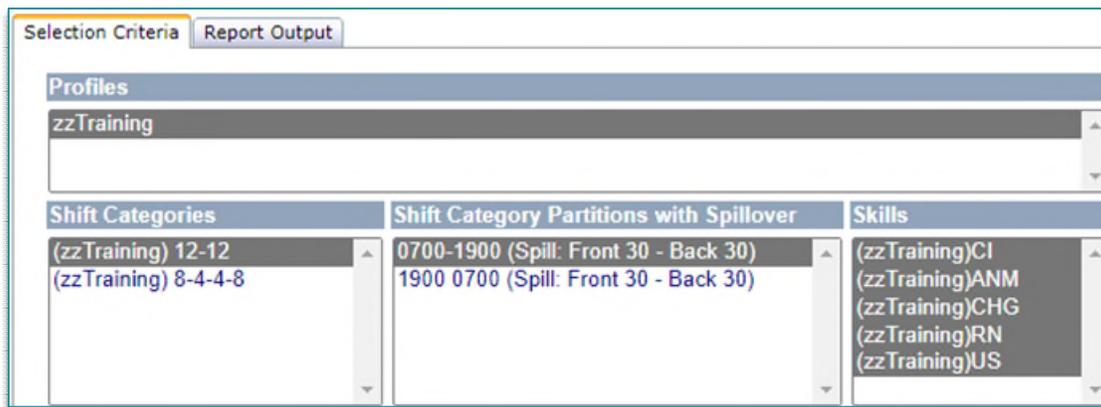
The Daily Staffing Board Report provides a list of staff scheduled to work for the day. To run the report, users must have both the security group and reports access for a unit in Clairvia.

Running the Daily Staffing Board Report

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



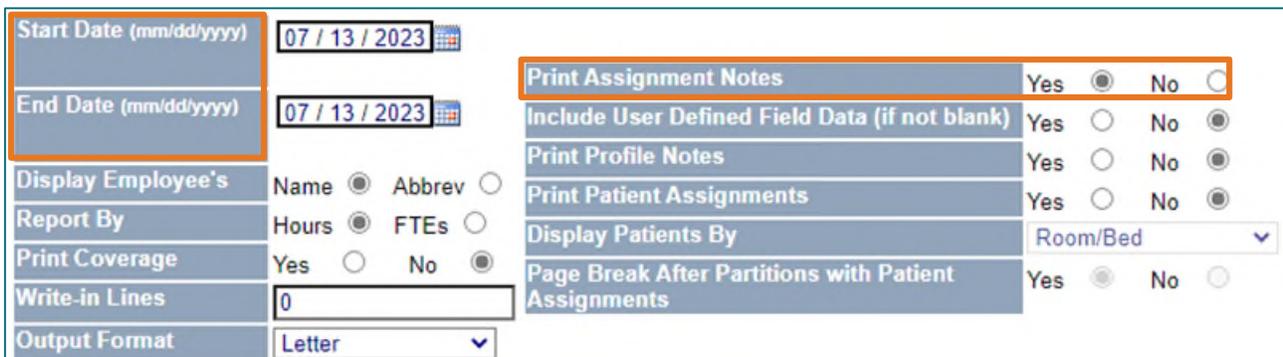
- Enter the **Selection Criteria** for
 - Profiles (unit or department)
 - Shift Categories (break down of the 24-hour day)
 - Shift Category Partitions (specific shifts within the day)
 - Skills (unit skill or role)



Profiles	Shift Categories	Shift Category Partitions with Spillover	Skills
zzTraining	(zzTraining) 12-12 (zzTraining) 8-4-4-8	0700-1900 (Spill: Front 30 - Back 30) 1900 0700 (Spill: Front 30 - Back 30)	(zzTraining)CI (zzTraining)ANM (zzTraining)CHG (zzTraining)RN (zzTraining)US

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

- Make other report selections to meet your needs.
 - Basic recommendations:



Start Date (mm/dd/yyyy)	07 / 13 / 2023	Print Assignment Notes	Yes <input checked="" type="radio"/> No <input type="radio"/>
End Date (mm/dd/yyyy)	07 / 13 / 2023	Include User Defined Field Data (if not blank)	Yes <input type="radio"/> No <input checked="" type="radio"/>
Display Employee's	Name <input checked="" type="radio"/> Abbrev <input type="radio"/>	Print Profile Notes	Yes <input type="radio"/> No <input checked="" type="radio"/>
Report By	Hours <input checked="" type="radio"/> FTEs <input type="radio"/>	Print Patient Assignments	Yes <input type="radio"/> No <input checked="" type="radio"/>
Print Coverage	Yes <input type="radio"/> No <input checked="" type="radio"/>	Display Patients By	Room/Bed
Write-in Lines	0	Page Break After Partitions with Patient Assignments	Yes <input checked="" type="radio"/> No <input type="radio"/>
Output Format	Letter		

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