Employee Scheduling: Wall Report (Long Term Health Care Facilities)



Purpose:

The Employee-Scheduling Wall report is an employee-oriented scheduling report that can be posted ahead of time, presenting both the scheduled shift and the scheduled job i.e. Scheduled Department and Scheduled Profession.

Report Layout:

mployee Scheduling Report For 24/01/2005-20/02/2005								5	DEMO SYSTEM													Prod	No. luctio							
ant	1 TimeTECH	Si	ite			1	*					_ D	epart	ment			1		Man	agem	ent			Pro	fessi	on			1 (CN Chief Nurse
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1141	HILLMAN JAKE	Day JN	Day JN	Day JN		Day JN	Off	Off	Day Cus AN	Day Cus AN	Day Cus AN	Day Cus AN	Day Cus AN	Off	Off	Eve	Eve	Eve		Eve JN	Off	Off	Man	Man	Man	Eve Man JN	Eve Man JN	Off	Off	
1023	JORDAN ANDREW PARRA LUISA																													1

Each "Employee Line" contains between 1-3 actual lines. One line for the Shift Designator, a 2nd line if employee works in a non-default Area (Job Scheduling L1) on a given day and a 3rd line if Employee works in a non-default Profession (Job Scheduling L2) on a given day.

The lines (per employee) are entirely dynamic; hence they are generated based on the employee's "home" department and "home" profession i.e. an Employee may have

- (a) one line (when s/he is scheduled to his "home" dept and "home" Profession)
- (b) Two lines (when s/he is scheduled to his "home" dept and "non-home" profession VICE VERSA)
- (c) Three lines (when s/he is scheduled to his "non-home" dept and "non-home" profession.

Designators

Shift: The shift designator (3 letters) is retrieved from the parameter Table, based on the "shift

matching" rules specified in the parameter file.

Department: The Department designator (3 letters) is retrieved from the Department table, based on

the value entered in the employee's Job Schedule (JOBCRNSC Table).

Profession: The Profession designator (3 letters) is retrieved from the Profession table, based on

the value entered in the employee's Job Schedule (JOBCRNSC Table).



Environment:

TK-SQL Only

Required Program Files:

Programs												
RLTHCFSQL.DLL	January 27 th , 2005 (or later)											
Files to be converted from TK2000												
IMAGE.DBF IMAGE.CDX	January 27 th , 2005 (or later)	Requires conversion to TK-SQL. Both for existing customers & new customers.										
MES40	January 16 th , 2005 (or later)	Requires conversion to TK-SQL. Both for existing TK-SQL customers & new customers.										
MES80	January 12 th , 2005 (or later)	Requires conversion to TK-SQL. Both for existing TK-SQL customers & new customers.										
Upgrade Tables (existing TK customers & New customers)												
PARAM Table		Requires upgrade via script										
SELECT Table		Requires upgrade via script										
Profs Table		Requires upgrade via script										

Installation:

- 1. Copy the RLTHCFSQL.DLL program to the TK-SQL directory
- 2. Convert IMAGE, MES40 and MES80 from FoxPro to SQL (Only needed for TKSQL versions before the 17th of January 2007).
- Upgrade PARAM and SELECT tables by running UP_SEL_PARAM_RLTHCF.SQL and LP_REPRLTHCFSELECT.SQL (Only needed for TKSQL versions before the 17th of January 2007).

Setup Steps:

4. Add the report to the menu (and/or the TOOLMENU), using the following parameters

Menu name = Employee Scheduling - Wall report

Program name = RLTHCF Program type = Report



5. Parameter file settings

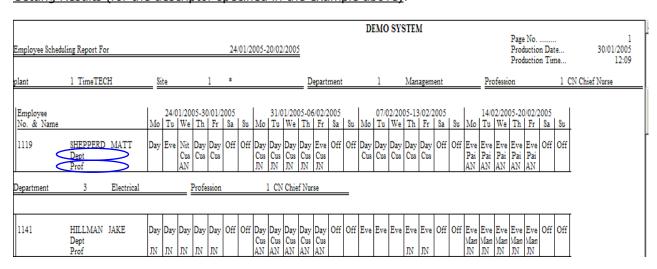


Group 1 – Line descriptor

As previously described, the lines are created dynamically and in some cases (specifically "home" dept and "non-home" profession vs. "none-home" department and "home" profession) it may cause a confusion (e.g. Does CN designate a department or profession?).

In order to prevent this from happening, the report allows adding a legend for the second line (and the third – if such is created). The line descriptor is 5-character long. It allows blanks (,) when the descriptor is not required.

Getting Results (for the descriptor specified in the example above):



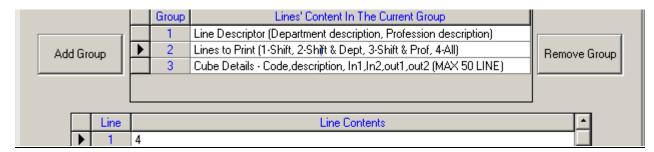
Group 2 – number of lines to Print

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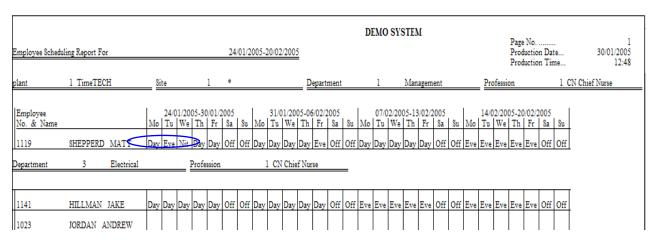


Environments where employees do NOT switch Areas and Professions can be set as "1 line". Environments where employees can switch Areas but NOT Professions can be set as "2 lines". Environments where employees can switch BOTH Areas and Professions can be set as "3 lines"

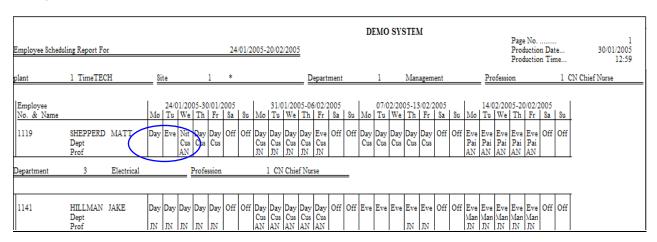
Detailed Example



Example for one line



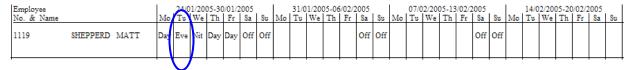
Example for three lines





Group 3 - Record Details

• **Code** – Shift description, 3 letters e.g. "Day" for morning shifts, "Aft" for afternoon shifts etc. The description will be display in the upper section of the "employee cube" in the report.



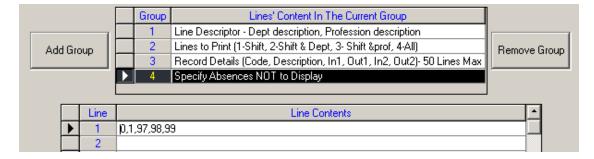
- **Description** Detailed description of the shift i.e. the detailed description of the "Day" shift is "Morning Shift". The description is displayed in the legend, at the bottom of the page/the report upon users' selection when producing the report.
- **IN1, IN2, OUT1, OUT2** The IN/OUT pairs are used for shift matching i.e. the Morning shift is 07:00-15:00. The shift matching for the morning shift can be set to

IN: 06:00-09:00 OUT: 13:00-17:00

In this case, the following shifts will be displayed as morning shifts: 07:00-15:00, 08:00-16:00, 09:00-17:00 etc. 10:00-15:00 will be flagged as Shift failed (SM!) for that day.

Group 4 – Absences not to display

Specify the absences that should be excluded from the report (e.g. Days off on Weekends etc)



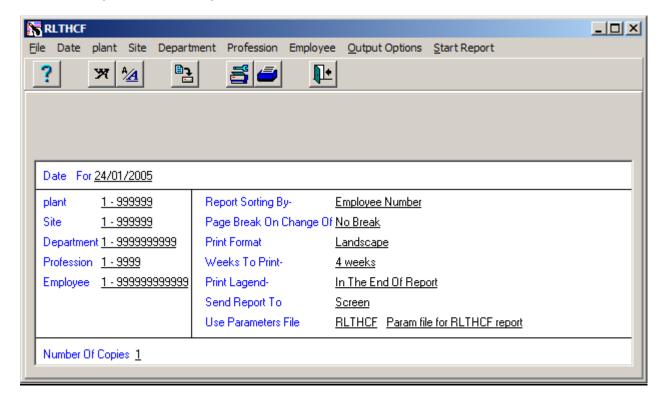


<u>Important</u>: The wall report is specifically designed to present changes in the "default" department and the "default" profession. Therefore, the selected TC levels (using for Job Scheduling) <u>must be identical to department and profession fields, in terms of the properties (lengths and type-Numeric/Alpha) and the values (list of departments, list of professions).</u>

Any mismatch in the field settings, will prevent the report from functioning correctly (Department and Profession descriptions will not be displayed etc).



Additional Options via the report's Select Screen



• Report Filters: Plant/ Site/ Department/ Profession/ Employee

• Report sorting by: Employee Number/Employee Name

• Page Break: Plant/Site/Department/Profession/None

• Print Format: Portrait/Landscape

• Weeks to Print: 1 week/2 Weeks/4 Weeks/6 Weeks

• Print Legend: Do not Print/End of the page/End of report

• Send Report to: Printer/Print Preview/Screen/File/HTML