



Kronos Scheduler: Metrics Headcount V8.1

Purpose

Schedulers need to evaluate coverage to determine how to build a schedule that satisfies the core coverage requirements. Use the Metrics tab in a schedule planner to review coverage while building your schedule.

This Guide focuses on Daily total of employees scheduled at the detailed and rollup levels.



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Metrics

Steps to View Metrics		
1	From the Home Page, click the Plus "+" next to the My Information Tab. Next select <i>Manage My Department</i>	
2	From the Related items list, click Scheduler Planner . When you want to view a normal Primary Job list	
3	In the Location Show drop-down list, select a buildings and Job from the Organization Map which will display employees for you to view. In the screen shot used a Location Query that contains all RNs from all buildings.	


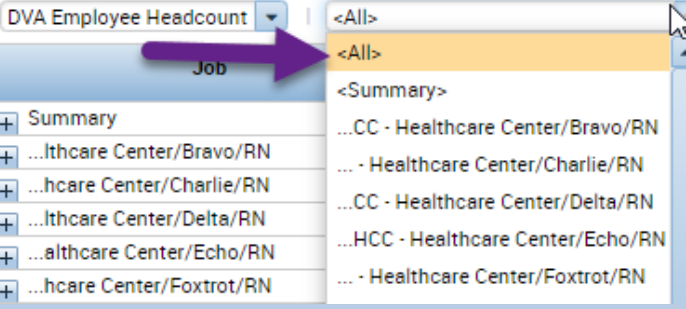
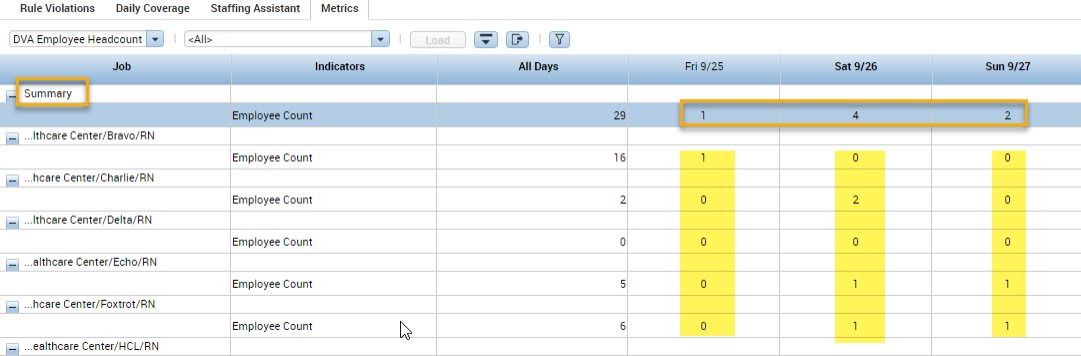
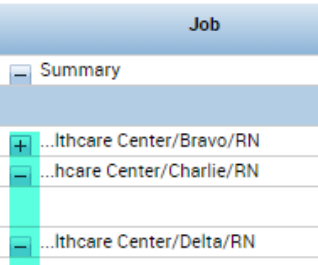


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4	<p>In the Time Period drop down list, select a specific schedule period. Or Select the Start and End Dates. Click OK. Click Apply.</p>	
5	<p>Drag up the Support Tab area and click Metrics Tab</p>	
6	<p>In the Select Metrics drop-down list, select a DVA Employee Headcount. Click Load</p>	



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7	Buttons from Left to right; <i>Expand /Collapse All, Export, and Filter</i>																																																	
8	The additional Filter allows focus on one Location at a time																																																	
9	The Summary Level performs your Rollup for the Job from the chosen locations	 <table border="1" data-bbox="477 913 1552 1266"> <thead> <tr> <th>Job</th> <th>Indicators</th> <th>All Days</th> <th>Fri 9/25</th> <th>Sat 9/26</th> <th>Sun 9/27</th> </tr> </thead> <tbody> <tr> <td>Summary</td> <td></td> <td></td> <td>1</td> <td>4</td> <td>2</td> </tr> <tr> <td>...lthcare Center/Bravo/RN</td> <td>Employee Count</td> <td>29</td> <td>1</td> <td>0</td> <td>0</td> </tr> <tr> <td>...hcare Center/Charlie/RN</td> <td>Employee Count</td> <td>16</td> <td>0</td> <td>2</td> <td>0</td> </tr> <tr> <td>...lthcare Center/Delta/RN</td> <td>Employee Count</td> <td>2</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>...althcare Center/Echo/RN</td> <td>Employee Count</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>...hcare Center/Foxtrot/RN</td> <td>Employee Count</td> <td>5</td> <td>0</td> <td>1</td> <td>1</td> </tr> <tr> <td>...ealthcare Center/HCL/RN</td> <td>Employee Count</td> <td>6</td> <td>0</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	Job	Indicators	All Days	Fri 9/25	Sat 9/26	Sun 9/27	Summary			1	4	2	...lthcare Center/Bravo/RN	Employee Count	29	1	0	0	...hcare Center/Charlie/RN	Employee Count	16	0	2	0	...lthcare Center/Delta/RN	Employee Count	2	0	0	0	...althcare Center/Echo/RN	Employee Count	0	0	0	0	...hcare Center/Foxtrot/RN	Employee Count	5	0	1	1	...ealthcare Center/HCL/RN	Employee Count	6	0	1	1
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10	Click the plus (+) sign or the Minus (-) to expand / collapse the table and display the Metric indicators data.																																																	



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Metrics Tip

The Export button allows schedulers to export all data on the Metrics tab to an Excel spreadsheet. A default naming convention is used when saving the data to Excel. However, schedulers can specify a different name in the File Download window. They can also specify a location for the downloaded file. The column names in Excel will match the column names on the Metrics tab.

	A	B	C	D	E	F
1	Job	Indicators	All Days	9/25/2020	9/26/2020	9/27/2020
2	Summary	Employee Count	29	1	4	2
3	./DVA/HCC - Healthcare Center/Nursing Office/HCC - Healthcare Center/Bravo/RN	Employee Count	16	1	0	0
4	./DVA/HCC - Healthcare Center/Nursing Office/HCC - Healthcare Center/Charlie/RN	Employee Count	2	0	2	0
5	./DVA/HCC - Healthcare Center/Nursing Office/HCC - Healthcare Center/Delta/RN	Employee Count	0	0	0	0
6	./DVA/HCC - Healthcare Center/Nursing Office/HCC - Healthcare Center/Echo/RN	Employee Count	5	0	1	1
7	./DVA/HCC - Healthcare Center/Nursing Office/HCC - Healthcare Center/Foxtrot/RN	Employee Count	6	0	1	1
8	./DVA/HCC - Healthcare Center/Nursing Office/HCC - Healthcare Center/HCL/RN	Employee Count	0	0	0	0
9	./DVA/HCC - Healthcare Center/Nursing Office/HCC - Healthcare Center/RT/RN	Employee Count	0	0	0	0
10	./DVA/VOC/VOC/VOC/VOC/RN	Employee Count	0	0	0	0
11						