



# Manage Suite Scheduler

Software that provides  
Powerful management reporting of all  
stored schedule data  
(Integrated with *Express Suite Scheduler*)

## What functionality makes *Manage* unique?

Create an unlimited variety of reports  
customized for your needs!

- ✓ Built in report writer
- ✓ Standard Reports
- ✓ Customizable Metrics
- ✓ Immediate access to data
- ✓ Compare staffing stats
- ✓ Reports in seconds
- ✓ Measure performance
- ✓ Filtering for ad hoc reports

A view of the business metrics editor. . .

## Overview of the *Manage* software features:

### Standard Schedule Data

- ➔ Hours by type
- ➔ Paid hours by date
- ➔ Hours by staff and assignment type
- ➔ Staffing by hour of day

### Department Reports

- ➔ Hours by assignment type
- ➔ Hours by cost center
- ➔ Total hours by type, location, role, shift and location

### Staff Reports

- ➔ List of hour by assignment type
- ➔ Hours by type, location, shift and role
- ➔ Overtime hours
- ➔ Request lists

### Business Metrics

- ➔ Create reports that auto-calculate based on data entered or data extracted from the schedule
- ➔ Configurable by work type, location, role, cost center, pay incentive, staff member and staff groups
- ➔ Reports for different time intervals throughout the day
- ➔ Direct and indirect hours
- ➔ Staffing levels

### Enhanced Request Management

- ➔ Request list reports include request status and the reason for the status
- ➔ Track approval status for all requests
- ➔ Request report for the past, present and future
- ➔ Immediate alerts to conflicts with request quotas



# Manage Suite Scheduler

## Selected Sample Report Printouts

### HPPD Report

Your Hospital Name Goes Here  
12/28/2003 to 1/24/2004

**\*All Cost Centers\***

	Overall	12/28	12/29	12/30	12/31	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9
<b>*All Staff*</b>														
Budgeted Census	55	55	55	55	55	55	55	55	55	55	55	55	55	55
Actual Census by Shift	56.9	62.3	60.3	63	57.7	57.3	58	57	59	54	57.7	60.3	60.3	58
Variance Budget & Actual	1.9	7.3	5.3	8	2.7	2.3	3	2	4	-1	2.7	5.3	5.3	3
Actual Census by Shift: 7-3p	56.18	60	59	62	56	59	60	55	59	51	55	59	61	58
Actual Census by Shift: 3p-11p	56.86	62	60	63	58	55	55	57	58	54	58	61	59	57
Actual Census by Shift: 11p-7a	57.75	65	62	64	59	58	59	59	60	57	60	61	61	59
Total Direct Pt Care Hours	2356.8	88.8	85.2	70	56.4	78	60	78	96.8	96	88.8	88.8	85.2	92.4
Actual HPPD	41.4	1.42	1.41	1.11	0.98	1.36	1.03	1.37	1.64	1.78	1.54	1.47	1.41	1.59
Budgeted HPPD	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Variance HPPD	39.4	-0.6	-0.4											
Direct RN Hours	1684.8	64.8	61.2											
Budgeted HPPD	2	2	2											
Variance HPPD	39.4	-0.58	-0.5											

**Paid Hours by Date**  
Your Hospital Name Goes Here  
1/1/2004 to 1/31/2004

**\*All Cost Centers\***

	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10
<b>RN</b>										
*Work	60 / 1.5	56 / 1.4	92 / 2.3	104 / 2.6	104 / 2.6	96 / 2.4	88 / 2.2	84 / 2.1	92 / 2.3	92 / 2.3
Holiday	80 / 2	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
PTO	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Sick	0 / 0	20 / 0.5	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Subtotal	140 / 3.5	76 / 1.9	92 / 2.3	104 / 2.6	104 / 2.6	96 / 2.4	88 / 2.2	84 / 2.1	92 / 2.3	92 / 2.3
<b>Casual RN Staff</b>										
*Work	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Subtotal	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Total	244 / 6.1	124 / 3.1	140 / 3.5	160 / 4	152 / 3.8	144 / 3.6	136 / 3.4	124 / 3.1	132 / 3.3	148 / 3.7
<b>Critical Care Services</b>										
<b>RN</b>										
*Work	60 / 1.5	56 / 1.4	92 / 2.3	104 / 2.6	104 / 2.6	96 / 2.4	88 / 2.2	84 / 2.1	92 / 2.3	92 / 2.3
Holiday	80 / 2	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
PTO	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Sick	0 / 0	20 / 0.5	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Subtotal	140 / 3.5	76 / 1.9	92 / 2.3	104 / 2.6	104 / 2.6	96 / 2.4	88 / 2.2	84 / 2.1	92 / 2.3	92 / 2.3
<b>Casual RN Staff</b>										
*Work	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Subtotal	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Total	244 / 6.1	124 / 3.1	140 / 3.5	160 / 4	152 / 3.8	144 / 3.6	136 / 3.4	124 / 3.1	132 / 3.3	148 / 3.7

**Akron, Ann**

**List of Hours by Type: 12/28/2003 to 1/24/2004**

Type	Day	Date	Hours
*Work	Sun	12/28/2003	8
*Work	Tue	12/30/2003	8
*Work	Fri	1/2/2004	8
*Work	Mon	1/5/2004	8
*Work	Tue	1/6/2004	8
*Work	Wed	1/7/2004	8
*Work	Fri	1/9/2004	8
*Work	Sun	1/11/2004	8
*Work	Thu	1/15/2004	8
*Work	Fri	1/16/2004	8
*Work	Mon	1/19/2004	12
*Work	Wed	1/21/2004	12
*Work	Sat	1/24/2004	8
<b>Total</b>			<b>112</b>
Sick	Wed	1/14/2004	8
<b>Total</b>			<b>8</b>
Weekend Off	Sat	1/3/2004	
Weekend Off	Sun	1/4/2004	

**Med/S  
RN**

**Request List**  
Your Hospital Name Goes Here  
7/1/2004 to 7/31/2004

**\*All Staff\***

Type	Date	Name	Hours	Submitted	Decision	Reason
Education ACLS	7/7/2004	Paulson, Sam	8	4/8/2004	Approved 6/9/2004	Last ACLS Class this quarter and needs to attend
Education ACLS	7/8/2004	Paulson, Sam	8	4/8/2004	Approved 6/9/2004	Last ACLS Class this quarter and needs to attend
<b>Total</b>			<b>16</b>			
PTO, Clerk	7/13/2004	Benning, Tom	*	4/22/2004	Denied 6/9/2004	Not enough coverage
PTO, Clerk	7/14/2004	Benning, Tom	*	4/22/2004	Denied 6/9/2004	Not enough coverage
PTO, Clerk	7/27/2004	Benning, Tom	*	4/22/2004	Denied 6/9/2004	Not enough coverage
PTO, Clerk	7/28/2004	Benning, Tom	*	4/22/2004	Denied 6/9/2004	Not enough coverage
<b>Total</b>			<b>*</b>			
PTO, RN	7/12/2004	Anderson, Deb	8	4/5/2004	Approved 6/9/2004	
PTO, RN	7/13/2004	Anderson, Deb	8	4/5/2004	Approved 6/9/2004	
PTO, RN	7/14/2004	Anderson, Deb	8	4/5/2004	Approved 6/9/2004	
PTO, RN	7/19/2004	Guenther, Rita	8	12/23/2003	Approved 6/9/2004	Plane reservations have been made 12/03
PTO, RN	7/20/2004	Guenther, Rita	8	12/23/2003	Approved 6/9/2004	Plane reservations have been made 12/03
PTO, RN	7/21/2004	Guenther, Rita	8	12/23/2003	Approved 6/9/2004	Plane reservations have been made 12/03
PTO, RN	7/21/2004	Thompson, Richard	*	5/24/2004	Pending	
PTO, RN	7/22/2004	Guenther, Rita	8	12/23/2003	Approved 6/9/2004	Plane reservations have been made 12/03
PTO, RN	7/22/2004	Thompson, Richard	*	5/24/2004	Pending	
PTO, RN	7/26/2004	Thompson, Richard	*	5/24/2004	Pending	
<b>Total</b>			<b>56</b>			

**Total Hours by Assignment**  
Your Hospital Name Goes Here  
1/25/2004 to 2/21/2004

**\*All Cost Centers\* - \*All Staff\***

	Scheduled	Actual	Difference
*Work	3708 / 23.2	3668 / 22.9	-40 / -0.2
PTO	52 / 0.3	52 / 0.3	0 / 0
Sick	0 / 0	40 / 0.2	+40 / +0.2
Total Hours Worked	3708 / 23.2	3668 / 22.9	-40 / -0.2
Total Paid Time Off	52 / 0.3	92 / 0.6	+40 / +0.2

**\*All Cost Centers\* - RN**

	Scheduled	Actual	Difference
*Work	2540 / 15.9	2508 / 15.7	-32 / -0.2
PTO	52 / 0.3	52 / 0.3	0 / 0
Sick	0 / 0	32 / 0.2	+32 / +0.2
Total Hours Worked	2540 / 15.9	2508 / 15.7	-32 / -0.2
Total Paid Time Off	52 / 0.3	84 / 0.5	+32 / +0.2