

### Staffing Dashboard Dataview

This job aid explains how to use the Staffing Dashboard dataview to organize your staffing dashboard and to view employee demographic details within the dashboard.

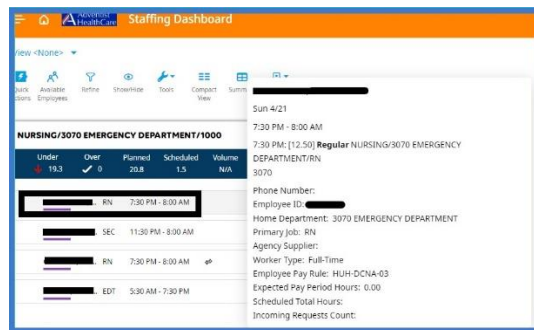
#### About Staffing Dashboard Dataview

- The Staffing Dashboard provides a view of real-time staffing needs for a single day, or even a single shift. It gives access to your daily staffing plan so you can make adjustments to your schedule when unforeseen events occur.
- The dataview is pulling schedule planner columns that are found within the schedule. The dataview can be found hovering your mouse over an employee name. The information will include details about the employee, such as their, location, contact info, home department, job, pay rule, and any rule violations.

#### How to Access a Dashboard View

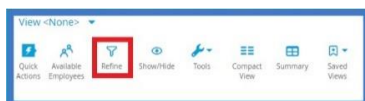
**Navigation: Main Menu > Schedule > Staffing Dashboard**

- Right-click an employee to display the dataview, which will expand Employee Information.

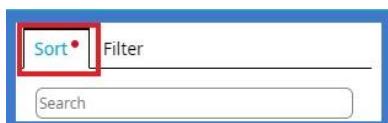


- You can use the dataview to sort and filter information that you wish to review. Please follow the steps below to Sort your staffing dashboard:

1. Click **Refine**



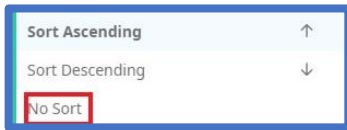
2. In the Refine panel, select the **Sort** tab.



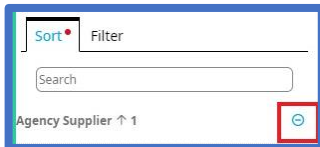
3. For each item you want to sort by, expand the item, then select **Sort Ascending** or **Sort Descending**.



4. To remove the sort for an individual item, expand the item and then select **No Sort**.



5. To remove all sorting, click **Remove** next to the list of selected sorting criteria.

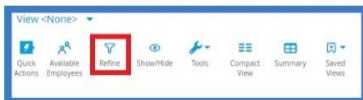


6. Click **Done**.

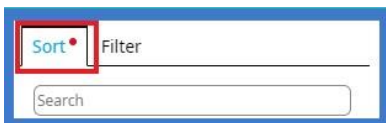
7. Click **Apply**.

Follow the steps below to filter the staffing dashboard by using the columns set in the dataview:

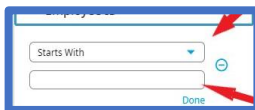
1. Click **Refine**



2. In the **Refine** panel, select the Filter tab.



3. For each item you want to filter on, expand the item and then select the filter operator.
4. Enter the value in the empty field.



5. To remove the filter for an individual item, expand the item, then click **Clear**.



6. To remove all filters, click **Clear**, next to the list of selected filtering criteria.
7. Click **Done**.
8. Click **Apply**

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