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# Workforce Management Web for Supervisors Help

Schedule Marked Time Totals Report

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# Schedule Marked Time Totals Report

To create a Schedule Marked Time Totals Report:

1. On the **Reports** tab, select **Schedule Reports** from the Views menu.
2. Select **Schedule Marked Time Totals Report** from the list in the Objects pane. The Reports Wizard's first screen, **Header**, appears.
3. Optional: To generate a header on the report, select **Show Header** and type your header text into the text box.  
Optional: To export the report to a file in the comma-separated values format, select the check box **Create report with .csv friendly format** (and then, after the report is created, select **Actions** > **Save As** and select **Comma Separated** as the report format). Do not use Workforce Management to print reports that you created in ".csv friendly format," because the result may be truncated. To print the file correctly, open it in a program that reads the .csv format, and then print it.
4. Click **Next**.
5. On the **Scenario** screen, select a schedule scenario or the Master Schedule. Then click **Next**. You will not see this screen if the report is created from the Report Scheduler, because the report data is retrieved from the Master Schedule.
6. On the **Date Range** screen:
  - a. Select a granularity and a corresponding start and end date. (Your granularity selection may **restrict** your date selections.)
  - b. On the **Target** pane, select **Agent**, **Team**, or **Site** from the drop-down list.
  - c. In the **Options** section, check the **Show filter on first page of report only** check box, if required. Then, click **Next**.
7. On the first **Data** screen, select the targets (agents, teams, or sites) that you want to include in the report. Then click **Next**.  
You can expand business units to display their sites. If you selected **Team** or **Agent** on the **Target** pane, you can further expand the tree's branches. You can select across multiple sites.
8. On the second **Data** screen, select the marked-time types to include. Then click **Finish**.  
You can expand business units to display their sites, and expand sites to display their marked-time types. You can select multiple marked-time types across different sites.

The report appears in the **Report Viewer**.

## Understanding the Schedule Marked Time Totals Report

The report takes one of three forms, depending on the target that you selected.

### The Site Schedule Marked Time Totals Report

<b>Enterprise [header]</b>	The name and time zone of the enterprise in which this site is included.
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## Schedule Marked Time Totals Report

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<b>Business Unit [header]</b>	The name of the business unit, if any, to which the selected site belongs. If the report covers independent sites, no business unit name appears.
<b>Date Period [header]</b>	The time range covered by the report.
<b>Selected Schedule Marked Times [header]</b>	The marked time types covered by the report.
<b>Site</b>	The name of each site included in the report.
<b>Day</b>	Each date in the selected date range.
<b>Duration</b>	The time that this site's agents spent in the selected marked-time types for each day included in the report.
<b>Paid Hours</b>	The number of the marked-time hours that were paid.
<b>Total Duration and Total Paid Hours for Business Unit</b>	The combined time that all the sites spent in the selected marked-time types over the report's date range and the number of those hours that were paid.

## The Team Schedule Marked Time Totals Report

<b>Business Unit [header]</b>	The name of the business unit. If the report covers only independent sites, no business unit name appears.
<b>Site [header]</b>	The name and time zone of the site.
<b>Date Period [header]</b>	The time range covered by the report.
<b>Selected Schedule Marked Times [header]</b>	The marked-time types covered by the report.
<b>Team</b>	The name of each team included in the report.
<b>Day</b>	Each matching date in the selected date range.
<b>Duration</b>	The time that each team spent the selected marked-time types during each day included in the report.
<b>Paid Hours</b>	The number of hours spent in the marked-time types that were paid.
<b>Total Duration and Total Paid Hours for Site</b>	The combined time that all of the teams in the site spent in the selected marked-time types during the report's date range.

## The Agent Schedule Marked Time Totals Report

<b>Site [header]</b>	The name and time zone of each site included in the report.
<b>Team [header]</b>	The team to which the selected agents belong.
<b>Date Period [header]</b>	The time range covered by the report.
<b>Selected Schedule Marked Times [header]</b>	The marked-time types covered by the report.
<b>Agent</b>	The name of each agent in the team who had marked time.

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## Schedule Marked Time Totals Report

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<b>Day</b>	Each matching date in the selected date range.
<b>Duration</b>	The time that this team's agents spent in the selected marked-time types for each day included in the report.
<b>Paid Hours</b>	The number of marked-time hours that were paid for each day included in the report.
<b>Total Duration and Paid Time for Team</b>	The combined time that all of the team's agents spent in the selected marked time over the report's date range, and how many of those hours were paid.