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# Workforce Management Web for Supervisors Help

[Schedule Reports](#)

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# Schedule Reports

Schedule reports display detailed schedule settings, in tabular and/or graph formats. (For a complete list of all WFM reports, see the [Reports List](#).) The Schedule reports are:

- [Schedule States Report](#)
- [Schedule State Totals Report](#)
- [Individual Schedule Report](#)
- [Team Schedule Report](#)
- [Weekly Schedule Report](#)
- [Activity Weekly Schedule Report](#)
- [Team Weekly Schedule Report](#)
- [Weekly Schedule Coverage Report](#)
- [Scheduled Budget Report](#)
- [Agent Comments Report](#)
- [Schedule Validation Report](#)
- [Schedule Trade Report](#)
- [Schedule Summary Report](#)
- [Schedule Marked Time Report](#)
- [Schedule Marked Time Totals Report](#)
- [Schedule Bidding Report](#)

To create a report, click that report's link (above) and follow the steps.

## Report Security Restrictions

You can view and print reports only for those sites for which you have security access.

## Creating a Report

1. In the Modules tree, click **Reports** (to expand the report categories); then click a category.  
**A list of the selected category's reports appears in the working pane and in the Objects tree.**
2. From either list, select the report that you want:

- Click a report's name in the working pane.
- Or click the report's name in the Objects tree.

**After you select a report, the Reports Wizard's first page (Header Page) appears.**

3. To print a header on the report, select **Show Header** and type your header text into the text box.
4. Click **Next**.
5. Select the objects, dates, or other options that you want to include in the report.  
**The number of screens that follow the first one depends on the report you are creating.**
  - Click **Next** after making your selections on each intermediate screen.
  - Make your selections on the final screen (which has a Finish button).
6. Click **Finish**.  
**A Progress message box appears. You can click Cancel to interrupt the report's generation.**

When the report has been generated, the **Report Viewer** appears to display it. The report is also added to the Objects tree so that you can **review** it later.

### Tip

For detailed explanations of what is displayed in each report, click the name of the report in the **bullet list** above.

## Date Restrictions

For reports whose wizard includes a **Date Range** screen:

- If you select weekly or monthly granularity, the **Start Date** and **End Date** selectors may be constrained to particular days (to the week's start and end days, or to the selected month's first and last days).
- If you enter dates that do not match these constraints and click **Next**, an error message alerts you to change your selection.
- If you select intra-day granularity, the **End Date** selector is disabled.