Workforce Management Web for Supervisors Help

Rotating Pattern Properties Report

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Rotating Pattern Properties Report

To create a Rotating Pattern Properties Report:

1. On the **Reports** tab, select **Policies Reports** from the Views menu.
2. Select **Rotating Pattern Properties Report** from the list in the Objects pane.
   The Reports Wizard's first screen, **Header**, 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. On the **Data** screen, select the rotating patterns you want to include in the report.

> ### Tip
> You can expand business units to display their sites, and expand sites to display their rotating patterns. You can select any combination of rotating patterns from multiple sites.

6. Click **Finish**.
   The report appears in the Report Viewer.

Understanding the Rotating Pattern Properties Report

Site [header]	The selected site.
Time Zone	The time zone for the site.
Rotating Pattern	The rotating pattern displayed.
Weekly Pattern	The name of displayed weekly pattern.
Min. Paid Hours	If **Use Weekly Paid Hours** is selected in the Weekly Rules pane, the minimum Paid Hours for the weekly pattern.
Max. Paid Hours	If **Use Weekly Paid Hours** is selected in the Weekly Rules pane, the maximum paid hours for the weekly pattern.
Day of Week	The weekly schedule settings for each day of the week.
Shift	The shift assigned on each day for each weekly schedule within the rotating pattern, if applicable.
Start Time	The shift's start time on each day of the weekly schedule, if applicable.
Paid Hours/Duration	The paid hours in the shift on each day of the weekly schedule, if applicable.
Estimated End Time	The estimated end time of the shift (start time +

	paid hours), if applicable.
Activities	The activities performed on each day for the weekly schedule. Displays `All Applicable` if **No Activity Limitation** was selected in the Rotating Pattern Activities pane for this Rotating Pattern.
Possible Day Off	Whether it is possible for the Schedule resolution process to assign this day as a day off.