

Assignment Register Report

Purpose:

This report is designed to show you essential assignment information and allows you to filter your results by many different variables in order for you to get a very specific set of assignments. Below are examples of beneficial uses for this report:

1. Allows you to view all active assignment for a given date range. Very useful to see what assignments are currently active for a given week. This can be used to verify who needs to fill out a timecard for a given week as well.

2. Allows you to audit Worker Comp codes for assignments.

3. Allows you to find all assignments that were ended for a customer with a specified performance code.

- 4. Find a list of assignments for a given customer
- 5. Find a list of assignments for a given order type
- 6. Find a list of assignments for a give performance code

| Branch Name | Canada Test, Ca | diffUK, Eag | 9 ¥ | Date Filter | Active Asg w | ithin specifie | d range 🛛 🗸 | | | | | | View Rep |
|--|---|--|---|-----------------------|--|--|--|---|---|---|---|---|--|
| Order Type | TE - Temp | | ~ | Performance Code | EX - Excellent | , F - Fair, G - | G v | | | | | | |
| Start Date | 11/1/2017 | | 100 | End Date | 11/8/2017 | | | | | | | | |
| Customer Name | | | | Department Name | | | | | | | | | |
| Employee Name | | | | Group By | Customer Na | ime v | - | | | | | | |
| Sort By | Employee Name | ~ | | | | | _ | | | | | | |
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| igh Tech Staffing | | | | | | | | | 112) T | · · · · · | 5 0 F 1 | F W A R E | |
| ssignments with Act | tive Asg within spe | cified range | from 11/1/2 | 2017 through 11/8/201 | 7 from the follow | ing branches: | | | ∇^2 | , | SOFI | rware | |
| • • | tive Asg within spe | | from 11/1/2 Job Title | 2017 through 11/8/201 | 7 from the follow Start Date | ing branches: End Date | | | OT Pay | | SOF1 | Shift | GM % |
| ssignments with Act ouped by customer | tive Asg within spe name | | | 2017 through 11/8/201 | | - | '(All Branches | Selected)'. | Ģ | | SOF1 | FWARE | GM % |
| ssignments with Act ouped by customer mployee | tive Asg within spe name SSI | | | | | - | '(All Branches | Selected)'. | Ģ | | SOF1 | FWARE | GM % 42.92% |
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Parameters:

1. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

2. Date Filter: A drop down determining what field your date range filters on.

- a. Start Date of assignment.
- b. End Date of assignment.
- c. Date Created of assignment.
- d. Active Asg with specified range.

3. Order Type: A list of all the different Order Types in the system. Can select all, one or any combination of types.

4.Performance Code: A list of all the different Performance Code in the system. Can select all, one or any combination of codes.

5. Start Date: Starting date of your desired date range.

6. End Date: Ending date of your desired date range.

7.Customer Name: The customer name on the order that the assignment is tied to.

8.Department Name: The department name on the order that the assignment is tied to.

9. Employee Name: The employee name on the assignment.

10. Group By: A list of different fields to group the data into on the report. Has the following options:

a. Branch

- b. Customer Name
- c. Customer & Department
- d. Employee Name
- e. Job Title
- f. Order Type
- g. Shift
- h. WC Code
- i. Performance Code
- j. Rep Name

11. Sort By: A list of different fields to sort the data within the specified group. Has the following options:

- a. Employee Name
- b. SSN
- c. Job Title
- d. Start Date

e. End Date

f. Pay Rate

g. Bill Rate

h. WC Code

i. Shift

j. GM %

Related Articles