Emory Gynecology and Obstetrics QGenda Basic Reports Guide

Basic reports can easily be run under the View or Statistics tabs (see below). More detailed reporting capabilities are available under the Admin tab.

View Tab – to view the schedule (page 2)

Legend
1. Locked - a shift was requested and approved
2. Note: the shift assignment has a note attached; the note can be viewed by hovering over the assignment

Selecting a Date Range- The default is always the current week with Monday as the start date
- Select the start date by clicking in the box and selecting a date on the calendar
- Select the range you wish to see using the drop down boxes
- Select the View By drop down box you wish to use
- Once you've made your selections, click "Go"

Staff Box and **Task Box**
- The drop down box allows you to select the Staff/Task filter you wish to print, export, or view on the screen.
- Next to each staff/task are three icons:
  - Highlight: when turned on, the person of interest will appear throughout the schedule in a bright blue color
  - Show: shows that person on the scheduling screen. The icon at the top of the list will show all
  - Hide: hides that person on the scheduling screen. The icon at the top of the list will hide all.
- If you'd like to view the entire schedule, choose the "All Staff" staff filter and "All Tasks" task filter

Reports – click on the Reports Printing & Exporting Button
- Format: choose type of export file (PDF or Excel)
- Report By: Staff, Task, or calendar by task/staff formats available
- Show Staff By: how provider names will display on your report
- Show Tasks By: how task names will display on your report
- Show Notes: Choose "yes" to see any notes associated with each task

Statistics Tab – to report based on a time period, person(s), task(s) (page 3)

Data Range and Report View
- Select the start and end dates you wish to display; you must click on a day inside the calendar
- View by: changes the view of the schedule in the middle screen
  a. There are expanded view options in this tab; spend some time exploring these
  b. Some Common "View By" Option Examples are on page 4

Staff Filters
- Check the boxes next to names of people you wish to see statistics for, or choose a staff filter from the dropdown menu (each division has a staff filter)

Inclusion Criteria
- Always check the box under Physical Actual (see diagram)
- Always leave the boxes for Physical Tracked and both under "Credit" unchecked
- To include pending requests in the totals check the "Include Pending Requests" box
- To view the information summed by day of the week check the "Sum by Day" box

Task Filters
- Check the boxes next to tasks based on which task(s) and day(s) of the week you want to display
  - To uncheck all boxes use the dropdown to select "—Apply Task Filter—"
  - The "Vacation and Prof Leave" filter will automatically select all away tasks
  - All boxes can be checked and unchecked
  - Check the "All" columns at the top to view all tasks for that day of the week
  - Check the first "All" column in each row to easily view that task for all days of the week

View and Export (to print)
- Click the View Stats button to refresh the middle table any time you change filter selections
- Export Stats will export the middle screen to Microsoft Excel

View Tab – to view the schedule

Firefox
QGenda 04

https://www.qgenda.com

QGenda

Start: 9/1/2014 | Go
Range: Weeks | 2
View By: Staff Down Left

Selecting a Date Range

Reports - Printing & Exporting

Reports

Emory Healthcare Department of Gynecology and Obstetrics

Warning: You currently have one or more staff hidden

View | Swap | Request | Statistics | Admin

The View Tab – to view the schedule

Legend

🔒 - Locked   📝 - Note (Hover Over)

Home

Staff	Sep Mon 1	Sep Tue 2	Sep Wed 3	Sep Thu 4	Sep Fri 5	Sep Sat 6	Sep Sun 7	Sep Mon 8	Sep Tue 9	Sep Wed 10	Sep Thu 11	Sep Fri 12
CLOSED												
Horowitz	Holiday	Away/Other Leave	Away/Other								Away/Other Leave	Away/Other
Gordon	Holiday											
Khanna	Holiday											
Gursahaney	Holiday											
Bagaria	Holiday											
Ladhiewicz	Holiday											
Badell	Holiday			PL	PL							
Ellis	Holiday											
Lindsay	Holiday											
Krishna	Holiday			PL	PL							
Martin	Holiday											
Rimawi	Holiday											
Volunteer												
Lathrop	Holiday	Away/Other Leave	Away/Other Leave	Away/Other Leave	Away/Other Leave			Away/Other Leave	Away/Other Leave	Away/Other Leave	Away/Other Leave	Away/Other
Cwiak	Holiday											
Hofler	Holiday											
Deans	Holiday											
Kottke	Holiday											
Flowers	Holiday											
Fogelson	Holiday											PL
Fuson												

Staff Box

Task Box

-- Apply Staff Filter --

Staff
CLOSED
JA
Horowitz
Gordon
Khanna
Gursahaney
Bagaria
Ladhiewicz
Badell
Ellis
Lindsay
Krishna
Martin
Rimawi
Volunteer
Lathrop
Cwiak
Hofler
Deans

Tasks
All Tasks
Grady Labor Days
Grady Labor Nights
Grady Labor Weekends
Grady Labor Holiday
Grady OB/GYN Clinic AM
Grady OB/GYN Clinic PM

The Statistics Tab – to report based on a time period, person(s), or task(s)

The Statistics Tab – to report based on a time period, person(s), or task(s)

Statistics | Request | Swap | View | Admin

Date Range and report view

View and Export

Staff Filters

Inclusion Criteria

Task Filters

Start: 9/1/2014
End: 8/31/2015
Go
View By: Staff Down Left Detail

Emory Healthcare Department of Gynecology and Obstetrics

View Stats | Export Stats

Emory Healthcare Department of Gyn
Printed: 2/3/2015 7:17 PM

Report (9/1/2014 – 8/31/2015)

	Away/Other Leave	CDC	Emory Admin Leave	PTO	APTO	PL	APL	Holiday	Totals
	PA	PA	PA	PA	PA	PA	PA	PA	PA
Northington (Northington)	61			18	7		8	9	24
Karp (Karp)				20	6	13		9	94
Adelowo (Adelowo)	3			8	10			9	45
Greene (Greene)								9	27
Totals	64			46	7	29	8	36	190

Include Stats:

Physical
Actual Tracked

Credit
Actual Tracked

☑ Include Pending Requests

☐ Sum By Day

Staff

-- Apply Staff Filter --

Flowers
Fogelson
Fusco
Goedken
Castellano
Northington
Karp
Adelowo
Greene
Hudson
Lanzer
Raynor
Jamieson
Tepper
Johnston
Jatalaui
Lawson
Berry-Bibee
Meaney-Delman
Akpan
Durher

Tasks

Vacation and Prof Leave

BCNM AM
BCNM PM
Away/Other Leave
CDC
Emory Admin Leave
Post Call AM
Post Call PM
Admin AM
Admin PM
AAdmin AM
AAdmin PM
PTO
PTO

⏱Gend

Statistics Tab – Common "View By" Option Examples

Staff Down Left Detail

	Away/Other Leave	CDC	EHC Admin	PTO	PTO	PL/CME	PL/CME	Holiday	Totals
	PA	PA	PA	PA	PA	PA	PA	PA	PA
Horowitz (Horowitz)			2			1		9	12
Gordon (Gordon)	15				9		6	9	39
Khanna (Khanna)	9			9		5		9	32
Totals	24		2	9	9	6	6	27	83

Tasks Down Left Detail

	Horowitz	Gordon	Khanna	Totals
	PA	PA	PA	PA
Away/Other Leave (Away/Other Leave)		15	9	24
CDC (CDC)				
EHC Admin (EHC Admin)	2			2
Vacation (PTO)			9	9
PTO (PTO)		9		9
Professional Leave (PL/CME)	1		5	6
Professional Leave (PL/CME)		6		6
Holiday (Holiday)	9	9	9	27
Totals	12	39	32	83

List by Staff Detail

Horowitz, Ira (Horowitz)			PA
9/1/2014	Mon	Holiday (Holiday)	1
11/27/2014	Thu	Holiday (Holiday)	1
11/28/2014	Fri	Holiday (Holiday)	1
12/24/2014	Wed	Holiday (Holiday)	1
12/25/2014	Thu	Holiday (Holiday)	1
1/1/2015	Thu	Holiday (Holiday)	1
1/13/2015	Tue	EHC Admin (EHC Admin)	1
1/19/2015	Mon	Holiday (Holiday)	1
1/20/2015	Tue	Professional Leave (PL/CME)	1
2/10/2015	Tue	EHC Admin (EHC Admin)	1
5/25/2015	Mon	Holiday (Holiday)	1
7/3/2015	Fri	Holiday (Holiday)	1
		Total	12

List by Task Detail

Professional Leave (PL/CME)			PA
1/20/2015	Tue	Horowitz, Ira (Horowitz)	1
2/5/2015	Thu	Khanna, Namita (Khanna)	1
2/6/2015	Fri	Khanna, Namita (Khanna)	1
3/27/2015	Fri	Khanna, Namita (Khanna)	1
7/16/2015	Thu	Khanna, Namita (Khanna)	1
7/17/2015	Fri	Khanna, Namita (Khanna)	1
		Total	6