APPOINTMENT SCHEDULE ANALYSIS

Tools > Reports > Appointments > Appointment Schedule Analysis

The Appointment Schedule Analysis is a visual report which shows scheduled hours compared to booked hours for each employee. The report includes employee efficiency rates, which is the percentage of total scheduled time that was booked. The first two pages in the report provide a summary of data for each employee, as well as the entire business. Each employee also has their own detailed page within the report. This report will assist you in analyzing employee performance, by allowing you to see which employees have the highest ratio of booked time vs scheduled time. It can also help you recognize daily trends and plan out future schedule requirements.

Employee Appointment and Roster Analysis

From: Monday, 16 November, 2015

To: Wednesday, 18 November, 2015

Time Period: 3 Days

PEPPERMINT PARK

Peppermint Park

For Employees: All Employees

Percent of Rostered Time per Employee

Legend: Anna, Chris, Katie, Lucy, Michael

Rostered vs Booked Time for Whole Business

Legend: Rostered, Booked

PERCENT OF SCHEDULED TIME PER EMPLOYEE
This graph shows the percentage of total scheduled time that was booked for each employee over the given date range.

SCHEDULED VS BOOKED TIME FOR WHOLE BUSINESS
This graph shows the total scheduled hours and total booked hours for the whole business over the given date range.
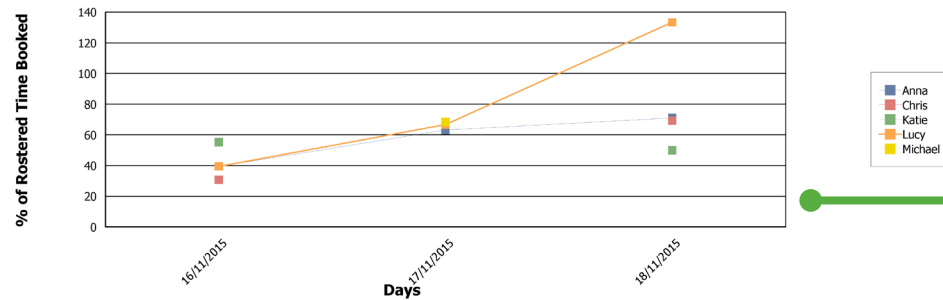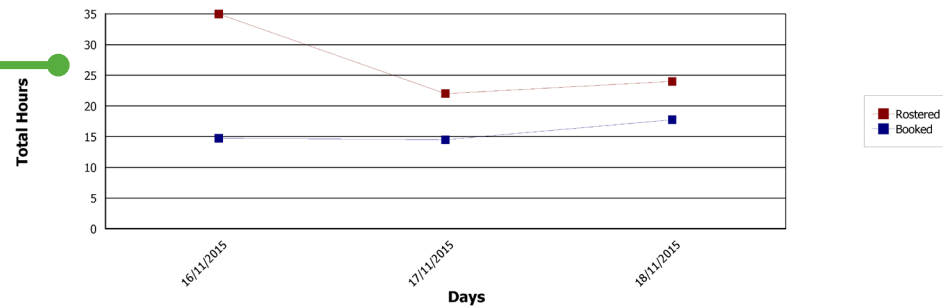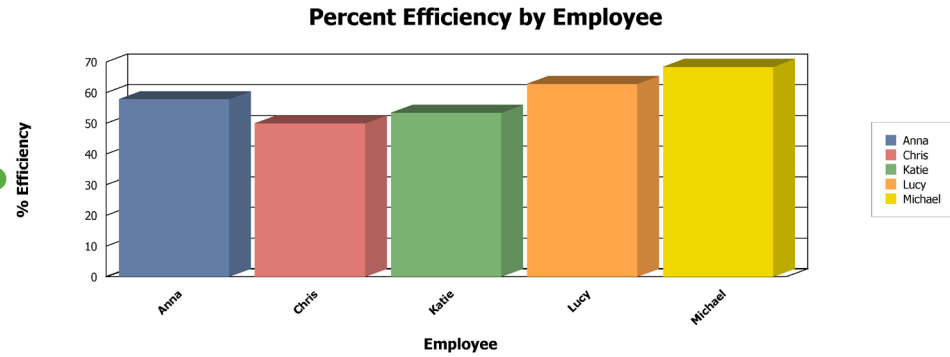
PERCENT EFFICIENCY BY EMPLOYEE

This graph shows employee efficiency rates, which is the percentage of total scheduled time that was booked.

BOOKED HOURS

This column shows the total number of hours that were booked for each employee.

Percent Efficiency by Employee

SCHEDULED HOURS

This column shows the total number of hours each employee was scheduled on.

% EFFICIENCY

This column shows employee efficiency rates, which is the percentage of total scheduled time that was booked.

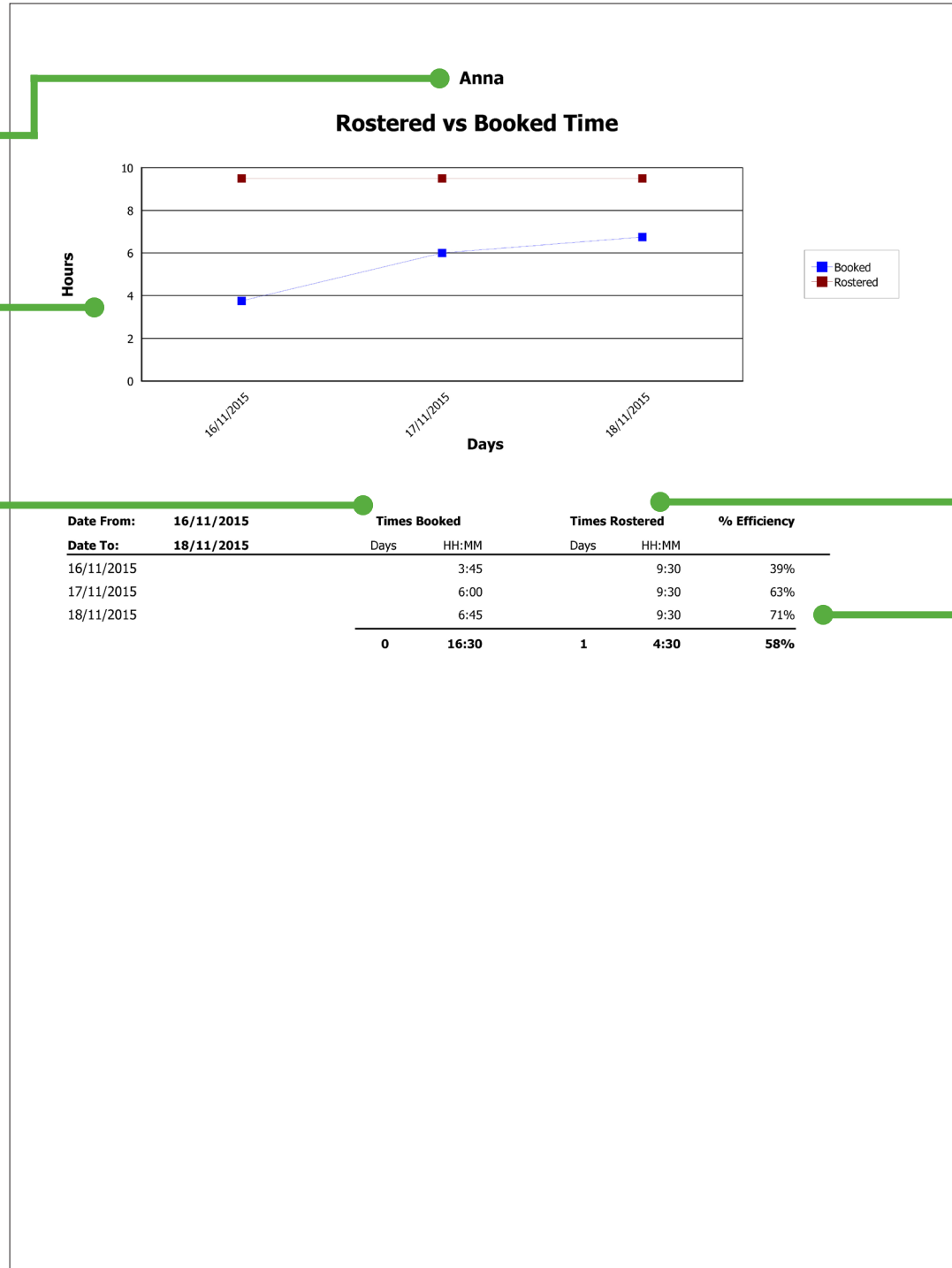| Employee	Booked Hours	Rostered Hours	% Efficiency
Anna	16.50	28.50	57.89%
Chris	6.50	13.00	50.00%
Katie	7.75	14.50	53.45%
Lucy	9.75	15.50	62.90%
Michael	6.50	9.50	68.42%
Total	**47.00**	**81.00**	**58.02%**

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EMPLOYEE

Each employee has their own page in the report. The employee's name will be displayed here.

SCHEDULED VS BOOKED TIME

This graph shows the total scheduled hours and total booked hours for a particular employee over the given date range.

TIMES BOOKED

This column shows the amount of time the employee was booked for each day.

Anna

Rostered vs Booked Time

Legend: ■ Booked ■ Rostered

X-axis: Days (16/11/2015, 17/11/2015, 18/11/2015)
Y-axis: Hours (0–10)

TIMES SCHEDULED

This column shows the amount of time the employee was scheduled on for each day.

% EFFICIENCY

This column shows the percentage of the employee's scheduled time that was booked for each day.

Date From:	16/11/2015	Times Booked		Times Rostered		% Efficiency
Date To:	18/11/2015	Days	HH:MM	Days	HH:MM	
16/11/2015			3:45		9:30	39%
17/11/2015			6:00		9:30	63%
18/11/2015			6:45		9:30	71%
		0	**16:30**	**1**	**4:30**	**58%**

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