



**SYNTELLIS**  
PERFORMANCE SOLUTIONS

**Productivity:  
Daily Performance Reporting  
Syntellis Performance Solutions, LLC**

**June 2023**

320 N. Sangamon Street, Suite 700  
Chicago, IL 60607

(847) 441-0022

[www.syntellis.com](http://www.syntellis.com)

Syntellis® is a trademark of Syntellis Performance Solutions, LLC. Microsoft®, Excel®, and Windows® are trademarks of Microsoft Corporation in the United States and/or other countries. All other trademarks are the property of their respective owners.

This document is Syntellis Performance Solutions Confidential Information. This document may not be distributed, copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable format without the express written consent of Syntellis Performance Solutions.

Copyright © 2023 Syntellis Performance Solutions, LLC. All rights reserved.

# Contents

- Purpose .....5**
  - Data requirements ..... 5
  - Outcomes ..... 5
- Steps summary .....5**
  - CalDate Dimension table and Daily Data table ..... 6
  - Load daily key statistics ..... 6
  - Load daily key statistics from a report ..... 8
  - Load actual contract labor..... 9
  - Load actual payroll data to Daily tables ..... 10
    - Error checking and validation ..... 11
    - Import error message ..... 11
  - Load actual statistical data to Daily tables ..... 11
    - Error checking and validation ..... 12
    - Import error message ..... 12
  - Load actual statistical data (from RevUsage Data) to Daily tables..... 13
    - Error checking and validation ..... 13
    - Import error message ..... 14
- Available reports for managers and directors .....14**
  - CoverDailyProd\_Manager report ..... 15
  - Daily Hours by JobClass report ..... 15
  - Daily Hours by JobCode report..... 16
  - Daily Productivity Trend report..... 17
- Available reports for executives .....18**
  - CoverDailyProd\_Exec report ..... 18

Daily Productivity 30 Days report.....	19
Daily Productivity Performance report .....	19
<b>Process file collect packages using Daily Productivity .....</b>	<b>20</b>

## Purpose

Compare actual worked (productive) hours per unit of service to a benchmark worked hours per unit of service on a daily basis. The benchmark can come from an outside industry benchmark or the current year budget.

## Data requirements

The following data is required for this process:

- Actual Hours by JobCode by PayType (Daily Hours from the Time and Attendance System)
- Actual key statistics by department
  - Load through an import
  - Load through a save-to-database report
- Actual daily contract labor hours (if available)

## Outcomes

Timely and accurate payroll reporting identifies salary hours and dollar variances that can be corrected before month-end close. Salary expense usually comprises about 50-65% of a hospital's total expenses.

Labor variances are categorized by Efficiency, Rate, and Volume Use.

## Steps summary

1. Load daily payroll data.
2. Load daily statistical data
3. Load daily contract labor data (if available).
4. Process productivity reports.

## CalDate Dimension table and Daily Data table

The CalDate Dimension table stores the daily data to the Daily table. Each record is stored by calendar date (CalDate). Each year, you must update this dimension table for the new fiscal year.

Data Type		Integer	String	Integer	Integer	Integer	Integer	String	Integer	String
String Length			50					5		10
Description										
Delete Row	CALDATE	Description	CalYear	CalMonth	CalDay	FiscalYear	Holiday	PayPeriod	DayOfWeek	
	20141005	October 5, 2014	2014	10	5	2015	N		8	Sunday
	20141006	October 6, 2014	2014	10	6	2015	N		8	Monday
	20141007	October 7, 2014	2014	10	7	2015	N		8	Tuesday
	20141008	October 8, 2014	2014	10	8	2015	N		8	Wednesday
	20141009	October 9, 2014	2014	10	9	2015	N		8	Thursday
	20141010	October 10, 2014	2014	10	10	2015	N		8	Friday
	20141011	October 11, 2014	2014	10	11	2015	N		8	Saturday
	20141012	October 12, 2014	2014	10	12	2015	N		8	Sunday

The Daily table is where you store all daily data by CalDate, Department, JobCode, PayType, and EMPID.

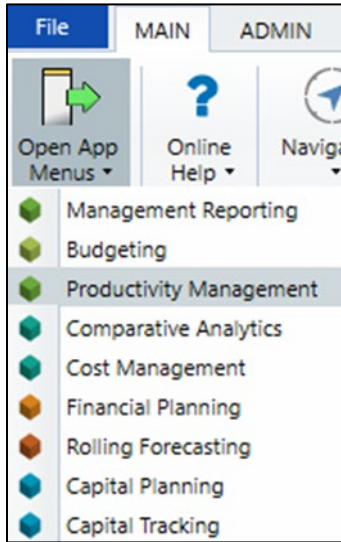
Data Type		Integer	Integer	String	String	Integer	String	Numeric	Numeric	Numeric	String
String Length				25	25		50				10
Description											
Delete Row	CalDate	Dept	JobCode	PayType	EMPID	EMPIDDesc	Hours	Stats	Revenue	DayOfWeek	
	20141201	19100	J00017	P0001	38449	Joe Smith	22.50	0.00	0.00	Monday	
	20141201	19100	J00017	P0004	38449	Joe Smith	4.50	0.00	0.00	Monday	
	20141201	19100	J00017	P0024	14388	Mary Jones	4.00	0.00	0.00	Monday	
	20141201	19100	J00017	POVT	14388	Mary Jones	4.75	0.00	0.00	Monday	
	20141201	19100	J00018	P0001	28189	Fred White	15.00	0.00	0.00	Monday	
	20141201	19100	J00018	P0004	28189	Fred White	4.00	0.00	0.00	Monday	

## Load daily key statistics

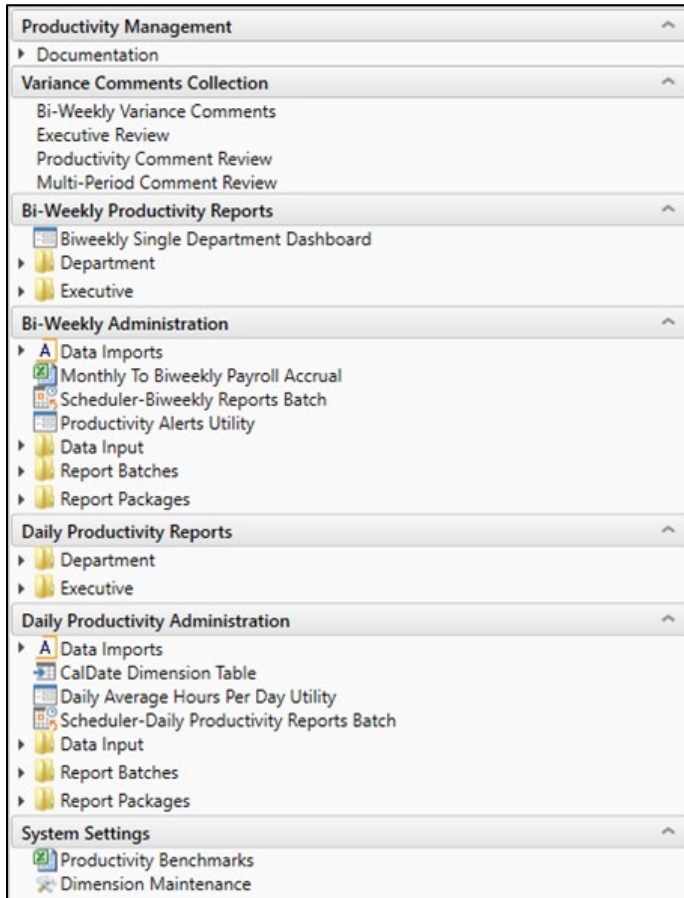
You can load statistics for daily productivity using one of these methods:

- Save daily key statistics to a database report.
- Set up a daily statistics import that loads to the Daily table.
- Set up a daily import that is a copy of the RevUsage import by adding service date as a column and posting to the Daily table.

You can access everything you need to process Daily Productivity reports from the Productivity Management task pane. To access this task pane, log into the Axiom system and in upper left-hand corner of the ribbon, click **Open App Menus > Productivity Management**.

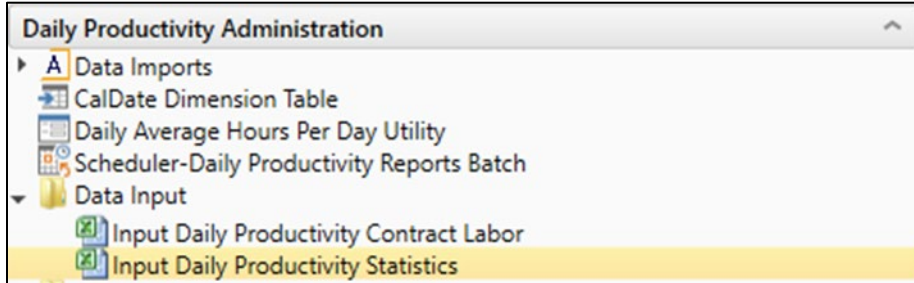


The task pane opens on the left side of the page.



## Load daily key statistics from a report

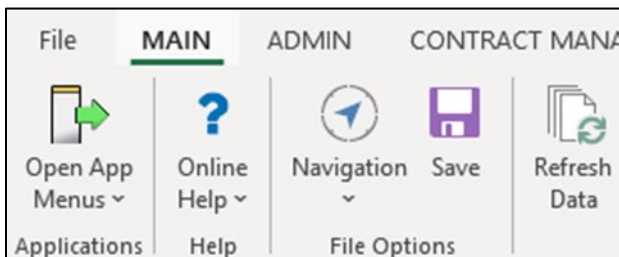
From the task pane, access **Daily Productivity Administration** and click **Data Input > Input Daily Productivity Statistics**.



Use the top section of the report to enter data for new departments. The bottom section brings in existing data from the database.

The first time you use this report, you must manually add enough rows to enter all new departments.

1. Highlight and copy an existing row, and then click Insert copied cells to add the rows. You can add as many rows as your require.
2. On the main ribbon, click **Refresh Data** to refresh the data in the report.



3. Enter data by CalDate (Day) or change existing daily data by day.

You can type into any blue shaded cell. The top of the report displays the dimension and table configuration settings. You should not have to change these setting unless you attempt to post to a different table. Table settings default to the current year unless you change them or store statistics using a different JobCode and PayType combination (the default is JStat and PStat).

- After you complete data entry, click **Save** on the main ribbon to save the data to the database.

**Daily Productivity Statistics Data Entry**

Portland Health Care

Click "Save" to save values to database No changes made

Statistics - JobCode: JSTAT

Statistics - PayType: PSTAT

Columns to Update: Stats

Refresh from Table: Daily

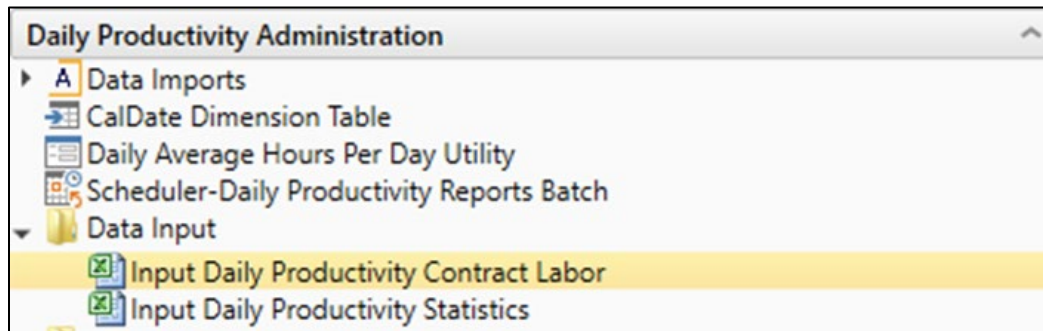
Save to table: Daily

CalDate used to populate Dept list: 20230521

Posting Date	Description	Department	Description	JobCode	PayType	Employee ID	Stats	Total
Add New Depts								
20230522	<<Input CalDate! (YYYYMMDD)		<<Enter Valid Dept!	JSTAT	PSTAT	0		0.00
20230522	<<Input CalDate! (YYYYMMDD)		<<Enter Valid Dept!	JSTAT	PSTAT	0		0.00
20230522	<<Input CalDate! (YYYYMMDD)		<<Enter Valid Dept!	JSTAT	PSTAT	0		0.00
20230522	<<Input CalDate! (YYYYMMDD)		<<Enter Valid Dept!	JSTAT	PSTAT	0		0.00
20230522	<<Input CalDate! (YYYYMMDD)		<<Enter Valid Dept!	JSTAT	PSTAT	0		0.00
20230522	<<Input CalDate! (YYYYMMDD)		<<Enter Valid Dept!	JSTAT	PSTAT	0		0.00
<Copy above rows and insert here if more are needed>								
Change Existing Depts								
<small>Departments shown are based on 05-21-2023. New values entered above will only show below when you select CalDate equal to 05-22-20</small>								
<b>Total</b>								<b>0.00</b>

## Load actual contract labor

If data is available, access **Daily Product Administration** and click **Data Input > Input Daily Productivity Contract Labor**.



Use the top section of the report to enter data for new departments, and the bottom section to import existing data.

The first time you use this report, you must manually add enough rows to enter all new departments.

- Highlight an existing row, and then copy the entire row.
- Highlight the number of rows you want to add, and then click **Insert copied cells** to add the rows.
- After data appears in the database, click **Refresh Data** from the main ribbon.

The data in the report is refreshed. You can enter data by pay period, change existing pay period data, or type into any blue-shaded cell.

**Daily Productivity Contract Labor Data Entry**

Portland Health Care

Click "Save" to save values to database *No changes made*

Contract Labor - JobCode: JAGC  
 Contract Labor - PayType: PAGC

Columns to Update: Hours  
 Refresh from Table: Daily  
 Save to table: Daily  
 CalDate used to populate Dept list: 20230521

Posting Date	Description	Department	Description	JobCode	PayType	Employee ID	Hours	Total
Add New Depts								
20230522	<<Input CalDate! (YYYYMMDD)		<<Enter Valid Dept!	JAGC	PAGC	0		0.0
20230522	<<Input CalDate! (YYYYMMDD)		<<Enter Valid Dept!	JAGC	PAGC	0		0.0
20230522	<<Input CalDate! (YYYYMMDD)		<<Enter Valid Dept!	JAGC	PAGC	0		0.0
20230522	<<Input CalDate! (YYYYMMDD)		<<Enter Valid Dept!	JAGC	PAGC	0		0.0
20230522	<<Input CalDate! (YYYYMMDD)		<<Enter Valid Dept!	JAGC	PAGC	0		0.0
20230522	<<Input CalDate! (YYYYMMDD)		<<Enter Valid Dept!	JAGC	PAGC	0		0.0
<Copy above rows and insert here if more are needed>								
Change Existing Depts								
<i>Departments shown are based on 05-21-2023. New values entered above will only show below when you select CalDate equal to 05-22-2023 after s</i>								
							<b>Total</b>	0.0

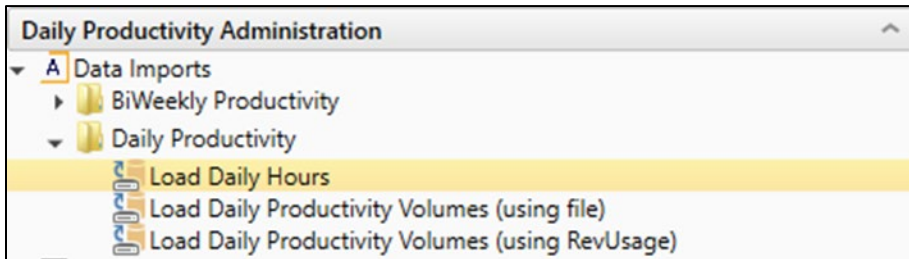
The top of the report displays dimension and table configuration settings. You do not need to change these settings unless you want to:

- Post to a different table. Table settings default to the current year unless you change them.
- Store contract labor hours using a different JobCode and PayType combination (default is J09999 and PAGC).

4. After you complete data entry, click **Save** to save to the database.

## Load actual payroll data to Daily tables

1. From the task pane, access **Daily Productivity Administration > Data Imports > Daily Productivity**, and then click **Load Daily Hours**.



The screenshot shows a task pane titled "Daily Productivity Administration". Under the "Data Imports" section, the "Daily Productivity" folder is expanded, and the "Load Daily Hours" option is highlighted in yellow. Other options visible include "BiWeekly Productivity", "Load Daily Productivity Volumes (using file)", and "Load Daily Productivity Volumes (using RevUsage)".

The import was set up for you during your implementation.

2. Click the **Execute** tab, and then click **Execute**.



## Error checking and validation

As you complete the import settings, the Import Wizard performs error checking for missing required and invalid settings. If the destination table has linked columns (columns that are assigned to a lookup column), data is validated automatically against the lookup column before importing.

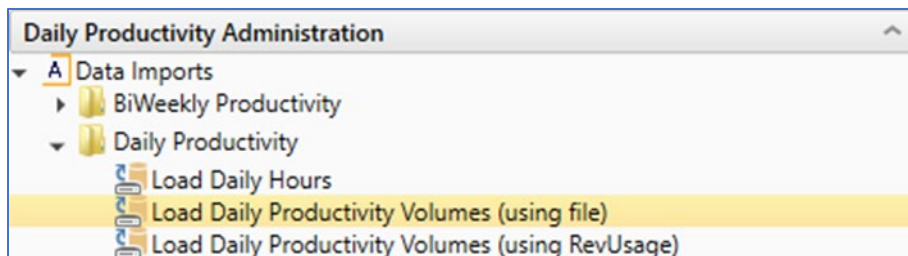
## Import error message

If an error is detected, an error message is displayed.

1. Click the link to access the tab that contains the error. Only one error is displayed at a time. After you resolve the current error message, a new message may appear.
2. Add the missing dimension elements, and then rerun the import.

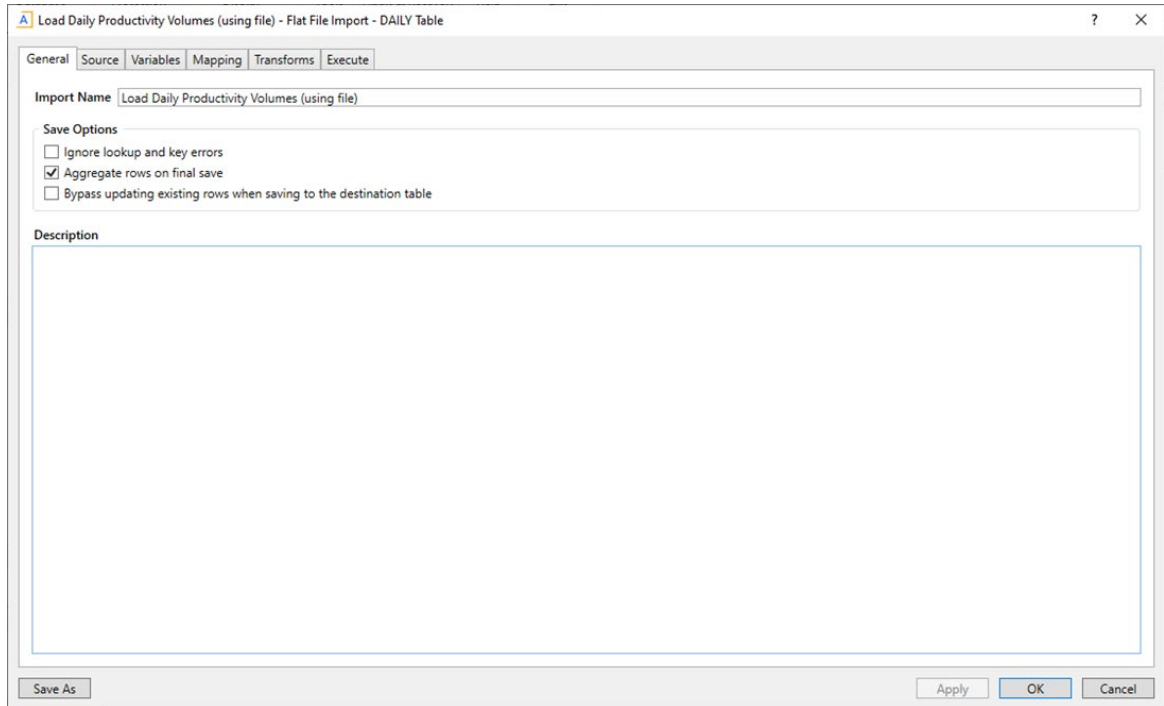
## Load actual statistical data to Daily tables

3. From the task pane, access Daily Productivity Administration > Data Imports > Daily Productivity, and then click Load Daily Productivity Volumes (using file).



The import was set up for you during your implementation.

4. Click the **Execute** tab, and then click **Execute**.



## Error checking and validation

As you complete the import settings, the Import Wizard performs error checking for missing required and invalid settings. If the destination table has linked columns (columns that are assigned to a lookup column), data is validated automatically against the lookup column before importing.

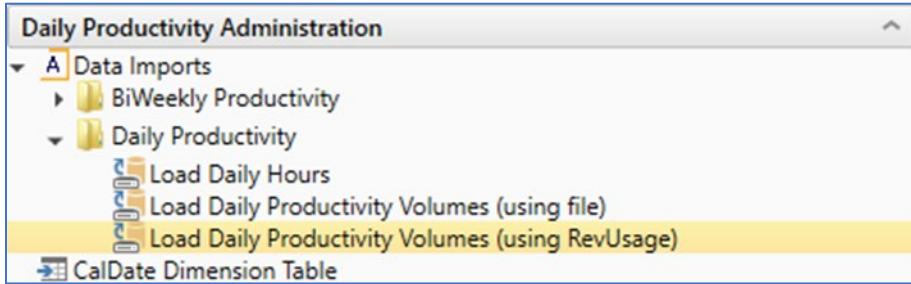
## Import error message

If an error is detected, an error message is displayed.

1. Click the link to access the tab that contains the error. Only one error is displayed at a time. After you resolve the current error message, a new message may appear.
2. Add the missing dimension elements, and then rerun the import.

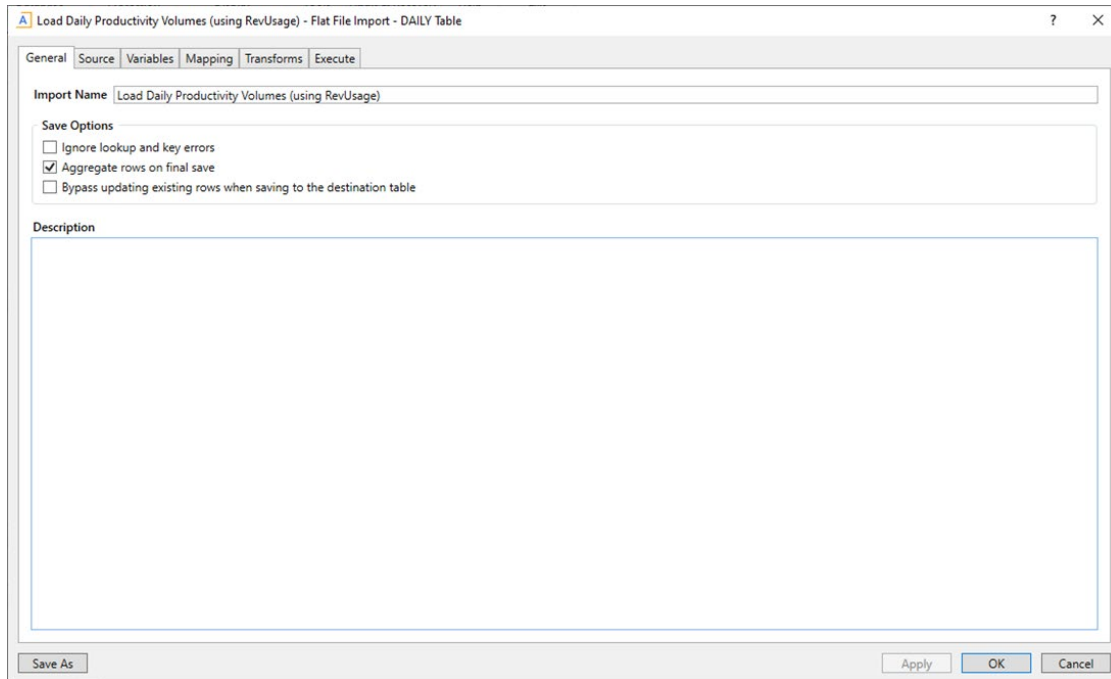
## Load actual statistical data (from RevUsage Data) to Daily tables

1. From the task pane, access **Daily Productivity Administration > Data Imports > Daily Productivity**, and then click **Load Daily Productivity Volumes (using RevUsage)**.



The import was set up for you during your implementation.

2. Click the **Execute** tab, and then click **Execute**.



## Error checking and validation

As you complete the import settings, the Import Wizard performs error checking for missing required and invalid settings. If the destination table has linked columns (columns that are assigned to a lookup column), data is validated automatically against the lookup column before importing.

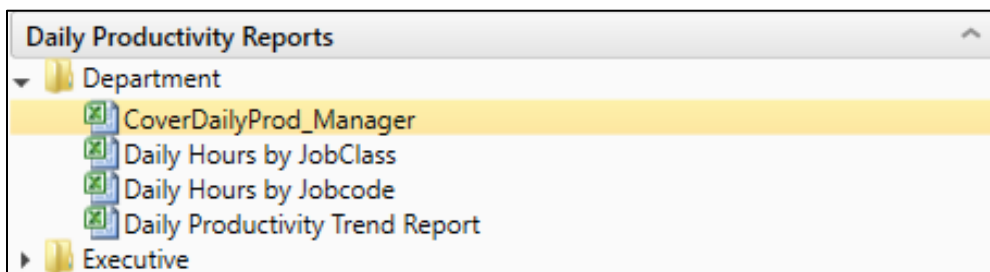
## Import error message

If an error is detected, an error message is displayed.

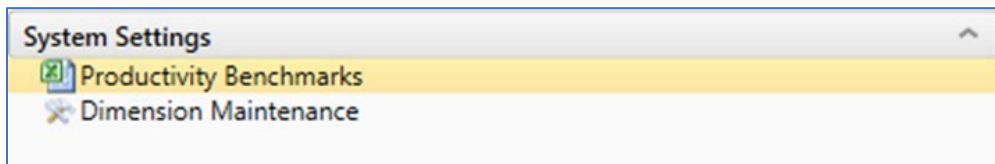
1. Click the link to access the tab that contains the error. Only one error is displayed at a time. After you resolve the current error message, a new message may appear.
2. Add the missing dimension elements, and then rerun the import.

## Available reports for managers and directors

From the task pane, click **Daily Productivity Reports > Department** to access the reports.



The Daily Productivity reports use an outside benchmark, which is stored in the Productivity Benchmark table and accessed from the task pane under the **System Settings > Productivity Benchmarks**. Open the table, make any additions or changes, and then click **Save** from main menu.



Dept		Department Name	Worked Hours per Unit	Paid Hours per Unit	Salaries per Unit	Supplies per Unit	Total Expense per Unit
10001010		PHC Internal Medicine (Provider Detail)	3.84	4.22	0.00	0.00	0.00
10001020		PHC Internal Medicine (Provider Summary)	3.93	4.32	0.00	0.00	0.00
100060000		PDX00 Administration	85.61	94.17	0.00	0.00	0.00
100060100		PDX00 Research Institute	55.39	60.93	0.00	0.00	0.00
100060200		PDX00 Administration- VP	47.34	52.07	0.00	0.00	0.00

## CoverDailyProd\_Manager report

**Description:** A cover page that identifies the reports in distributed packages for managers and directors.

**Additional information:**

- Is customizable for your organization
- Is generated by department

### Daily Productivity Reports for: 05/23/2023

---

*This package contains a copy of your current Daily Productivity reports for your review and records. Please review the contents for accuracy and omissions.*

**Need Help?**  
Please call/email Finance at 123-456-7890

REPORT TYPES

<b>Tab Name</b>	<b>Type of Report</b>
DailyJClass_Dept Number	Hours and Dollars by JobClass
DailyJCode_Dept Number	Hours and Dollars by JobCode
DailyTrend_Dept Number	Trended Daily Productivity

## Daily Hours by JobClass report

**Description:** Displays daily productivity trends by JobClass by day for the past 14 days.

**Additional information:**

- Tracks volume and hours per unit on a daily basis by JobClass
- Based on a 14-day rolling cycle
- Highlights results that are 5% above (red) or 5% below (green) the average for a 14-day period

Daily Productivity Hours by JobClass											
EPM Healthcare For the 14 Day Period Ending: 12/14/14 27200 - EMC Radiology - MRI (JobCode)											
JobClass	Monday		Tuesday		Wednesday		Thursday		Friday		
	1-Dec 2014	8-Dec 2014	2-Dec 2014	9-Dec 2014	3-Dec 2014	10-Dec 2014	4-Dec 2014	11-Dec 2014	5-Dec 2014	12-Dec 2014	
Workload Statistic: Procedures	13	20	22	15	18	19	17	18	15	17	
Productive Hours per Unit	10.596	6.888	6.888	9.517	7.500	7.250	7.691	6.764	9.450	8.559	
Total Hours per Unit	14.577	9.475	9.475	12.733	10.317	9.974	10.735	9.639	13.000	11.603	
<b>Productive Hours</b>											
Assistant	51.25	51.25	56.38	51.25	50.23	54.25	39.25	51.25	51.25	54.00	
Technical	86.50	86.50	95.15	91.50	84.77	83.50	91.50	70.50	90.50	91.50	
<b>Total - Productive Hours</b>	<b>137.75</b>	<b>137.75</b>	<b>151.53</b>	<b>142.75</b>	<b>135.00</b>	<b>137.75</b>	<b>130.75</b>	<b>121.75</b>	<b>141.75</b>	<b>145.50</b>	
<b>Non-Productive Hours</b>											
Assistant	13.50	13.50	14.85	10.00	13.23	13.50	13.50	13.50	15.00	13.50	
Technical	38.25	38.25	42.08	38.25	37.49	38.25	38.25	38.25	38.25	38.25	
<b>Total - Non-Productive Hours</b>	<b>51.75</b>	<b>51.75</b>	<b>56.93</b>	<b>48.25</b>	<b>50.72</b>	<b>51.75</b>	<b>51.75</b>	<b>51.75</b>	<b>53.25</b>	<b>51.75</b>	
<b>Total Hours</b>	<b>189.50</b>	<b>189.50</b>	<b>208.45</b>	<b>191.00</b>	<b>185.71</b>	<b>189.50</b>	<b>182.50</b>	<b>173.50</b>	<b>195.00</b>	<b>197.25</b>	

## Daily Hours by JobCode report

**Description:** Displays daily productivity trends by JobClass by day for the past 14 days.

### Additional information:

- Tracks volume and hours per unit on a daily basis by JobCode
- Based on a 14-day rolling cycle
- Highlights results that are 5% above (red) or 5% below (green) the average for a 14-day period

Daily Productivity Hours by JobCode											
EPM Healthcare For the 14 Day Period Ending: 12/14/14 27200 - EMC Radiology - MRI (JobCode)											
JobCode	Monday		Tuesday		Wednesday		Thursday		Friday		
	1-Dec 2014	8-Dec 2014	2-Dec 2014	9-Dec 2014	3-Dec 2014	10-Dec 2014	4-Dec 2014	11-Dec 2014	5-Dec 2014	12-Dec 2014	
Workload Statistic: Procedures	13	20	22	15	18	19	17	18	15	17	
Productive Hours per Unit	10.596	6.888	6.888	9.517	7.500	7.250	7.691	6.764	9.450	8.559	
Total Hours per Unit	14.577	9.475	9.475	12.733	10.317	9.974	10.735	9.639	13.000	11.603	
<b>Productive Hours</b>											
J00200 Technologist Assistant	51.25	51.25	56.38	51.25	50.23	54.25	39.25	51.25	51.25	54.00	
J00287 Team Leader	43.00	43.00	47.30	43.00	42.14	40.00	48.00	27.00	47.00	48.00	
J00646 Radiology Technician	43.50	43.50	47.85	48.50	42.63	43.50	43.50	43.50	43.50	43.50	
<b>Total - Productive Hours</b>	<b>137.75</b>	<b>137.75</b>	<b>151.53</b>	<b>142.75</b>	<b>135.00</b>	<b>137.75</b>	<b>130.75</b>	<b>121.75</b>	<b>141.75</b>	<b>145.50</b>	
<b>Non-Productive Hours</b>											
J00200 Technologist Assistant	13.50	13.50	14.85	10.00	13.23	13.50	13.50	13.50	15.00	13.50	
J00287 Team Leader	21.00	21.00	23.10	21.00	20.58	21.00	21.00	21.00	21.00	21.00	
J00646 Radiology Technician	17.25	17.25	16.98	17.25	16.91	17.25	17.25	17.25	17.25	17.25	
<b>Total - Non-Productive Hours</b>	<b>51.75</b>	<b>51.75</b>	<b>56.93</b>	<b>48.25</b>	<b>50.72</b>	<b>51.75</b>	<b>51.75</b>	<b>51.75</b>	<b>53.25</b>	<b>51.75</b>	
<b>Total Hours</b>	<b>189.50</b>	<b>189.50</b>	<b>208.45</b>	<b>191.00</b>	<b>185.71</b>	<b>189.50</b>	<b>182.50</b>	<b>173.50</b>	<b>195.00</b>	<b>197.25</b>	

# Daily Productivity Trend report

**Description:** Displays daily productivity trends for the past 14 days.

**Additional information:**

Part 1

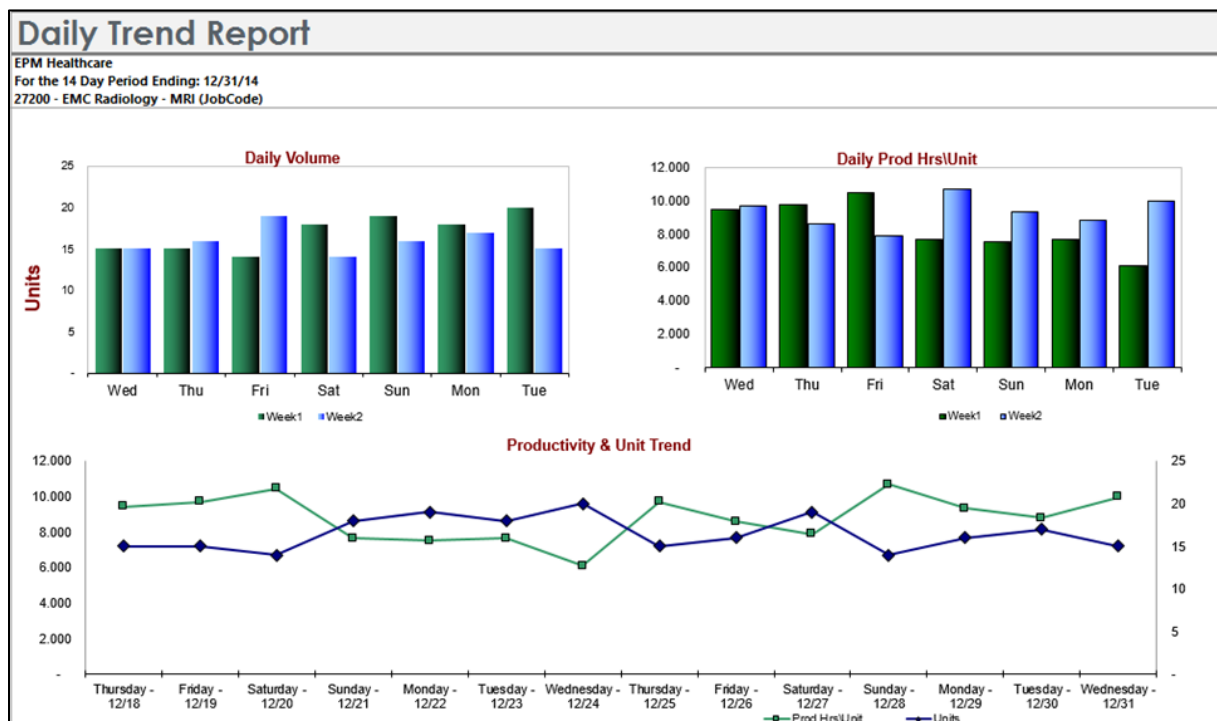
- Tracks volume and hours per unit on a daily basis.
- Based upon a 14-day rolling cycle
- Reports compare the same day of week within 14-day cycle

Part 2

- Compares volume and hours per unit on dual-axis graph
- Last graph point represents the 14-day cycle
- Other graph points are actual daily values from Payroll27 Tables

Part 3

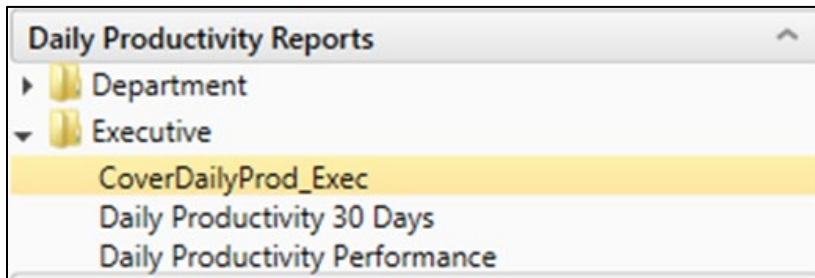
- Compares actual versus target data on a daily basis
- Source of target is Current Budget Hours in Payroll27 tables for the next pay period
- Threshold Limits set as a Refresh Variable in the report to control “Outside Limits” results



27200 - EMC Radiology - MRI (JobCode)				Above Threshold %> 98%		Below Threshold %> 93%				
Period	Actual Data			Target Data		Variance Analysis			Summary	
	Workload Procedures	Productive Hours	Prod Hrs / Unit	Productive Hours	Prod Hrs / Unit	Prod Hrs / Unit	Hours	FTEs	Productivity Index	Outside Limits?
Thursday - 12/18	15	142	9.450	146	9.752	0.302	5	0.79	103.2%	Above
Friday - 12/19	15	146	9.717	146	9.752	0.035	1	0.09	100.4%	Above
Saturday - 12/20	14	146	10.446	137	9.752	(0.695)	(10)	(1.70)	93.3%	Warning
Sunday - 12/21	18	138	7.653	176	9.752	2.099	38	6.61	127.4%	Above
Monday - 12/22	19	143	7.513	185	9.752	2.239	43	7.44	129.8%	Above
Tuesday - 12/23	18	138	7.653	176	9.752	2.099	38	6.61	127.4%	Above
Wednesday - 12/24	20	122	6.088	195	9.752	3.664	73	12.82	160.2%	Above
Thursday - 12/25	15	146	9.700	146	9.752	0.052	1	0.14	100.5%	Above
Friday - 12/26	16	138	8.609	156	9.752	1.142	18	3.20	113.3%	Above
Saturday - 12/27	19	150	7.868	185	9.752	1.883	36	6.26	123.9%	Above
Sunday - 12/28	14	150	10.679	137	9.752	(0.927)	(13)	(2.27)	91.3%	Below
Monday - 12/29	16	150	9.344	156	9.752	0.408	7	1.14	104.4%	Above
Tuesday - 12/30	17	150	8.794	166	9.752	0.958	16	2.85	110.9%	Above
Wednesday - 12/31	15	150	9.967	146	9.752	(0.215)	(3)	(0.56)	97.8%	Warning
<b>Total</b>	<b>231</b>	<b>2,005</b>	<b>8.677</b>	<b>2,253</b>	<b>9.752</b>	<b>1.074</b>	<b>248</b>	<b>43.43</b>	<b>112.4%</b>	<b>Above</b>
Target-PayPeriod 14	19,547		9.752							
<b>Daily Average</b>	<b>17</b>	<b>143</b>	<b>8.677</b>	<b>161</b>	<b>9.752</b>	<b>1.074</b>	<b>18</b>	<b>3.10</b>	<b>112.4%</b>	<b>Above</b>
Target Average	1,396		9.752							

## Available reports for executives

From the task pane, click **Daily Productivity Reports > Executive** to access the reports.



### CoverDailyProd\_Exec report

**Description:** A cover page that identifies reports in distributed packages for executives.

**Additional information:**

- Is customizable for your organization
- Is generated by daily by Vice President

## Daily Productivity Reports for: 06/02/2015

---

**Executive Daily Productivity Report Package**

This package contains a copy of your current productivity reports for your review and records. Please review the contents for accuracy and omissions.

**Need Help?**  
Please call/email Finance at 123-456-7890

**REPORT TYPES**

Tab Name	Type of Report
Dly_Prod_30	30/31 day Productivity by Department
Dly_Prod_Perf	Productivity by Department

### Daily Productivity 30 Days report

**Description:** Displays actual paid hours per unit of service by department, trended for 30 days.

**Additional information:**

- Generated daily by Vice President
- Focuses on paid hours per unit by department

Daily Productivity by Department											
EPM Healthcare For the 30 days ending: 12/31/2014											
Paid Hours Per Unit of Service											
	12/2/2014	12/3/2014	12/4/2014	12/5/2014	12/6/2014	12/7/2014	12/8/2014	12/9/2014	12/10/2014	12/11/2014	12/12/2014
26140 EMC Emergency Room (CDM)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27200 EMC Radiology - MRI (JobCode)	6.89	7.50	7.69	9.45	10.41	9.14	6.89	9.52	7.25	6.76	8.56

### Daily Productivity Performance report

**Description:** Displays daily productivity by department for a specific day.

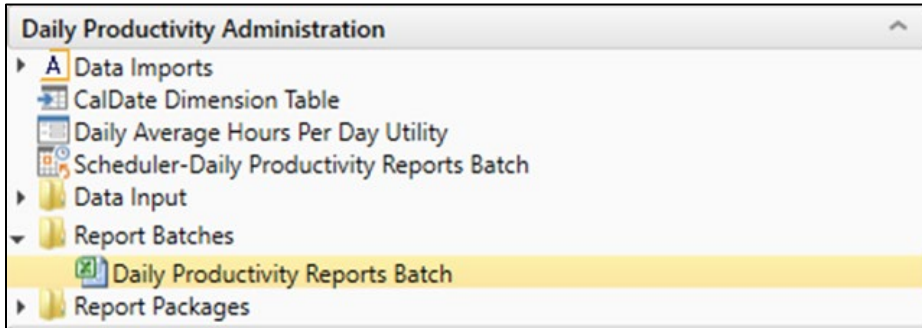
**Additional information:** Productivity performance by department and by day

Daily Productivity Performance										Below>	93%
EPM Healthcare										Above>	98%
For the period ending: 12/31/2014											
Dept	Department	Workload Statistic	Actual Data			Target Data		Variance		Summary	
			Workload Volume	Productive Hours	Prod Hrs / Statistic	Productive Hours	Prod Hrs / Statistic	Hours	FTEs	Productivity Index	Alert Flag
			0			0		0	0.00	0.0%	
	Favorable Totals		6,848			316		(6,532)	(81.65)	4.6%	
	Unfavorable Totals										
26140	EMC Emergency Room (CDM)	Visits	-	1,283	-	-	3.17	(1,283)	(16.04)	-100.00%	▼
26310	EMC 3 East	Days	-	2,818	-	-	11.91	(2,818)	(35.23)	-100.00%	▼
27200	EMC Radiology - MRI (JobCode)	Procedures	231	2,747	11.89	316	1.37	(2,431)	(30.38)	11.51%	▼
<b>Total</b>			<b>6,848</b>			<b>316</b>		<b>(6,532)</b>	<b>(81.65)</b>	<b>4.6%</b>	

# Process file collect packages using Daily Productivity

Run the Daily Productivity reports batch to process daily file collect packages.

1. From the task pane, click **Daily Productivity Administration > Report Batches > Daily Productivity Reports Batch**.

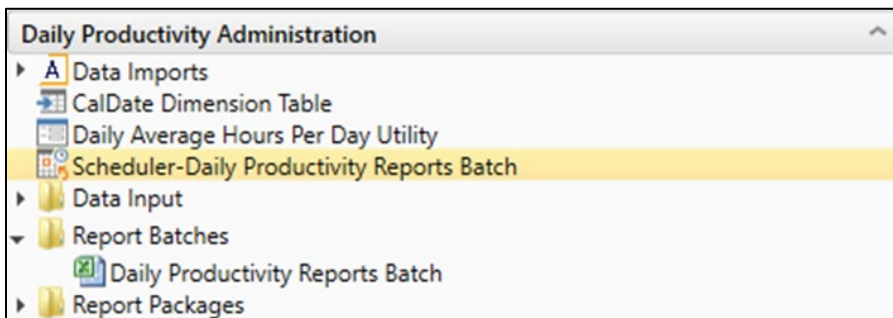


You can change specific configuration settings in the batch to match your report distribution package. Batches are set up to run all reports.

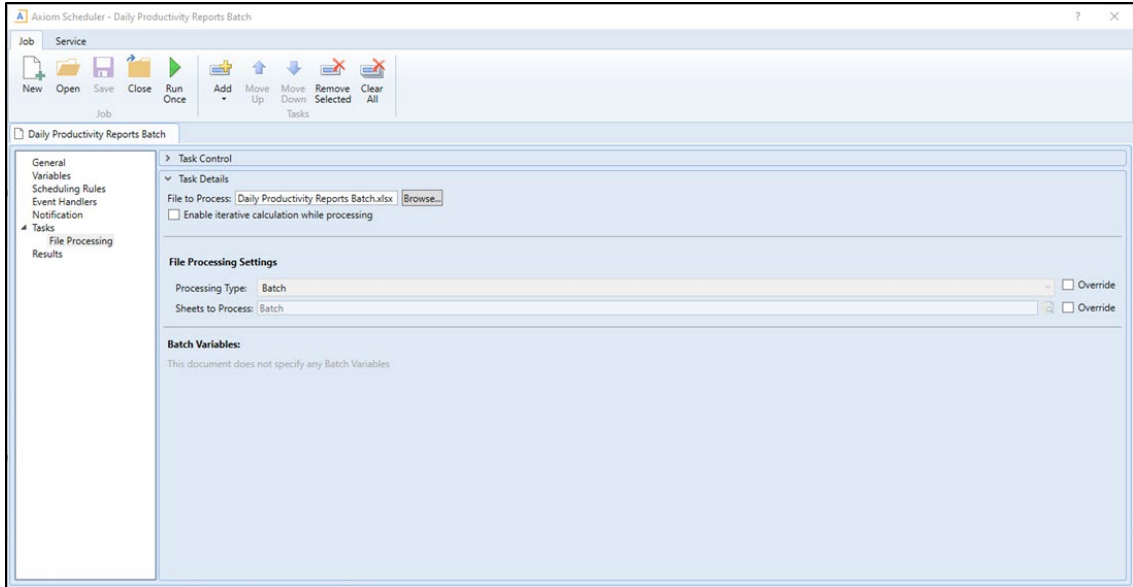
2. To turn on or turn off specific reports, change the settings in the Enabled column.

BATCH CONTROL SHEET			
File Path	Enabled	Process Multipass	Multipass Source Column
\\Axiom\Reports Library\Productivity Reporting\Daily Productivity\Department\CoverDailyProd_Manager.xlsx	On	On	Dept.ProdMap
\\Axiom\Reports Library\Productivity Reporting\Daily Productivity\Department\Daily Hours by JobClass.xlsx	On	On	Dept.ProdMap
\\Axiom\Reports Library\Productivity Reporting\Daily Productivity\Department\Daily Hours by Jobcode.xlsx	On	On	Dept.ProdMap
\\Axiom\Reports Library\Productivity Reporting\Daily Productivity\Department\Daily Productivity Trend Report.xlsx	On	On	Dept.ProdMap
\\Axiom\Reports Library\Productivity Reporting\Daily Productivity\Executive\CoverDailyProd_Exec.xlsx	On	On	Dept.VP
\\Axiom\Reports Library\Productivity Reporting\Daily Productivity\Executive\Daily Productivity 30 Days.xlsx	On	On	Dept.VP
\\Axiom\Reports Library\Productivity Reporting\Daily Productivity\Executive\Daily Productivity Performance.xlsx	On	On	Dept.VP

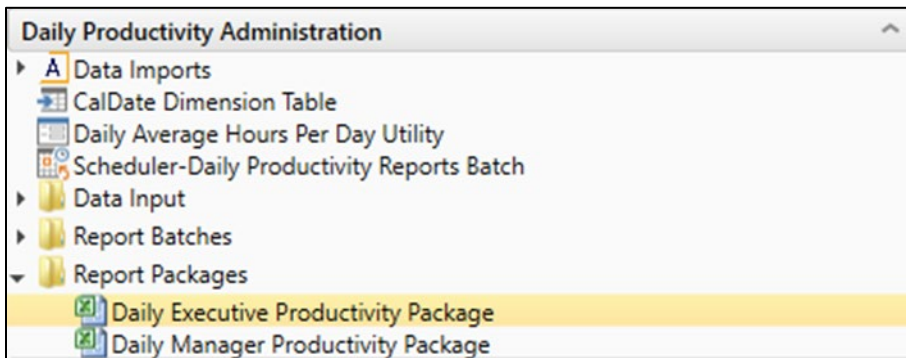
3. To permanently remove a report, delete the report row.
4. To schedule when to run the batch, click **Daily Productivity Administration > Scheduler-Daily Productivity Reports Batch**.



5. To run the batch on demand, click **File Processing**, and then click **Run Once** from the top ribbon.



6. Select the collect package to process (**Manager Package** or **VP Package**).



The BuildSetup sheet lists:

- The reports to include in the package
- The table code (Dimension) for which reports are processed
- The grouping column that the report references to determine how reports are collected and



- The target folder path, if you plan to save the output file. You can save the file to a shared network drive or a folder within the Axiom Reports Library.
- Email information, if you plan to email the output file. Use the plus sign (+) to expand the configuration sections. Access Row 19 to set the Email function to **on** or **off**.

1	FILE COLLECT CONFIGURATION	10000	15000	15300
2				
3	d3:d4	.xlsx	.xlsx	.xlsx
4		.xlsm	.xlsm	.xlsm
5		.xls	.xls	.xls
6		.pdf	.pdf	.pdf
8	Package name (Optional)			
9	Active	On	On	On
11	Director	Tom Gilbert	Charlie Credit	Charlie Credit
12	Email Settings			
13	Email to list			
14	Email CC list			
15	Email from			
16	Subject text	Daily Productivity Reports 06/07/2015	Daily Productivity Reports 06/07/2015	Daily Productivity Reports 06/07/2015
17	Body text	Attached are your 06/07/2015 Productivity reports. If you have any questions please contact your Finance liaison.	Attached are your 06/07/2015 Productivity reports. If you have any questions please contact your Finance liaison.	Attached are your 06/07/2015 Productivity reports. If you have any questions please contact your Finance liaison.
18	Message priority	Normal	Normal	Normal
19	Attach file to email	On	On	On
20				
21	Source Folder Settings			
22	File source (Axiom or Local)	Axiom Repository	Axiom Repository	Axiom Repository
24	Source folder path	\Axiom\Reports Library\Productivity Utilities\DailyR	\Axiom\Reports Library\Productivity Utilities\DailyR	\Axiom\Reports Library\Productivity Utilities\DailyR
25	File filter list			
27	Source folder path			
28	File filter list			
30	Output File Settings			
31	Output location (local file or Axiom)	Axiom Repository	Axiom Repository	Axiom Repository
32	Output folder path	\Axiom\Reports Library\Productivity Utilities\DailyR	\Axiom\Reports Library\Productivity Utilities\DailyR	\Axiom\Reports Library\Productivity Utilities\DailyR
33	Output file name (no extension)	Daily_10000_06072015	Daily_15000_06072015	Daily_15300_06072015
34	Output file type	.xlsx	.xlsx	.xlsx
35	Save or email generated files	Save File	Save File	Save File
36	Open output file after collect	Off	Off	Off

7. Click **Refresh Data** or **F9** to ensure that columns are created for each grouping item (for example, each vice president) that was set up on the BuildSetup tab.
8. Open the File Processing task pane and click **Process file collect** to generate report packages based on the configuration settings for the collect.

Report packages are saved to the designated folders and emailed to the recipients designated on the FileCollect sheet, depending on how you have set up the FileCollect.