

QUICKSTART

A series of helpful guides provided by the Information Technology Department

Trapeze Workforce report in Explorer Menu

This report is for the purposes of reporting the number of forms completed by each Trapeze staff member in PowerChart.

• Once Logged into PowerChart, click on the Explorer Menu button on the top toolbar.

PowerChart Organi	izer for Tamas, Robert					
Task Edit View F	Patient Chart Links Pati	ent List Help				
🛔 🛔 Patient List	🙄 🗄 🎞 Tear Off 🛣 A	ttach 🍇 Change 🏥 Sus	pend 📲 Exit 🔒 PM Conversation 🗸	🛞 Explorer Menu 🛛 🗃 Sch		
Patient List						
2 C $>$ C \sim C						
Medical Team 1 Provider Group My custom List Camperdown Medical Team 4						
Unknown/Not Sta	Emergency Medical Unit	Middleton Care Team	Grace Centre for Newborn Care 2	Helen Macmillan PICU		
All Patients						
LOA 🔁 🕭 MRN Nan	ne Age Attending Physician LC	DS Visit Reason Admitted [ischarged Medical Service Sec			

- Navigate to the folder called **Main Menu** → Form Reports
- Single Click on the report named Trapeze Workforce Report



• On the right hand side of the screen, enter a start and end date, then click Execute.

Output to File/Printer/MINE	MINE 💌 🖻	
Enter Start Form Update Date Range (ddmmyy format):	010813	
Enter End Form Update Date Range (ddmmyy format):	310813	

Tip:

the date format must be as shown ddmmyy (no slashes, dashes etc.)

• The report will display the Staff members in rows, and Form names in columns.

	TRAP_PERSON	TRAPEZE_ENROLMENT	TRAPEZE_EVALUATION	TRAPEZE_EXIT	TRA
1	Abdy, Lauren	13	9	1	
2	Ballentine, Jessie	0	1	0	
3	Donaghue, Kim C	0	0	0	
4	Foster, Jude	0	0	0	
5	Heels, Kristine	0	0	0	
6	Perumal, Melissa	0	0	0	
7	Villanueva, Gladys	14	2	0	
/	Villanueva, Gladys	14	2	U	

- From this point the data can be modified or reported upon by copy/paste into excel or can be saved in CSV format which can then be opened by Excel
- Click the Task menu and select Save As...

💐 Query Output - Trapeze Worl				
Task	Edit	View	Help	
Save As				
Sa	Save As Host File,			
Print		C	trl+P	
Pri	Print to Host Printer			
Qu Qu	Query Page Setup Query Print Preview			
Clo)se			

• In the Save As.. window, select a location to save the file and make sure the Save as Type selection is set to Comma Delimited (*.csv)

File <u>n</u> ame:	707_TRAPEZE_WORKFORCE	•	<u>S</u> ave
Save as <u>t</u> ype:	Comma Delimited (*.csv)	•	Cancel