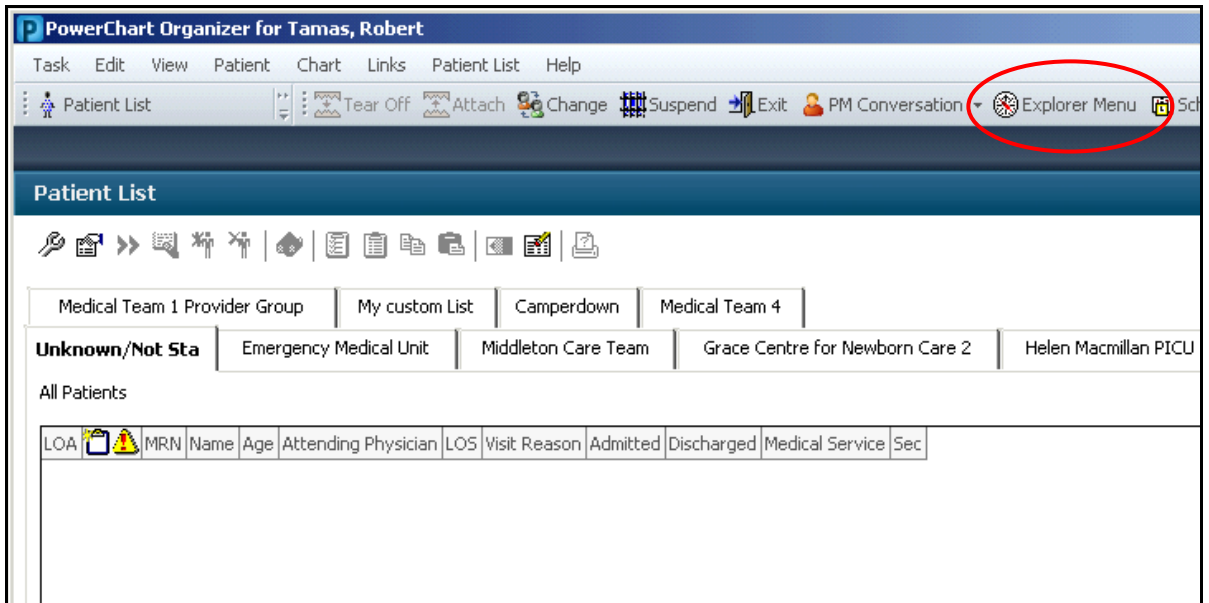


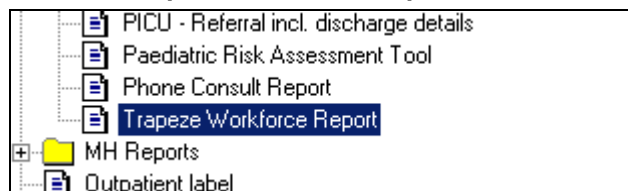
Trapeze Workforce report in Explorer Menu

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.



- 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

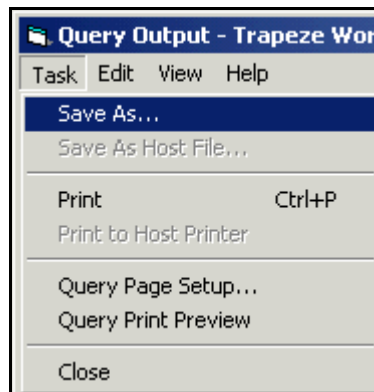
Tip: the date format must be as shown ddmmyy (no slashes, dashes etc.)

- 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	

Ready | Records: 7 | Execute time (secs): 30.327

- 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...**



- 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 name:	707_TRAPEZE_WORKFORCE	Save
Save as type:	Comma Delimited (*.csv)	Cancel