



JOINT STAFFING ABSENCE DATA FILTER AND EXPORT FUNCTIONS

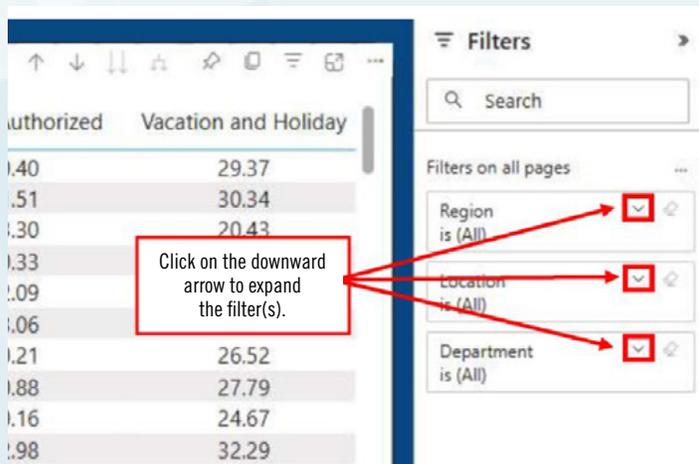
How to Use the Filter Function on the Dashboard

- 1 On the right side of the dashboard, click on **Filters** to expand the filter options:

2025 Annualized Lost Days per PFTF

Region	Location	Department	Protected	Unscheduled	Sick	Other Authorized	Vacation and Holiday
Colorado	10704 - Kaiser Permanente Building	9083 - National Claims Service Org	9.02		9.98		25.35
	16001 - Colorado Regional Offices	1662 - Mental Health/Psych-NonMD Prov	10.62		5.43		
		1676 - Mental Hlth/Psych-Management	37.25	0.00	5.90	0.18	
		2262 - Primary Care- HC Team 1	23.16	4.46	1.81	4.43	
		4050 - Home Infusion Phcy	11.77		6.78		
		5040 - Appointment Services	21.49	1.33	10.54		
		5141 - MedFac-Labor Mgmt Partnrshp	5.31		1.68	24.01	34.01
		6085 - Grp Reltn-Public/Commercial			5.54		34.25
		6685 - Rgnl HR-Service Quality	4.69		8.28		69.55
	16002 - Franklin Medical Office Building	0720 - Nuclear Medicine-General	7.65	5.16	0.43	2.34	24.90
		0760 - Pathology/Lab-Clinical Lab	22.81	3.48	0.26		33.75
		0830 - Radiology-General	23.94	1.37	0.01	2.23	29.56
		0832 - Radiology-Clerical	10.00	3.07	0.54	1.14	27.69
		0847 - Cat Scan	53.57		0.31	1.66	32.14
		0852 - MRI-General	11.81	1.95	0.45	3.59	27.57
		1070 - Cardiology	19.74	3.82	1.29	1.34	31.92
		1176 - Wound Care	51.91	0.45	2.58		32.22
		1380 - Gastroenterology	32.86	8.28	1.49	0.52	26.02
		1382 - Gastroenterology-Reg Clinic	5.18	2.06			23.96
		1410 - General Surgery	31.59	0.76	1.63	0.42	26.67
		1422 - General Surgery-Minor Surgery	9.07	2.02	0.17	3.00	32.63
		1425 - General Surgery-Vascular	5.07	0.55	0.46		38.42
		1517 - Head and Neck-Surgery-General	35.17	1.86	0.96	0.44	22.88
		1523 - Head and Neck - Ventures	7.74	3.20	1.24		20.91
		1570 - Infectious Diseases	11.73	6.93	0.91		26.89
		1617 - Internal Medicine-PalliativCare	7.79	2.70	3.14		39.25
	1740 - Neuro-Surgery	21.28	0.24	1.43	0.79	27.86	
	1762 - Obstetrics/Gyn-O/P	33.34	2.49	0.49		31.07	
	1775 - Obstetrics/Gyn-Oncology	5.78	1.33	0.07		30.33	
	1799 - Urogynecology Department	26.82	4.62	3.72		33.14	
	1830 - Oncology	10.62	3.77	0.86	0.42	22.83	

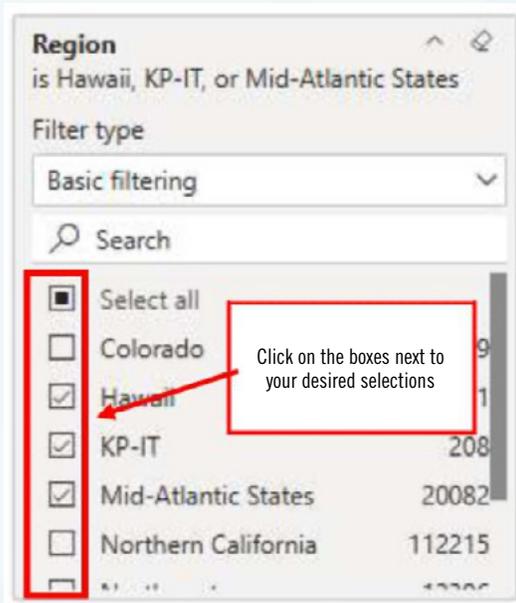
- 2 To collapse the filters, click on the **downward arrow** on filter box:



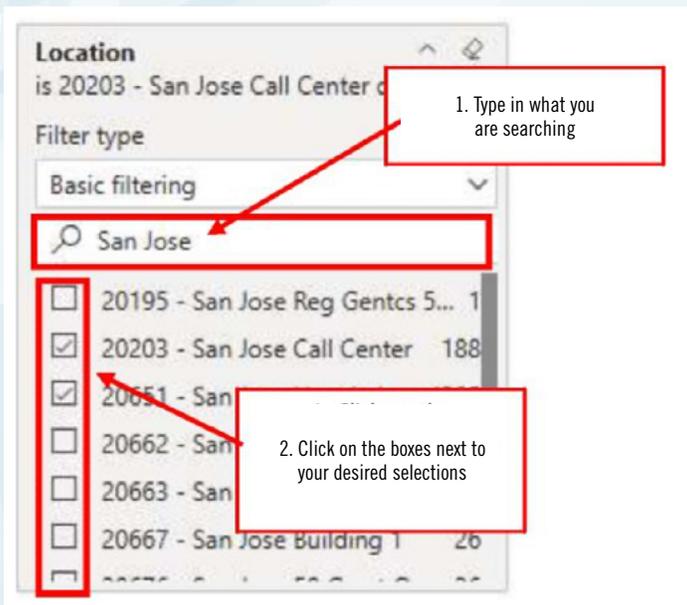
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There are two options for filter selection:

- A. Click on the **box next to your desired selections** and a check mark will appear in the box.



- B. In the search box, **type in what you are searching for**, then click on the **boxes next to your desired selections** and a check mark will appear in the box.



How to Export the Report From the Dashboard

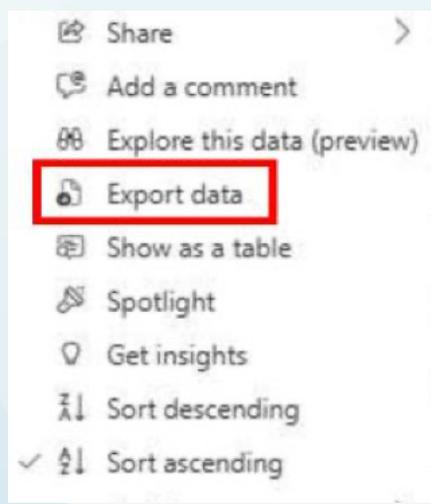
1 Hover the mouse cursor over the report table:



2 Click on the **3 dots** on the top right of the report table:

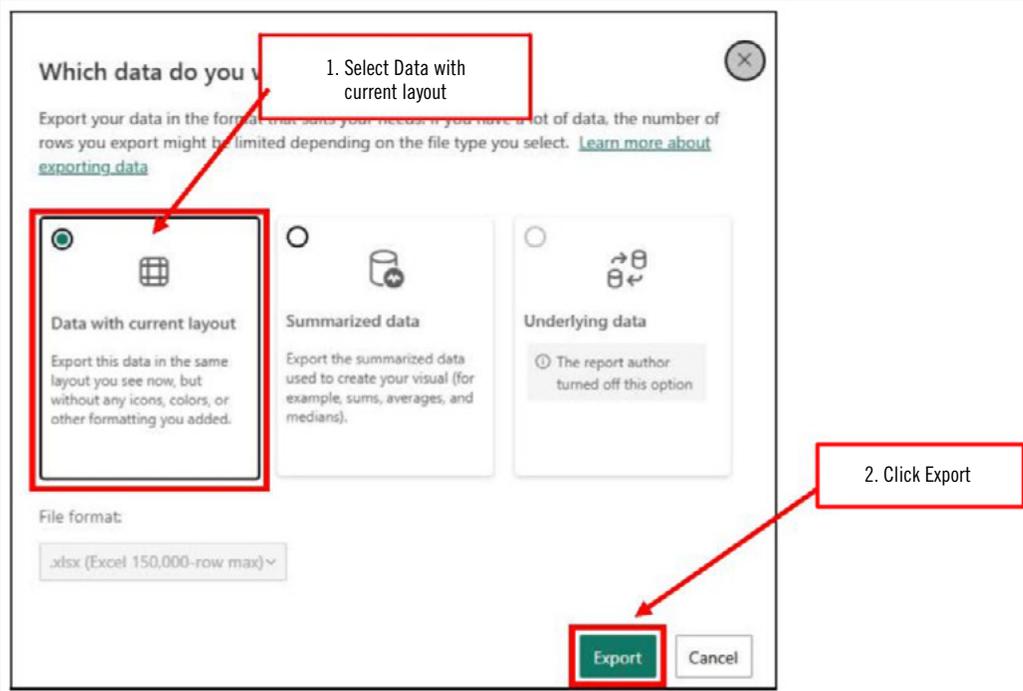


3 Click on **Export Data**



4

Select **Data with current layout**, then click **Export**



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