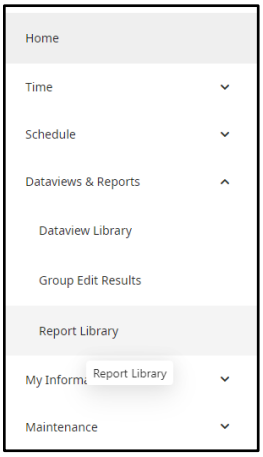
UKG – Print a Location Schedule Job Aid

There are several options for printing a location schedule to be displayed in the storage center or shared via an email attachment. This process covers the best practice steps for printing the monthly view of a location schedule.

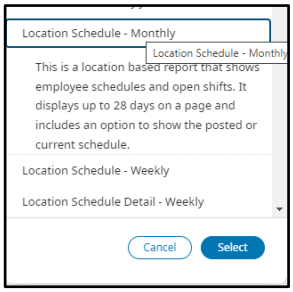
Creating the Report

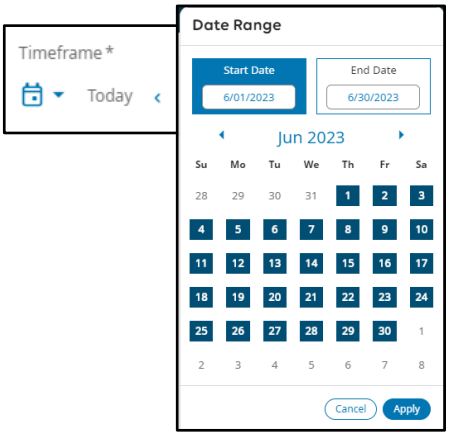


1. On the **Workforce Management Homepage**, open the **Left Navigation Menu** and choose **Report Library** under **Dataviews & Reports**
2. **Click** the **Run Report** icon

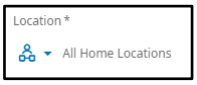


3. **Select** the **Location Schedule – Monthly** option under 'Scheduler' from the **Select Report** screen
4. **Click** the **Timeframe icon** to select the date range (in this example, monthly)

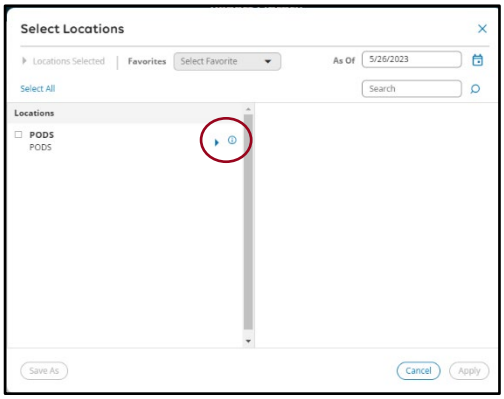


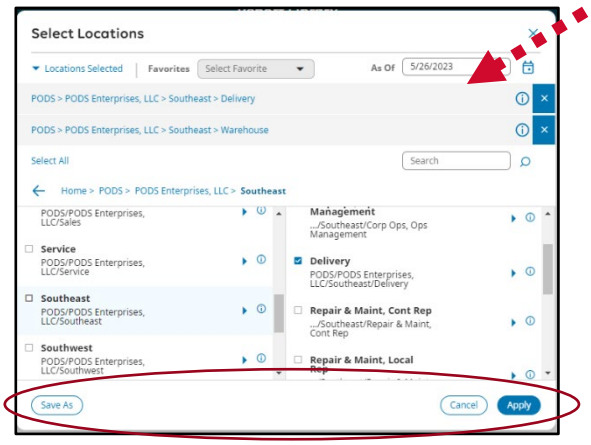


5. **Click** the **Location icon** to select the location(s) you want to print



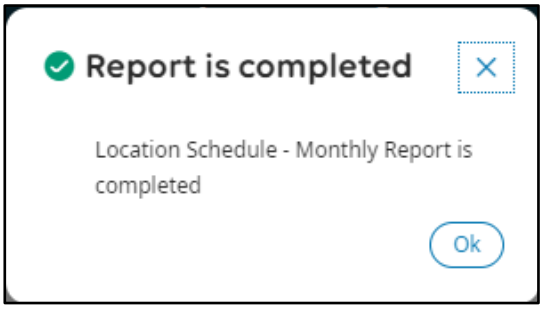
   a. To scroll through the report variables, click the arrow
   b. Click **PODS**
   c. Choose **PODS Enterprises, LLC** for the US or, if in **Canada**, one of the other two options
   d. Choose your **Region**
   e. **Select** the jobs you want displayed by checking the box next to that option. For example, Delivery and Warehouse are chosen. The options chosen are listed in blue at the top of the dialog box.
   f. Click **Save As** to save this location for future use (see tip below)
   g. Click **Apply**

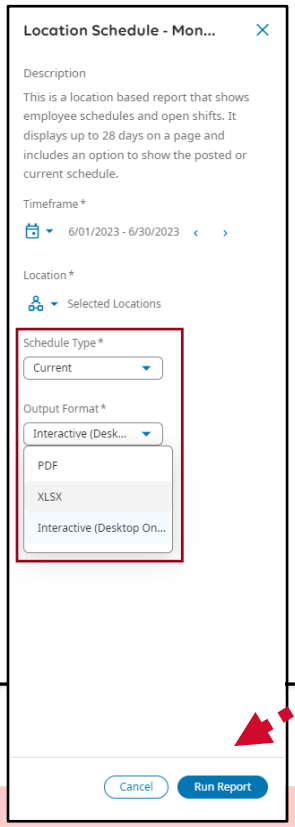




UKG – Print a Location Schedule Job Aid

6. **Schedule Type** will be **Current**
7. **Choose** the **Output Format**
8. Click **Run Report**
9. You will receive a message when the report is completed.
10. **Click Ok** to launch the report.





SAMPLE REPORT

(NOTE: Only 28 days appear on page one and only start times will be listed)

PODS

Location Schedule - Monthly

Time Period : 6/01/2023 - 6/30/2023
Query : Delivery, Warehouse
Executed on : 5/26/2023 10:21 AM
Printed for : Hebert, Erika

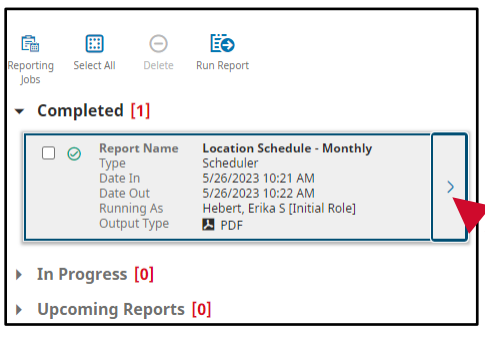
Error [WFM-COMMON-1234] Failed to retrieve some data from the providers (Money Amount)

STR Orlando FL ORLA - Location: PODS/PODS Enterprises, LLC/Southeast/Delivery/STR Orlando FL ORLA

Employee	Job	Thu 6/01/2023	Fri 6/02/2023	Sat 6/03/2023	Sun 6/04/2023	Mon 6/05/2023	Tue 6/06/2023	Wed 6/07/2023	Thu 6/08/2023	Fri 6/09/2023	Sat 6/10/2023	Sun 6/11/2023	Mon 6/12/2023	Tue 6/13/2023	Wed 6/14/2023	Thu 6/15/2023	Fri 6/16/2023	Sat 6/17/2023	Sun 6/18/2023	Mon 6/19/2023	Tue 6/20/2023	Wed 6/21/2023	Thu 6/22/2023	Fri 6/23/2023	Sat 6/24/2023	Sun 6/25/2023	Mon 6/26/2023	Tue 6/27/2023	Wed 6/28/2023
Barreto, Victor E	Driver	5:30 AM	5:30 AM			6:30 AM	6:30 AM	6:30 AM	5:30 AM	5:30 AM	5:30 AM																		
Clement, Ashley F	Driver	6:30 AM	6:30 AM	6:30 AM		6:30 AM		6:30 AM									PTO 08:00	PTO 08:00	PTO 08:00	PTO 08:00									
Cristancho Soto, Raul E	Driver	6:30 AM		6:30 AM		6:30 AM	6:30 AM	6:30 AM																					
Lopez, Dexter	Driver		6:30 AM	6:30 AM		6:30 AM	6:30 AM	6:30 AM																					
Miles, Paul M	Driver	6:30 AM	6:30 AM	6:30 AM		6:30 AM	6:30 AM																						
Moore, Kevin M	Driver	6:30 AM	6:30 AM	6:30 AM		6:30 AM	PTO 08:00	6:30 AM		PTO 14:30	PTO 14:30		PTO 14:30	PTO 08:00															
Mosby, Shakina M	Driver	6:30 AM	PTO 08:00	PTO 08:00		6:30 AM	6:30 AM	6:30 AM																					
Reyes, Frankie	Driver	6:30 AM	6:30 AM	6:30 AM			6:30 AM	6:30 AM																					
Zimero, Nietzschy B	Driver	6:30 AM	6:30 AM	6:30 AM		6:30 AM	6:30 AM																						
Zymowski, Albert J	Driver	6:30 AM	6:30 AM	6:30 AM		6:30 AM	6:30 AM																						

Modifying/Re-Running an Existing Report

1. On the **Workforce Management Homepage**, open the **Left Navigation Menu** and choose **Report Library** under **Dataviews & Reports**
2. From the **Completed** section, **click the arrow** of the report you want to modify and re-run
3. **Click** the **Timeframe icon** to select the new date range
4. **Click** the **Location icon** to select the location(s) you want to print
5. Click **Run Report**



***Tip:** Save all location searches you complete so they will be available for future reports*