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# Workforce Management Web for Supervisors (Classic) Help

[Schedule Reports](#)

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View and generate a variety of WFM Schedule reports.

**Related documentation:**

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## List of reports

Schedule reports display detailed schedule settings, in tabular and/or graph formats. (For a complete list of all WFM reports, see the Reports List.) The Schedule reports are:

- Schedule States Report
- Schedule State Totals Report
- Individual Schedule Report
- Team Schedule Report
- Weekly Schedule Report
- Activity Weekly Schedule Report
- Team Weekly Schedule Report
- Weekly Schedule Coverage Report
- Scheduled Budget Report
- Agent Comments Report
- Schedule Validation Report
- Schedule Trade Report
- Schedule Summary Report
- Schedule Marked Time Report
- Schedule Marked Time Totals Report
- Schedule Bidding Report

To create a report, click that report's link (above) and follow the steps.

## Restrictions

There are some restrictions when working with reports.

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## Security restrictions

You can view and print reports only for those sites for which you have security access.

## Date restrictions

For reports whose wizard includes a **Date Range** screen:

- If you select weekly or monthly granularity, the **Start Date** and **End Date** selectors may be constrained to particular days (to the week's start and end days, or to the selected month's first and last days).
- If you enter dates that do not match these constraints and click **Next**, an error message alerts you to change your selection.
- If you select intra-day granularity, the **End Date** selector is disabled.

## Creating reports

To create a report:

1. In the Modules tree, click **Reports** (to expand the report categories); then click a category.  
**A list of the selected category's reports appears in the working pane and in the Objects tree.**
2. From either list, select the report that you want:
  - Click a report's name in the working pane.
  - Or click the report's name in the Objects tree.  
**After you select a report, the Reports Wizard's first page (Header Page) appears.**
3. To print a header on the report, select **Show Header** and type your header text into the text box.
4. Click **Next**.
5. Select the objects, dates, or other options that you want to include in the report.  
**The number of screens that follow the first one depends on the report you are creating.**
  - Click **Next** after making your selections on each intermediate screen.
  - Make your selections on the final screen (which has a Finish button).
6. Click **Finish**.  
**A Progress message box appears. You can click Cancel to interrupt the report's generation.**

When the report has been generated, the Report Viewer appears to display it. The report is also added to the Objects tree so that you can review it later.

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### Tip

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For detailed explanations of what is displayed in each report, click the name of the report in the bullet list above.