

Orient Exception Report

View a list of employees scheduled to orientation (ORI) that do not have a preceptor matched for a shift and Preceptors who are not in WRK for the day and are assigned an orient. Log into WFM, select Schedule Admin.

From the blue toolbar across the top select Assignments, then Orient Exception Report

1. Select the home team for the orient(s) and or preceptor(s)
 2. Select start and end dates for what you want to view, and then select Go
- ❖ The parameter selections also have fields to select specific Preceptors or Orients. Choose one or both, then change the dates to the dates to view and select Go.

Information displays in two sections on this report

1. Unmatched Orients: Displays orient’s name, scheduled team, date of shift with the start and end time.
2. Preceptors who are not on WRK for the day and assigned an Orient: Displays Preceptor’s name, Orient’s name, scheduled team, time code, date of shift with the start and end time (until meal break), will need to view ASV for full shift time. *If the preceptor traded their shift to another employee or was swapped on the ASV, they would not display on this report.*

Screenshot of example of report

Orient Exception Report

Team VUH 9S
 Start Date - End Date 07/05/2024 - 07/20/2024

Unmatched Orients

Orient Name	Team	Start Time	End Time
Ztrain183609, Shannon Louise	VUH 9S	07/08/2024 08:00	07/08/2024 16:00

Preceptors who are not on WRK for the day and assigned an Orient

Preceptor	Orient	Team	Time Code	Start Time	End Time
Ztrain63160, Kallie L	Ztrain183315, Blakely	VUH 9S	ABS	07/07/2024 18:45	07/08/2024 00:45

The report displays in HTML when you select Go. You can change the output before or after the data displays by selecting the icon to run in a PDF or Excel. The icons display on the upper-right side of the page.



For assistance:

- Access the WFM Help site from the Schedule Admin by selecting HELP on the blue toolbar across the top. Go to the Schedule Admin Toolbox. You can also access the WFM Help site by going directly to the site at www.vumc.org/wfm
- Please do not hesitate to email us with any questions at wfm@vumc.org
- For urgent questions or issues please log a ticket with the VUMC Help Desk by calling 615-343-4357