| HKB2B Limited <br> Therapist utilisation report |  |  |  |  |  |  |  | Print On: 15-Apr-14 <br> Prepared By : beauty <br> Page: 1 of 1 |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |  |
| Period : <br> Peak Hour : |  | 7-Apr-2014 <br> Mon - Fri : <br> Sat: <br> Sun: | $\begin{aligned} & \text { To 7-Apr-20 } \\ & \text { 06:00 pm - } \\ & \text { 10:00 am - } 1 \\ & \text { 10:00 am - } \end{aligned}$ | 4 <br> :00 pm <br> :00 pm <br> :00 pm |  | Shop : | WC |  |  |  |
| Peak Hour <br> Therapist | Used | Occupied | TimeOut | AvailHrs | Net AvailHrs | UsedUtil\% | OccupiedUtil\% | Meal | Training | Meeting |
| Amy | 1.75 | 1.5 | 0 | 1 | 1 | 175.00\% | 150.00\% | 0 | 0 | 0 |
| Betty | 0.5 | 0.5 | 0 | 1 | 1 | 50.00\% | 50.00\% | 0 | 0 | 0 |
| Cathy | 3 | 2.5 | 1 | 4 | 3 | 100.00\% | 83.33\% | 1 | 0 | 0 |
| Daisy | 3.25 | 3 | 0 | 4 | 4 | 81.25\% | 75.00\% | 0 | 0 | 0 |
| Peak Hour Total | 8.5 | 7.5 | 1 | 10 | 9 | 94.44\% | 83.33\% | 1 | 0 | 0 |

Non-Peak Hour

| Therapist | Used | Occupied | TimeOut | AvailHrs | Net AvailHrs | UsedUtil $\%$ | OccupiedUtil $\%$ | Meal | Training | Meeting |
| :--- | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: |
| Amy | 5.75 | 5.25 | 1 | 8 | 7 | $82.14 \%$ | $75.00 \%$ | 0 | 0 |  |
| Betty | 3.5 | 3.5 | 2.5 | 8 | 5.5 | $63.64 \%$ | $63.64 \%$ | 1 | 1.5 | 0 |
| Cathy | 4.5 | 4.25 | 0 | 5 | 5 | $90.00 \%$ | $85.00 \%$ | 0 | 0 | 0 |
| Daisy | 1.75 | 1.75 | 2 | 5 | 3 | $58.33 \%$ | $58.33 \%$ | 1 | 0 | 1 |
|  |  |  |  |  |  |  |  |  |  |  |
| Non-Peak Hour Total | $\mathbf{1 5 . 5}$ | $\mathbf{1 4 . 7 5}$ | $\mathbf{5 . 5}$ | $\mathbf{2 6}$ | $\mathbf{2 0 . 5}$ | $\mathbf{7 5 . 6 1 \%}$ | $\mathbf{7 1 . 9 5 \%}$ | $\mathbf{3}$ | $\mathbf{1 . 5}$ | $\mathbf{1}$ |


| All Zones |  |  |  |  |  |  |  |  |  |  |
| :--- | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: |
| Therapist | Used | Occupied | TimeOut | AvailHrs | Net AvailHrs | UsedUtil\% | OccupiedUtil\% | Meal | Training | Meeting |
| Amy | 7.5 | 6.75 | 1 | 9 | 8 | $93.75 \%$ | $84.38 \%$ | 1 | 0 | 0 |
| Betty | 4 | 4 | 2.5 | 9 | 6.5 | $61.54 \%$ | $64.54 \%$ | 1 | 1.5 | 0 |
| Cathy | 7.5 | 6.75 | 1 | 9 | 8 | $93.75 \%$ | $84.38 \%$ | 0 | 0 |  |
| Daisy | 5 | 4.75 | 2 | 9 | 7 | $71.43 \%$ | $67.86 \%$ | 1 | 0 | 1 |
| All Zones Total |  | 24 | $\mathbf{2 2 . 2 5}$ | $\mathbf{6 . 5}$ | $\mathbf{3 6}$ | $\mathbf{2 9 . 5}$ | $\mathbf{8 1 . 3 6 \%}$ | $\mathbf{7 5 . 4 2 \%}$ | $\mathbf{4}$ | $\mathbf{1 . 5}$ |
| 1 |  |  |  |  |  |  |  |  |  |  |

## Therapist utilisation report

- Shope opening hours can be divided into peak hour and non-peak hour in order to analyze therapist efficiency in different periods.
- Used: Total time period of finsihed treatment. If there is overlap of booking, overlapped hours will be counted separately.
- Occupied: Time range that therapist is being occupied. If there is overlap of booking, overlapped hours will be counted once only and may be different from used hours.
- Time out: Total period of time that therapist is not avaliable for booking.
- Available hours: Total number of hours that therapist reports duty during different period.
- Net available hours: Available hours minus time out.
- Used utilisation \%: Used hours divided by net available hours.
- Occupied utilisation \%: Occupied hours divided by net available hours.
- Time out reasons and the corresponding time out hours are displayed in the report.

