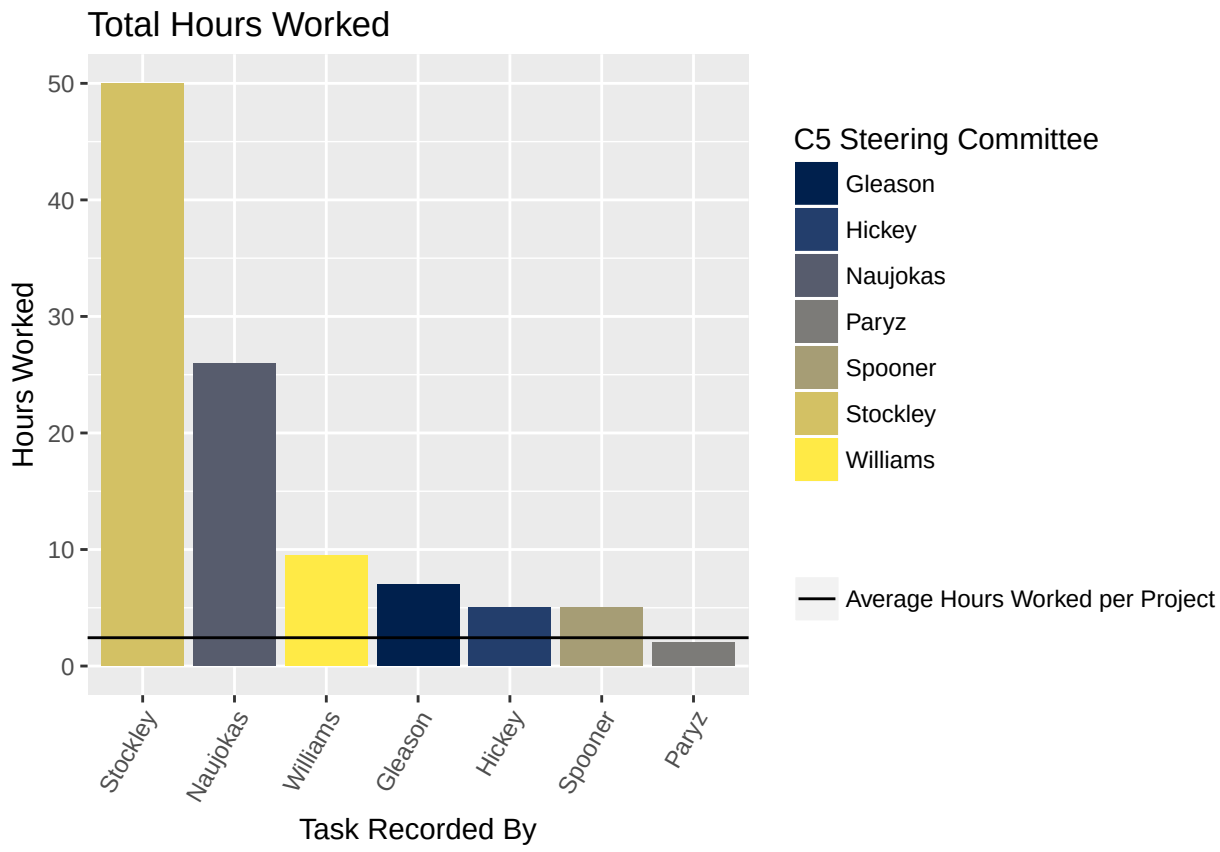
Supervisor Timesheets

The following PDF is an example of the work that can be done with R to automate the reporting of the *c5 Supervisor* project.

When a member of the Steering committee inputs their task, it updates the Google spreadsheet. Then, this report works behind the scenes to access the spreadsheet and find insights that are otherwise hidden. For example, the following graph shows how many tasks were inputted by members of the committee:



Automating the report does not just cut down on errors by eliminating the cut/copy-paste-from-a-spreadsheet-to-a-word-document step. It also allows for customization. First and foremost, the graph's labels can be edited, and the color scheme can be set to a color-blind friendly scheme (see above graph for evidence). Additionally, this report can also fix DCPO Spooner's name so she is attributed accordingly.

All of the names in the document stem from the email addresses used in the form. The reason is simple: Most emails are `firstname.lastname@cookcountyil.gov`. This allows for a simple function to split the first and last name. DCPO Spooner, however, presents a challenge as her email is `melissa.parise@cookcountyil.gov`. Fixing this would be time consuming in the spreadsheet, but given the nature of this report, it is a trivial task.

In addition to graphs, tables can also be added:

Table 1: Person Hours: C5 Project April 2018 - May 2018

first_name	last_name	Tasks_entered	total_hours
Kevin	Hickey	4	5.0
Martin	Gleason	3	7.0
Melissa	Spooner	1	5.0
Nicole	Paryz	1	2.0
Nicole	Williams	6	9.5
Richard	Naujokas	9	26.0
Tamar	Stockley	19	50.0

This table summarizes the tasks accomplished quickly.

Table 2: Total Tasks and Hours

Tasks Entered	Total Hours
43	104.5

The above table can also be cited within the text. For instance, the total number of tasks are 43 and the total hours worked on the project to date is 104.5. This allows for pulling specific insights into the body of the text, without needing to pull additional information.

Lastly, the tables could be grouped by date.

Table 3: Task per Month

last_name	Month Completed	Number of Projects	Total Hours Per Month
Gleason	May	3	7.0
Hickey	Mar	1	2.0
Hickey	Apr	2	2.0
Hickey	May	1	1.0
Naujokas	Apr	1	14.0
Naujokas	May	6	8.0
Naujokas	Jun	2	4.0
Paryz	Mar	1	2.0
Spooner	Mar	1	5.0
Stockley	Mar	7	13.0
Stockley	Apr	12	37.0
Williams	Mar	1	2.0
Williams	Apr	1	1.0
Williams	May	3	5.0
Williams	Jun	1	1.5

This would allow for quick, easy, and repeateable reporting with a few extra lines of code, all without having to cut and paste between Excel/Google Sheets and Word. In short, if the spreadsheet captures the data, then this report can transform it into the information required by the Steering Committee.