

Empower Job Aid Hot Sheet Creation

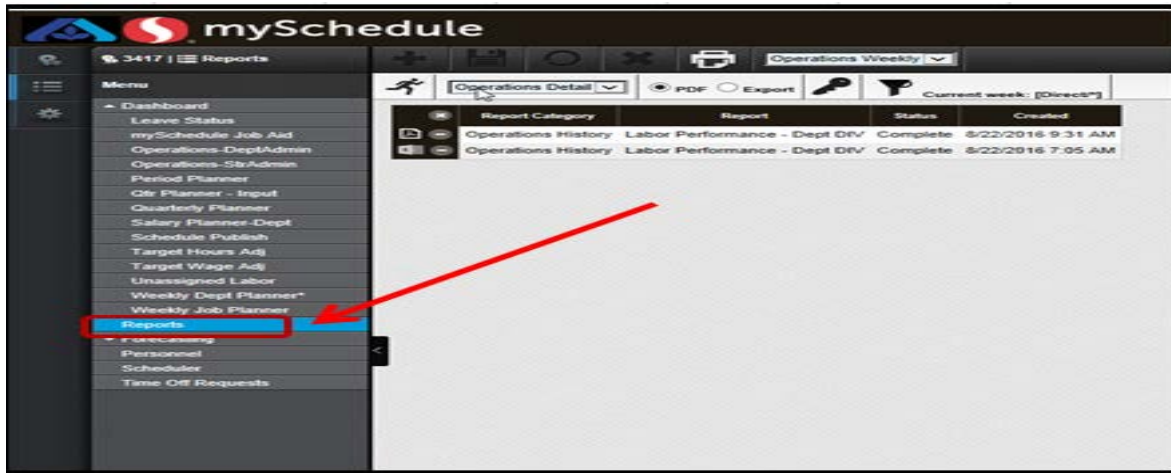
Overview

Store Directors/Timekeepers run a report that will generate a Hot Sheet to recap daily operations for the departments for comparison on sales and labor spend.

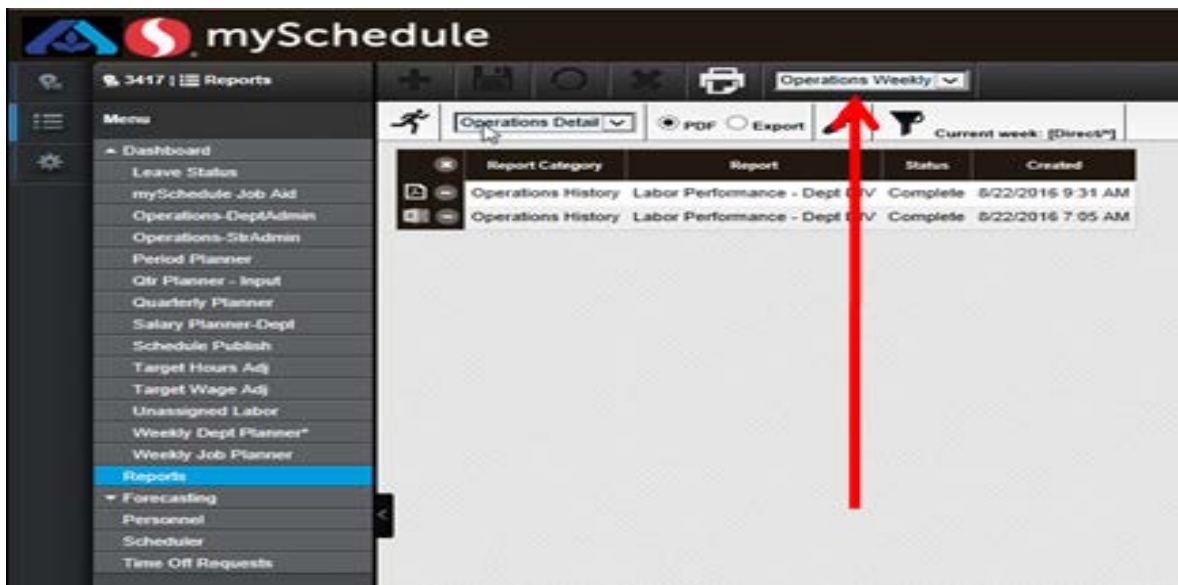
Process

In this scenario, the store will log into Empower and print up the information needs for the Hot Sheet.

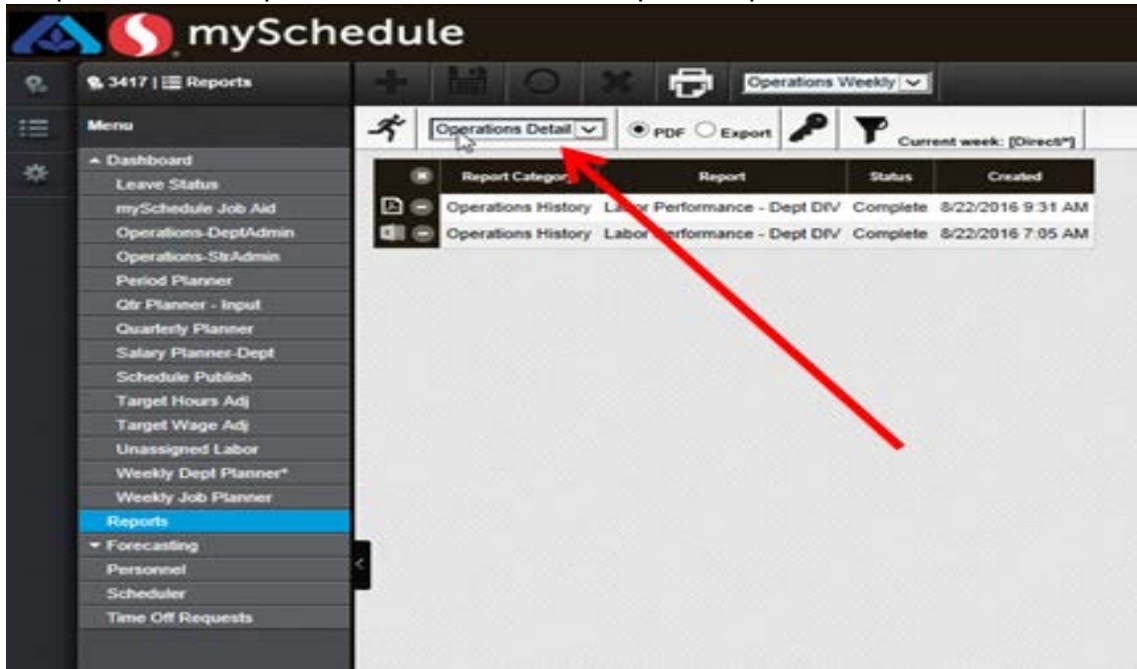
Step 1: Log into Empower MySchedule and click on Reports



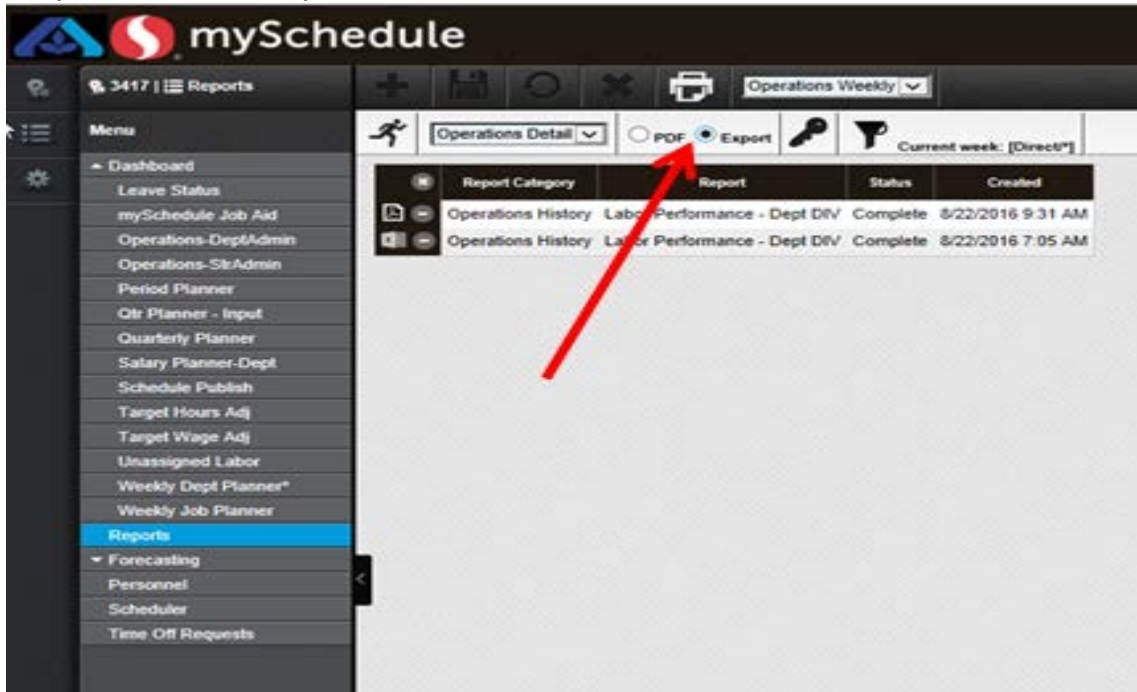
Step 2: From the Drop Down Box Select "Operations Weekly"



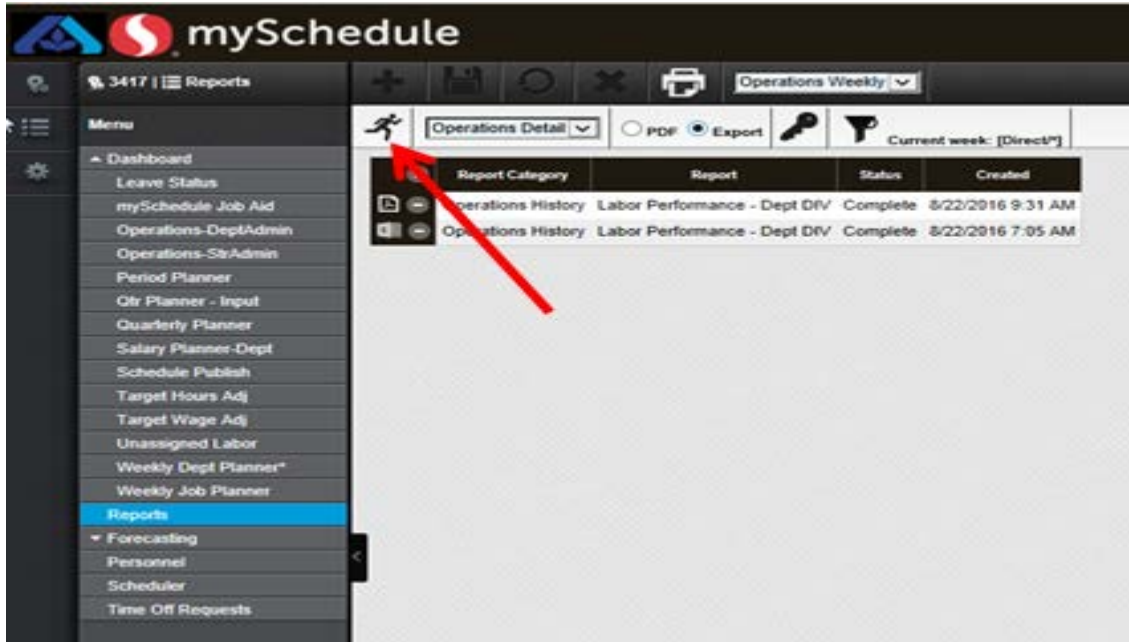
Step 3: Select "Operations Detail" from Report Dropdown Box



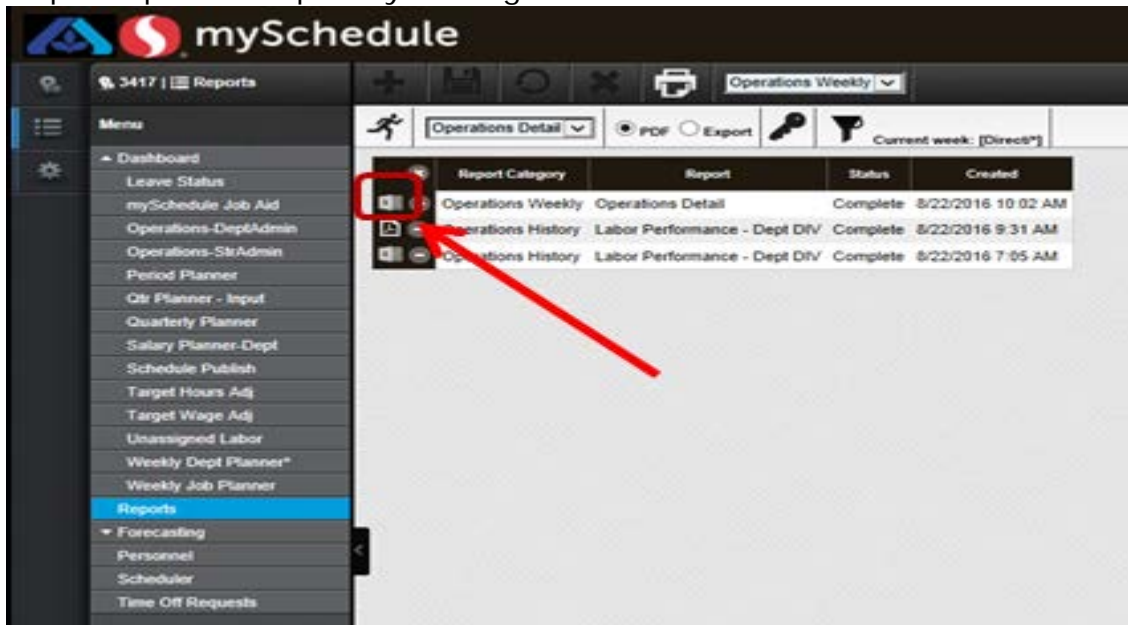
Step 4: Click on "Export" radio icon



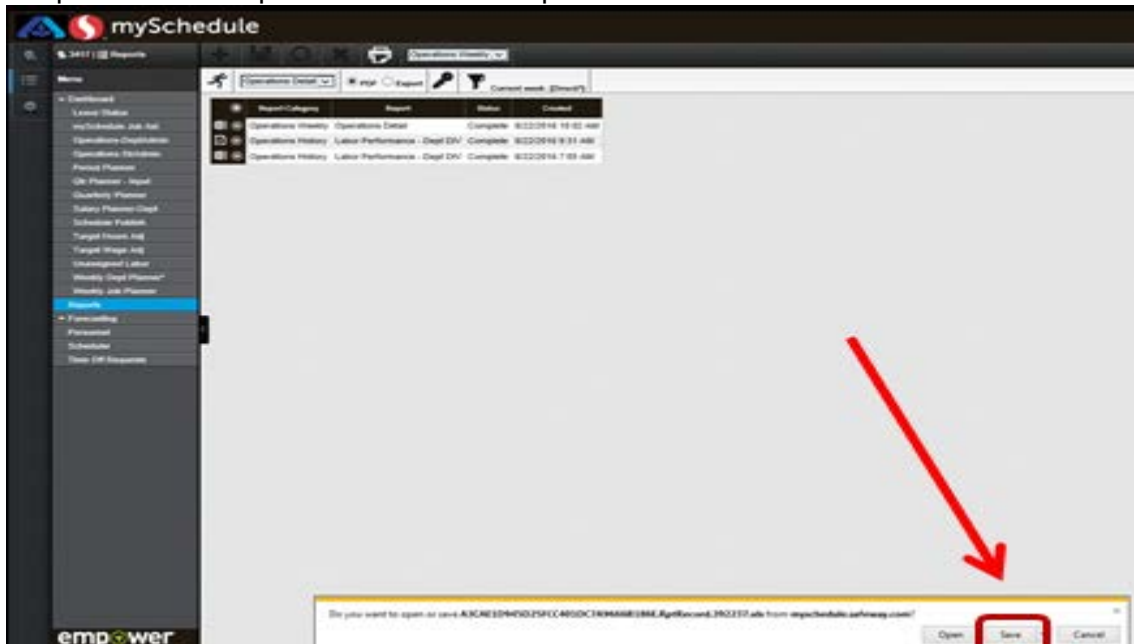
Step 5: Verify the filter is set to the current week
 - Click the Running Man icon to run the Report



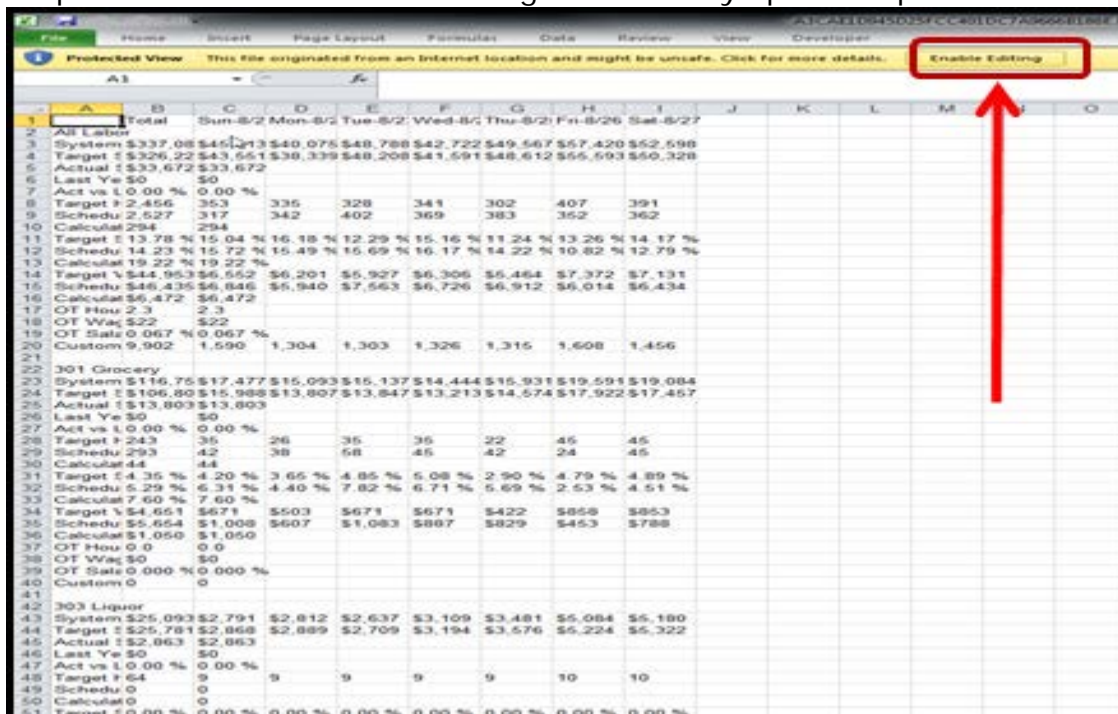
Step 6: Open the report by clicking on the 'excel' icon



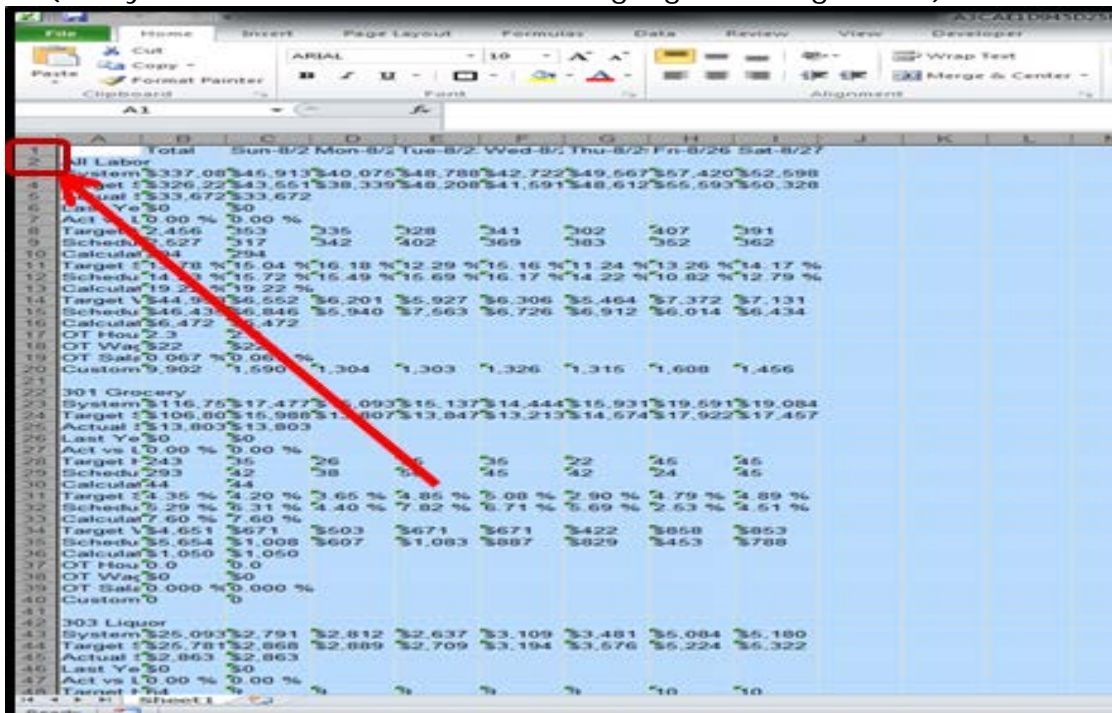
Step 7: Select "open" to view the report



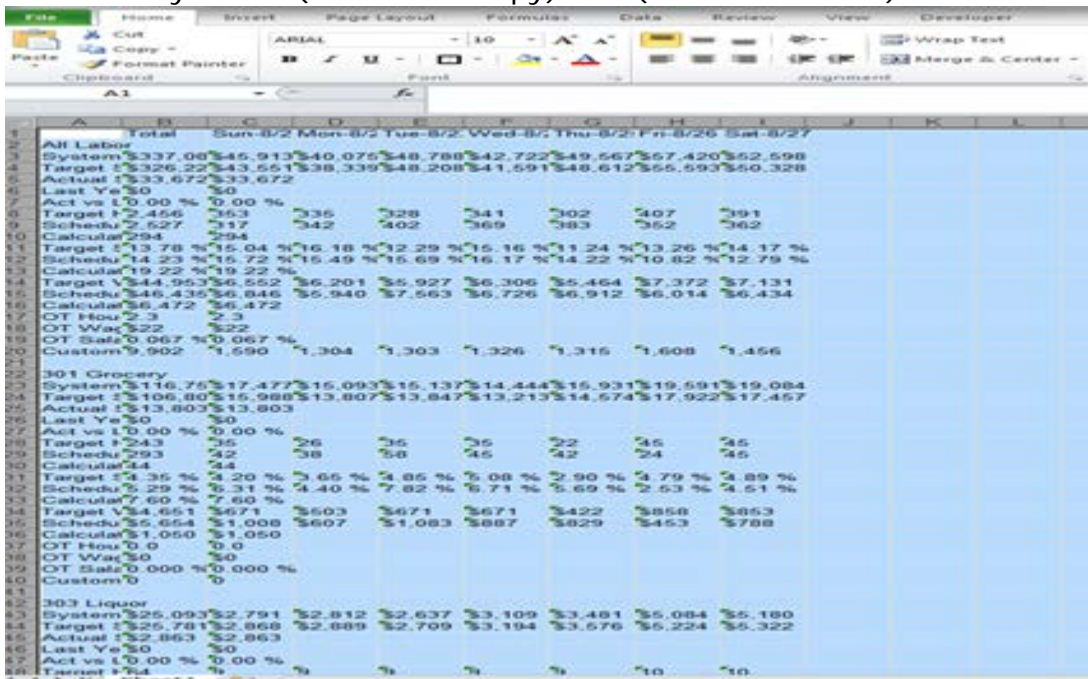
Step 8: Make sure to Enable Editing on the newly opened report.



Step 9: Left-click on the "Select All box" to Highlight the entire report
(Every cell will now be selected and highlighted in light blue)



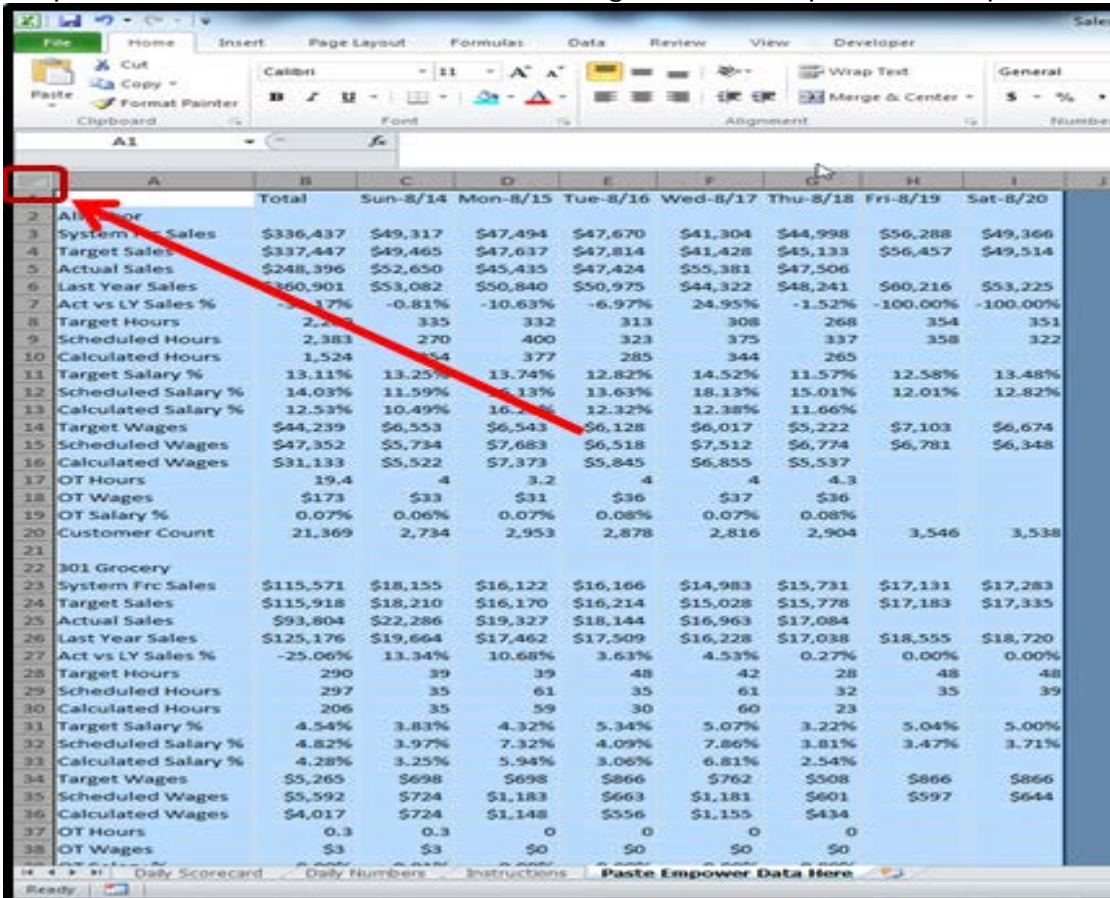
Step 10: Right-click anywhere in the document and "Copy" the text
- Hot Keys work (CTR + C = copy) and (CTR + V= Paste)



Step 11: Click on the "Paste Empower Data Here" tab in the Sales and Labor Planner



Step 12: Click on the "Select all" Box - right-click and paste the report data



13. Print copies of the Hot Sheet and share results with your Staff daily

Daily Sales & Labor Hot Sheet																										
1234	Monday Sales				WEEK TO DATE SALES				PROJECTED WEEK ENDING SALES				Tuesday		PROJECTED WEEK ENDING				Hi to Tgt							
WEEK ENDING	THIS YR		LAST YEAR		Pct Wk		Target		Vs Target		SALES		LABOR		HOURS		WAGES		Adj Variance	PROJECTED WEEK ENDING	ΔWk					
#23018	Sales	IS %	Sales	IS %	Sales	Mix %	Sales	ID %	Δ%	Last Yr	Hours	Wages	Lbr %	Actl	Sched	Δ%	Actl	Target	Scheduled	to Target	Actl	Target	Variance	(Wk)		
Department	52,878	56,689	-6.7%	(3,811)	119,959	41.5%	354,360	359,000	-1.3%	(4,640)	45,713	126	1,836	3.47%	831	836	-5	12,050	11,871	12,137	189	3.40%	3.35%	0.05%	12	
Total Grocery	7,928	7,818	1.4%	110	21,057	7.3%	87,307	88,000	-0.8%	(693)	8,761	10	179	2.26%	48	48	-	930	960	930	(30)	-1.07%	1.10%	-0.03%	3	
Liquor	1,679	15,488	-89.2%	(10,809)	6,465	2.2%	58,622	64,000	-9.2%	(5,378)	9,837	37	1,391	82.85%	213	213	-	8,160	6,888	8,157	1,272	13.92%	11.75%	2.17%	33	
Pharmacy	3,862	3,654	5.7%	208	6,641	2.3%	19,767	19,500	1.4%	267	2,769	-	0.00%	192	256	64	2,373	2,967	3,264	(891)	12.00%	15.01%	-3.01%	(47)		
Food Service	6,609	7,335	-9.9%	(726)	14,900	5.2%	42,852	43,500	-1.5%	(648)	5,280	113	1,947	23.32%	529	458	(71)	7,858	6,432	6,813	1,426	18.34%	15.01%	3.33%	96	
Total Dept	10,471	10,989	-4.7%	(518)	21,541	7.5%	62,619	63,000	-0.6%	(381)	8,049	113	1,541	14.72%	721	714	(7)	10,231	9,398	10,077	833	16.34%	15.01%	1.33%	59	
BMHBC	14,236	14,472	-1.6%	(236)	31,858	11.0%	93,560	94,000	-0.5%	(440)	11,210	35	465	3.27%	181	180	(1)	2,405	2,152	2,372	253	2.57%	2.30%	0.27%	19	
Floral	743	966	-23.1%	(223)	1,844	0.6%	7,648	8,000	-4.6%	(352)	896	8	131	17.63%	66	66	-	960	917	961	43	12.55%	11.99%	0.56%	3	
Bakery	4,044	4,630	-12.7%	(586)	9,600	3.3%	30,454	31,000	-1.8%	(546)	3,581	27	350	8.65%	246	258	12	3,887	4,081	4,025	(94)	12.76%	13.40%	-0.64%	(12)	
Coffee Bar	515	750	-31.3%	(235)	1,355	0.5%	4,836	5,000	-3.4%	(164)	587	21	226	43.88%	156	147	(9)	1,028	1,891	1,855	37	39.87%	39.11%	0.76%	3	
BMHBC	19,580	20,607	-5.0%	(1,027)	46,036	15.9%	124,726	124,000	0.6%	728	15,232	115	1,380	7.05%	804	822	18	10,736	11,226	11,154	(90)	8.61%	9.00%	-0.39%	(36)	
Seafood	1,677	2,105	-20.3%	(428)	3,969	1.4%	11,411	12,000	-5.2%	(589)	1,483	-	0.00%	64	88	24	935	925	1,263	328	10.19%	8.11%	2.08%	1		
Meat	10,576	11,391	-7.2%	(815)	23,056	8.7%	68,028	69,000	-1.4%	(972)	8,126	49	821	7.76%	264	274	10	4,605	5,442	4,688	(837)	6.77%	8.00%	-1.23%	(49)	
Fuel	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	-
Juice Bar	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	-
FE Admin	-	-	-	-	-	-	-	-	-	-	35	808	-	-	403	479	76	9,187	9,942	10,546	(755)	1.09%	1.10%	-0.10%	(41)	
FE Service	-	-	-	-	-	-	-	-	-	-	235	3,091	-	-	1,390	1,313	(77)	17,556	16,422	16,319	1,134	1.91%	1.92%	0.09%	65	
Dot Com	-	-	-	-	-	-	-	-	-	-	39	517	-	-	304	305	1	3,886	-	3,911	3,886	0.00%	-	-	-	-
Total Store	124,327	145,985	-14.8%	(21,658)	288,740	100%	903,673	917,000	-1.5%	(13,327)	113,475	811	12,219	9.83%	5,387	5,438	52	83,580	82,116	84,484	1,464	9.25%	9.12%	0.13%	75.6	
Customer Count	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales/Customer	#DIV/0!	-	-	-	#DIV/0!	#DIV/0!	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Script Count	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-