Print Store/Department Schedule (Job Aid 19)

Overview

With the Store Schedule it is possible to see,

- The employees Primary Job
- The employee's hours each day
- If the employee is on vac, leave etc.
- The employee's designated lunch break
- All transfers from departments within same shift (Courtesy Clerk/Frozen/Dairy)
- Unavailability of employee

Process

In the following example a mySchedule user will run an entire store schedule (all departments). The second example will show a specific department being printed (Bakery only).

From the main screen:

1. Click the **Reports** tab.

2. Click the top drop down menu (defaulted to Store Schedules) and choose **Store Schedule**.

3. Click the bottom drop down menu (defaulted to –blank-) and choose **Store Schedule**.

4. Select the **Filter** icon to change the settings. *A selection window will appear.*

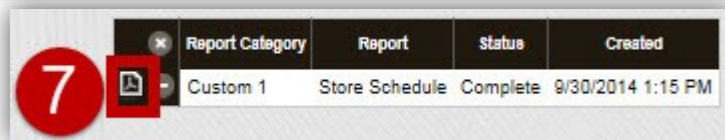# Print Store/Department Schedule (continued)

5. Choose the appropriate **Date** for the Schedule (**Next Week** is selected in this example)

6. To accept the filter changes select **OK**,

*Note: To cancel the filter options select **Cancel***

mySchedule will automatically run the report

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7. Click the **PDF** icon

The report will appear

Store Schedule				301 Grocery				Page 1 of 3	
Location: 0000				9/14/2014 - 9/20/2014			Created: 9/23/2014 10:07:09 AM by	John Smith	
Name	Sat 9/13	Sun 9/14	Mon 9/15	Tue 9/16	Wed 9/17	Thu 9/18	Fri 9/19	Sat 9/20	Total
301 Grocery									
Apple, Jacks		4:00p-1:00a 8:00p-2:00p 301 Grocery.Day Stock*	4:00p-1:00a 8:00p-2:00p 301 Grocery.Day Stock*	3:00p-12:00a 7:00p-8:00p 301 Grocery.Day Stock*	4:00p-1:00a 8:00p-2:00p 301 Grocery.Day Stock*	UnpaidDayOff	Anniversary	Birthday	32.00
Boo, Berry		4:00a-1:00p 8:00a-2:00a 301 Grocery.Dairy*	4:00a-1:00p 8:00a-2:00a 301 Grocery.Dairy*	Unavail	Unavail	4:00a-1:00p 8:00a-2:00a 301 Grocery.Dairy	4:00a-1:00p 8:00a-2:00a 301 Grocery.Dairy	4:00a-1:00p 8:00a-2:00a 301 Grocery.Dairy	40.00
Count, Chocula		Unavail	Unavail	Unavail	Unavail	Unavail	Unavail	Unavail	
Dino, Bites		12:00a-9:00a 4:00a-5:00a 301 Grocery.Dairy	12:00a-9:00a 4:00a-5:00a 301 Grocery.Dairy	12:00a-9:00a 4:00a-5:00a 301 Grocery.Dairy	FloatHol	FloatHol	UnpaidDayOff	UnpaidDayOff	24.00
Eggo, Leggo	9:30p-6:30a 1:30a-2:30a 301 Grocery.Frozen	9:30p-6:30a 1:30a-2:30a 301 Grocery.Frozen	9:30p-6:30a 1:30a-2:30a 301 Grocery.Frozen	9:30p-6:30a 1:30a-2:30a 301 Grocery.Frozen		9:30p-6:30a 1:30a-2:30a 301 Grocery.Frozen			40.00

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8. Select the **Print** icon to print the schedule

Continued on next page

Print Store/Department Schedule (continued)

To print a Department Schedule:

1. Click the **Reports** tab

2. Click the top drop down menu (defaulted to Store Schedules) and choose **Store Schedules**

4. Select the **Filter** icon to change the settings. *A selection window will appear.*

5. Choose the appropriate **Date** for the Schedule (**Next Week** is selected in this example

6. Click the Labor drop down menu window will appear

Print Store/Department Schedule (continued)

7. Choose the desired department.
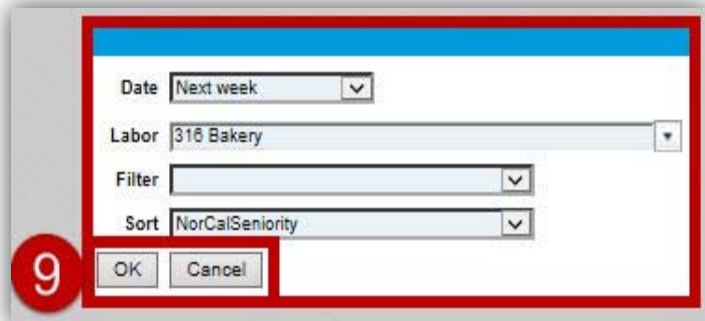   (**Bakery** in this example)

8. To confirm the dept. select the
   accept checkmark.

The completed window will display
   showing the options chosen for the
   Report

9. To run the Report choose **OK.**

   Note: To cancel the Report choose
   Cancel

10. Click the **PDF** icon to view the report.

The report will appear

11. Select the **Print** icon to print the schedule

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 mySchedule

Print Call Sheets

Overview

Printing the Call Sheets allow you to see the details (shift coverage, lunch) for a particular job (Checker, CC, Deli FS, etc).
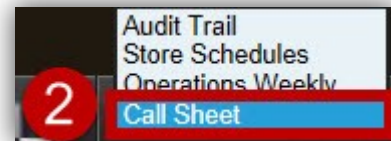
Process

The following steps will guide you through the process of running the Call Sheet.

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To print a Call Sheet:

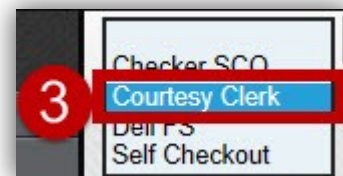1. Click the **Reports** tab

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2. Click the top drop down menu (defaulted to Store Schedules) and choose **Call Sheet**
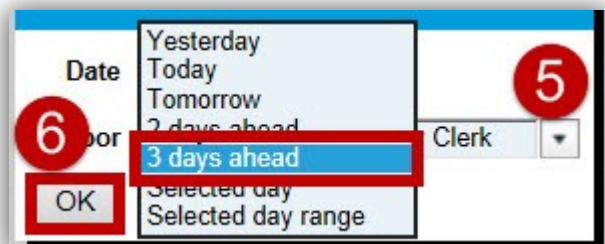

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3. Click the bottom drop down menu (defaulted to –blank-) and choose **Courtesy Clerk**

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4. Select the **Filter** icon to change the settings. *A selection window will appear.*

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5. **3 days ahead** is selected in this example

6. Click **OK**

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Print Call Sheets (continued)

7. Click the **PDF** icon

The Call Sheet report will appear

Call Sheet				347 FE Service.Courtesy Clerk																					Page 1 of 1	
0000																							**Monday 10/13/2014**				
Associate	Shift	Lunch	Job Transfer	Hours	12a	1a	2a	3a	4a	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p
	5:30a-1p	9a-10a	Courtesy Clerk	6.50																								
Fruity Pebble	6:30a-3:30p	10a-11a	Courtesy Clerk	8.00																								
Honey Smacks	9a-5:30p	12p-1p	Courtesy Clerk	7.50																								
Fruit Loops	9a-4p	12p-1p	Courtesy Clerk	6.00																								
Apple Jacks	11:45a-7p	2:45p-3:45p	Courtesy Clerk	6.25																								
Frosted Wheat	12p-7:30p	4p-5p	Courtesy Clerk	6.50																								
Boo Berry	2:30p-9:45p	6:30p-7:30p	Courtesy Clerk	6.25																								
Count Chocula	3p-7:45p		Courtesy Clerk	4.75																								
Crunch Berries	4:30p-11:45p	8:30p-9:30p	Courtesy Clerk	6.25																								
Jack Skelington	5:30p-9:30p		Courtesy Clerk	4.00																								

☐ = Selected Labor   ▨ = Other Labor   ■ = Lunch