

Updating the Daily Tracker (Job Aid 22)

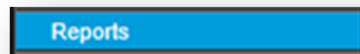
The mySchedule application provides the data required to populate the Daily Labor Hot Sheet each day.

Process

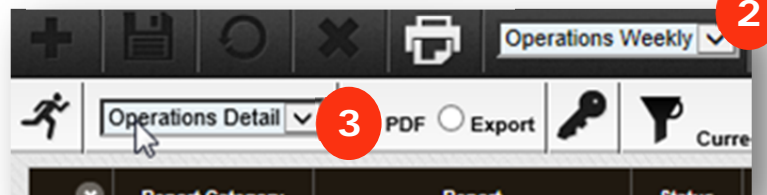
Administrators can extract the labor data from mySchedule and paste it into the Sales and Labor Hot Sheet in Excel. Printed copies of the Sales and Labor Hot Sheet can be distributed to department managers each day.

From the main menu dashboard:

1. Click on **Reports**.

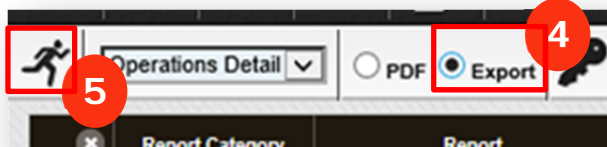


2. Select **Operations Weekly** in the drop down box.



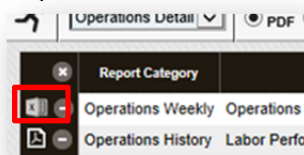
3. Select **Operations Detail** from Report Drop Down box.

4. Select the **Export** radio icon.

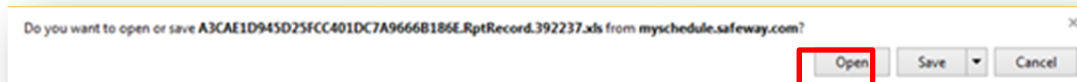


5. Select **Running Man** icon to generate report.

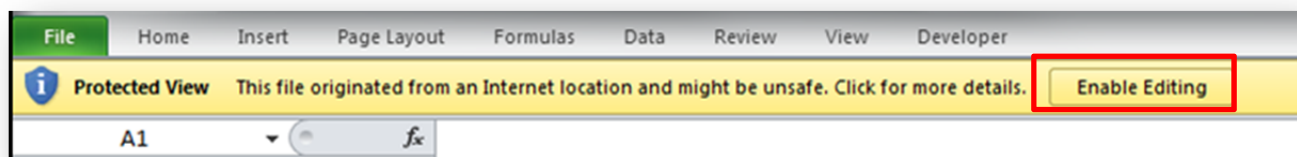
6. Click on **Excel** icon to open the report.



7. The dialog box appears at the bottom of browser. Select Open to view the report.



8. After Excel opens in protected view, click on **Enable Editing** button to proceed.

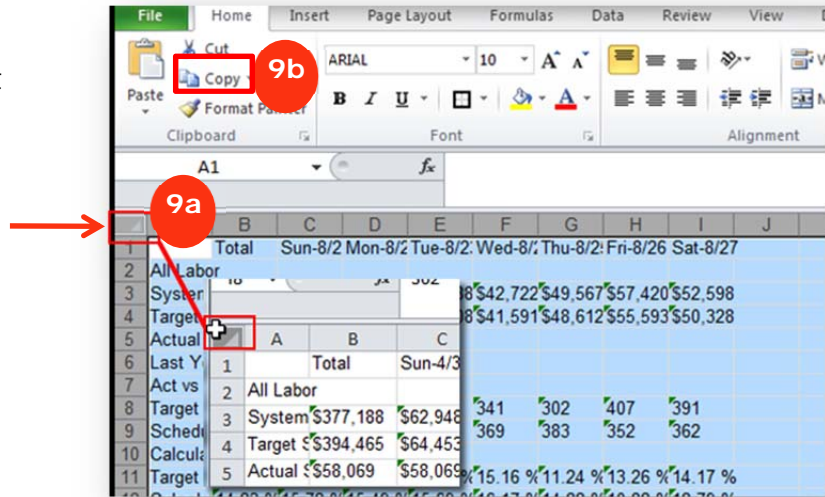


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Updating the Daily Tracker, continued

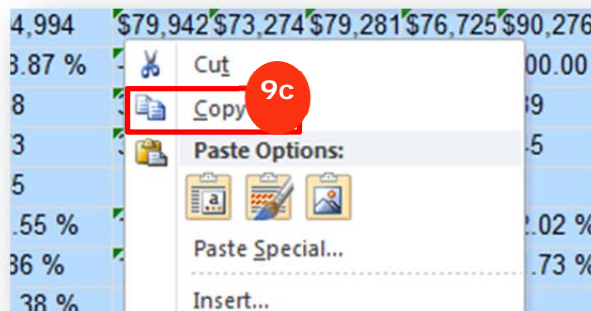
9. Copy and Paste report data into Sales and Labor Hot Sheet by following the steps below.

- a. Select entire worksheet by either left clicking on left corner box or using Hot keys **(CTR + A = All)**

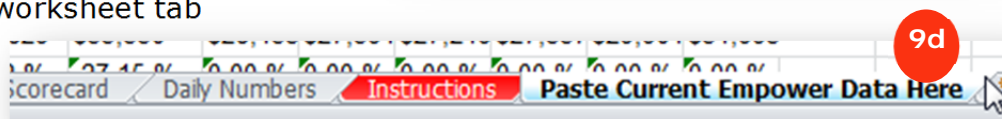


- b. Copy data by either selecting Copy from Home menu

- c. or right-click anywhere in spreadsheet and using Copy from the dialog box or using Hot keys **(CTR + C = Copy)**



- d. Open the Sales and Labor HotSheet.xlsx file, select the Paste Current Empower Data Here worksheet tab



- e. You want to overwrite the existing data on the worksheet. Select this entire worksheet (follow step 9a as described above) and paste by selecting paste from the Home Menu or using Hot Keys **(CTR + V = Paste)**

Remember to save your work on the Sales and Labor HotSheet.xlsx file!

