

Empower Job Aid: Master Schedule – eCom

10/2022



To better support operations at store level, please see below for enhanced reporting within Empower, now encompassing the eCommerce Department.

Empower > Dashboard > Master Sched – eCom

The Master Schedule is built leveraging sophisticated algorithms and to produce the best allocation of labor to meet projected customer demand.

You may now view the forecasted sales, orders, and target hours information in advance.

Date	-Sales-Sys-Fcst	-Sales-Master-Schd	-Sales-Actual	-Orders-Master-Schd	-Orders-Actual	-Items-Master-Schd	-Hours-Target	-Hours-Scheduled	-Hours-Calculated
9/11 - 9/17	\$24,135	\$20,145	\$18,212	154	143	3,965	106	120	128
9/18 - 9/24	\$25,009	\$22,121	\$18,148	157	155	4,010	120	134	137
9/25 - 10/1	\$24,234	\$23,967	\$15,984	164	133	4,311	125	121	125
10/2 - 10/8	\$23,618	\$23,190	\$18,254	163	147	4,224	124	132	130
10/9 - 10/15	\$20,883	\$22,220	\$11,311	158	104	4,031	122	124	123
10/16 - 10/22	\$20,884	\$20,884	\$0	160	0	4,122	125	132	132
10/23 - 10/29	\$20,886	\$0	\$0	0	0	0	0	0	0
10/30 - 11/5	\$20,892	\$0	\$0	0	0	0	0	0	0
11/6 - 11/12	\$20,890	\$0	\$0	0	0	0	0	0	0

System Forecast: The System Sales Forecast is updated regularly before and after the Master Schedule is published.

Master Schedule Timing: Depending on the schedule posting timeline for your area, the current System Forecast will become the Master Schedule along with the latest forecasted orders, items and resulting hours (distributed by 15 minutes for scheduling purposes).

NOTE: In the event your store’s trends or expectations deviate from the forecast used for the creation of the Master Schedule, please communicate with your eCom Sales/Operations Manager. With sufficient lead time, you may trigger a revision to the forecast or can obtain guidance for scheduling outside of the Master Schedule recommendations.