

Print Store/Department Schedule (Task 29)

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

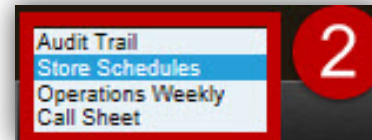
In the following example a mySchedule user will run an entire store schedule (all departments). The second example will show a specific department being printed (Bakery only).

From the main screen:

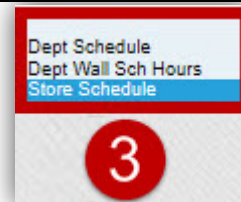
1. Click the **Reports** tab.



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**.



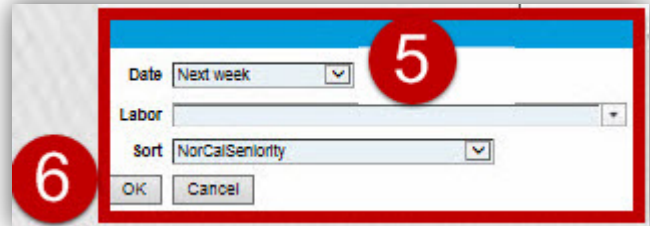
4. Select the **Filter** icon to change the settings. A selection window will appear.



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Print Store/Department Schedule (continued)

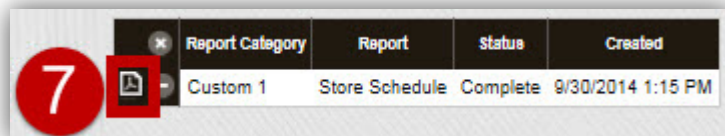
5. Choose the appropriate **Date** for the Schedule (**Next Week** is selected in this example)



6. To accept the filter changes select **OK**,
*Note: To cancel the filter options select **Cancel***

mySchedule will automatically run the report

7. Click the **PDF** icon



The report will appear

301 Grocery										Page 1 of 3
Store Schedule										
Location: 0000										
3/14/2014 - 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 8:00a-9:00p 301 Grocery,Day Stock*	4:00p-1:00a 8:00a-9:00p 301 Grocery,Day Stock*	3:00p-12:00a 7:00p-8:00p 301 Grocery,Day Stock*	4:00p-1:00a 8:00a-9:00p 301 Grocery,Day Stock*	UnpaidDayOff	Anniversary	Birthday	32.00	
Boo, Berry		4:00a-1:00p 8:00a-9:00a 301 Grocery,Dairy*	4:00a-1:00p 8:00a-9:00a 301 Grocery,Dairy*	Unavail	Unavail	4:00a-1:00p 8:00a-9:00a 301 Grocery,Dairy	4:00a-1:00p 8:00a-9:00a 301 Grocery,Dairy	4:00a-1:00p 8:00a-9:00a 301 Grocery,Dairy	40.00	
Count, Chocula		Unavail	Unavail	Unavail	Unavail	Unavail	Unavail	Unavail		
Dino, Bites		12:00a-9:00a 4:00a-3:00a 301 Grocery,Dairy	12:00a-9:00a 4:00a-3:00a 301 Grocery,Dairy	12:00a-9:00a 4:00a-3:00a 301 Grocery,Dairy	FloatHot	FloatHot	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	

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

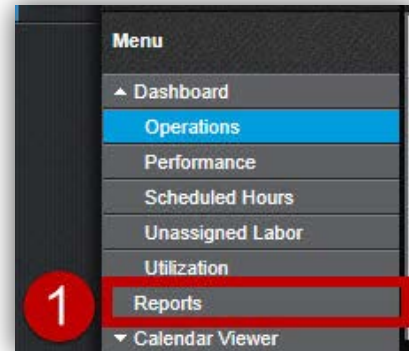


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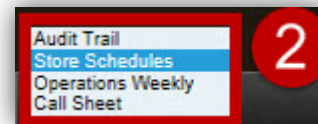
Print Store/Department Schedule (continued)

To print a Department Schedule:

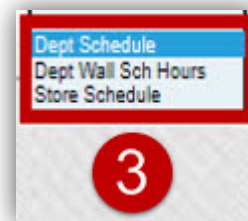
1. Click the **Reports** tab



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



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

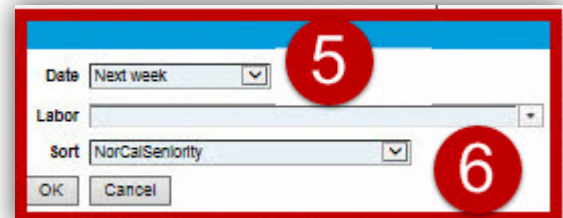


4. Select the **Filter** icon to change the settings. A selection window will appear.



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

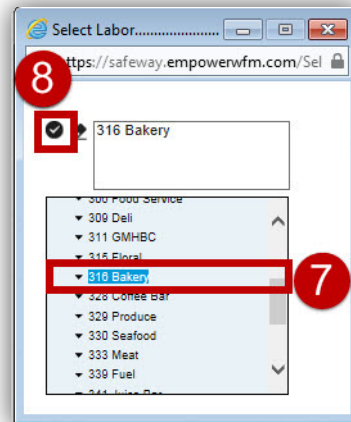


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Print Store/Department Schedule (continued)

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

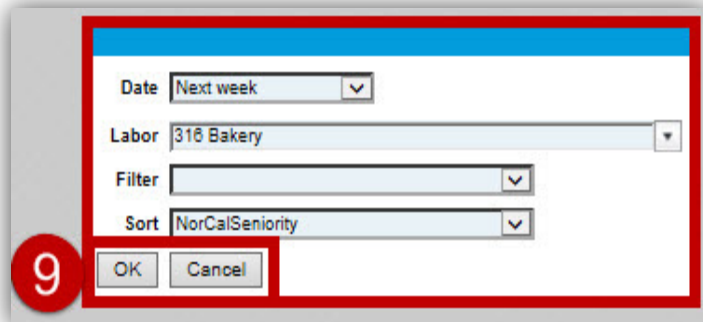
8. To confirm the dept. select the **accept checkmark**.



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

Store Schedule		301 Grocery						
Location: 0000		9/14/2014 - 9/20/2014						
		Created: 9/23/2014 10:07:09 AM b						
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
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
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
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
Eggo, Leggo	9:30p-4:30a 1:30a-2:30a 301 Grocery,Frozen	9:30p-4:30a 1:30a-2:30a 301 Grocery,Frozen	9:30p-4:30a 1:30a-2:30a 301 Grocery,Frozen	9:30p-4:30a 1:30a-2:30a 301 Grocery,Frozen	9:30p-4:30a 1:30a-2:30a 301 Grocery,Frozen		9:30p-4:30a 1:30a-2:30a 301 Grocery,Frozen	

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

