

Print Call Sheets (Task 29.1)

Overview

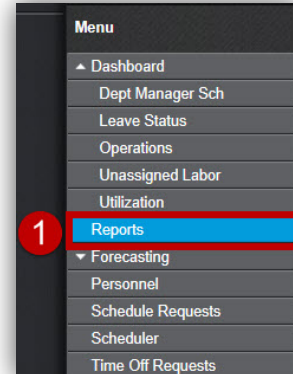
Printing the Call Sheets allow you to see the details (shift coverage, lunch) for a particular job (Checker, CC, Deli FS, etc).

Process

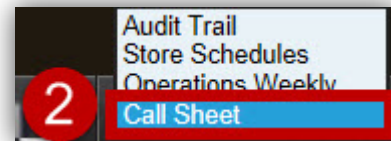
The following steps will guide you through the process of running the Call Sheet.

To print a Call Sheet:

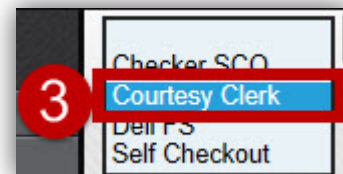
1. Click the **Reports** tab



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



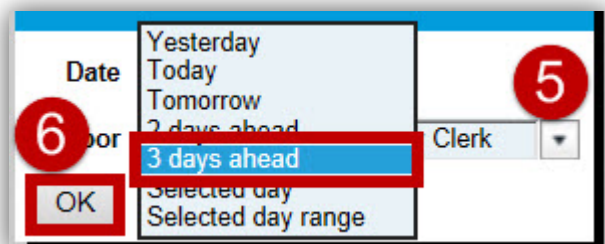
3. Click the bottom drop down menu (defaulted to -blank-) and choose **Courtesy Clerk**



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



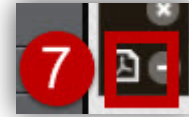
5. **3 days ahead** is selected in this example



6. Click **OK**

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

8. Click Print

