How Do I …

- Review system forecasted sales →Forecasting → Forecaster   View: Sales Forecast

- Adjust forecasted sales →Forecasting → Forecaster   View: Sales Forecast

- Review unassigned employees →Dashboard → Unassigned Labor

- Review employee Time-Off Requests (TOR) →Time Off Requests

- Review target hours resulting from target sales forecast →Dashboard → Weekly Dept. Planner* AND Weekly Job Planner (Service Centric Jobs)

- Adjust Checker/CC/Starbucks/Jamba (Service Centric jobs) hours →Dashboard → Target Hours Adj **Remember: SAVE-LINK-CALCULATE** **FORMULA: Want/Have * Adjustment Factor**

- Adjust Department target hours (Dept salary %) →Dashboard →Salary Planner-Dept **Remember: SAVE-LINK-CALCULATE** **FORMULA: Want/Have * Department Salary %**

- Adjust Department or Job Target Wagerates →Dashboard → Target Wage Adj **Remember: SAVE-LINK-CALCULATE**

- Adjust **Store Level** Weekly Salary % Target →Dashboard → Qtr Planner Input

- Write manual department schedules → Scheduler → Filter: Dept. & Grid View

- Run Auto-Scheduler →Scheduler → Filter [Auto Sched]

- Review scheduled hours for auto-scheduled departments →Scheduler → Filter: Default view

- Print store schedules and call sheets →Reports → Select Store Schedules → Filter:week → Open PDF → Print

- Publish schedule →Scheduler → Select Globe → Select all employees → Select Globe to Publish

- Track My Quarterly Progress →Dashboard → Quarterly Planner

**REMEMBER TO SAVE BEFORE YOU LEAVE ANY PAGE OR CHANGE TABS!

**REMEMBER TO SAVE-LINK-CALCULATE

**FILTER, FILTER, FILTER; FILTER IS YOUR FRIEND!