

How to Filter:

Things to know:

- You will be able to see the stores assigned to you in your hierarchy. Most reporting will reflect all stores assigned to you. If you would like to see a single, or multiple stores, but not ALL stores in your hierarchy, use the “Location Name” drop and select the boxes of the stores you would like to see.

Employee Actual vs Schedule Hrs

Filters

Time Period

Report based on

Date Range **Custom Calendar**

If Date Range selected

Start Date

7 days ago (05/2... x

End Date

1 day ago (05/27... x

If Custom Calendar selected

Calendar Type

Reporting Period Fiscal Period

Filter Type

Custom Calendar **Rolling periods**

Periods

Current plus Last 1 Reporting ... x v

Locations

Hierarchy

Individual Locations x v

Franchisee

Select values v

Location Name

Select values v

Employee Actual Vs Schedule Hours Close view

Employee Actual vs Schedule Hrs

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Calendar Type

Reporting Period Fiscal Period

Filter Type

Custom Calendar **Rolling periods**

Periods

Current plus Last 1 Reporting ... x v

Location Name

Search

- All
- VA-009-Springfield
- VA-006-Hybla Valley
- VA-007-Quander Rd
- VA-004-Arlington-Courthouse
- VA-039-Annandale
- VA-062-King Street
- VA-21 5-Reagan National, Concourse D
- VA-40 7-Potomac Yards
- VA-409-The Pentagon
- VA-41 0-Westmont
- (3) VA-0309-Annandale, VA-0662-King St... x v

Time Periods:

- Date Range is associated with the actual Start Date and End Dates

The screenshot shows a 'Filters' panel with a 'Time Period' section. Under 'Report based on', the 'Date Range' option is selected. Below this, under 'If Date Range selected', there are two date pickers: 'Start Date' set to '7 days ago (05/2...)' and 'End Date' set to '1 day ago (05/27...'. A yellow arrow points to the 'Date Range' button.

- Custom Calendar is associated with the Five Guys Crunchtime calendar:
 - Fiscal Periods= Monthly Periods
 - Reporting Period= Weekly Periods

The screenshot shows the 'Time Period' section of the filter configuration. Under 'Report based on', the 'Custom Calendar' option is selected and highlighted with a yellow box. Below this, under 'If Custom Calendar selected', there are three sections: 'Calendar Type' with 'Reporting Period' selected over 'Fiscal Period'; 'Filter Type' with 'Rolling periods' selected over 'Custom Calendar'; and 'Periods' with a dropdown menu set to 'Select value'. A yellow arrow points to the 'Custom Calendar' button.

- “Periods” will be Current + the number of weeks you would like to look back:

Employee Actual vs Schedule

Filters

Time Period

Report based on ⓘ

Date Range Custom

If Date Range selected

Start Date
📅 7 days ago (05/2... ×

End Date
📅 1 day ago (05/27... ×

🔍 Search

- Current Reporting Period
- Current plus Last 1 Reporting Periods
- Current plus Last 10 Reporting Periods
- Current plus Last 11 Reporting Periods
- Current plus Last 12 Reporting Periods
- Current plus Last 13 Reporting Periods
- Current plus Last 2 Reporting Periods
- Current plus Last 3 Reporting Periods
- Current plus Last 4 Reporting Periods
- Current plus Last 5 Reporting Periods
- Current plus Last 6 Reporting Periods
- Current plus Last 7 Reporting Periods

Current plus Last 2 Reporting ... × ▾