

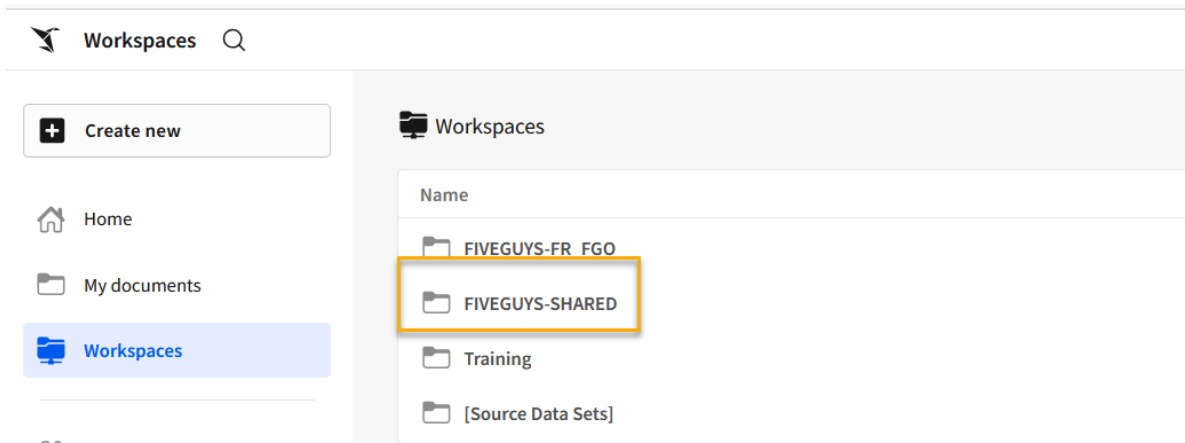
Where to find my reports:

From the Home Page:

Go to: **Workspaces**



**FIVEGUYS-SHARED:**



## Current Available Reports:

FIVEGUYS-SHARED

Workspaces / FIVEGUYS-SHARED



- Create new
- Home
- My documents
- Workspaces
- Shared with me
- Recent
- Favorites
- Trash

Name
Consolidated Monthly COGS % by Group & Location (US Currency) (1)
Employee Actual Vs Schedule Hours
Pooled Tips Report
Quick Key Numbers Current & LW ★
Quick Key Numbers v2 - Past 6 Months
Quick Key Numbers v2 - Past 6 Weeks

- If there is a report that you are currently using that you do not see in this folder, please open a ticket at <https://fiveguyshelp.zendesk.com/hc/en-us/requests/new> > select **US Help Desk** > Support Type = **BizIQ** > *fill out the form* > Click **Submit**

Hover to the right of the report name to mark the star as a favorite!

Workspaces / FIVEGUYS-SHARED

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