Store Operations Dashboard – Running Reports and Glossary

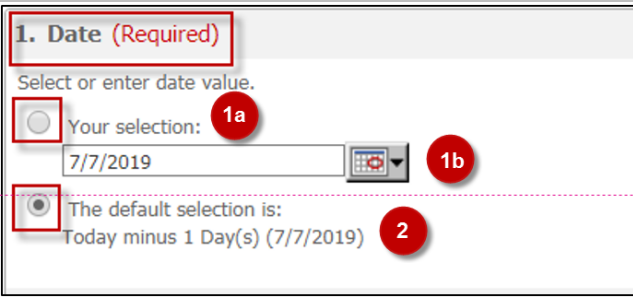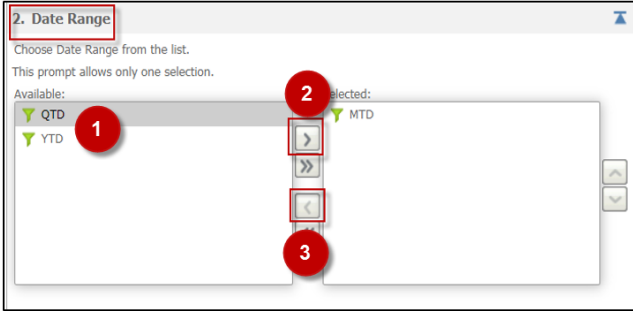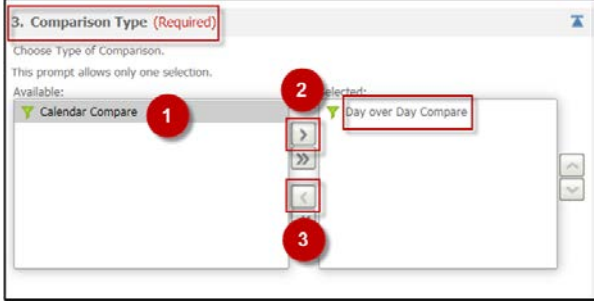|	
Description	This quick reference guide describes how to access and run the Store Operations Dashboard reports through the KC. These reports provide a snapshot of your business as of the previous day. This enables appropriate Best Practice for store performance improvement.

Log in to Store Operations Dashboard

Step	Action	
1	On the KC Homepage, click the **Manager AOR** icon to open the Store Manager AOR page. Then, click on the **Store Operations Dashboard** icon.	
2	If prompted: 1. Enter username [Your Store Number_ MGR, e.g., *AZP_ 01MGR*] 2. Enter password [Your Store Manager password] 3. Click **Login**	

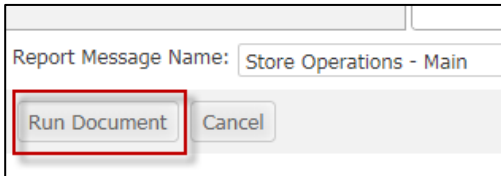**Running Reports (Gauges)**

	The Store Operations Dashboard page provides useful links to easily navigate within the tool. Click the gauge tabs to see corresponding reports. Reports will automatically pull previous day data. If you need to change the filter search criteria click the red calendar in top left corner and follow instructions on the next page.	

	Step	Action
Select Criteria for Running Report	**1**	Criteria selection includes three steps (sections). **Select Date** There are two options to select the date for the report you would like to pull: 1. Select a custom date by: a) Clicking the button next to **Your Selection** (1a) b) Enter the date by typing it in or use the calendar (1b) 2. Select the default selection, which is the prior day's date	**Note**: Always select the last date in the period you want to evaluate. For example, if you want to look at December 2018, select December 31, 2018 (with the default of Month to Date (MTD)).
	2	**Select Date Range** 1. Click the date range you would like included in your report 2. Click the arrow to move it to the "Selected" box 3. If selection needs to be removed from the box, click the back arrow Date range options: • **MTD** – Month to Date (default) • **QTD** – Quarter to Date • **YTD** – Year to Date	
	3	**Chose Comparison Type** The Dashboard automatically defaults to **Day over Day Compare,** which compares current date with the same day of the week from the previous year. This allows management of daily activity in your store. To select **Calendar Compare** 1. Click **Calendar Compare** 2. Click the arrow to move it to the "Selected" box 3. If selection needs to be undone, click the back arrow.	**Note**: Use **Calendar Compare** to understand how the month aligns with your financial statement. **Calendar Compare** compares selected dates from this year to the same dates of the previous year.

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Select Criteria for Running Report	**4**	Select **Run Document** on the left bottom corner of the screen to run your report.	Report Message Name: Store Operations - Main **Run Document** Cancel

Glossary

Term	Definition
Calendar Compared	Compares selected dates from this year to the same dates of the previous year.
Current Period	The most current reporting period; week, month, quarter. The current period includes the selected date.
Day Over Day Comparison	Compares current date with the same day of the week from the previous year.
Deviation	The difference between what the unit was sold for compared to the actual retail price.
Diff/Dif%	The difference between last year and this year.
MTD	Month to Date
QTD	Quarter to Date
YTD	Year to Date
UR	Unit Retail is the price the unit sold for

Contact

If you have questions about access, please contact support at support@discounttire.com.
If you have questions about clarifying your opportunities, please contact your AVP.