

CREW Time: Activity Based View (ABV) Report

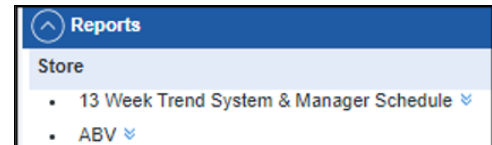
Purpose

This report will help Store Managers by providing visual management of the daily Workflow plays at the store and will help ensure we have the right people, in the right place, at the right time to serve our customers.

Access to View, Print, and Post the ABV

The ABV report lives in the 'Reports' section of CREW Time and should be posted daily where all employees can view their schedule.

- Navigate to the 'Reports' section
- Click the **ABV** report
- Select date and click **Run**
- Click the printer icon to print



Understanding the ABV

Date: Wednesday 10/18/23

Cell	Role	AM	MID	PM
Cell 1	Service Coordinator	1	1	1
	Crew Chief	1	1	1
	Tech	2	2	2
Cell 1 - Total		4	4	4
Cell 2	Service Coordinator	1	0	0
	Crew Chief	1	0	0
Cell 2 - Total		2	0	0
Sales	Floaters	2	1	1
	Sales	2	2	2
	Air Checks	2	1	1
Sales - Total		6	4	4
MGMT - Management		1	1	1
MGMT - Total		1	1	1
Overall - Total		13	9	9

Cell	Role	AM	MID	PM
Cell 1	Service Coordinator	1	1	1
	Crew Chief	1	1	1
	Tech	4	4	2
Cell 1 - Total		6	6	4
Cell 2	Service Coordinator	1	0	0
	Crew Chief	1	0	0
Cell 2 - Total		2	0	0
Sales	Floaters	1	1	1
	Sales	3	3	3
	Air Checks	2	1	1
Sales - Total		6	5	5
Overall - Total		14	11	9

Date: Wednesday10/18/23

Cell	Role	AM	MID	PM	Start Time	End Time	Employee	Lunch Time
Cell 1	Service Coordinator	Damien J.	Damien J.	Alejandro J.	7:45 AM	1:15 PM	1 Danny P.	
					1:15 PM	6:30 PM	2 Kaylan E.	
	Crew Chief	Zechariah M.	Zechariah M.	Jarod P.	7:45 AM	1:45 PM	3 Kendall G.	
					1:30 PM	6:30 PM	4 Zechariah M.	
	Tech			Mason G.	3:30 PM	6:30 PM	5 Jose H.	
		Logan R.	Logan R.		7:45 AM	1:30 PM	6 Matthew T.	
		Jose H.	Jose H.	Jose H.	7:30 AM	3:30 PM	7 Sawyer B.	
				Caden G.	3:30 PM	6:30 PM		
		Anthony A.	Anthony A.	Matthew T.	7:30 AM	1:00 PM		
		Matthew T.	Matthew T.		7:45 AM	3:00 PM		
Cell 2	Service Coordinator	Benjamin G.			7:45 AM	11:00 AM		
	Crew Chief	Ukiah B.			7:45 AM	11:00 AM		
	Floaters	Sawyer B.	Sawyer B.	Sawyer B.	7:30 AM	3:00 PM		
	Sales			Zechariah M.	2:15 PM	6:30 PM		
		Kendall G.	Kendall G.	Kendall G.	7:30 AM	6:30 PM		
		Kaylan E.	Kaylan E.	Kaylan E.	7:30 AM	6:30 PM		
		Danny P.	Danny P.	Danny P.	7:30 AM	6:30 PM		
	Air Checks		Christopher J.	Christopher J.	1:15 PM	6:00 PM		
		Patrick S.	Patrick S.		7:30 AM	12:45 PM		
		Ryer P.			8:00 AM	11:00 AM		

Understanding the ABV (continued)

The *System* table in the top left shows the recommended headcount in each role for the date selected, based off the labor forecasted. This will match the *Labor Forecast* page.

The *Manager* table in the top right shows the headcount the manager assigned to each role and daypart. Any employee scheduled more than 1 hour within that day part will be counted on the *Manager* table.

The bottom table (second page of the report) is a visual representation of the Workflow Plays in the Service and the Sales Areas. To the right of the Workflow Play there is an additional table with a list of names containing anyone who should receive a lunch based on state labor law that day along with space for the manager to fill in the lunch time.

Employee names will appear in each role they are assigned to throughout the day with their shift start and end to the right of each role.

This should be printed and posted so all store employees can see where they should be during each part of the day.

Red/Grey Boxes

If there is an Open Shift, an empty box highlighted in red will appear to show the lack of headcount in this role during that daypart.

Date: 6/30/23

Cell	Role	AM	MID	PM	Start Time	End Time
Cell 3	Tech	Roberto C.			7:45 AM	11:00 AM
	Air Checks	Treyllan B.	Treyllan B.		8:00 AM	12:45 PM
	Floater	Rylan G.			7:30 AM	11:00 AM
					7:45 AM	10:30 AM
	Sales		Rylan G.		12:15 PM	2:00 PM
		Caleb A.		Caleb A.	7:30 AM	6:30 PM
		Ian G.	Ian G.	Ian G.	7:30 AM	6:30 PM
		Johnathon V.	Johnathon V.		7:30 AM	1:00 PM
		David K.	David K.	David K.	7:30 AM	6:30 PM

Note: The red box is based off Open Shifts. If the manager manually enters a Floater shift from 7:45 AM-10:30 AM BUT still has the Open Shift, the red box will appear.

FAQs

Will managers have to run this report daily?

- A. Not necessarily. Once the schedule is complete and published, the manager can run the report for each day of the week, then print and save them to post. Otherwise, this report should be run and posted daily.

Bottom table logic – How employee populates in the role for a daypart.

- A. Min & Max task start and end times are taken per employee per role. Roles are populated if duration within a daypart is ≥ 30 min AND duration is the greatest for that employee within the daypart and role.

Contact

If you have any questions, please email wfmteam@discounttire.com We are happy to provide any assistance or coaching you or your stores may need.