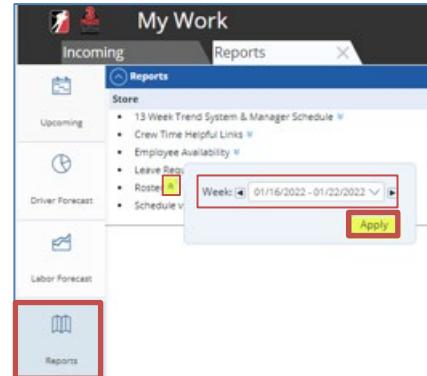


CREW Time Roster Report QRG

Access Roster Report

A new report has been created to quickly identify the store employee Certifications along with Demand, Estimated Headcount from demand and Open Shift hours.

To access the report, click on the Reports icon inside Crew Time. Click on the blue arrow next to the Roster Report and select a week to view.



Analyzing the Roster Report

Review the employee certifications to help determine the opportunity to train your people. To identify immediate needs, reference the Manager Open Shift hours on the right. For example, if you continue to see open shift hours for Crew Chief, take the opportunity to certify Service Tech(s). The estimated headcount is a good baseline to see if you have sufficient staff to meet demand.

Print the Report

Step	Action
1	Click the HTML button in the top right of the report.
2	Click View PDF
3	Click Print icon
4	Click the HTML button in the top right of the report.



The screenshot shows a software interface with a context menu open. The menu items are: View in HTML Format (highlighted in red), View in PDF Format, and View in Excel Options. The 'View in HTML Format' option is the third item in the list.

Contact

If you have questions, contact the WFMTTeam@discounttire.com.