

CREW Time Tools to Execute the Best Practice

Scheduling

Crew Time is designed to provide the right number of people at the right time for your store. Make sure to schedule 100% of Demand Hours, then add Training Hours and Receiving hours to equal total hours scheduled.

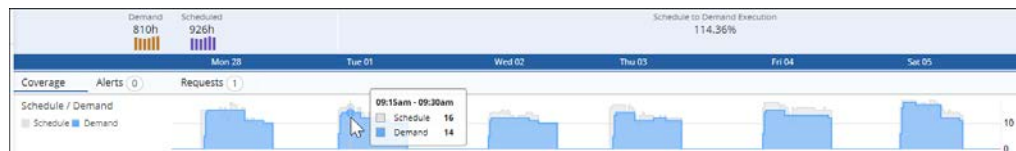
Things to consider:

- Focus on scheduling accurately throughout the day.
- Start by assigning Open Shifts to qualified, available employees.
- Avoid manually assigning shifts outside demand coverage.
- Use the Coverage Graphs and Roster Report to identify potential gaps in coverage. Is demand unfilled due to (a) a staffing/headcount shortage, and/or (b) a certification gap?

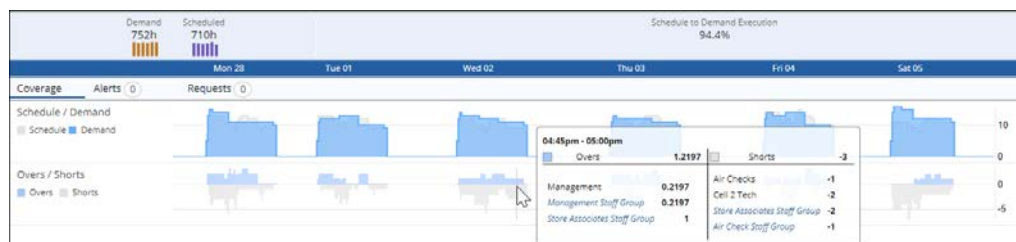
Coverage Graphs

The coverage graphs are a great tool to help you understand the potential gaps of covering the demand. Your scheduled hours (grey) should meet or exceed the demand (blue) graph throughout the day. Training and Receiving hours will put the scheduled (grey) graph above the (blue) demand graph.

The top graph shows the over/short headcount throughout the day.



This graph shows the over/short *by role* throughout the day.



Daily Schedule to Demand %

Understand each day's schedule to demand % and which roles you may be over or short for the day. To look at your daily schedule to demand %, click on the day in the weekly schedule.

Things to consider:

- Training and Receiving hours will make you over schedule to demand; this is OK as these necessary tasks are not in the demand forecast.
- Is my Availability accurate for my employees?

