Scheduling Employees for Wheel Alignments

Purpose

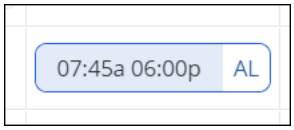
Manually add an Alignment shift every day for employees who are qualified to perform alignments.

For reporting purposes, it is very important that all shifts have an appropriate task assignment. Standardizing Alignment scheduling for our stores helps us better understand Alignment planned hours for our people.

Alignment Hours

Assigned shifts must be for a qualified and trained Alignment employee.

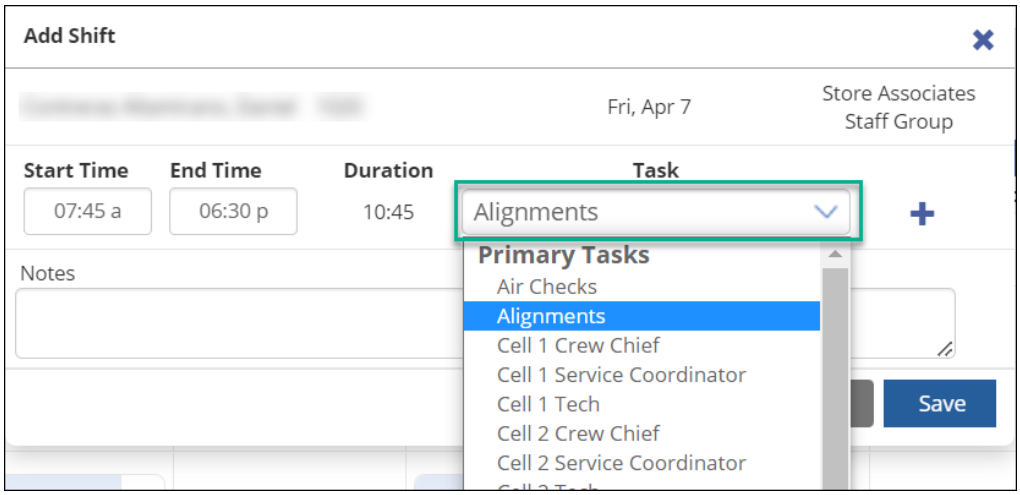
All hours with the Alignment task selected will not affect the Schedule to Demand %; like Training and Receiving hours.



Assigning Alignment Activity

The Alignment role will now be available to select from the task drop-down list when you manually assign an open shift.

Right-click on an empty space on the schedule and select Start time, End time, Task and Save.



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.

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