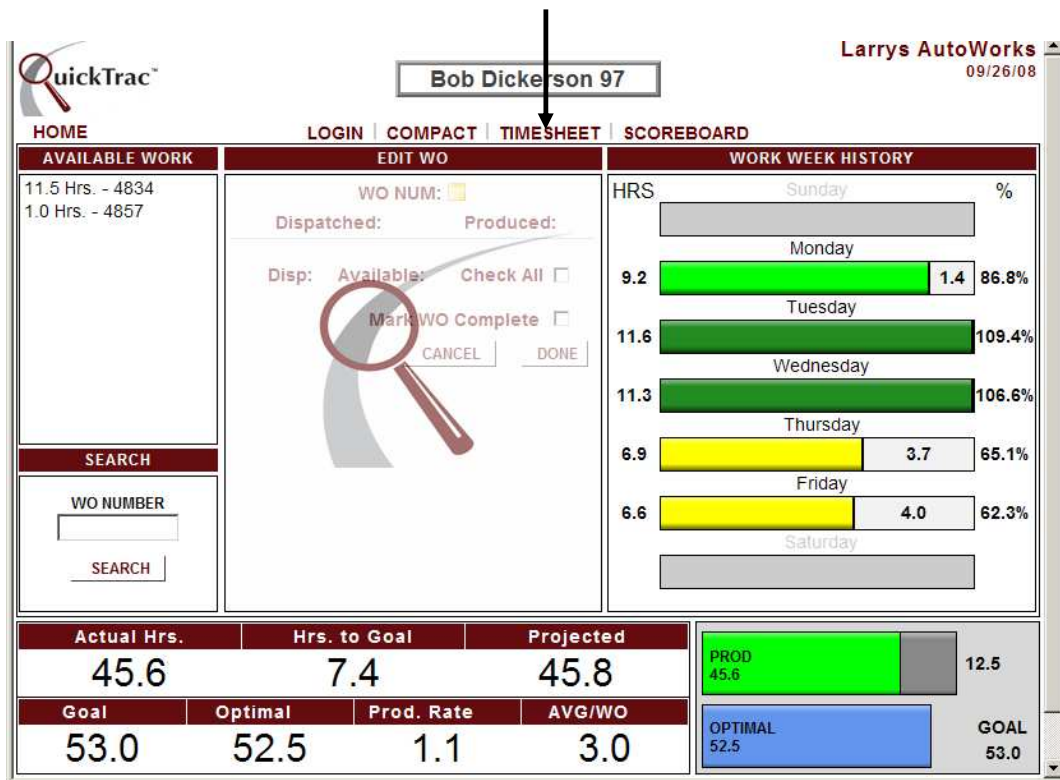


Week at a Glance and Timesheets

WEEK AT A GLANCE is a tool that allows users to view the last three weeks of shop's data. Users can view employee's graphs and numbers as well as view and print timesheets for Service Technicians.

To access TIMESHEETS while logged in as a Technician or Service Advisor, click on a Technician name or bar graph and then click on the TIMESHEET link on the menu. Currently, only Technician's have Timesheets.

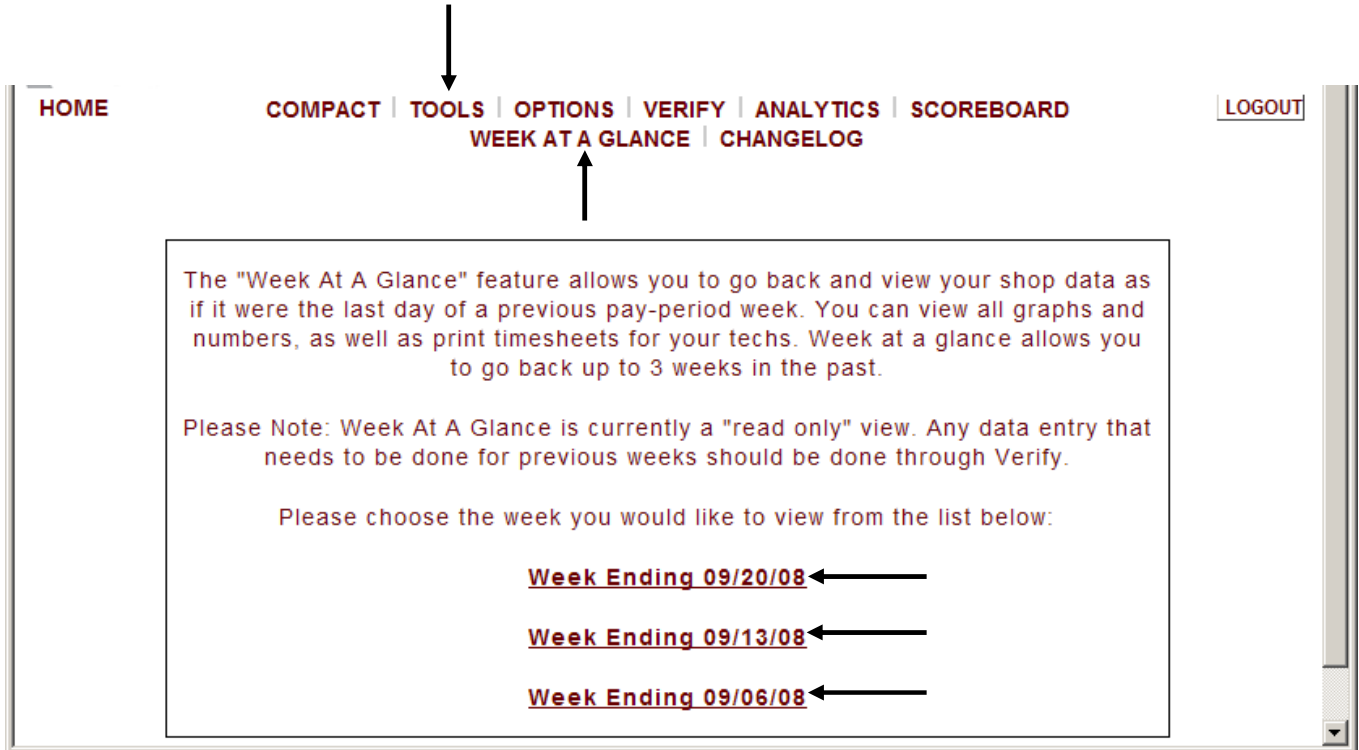


Next, select the current or one of three previous ending work weeks to view / print a Technician's Timesheet.

Please choose the week you would like a timesheet for:

Week at a Glance and Timesheets

To access WEEK AT A GLANCE while logged in as a Manager/Owner. Click on the TOOLS link on the menu. Then, click on the WEEK AT A GLANCE link.



The last three ending work weeks of your shop will display. Select one of the three weeks to view that week's data.

Note: If anyone is marked as INACTIVE they will not appear in WEEK AT A GLANCE. Any data that needs to be modified for previous weeks needs to be done through VERIFY. Currently, WEEK AT A GLANCE is a "read only" view.

The week you select displays the Service Advisor's Main Page.

Each employee's personal page is available for viewing by simply clicking on their name or bar graph. The HOME link is the Service Advisor Main Page as shown below. The CURRENT WEEK link will display the current day of your current work week.

Note: The shop's data displays as if it were the last work day of the selected week.

Click on any Technician's bar graph and then click on the TIMESHEET link to access Timesheets.

Week at a Glance and Timesheets

Clicking on a Service Technician's bar graph takes you to that Service Technician's Personal Page. The HOME link takes you to the Service Technician's Main Page (The LOGOUT button at the top right also takes you to the Service Technician's Main Page). The TIMESHEET link provides a timesheet to view or print for that technician. And, the CURRENT WEEK link allows you to view the current day of your shop's current work week.

QuickTrac | **Bob Dickerson 97** | 08/23/08 | User: Moore

Week At A Glance

HOME | TIMESHEET | CURRENT WEEK | LOGOUT

AVAILABLE WORK	EDIT WO	WORK WEEK HISTORY																								
4589 - 3.5 Hrs. Avail	W/O NUMBER: HOURS PRODUCED: MARK AS COMPLETE: <input type="checkbox"/> ? SAVE CANCEL W/O HISTORY	<table border="1"> <thead> <tr> <th>HRS</th> <th>Day</th> <th>%</th> </tr> </thead> <tbody> <tr> <td></td> <td>Sunday</td> <td></td> </tr> <tr> <td>11.9</td> <td>Monday</td> <td>117.8%</td> </tr> <tr> <td>11.0</td> <td>Tuesday</td> <td>108.9%</td> </tr> <tr> <td>11.6</td> <td>Wednesday</td> <td>114.9%</td> </tr> <tr> <td>11.4</td> <td>Thursday</td> <td>112.9%</td> </tr> <tr> <td>2.7</td> <td>Friday</td> <td>26.7%</td> </tr> <tr> <td></td> <td>Saturday</td> <td></td> </tr> </tbody> </table>	HRS	Day	%		Sunday		11.9	Monday	117.8%	11.0	Tuesday	108.9%	11.6	Wednesday	114.9%	11.4	Thursday	112.9%	2.7	Friday	26.7%		Saturday	
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	Saturday																									
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WO NUMBER <input type="text"/> SEARCH																										

Actual Hrs.	Hrs. to Goal	Non-Billable	Projected
48.6	1.9	3.2	48.6
Goal	Optimal	Prod. Rate	AVG/WO
50.5	50.5	1.2	2.6

PRODUCTION SUMMARY: PROD 48.6, OPTIMAL 50.5, GOAL 50.5

Click on the HOME link on the menu to go back to the Service Advisor's Main Page.

Next, click on the WEEK AT A GLANCE link at the top center of the page.

QuickTrac | 08/23/08 | User: Moore

Week At A Glance

HOME | CURRENT WEEK | LOGOUT

Week at a Glance and Timesheets

The WEEK AT A GLANCE link takes you back to select the current or last three work weeks for you to select from.

The "week at a glance" feature allows you to go back and view your shop data as if it were the last day of a previous shop week. You can view all graphs and numbers, as well as print timesheets for your techs. Week at a glance allows you to go back up to 3 weeks in the past.

Please Note: Week at a glance is currently a "read only" view. Any data entry that needs to be done for previous weeks should be done through Verify.

Please choose the week you would like to view from the list below:

[Current Week - Today](#)

[Week 42 - Ending on 10/20/06](#)

[Week 41 - Ending on 10/13/06](#)

[Week 40 - Ending on 10/06/06](#)

Select another week to view or use any of the other links on the main menu. If you want to view the current day of your current work week, click on the CURRENT WEEK – TODAY link.