

HOTSCHEDULES RELEASE 4.0.57.1

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Task List Detail Report

ASC users who have access to the Task List Summary report can now create an automated version of the report to get more insight on the Tasks and Task Lists at each of their stores. Each column of the Task Lists will be included in the report as well as the following metadata:

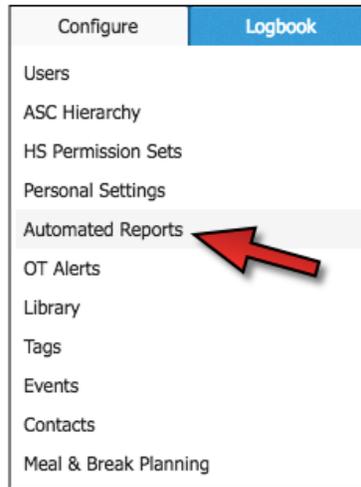
- Comments
- Follow-Ups
- Photos
- Updated By
- Completed Date Time (Store Time)

Task List Detail - 2/27/2017 @ 11:34 AM CST
 Report Range: Today
 Stores: HS Grill - Main [5967459]
 Task Lists: Weekly Food Inventory
 Duration: All
 Status: All
 Tolerance: All
 Only Task Rows With: None selected
 Completion times are in client time zone.

Weekly Food Inventory
 HS Grill - Main [5967459]
 Date Range: 2/27 - 2/28
 Completion Schedule: Weekly Food Inventory
 Overdue:
 Completion Status: Completed 2/27/2017 @ 10:50 AM
 No Task List Comments.

				Comments	Follow Ups	Status
Title						
Item	Par	Actual Count	Need To Order			
Potatoes	6 Bags	6	0			Complete 2/27/2017 @ 10:48 AM
Eggs	60	48	12	We were short on eggs when checking inventory this morning. Please be sure to order more tomorrow.	Order a dozen of eggs, Due 2/28/2017 @ 11:45 AM. Assignee: David Krzempek, Status: NotComplete	Complete 2/27/2017 @ 10:49 AM
Tortillas	120	120	0			Complete 2/27/2017 @ 10:49 AM

To set up a new Task List Detail automated report, users can click **Automated Reports** in the Configuration tab of the ASC.

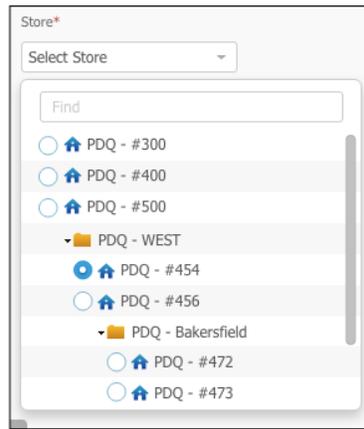


Users can then click **Add Automated Report** to be directed to the configuration page.

- Once the **Task List Detail** option from the Report drop-down is selected, the fields designed for that report will appear at the bottom of the page.
- What is selected for Report Range will determine what information is displayed in each sent-out report.
 - **Previous Day** - Any Tasks with activity for selected stores the day prior (12:00am to 12:00am) to the automated report.
 - **Today** - Any Tasks with activity for selected stores between 12:00am of the current day to the time the automated report is set to run.
 - **Previous Week** - Any Tasks with activity for selected stores the week (store's Work Week) prior to the automated report.
 - **Current Week** - Any Tasks with activity for selected stores between the start of current store's Work Week and the time the automated report is set to run.

A screenshot of the 'Add Automated Report' configuration page. The page has a title bar with a back arrow and the text 'Add Automated Report'. Below the title bar is a section titled 'Basic Information' containing three dropdown menus: 'Name *' (with the value 'Task List Detailed Report 8'), 'Report *' (with the value 'Task List Detail' and a red arrow pointing to it), and 'Report Range *' (with the value 'Previous Day'). Below this is an 'Alert Message' section with two input fields: 'Recipients *' (with the value 'Erika Chee') and 'Subject *' (with the value 'Yesterday's Detailed Task List'). At the bottom is a 'Message *' text area containing the text 'This is yesterday's detailed Task List.'

After completing the above information, users will need to select a store to pull data from.



Each report can only display one store's information at a time for maximum site performance.

Users will need to complete the rest of fields for what information they want to display in the report.

A screenshot of a web form titled 'Reporting Details'. The form contains several sections: 'Stores *' with a dropdown set to 'HS Grill - Main'; 'Task Lists *' with a dropdown set to 'Monthly Sales Repo'; 'Report Duration' set to 'Day'; 'Report Status' set to 'All'; 'Report Out Of Toler...' set to 'All'; 'Only Task Rows With' set to 'None Selected'; 'File Format' set to 'HTML'; 'Generate Report' set to 'Once'; 'Start Reporting' set to '3/15/2017' with a calendar icon; and 'Create Report At *' set to '1 : 00 AM'.

It should be noted that there is a limit of 3 Task Lists if ALL of the following are true:

- The **Report Status** field is set to All.
- The **Report Out of Tolerance** field is set to All.
- The **Only Task Rows With** field is set to None Selected.

If more than 3 Task Lists are selected, and the above is true, users will receive an error message when they click Save.

