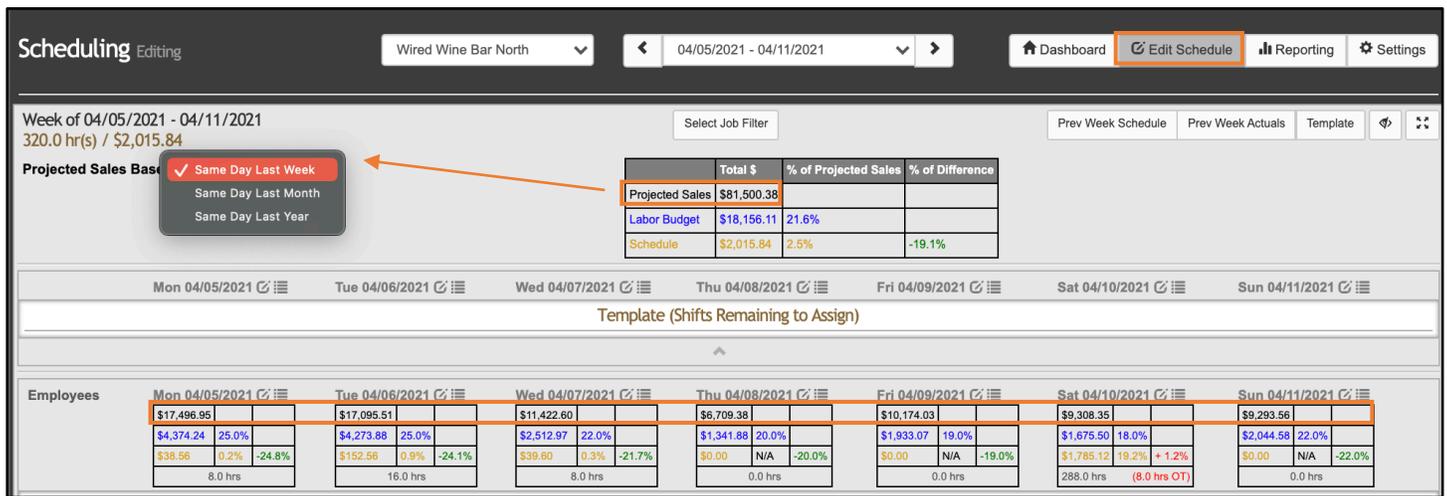


Edit Schedule: Sales Projections & Labor Budget Comparisons

efish now allows you to base the weeks projected sales on actual previous sales numbers and bringing in the labor budget for each location which makes it easy to keep your schedule on track.

To utilize these scheduling features, first navigate to **[Operations > Scheduling > Edit Schedule]**

Projected Sales Base: the dropdown menu in the upper left allows you to bring in sales from the same day last week, last month, or last year and displays those actual sales numbers in black on the top row of the table displayed under each day of the week, the sum of the projected sales for each day is combined to total the weeks projections table at the top of the page. (see example screenshot below)



The screenshot shows the 'Scheduling' interface for 'Wired Wine Bar North' for the week of 04/05/2021 - 04/11/2021. A dropdown menu for 'Projected Sales Base' is open, showing options: 'Same Day Last Week' (selected), 'Same Day Last Month', and 'Same Day Last Year'. To the right, a summary table is displayed:

	Total \$	% of Projected Sales	% of Difference
Projected Sales	\$81,500.38		
Labor Budget	\$18,156.11	21.6%	
Schedule	\$2,015.84	2.5%	-19.1%

Projected Sales Adjustments: For those days or weeks where you anticipate more or less sales than usual (holidays, change of hours, etc.) you can make a manual adjustment for a specific day or for the entire week if you wish. To make a manual projected sales adjustment click on the **[edit icon]** next to the day of the week you wish to adjust (if making an adjustment to the whole weeks projected sales, it does not matter which day's **[edit icon]** you click.)



The screenshot shows the 'Employees' table with columns for each day of the week. An 'Edit Adjustment' modal is open over the Monday column (04/05/2021). The modal contains the following fields:

Enter the % by which you wish to adjust the day's (or week's) sales, add a reason for your adjustment in the **[Memo field]** and then click **[Save for day]** to only save/apply the adjustment for that day, or **[Save for Week]** to save/apply the adjustment to the entire week. If you are decreasing projected sales make sure to enter a negative symbol in front of the % number. (see example above)



The 'Projected Sales Adjustment' modal form is shown with the following details:

- % Adjustment:
- Adjustment Memo:
- Buttons: Close, Save for Week, Save for day

Labor Budget: The labor budget is displayed on the 2nd row of the table in blue. Column 1 in the blue labor budget row displays the labor dollar amount (labor budget % of projected sales.) Column 2 in the blue labor budget row displays the current labor budget as a percentage.

Week of 04/05/2021 - 04/11/2021
320.0 hr(s) / \$2,015.84

Projected Sales Base: Same Day Last Week

	Total \$	% of Projected Sales	% of Difference
Projected Sales	\$81,500.38		
Labor Budget	\$18,156.11	21.6%	
Schedule	\$2,015.84	2.5%	-19.1%

Mon 04/05/2021	Tue 04/06/2021	Wed 04/07/2021	Thu 04/08/2021
\$17,496.95	\$17,095.51	\$11,422.60	\$6,709.38
\$4,374.24 25.0%	\$4,273.88 25.0%	\$2,512.97 22.0%	\$1,341.88 20.0%
\$38.56 0.2% -24.8%	\$152.56 0.9% -24.1%	\$39.60 0.3% -21.7%	\$0.00 N/A -20.0%
8.0 hrs	16.0 hrs	8.0 hrs	0.0 hrs

Labor | Paid Outs | Discounts | Custom Tracking | Cash Banks | Closed Days

Element	Labor Budget	Settings
	25.00	<input checked="" type="radio"/> % of Sales <input type="radio"/> Flat \$
	25.00	<input checked="" type="radio"/> % of Sales <input type="radio"/> Flat \$
	22.00	<input checked="" type="radio"/> % of Sales <input type="radio"/> Flat \$
	20.00	<input checked="" type="radio"/> % of Sales <input type="radio"/> Flat \$

Note: The labor budget % is displayed for each day as set up by your locations efish admin in **[Administration > Location Settings > Labor]** and accumulated for the week in the top table. Labor budget changes can only be made if you have the proper efish permissions.

- If the labor budget is set as a flat rate, it will be accurately covered and displayed as a percentage on the blue labor budget row in column 2.

Schedule In Progress: The 3rd row in the table displays the details for the schedule you are currently editing in yellow. Column 1 shows actual labor \$ scheduled in yellow. Column 2 shows the scheduled labor % based on the projected sales for each day in yellow (accumulated for the week in the top table.) Column 3 shows the difference between the schedule in progress (yellow) and the labor budget goal (blue), Red = over budget, green = under budget.

Week of 04/05/2021 - 04/11/2021
320.0 hr(s) / \$2,015.84

Projected Sales Base: Same Day Last Week

	Total \$	% of Projected Sales	% of Difference
Projected Sales	\$81,500.38		
Labor Budget	\$18,156.11	21.6%	
Schedule	\$2,015.84	2.5%	-19.1%

Template (Shifts Remaining to Assign)

Employees	Mon 04/05/2021	Tue 04/06/2021	Wed 04/07/2021	Thu 04/08/2021	Fri 04/09/2021	Sat 04/10/2021	Sun 04/11/2021
	\$17,496.95	\$17,095.51	\$11,422.60	\$6,709.38	\$10,174.03	\$9,308.35	\$9,293.56
	\$4,374.24 25.0%	\$4,273.88 25.0%	\$2,512.97 22.0%	\$1,341.88 20.0%	\$1,933.07 19.0%	\$1,675.50 18.0%	\$2,044.58 22.0%
	\$38.56 0.2% -24.8%	\$152.56 0.9% -24.1%	\$39.60 0.3% -21.7%	\$0.00 N/A -20.0%	\$0.00 N/A -19.0%	\$1,785.12 19.2% +1.2%	\$0.00 N/A -22.0%
	8.0 hrs	16.0 hrs	8.0 hrs	0.0 hrs	0.0 hrs	288.0 hrs (8.0 hrs OT)	0.0 hrs