Using Ideal Scheduling in TeamworX

1. When you are the **Week View** of the scheduling you will be working on, after you have followed the previous steps to populate the matrix, the scheduling view will have new information at the top of each section of the schedule. You will see the **Ideal Hours** listed for that job code on that day. The **Scheduled Hours** count will change as you fill in more shifts for that position during that day, making it easy to keep track of how much you have scheduled.

Cook +			Sched. Hrs. – 19.5 / Ideal Hrs. – 15.75	Sched. Hrs. – 19.5 / Ideal Hrs. – 16.75	Sched. Hrs. – 28.5 / Ideal Hrs. – 19.75	Sched. Hrs. – 26 / Ideal Hrs. – 25.75	Sched. Hrs. – 25 / Ideal Hrs. – 18.75	Sched. Hrs. – 15 / Ideal Hrs. – 12.75	Sched. Hrs. – 17 / Ideal Hrs. – 13.75
1	Christian Ramirez	26.50		4:00 PM-8:00 PM	4:00 PM-8:30 PM	4:00 PM-10:30 PM	12:00 PM-7:30 PM		4:00 PM-8:00 PM
2	Gabriel Mejia	8.00			6:00 PM-10:00 PM			6:00 PM-10:00 PM	
3	Ilcia Hernandez Godoy	11.00					10:00 AM-3:00 PM	10:00 AM-1:00 PM	10:00 AM-1:00 PM
4	Julia Parra Campoverde	12.00		10:00 AM-2:00 PM	10:00 AM-2:00 PM	10:00 AM-2:00 PM			
5	Justin Obrien	19.50	5:00 PM-9:30 PM	4:00 PM-9:30 PM			4:00 PM-9:30 PM	4:00 PM-8:00 PM	
6	Maria Ramirez	31.00			4:00 PM-8:30 PM	4:30 PM-9:00 PM	10:00 AM-5:00 PM		
7	Nelson Penafiel Siguencia	37.00	3:30 PM-8:00 PM	10:00 AM-4:00 PM	3:30 PM-9:00 PM	10:00 AM-4:30 PM / 4:30 PM-9:00 PM			9:00 AM-4:00 PM / 4:00 PM-7:00 PM
8	Patricia Calle	5.00	8:00 AM-1:00 PM						
9	Yonathan Arana Velasquez	15.50	10:00 AM-3:30 PM		10:00 AM-4:00 PM			12:00 PM-4:00 PM	

2. The **Graph** icon will show you the ideal hours throughout the day based on your sales forecast. You can see in the example below for the cook position, the forecasted covers calls for the store to have 2 cooks scheduled between 5:00 and 7:00 and requires no more than 2 cooks at any one point throughout the day. However, it shows that the store has scheduled 2 extra cooks between 6:00 and 7:00.