

Service Management ~ Technician Productivity

May-2011

Technician Number & Name

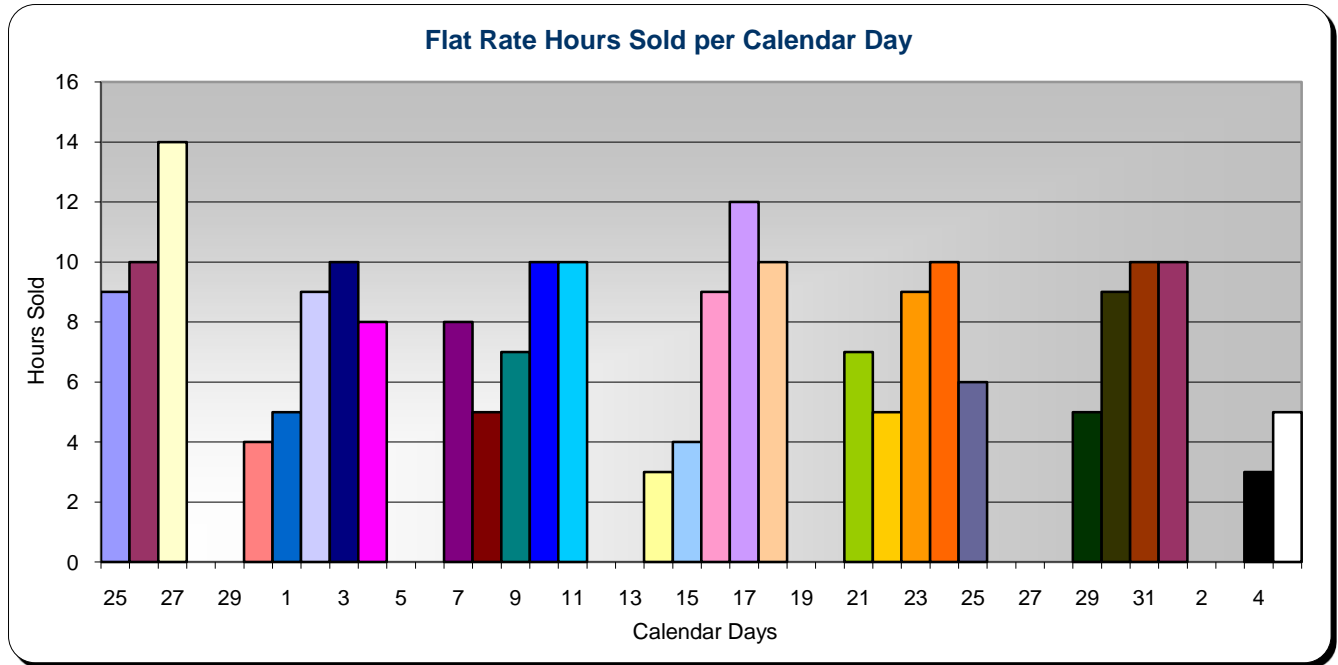
101	Technician Name 1	*
102	Technician Name 2	*
103	Technician Name 3	*
104	Technician Name 4	*
105	Technician Name 5	*
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Default Setup Worksheet	
Workbook Administration	
Directions and Descriptions	

Productivity Reporting

Daily Sales Activity Report
Weekly & Monthly Reports

Payroll Calendar Weeks						
*	1	2	3	4	5	6
*	*	*	*	*	*	*



Payroll Processing Reports

Week 1: Apr, 25 - May, 01			Unlocked	Week 4: May, 16 - May, 22			Unlocked
Week 2: May, 02 - May, 08			Unlocked	Week 5: May, 23 - May, 29			Unlocked
Week 3: May, 09 - May, 15			Unlocked	Week 6: May, 30 - Jun, 05			Unlocked

Technician # and Name: Technician information is entered on the Default Setup Worksheet. **Only yellow color cells** in this Excel® workbook allow an entry.

Default Setup Worksheet: This worksheet must be completed to use this workbook. It retains the needed descriptions for all report headings & entry fields. Enter all active Technicians information, Pay Scales per Labor Sales Type, Select the Monthly Calendar values and identify Payroll weeks.

Payroll Processing "Lock". By clicking the "Lock Forms Button" you permanently prevent any changes to the selected payroll period and reports. This routine is used after completing and producing the weekly Payroll Reports. It also will allow you to make Technician Pay Rate changes Mid-Month and prevents rate changes from effecting prior week dollar values.