

# Shift Prep Report

Last Modified on 07/16/2023 11:45 am MDT

View and print a **Shift Prep Report** with OT status and Shift Prep Notes from your **Dashboard** or **Reports**.

Report will appear after selecting Schedules / Roles / AM + PM selections

The screenshot shows the Teamwork Shift Prep Report interface. At the top, there's a navigation bar with 'Teamwork by Qwick' logo, 'Dashboard', 'Schedules', 'Employees', 'Reports', 'Share Files', and 'Tools'. On the right, there are icons for a lightbulb, gear, bell, and envelope, with 'Tech Support' text. Below the navigation bar, the page title is 'Shift Prep Report'. A dropdown menu is set to '3 of 24 Schedules'. Below that, 'Group with:' is set to 'Roles+Sections' and 'Filter by:' is set to 'AM + PM'. The main heading is 'AM + PM Shift Prep Notes for Sunday July 16th 2023'. A yellow banner below reads 'AM @ 12:00am'. The location is 'West 3rd' with 'Projected Sales of \$100'. The department is 'FOH'. Weather information shows '74°F - 87°F Day - Mostly Cloudy 19% precip' and 'Overnight - Cloudy 27% precip' with a rise from 9:30am to 6:23pm. The schedule is 'West 3rd FOH'. A table lists employees with columns for Name, Shift Time, Role, Notes, Phone, Overtime Watch as of Jul 16, 11:59pm, Remaining Scheduled Fns in Week Jul 16, 11:59pm, and Total. The table is grouped by role: Bartender, Cashier, Host/es, Runner, Server, and Trainee FOH.

Name	Shift Time	Role	Notes	Phone	Overtime Watch as of Jul 16, 11:59pm	Remaining Scheduled Fns in Week Jul 16, 11:59pm	Total
<b>Bartender</b>							
Frank Restrepo	7:30am - 4:00pm	Bartender		(914) 427-9347	34.36	2.40	36.76
Bryan Niu	11:00am - 6:00pm	Bartender		(929) 514-1772	35.12	4.40	39.52
<b>Cashier</b>							
Ana Linares	7:00am - 1:00pm	Cashier		(929) 602-7204	30.43		30.43
Andre Daga	1:00pm - 6:00pm	Cashier		(347) 881-4533	26.36	4.40	30.76
<b>Host/es</b>							
She-Love Ott	10:00am - 5:00pm	Host/es		(718) 671-3387	36.31	3.40	39.71
<b>Runner</b>							
Hugo Perez	8:00am - 2:00pm	Runner		(551) 268-8660	24.42	0.40	24.82
Andres Giraldo	11:00am - 4:00pm	Runner		(718) 374-1222	22.36	2.40	24.76
Tomás Carillo Moss	2:00pm - 6:00pm	Runner		(631) 466-1080	4.03	4.00	8.03
<b>Server</b>							
Stephany Ruiz	7:00am - 3:00pm	Server		(332) 250-0671	36.40	1.40	37.80
Gio Graclano	12:00pm - 6:00pm	Server		(347) 734-6458	34.98	4.40	39.38
<b>Trainee FOH</b>							
Joel Bolto	7:00am - 1:00pm	Trainee FOH			18.37		18.37
Xhaelko Diaz	9:00am - 4:00pm	Trainee FOH			27.66	2.40	30.06

Print with PDF Export icon



Export PDF / Print

Alternatively, run the report from **Reports > Shift Prep**

## Reports

Shift Prep Jul 16, 2023  
Workday start time is 10:00am

Options: All | 8 of 8 Schedules

Show Details Group with: None Filter by: AM + PM  Show Phone Numbers  Include Weather Forecast

HTML / PDF / CSV **Report Status** [Delete All Reports](#)

Status	Requested on	Time	Name	Download / Open
Ready	Jul 16, 10:22am	00:35	Shift Prep_183_Jun 10_to_Jun 23.html	View Report

AM + PM Shift Prep Notes for Sunday July 16th 2023

**AM @ 1:00am**

Location: **Century City** Projected Sales of \$0

**Birthdays**  
Gutierrez, Chara

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Department: FOH  
 80°F - 82°F  
 Day - Clear  
 Overnight - Clear

Rise: 5:54am Set: 8:05pm

Schedule: CC FOH  
None

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Department: BOH  
 Schedule: Pastry  
None  
 Schedule: CC Kitchen  
None

Enter Shift Prep Notes from the Schedule (which will appear on the Shift Prep Report)

Sun Jul 16	Mon Jul 17	Tue Jul 18	Wed Jul 19	Thu Jul 20
Add 60°F - 82°F Day - Clear Overnight - Clear	Add 61°F - 86°F Day - Clear Overnight - Clear	Add 64°F - 82°F Day - Clear Overnight - Clear	Add 64°F - 87°F Day - Clear Overnight - Clear	Add 64°F Day Over

**CC FOH Shift Prep Notes for Sunday July 16**

Print

Enter New Notes

Neil is setting up a private dining room for this event

[Add a Note](#)

For adding Calendar Events, see: <https://support.dolceclock.com/help/adding-calendar-events-and-shift-prep-notes>