

Live IQ Reports 8/18/2014

1. Where can I find who did credits for a particular day?
 - a. Restaurant Functions - Operations - Adjustments
 - b. Change Date
 - c. In the Top Right Hand click on the bubble you want search (Exp. Bread Credits or Finished Waste)
 - d. Highlight the transaction - Click edit
 - e. Check the transaction - Once checked hit cancel to close window
2. Where can I find who did waste for a particular day?
 - a. Restaurant Functions - Inventory - Waste - View/Edit
 - b. Change Date - Check transactions
3. How do I print out receipts for my video reports?
 - a. Open Internet Explorer and go to www.subway.com
 - b. Click Log in at the upper right hand corner
 - c. Enter your user name and password – Click Log in
 - d. Click where it says SubwayIQ, LiveIQ & Reports Center (left hand side)
 - e. Click on LiveIQ on the left hand side – Wait until it finishes loading
 - f. Click on “Next Screen” in the upper right hand corner
 - g. Green toolbar – Click on “Sales” – Click on “Drilldown”
 - h. Change Filters as need – Click on the printer icon in the upper left hand corner
 - i. Make sure the only boxes checked are “Receipts” and “All Receipts Large”
 - j. Click Print – Click OK – Click Print (Make sure that your report printer is selected as the printer)