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)