

# VACATION DASHBOARD GUIDE

4.0 - 2/3/2024

*Spreadsheets Reimagined*



SpreadWiseCo™

BUILT WITH  
MICROSOFT  
EXCEL

# GUIDE OVERVIEW

These tools are designed to be easy to use, with minimal inputs from you, and many outputs from us.

Follow each tool guide closely. There are normally only a few true steps within the guide, but the rest is information to help you along the way.

# GUIDE LEGEND


## GUIDE POINTERS

NEED TO KNOW

NICE TO KNOW

## FOR THOSE READY TO JUMP IN QUICKLY



YOU CAN SKIP AND COME BACK 



DON'T SKIP!

## USER INPUTS

INPUT BOX

DROP DOWN MENU

## REVISION INFORMATION

Latest Vacation Dashboard  
Revision: 4.0

## PASSWORD

- Tabs are locked to prevent accidental formula errors. Password: "swc"
- Use with discretion. Formulas and setups are extremely complex.

THIS JOURNEY BEGINS BY SETTING UP THE DASHBOARD INPUTS FOR YOUR PARTICULAR TEAM

## VACATION DASHBOARD INPUTS

SET TEAM NAME		OPTIONAL IDENTIFIER
Etsy Shop		

VACATION/SICK CODES (USE SINGLE LETTERS)	
Vacation	V
Sick	S
FMLA	F
Bereavement	B

TEAM MEMBERS
Team Member 1
Team Member 2
Team Member 3
Team Member 4
Team Member 5
Team Member 6
Team Member 7
Team Member 8
Team Member 9
Team Member 10
Team Member 11
Team Member 12
Team Member 13
Team Member 14
Team Member 15
Team Member 16
Team Member 17
Team Member 18
Team Member 19
Team Member 20

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# 2 - DASHBOARD SETUP

SET YOUR TEAM NAME

SET YOUR TEAM IDENTIFIER

- THIS IS OPTIONAL.
- COULD BE USED TO SEPARATE DIFFERENT SHIFTS, LOCATIONS, ETC.

- CHOOSE UP TO 5 VACATION/LEAVE CODES YOU PLAN TO USE.
  - MAKE SURE THE CODE IS A SINGLE LETTER!

## VACATION DASHBOARD INPUTS

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# 3 - TEAM MEMBER LIST



SET YOUR TEAM LIST. THIS WILL SUPPORT UP TO 20 TEAM MEMBERS.

## VACATION DASHBOARD INPUTS

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Etsy Shop	

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- Built With **Microsoft Excel**
- NOT Optimized For Use With **Google Sheets**



# 4 - VACATION TABS



THE HEADER AUTO POPULATES WITH THE MONTH AND THE TEAM DETAILS  
 \*\* THIS IS GREAT IF YOU PRINT THE SHEETS AND DON'T WANT TO LOSE TRACK OF WHAT YOU'RE LOOKING AT.

- FOR EACH TAB, YOU WILL NEED TO SET THE FIRST DAY OF THE MONTH
  - WHY? WE SET IT THIS WAY SO THE FILE WORKS ACROSS DIFFERENT YEARS!

Vacation Tracker - August - Etsy Shop - 0																																
FIRST DAY OF MONTH							8/1/23				TEAM CODE							Etsy Shop				IDENTIFIER							0.0			
<i>August</i>							Tuesday, August 1, 2023 Wednesday, August 2, 2023 Thursday, August 3, 2023 Friday, August 4, 2023 Saturday, August 5, 2023 Sunday, August 6, 2023 Monday, August 7, 2023 Tuesday, August 8, 2023 Wednesday, August 9, 2023 Thursday, August 10, 2023 Friday, August 11, 2023 Saturday, August 12, 2023 Sunday, August 13, 2023 Monday, August 14, 2023 Tuesday, August 15, 2023 Wednesday, August 16, 2023 Thursday, August 17, 2023 Friday, August 18, 2023 Saturday, August 19, 2023 Sunday, August 20, 2023 Monday, August 21, 2023 Tuesday, August 22, 2023 Wednesday, August 23, 2023 Thursday, August 24, 2023 Friday, August 25, 2023 Saturday, August 26, 2023 Sunday, August 27, 2023 Monday, August 28, 2023 Tuesday, August 29, 2023 Wednesday, August 30, 2023 Thursday, August 31, 2023 Friday, September 1, 2023																									
							Team Members							Vacation / Leave Entries																		
Team Member 1							V	V	V	V	V																					
Team Member 2												S																				
Team Member 3													f	f																		
Team Member 4																																

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# 5 - VACATION TABS



ADD IN THE LETTER CODES NEEDED AS YOU GO THROUGH THE MONTH. THE DASHBOARD WILL COMPILE THIS INTO YOUR DASHBOARD TABLE.

\*\*THE LETTER CODES USED HERE NEED TO MATCH WHAT YOU PROVIDED IN THE DASHBOARD INPUTS TAB!

Vacation Tracker - August - Etsy Shop - 0																																		
FIRST DAY OF MONTH	8/1/23							TEAM CODE	Etsy Shop							IDENTIFIER	0.0																	
<i>August</i>	Tuesday, August 1, 2023	Wednesday, August 2, 2023	Thursday, August 3, 2023	Friday, August 4, 2023	Saturday, August 5, 2023	Sunday, August 6, 2023	Monday, August 7, 2023	Tuesday, August 8, 2023	Wednesday, August 9, 2023	Thursday, August 10, 2023	Friday, August 11, 2023	Saturday, August 12, 2023	Sunday, August 13, 2023	Monday, August 14, 2023	Tuesday, August 15, 2023	Wednesday, August 16, 2023	Thursday, August 17, 2023	Friday, August 18, 2023	Saturday, August 19, 2023	Sunday, August 20, 2023	Monday, August 21, 2023	Tuesday, August 22, 2023	Wednesday, August 23, 2023	Thursday, August 24, 2023	Friday, August 25, 2023	Saturday, August 26, 2023	Sunday, August 27, 2023	Monday, August 28, 2023	Tuesday, August 29, 2023	Wednesday, August 30, 2023	Thursday, August 31, 2023	Friday, September 1, 2023		
	Team Members	Vacation / Leave Entries																																
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	Team Member 2						S																											
	Team Member 3							f	f																									
	Team Member 4																																	

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# 6 - VACATION TABS - SET TO PRINT!



FORMATTED FOR A LETTER SIZED SHEET!

Print

Printer:

Presets:

Copies:   Black & White  Two-Sided

Pages:  All  
 From:  to:

Paper Size:

Collate pages

Print:

Margins:

Orientation:

Scale to fit:  
 pages wide by  pages tall

PDF

Cancel

1 of 1

Hide Details

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