# VACATION DASHBOARD GUIDE 4.0 - 2/3/2024



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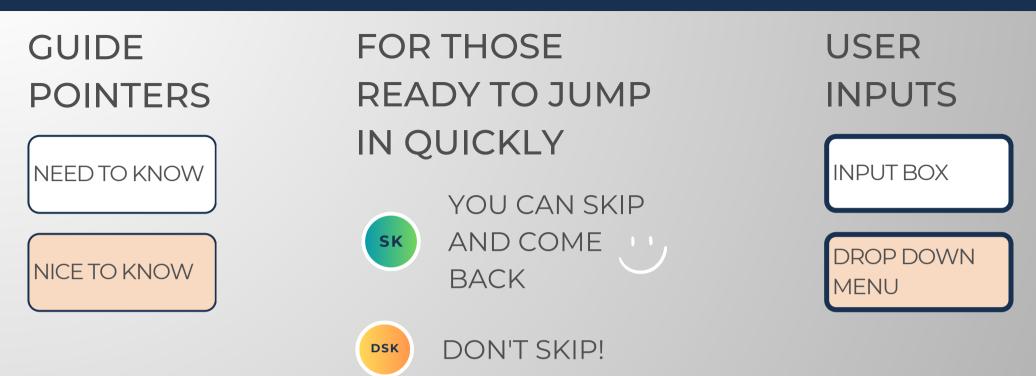


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#### GUIDE OVERVIEW

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



#### **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.

## 1 - GETTING STARTED

DSK

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

#### VACATION DASHBOARD INPUTS

SET TEAM NAME	IDENTIFIER	
Etsy Shop		
VACATION/SICK CODES (USE SINGLE	LETTERS)	
Vacation	V	
Sick	S	
FMLA	F	
Bereavement	В	

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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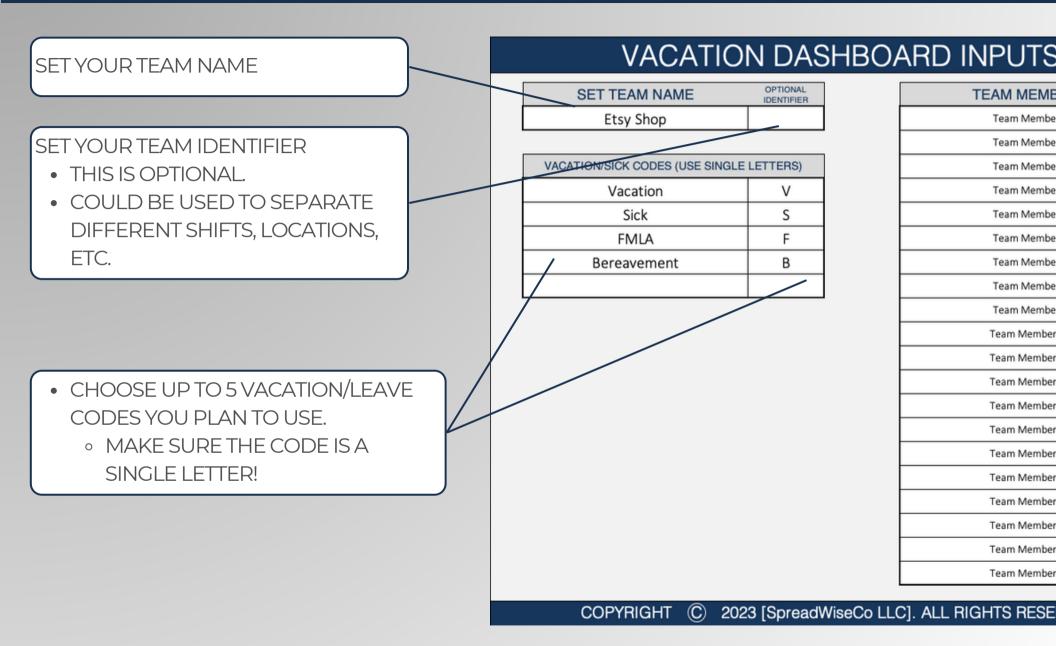
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### 2 - DASHBOARD SETUP





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## 3 - TEAM MEMBER LIST

SET TEAM NAME

Etsy Shop

Vacation

Sick

FMLA

Bereavement

VACATION/SICK CODES (USE SINGLE LETTERS)



OPTIONAL

IDENTIFIER

V

S

F

В

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

DSK

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SET YOUR TEAM LIST. THIS

WILL SUPPORT UP TO 20

TEAM MEMBERS.

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#### 4 - VACATION TABS

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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					TE/	٩M	со	DE			E	tsy	Sho	р				IDE	ENT	TIFI	IER	1			0	.0		
August	Tuesday, August 1, 2023	Wednesday, August 2, 2023	Thurs day, Augus t 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	Thurs day, August 10, 2023	Friday, August 11, 2023	Saturday, August 12, 2023	ugust	Monday, August 14, 2023	Tuesday, August 15, 2023	Wednesday, August 16, 2023	Thurs day, Augus t 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	Thurs day, 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	Thurs day, Augus t 31, 2023	Friday, September 1, 2023
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Team Member 1	۷	۷	۷	۷	۷																											
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

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FIRST DAY OF MONTH			8/1	/23					TE/	٩M	I CODE			Etsy Shop						IDENTIFIER							0.0					
August	Tuesday, August 1, 2023	Wednesday, August 2, 2023	Thurs day, August 3, 2023	Friday, August 4, 2023	Saturday, August 5, 2023	Sunday, August 6, 2023	Monday, August 7, 2022	Tuesday, August 8, 2023	Wednesday, August 9, 2023	Thurs day, 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	Thurs day, 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	Thurs day, 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	Thurs day, August 31, 2023	Friday, September 1, 2023
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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!

DSK

FORMATTED FOR A LETTER SIZED SHEET!

	Print
≪   < 1 of 1 >   ≫	Printer: Canon TS6100 series
Ministration Transform - Angelet - Ety Shop - Ø	Presets: Default Settings
	Pages: O All From: 1 to: 1
Territoria Series I Series I S	Paper Size: US Letter 8.50 by 11.00 inches
	Excel
COMPOSITE OF REALINGHMANIMOULDI AL REALINGSINGS	Collate pages  Print: Active Sheets
	Margins: Narrow Margins
	Orientation: Portrait
	1 pages wide by 0 pages tall
? Hide Details	PDF Cancel Print

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