

VACATION DASHBOARD GUIDE

4.0 - 8/17/2024

Spreadsheets Reimagined



SpreadWiseCoTM

BUILT WITH
MICROSOFT
EXCEL

ABOUT THIS GUIDE

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!

TOOL USER INPUTS

INPUT BOX

DROP DOWN
MENU

**PASSWORD

- The file password is included in the first tab of your workbook.
- Use with discretion. Formulas and setups can be extremely complex, even for the most savvy spreadsheet users.

THERE IS AN ABOUT TAB IN EVERY WORKBOOK THAT INCLUDES IMPORTANT INFORMATION ABOUT YOUR DASHBOARD, AND USEFUL LINKS.

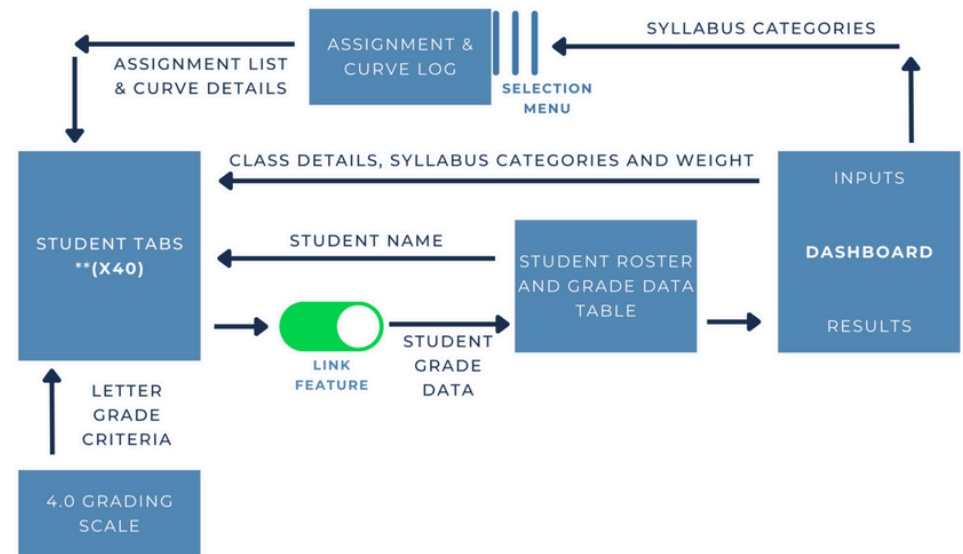
WE PROVIDE A HIGH LEVEL FLOW CHART FOR EVERY TOOL FOR A QUICK REFERENCE OF HOW IT ALL WORKS!

STUDENT GRADEBOOK AND ASSIGNMENT DASHBOARD

REVISION: 4.5

- 1 **Password** Tabs are **locked** to prevent accidental errors to formulas:
Password Key: "swc"
- 2 **Tool Inputs** **Your Inputs** are the White Boxes With A Border!
- 3 **Tool Inputs** Peach boxes are **drop down menus**
- 4 **PDF Guide** ****Use the downloaded guides to help you through the tool. You can Also visit our website anytime to view & download the**
- 5 **Site Link** <https://spreadwiseco.com/>
- 6 **Google Sheets** This Dashboard is Not optimized for use with Google Sheets.
- 7 **Support** ****For support, message us on Etsy directly from your order, or send an email to Sales@SpreadWiseCo.com. Pictures are**
- 8 **Review** **LOVE IT? CLICK & LEAVE US A REVIEW!**

TOOL FLOW CHART



****DASHBOARD IS PRESET WITH (5) STUDENT TABS. BY SIMPLY MAKING A COPY OF THE TAB, YOU CAN QUICKLY LINK UP TO (40)**

BUILT WITH



Microsoft
Excel 365

COMPATABILITY



All Microsoft
Excel Versions

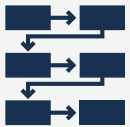


Not Compatible
with Google
Sheets

PRODUCT GUIDES



Detailed PDF
Guide



Detailed Tool
Flow Chart

VIDEO TUTORIALS



Not Yet Available

CURRENCY



Not Applicable
To This Product

TABS

- About & Tool Flow Chart
- Vacation Inputs
- Vacation Dashboard
- Monthly Tracking Tabs **(x12)**

LEARN MORE



***VISIT OUR WEBSITE FOR MORE
PRODUCT FEATURES AND DETAILS!!***

[HTTPS://SPREADWISECO.COM](https://spreadwise.co.com)

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

COPYRIGHT © 2023 [SpreadWiseCo LLC]. ALL RIGHTS RESERVED.

3 - TEAM MEMBER LIST



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

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

COPYRIGHT © 2023 [SpreadWiseCo LLC]. ALL RIGHTS RESERVED.

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													
Team Member 1														V	V	V	V	V																							
Team Member 2																			S																						
Team Member 3																				f	f																				
Team Member 4																																									

6 - VACATION TABS - SET TO PRINT!



FORMATTED FOR A LETTER SIZED SHEET!

Print

Printer: Canon TS6100 series

Presets: Default Settings

Copies: 1 Black & White Two-Sided

Pages: All
 From: 1 to: 1

Paper Size: US Letter 8.50 by 11.00 inches

Excel

Collate pages

Print: Active Sheets

Margins: Narrow Margins

Orientation: Portrait

Scale to fit:
1 pages wide by 0 pages tall

PDF Cancel Print

IMPORTANT

*The contents of your purchase are for informational purposes only. SpreadWiseCo LLC is not liable to any person or entity for harm, damages, loss, claims, costs, or any other liabilities with regards to personal use of the spreadsheet templates and guides.

*All materials included in this purchase are for personal use only. The templates, designs, and setups are SpreadWiseCo LLC Copyright, and cannot be distributed, sold, duplicated, reproduced, or used in any form without the written consent of the author.