

Roster Manager v3.0

How to access

To access the Roster Manager v3.0 go to the Intranet at <http://insight.chefette.com>.

Click on the Reports icon.



Sign in with your username and password if prompted.

Click on the Restaurants folder.



Click the Rosters icon.



Opening a roster

Choose the location and the week ending date from the fields on the dialog box shown.

Select location and week ending

The fields marked red are required

Location

Select location

Weekending

Click to select weekending date

OK

Below is an example of how a blank roster is displayed.

Roster Manager v3

Roster

Shifts

Help

Airport (week ending: Tuesday Mar 19, 2019)

Invalid (mouse over for reason)

Visiting employee

Missing cells

224

Invalid cells

0

Maybe invalid

Employee on loan

	Names	Default Position	Wednesday Mar 13	Thursday 14	Friday 15	Saturday 16	Sunday 17	Monday 18	Tuesday 19	Hours
Cashiers Add										
1	Peggy Weir	REST CI								0
2	Sharon Inniss	REST CI								0
3	Shekinah Kellman	REST CI								0
4	Sonia Small	REST CI								0
Front Counter Add										
5	Kelly-Ann Bourne	REST FC								0
6	Ki-Shawna Weekes	REST FC								0
7	Latoya Arthur	REST FC								0
8	Maria Mullin	REST FC								0
9	Rachel Bellamy	REST FC								0
10	Rachel Williams	REST FC								0
11	Shanice Rynce	REST FC								0

Things to note

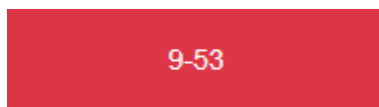
Empty cells

Empty cells are displayed with a pale-yellow background



Invalid cells

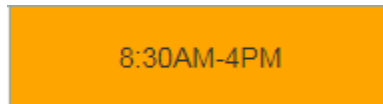
Invalid cells are displayed with a red background.



A cell can be invalid for a number of reasons e.g. the times entered may not be interpretable e.g. “9-53” cannot be successfully parsed. However, “9-530” would be parsed to “9AM-530PM”. The location might be incorrect e.g. “9am-5:30pm @OIT” or the specified position might be incorrect.

Warning cells

Warning cells are displayed with an orange background



Warning cells might be shown if the shift is too short, or too long, or start more than 2 hours before the opening hour of the branch etc. Mouse over the cell and the reason the cell is highlighted as a warning will be displayed.

Visiting employees

Visiting employees and shifts are shown with a green background

5	Cherise Bullen (HAR)	REST FC ▼	2PM-10:30PM	12:30PM-4:30PM	OFF	11AM-6PM	OFF	5:30AM-9AM/11A	9AM-4:30PM CR	36
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Employees on loan

Employees on loan are shown with a purple background.

6	Cherise Bullen	REST FC ▼	2PM-10:30PM @AIR	12:30PM-4:30PM/6PM-9PM @AIR CR	OFF	11AM-6PM @AIR	OFF	5:30AM-9AM/11AM-3PM @AIR CR	9AM-4:30PM @AIR CR	36
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Grade A employees

Grade A employees are shown with their names written in blue.

Peggy Weir

Adding a row to the roster

A row can be added to a given section by clicking the Add button in the section title



When the Add button is clicked a blank row is added to the bottom of the section.

11	x		REST CR		
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Double click the green cell where the employee's name would be displayed. A dialog box will be shown which will allow you to select from the list of employees.

Select an employee

Double click to select

Aaliyah Walkes (004781) (FC)

Adio De'roche' (004745) (CL)

Akeem Waterman (004574) (CL)

Akelah Bruce (003907) (FC)

Close

There is a search field that can be used to enter any part of the first or last name of the employee. As the name is entered the employees listed with filter to only show matching employees.

Select an employee

Double click to select

Dawne Gooding (004297) (CK)

Romario Gooding-Forde (004635) (CL)

Close

Double click an employee to select them.

Deleting a row

A row can be deleted by clicking the “x” shown in the row header.

1	 Peggy Weir	REST CI ▾			
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Moving an employee

An employee can be moved from one section of the roster to another by right clicking on the name of the employee and choosing the section you wish to move them to from the drop down list shown.

MOVE TO

Cashiers

Front Counter

Preparation

Cooks

Supervisors

Custodians

Monitoring roster hours

At the bottom of the roster there is a box that shown the total hours. Hours for shifts at other branches and training are automatically deducted. The box also shown the Agreed to hours and any Additional hours for the week and the difference. **A negative difference means that you have gone over the Agreed to hours + any additional hours.**

Total hours	2356.5
Agreed to hours	2253
Additional Hours	16
Difference	-87.5

Entering times

Times can be entered using several different formats:

9a-5p
9am-5pm
9:00am-5:00pm

You can also enter times without specifying AM or PM e.g.

9-5

The system will attempt to guess the intended time based on the opening and closing times of the restaurant however there may be times when multiple times are valid e.g. “11-3” at Rockley (or Warrens) on a Friday or Saturday might be 11AM-3PM or 11PM-3AM.

If multiple times are valid the system will display the possibilities in a dialog for you to double click the intended time.

Ambiguous shift string provided. Please select correct shift. ×

Double click to select

11AM-3PM

11PM-3AM

Close

You can also double click a cell and enter a shift from the Shift Entry dialog box (shown below).

Enter shift for Latoya Arthur

Date: Thursday February 14, 2019

The fields marked red are required

Location

Airport

Start Time

Select time

End Time

Select time

Hours

Position

REST FC

Comment

☐ Is split shift?

Close OK

Split shifts can be entered by separating the times with a "/" e.g.

9-1/3-7

9a-1p/3p-7p

9am-1pm/3pm-7pm

When entering times using the Shift Entry dialog click the "Is split shift" checkbox to enter a split shift.

Comment

☐ Is split shift?

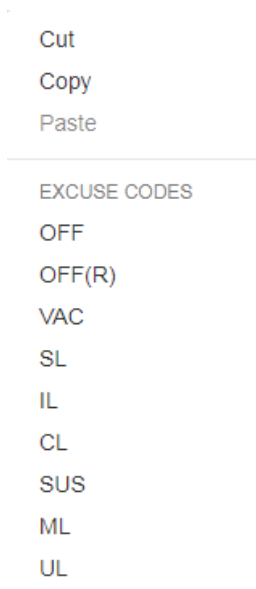
Excuse codes

Excuse codes can be entered by typing the code in the cell e.g. "OFF", "SUS", "IL", etc. There are also a number of short cuts that have been setup to quicken the entry of Excuse Codes.

O	OFF
OR	OFF(R)
S	SL
I	IL
V	VAC
C	CL
su	SUS
m	ML

For example, to enter “OFF Requested” simply type “or” and click off the cell. Likewise, “o” for “OFF”, “v” for “VAC” and “s” for ‘SL’.

You can also right click on the cell and choose the excuse code from the Context Sensitive Menu shown.



Employees on loan or at Training

When entering a shift, you can use “@Location” to indicate that a shift is at another location e.g. “9-5 @AIR” for shifts at the Airport, “@CFM” for shifts at Chef Foods.

Below is a list of all the valid “@Location” codes.

Location Codes				
@AIR - Airport	@BLK - Black Rock	@BRO - Broad Street	@HAR - Fontabelle	@HER - Heroes Square
@LAN - Lancaster	@LER - Lears Bond	@MAR - Marhill Street	@OIS - Oistins	@ROC - Rockley
@SIX - Six Roads	@SPE - Speightstown	@GEO - St. George	@TRA - Training	@WAR - Warrens
@WEL - Welches	@WIL - Wildey			

You can also enter a shift and then choose “Shifts->Set Location” from the file menu to put a shift at another location.

Set Location ▸		Airport
Set Position ▸		Black Rock
Set Excuse Code ▸		Broad Street
		Chef Foods
	REST	Fontabelle
		Heroes Square
	REST	Lancaster
		Marhill Street
	REST	Oistins
		Rockley
		Six Roads
		Speightstown
	REST	St. George
		Training
	REST	Warrens
		Welches
	REST	Wilkey

Setting employee position

When entering times you can enter the position. For position which are designed at REST, BARN or DTRU prefix the position with those designations e.g. "9-5 #BARN CR" to indicate a 9AM-5PM shift as Barn Cashier.

The valid positions are:

REST CR
DTRU CR
BARN CR
REST FC
DTRU FC
BARN FC
REST PR
DTRU PR
BARN PR
REST CK
DTRU CK
BARN CK
SR
CL

Note that all these positions are not valid at all locations. It will depend on whether the location have a Barbecue Barn or Drive Thru.

Note you can also set (or change) the position after entering the time by clicking on “Shifts->Set Position” from the file menu.

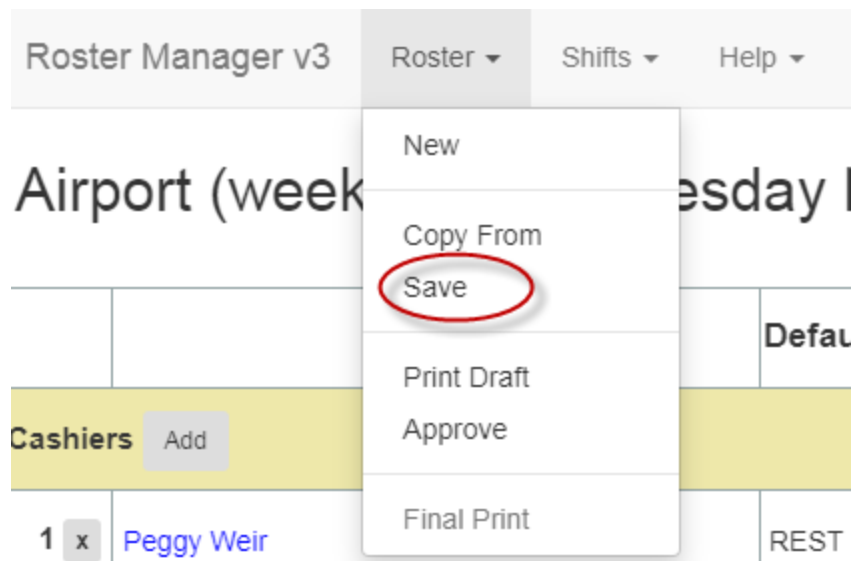
NOTE: If an employee will be working all (or the predominant) shifts in a particular position e.g. Barn Cashier it would be easier to change the default position to BARN CR and then enter the shifts.

Entering Comments

Comments can be entered when entering a shift by prefixing the comment with ** e.g. “9-4 **Party”. Alternatively, comments can be entered by double clicking the cells to display the Shift Entry dialog and entering the comment in the field provided.

Saving the roster

The roster automatically saves every five minutes however you can manually save the roster by clicking “Roster->Save” from the file menu.



Printing the roster

When working on the roster, it can be printed using the “Print Draft” option in the Roster file menu.

When draft printed a watermark is included on the print out that reads “DRAFT”.

Rockley (week ending: Tuesday Jun 11, 2019)

Names	WED Jun 5	THU 6	FRI 7	SAT 8	SUN 9	MON 10	TUE 11
Cashiers							
Amor Babb	OFF	10:30AM-5:30PM #BARN CR	10:30AM-5:30PM #BARN CR	9:30AM-5:30PM #DTRU CR	5PM-12:30AM	5PM-12:30AM	OFF
Betty Headley	5PM-12AM #BARN CR	5PM-12:30AM #DTRU CR	5PM-12:30AM	5PM-12:30AM	OFF(R)	OFF	9:30AM-5:30PM #DTRU CR
Carolyn Bynoe	OFF	OFF	12PM-4PM/6PM-10PM	11AM-5:30PM	9:30AM-5:30PM #DTRU CR	5PM-12:30AM	5PM-12:30AM
Colleen Simpson	9:30AM-5:30PM	OFF	7PM-3:30AM	7PM-3:30AM	OFF	10:30AM-5:30PM #BARN CR	12PM-4PM/6PM-10PM
Gaynel Redman	5PM-12:30AM	OFF	OFF	9:30AM-5:30PM	9:30AM-5:30PM #DTRU CR	12PM-4PM/6PM-10PM	5PM-12:30AM #DTRU CR
Glendene Prescod	OFF	9:30AM-5:30PM #DTRU CR	9:30AM-5:30PM	10:30AM-5:30PM	11AM-5:30PM	5PM-12AM #BARN CR	OFF
Ivonne Prescod	OFF	12PM-4PM/6PM-10PM	5PM-12AM #BARN CR	5PM-12:30AM	OFF(R)	9:30AM-5:30PM	9:30AM-5:30PM
Sherry Wilkinson-Massiah	SL	SL	SL	SL	SL	SL	SL
Suzanne Gilkes	12PM-4PM/6PM-10PM	5PM-12AM #BARN CR	5PM-12:30AM #DTRU CR	OFF	10:30AM-5:30PM #BARN CR	OFF(R)	10:30AM-5:30PM #BARN CR
Suzanne Small	5PM-12:30AM #DTRU CR	5PM-12:30AM	OFF(R)	OFF(R)	12PM-4PM/6PM-10PM	9:30AM-5:30PM #DTRU CR	5PM-12AM #BARN CR
Front Counter							
Asha Taylor-Kellman (HER)						12:30PM-9PM	
Chadisa Brathwaite	6PM-12:30AM	OFF	12:30PM-5PM/6:30PM-10PM	10:30AM-5PM	9:30AM-5PM	1PM-5PM/7PM-11PM	OFF
Danisha Springer (BRO)					12:30PM-5PM/6:30PM-10PM		
Faith Knight	OFF	5PM-12:30AM	5PM-12:30AM	4PM-11:30PM	12:30PM-9PM	10:30AM-5PM #DTRU FC	OFF
GraceAnn Gibson	10AM-5PM #BARN FC	10AM-5PM #BARN FC	12PM-4PM/6:30PM-10:30PM #BARN FC	5PM-12AM #BARN FC	OFF	OFF(R)	5PM-12AM #BARN FC
Juanne Sealy-Holder	OFF	10AM-5PM #BARN FC	1PM-9:30PM	5PM-12AM #BARN CR	OFF	5PM-10:30PM CR	12:30PM-5PM

Final printing

To final print a roster to post on the notice board, you have to first Approve the roster by choosing "Approve" from the "Roster" menu. As part of this process a dialog will be shown confirming whether you want to export the roster to Acumen.

After successful approval you can then choose "Roster->Final Print" to print a copy of the roster to place on the notice board.

NOTE: After approving the roster can no longer be edited. If you need to make changes after approving the roster you will have to contact Systems.