**Super admin has access to everything, admin had access to multiple location, manger, shift in charge and employee has access to their own shop.**

**5. Super admin**

**4. Admin**

**3. mangers**

**2. Shifts in charge**

**1. employee**

1. Be able to create multiple company and each company multiple location. -Super Admin
2. Have super admin for everything and then Admin for each company and then each location and within each location all employee. -Super Admin
3. Have option / link to apply for job for each location to public and be able to get email notification to each restaurant manager for application.Everyone public
4. Have phone number of all employee for that company / location on same page. and have option to add venders phone numbers as well.Super admin, admin,mangers and employee (shift incharge)
5. Employee birthday notification to their company / restaurant / location.
6. Anniversary notification every year / how many years Ext.
7. Have option for admin to upload job Duties for each position.Super Admin, Admin (daily preparation.xls)(day shift cleaning list.xlx) two way communication
8. Have option to upload tanning material.Super admin, admin
9. Have option to upload /company policy for each company / location.Super admin
10. Able to create restaurant / location profile (hours of operation, address,upload Picture, phone Number, mail id, owners name, restaurant manager name and phone number, minimum wage, officer pay week start by (dayoption) and be able to upload restaurant license and permit and be ablet to replace old one. Super admin
11. Be able to upload weekly paperwork and print, shar and save by week ending date / monthly.Super admin, Admin, Manger
12. Have option to upload invoice for each restaurant.Super admin, admin
13. Have option to upload daily communication or bulletin bord upload.Super admin, admin, (manger can only upload communication to their own Shop)
14. Have Option to up load employee meal recite or finished west recites to employee profile for day of work. Super admin, admin, manger and employee
15. Open for suggestion.

**New Hire paperwork / Crating profile**

1. Got to be able to save, shar, print and up / download option.
2. On their profile have option for work validity and be able to shar profile be able to upload their achievements/ awards photo, or certificate. Super admin, Admin, Manger
3. All page has to be editable and replaceable if needed it. (Policy’s, tax info ext.)Super admin
4. Got to be able to sign all paperwork / each page
5. Be able to upload Id / pitcher / social security card ext.Super admin, Admin, manger
6. When you filled application Name, address, phone number, social security number should be able to transfer to each page where require.
7. All page has to be completed and sign in order to exit or save to get access to website. And upload ID and social security card (when they fill out new hire paper work / creating profile) Super admin, admin, manger
8. If employee is minor (Under age of 18) they have to upload work permit and parental permission to their profile before they can get website accesses. (when they fill out paper work can’t finished it if they do not upload them)
9. Option to upload employee disciplinary form/writeups to their profile.Super admin, admin, manger
10. Got to be able have option to active or deactivate access to website to their profile.Super admin, admin, manger
11. Security level option so they can only access according to their level of security
12. Open for suggestion.

**Scheduling (super admin, admin, manger and (employee can only view it and request off)**

1. Be able to save, Print, Shar, upload
2. Be able to Project sales, labor percentage and be able to project induvial day projection base on week sales.
3. Be able to see total schedule hour for each employee and color code or warring if schedule over 40 hours per week.
4. Be able to see total schedule hour for day and warning if schedule more then allowed hours.
5. If employee is minor and schedule over allowed hours or availability it will give you warning.
6. Color code minor on schedule.
7. If you have schedule less than any given time a day give warning.
8. All employee of that restaurant must have access for viewing
9. Get mail notification if schedule change or uploaded.
10. Have drop down option for hours so they don’t have to type in.
11. Have spot to apply worked hours / actual hours and actual sales / projection to see difference and be able to see amount spent. For week.
12. Have option to upload attentions so when you viewprofile you be able to see.

(called in sick, come late, leave earlier ext.)

1. Employee be able to request off to their profile so when they schedule, they get warring if they scheduling them on day of request.

**Important things to include in a job application / profile**

This list includes important information you may want to request on your company’s job application:

* Name
* Address
* Phone number
* Email address
* Social Security number
* Work eligibility, Transformation, if over 18
* Information on criminal or felony convictions
* School(s) attended
* Degrees obtained
* Graduation date
* Skills
* Extracurricular activities
* Previous employer names and contact information
* Previous titles and responsibilities
* Reasons for leaving
* Permission to contact the previous employer
* References
* Open for suggestions

**Daily Paper work**

**Bread count (super admin, admin, manger, shift uncharged, employee)**

* 1. Got to be able to add item or delete item as needed
  2. Go to be able to change case count as needed
  3. Got to be able to do bread count much as many time employee wish
  4. Got to be able to add or delete or add category / location as needed
  5. Got to be able to see last count number as typing current number
  6. Got to be able to see differences form last count.
  7. Got to be able to get report / notification
  8. Got to be able to shar, print, upload or save option

**Cash in / safe count.Built in calculator formula will explain (super admin, admin, manger, shift in charged, employee)**

1. Got to be able to sign and verified.
2. Got to be able to have access for coin /bills count calculate built in will explain
3. Got to be able to get report / notification if wish
4. Got to be able to shar, print upload and save option.

**Temp log(Super admin, admin, manger, shift in charged, employee)**

1. Got to be able to add item and delete item as need it
2. Color code it
3. Got to be able to shar, print and upload option.

Menu calculator built in in event of internet and power outage

Got to be able to shar, print, save and upload option. Will explain.

Got to be able to upload new promotion material to bulletin board for employee to know.