

## ***Manager and Employee Portal User Documentation***

### ***Manager Portal***

#### ***Toggle Menu***

Click to reveal the side menu.

#### ***Log Out***

Logs out of managers current session.

#### ***Employee Shift Table***

Shows current employees checked in to work.

#### ***Absence Reports***

Displays absence forms submitted by employees for review.

#### ***View Employee Table***

Displays employee currently hired by the restaurant.

#### ***Inventory***

Displays current inventory of the restaurant.

***Add Item*** Allows the user to add a new inventory item to the inventory.

***Alphabetical Sort*** Sorts all items alphabetically.

***Back to Portal*** Sends user back to the main portal home page.

#### ***Add Employees***

Allows user to add a new hired employee to the restaurant database.

#### ***Survey Results***

Displays customer surveys for review by user.

***Respond*** User may respond to specific surveys by entering the survey ID number and a response in the response text box.

## ***Employee Portal***

### ***Login Screen***

In the respective username and PIN fields, type in your username (lastname) and your assigned PIN number to access the Employee Portal.

The main screen contains your name, hourly wage, and type of employee. The type corresponds to W - waiter, B - busser, and C - chef.

- ***Report an Absence*** to the manager by selecting a date from the drop-down calendar, or manually typing in one. Afterward, you may type an explanation in the comment box. Finally, click submit.
- ***Clock In*** by pressing the “Clock In” button once.
- ***Toggle Menu*** access the sidebar which contains more functions

### ***Employee Shift Table***

See information about when other employees are working.

### ***Edit Information***

Change any inaccurate personal information, or change your PIN.