Partners Web Application

1. Login

Enter your username (email) and password in the specified fields (fig.1).

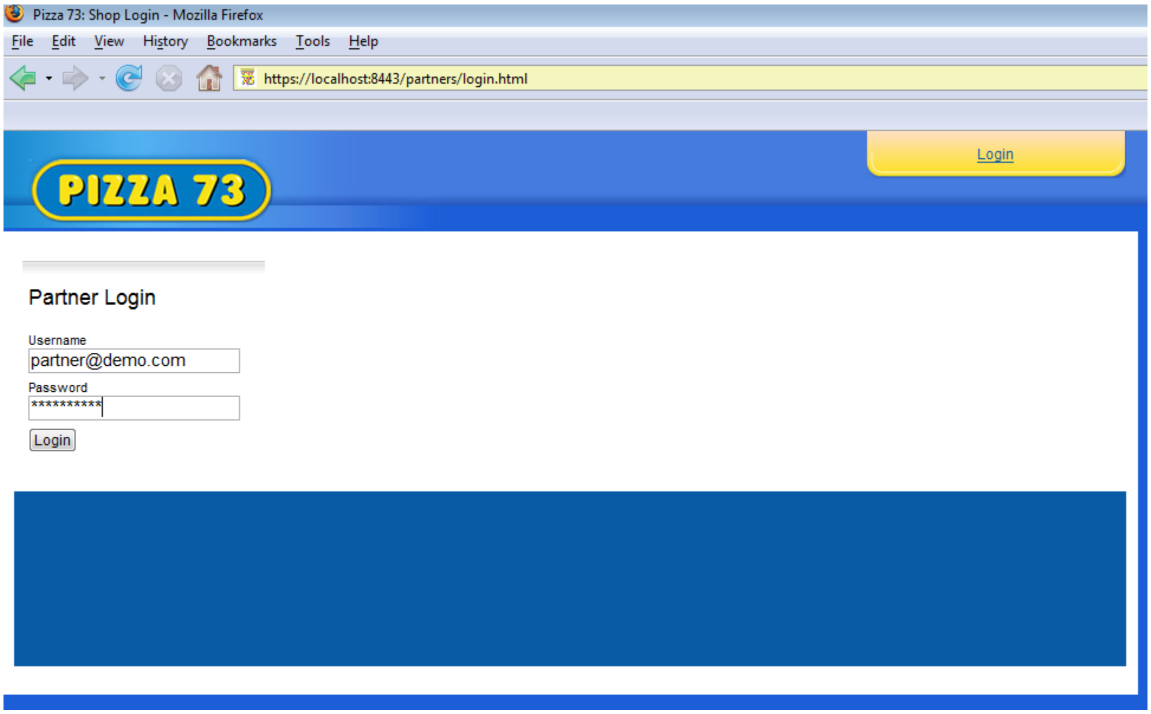


Figure 1 – Login Screen

If you enter the wrong username and password you will be presented with a message letting you know that your login was incorrect (fig. 2).

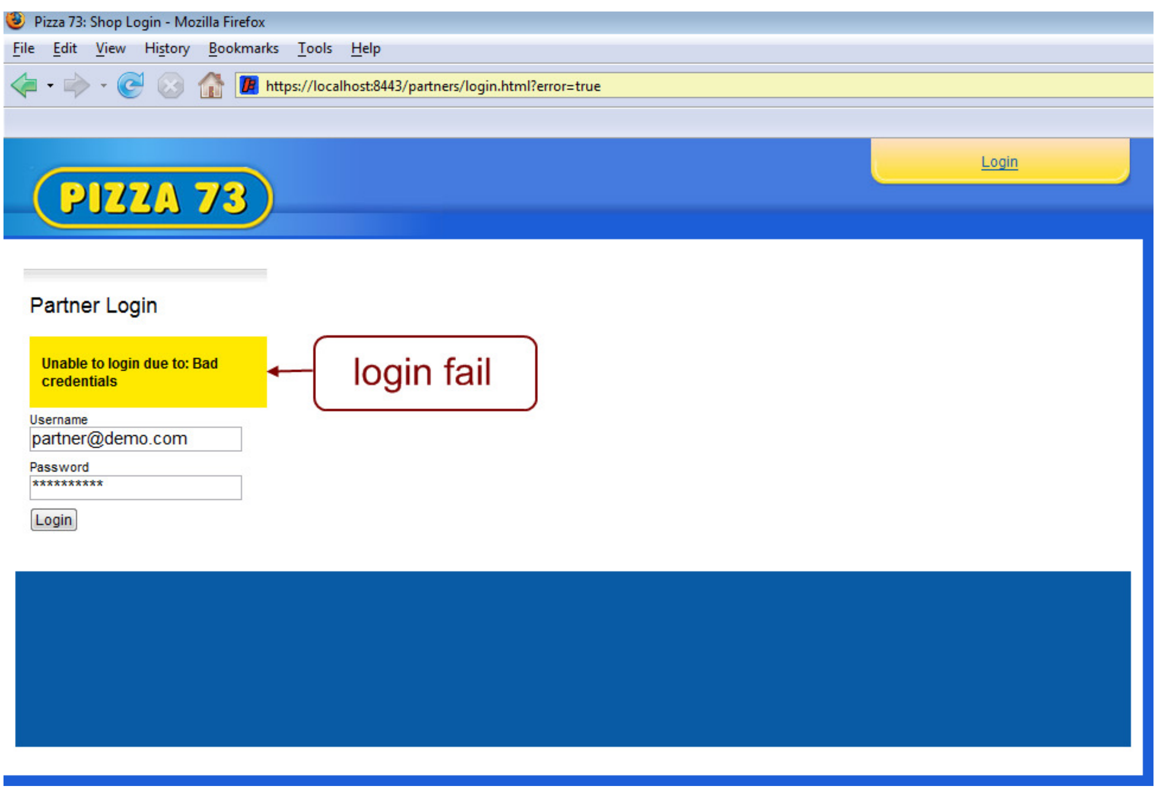


Figure 2 – Login Error Screen

2. Employee Management

Once you have logged in you will be brought to a page listing all of the employees for your shop (fig.3).

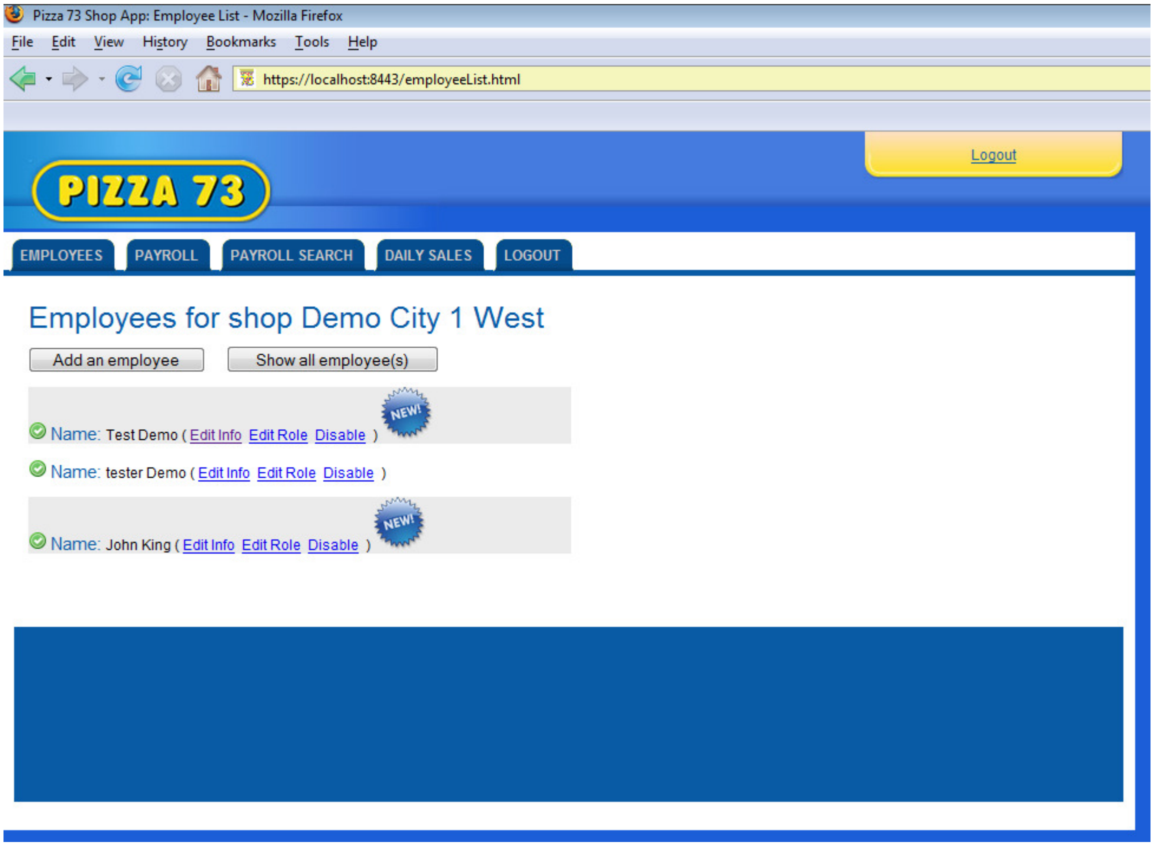


Figure 3 – Employee Management Screen

I. Edit Employee Information

If you are a shop owner, a shop manager or a shop data entry employee, you will see an "Edit Info" link beside an employee's name. Click on the "Edit Info" link, you will be able to edit an employee's information (fig. 5).

NOTE:

1. Wage is ONLY visible for shop owner.
2. A change in Payroll status form must be filled out and sent to head office in order to change employee wages.

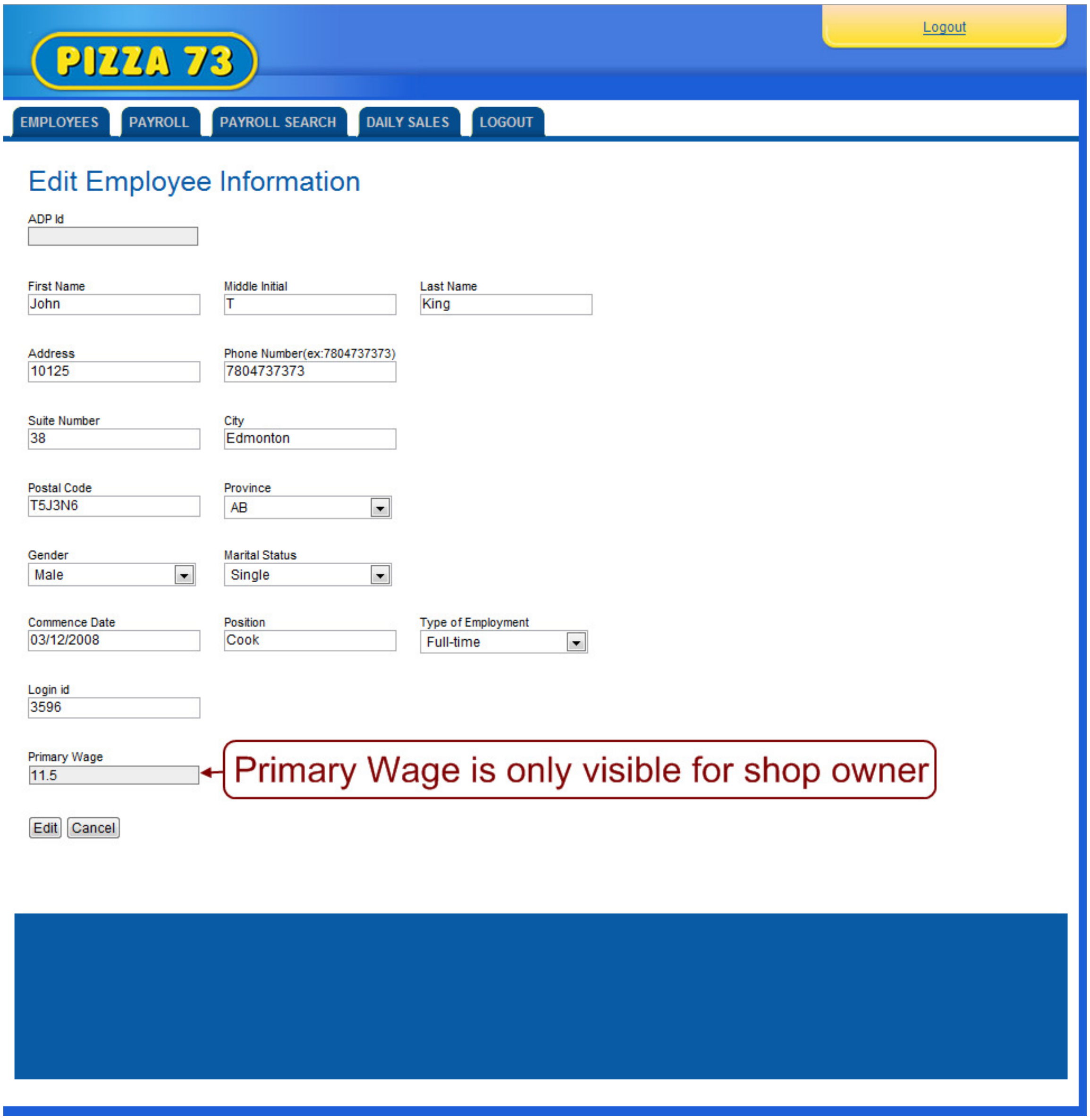


Figure 5 – Edit Employee Information Interface for Shop Owner

At this point in time the only information you will be able to add or edit is an employee's.

NOTE: until the POS system is deployed you will not have the need to enter or edit employee data. Employee data will be entered by the head office.

II. Add new employees

If you are a shop owner, you can add new employees via partners application

Step 1: Clicking on "Add an employee" button will direct you to the new employee form (fig. 6).

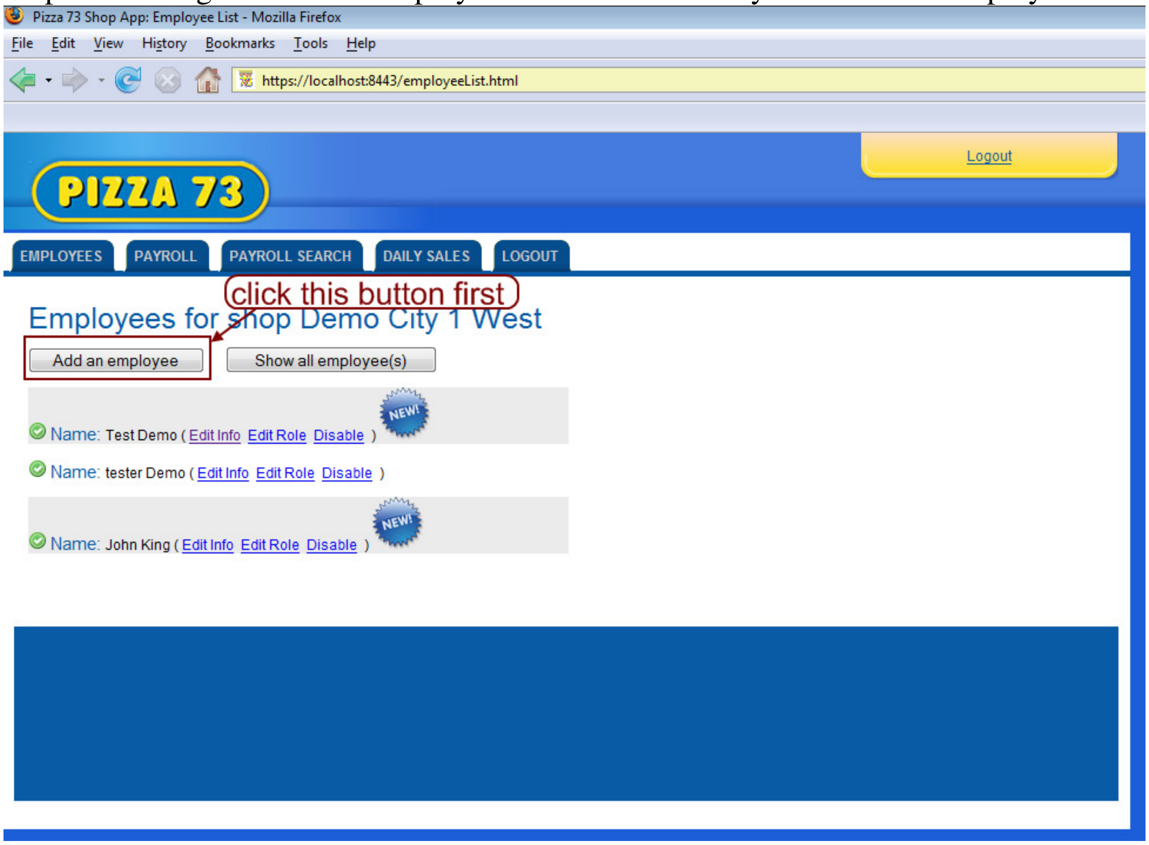


Figure 6 – Click on "Add an employee"

Step 2: Enter the new employee's information in the form, and then click save. (fig. 7).

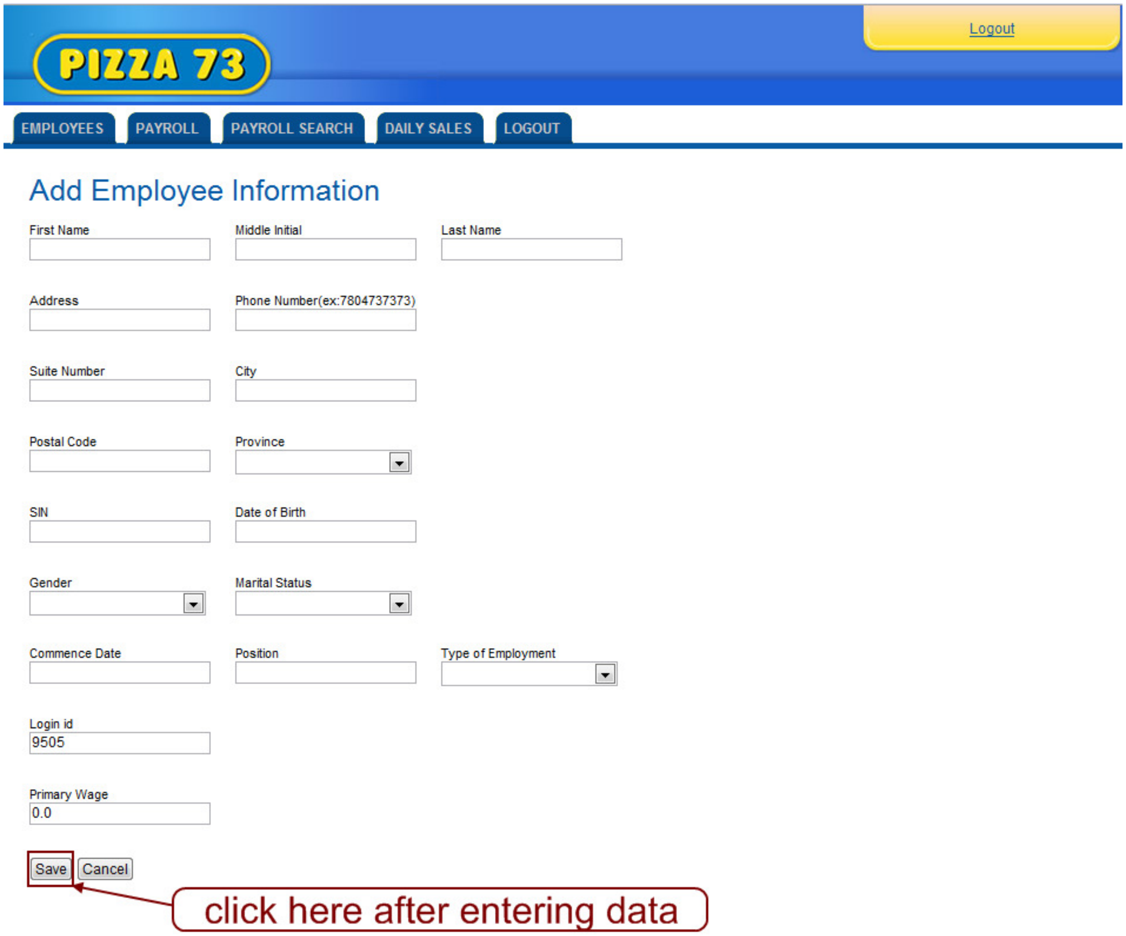


Figure 7 – Edit New Employee Information

NOTE: There are some validations in form fields. You need to enter the correct data in the correct format.

Step 3: Click the "print" button to print the form. Sign, date the form and send it back to the head office. Click "Back to employee list" button to continue other operations (fig. 8).

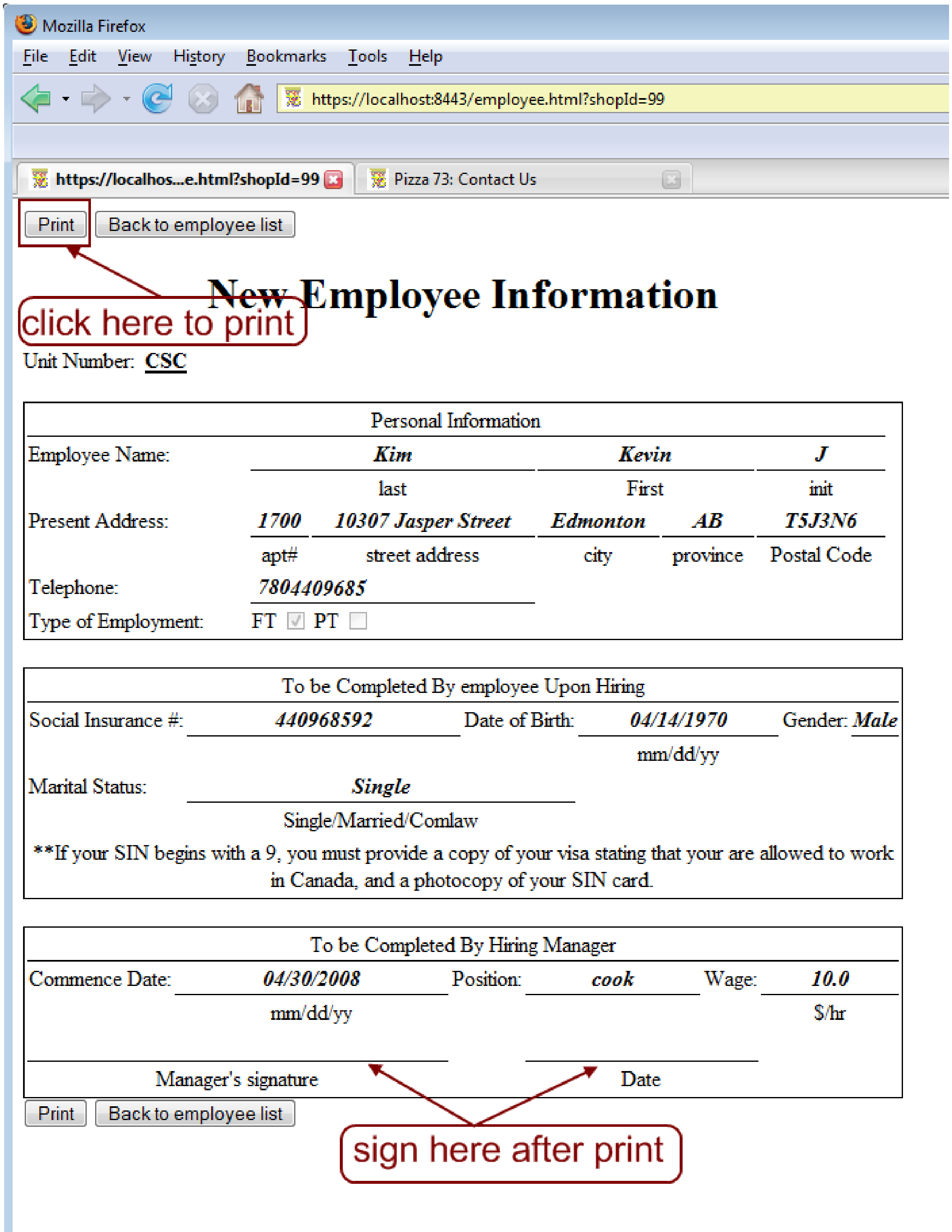


Figure 8 – Print, sign and date the form

Step 4:
You need to wait for head office to assign an ADP Id. During this waiting period, you can still enter working hours of that employee in the payroll form. ADP Id will be assigned after head office receives and verifies the information on the printed form (fig. 9).

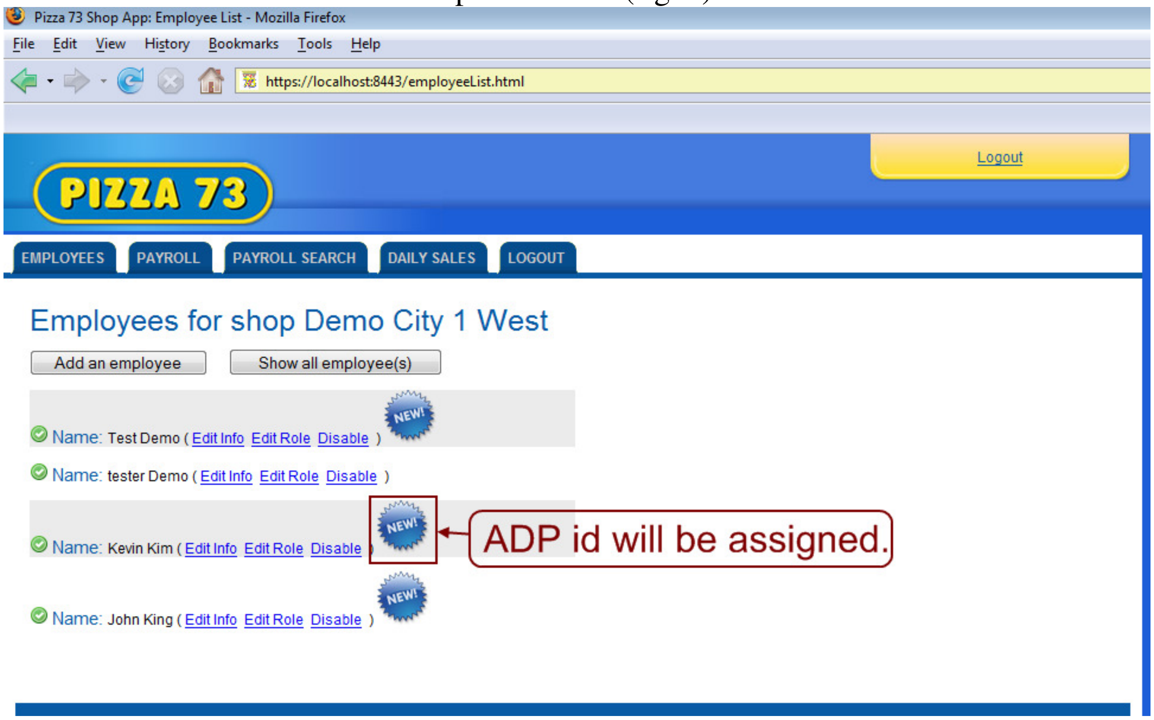


Figure 9 – waiting for assigning an ADP Id

NOTE: New employees' data MUST be entered by the SECOND THURSDAY of the pay period. The corresponding printed form should be signed, dated and sent to head office by the SECOND THURSDAY of pay period, too.

III. Enable/disable employees

If you are a shop owner or shop manager, you will see an "Enable"/ "Disable" link beside an employee's name. Clicking on the "Enable"/ "Disable" link allows you to change an employee's status. For example, you can change an employee's status from enabled to disabled in the case that an employee leaves or is terminated (fig.10 &11).

The green circle with a check mark through it indicates that an employee is enabled while a red circle with an exclamation mark through it indicates the employee is disabled.

NOTE: If you disable an employee you will not be able to enter payroll information for them.

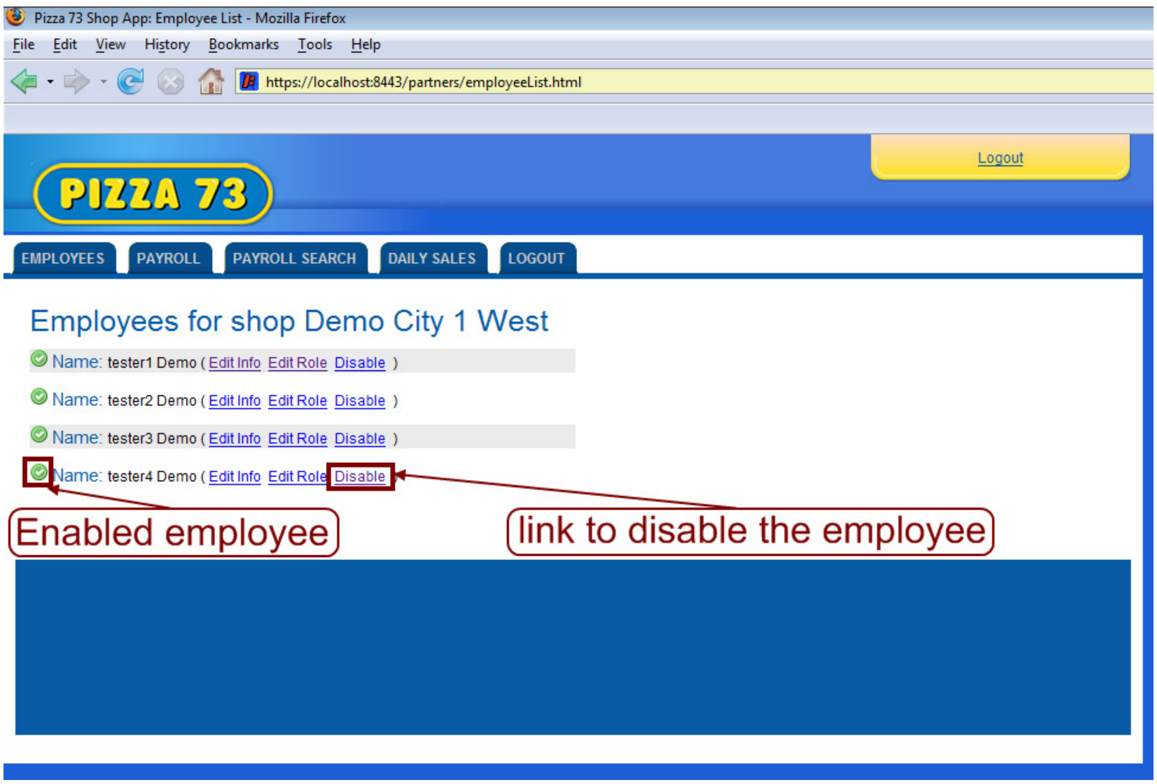


Figure 10 – Enabled employee: tester4 Demo

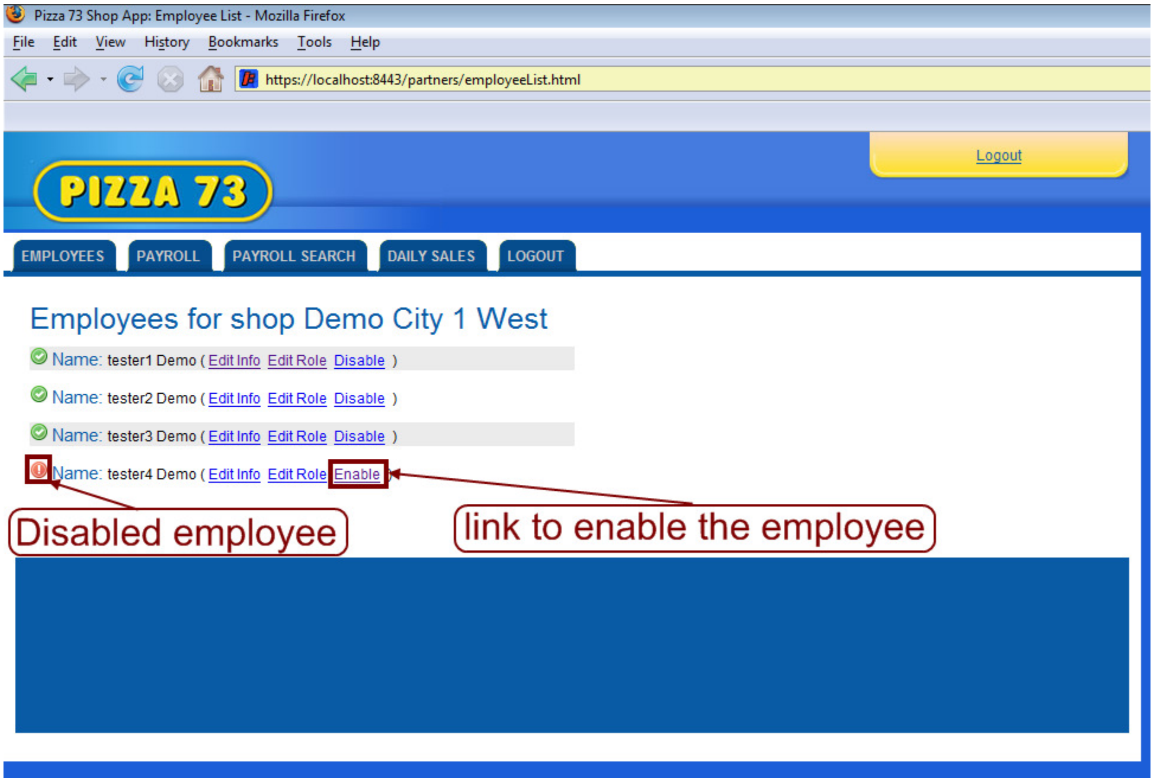


Figure 11 – Disabled employee: tester4 Demo

3. Payroll Submission

Clicking on the "Payroll" tab at the top of the page brings you to the payroll entry screen (fig. 12) for the current payroll period. Here you are able to enter your employee's hours and see the employee's regular and overtime hours. As well as seeing an individual employee's total hours you will also be shown the total number of regular and overtime hours that have been accrued for the pay period and the total labor cost for the pay period.

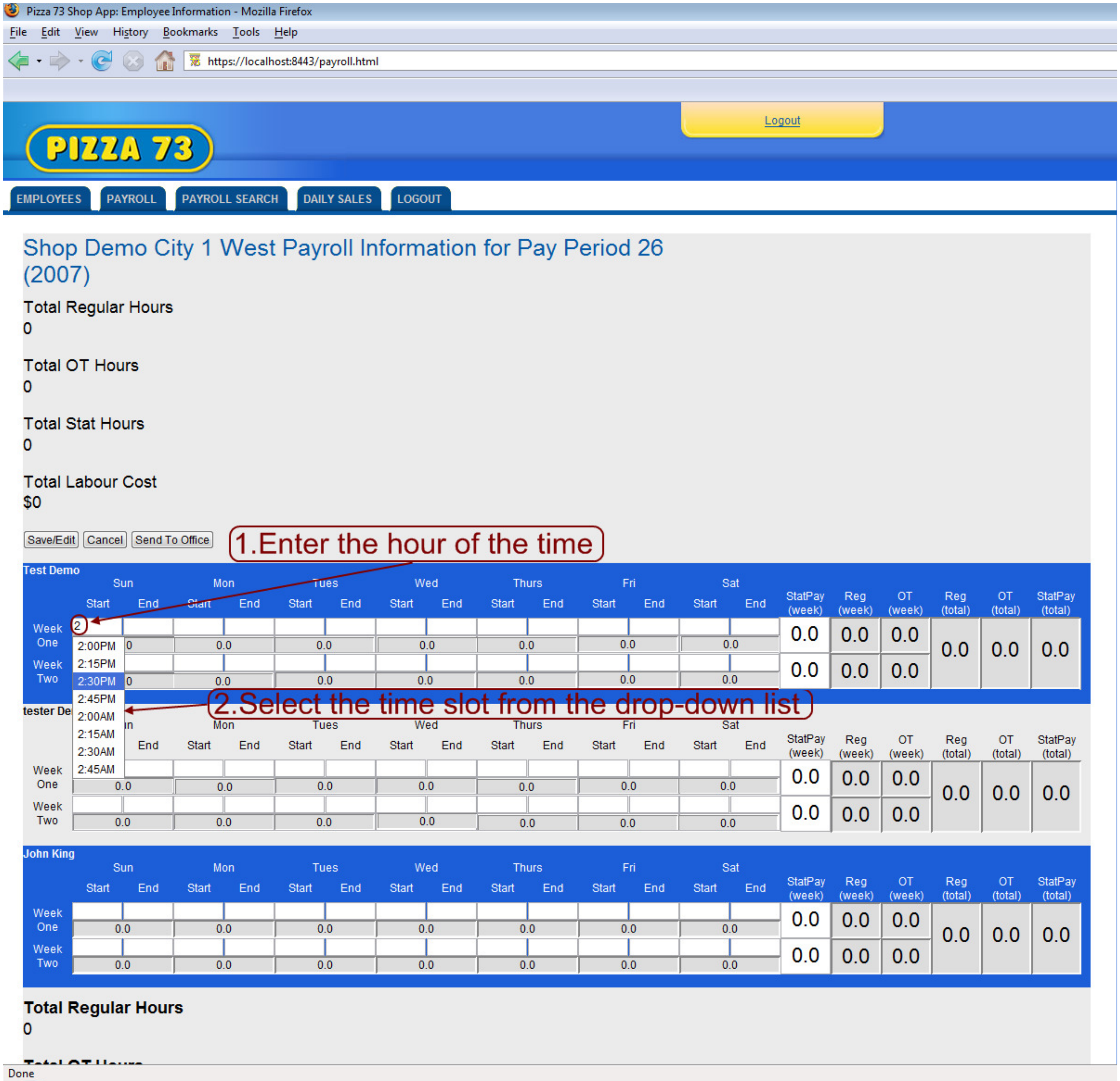


Figure 12 – Payroll Entry

Entering data into the payroll form is very simple, just click into the "Start" and "End" cells of the day you wish to enter data into. Hitting the Enter/Page Down/TAB key on your keyboard takes you to the next editable cell. You will not be able to edit the weekly/payroll period totals the application calculates these fields for you as you enter data. If you enter an incorrect value into one of the fields it becomes highlighted in yellow and the totals are no longer updated for the employee you are entering payroll data for (fig. 13).

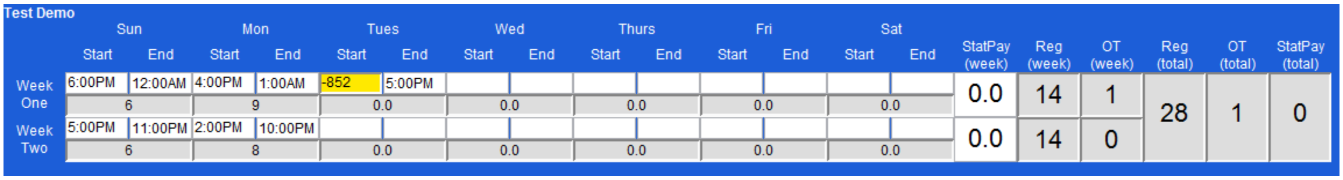
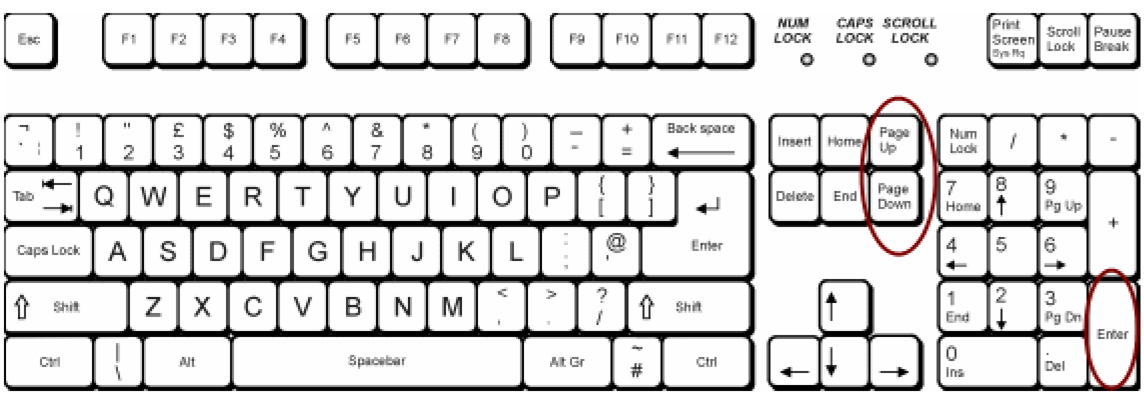


Figure 13 – Payroll Entry Error

It is important to note that you can both SAVE your payroll data for editing it later as well as save it and submit it to the office. Submitting the data is a confirmation that you have completed entering your payroll information for the period and the payroll clerk at head office can download this information in order to enter it into the accounting application.

Form Navigation Hotkeys:
1. Go to the next editable cell: **Enter/Page Down/TAB**
2. Go to the previous editable cell: **Page Up/Shift+TAB**

We suggest you to use the following Hotkeys: Page Up, Enter/Page Down. Using those 3 keys, you can use just your right hand to finish the web form. The above hotkeys are currently enabled in payroll, daily sales and weekly sales reports.



4. Payroll Search

Clicking on the "Payroll Search" tab at the top of the page brings you to the payroll Search screen (fig. 14). Here you are able to search your shop's submitted payrolls (fig. 16).
NOTE: Payroll data that has not been submitted to the office cannot be searched for (fig. 15).

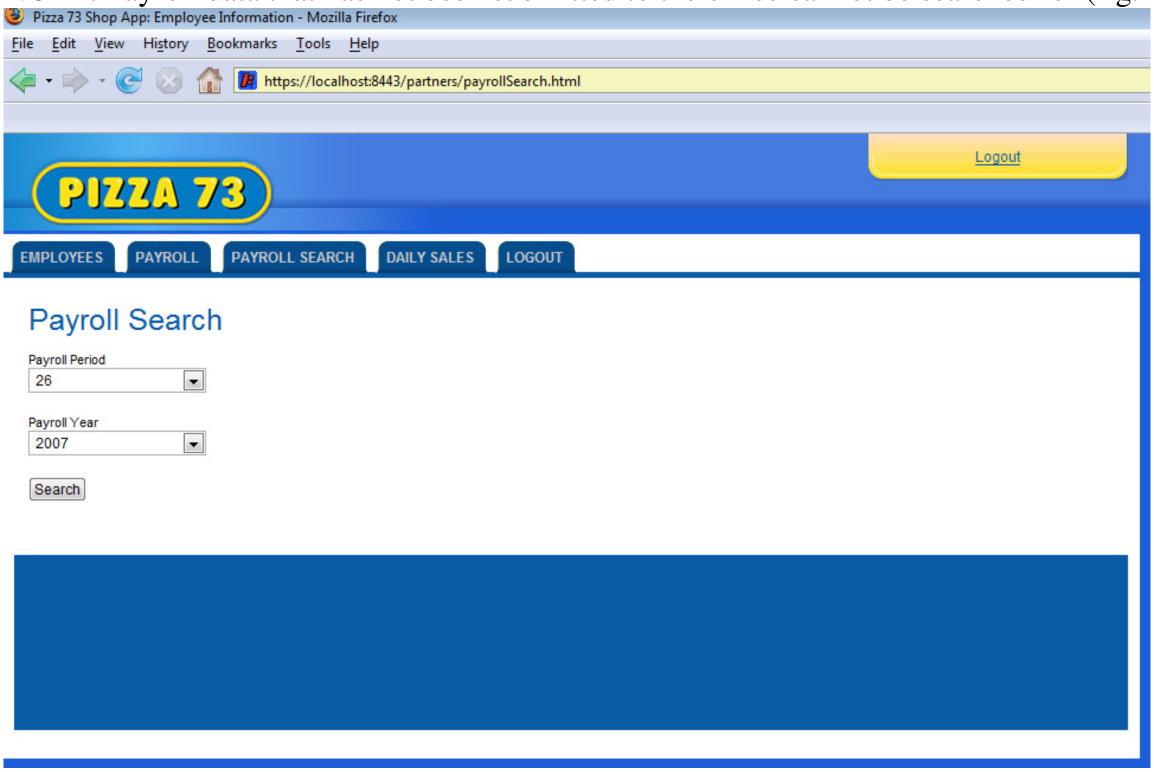


Figure 14 – Payroll Search Screen

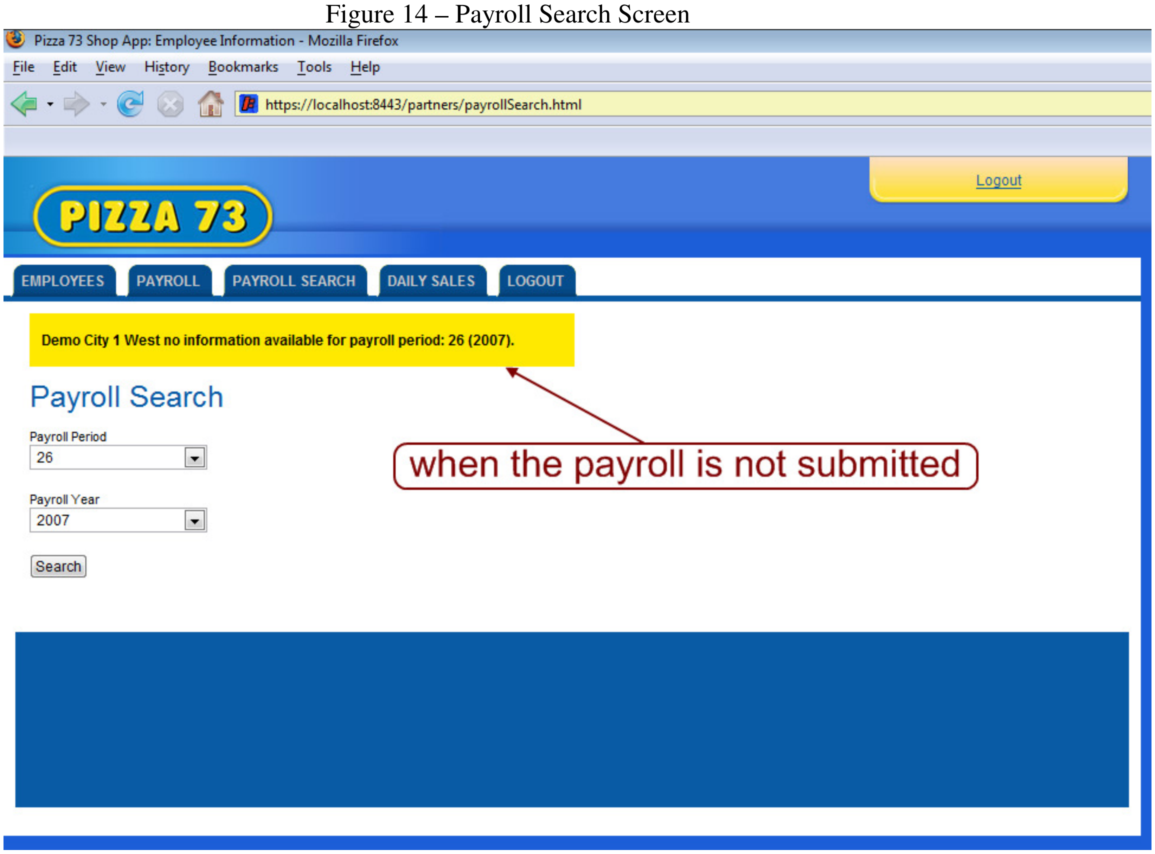
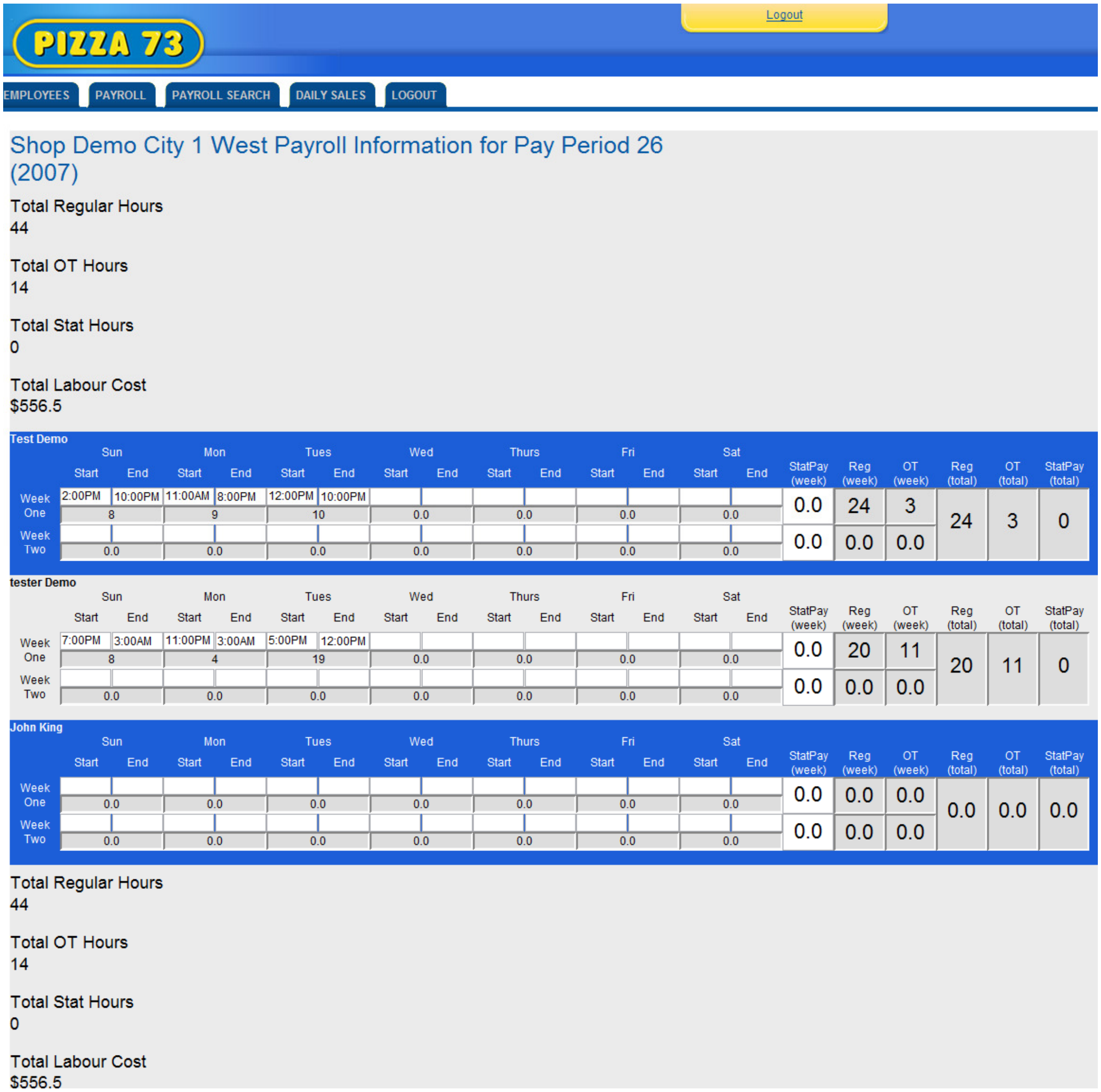


Figure 15 – Payroll Search Result (payroll is not submitted in that period)


Logout

EMPLOYEES | PAYROLL | PAYROLL SEARCH | DAILY SALES | LOGOUT

Shop Demo City 1 West Payroll Information for Pay Period 26 (2007)

Total Regular Hours
44

Total OT Hours
14

Total Stat Hours
0

Total Labour Cost
$556.5

Test Demo

	Sun Start	Sun End	Mon Start	Mon End	Tues Start	Tues End	Wed Start	Wed End	Thurs Start	Thurs End	Fri Start	Fri End	Sat Start	Sat End	StatPay (week)	Reg (week)	OT (week)	Reg (total)	OT (total)	StatPay (total)
Week One	2:00PM	10:00PM	11:00AM	8:00PM	12:00PM	10:00PM									0.0	24	3	24	3	0
	8		9		10		0.0		0.0		0.0		0.0							
Week Two															0.0	0.0	0.0			
	0.0		0.0		0.0		0.0		0.0		0.0		0.0							

tester Demo

	Sun Start	Sun End	Mon Start	Mon End	Tues Start	Tues End	Wed Start	Wed End	Thurs Start	Thurs End	Fri Start	Fri End	Sat Start	Sat End	StatPay (week)	Reg (week)	OT (week)	Reg (total)	OT (total)	StatPay (total)
Week One	7:00PM	3:00AM	11:00PM	3:00AM	5:00PM	12:00PM									0.0	20	11	20	11	0
	8		4		19		0.0		0.0		0.0		0.0							
Week Two															0.0	0.0	0.0			
	0.0		0.0		0.0		0.0		0.0		0.0		0.0							

John King

	Sun Start	Sun End	Mon Start	Mon End	Tues Start	Tues End	Wed Start	Wed End	Thurs Start	Thurs End	Fri Start	Fri End	Sat Start	Sat End	StatPay (week)	Reg (week)	OT (week)	Reg (total)	OT (total)	StatPay (total)
Week One															0.0	0.0	0.0	0.0	0.0	0.0
	0.0		0.0		0.0		0.0		0.0		0.0		0.0							
Week Two															0.0	0.0	0.0			
	0.0		0.0		0.0		0.0		0.0		0.0		0.0							

Total Regular Hours
44

Total OT Hours
14

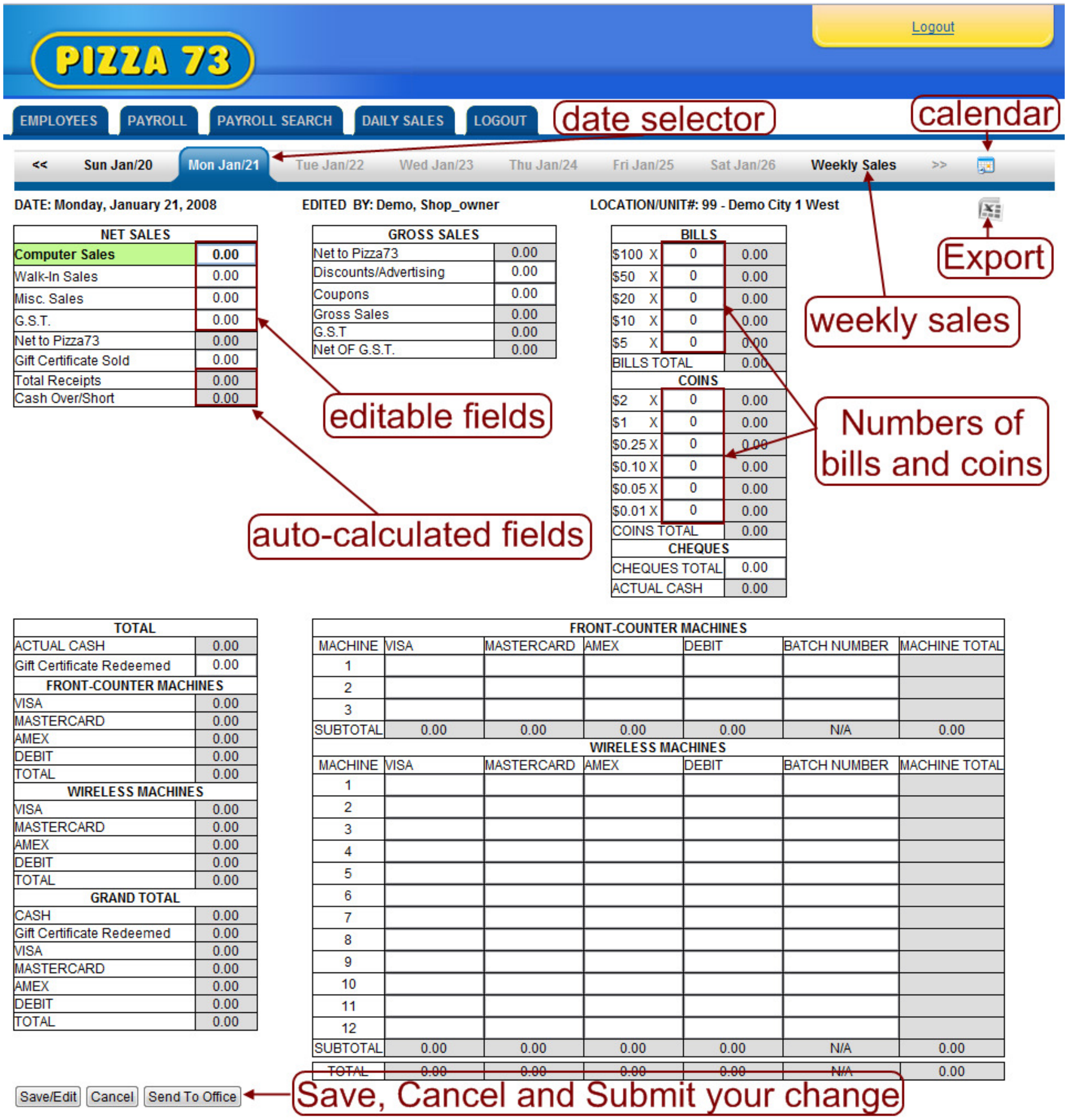
Total Stat Hours
0

Total Labour Cost
$556.5

Figure 16 – Payroll Search Result (payroll is submitted in that period)

5. Daily Sales Report (updated)

Clicking on the “Daily Sales” tab at the top of the page brings you to the daily sales screen (fig. 17) for the latest available report date. Here you are able to view/enter your daily and weekly sales summary.



PIZZA 73

Logout

EMPLOYEES | PAYROLL | PAYROLL SEARCH | DAILY SALES | LOGOUT

<< Sun Jan/20 Mon Jan/21 Tue Jan/22 Wed Jan/23 Thu Jan/24 Fri Jan/25 Sat Jan/26 Weekly Sales >>

DATE: Monday, January 21, 2008 EDITED BY: Demo, Shop_owner LOCATION/UNIT#: 99 - Demo City 1 West

NET SALES	
Computer Sales	0.00
Walk-In Sales	0.00
Misc. Sales	0.00
G.S.T.	0.00
Net to Pizza73	0.00
Gift Certificate Sold	0.00
Total Receipts	0.00
Cash Over/Short	0.00

GROSS SALES	
Net to Pizza73	0.00
Discounts/Advertising	0.00
Coupons	0.00
Gross Sales	0.00
G.S.T	0.00
Net OF G.S.T.	0.00

BILLS		
$100 X	0	0.00
$50 X	0	0.00
$20 X	0	0.00
$10 X	0	0.00
$5 X	0	0.00
BILLS TOTAL		0.00
COINS		
$2 X	0	0.00
$1 X	0	0.00
$0.25 X	0	0.00
$0.10 X	0	0.00
$0.05 X	0	0.00
$0.01 X	0	0.00
COINS TOTAL		0.00
CHEQUES		
CHEQUES TOTAL		0.00
ACTUAL CASH		0.00

TOTAL	
ACTUAL CASH	0.00
Gift Certificate Redeemed	0.00
FRONT-COUNTER MACHINES	
VISA	0.00
MASTERCARD	0.00
AMEX	0.00
DEBIT	0.00
TOTAL	0.00
WIRELESS MACHINES	
VISA	0.00
MASTERCARD	0.00
AMEX	0.00
DEBIT	0.00
TOTAL	0.00
GRAND TOTAL	
CASH	0.00
Gift Certificate Redeemed	0.00
VISA	0.00
MASTERCARD	0.00
AMEX	0.00
DEBIT	0.00
TOTAL	0.00

FRONT-COUNTER MACHINES						
MACHINE	VISA	MASTERCARD	AMEX	DEBIT	BATCH NUMBER	MACHINE TOTAL
1						
2						
3						
SUBTOTAL	0.00	0.00	0.00	0.00	N/A	0.00
WIRELESS MACHINES						
MACHINE	VISA	MASTERCARD	AMEX	DEBIT	BATCH NUMBER	MACHINE TOTAL
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
SUBTOTAL	0.00	0.00	0.00	0.00	N/A	0.00
TOTAL	0.00	0.00	0.00	0.00	N/A	0.00

Save/Edit | Cancel | Send To Office

Figure 17 – Daily Sales Report Form

Upon accounting department’s request, there are a few changes in daily sales form compared to paper-based version.

1. Net to Pizza73 = Total Tendered Food sales.
2. Gift Certificate Sold= Part of the cash deposit and has to be accounted for at the end of the day.
3. Total Receipts = Represents Total Cash, Credit and Debit Card sales and basis of calculating cash over and short.
4. Discounts/Advertising and Coupons= Sales is “0” or discounted issued by head office and has to be added to Net to Pizza73 to reflect the correct Gross Sales.
5. Gift Certificate Redeemed = Part of Food Sales but not in Deposit. We need to deduct this amount from the actual deposit to balance to cash over and short.

Entering data into the daily sales form is very simple, just click into the cell you wish to enter data into. Hitting the TAB key on your keyboard takes you to the next editable cell. All editable cells have a white background while all auto-calculated cells have a gray background. If you enter invalid data, the system shows error messages and highlights the invalid cell (fig. 18).

COMPUTER SALES is mandatory.
G.S.T is mandatory.

NET SALES	
Computer Sales	
Walk-In Sales	0.00
Misc. Sales	0.00
G.S.T.	
Net to Pizza73	0.00
Gift Certificate Sold	0.00
Total Receipts	0.00
Cash Over/Short	0.00

GROSS SALES	
Net to Pizza73	0.00
Discounts/Advertising	0.00
Coupons	0.00
Gross Sales	0.00
G.S.T	0.00
Net OF G.S.T.	0.00

Figure 18 – Daily Sales Report Form's Error Messages

If you wish to review your shop's previous daily sales reports, use the date selector (fig. 19) or the calendar selector (fig. 20) on the top.

If you wish to export the daily sales report in excel format, click the excel icon (fig. 21) on the right. NOTE: Excel reports are only available for daily sales reports that have been submitted to the office.

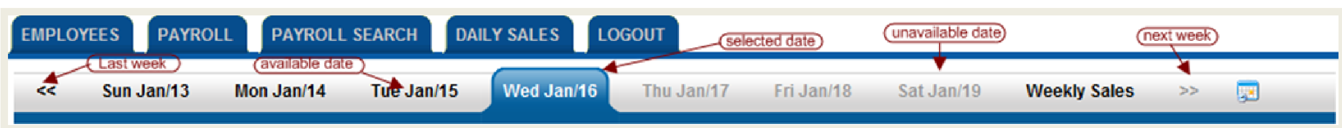


Figure 19 – Daily Sales Report Form's Date Selector

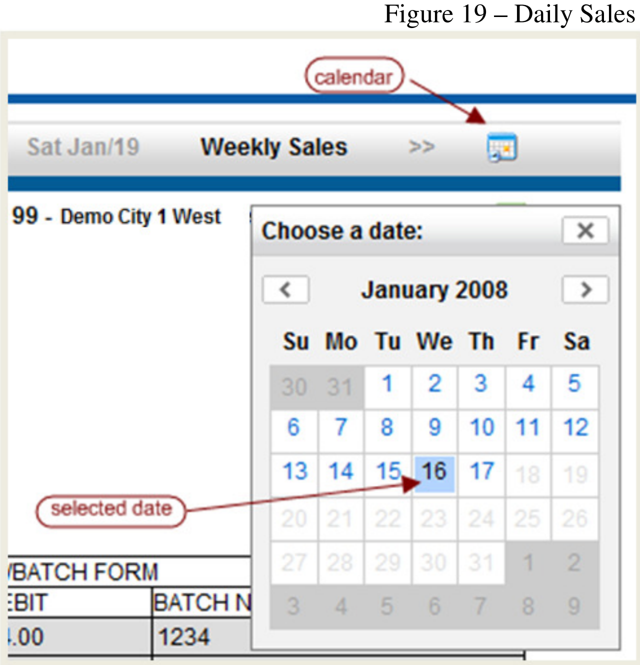


Figure 20 – Calendar Date Selector

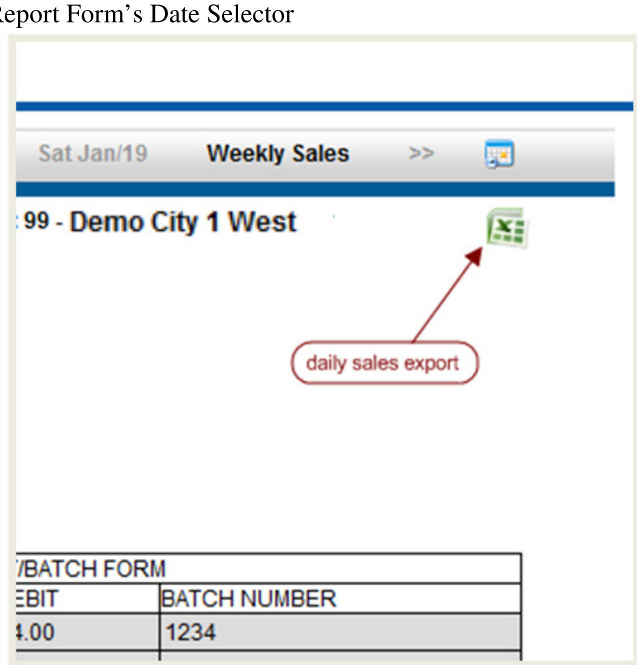


Figure 21 – Excel Export

Button Actions:

1. Save/Edit: Save the changes into database, but NOT submit to the head office.
2. Cancel: Cancel all the changes since last save.
3. Send To Office: Save the changes and submit to the head office. Daily sales report becomes official after this action. When clicked, you will be brought to the weekly sales tab after.

NOTE: You will NOT be able to make changes once "Send To Office" is clicked.

Actual Cash:

Instead of counting cash manually, now you can just enter the numbers of bills and coins and let the system do the rest for you (fig. 22).

BILLS		
$100 X	1	100.00
$50 X	1	50.00
$20 X	1	20.00
$10 X	1	10.00
$5 X	1	5.00
BILLS TOTAL		185.00
COINS		
$2 X	1	2.00
$1 X	1	1.00
$0.25 X	1	0.25
$0.10 X	1	0.10
$0.05 X	1	0.05
$0.01 X	1	0.01
COINS TOTAL		3.41
CHEQUES		
CHEQUES TOTAL		23.00
ACTUAL CASH		211.41

Figure 22– Actual Cash Table

Form Navigation Keyboard Hotkeys:

1. Go to the next editable cell: **Enter/Page Down/TAB**
2. Go to the previous editable cell: **Page Up/Shift+TAB**

We suggest you to use the following Hotkeys: Page Up, Enter/Page Down. Using those 3 keys, you can use just your right hand to finish the web form. The above hotkeys are currently enabled in payroll, daily sales and weekly sales reports.

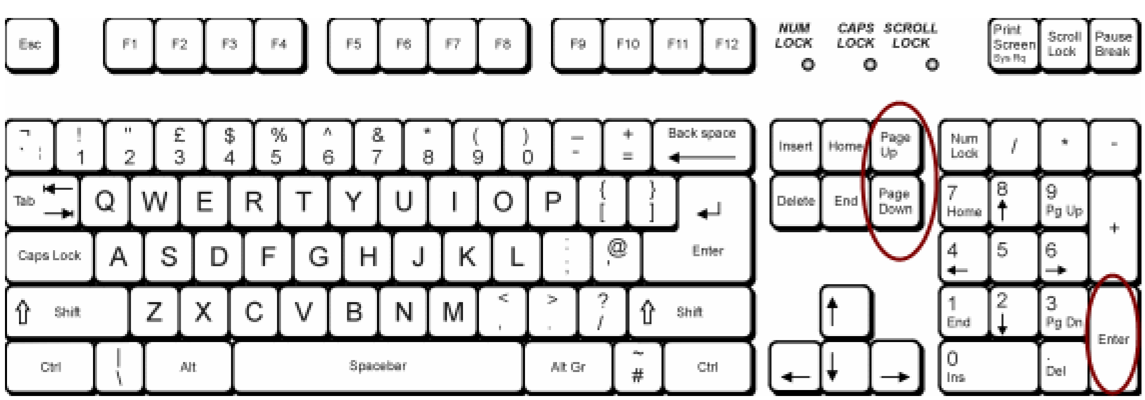


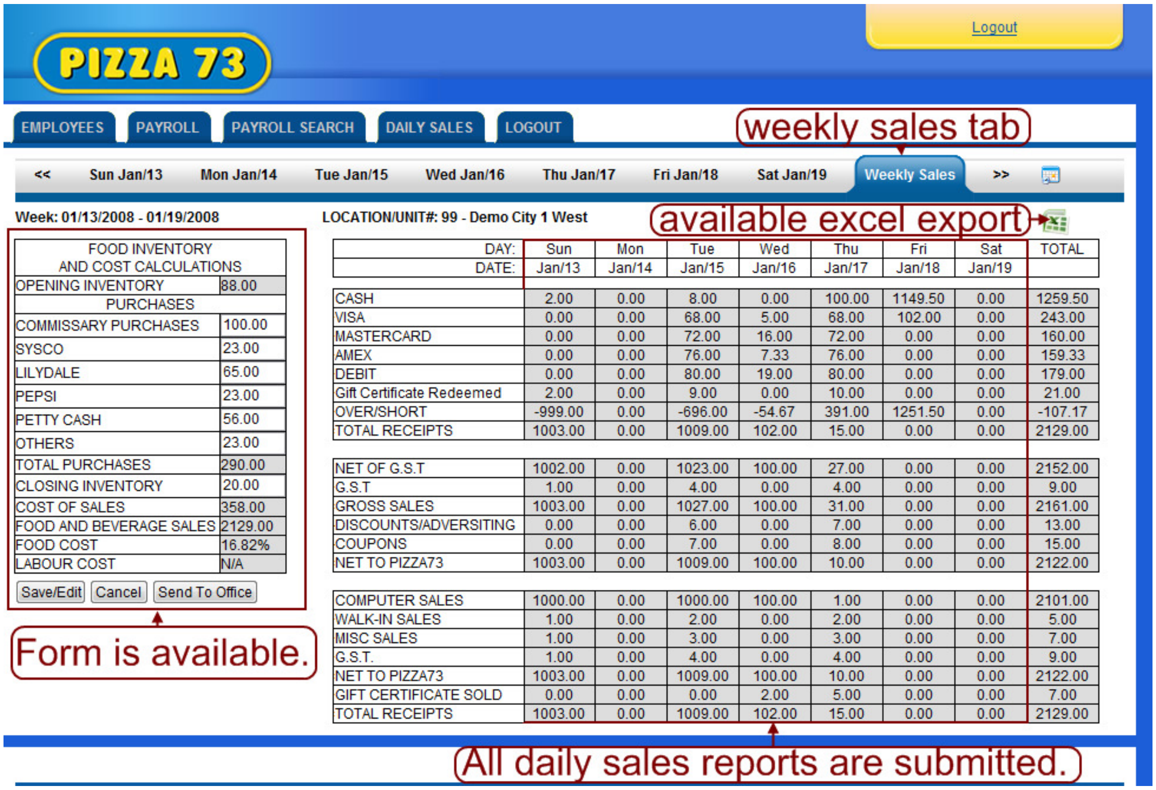
Figure 23 – Recommended Hotkeys

Daily sales reports must be submitted at the end of the night.

6. Weekly Sales Report (updated)

First click on the "Daily Sales" tab at the top of the page, choose a date in your targeted week, and then click on the "Weekly Sales" tab. This brings you to the weekly sales screen (fig. 24) for the selected week. Here you can view the daily sales statistics on that week at any time.

You are ALSO required to submit the weekly sales form in this page; HOWEVER, until ALL daily sales reports are submitted for the current week and ALL previous weekly sales forms are submitted, the current weekly sales form will NOT be available (fig. 25).



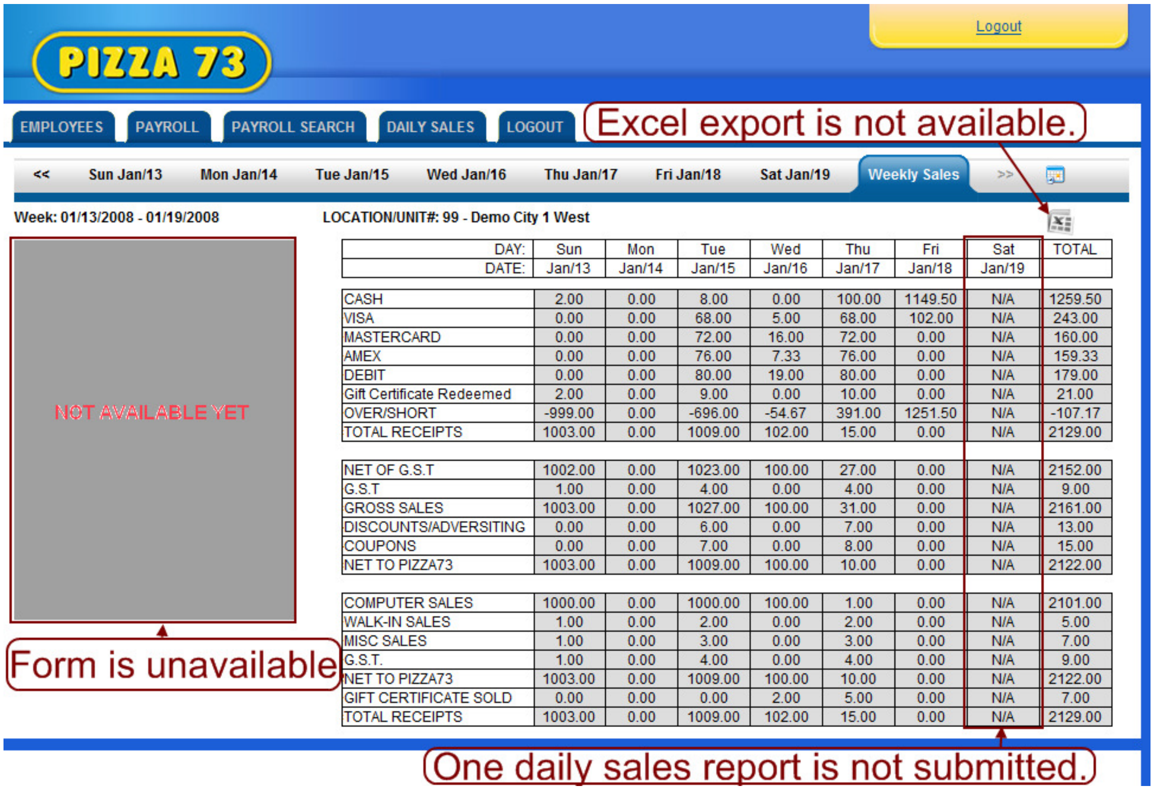
FOOD INVENTORY AND COST CALCULATIONS	
OPENING INVENTORY	88.00
PURCHASES	
COMMISSARY PURCHASES	100.00
SYSCO	23.00
LILYDALE	65.00
PEPSI	23.00
PETTY CASH	56.00
OTHERS	23.00
TOTAL PURCHASES	290.00
CLOSING INVENTORY	20.00
COST OF SALES	358.00
FOOD AND BEVERAGE SALES	2129.00
FOOD COST	16.82%
LABOUR COST	N/A

DAY:	Sun	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL
DATE:	Jan/13	Jan/14	Jan/15	Jan/16	Jan/17	Jan/18	Jan/19	
CASH	2.00	0.00	8.00	0.00	100.00	1149.50	0.00	1259.50
VISA	0.00	0.00	68.00	5.00	68.00	102.00	0.00	243.00
MASTERCARD	0.00	0.00	72.00	16.00	72.00	0.00	0.00	160.00
AMEX	0.00	0.00	76.00	7.33	76.00	0.00	0.00	159.33
DEBIT	0.00	0.00	80.00	19.00	80.00	0.00	0.00	179.00
Gift Certificate Redeemed	2.00	0.00	9.00	0.00	10.00	0.00	0.00	21.00
OVER/SHORT	-999.00	0.00	-696.00	-54.67	391.00	1251.50	0.00	-107.17
TOTAL RECEIPTS	1003.00	0.00	1009.00	102.00	15.00	0.00	0.00	2129.00
NET OF G.S.T	1002.00	0.00	1023.00	100.00	27.00	0.00	0.00	2152.00
G.S.T	1.00	0.00	4.00	0.00	4.00	0.00	0.00	9.00
GROSS SALES	1003.00	0.00	1027.00	100.00	31.00	0.00	0.00	2161.00
DISCOUNTS/ADVERSITING	0.00	0.00	6.00	0.00	7.00	0.00	0.00	13.00
COUPONS	0.00	0.00	7.00	0.00	8.00	0.00	0.00	15.00
NET TO PIZZA73	1003.00	0.00	1009.00	100.00	10.00	0.00	0.00	2122.00
COMPUTER SALES	1000.00	0.00	1000.00	100.00	1.00	0.00	0.00	2101.00
WALK-IN SALES	1.00	0.00	2.00	0.00	2.00	0.00	0.00	5.00
MISC SALES	1.00	0.00	3.00	0.00	3.00	0.00	0.00	7.00
G.S.T.	1.00	0.00	4.00	0.00	4.00	0.00	0.00	9.00
NET TO PIZZA73	1003.00	0.00	1009.00	100.00	10.00	0.00	0.00	2122.00
GIFT CERTIFICATE SOLD	0.00	0.00	0.00	2.00	5.00	0.00	0.00	7.00
TOTAL RECEIPTS	1003.00	0.00	1009.00	102.00	15.00	0.00	0.00	2129.00

Figure 24 – Weekly Sales Tab (with available weekly sales form)

If you wish to export the weekly sales report in excel, click the excel icon (fig. 24) on the right.

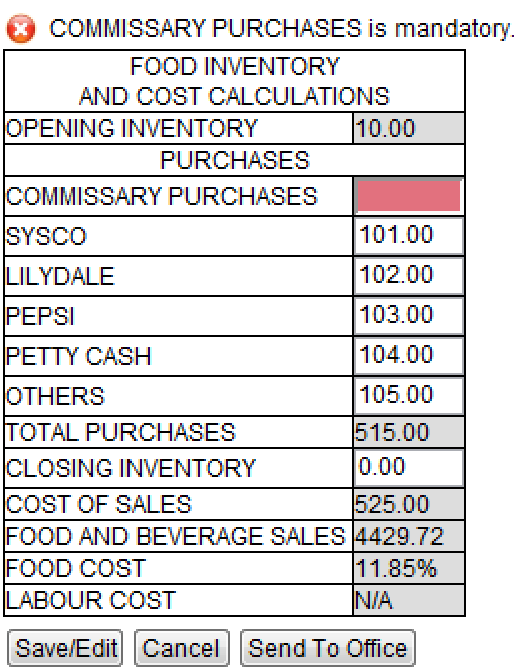
NOTE: Excel reports are only available after ALL current daily sales reports are submitted to the office, BUT the weekly sales form will ONLY show in the excel report after weekly sales form is submitted. Labor cost is ONLY available after the payroll in the corresponding period is submitted.



DAY:	Sun	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL
DATE:	Jan/13	Jan/14	Jan/15	Jan/16	Jan/17	Jan/18	Jan/19	
CASH	2.00	0.00	8.00	0.00	100.00	1149.50	N/A	1259.50
VISA	0.00	0.00	68.00	5.00	68.00	102.00	N/A	243.00
MASTERCARD	0.00	0.00	72.00	16.00	72.00	0.00	N/A	160.00
AMEX	0.00	0.00	76.00	7.33	76.00	0.00	N/A	159.33
DEBIT	0.00	0.00	80.00	19.00	80.00	0.00	N/A	179.00
Gift Certificate Redeemed	2.00	0.00	9.00	0.00	10.00	0.00	N/A	21.00
OVER/SHORT	-999.00	0.00	-696.00	-54.67	391.00	1251.50	N/A	-107.17
TOTAL RECEIPTS	1003.00	0.00	1009.00	102.00	15.00	0.00	N/A	2129.00
NET OF G.S.T	1002.00	0.00	1023.00	100.00	27.00	0.00	N/A	2152.00
G.S.T	1.00	0.00	4.00	0.00	4.00	0.00	N/A	9.00
GROSS SALES	1003.00	0.00	1027.00	100.00	31.00	0.00	N/A	2161.00
DISCOUNTS/ADVERSITING	0.00	0.00	6.00	0.00	7.00	0.00	N/A	13.00
COUPONS	0.00	0.00	7.00	0.00	8.00	0.00	N/A	15.00
NET TO PIZZA73	1003.00	0.00	1009.00	100.00	10.00	0.00	N/A	2122.00
COMPUTER SALES	1000.00	0.00	1000.00	100.00	1.00	0.00	N/A	2101.00
WALK-IN SALES	1.00	0.00	2.00	0.00	2.00	0.00	N/A	5.00
MISC SALES	1.00	0.00	3.00	0.00	3.00	0.00	N/A	7.00
G.S.T.	1.00	0.00	4.00	0.00	4.00	0.00	N/A	9.00
NET TO PIZZA73	1003.00	0.00	1009.00	100.00	10.00	0.00	N/A	2122.00
GIFT CERTIFICATE SOLD	0.00	0.00	0.00	2.00	5.00	0.00	N/A	7.00
TOTAL RECEIPTS	1003.00	0.00	1009.00	102.00	15.00	0.00	N/A	2129.00

Figure 25 – Weekly Sales Tab (with unavailable weekly sales form)

Data entry is similar to the daily sales form: All editable cells have a white background while all the auto-calculated cells have a gray background. If you enter invalid data, the system shows an error message and highlights the invalid cell (fig. 26).



FOOD INVENTORY AND COST CALCULATIONS	
OPENING INVENTORY	10.00
PURCHASES	
COMMISSARY PURCHASES	
SYSCO	101.00
LILYDALE	102.00
PEPSI	103.00
PETTY CASH	104.00
OTHERS	105.00
TOTAL PURCHASES	515.00
CLOSING INVENTORY	0.00
COST OF SALES	525.00
FOOD AND BEVERAGE SALES	4429.72
FOOD COST	11.85%
LABOUR COST	N/A

Figure 26 – Weekly Sales Form's Error Messages

Button Actions:

1. Save/Edit: Save the changes into database. Form is not submitted to the head office.
2. Cancel: Cancel all the changes since last save.
3. Send To Office: Save all changes and submit the form to the head office. Weekly sales report becomes official after this action.

NOTE: You will NOT be able to make changes once "Send To Office" is clicked.

Form Navigation Hotkeys:

1. Go to the next editable cell: **Enter/Page Down/TAB**
2. Go to the previous editable cell: **Page Up/Shift+TAB**

We suggest you to use the following Hotkeys: Page Up, Enter/Page Down. Using those 3 keys, you can use just your right hand to finish the web form. The above hotkeys are currently enabled in payroll, daily sales and weekly sales reports.

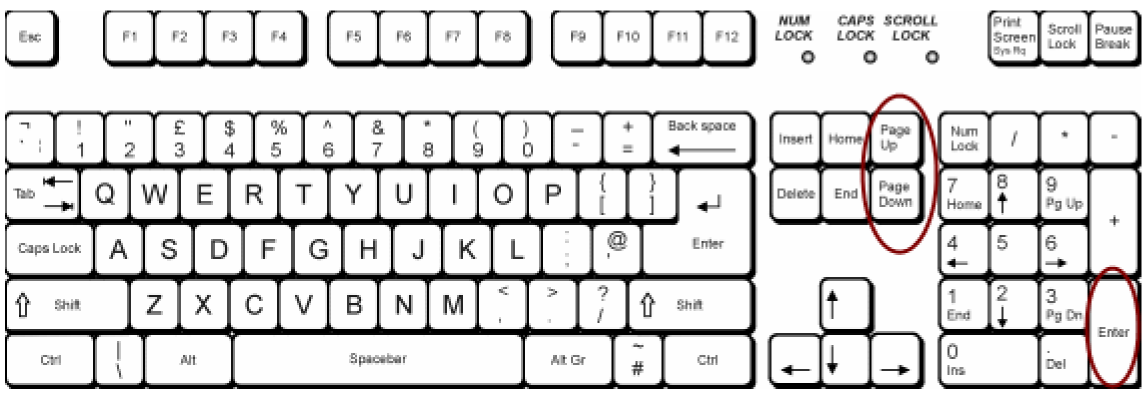


Figure 25 – Recommended Hotkeys

Weekly sales forms should be submitted as soon as all the related information is available.

7. **Logout**
   In order to logout of the application click one of the “Logout” links. It is IMPORTANT that you remember to log out of the application otherwise others may be able to enter or view data without you knowing it.