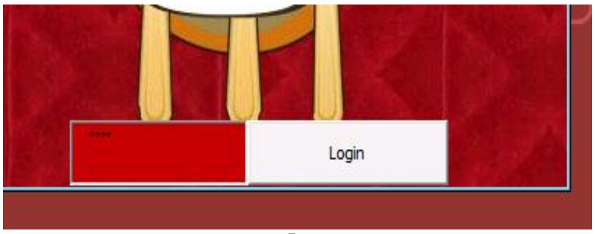
Joe's Diner | User Guide Manual

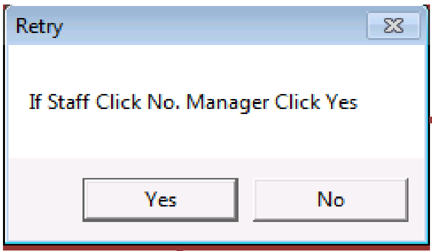
Computer and processor	1 GHz or faster x86 or 64-bit processor with SSE2 instruction set.
Memory	1 GB RAM (32-bit); 2 GB RAM (64-bit).
Hard disk	3.0 GB available disk space.
Display	Graphics hardware acceleration requires a DirectX10 graphics card and 1366 x 768 resolutions.
Operating system	Windows 7, Windows 8, Windows Server 2008 R2, or Windows Server 2012.
Browser	Microsoft Internet Explorer 8, 9, or 10; Mozilla Firefox 10.x or a later version; Apple Safari 5; or Google Chrome 17.x.
Net version	3.5, 4.0, or 4.5.
Multi-touch	A touch-enabled device is required to use any multi-touch functionality. However, all features and functionality are always available by using a keyboard, mouse, or other standard or accessible input device. Note that new touch features are optimized for use with Windows 8.
Internet	• Excel 2010 Internet functionality requires an Internet connection and either Internet Explorer 8 or Internet Explorer 9. • Instant Search functionality requires Windows Search 4.0.
Power Pivot	To use Power Pivot, you must have .NET 3.5 or .NET 4.0 and at least 2GB of RAM.
Power View add-in	To use with the Power View add-in, you must have Silverlight 5.0 installed and at least 2GB of RAM.

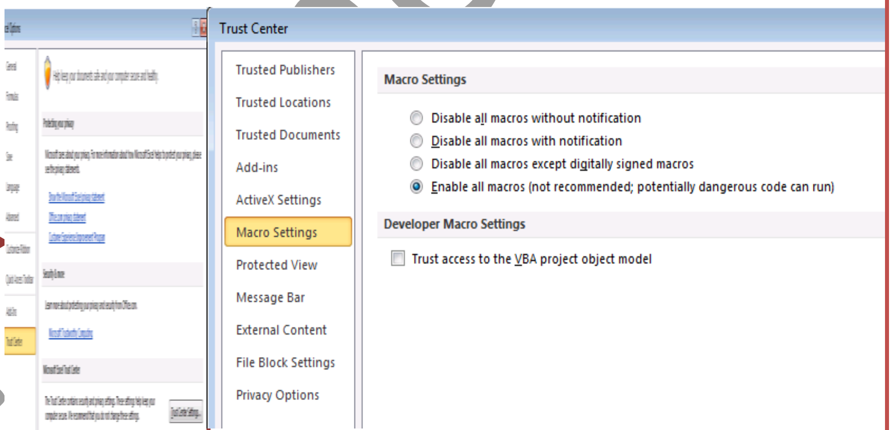
Getting Started

Enter the Password

When opening the wordbook it will ask for the password. It will open without a password however the “Staff Date” can’t be access.
Staff Login – Cross the user form or press login and click on because the staff doesn’t need a password
Manager Login – “Joes” – If it’s a mistake you will be able to renter the password again



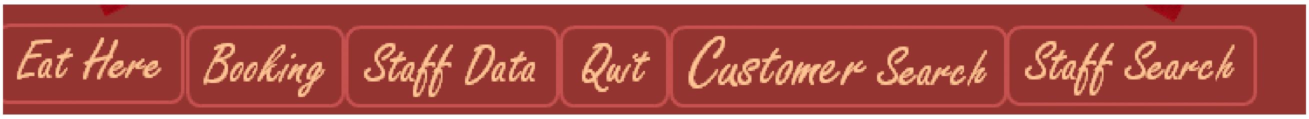


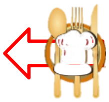


Unlock Sheets: To unlock the sheets the password is the same as the Client login which is. “Joes”

Navigation

There is an easy navigation all around the work book. The buttons on the main menu are:



- Eat Here – Where you can order the food and can print out the payment
- Booking – Where you can reserved a table for a customer
- Staff Data – Where only the manager can click on this. Takes you to a different menu with all the staff details
- Quit – When you click on it saves and quit. This is the only way to exit the spreadsheet
- Customer Search – The menu where you can search the customer's booking by their name
- Staff – Where you can search the staff's details
-  This takes you back to main page (homepage)
-  This takes you back to the Staff Data menu page

WorkSheets

The worksheets

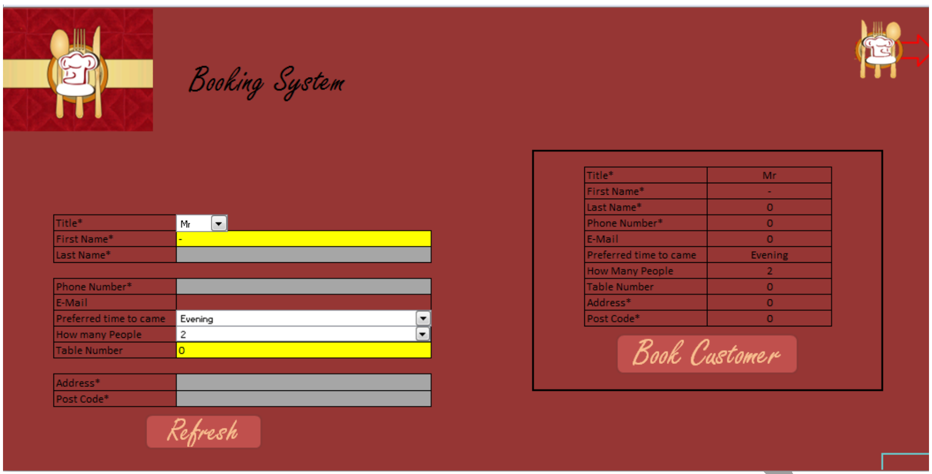
Eat Here

The order side shows what food you are going to order and all the food name will be here by clicking the drop list. It has all the starters, main, dessert and drinks.

On the payment side it shows what you going to order and does change when choosing the food. The entire price has been link and it shows the total at the bottom.

This worksheet allows you to place an order for the customers. Also on this worksheet you can print out the receipt from what you ordered. This has been all linked up with choosing the meal, the total for each food and the total with whole. This also allows you to see the menu by clicking it on the right hand corner.

Booking



This worksheet will allow you to book and reserved a table for the customers. It will allows you to add their details from Title to Post code and with a click on the button it will take it to the Customers' Booking page where it shows all the name which been saved.

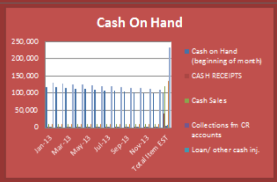
Staff Date

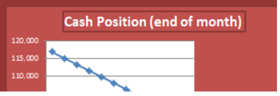
This is the menu page for seeing the progress of the company and the staff.

- Cash Flow – Profit and lost in the company
- Cutlery count – Shows how many are good and how many are needed
- Staff News - Updating the news to for the staff
- Staff details – Shows all the staff's details such as name, job role and address
- Staff Payment – Shows how much the staff are earning and seeing how many days they taken off
- Staff Schedule – Shows the staff what their job is in that hour
- Add New Staff – This is where you can add new staff
- Homepage – This takes you back to the main page.

Cash Flow

	Jan-13	Feb-13	####	Apr-13	####	Jun-13	Jul-13	####	Sep-13	Oct-13	####	####	Total Item
JOE's DINER									Fiscal Year Begins:	Jan-13			
Cash on Hand (beginning of month)	118,617	116,859	115,101	113,343	111,586	109,828	108,070	106,313	104,555	102,797	101,039	99,282	99,282
CASH RECEIPTS	3445	3445	3445	3445	3445	3445	3445	3445	3445	3445	3445	3445	41,340
Cash Sales	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	120,000
Collections fm CR accounts	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Loan/ other cash inj.	700	700	700	700	700	700	700	700	700	700	700	700	8,400
TOTAL CASH RECEIPTS	11,200	11,200	11,200	11,200	11,200	11,200	11,200	11,200	11,200	11,200	11,200	11,200	134,400
Total Cash Available (before cash out)	129,817	128,059	126,301	124,543	122,786	121,028	119,270	117,513	115,755	113,997	112,239	110,482	233,682
CASH PAID OUT													
Purchases (merchandise)	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	12,000
Gross wages (exact withdrawal)	4,274	4,274	4,274	4,274	4,274	4,274	4,274	4,274	4,274	4,274	4,274	4,274	51,290
Payroll expenses (taxes, etc.)	50	50	50	50	50	50	50	50	50	50	50	50	600
Outside services	106	106	106	106	106	106	106	106	106	106	106	106	1,272
Supplies (office & oper.)	101	101	101	101	101	101	101	101	101	101	101	101	1,212
Repairs & maintenance	190	190	190	190	190	190	190	190	190	190	190	190	2,280
Advertising	60	60	60	60	60	60	60	60	60	60	60	60	720
Car, delivery & travel	600	600	600	600	600	600	600	600	600	600	600	600	7,200
Accounting & legal	400	400	400	400	400	400	400	400	400	400	400	400	4,800
Rent	600	600	600	600	600	600	600	600	600	600	600	600	7,200
Telephone	17	17	17	17	17	17	17	17	17	17	17	17	198
Utilities	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Insurance	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Taxes (real estate, etc.)	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	21,000
SUBTOTAL	11,648	11,648	11,648	11,648	11,648	11,648	11,648	11,648	11,648	11,648	11,648	11,648	139,772
Loan principal payment	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Capital purchase (specify)	160	160	160	160	160	160	160	160	160	160	160	160	1,920





This is slipped up in three sections. Cash on Hand where it shows how much you have started and must is given in each month. The cash been paid out such us on delivery and taxes and the subtotal. There are two graphs which changes when you enter the numbers so there is no need to make one every time.

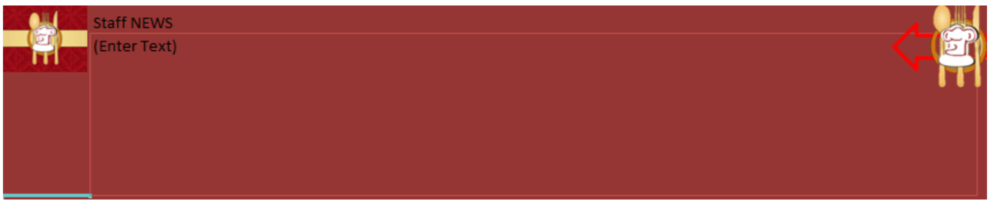
Cutlery Count

Cutlery Count

Item	Start	Jan	Different	Feb	Different	March	Different	April	Different	May	Different	June	Different	How many you need to buy
Plates Small	70	70	0	70	0	70	0	70	0	70	0	70	0	0
Plates Big	70	70	0	70	0	70	0	70	0	70	0	70	0	0
Glass	70	70	0	70	0	70	0	70	0	70	0	70	0	0
Mugs	70	70	0	70	0	70	0	70	0	70	0	70	0	0
Spoon Big	70	70	0	70	0	70	0	70	0	70	0	70	0	0
Spoon Small	70	70	0	70	0	70	0	70	0	70	0	70	0	0
Fork	70	70	0	70	0	70	0	70	0	70	0	70	0	0
Knife	70	70	0	70	0	70	0	70	0	70	0	70	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		0		0		0	0
Item	Different	July	Different	Aug	Different	Sept	Different	Oct	Different	Nov	Different	Dec	Different	
Plates Small	0	70	70	70	0	70	0	70	0	70	0	70	0	-70
Plates Big	0	70	70	70	0	70	0	70	0	70	0	70	0	-70
Glass	0	70	70	70	0	70	0	70	0	70	0	70	0	-70
Mugs	0	70	70	70	0	70	0	70	0	70	0	70	0	-70
Spoon Big	0	70	70	70	0	70	0	70	0	70	0	70	0	-70
Spoon Small	0	70	70	70	0	70	0	70	0	70	0	70	0	-70
Fork	0	70	70	70	0	70	0	70	0	70	0	70	0	-70

This is shows many cutleries are still good to be used and each month you need to enter how many is still good to use. The conational formatting will help you when you need to buy new ones when it goes Red. This is where you can add more cutleries under items when needed.

Staff News



Can add any text and any staff can read it on the main page. This is for saying if you have any meetings or want to give everyone updates for today.

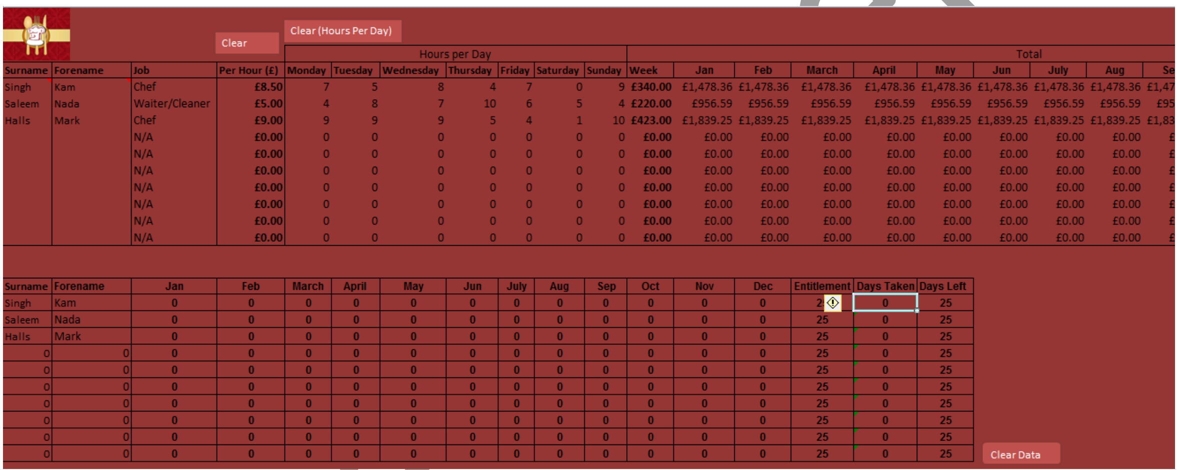
Staff Details

Staff Details

Title	Surname	Forenames	Sex	Day	Month	Year	Address	City/Town	Post Code	House Number	Moblie	Job Role
Mr	Halls	Mark	Male	20	1	1980	23 Park Road	London, Ilford	IG1 0LK	020-8965-4741	07-8104-6903	Chef
Mr	Singh	Kam	Male	5	5	1990	11 Ventonor Street	London, Barking	IG11 9NH	020-8594-1235	074-1930-2581	Chef
Miss	Saleem	Nada	Female	5	12	1988	56 Linton Town	London, Romford	R4 2WE	020-4785-4128	078-1457-5411	Waiter/Cleaner
Mr	0	0	Male	0	0	0	0	0	0	0--	0--	Chef

This is where it shows all the staff details. This can been looked over and over again because it has been saved. This can be access whenever for the manager because you need the password. This worksheet you don't need to change it around however if you need an update on the staff details. On top there is the homepage button, a cross to delete the staff's details and the button back to the staff data menu page.

Staff Payment



Clear

Clear (Hours Per Day)

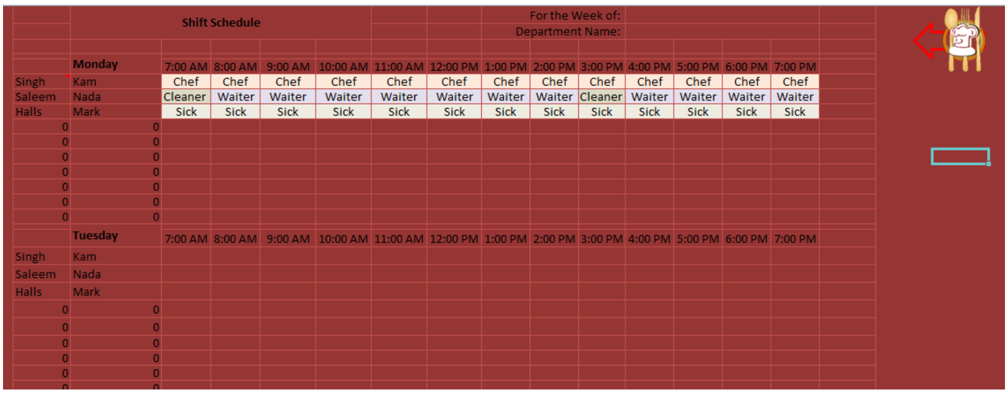
				Hours per Day							Total									
Surname	Forename	Job	Per Hour (£)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week	Jan	Feb	March	April	May	Jun	July	Aug	Se
Singh	Kam	Chef	£8.50	7	5	8	4	7	0	9	£340.00	£1,478.36	£1,478.36	£1,478.36	£1,478.36	£1,478.36	£1,478.36	£1,478.36	£1,478.36	£1,47
Saleem	Nada	Waiter/Cleaner	£5.00	4	8	7	10	6	5	4	£220.00	£956.59	£956.59	£956.59	£956.59	£956.59	£956.59	£956.59	£956.59	£95
Halls	Mark	Chef	£9.00	9	9	9	5	4	1	10	£423.00	£1,839.25	£1,839.25	£1,839.25	£1,839.25	£1,839.25	£1,839.25	£1,839.25	£1,839.25	£1,83
		N/A	£0.00	0	0	0	0	0	0	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£
		N/A	£0.00	0	0	0	0	0	0	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£
		N/A	£0.00	0	0	0	0	0	0	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£
		N/A	£0.00	0	0	0	0	0	0	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£
		N/A	£0.00	0	0	0	0	0	0	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£
		N/A	£0.00	0	0	0	0	0	0	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£
		N/A	£0.00	0	0	0	0	0	0	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£

Surname	Forename	Jan	Feb	March	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Entitlement	Days Taken	Days Left
Singh	Kam	0	0	0	0	0	0	0	0	0	0	0	0	2	0	25
Saleem	Nada	0	0	0	0	0	0	0	0	0	0	0	0	25	0	25
Halls	Mark	0	0	0	0	0	0	0	0	0	0	0	0	25	0	25
0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	0	25
0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	0	25
0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	0	25
0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	0	25
0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	0	25
0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	0	25
0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	0	25

Clear Data

This worksheets allow you to enter how many hours the staff can do with this it will enter how many hours they get paid in weeks, month and in a year. You need to enter the names of the staff, their surname and forename are required. Their names also show below on the "Days off" table which makes it easier. The table shows all the month and it should be filled every month as their have certain days off in the whole year. As the manager you have call the control to choose how many days they can be taken off.

Staff scheduling



Shift Schedule

For the Week of:

Department Name:

	Monday	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Singh	Kam	Chef	Chef	Chef	Chef	Chef	Chef	Chef	Chef	Chef	Chef	Chef	Chef	Chef
Saleem	Nada	Cleaner	Waiter	Waiter	Waiter	Waiter	Waiter	Waiter	Waiter	Cleaner	Waiter	Waiter	Waiter	Waiter
Halls	Mark	Sick	Sick	Sick	Sick	Sick	Sick	Sick	Sick	Sick	Sick	Sick	Sick	Sick
0	0													
0	0													
0	0													
0	0													
0	0													
0	0													
0	0													
	Tuesday	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Singh	Kam													
Saleem	Nada													
Halls	Mark													
0	0													
0	0													
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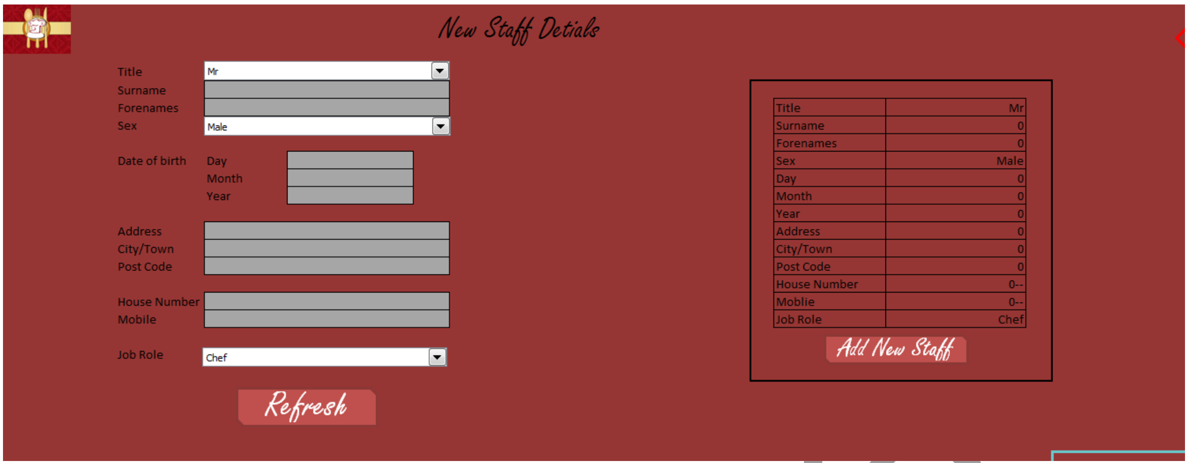
This should be updating every week where it shows what each staff are doing in each hour. You can control where you can choose as it has a drop down list

Add new staff

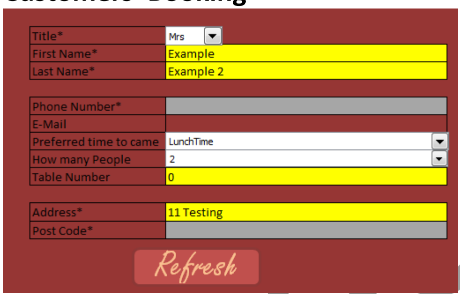


Same as the customer booking this is where you can enter a new staff. Enter where the grey cells are and then press Add new staff and it will save it in the back office

Data Input

There are data input but two of them are entering a booking and staff details.

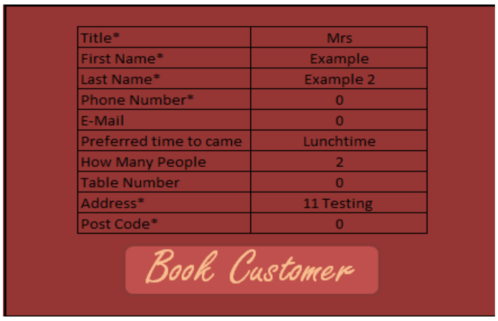
Customers' Booking



First by entering the names it will turn yellow so it shows data has been entered. You don't need all their details however it is good when you want to send letters to them.

You can clear all the data by clicking refresh.

All the information copied and it shows what you typed. When you're happy book the customer details and transfer to a back sheet which saves all the customers' booking.



Title	First Name	Last Name	Phone Number	E-mail	Time of Meal	How many People	Table Number	Address	Post Code
Mrs	Example	Example 2	0	0	Lunchtime	2	0	11 Testing	0
Mrs	Example	Example 2	0	0	Lunchtime	2	0	11 Testing	0

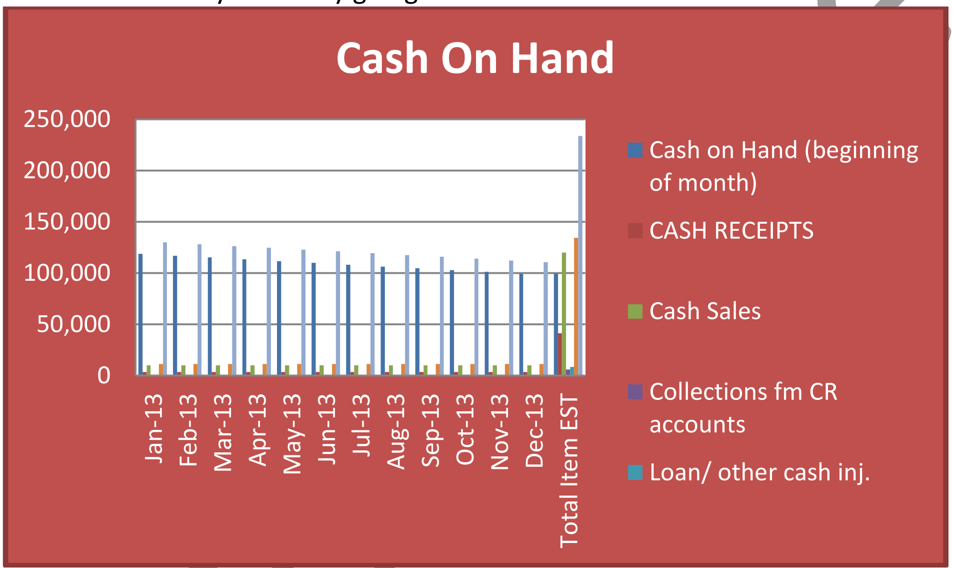
After clicking the booking customers it takes you to this sheet and it saves the booking. So you will be able to look at whenever.

This is also the same for adding a new staff. By entering data for the staff however you need to enter all their details because it is company policy. After it has been checked, click on the add staff and it will go to the database so you can see all the staff details.

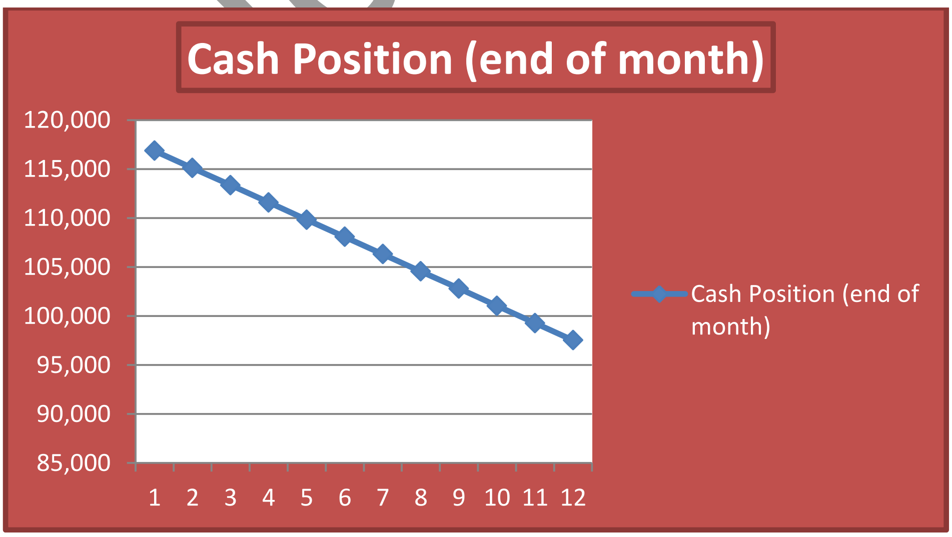
Data Outputs

Viewing charts

Charts can be easy access by going on the Chas flow Worksheet.



This is one of the charts for the cash flow. It shows how much money you get per month and see how it is growing. This changes automatically when entering numbers.



This is another chart which shows the increase and decrease of the cash position at each end month

Miscellaneous

Troubleshooting

Most of the time it won't work is that you typed in the wrong text in the data entry. However some do occur a lot.

On the Main page, the Staff Data will not work because you need the password to access it.

Without Password

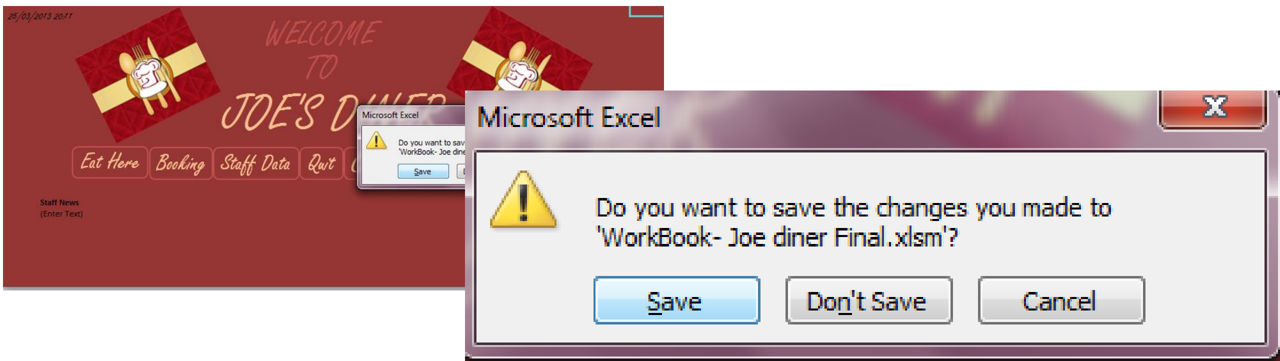
To enter with a password, you need to renter the workbook by clicking on the "Quit" button.

With Password

Also you all the spreadsheet on unhide because without it the Marco wouldn't work as it will say you need to "bug" the script however this is no need because there is no Marco will work if the worksheet are in hide.

Exiting the Workbook.

To exit the workbook, you need to go to the main menu (Homepage worksheet) and click "Quit" It will say you want to save it; it should be yes because this is the only time you can save the work.



Deleting the Workbook

To uninstall or delete the workbook for any problem first it should be wise to exit the workbook because it won’t work. Find the workbook in the folders and delete it by, right click and delete.