B. Login Gerente General (General Manager)

- 1. Home
- 2. Schedule
 - A. By employee -Day
 - B. By position Day
 - C. By employee week
 - D. By position week
 - E. Add Shift (pop-up)
 - F. Copy Schedule (pop-up)
 - G. Delete (pop-up)
 - H. Send (pop-up, para mas adelante probablemente)
 - I. Availability Disponibilidad
- 3. Employees
 - A. Employee list
 - B. Add new employee
 - C. Send message to employee
 - D. Print employee list
 - E. Shift swap board
 - F. Edit positions possible adicion para venta a particulares (sino esto se configura en la administracion –labor guru)
- 4. Forecast
 - A. Daily forecast
 - B. Half hourly forecast
- 5. Reports
 - A. Summary daily total
 - 1. Summary by positions
 - a. Summary by position by time of occurrence
 - B. Daily Performance history
 - C. Weekly Performance history
 - D. Shift coverage
 - E. Rules violations (run before print overtime, underage, unavailable)
- 6. Inbox
 - A. Message board
 - B. Send message
 - C. Send schedule
- 7. Admin
 - A. Settings
 - B. Employee permissions
 - C. Add users / manage functionality
 - D. Payment info

Pagina 1. Gerente General - Home

| Home | e Scl | hedule | Employ | ees Fo | recast | Repo | orts | Inbo | x / | Admin |
|------------------|----------|-------------|---------------|----------|------------|------|------|------|-----|-------|
| | | | | | | | | | | |
| Perfori | mance : | Summar | V | | | | | | | |
| | | | <i>3</i> | | | | | | | |
| Previo | ous week | (S | | | | | | | | |
| | Week | Performance | Schedule | Forecast | Execution | ı | | | | |
| Last week | 05-18-08 | <u>85%</u> | 92% | 107% | 99% | | | | | |
| 2 weeks | 05-11-08 | 80% | 90% | 110% | <u>95%</u> | | | | | |
| | ving wee | eks | | | | | | | | |
| Follov | • | Schedule | | | | | | | | |
| Follov | Week | | | | | | | | | |
| Follov This week | | <u>85%</u> | | | | | | | | |

Employees Forecast **Schedule** Home Reports Inbox **Admin** add shift | copy | delete | print | Scheduled Projected Positions **Projections** Position1 Sales Checks Scheduled Projected Delta Efficiency Position2 12 10 \$2,600 65 62 +2 95% Position3 5 5 Position4 8 8 8 Weekly All Positions Position5 8 **Positions:** View: Position6 <u>11</u> week of May 18th, 2008 25-Apr 3-Мау 11-May 25-May 1-Jun 8-Jun Mon Tue Sun Week Position 1p Server Jules BB Server Manu Ginobili 6р Tony Gonzalez 6а 5р 11 Cook Vivi Gorais 5a 6р Host 9a 11 Cook John Perez 8р 40 8р Server add shift Minimum Staffing

Pagina 2A Gerente General – Schedule – by employee, day (default)

La pantalla basica muestra el horario con la posición, nombre, horas.

Projections

- clic en check nos lleva a la pagina de projecciones
- clic en projected nos da mas detalle de las horas requeridas

View – opciones de cómo mostrar el horario (position, employee, weekly, bar chart, hours summary)

Positions – para poder elegir una posición o grupo de posiciones especificas

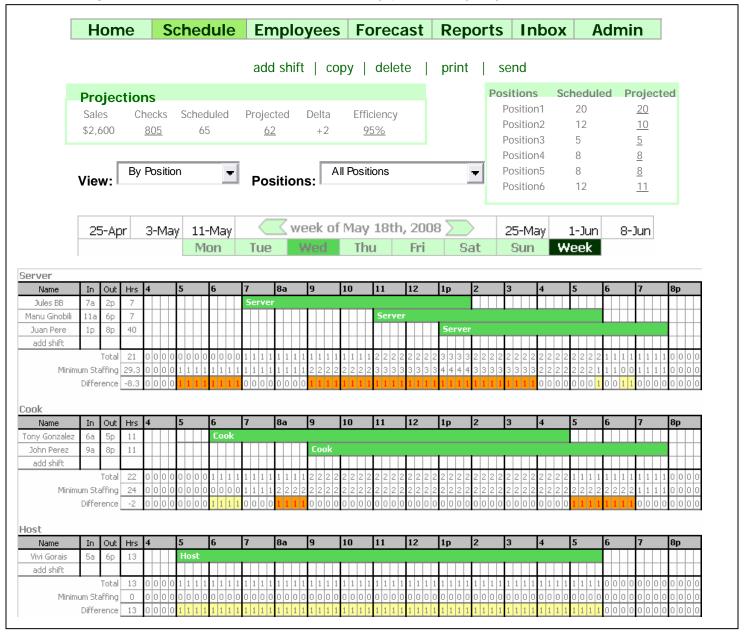
Edicion del horario se puede hacer:

- Doble clic en el nombre edita el nombre (opcion a cambiar de empleado)
- Doble clic a la posición edita la posición
- Doble clic a la hora de entrada o salida entra nueva hora (que cambia el grafico tambien)
- Clic en la barra de horario la activa para que pueda ser estirada / acortada

OTRA OPCION PARA MOSTRAR EL RESUMEN POR POSICION

| | Position1 | Position2 | Position3 | Position4 | Position5 | Position6 | Position7 | Position8 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Scheduled | 20 | 12 | 5 | 8 8 | 8 | 12 | 0 | 0 |
| Projected | 20 | <u>10</u> | <u>5</u> | 8 8 | <u>8</u> | <u>11</u> | <u>0</u> | 0 |

Pagina 2B Gerente General – Schedule – by position, by day



La pantalla basica muestra el horario con la posición como titulo, nombre, horas. Muestra por posición como compara con la guia. Esta comparación solo es necesaria para posiciones que se hayan definido como "Guest Service" o que tengan horas de servicio

La edicion es igual a la pantalla anterior, se puede agregar turnos por posición (una linea vacia que dice add shift.)

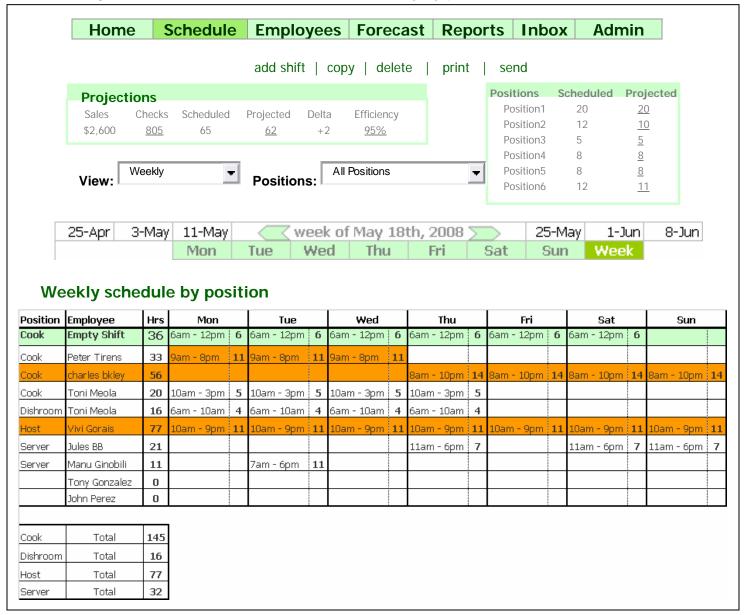
Pagina 2C Gerente General – Schedule – weekly by employee



Resumen Semanal del horario por empleado

• Haciendo clic en el horario, empleado o posición se deberia poder editar.

Pagina 2D Gerente General – Schedule – weekly by position



Resumen Semanal del horario por posicion

- Haciendo clic en el horario, empleado o posición se deberia poder editar.
- Resaltado en naraja violaciones de reglas (se pasaron a tiempo extra paga doble)

Pagina 3A Gerente General – Employees

| | add new e | employee send m | essages | shift swap l | board | p | rint | t list | |
|---------------|--------------|--------------------|---------|--------------|----------|----------|----------|--------------|----------|
| Name | Phone | E-Mail* | Minor S | end Message | Edit | cook | server | host dish | prep |
| Jules BB | 305-495-7020 | jules@gmail.com | No | ! ≡' | \ | V | V | v | ☑ |
| Manu Ginobili | 555-8871 | manu@spurs.com | No | [=] | | V | ✓ | | |
| Tony Gonzalez | 305-778-8844 | tony22@hotmail.com | No | = | | | | V | ✓ |
| Vivi Gorais | 305-778-8845 | | No | ! =' | | | ✓ | I | |
| John Perez | 305-778-8846 | | No | [= <u>'</u> | | ☑ | ✓ | | |
| Peter Tirens | 305-778-8847 | | Yes | [= <u>'</u> | _ | | v | V | V |
| tharles bkley | 305-778-8848 | | Yes | [= <u>'</u> | \ | | | v | |
| Toni Meola | | | Yes | [= <u>'</u> | | | v | VV | |
| | | | · | | | (A . I . | | nploye | |

Edicion en la misma tabla haciendo clic en el campo a cambiar Edicion de campos adicionales mediante la funcion de edicion (edit)