

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

Home	Schedule	Employees	Forecast	Reports	Inbox	Admin
------	----------	-----------	----------	---------	-------	-------

Performance Summary

Previous weeks

	Week	Performance	Schedule	Forecast	Execution
Last week	05-18-08	<u>85%</u>	<u>92%</u>	<u>107%</u>	<u>99%</u>
2 weeks	05-11-08	<u>80%</u>	<u>90%</u>	<u>110%</u>	<u>95%</u>

Following weeks

	Week	Schedule
This week	05-25-08	<u>85%</u>
Next week	05-31-08	<u>89%</u>

Home	Schedule	Employees	Forecast	Reports	Inbox	Admin
------	----------	-----------	----------	---------	-------	-------

Projections

Positions	Scheduled	Projected
1. Chief Executive Officer	1	1
2. Chief Financial Officer	1	1
3. Chief Operating Officer	1	1
4. Chief Marketing Officer	1	1
5. Chief Technology Officer	1	1
6. Chief Human Resources Officer	1	1
7. Chief Legal Officer	1	1
8. Chief Information Security Officer	1	1
9. Chief Compliance Officer	1	1
10. Chief Sustainability Officer	1	1
11. Chief Diversity Officer	1	1
12. Chief Ethics Officer	1	1
13. Chief Privacy Officer	1	1
14. Chief Data Officer	1	1
15. Chief Analytics Officer	1	1
16. Chief Innovation Officer	1	1
17. Chief Customer Officer	1	1
18. Chief Product Officer	1	1
19. Chief Sales Officer	1	1
20. Chief Operations Officer	1	1
21. Chief Logistics Officer	1	1
22. Chief Procurement Officer	1	1
23. Chief Quality Officer	1	1
24. Chief Safety Officer	1	1
25. Chief Environmental Officer	1	1
26. Chief Social Officer	1	1
27. Chief Communications Officer	1	1
28. Chief Public Affairs Officer	1	1
29. Chief Government Affairs Officer	1	1
30. Chief Policy Officer	1	1
31. Chief Regulatory Officer	1	1
32. Chief Standards Officer	1	1
33. Chief Certification Officer	1	1
34. Chief Accreditation Officer	1	1
35. Chief Compliance Officer	1	1
36. Chief Ethics Officer	1	1
37. Chief Privacy Officer	1	1
38. Chief Data Officer	1	1
39. Chief Analytics Officer	1	1
40. Chief Innovation Officer	1	1
41. Chief Customer Officer	1	1
42. Chief Product Officer	1	1
43. Chief Sales Officer	1	1
44. Chief Operations Officer	1	1
45. Chief Logistics Officer	1	1
46. Chief Procurement Officer	1	1
47. Chief Quality Officer	1	1
48. Chief Safety Officer	1	1
49. Chief Environmental Officer	1	1
50. Chief Social Officer	1	1
51. Chief Communications Officer	1	1
52. Chief Public Affairs Officer	1	1
53. Chief Government Affairs Officer	1	1
54. Chief Policy Officer	1	1
55. Chief Regulatory Officer	1	1
56. Chief Standards Officer	1	1
57. Chief Certification Officer	1	1
58. Chief Accreditation Officer	1	1
59. Chief Compliance Officer	1	1
60. Chief Ethics Officer	1	1
61. Chief Privacy Officer	1	1
62. Chief Data Officer	1	1
63. Chief Analytics Officer	1	1
64. Chief Innovation Officer	1	1
65. Chief Customer Officer	1	1
66. Chief Product Officer	1	1
67. Chief Sales Officer	1	1
68. Chief Operations Officer	1	1
69. Chief Logistics Officer	1	1
70. Chief Procurement Officer	1	1
71. Chief Quality Officer	1	1
72. Chief Safety Officer	1	1
73. Chief Environmental Officer	1	1
74. Chief Social Officer	1	1
75. Chief Communications Officer	1	1
76. Chief Public Affairs Officer	1	1
77. Chief Government Affairs Officer	1	1
78. Chief Policy Officer	1	1
79. Chief Regulatory Officer	1	1
80. Chief Standards Officer	1	1
81. Chief Certification Officer	1	1
82. Chief Accreditation Officer	1	1
83. Chief Compliance Officer	1	1
84. Chief Ethics Officer	1	1
85. Chief Privacy Officer	1	1
86. Chief Data Officer	1	1
87. Chief Analytics Officer	1	1
88. Chief Innovation Officer	1	1
89. Chief Customer Officer	1	1
90. Chief Product Officer	1	1
91. Chief Sales Officer	1	1
92. Chief Operations Officer	1	1
93. Chief Logistics Officer	1	1
94. Chief Procurement Officer	1	1
95. Chief Quality Officer	1	1
96. Chief Safety Officer	1	1
97. Chief Environmental Officer	1	1
98. Chief Social Officer	1	1
99. Chief Communications Officer	1	1
100. Chief Public Affairs Officer	1	1
101. Chief Government Affairs Officer	1	1
102. Chief Policy Officer	1	1
103. Chief Regulatory Officer	1	1
104. Chief Standards Officer	1	1
105. Chief Certification Officer	1	1
106. Chief Accreditation Officer	1	1
107. Chief Compliance Officer	1	1
108. Chief Ethics Officer	1	1
109. Chief Privacy Officer	1	1
110. Chief Data Officer	1	1
111. Chief Analytics Officer	1	1
112. Chief Innovation Officer	1	1
113. Chief Customer Officer	1	1
114. Chief Product Officer	1	1
115. Chief Sales Officer	1	1
116. Chief Operations Officer	1	1
117. Chief Logistics Officer	1	1
118. Chief Procurement Officer	1	1
119. Chief Quality Officer	1	1
120. Chief Safety Officer	1	1
121. Chief Environmental Officer	1	1
122. Chief Social Officer	1	1</

View:**Positions:**

25-Apr	3-May	11-May	◀ week of May 18th, 2008 ▶					25-May	1-Jun	8-Jun
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week	

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

- clic en check nos lleva a la pagina de proyecciones
- 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 específicas

- 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

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

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

Home	Schedule	Employees	Forecast	Reports	Inbox	Admin
------	----------	-----------	----------	---------	-------	-------

add shift | copy | delete | print | send

Projections

Sales	Checks	Scheduled	Projected	Delta	Efficiency
\$2,600	805	65	62	+2	95%

Positions Scheduled Projected

Position1	20	20
Position2	12	10
Position3	5	5
Position4	8	8
Position5	8	8
Position6	12	11

View:

By Position

Positions:

All Positions

25-Apr	3-May	11-May	◀ week of May 18th, 2008 ▶					25-May	1-Jun	8-Jun
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week	

Server

Name	In	Out	Hrs	4	5	6	7	8a	9	10	11	12	1p	2	3	4	5	6	7	8p
Jules BB	7a	2p	7					Server												
Manu Ginobili	11a	6p	7								Server									
Juan Pere	1p	8p	40										Server							
add shift																				
Total			21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Minimum Staffing			29.3	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1
Difference			-8.3	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1

Cook

Name	In	Out	Hrs	4	5	6	7	8a	9	10	11	12	1p	2	3	4	5	6	7	8p
Tony Gonzalez	6a	5p	11					Cook												
John Perez	9a	8p	11								Cook									
add shift																				
Total			22	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1
Minimum Staffing			24	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1
Difference			-2	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1

Host

Name	In	Out	Hrs	4	5	6	7	8a	9	10	11	12	1p	2	3	4	5	6	7	8p
Vivi Gorais	5a	6p	13					Host												
add shift																				
Total			13	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1
Minimum Staffing			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Difference			13	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1

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

[Home](#)
[Schedule](#)
[Employees](#)
[Forecast](#)
[Reports](#)
[Inbox](#)
[Admin](#)

[add shift](#) |
 [copy](#) |
 [delete](#) |
 [print](#) |
 [send](#)

Projections

Sales	Checks	Scheduled	Projected	Delta	Efficiency
\$2,600	805	65	62	+2	95%

Positions	Scheduled	Projected
Position1	20	20
Position2	12	10
Position3	5	5
Position4	8	8
Position5	8	8
Position6	12	11

View:

By Position ▼

Positions:

All Positions ▼

25-Apr	3-May	11-May	week of May 18th, 2008				25-May	1-Jun	8-Jun
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week

Weekly schedule by employee

Employee	Position	Hrs	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Empty Shift	Cook	36	6am - 12pm	6	6am - 12pm	6	6am - 12pm	6	6am - 12pm	6	6am - 12pm	6	6am - 12pm	6		
Jules BB	Server	21							11am - 6pm	7			11am - 6pm	7	11am - 6pm	7
Manu Ginobili	Server	11			7am - 6pm	11										
Tony Gonzalez		0														
Vivi Gorais	Host	77	10am - 9pm	11	10am - 9pm	11	10am - 9pm	11	10am - 9pm	11	10am - 9pm	11	10am - 9pm	11	10am - 9pm	11
John Perez		0														
Peter Tirens	Cook	33	9am - 8pm	11	9am - 8pm	11	9am - 8pm	11								
charles bkley	Cook	56							8am - 10pm	14	8am - 10pm	14	8am - 10pm	14	8am - 10pm	14
Toni Meola	Dishroom	16	6am - 10am	4	6am - 10am	4	6am - 10am	4	6am - 10am	4						
Toni Meola	Cook	20	10am - 3pm	5	10am - 3pm	5	10am - 3pm	5	10am - 3pm	5						

Resumen Semanal del horario por empleado

- Haciendo clic en el horario, empleado o posición se debería poder editar.

Pagina 2D Gerente General – Schedule – weekly by position

[Home](#) [Schedule](#) [Employees](#) [Forecast](#) [Reports](#) [Inbox](#) [Admin](#)

[add shift](#) | [copy](#) | [delete](#) | [print](#) | [send](#)

Projections

Sales	Checks	Scheduled	Projected	Delta	Efficiency
\$2,600	805	65	62	+2	95%

Positions	Scheduled	Projected
Position1	20	20
Position2	12	10
Position3	5	5
Position4	8	8
Position5	8	8
Position6	12	11

View:

Weekly

Positions:

All Positions

25-Apr	3-May	11-May	week of May 18th, 2008				25-May	1-Jun	8-Jun
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week

Weekly schedule by position

Position	Employee	Hrs	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Cook	Empty Shift	36	6am - 12pm 6	6am - 12pm 6	6am - 12pm 6	6am - 12pm 6	6am - 12pm 6	6am - 12pm 6	
Cook	Peter Tirens	33	9am - 8pm 11	9am - 8pm 11	9am - 8pm 11				
Cook	charles bkley	56				8am - 10pm 14	8am - 10pm 14	8am - 10pm 14	8am - 10pm 14
Cook	Toni Meola	20	10am - 3pm 5	10am - 3pm 5	10am - 3pm 5	10am - 3pm 5			
Dishroom	Toni Meola	16	6am - 10am 4	6am - 10am 4	6am - 10am 4	6am - 10am 4			
Host	Vivi Gorais	77	10am - 9pm 11	10am - 9pm 11	10am - 9pm 11	10am - 9pm 11	10am - 9pm 11	10am - 9pm 11	10am - 9pm 11
Server	Jules BB	21				11am - 6pm 7		11am - 6pm 7	11am - 6pm 7
Server	Manu Ginobili	11		7am - 6pm 11					
	Tony Gonzalez	0							
	John Perez	0							

Cook	Total	145
Dishroom	Total	16
Host	Total	77
Server	Total	32

















Resumen Semanal del horario por posicion

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

Pagina 3A Gerente General – Employees

Home	Schedule	Employees	Forecast	Reports	Inbox	Admin
----------------------	--------------------------	---------------------------	--------------------------	-------------------------	-----------------------	-----------------------

[add new employee](#) | [send messages](#) | [shift swap board](#) | [print list](#)

Name	Phone	E-Mail*	Minor	Send Message	Edit	cook	server	host	dish	prep
Jules BB	305-495-7020	jules@gmail.com	No			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manu Ginobili	555-8871	manu@spurs.com	No			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tony Gonzalez	305-778-8844	tony22@hotmail.com	No			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vivi Gorais	305-778-8845		No			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Perez	305-778-8846		No			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peter Tirens	305-778-8847		Yes			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
charles bkley	305-778-8848		Yes			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toni Meola			Yes			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[edit displayed columns](#)

[Add employee →](#)

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