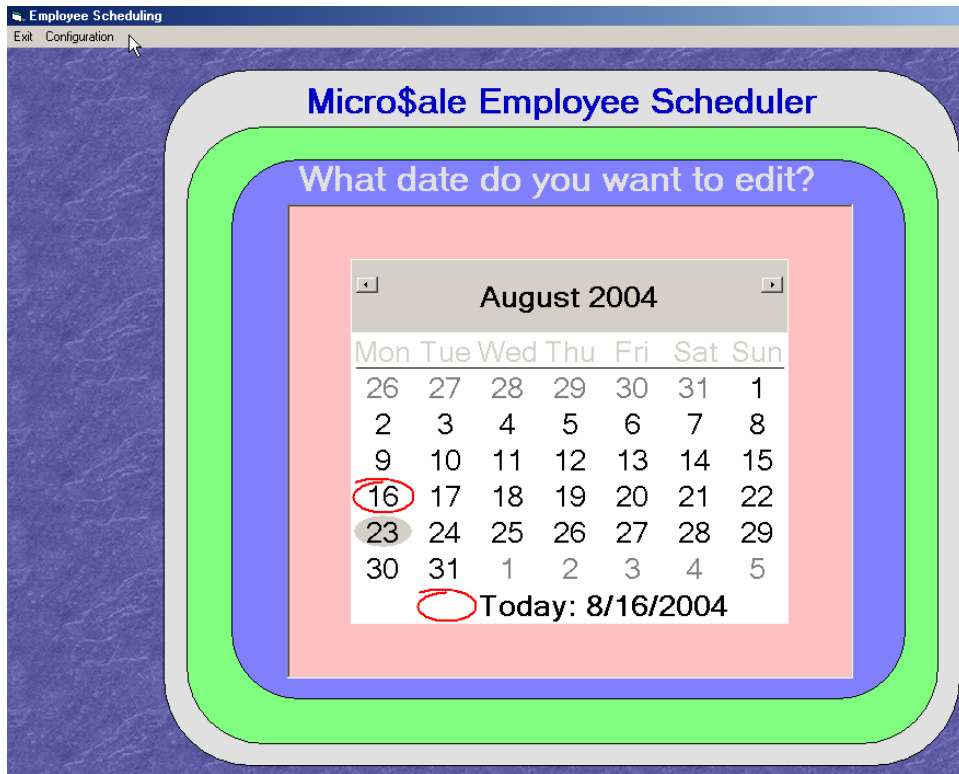
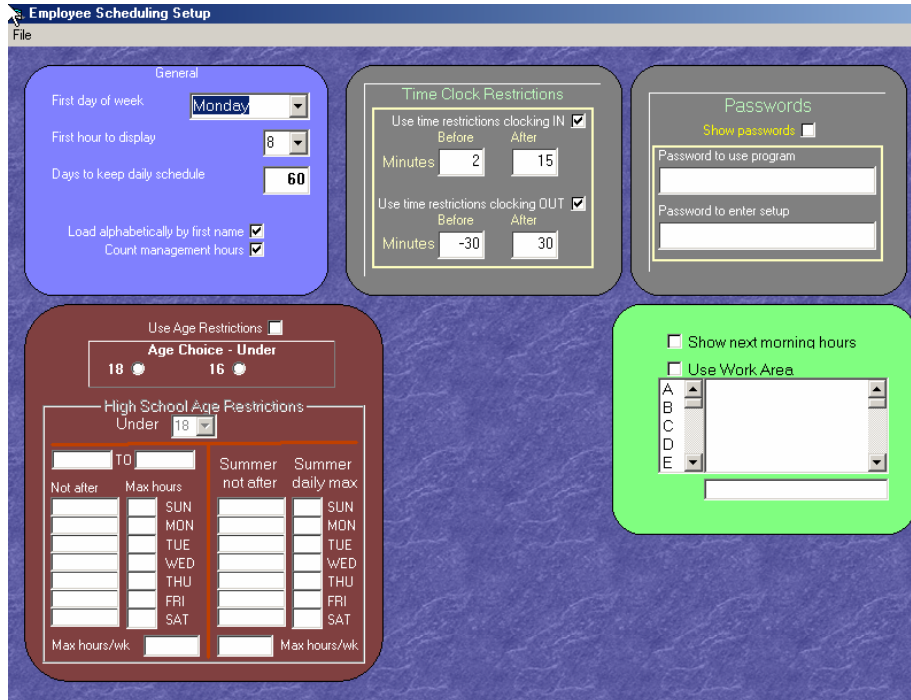


Employee Scheduler



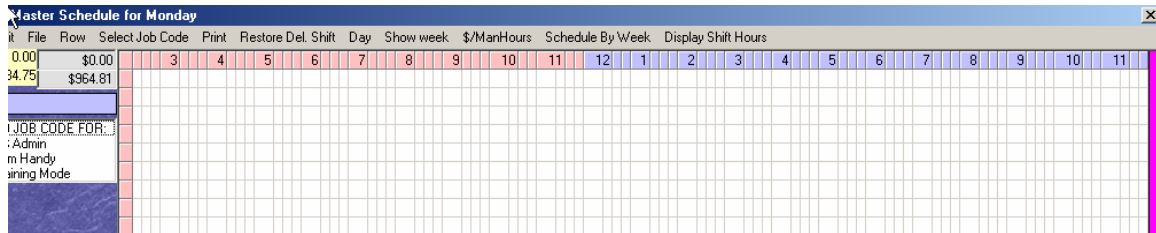
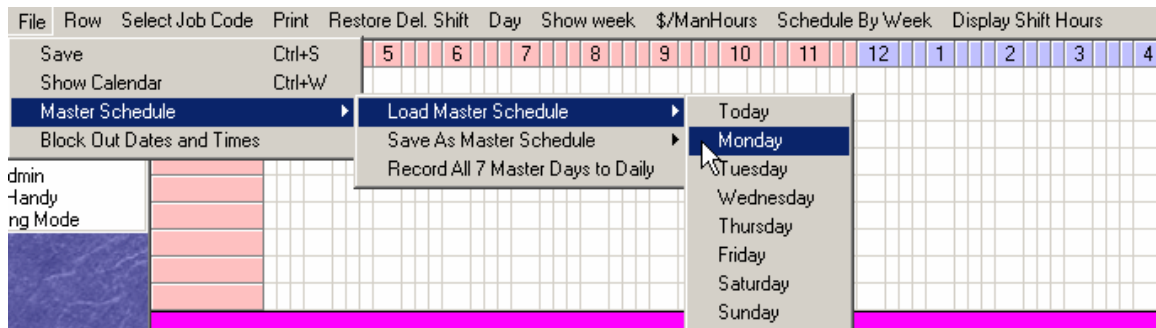
To use the employee scheduler, highlight the Configuration at the top of the screen. Set the first day of your scheduling week. In this example, the first day of the week is Monday. I have set time clock restrictions. When clocking in, I am not allowing the employee to clock in before 2 minutes or after 15 minutes; otherwise a manager will have to



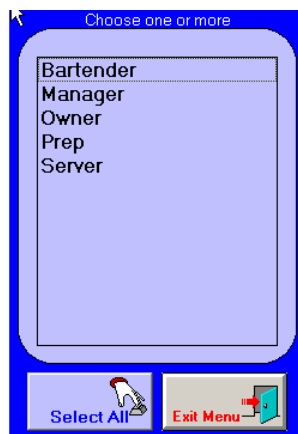
override the system. I also set restrictions on clocking out. I arbitrarily set these times. These should be set according to your company policy. The time clock restrictions do not necessarily need to be used. Passwords, can be set so only certain employees, such as management, can use the program. Age restrictions can be set to accommodate the laws in the different states. The green box, is use:::

Now that the configuration is set, it is time to start scheduling.

In many restaurants, the schedule remains the same from week to week and day to day with little variation. To alleviate making the same schedule over and over again, a master schedule should be made. To do this, go to file, master schedule, load master schedule, and highlight the 1st day of the week, which is Monday in my example.



To make the Master Schedule for Monday, First select the Job Code, I have Bartender, Manager, Owner, Prep, and Server in the Job Codes. These are pulled from the Employee Maintenance. Now select the position, and all the employees assigned to that



job code would be available to schedule. In a Master schedule, I am not going to assign any names to the positions. In this example, the position "Server" is selected. All the Servers will appear on the left side. With this Master Schedule for Monday, I will schedule just the shifts. Touch the mouse under Position and Server will appear. Then click and drag the mouse over the times for that position. As you can see from the following example, I have 5 Server positions on this Master Schedule for

Monday. The master schedule positions for Monday will remain blue until the servers are assigned to the positions.

Exit	File	Row	Select Job Code	Print	Restore Del. Shift	Day	Show week	\$/ManHours	Schedule By Week	Display Shift Hours														
0.00		\$0.00	POSITION		4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
131.25		\$939.75	Server								10:00 to 5:00													
			Server										12:00 to 3:00											
			Server										12:00 to 3:00											
			Server																			5:00 to 10:00		
			Server																			4:15 to 8:15		
			Erin Sparks																					
			Jamie Bellona																					
			Jamie Donovan																					
			Nick James																					
			Sara Suarez																					

To schedule another position, simply highlight “Select Job Code” and choose another position to schedule.

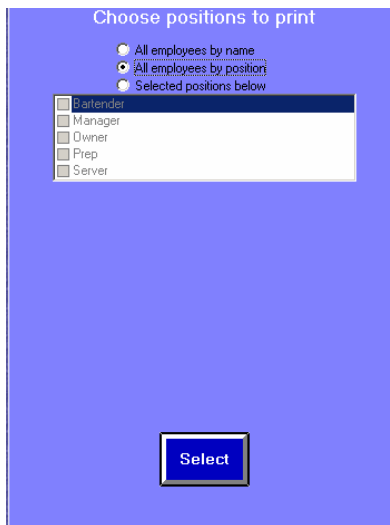
POSITION	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Server							10:00 to 5:00													
Server									12:00 to 3:00											
Server									12:00 to 3:00											
Server														5:00 to 10:00						
Server														4:15 to 8:15						
Prep					8:00 to 3:00															
Manager					8:00 to 10:15															

When the schedule is complete for Monday’s Master schedule, Select File, Master Schedule, Save as Master Schedule for Monday. Repeat the process for each day of the week, make sure you save each day of the week respectively.

When a schedule is ready to be made, select the date you want to schedule. In this example, I am going to make a schedule for the week of Aug. 30 to Sept. 5th. When I click on Monday, August 30th, the Master Schedule for Monday will appear on the screen. Simply, assign the different employees to fill the shifts. If a shift needs to be added, touch “Row” and add a row and fill the position as previously discussed. My master schedule will become an actual schedule for Monday, August 30th, when you “save” it under file. If a position scheduled from the Master is not necessary, double click that position and a prompt will ask, Remove Shift?? Delete Position?? And you have the ability to remove it or not.

Exit	File	Row	Select Job Code	Print	Restore Del. Shift	Day	Show week	\$/ManHours	Schedule By Week	Display Shift Hours														
29.00		\$207.64	POSITION		4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
29.00		\$207.64	Manager																					
			Manager										Jeff Brooks ^ 8:00 to 10:15											
			Jeff Brooks										Leah Yenne ^ 8:00 to 3:00											
			Server										Erin Sparks ^ 10:00 to 5:00											
			Server										Jamie Bellona ^ 12:00 to 3:00											
			Server										Jamie Donovan ^ 12:00 to 3:00											
			Server																			Sara Suarez ^ 4:15 to 8:15		
			Server																				Jamie Donovan ^ 5:00 to 10:00	

The total number of today's hours (not counting management hours) is displayed (29) and total today's wages are (\$207.64) after it is saved. The running total for the week will be displayed as each day is saved. To do the next day's schedule, touch "Day" at the top of the screen and you can advance one day or go back one day to easily complete the schedule. After the week's schedule is completed, select the Print at the top. The following will appear. You have the ability to print all employees by name, all employees by position, or Selected positions below



EMPLOYEE	8/30/2004	8/31/2004	9/1/2004	9/2/2004	9/3/2004	9/4/2004	9/5/2004	163.75
Jeff Brooks ~ **	8:00 to 10:00	8:00 to 11:00	8:00 to 8:45	7:15 to 9:15	8:00 to 6:30	8:00 to 6:30	8:00 to 6:30	87.25
Leah Yenne ~ **	8:00 to 3:00							7.00
Erin Sparks ~ **	10:00 to 5:00	10:00 to 4:00	6:00 to 1:00	9:15 to 6:00	4:30 to 10:00	4:30 to 10:00		39.75
Jamie Bellona ~ **	12:00 to 3:00	11:00 to 2:00	8:00 to 2:00		10:00 to 3:45	10:00 to 3:45	4:30 to 10:00	29.00
Jamie Donovan ~ **	12:00 to 3:00	11:00 to 2:00	11:00 to 5:15	12:30 to 5:00	11:00 to 4:00	11:00 to 4:00	11:00 to 4:00	39.75
Nick James ~ **		4:00 to 11:00			12:30 to 7:00		10:00 to 3:45	19.25
Sara Suarez ~ **	4:15 to 8:15	5:00 to 8:00		12:00 to 9:00		12:30 to 7:00	12:30 to 7:00	29.00
Daily Totals	29.00	25.00	19.25	22.25	22.75	22.75	22.75	

To print the schedule out, select Print Menu.

The other buttons on the top of the screen are described as follows:

Show Week- displays the schedule for the week.

\$Man Hours- Enter estimated weekly sales and the Sales per Man Hour will be Displayed.

Show Schedule by Week- shows the shifts scheduled.