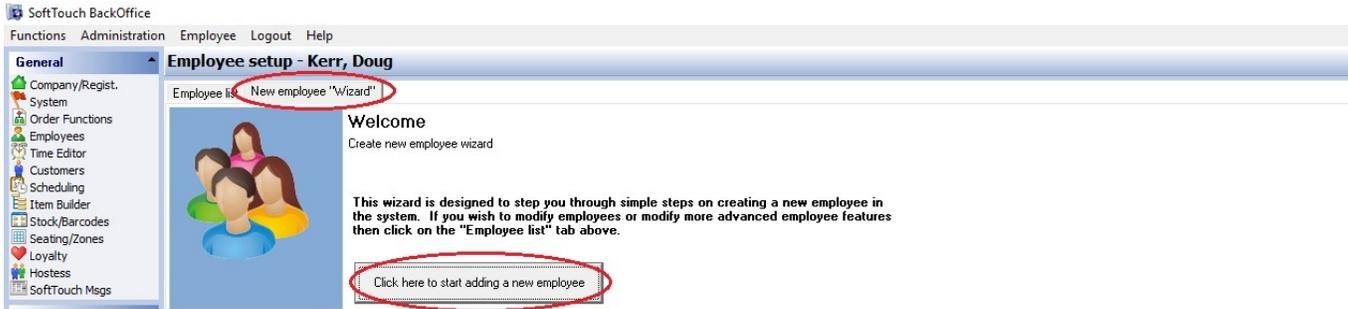


Adding Employees

To add an employee

Always use the New Employee Wizard (Top Tab)

**a gray check means unchecked



1. First and Last name only – Next button
2. skip page 2 – Next button
3. For the Global System ID use first name and last initial - on this screen if adding a manager, make sure Leave Cashout Money Under Original Employee is checked black - Hit Next button
4. **Set swipe id** (4 digit number they will use to login and place order) and register fingerprint if using – Next button
5. **Job Description** - pick job here **Security Group** - match the job unless kitchen/bus/food runner etc - then use Employee or Clock In/Out Only for the Security Group - Put in **Wage** as hourly – Next button
6. **The last screen will vary depending on what job you selected**...see below for the job types and what to do

****The next 4 pages will describe how to add drawers or pockets (server/waiter banks that turn in \$ after shift) to the respective jobs**

SERVERS

For Servers, it will ask you Self Banking.

After finishing adding a server, return the **Employee List (tab at the top). Goto their Job tab. On the right side you will see **Shifts**. Change (click in right side of box to activate dropdown) the All Day Shift to **AM Shift**. Hit the **+Add** under that and select **PM Shift** – **This is a very important step**. If you server works a double, this is what divides their 2 reports for the day. If you do not do this, both reports will run together and the night cash due will also include the morning cash due numbers.

The screenshot shows the 'Employee setup' window with the 'Employee list' tab selected. The 'Employee list' table contains the following data:

First Name	Last Name	User ID	Type
Lauren	Andrusko	Lauren100	SoftTouch Employee
Margery	Arias	Margery 86	SoftTouch Employee
Whitney	Armstrong	Whitney 85	SoftTouch Employee
Tess	Barberi	Tess 94	SoftTouch Employee
Holly	Barberi	Holly62	SoftTouch Employee
Angel	Bradley	Angel 81	SoftTouch Employee
Roderick	Brooks	Roderick 72	SoftTouch Employee
Cory	Broughton	Cory 74	SoftTouch Employee
Joshua	Bryant	joshua103	SoftTouch Employee
Nikki	Burk	Nikki61	SoftTouch Employee

The 'Employee job detail' tab is also visible, showing the 'Shifts' section with the following data:

Shift	Active
AM Shift	<input checked="" type="checkbox"/>
PM Shift	<input checked="" type="checkbox"/>

Red circles highlight the 'Employee list' tab and the 'Shifts' table in the 'Employee job detail' tab.

BARTENDERS

For bartenders, it will have you add their drawer options on the last page. Select Permanent option and then drop down the drawer selection and pick the drawer that is correct. Ex. Bar Drawer – if there are multiple bar drawers, you can hit the **+Add** and select the other(s)

Hit Finish

Functions Administration Employee Logout Help

Employee setup - ghgh, test

Employee list New employee "Wizard"

Bartender banks

Bartender banks

Will this bartender be using a permanent till or will he/she assigning a till on start of shift?

Permanent or Assignable

Permanent

Assignable

Banks

If you're not sure which banks to use then you may want to pick an employee from the drop down and then click "use employee settings" to use that employees settings. This will configure all banks used by the selected employee.

Don't use unless you are sure

Drawer Name
Andrusko, Lauren Pocket
Arias , Margery Pocket
Armstrong ,Whitney Pocket
Bar Drawer
Barberi , Tess Pocket
Barberi, Holly Pocket
Bradley ,Angel Pocket
Bridges, Rachelle Pocket

If you have another bartender you have setup correctly, you can copy their settings by selecting them here

MANAGER

For managers, you should add all possible drawers and a pocket so that they can roam the floor and assist with cashing out a busy server's tables as well as open any drawer when they need to. Typically on the last page where the drawer is set up, it will create the server style pocket. You will then need to go back to the **Employee List** tab at the top and then to the **Tills/Pockets** tab. On the left you will see their Pocket. (If you do not see this, you can go over to the Job tab and hit the button at the bottom that says Click here to create and assign a "Pocket" for this job. (see pic)

Employee | Security | Finger Print | **Job** | Wage | Address | Phone numbers | Tills/Pockets | Scheduling | Tracking | Al

Employee job detail

Job Description: Bartender Active

Security Group: Bartender

Auto Login: None

Job Code 1:

Job Code 2:

Pickup all employee checks
 Assign RFID or swipe card on clockin
 Disable till closeout

Shifts

Shift	Active
AM Shift	<input checked="" type="checkbox"/>
PM Shift	<input checked="" type="checkbox"/>

+ Add - Delete Save

Click here to create and assign a "Pocket" for this job

Now on the **Till/Pockets** tab, make sure you have their pocket shown on the left side and then hit the **+Add** above the list and select the Bar Drawer. If multiple drawers exist, repeat (i.e. Hostess Drawer etc.)

Functions Administration Employee Logout Help

Employee setup - Rhoades, Ryan

Employee list | New employee "Wizard"

Search for last/first/userid Hide inactive employee

Employee list

First Name	Last Name	User ID	Type	Current Employee Job List
Jane	Parker	Jane 67	SoftTouch Employee	Manager
Yorleni	Perez	Yorleni 76	SoftTouch Employee	
Jay	Putnam	Jayce 79	SoftTouch Employee	
Ryan	Rhoades	RyanR	SoftTouch Employee	
Davey	Rothe	Davey65	SoftTouch Employee	
Anna	Smith	Anna5	SoftTouch Employee	
Caitlin	Sosa	Caitlin98	SoftTouch Employee	
Collin	Summeral	Collin 70	SoftTouch Employee	
Jeff	Todd	JeffT	SoftTouch Employee	
Bobbie	Vaughan	Bobbie 92	SoftTouch Employee	

Employee | Security | Finger Print | **Job** | Wage | Address | Phone numbers | **Tills/Pockets** | Scheduling | Tracking | Alerts/Email/SMS | Notes

Permanently assigned tills/pockets

+ Add - Delete Save Undo

Copy Records Paste Records

Permanently assigned	Assignable
Rhoades, Ryan Pocket	
Bar Drawer	
Hostess Drawer	

Lastly, on their **Job** tab, check the box that says Pickup all Employee Checks. This allows them to server's checks and assist or make adjustments to them. **VERY IMPORTANT**

Employee | Security | Finger Print | **Job** | Wage | Address | Phone numbers | Tills/Pockets | Scheduling | Tracking | Alerts

Employee job detail

Job Description: Manager Active

Security Group: Managers

Auto Login: None

Job Code 1:

Job Code 2:

Pickup all employee checks
 Assign RFID or swipe card on clockin
 Disable till closeout

Shifts

Shift	Active
All Day Shift	<input checked="" type="checkbox"/>

+ Add - Delete Save

Click here to create and assign a "Pocket" for this job

HOSTESS

If your hostess takes to go orders or puts in orders and receives payments at all, use the following guidelines to set them up:

*If you have them at a physical drawer, set them up like a bartender above. You can use Hostess for the Job Description and Bartender for the Security group (this will allow them to open the drawer etc) – they would, of course, only need the Hostess Drawer on the last page of the add employee wizard

*If they work out of a staff bank like a server, set them up like a server above. Use Hostess as Job Description and Server as the Security Group

If they do not take \$ or orders, you can just use Employee or Clock in/Out only for a Security Group

Add a Job to an existing Employee (or disable one)

Go to the employee and their **Job** tab. **Very important to Hit + Add in middle blue bar on far right first**- Form on left will blank out all items - put in Job Name and Security Group - make sure you assign whatever tills for the new job on Tills/Pockets. If you need to create a pocket for this job there is a button on the Job tab for that. If you get an error *Cannot delete this record...* hit the Undo button to right of the +Add or close Backoffice and reopen it. This means you did not hit +Add first and are trying to change an existing job. You cannot do that. If you need to **disable a job**, you can uncheck the Active box to the right of the Job Description. To select a job, its at top right

(Current Employee Job List)

First Name	Last Name	User ID	Type
Jane	Parker	Jane 67	SoftTouch Employee
Yorleni	Perez	Yorleni 76	SoftTouch Employee
Jay	Putnam	Jayce 79	SoftTouch Employee
Ryan	Rhoades	RyanR	SoftTouch Employee
Davey	Rothe	Davey65	SoftTouch Employee
Anna	Smith	AnnaS	SoftTouch Employee
Caitlin	Sosa	Caitlin98	SoftTouch Employee
Collin	Summeral	Collin 70	SoftTouch Employee
Jeff	Todd	JeffT	SoftTouch Employee
Bobbie	Vaughan	Bobbie 92	SoftTouch Employee

Employee job detail

Job Description: Server Active

Security Group: Server

Auto Login: None

Job Code 1:

Job Code 2:

Pickup all employee checks

Assign RFID or swipe card on clockin

Disable till closeout

Click here to create and assign a "Pocket" for this job

Shifts: AM Shift , PM Shift

HIT 1st!!!

Change Login

Login to Backoffice – Go to Employees – find the employee to change login in the list. Go to their **Security** tab. Hit the Change Swipe ID button. Type new number in both blanks (swipe card here if using). Hit OK.

Employee setup - Kerr, Doug

Employee list: Doug Kerr, DougK, SoftTouch Employee

Security

Backoffice Password: 3/30/1900

SoftTouch Swipe ID/RFID: Swipe id/RFID never expires

Change Swipe ID (highlighted)