

## FAQ

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### How do I set up Restaurant Schedule Stations?

**Restaurant Stations** are helpful for further defining an employee's role within a specific shift. Additionally, stations may be created to assist with scheduling and ensuring that all areas are covered within a job.

Once setup and applied through Labor Definitions, restaurant stations will show on schedules for both the managers and employees. Note that these only act as flags. You have the freedom to add more shifts, or to decide that you do not need to fill all predefined restaurant station shifts.



## Step One: Create Station in Restaurant Stations

The screenshot shows the 'Restaurant Stations' page in the Workforce 1.0 system. The left sidebar contains a navigation menu with 'Restaurant Stations' highlighted. The main area displays a table with 18 records. At the bottom of the page, the 'Add' button is highlighted with an orange box.

Description	ID
Bartender AM	38
Bartender PM	41
Fry	31
Grill	29
Host AM	32
Host PM	40
Saute	30
Section A	39
Server 1 AM	21
Server 1PM	25
Server 2	36
Server 2 AM	22
Server 2 PM	26
Server 3 AM	23
Server 3 PM	27
Server 4 AM	24

At the bottom of the page, the following buttons are visible: **Add** (highlighted), Edit, Delete, Refresh List. A checkbox labeled 'Keep find screen open' is checked.

1. In **Workforce 1.0**, go to **Labor Admin > Scheduling > Restaurant Stations**.
2. Double-click an existing station, or click **Add** at the bottom of the page to create a new one.

**Restaurant Station**

Description:

Schedule Abbrev.:

**Restaurant Station Assignments** Copy Restaurant Assignments **Add Row** Remove Row(s)

Job	Day	Start Time	End Time
Bartender	Sunday	10:00 AM	4:30 PM
Bartender	Monday	10:00 AM	4:30 PM
Bartender	Tuesday	10:00 AM	4:30 PM
Bartender	Wednesday	10:00 AM	4:30 PM
Bartender	Thursday	10:00 AM	4:30 PM
Bartender	Friday	10:00 AM	4:30 PM
Bartender	Saturday	10:00 AM	4:30 PM

Copy Save + × ↺ Close

3. If creating a new record, you will need to enter a **Description** and **Schedule Abbreviation**. This is what will appear on employees' schedules and any reports.
4. Use **Add Row** to create additional assignments. Assignments must have an associated job and day, and can have an optional associated start and end time.
5. **Save** your changes.

## Step Two: Assign Stations in Restaurant Station Sets

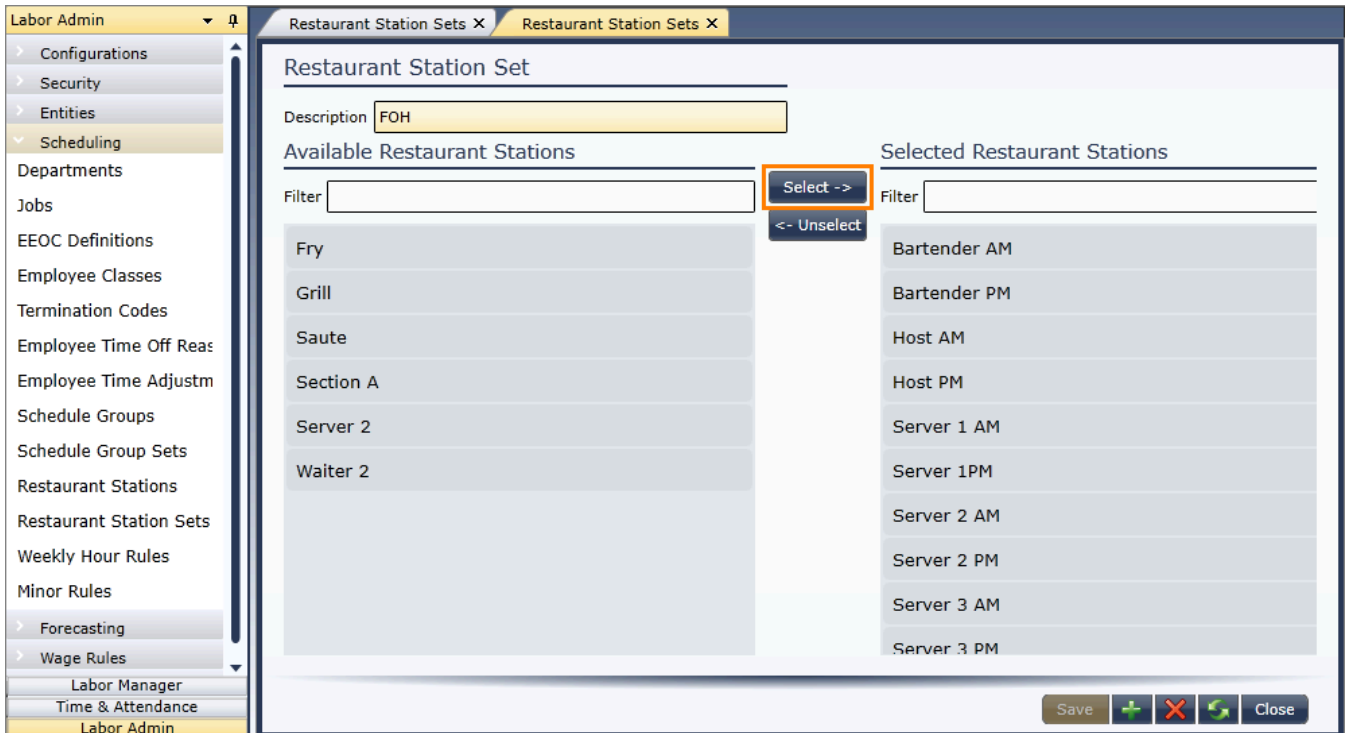
**Restaurant Station Sets**

Search:  4 total records Dock

Description	ID
All Stations	10
FOH	11
New Orleans	5
UX Set	12

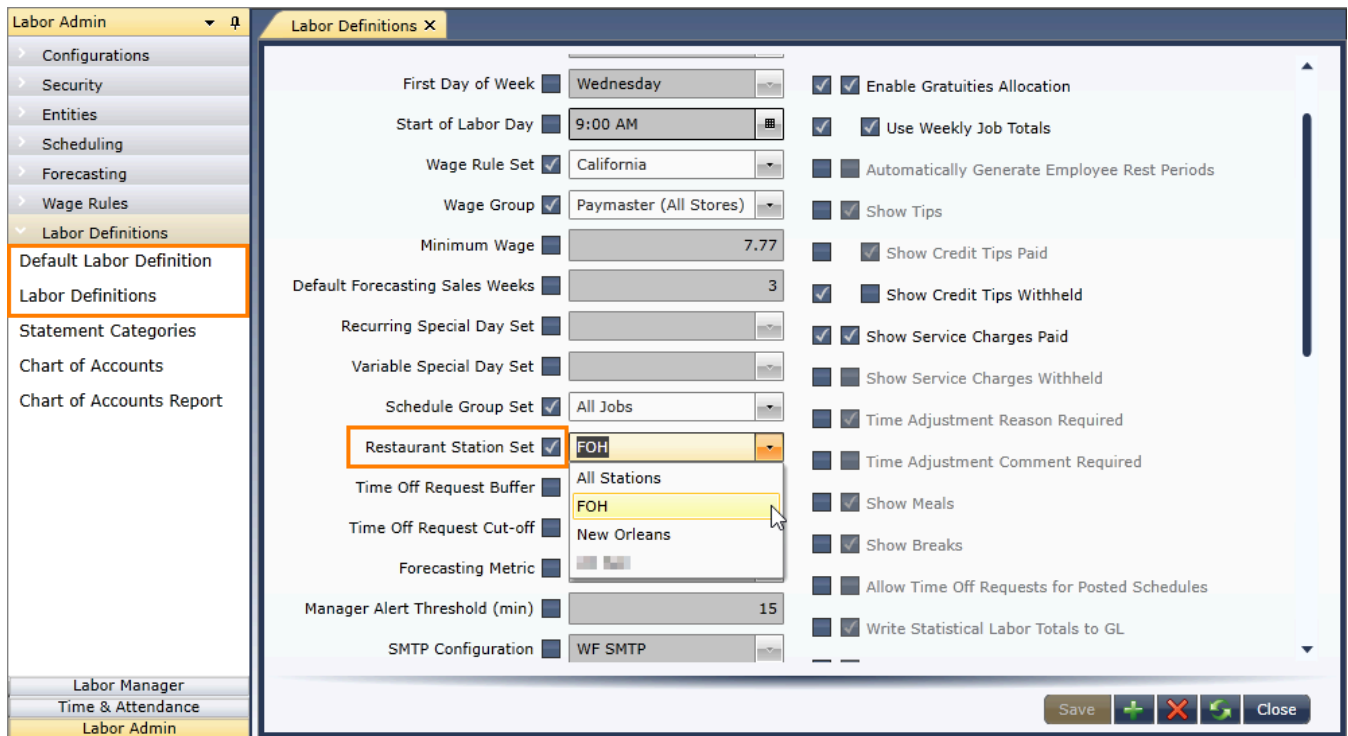
**Add** Edit Delete Refresh List  Keep find screen open

1. In **Workforce 1.0**, go to **Labor Admin > Scheduling > Restaurant Station Sets**.
2. Double-click the set you wish to edit, or click **Add** at the bottom of the page to create a new one.



3. Select which stations you wish to be a part of the set by highlighting the station in the left column and using **Select** to move the station to the right (You can move multiple stations at a time by using **CTRL** when click-selecting the stations.)
4. **Save** your changes.

### Step Three: Assign Restaurant Station Set to an entity in **Labor Definitions**



1. In **Workforce 1.0**, go to **Labor Admin > Labor Definitions > Labor Definitions**.
2. Choose the entity you wish to edit, or create a new one by clicking **Add** at the bottom of the page.
3. Assign the Restaurant Set by choosing from the **Restaurant Station Set** drop-down.
4. **Save** your changes.

Was this Helpful ?

yes

no

How do I set up periods in Compeat?

Why can't I add a job to an employee?

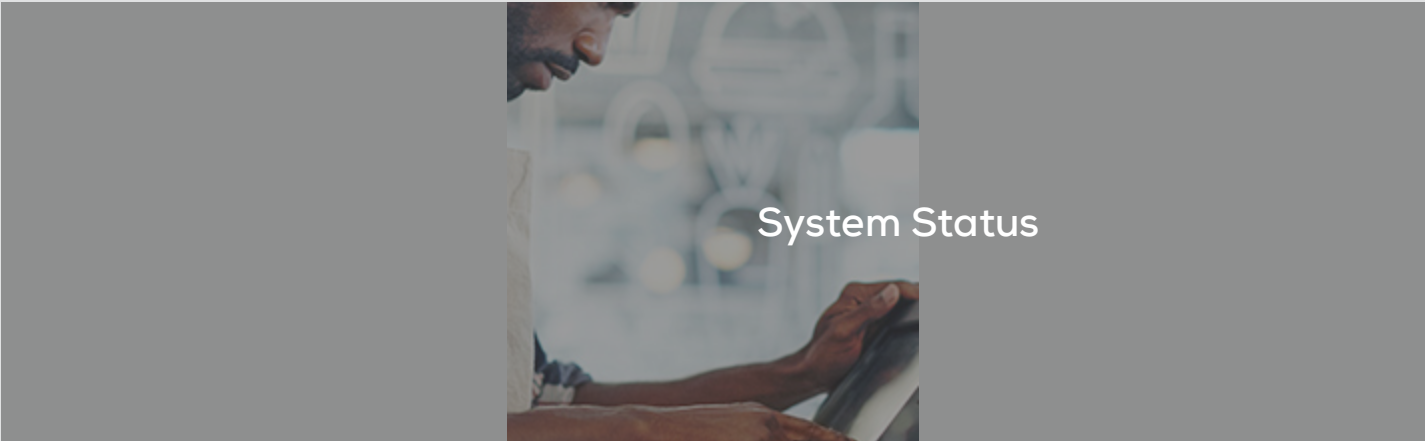
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How do I set up GL account filters?

How do I set up entity filters?

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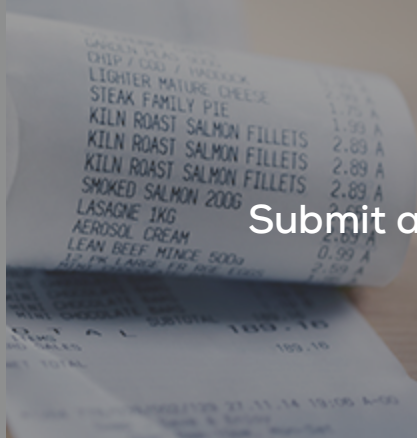
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