

Click to begin



Maitre'D®
2005 Setup Guidelines

Employees



Employees

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This document will guide you through setting up Employees in Maitre'D.

The Employee setup allows you to customize a record for each employee that uses the workstation. There are 200 employee records available.

The same workstation can perform many different functions based on the employees' log on.

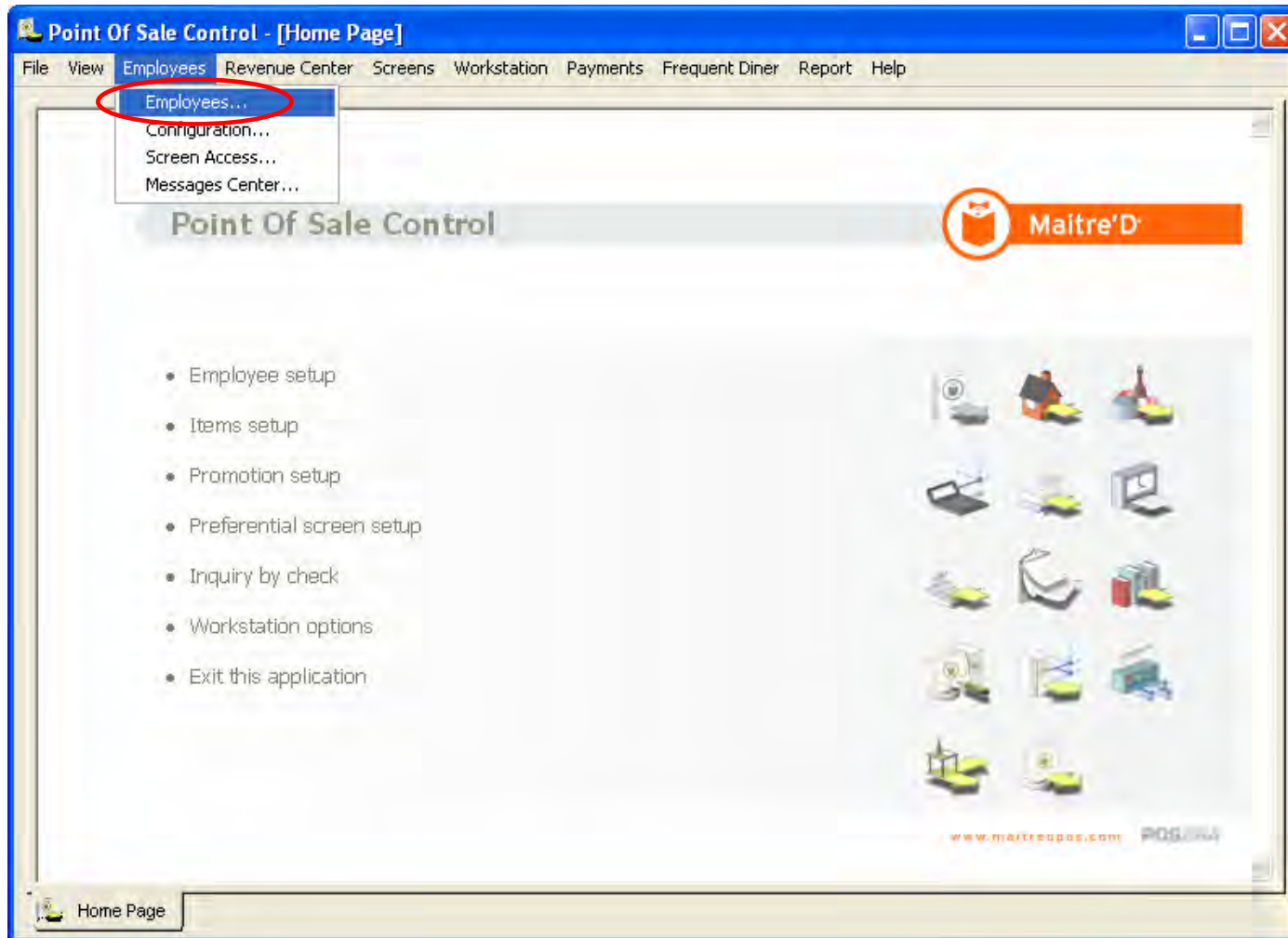
The Employee options determine which system functionalities each individual employee uses and accesses.



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In the P.O.S. Control module, click on Employees, then click on Employees again.





Step 2: Employee

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Select an Employee record.

Click on MODIFY.

The screenshot shows a window titled "Employees" with a list of records. The first record, "Server", is selected. The "Modify" button is circled in red. The "Print" and "Close" buttons are also visible.

Description	Id
Server	000001
Employee Point of Sale #2	000002
Employee Point of Sale #3	000003
Employee Point of Sale #4	000004
Employee Point of Sale #5	000005
Employee Point of Sale #6	000006
Employee Point of Sale #7	000007
Employee Point of Sale #8	000008
Employee Point of Sale #9	000009
Employee Point of Sale #10	000010
Employee Point of Sale #11	000011
Employee Point of Sale #12	000012
Employee Point of Sale #13	000013
Employee Point of Sale #14	000014
Employee Point of Sale #15	000015
Employee Point of Sale #16	000016
Employee Point of Sale #17	000017
Employee Point of Sale #18	000018
Employee Point of Sale #19	000019
Employee Point of Sale #20	000020
Employee Point of Sale #21	000021
Employee Point of Sale #22	000022
Employee Point of Sale #23	000023
Employee Point of Sale #24	000024
Employee Point of Sale #25	000025
Employee Point of Sale #26	000026
Employee Point of Sale #27	000027
Employee Point of Sale #28	000028



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This presentation does not explain every option. Refer to the Contextual Help for more info.
Enter name of **Employee**.
Enter **Password** if needed – if using the server cards this field will reflect the magnetic card #.
Employee Record refers to Time & Attendance.

Employee #1 - Server

Setup

Name	SERVER
Password	
Special Password	
Employee Record	Undefined

Delete OK Cancel Apply

Employees

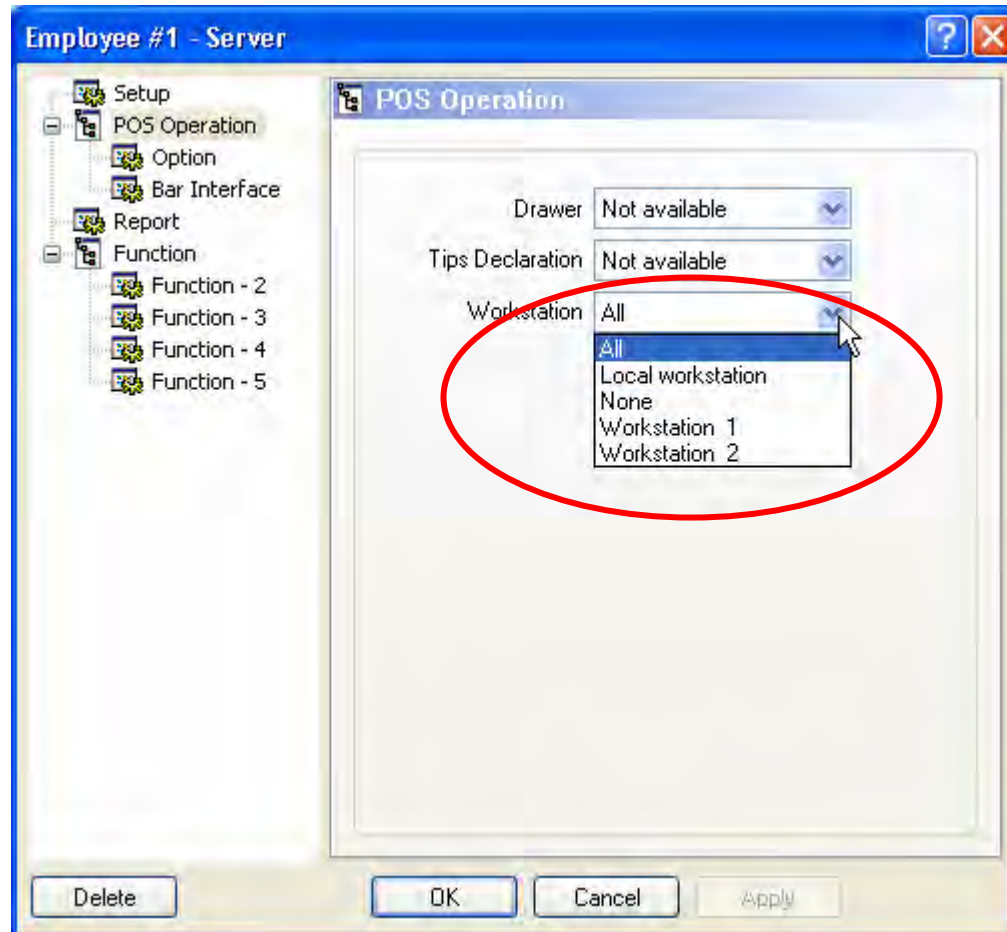
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Assign a **drawer** to the employee on a workstation.

Tips Declaration is used in conjunction with the Time and Attendance Module

Workstation enables you to assign a particular employee to a particular workstation

Click on **Option**.

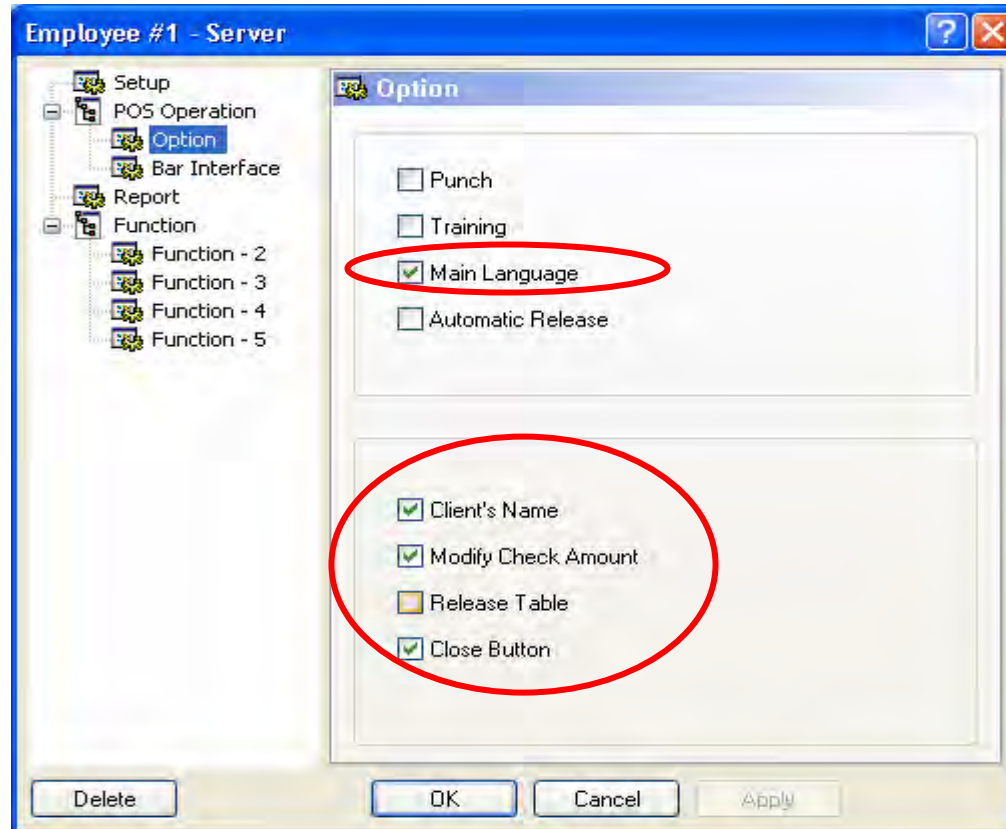


Enable the **Main Language** option to use that language after the employee has logged in.

Enable **Client's Name** to assign a name to a table

Enable **Modify Check Amount** to allow modification of form of payment & tip amounts

Enable the **Close Button** to allow access to the Close Button for access to checks using the last 4 digits.

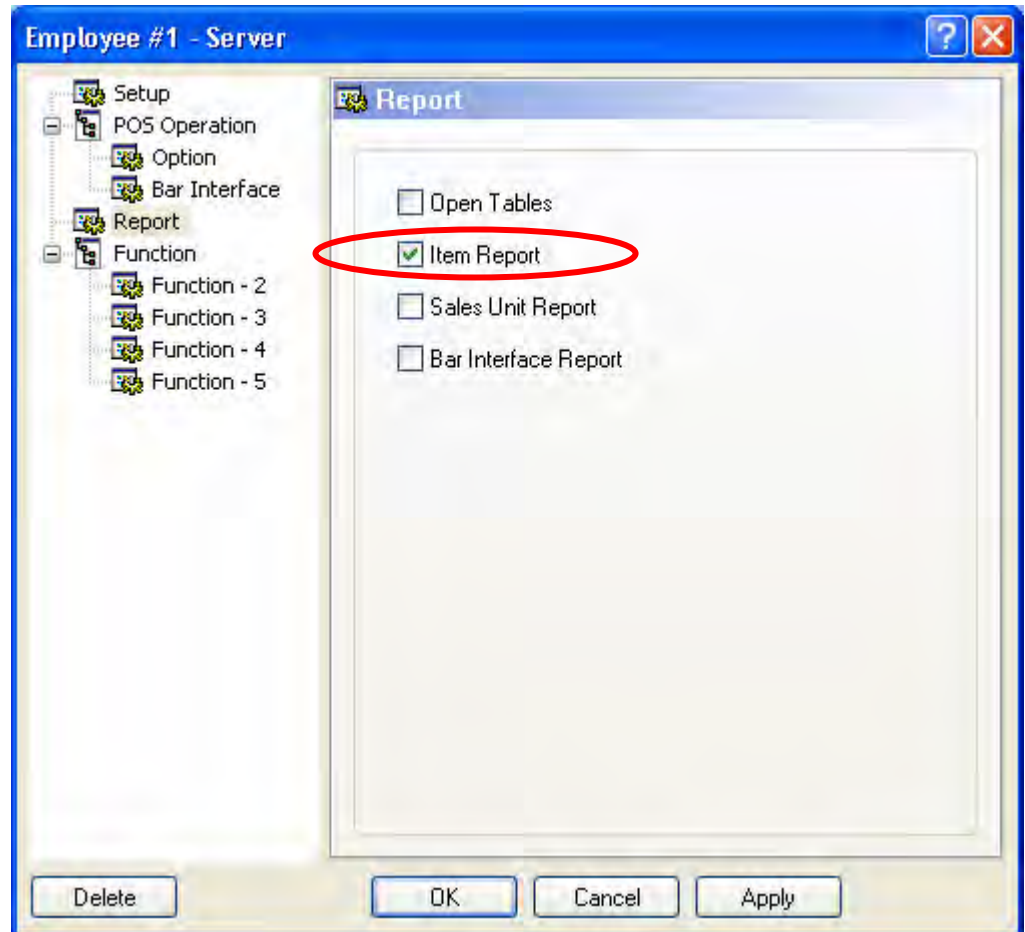




Employees

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Enable the **Open Tables** option so that the employee can print a financial report.
Note: Otherwise, the server will have to close all open tables or checks before printing the report.
Enable the **Item Report** option so that items sold by the employee are compiled in the Items Report Per Employee.



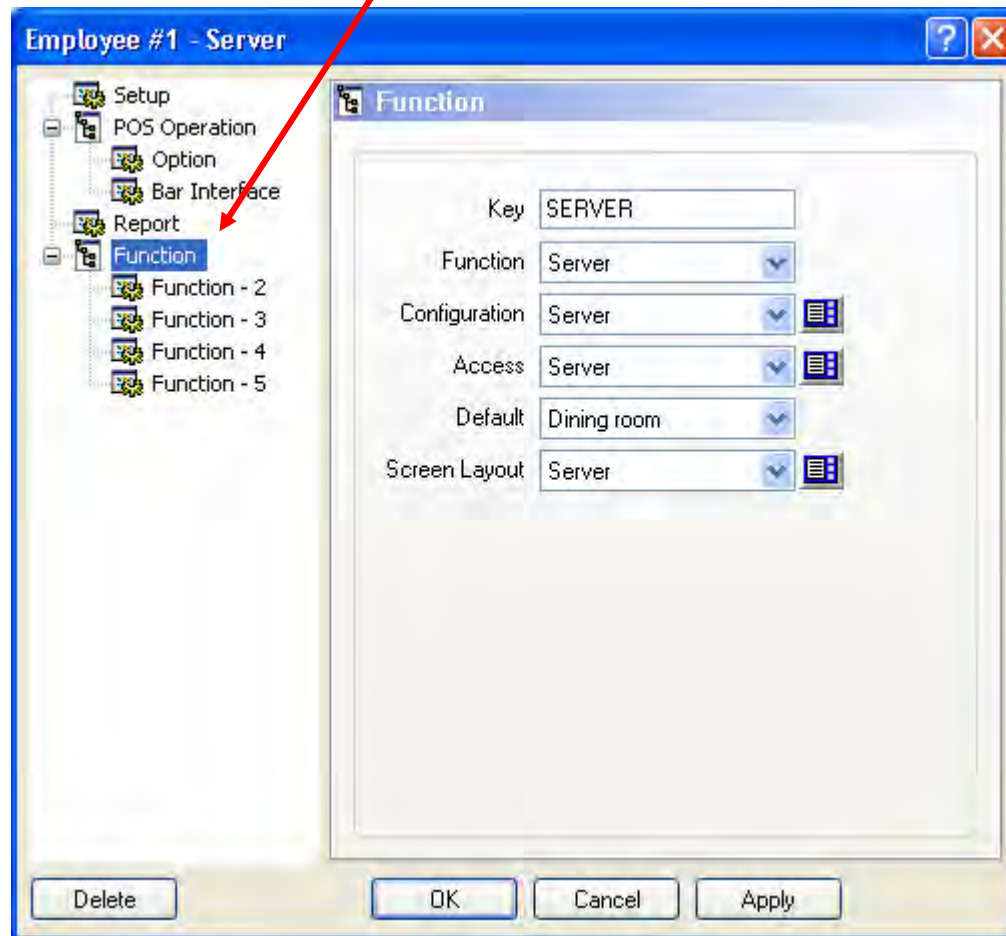


Employees

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Each Employee can have up to 5 Functions.

In this example, we will only give the employee 1 function.

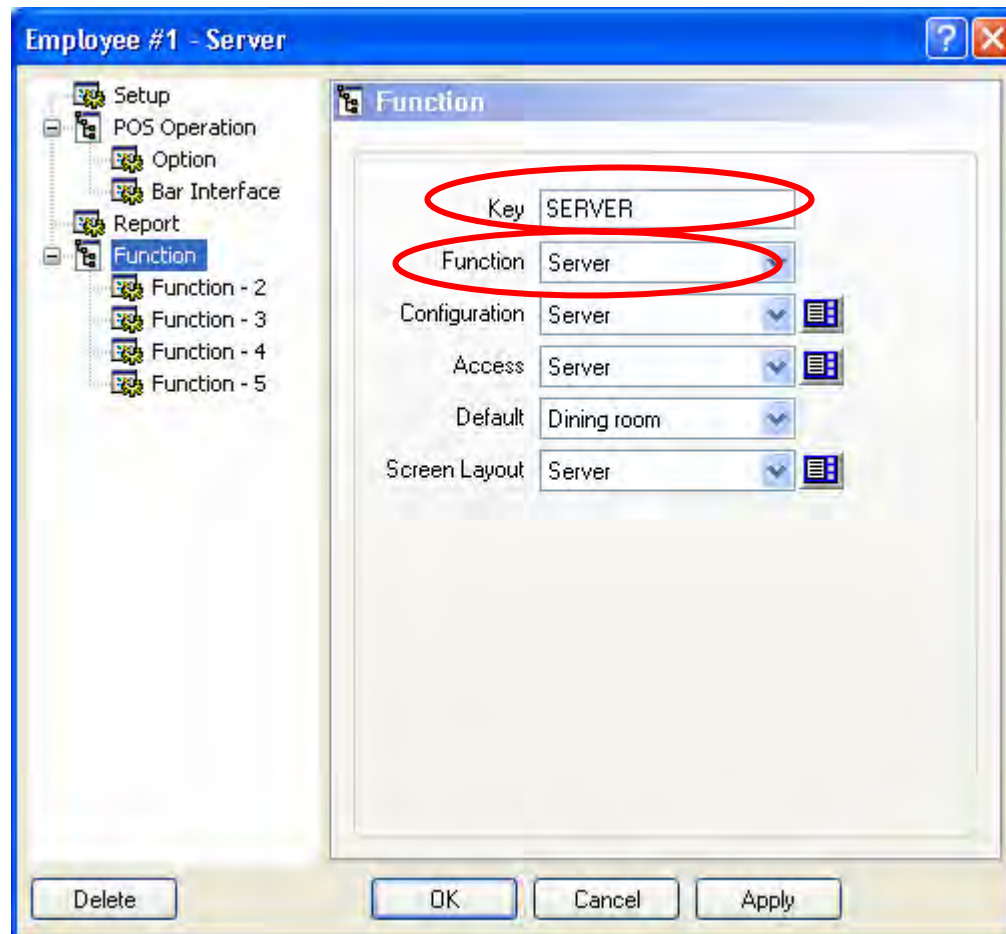


Employees

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Enter a description for the **Key** that will appear for that function after the employee has entered the server number.

There are 12 employee **Functions** available. Here is a short explanation of each:





Employees

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- The **Server** function is used in a tableside service restaurant to open tables, send orders, print checks, and even close checks in a tableside banking restaurant.
- The **Order** function enters cash and carry orders and settles their checks immediately, or opens regular tables.
- The **Manager** function performs global sales and employee report readings, collects employee deposits, reprograms the touch screen, changes prices, and voids items on other server's tables, but can't open tables of his own.
- The **Hostess** function enters a server's number of buffets when using the Control Buffet option, or manages the waiting list when using the Floor Management module.
- The **Head Server** function works like a regular server, but can also access other servers' tables.
- The **Fast Food** function enters multiple cash and carry orders and settles guest checks immediately, in rapid succession.
- The **Delivery Driver** function closes delivery orders.
- The **Delivery function** takes delivery orders using the telephone.
- The **Cashier** function closes checks printed by the server in a central cashier banking restaurant.
- The **Bartender** function enters cash and carry orders and settles their checks immediately, or opens running bills, for employees who work behind the bar in a nightclub.
- The **Bar Server** function can only enter cash and carry orders and settles their checks immediately, for employees who are taking orders on the floor and picking up their orders at the bar.

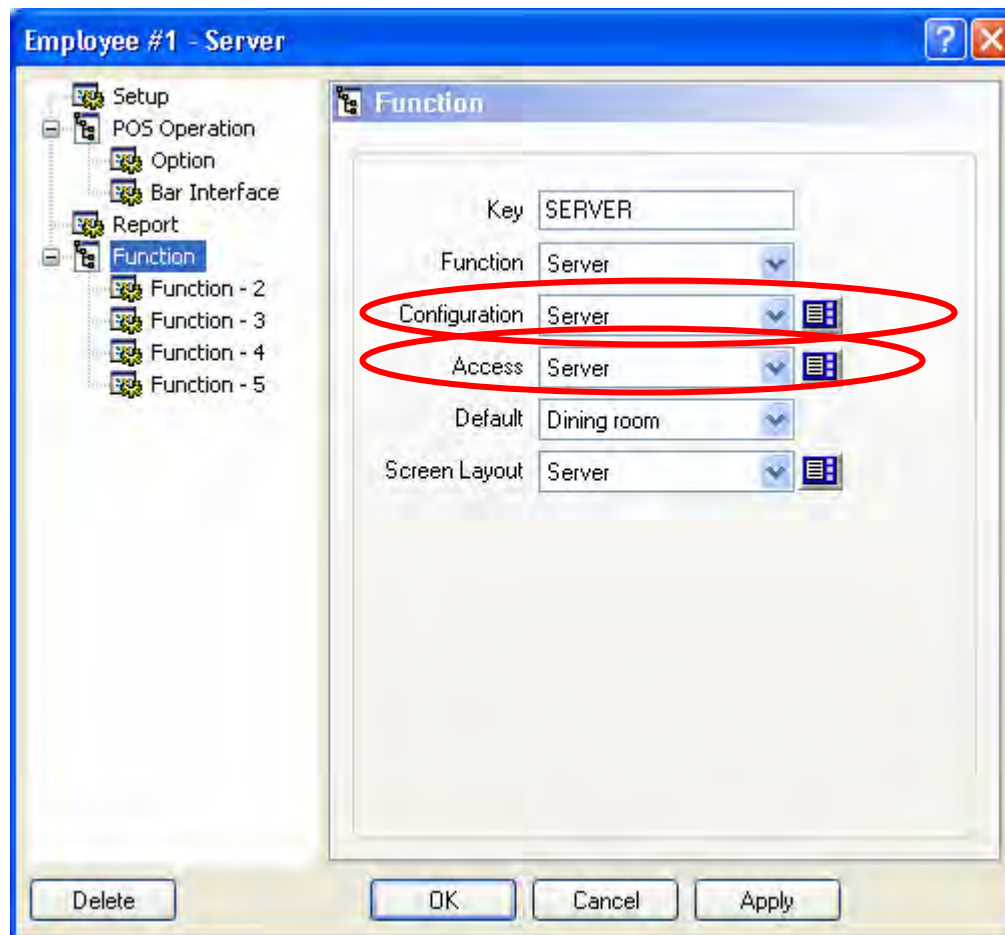
Note: Please refer to the Contextual Help for more information on all of these.

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Select the **Employees Configuration** from the dropdown list.

Select the **Employees Screen Access** from the dropdown list.



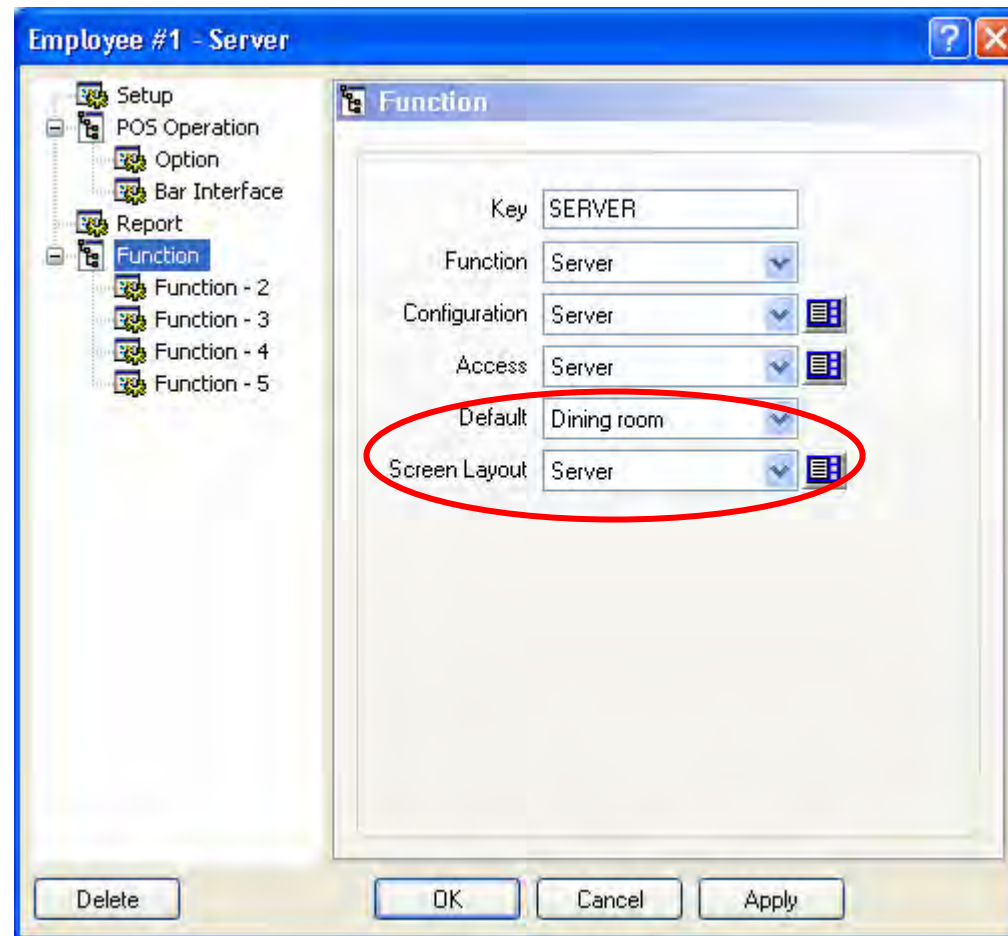
Employees

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Select the Employees **Default revenue center** from the dropdown list.

Select the Employees **Screen Layout** from the dropdown list.

Click on Function - 2.





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Click on CLOSE.

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Employee Point of Sale #25	000025
Employee Point of Sale #26	000026
Employee Point of Sale #27	000027
Employee Point of Sale #28	000028

Buttons: Modify, Print, Close (circled in red)



This concludes the “Employees” presentation.

We hope that this document helped you to understand the steps needed to setup Employees in Maitre'D.