DINERWARE.
Intuitive Restaurant Software

ALL USERS
This Quick Start Guide is Intended for users with login privileges.

Clock In

Dinerware will not automatically clock out an employee.

After an employee logs into the system and they are not prompted to clock in, this means they did not clock out their previous shift.

Managers have the ability to edit shifts if this occurs.

Cash Drawer Note:

Any employee that does not have cash drawer privileges in their security settings can select a cash drawer, **but will not have the privileges** necessary to open the cash drawer or perform any commands that affect the cash drawer.

How to Clock In

Learn how to clock in, select a job, check personal messages, access a shift report and clock out. Dinerware acts as a time clock and will track hours from when an employee clocks in until clock out.

- To clock in, the employee must be **assigned at least one job**. If the employee hasn't been assigned a job, the manager must do this first in the 'Employee' section of the Manager Screen.

- Dinerware allows for two ways to clock in: the four-digit PIN or by using a magnetic swipe card.

Important: Some jobs will use a cash drawer (cashier, bartender). Employees working jobs or positions that use a cash drawer **must clock in on the terminal where that cash drawer is located.**

If the job will require a cash drawer, go to the assigned cash drawer and terminal the employee will use. If no cash drawer will be used, use any terminal to clock in.

1. From the main Log In screen, type a four-digit PIN.

After entering the PIN, a dialog box appears with a list of Jobs.

2. Touch the job the employee is assigned.

A dialog box asks the user to select a cash drawer (if the terminal has a cash drawer). There is an option 'I am not using a cash drawer' for employees that don't need access to a cash drawer to perform their job.

3. Select the appropriate cash drawer option. This completes the clock in process.