DINERWARE
Intuitive Restaurant Software

OPERATOR
This guide is Intended for daily use of the system

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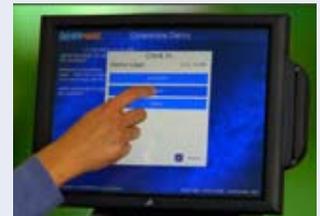
A dialog box asks the user to select a cash drawer (if the terminal has a cash drawer). There is an option 'I am not using a cash drawer' for employees that don't need access to a cash drawer to perform their job.

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

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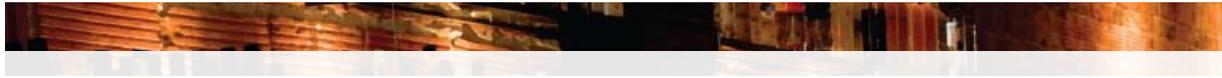
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Shift Reports

Servers and cashiers can run shift reports before clocking out and turn those into management.

Shift Report Note:

Some business require their employees to Clock Out prior to reconciling the Shift Report.

Clock Out Note:

This screen shows start and end times of your shift, any overtime, and total hours.

Tips Note:

Dinerware offers users several ways to report their final tip totals for that shift, including the ability to enter a negative number.

Dinerware also provides a space for **Tip Out** and a **Tip Hint Percentage.**

How to Access a Shift Report

Learn how to clock in, select a job, check personal messages, access a shift report and clock out.

End of shift

Dinerware acts as a time clock and tracks hours from when an employee clocks in until clock out. If an employee **forgets to clock out,** the system continues to add hours to the **clocked in employee.** To edit a shift, please see the Dinerware Manager Basics guide.

Before an employee clocks out, areas an employee will access are **Message Center** and **Shift Report** (for employees using a cash drawer). For details about the Shift Report, please refer to the Dinerware Guide to Cash Management. **If the employee does not process sales, the Shift Report will not appear for them.**

Log in using a four-digit PIN.

From the order entry screen, touch **'Personal Page'** at the top right of the screen.

On the left is the **Shift Report.** On the right is the **Message Center.**

Shift Report:

All sales and transactions for the individual current shift. This report is used to reconcile cash, credit receipts and tips against what has been entered during a shift into the system. The employee should present this report to management at the end of the shift.

Clock Out:

Touch **'Clock Out'** ... OR ... choose **'Print and Clock Out.'**

Servers and cashiers will see two types of tips: **Known Tips** (credit card sales) and **Other Tips** (usually cash sales).

Enter a number then touch **'Clock Out.'** Upon clock out, a time summary will print for the employee.

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