

Area	Access	Standard	Level 2	Level 3	Level 4	Level 5
	Example role	Non-Management	Assistant Manager	General Manager	Area Manager	Senior mgmt/ Central support
Rota	Printable rota	✓	✓	✓	✓	✓
	Rota access (editing both forecasts and labour schedule)	-	✓	✓	✓	✓
	See pay rates and pay column	-	-	✓	✓	✓
	Multiple site access & reports	-	Optional	-	✓	✓
Calendars	Holiday and absence calendar access & amendments	-	✓	✓	✓	✓
People	Create new employee/ temporary transfer employees	-	✓	✓	✓	✓
	Full employee record access	-	-	✓	✓	✓
	Edit current hourly/daily/agency employees	-	Optional	✓	✓	✓
	Edit salaried employees (& see salaries)	-	-	✓	✓	✓
	View and edit employee bank details	-	-	-	-	✓
	Able to allocate TRONC points and update CC tips	-	Optional	✓	✓	✓
	View P45 and contracts	-	Optional	✓	✓	✓
	Permanent transfers	-	-	✓ (HR)	✓ (HR)	✓
Edit and create users	-	-	-	-	✓	
Reporting	Annual holiday accrual report (days and hours accrued/taken)	-	✓	✓	✓	✓
	Annual holiday accrual report (financial cost) & Weekly cost report	-	-	✓	✓	✓
	Trending report, Summary report, Transfers report	-	✓	✓	✓	✓
	Employee audit report	-	-	✓	✓	✓
	Payroll export	-	Optional	✓	✓	✓
	Analysis section	-	-	✓	✓	✓
	Advanced reporting access (employee central/leavers report, payroll status & transfers report)	-	-	-	✓	✓
	Hierarchy reporting i.e. forecasting analysis	-	-	-	-	✓
Push reports (automatically emailed weekly reports)	-	Optional	Optional	Optional	Optional	
Settings	Admin/Prep/Sales Support settings	-	Optional	Optional	Optional	Optional

## Information on 'Create New User' screen

The default settings for the drop down options is Deny and all boxes unticked.

<b>Fixed tasks &amp; settings access</b>	<ul style="list-style-type: none"> <li>• If a level 2 and you select allow, then they are able to see admin prep settings</li> <li>• If a level 3 (or above) and you select allow, then they are able to see all of the cog tab.             <ul style="list-style-type: none"> <li>○ This means, general settings, admin settings, sales and financial settings, view and edit areas and positions.</li> </ul> </li> </ul>
<b>Labour Breakdown &amp; Payroll Export</b>	<p>(Only applicable to level 2 users as level 3 and above automatically have access)</p> <ul style="list-style-type: none"> <li>• If you select allow, then they will be able to see: (and hence pay rates)             <ul style="list-style-type: none"> <li>○ Accounts Export (Excel) Report</li> <li>○ Basic Accounts (Excel) Report</li> <li>○ Monthly Accounts Export</li> </ul> </li> </ul>
<b>Edit Employees Access</b>	<p>(Only applicable to level 2 users as level 3 and above automatically have access)</p> <ul style="list-style-type: none"> <li>• If you select allow then under the people tab, Level 2's will be able to go on to hourly employee's profiles and edit             <ul style="list-style-type: none"> <li>○ This means they can see hourly employees pay rates and details</li> </ul> </li> </ul>
<b>Push Report</b>	<ul style="list-style-type: none"> <li>• Option to be automatically emailed any or all of the following reports every week             <ul style="list-style-type: none"> <li>○ Slack and Stress</li> <li>○ Slack and Stress Trending</li> <li>○ Sales reporting weekly</li> <li>○ Last week – budget and actual variances</li> <li>○ Non sales activity (admin prep time)</li> </ul> </li> </ul>
<b>Allow communication</b>	<ul style="list-style-type: none"> <li>• This is an internal communication function. Only levels 3 and 5 are able to send messages</li> <li>• If a level 5 sends a message, the notification goes to all level 3 and 4</li> <li>• If a level 3 sends a message, it goes to all standard logins in the relevant site.</li> </ul>
<b>Site</b>	<ul style="list-style-type: none"> <li>• Here you can assign the relevant sites for the user to have access to</li> <li>• Only Level 4 and above can have multiple site access</li> </ul>