Focus Manager Reference Guide

How to Set up Jobs

1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Select Jobs from the Employees drop-down list
5. Highlight Job to copy
6. Select Paste
   OR
7. Select blank field in right column
8. Enter name of Job
9. Fill in all applicable fields
10. Select Save
11. Select Close

How to Add an Employee

1. Select the Tools icon
2. Select Employees
3. Enter Access Code, click OK
4. Select Add
5. Enter the Employee's First and Last Name
6. Enter Employee's Nickname
   First name and first initial of last name will be used as Nickname if one is not entered
7. Enter a 4 digit access code
8. Enter Employee's contact information
9. Select W4 Status from the drop-down list; this is not required
10. Enter Allowances for tax purposes; this is not required
11. Select Employment Status from the drop-down list; this is not required
12. Enter Employee's Salary, if applicable; this is not required
13. Select Job from the drop-down list
14. Enter Pay Rate for each Job, if applicable
15. Select Save
16. Select Add to continue adding employees
17. Select Close

How to Add Employees Clock Ins or Outs (new timecard)

1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Select Time Cards from the Employees drop-down list
5. Highlight Employee to add times
6. Select Add
7. Select the date range for the Time Card
8. Enter Time In and Time Out in Military Time
9. Enter Break In and Out times, if applicable
10. Select Job from drop-down list, if applicable
11. Select Revenue Center if co-branded store
12. Select Save
13. Select Close

How to Edit an Employee Time Card

1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Select Time Cards from Employees drop-down list
5. Select the date range for the Time Card
6. Select Job
7. Select the Employee
8. Select the Time Card to edit
9. Make the appropriate changes to the Time Card using military time. All Changed Time Cards are noted as edited on the Attendance Report
10. Select Save
11. Select Close

How to view changes on the Attendance Report

1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Select Reports
5. Select Attendance
6. Select Start Date and End Date
7. Select Job(s)
8. Select Revenue Center, if co-branded store
9. Select Destination (i.e. Screen, Print)
10. Select OK
    The 1st column will list if a time card was added, edited or deleted

How to Create Shift Shortcuts (optional)

1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Select Jobs from the Employees drop-down list
5. Select Timekeeping tab
6. Highlight the Job to set up Shift Shortcuts for
7. Enter Shift Shortcut Time In and Time Outs; up to 8 can be entered
8. Select Save
9. Select Close

How to Create a Schedule

1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Select Schedules from the Employees drop-down list
5. Select New
6. Enter Start and End Date
7. Select starting schedule
8. Select OK to create a new schedule
9. Highlight the Jobs that will be used for the Schedule
   If jobs are not highlighted shift shortcuts will not display
10. Select OK
11. Select Add
12. Select the Employee from the drop-down list
13. Highlight day to schedule
14. Enter Shift information by using Shift Shortcuts
    OR
15. Double click to use the Enter Schedule Window
16. Enter Time In and Time Out; in standard time
17. Enter Comment, if applicable
18. Select Save to validate the Shift information
19. Select Save when schedule is completed
20. Select Close

How to Run a Labor Report

1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Select Reports
5. Select All w/Labor Report
6. Select Employees or leave as all
7. Select Revenue Center if a Co-branded store
8. Select Start and End Date
9. Select Start and End Time or leave as all
10. Select Order Type or leave as all
11. Select OK to view
12. Select Print or Close

Focus Manager Reference Guide

How to Edit Prices
1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Select Menu Items from the Menu drop-down list
5. Use the scroll bar to search
6. Highlight Item
7. Change Price
8. Select Save
9. Select Close

How to find Menu Items
1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Select Menu Items from the Menu drop-down list
5. Select Find
6. Select Classification to filter by (i.e. canvas)
   The check marks will be grayed out until one or more is chosen
7. Select Find; all items for that classification will appear

How to set up a Blackboard
1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Select Blackboards
5. Select a Board not in use
6. Change Name
7. Select file to download
8. Choose Active Days
9. Choose # of Seconds to Display
10. Select Active
11. Select Save
12. Select Close
13. Exit out of Focus
14. Open Focus and new Blackboard will Display

How to settle a Credit Card Batch
1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Verify Last Batch date is yesterday's date; Batch Time should be today's date
5. Select Reports
6. Print Daily Sales Report
7. Select Reports
8. Print CC Batches Report
9. Compare the totals from the Daily Sales Report to the CC Batches Report
10. Select Close day
11. Select Credit cards
12. Select Batch
13. Compare the total to Daily Sales & CC Batches
14. Call the Help Desk at 1-877-811-3811 with any issues or questions

How to run a Sales Accountability Report
1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Select Reports
5. Select Sales Accountability
6. Select Start and End date
7. Select Revenue Center
8. Select Destination
   This report will show cashier specify sales information

How to run a Daily Item Report
1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Select Reports
5. Select Daily Item
6. Select Start and End date
7. Select Times; this is not required
8. Select Employee; this is not required
9. Select Menu Item filter; this is not required
10. Select Revenue center; this is not required
11. Select Destination
    This report shows each item's price, units sold, net sales, and % of sales

How to run a Weekly Item Report
1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Select Reports
5. Select Weekly Item
6. Select Start and End dates
7. Select Times; this is not required
8. Select Employee; this is not required
9. Select Menu Item filter; this is not required
10. Select Revenue center; this is not required
11. Select Destination
    This report shows each item's price, units sold, and net sales

How to run a Period Item Report
1. Select the Tools icon
2. Select Setup
3. Enter Access Code, click OK
4. Select Reports
5. Select Period Item
6. Select Start and End dates
7. Select Times; this is not required
8. Select Employee; this is not required
9. Select Menu Item filter; this is not required
10. Select Revenue center; this is not required
11. Select Destination
    This report shows each item's price, units sold, and net sales by day, week, month and year

Closing Procedure
1. Select Recall Order from function bar
   To check for held orders
2. Void any Open orders
3. Select Reports from function bar
4. Print Daily Sales Report
5. Print CC Batches Report
6. Count Cash Drawer
7. Balance Cash Drawer to Daily Sales Report
8. Balance CC Batches Report to Daily Sales Report
9. Close of Day will run automatically at 3am
10. Check the Systems Alert on Focus back office to make sure the last batch was successful