



SUS Administration Menu

The SUS Administration Menu is accessed through the Management Menu. This Menu gives access to many of the systems needed to perform daily activities in the restaurant. Below are descriptions for each of the buttons available on the screen starting on the top row, left to right.



Management Menu > SUS Administration

SSO Applications

The SSO Applications button provides access to the single-sign-on websites that a manager can log into if already logged into to the SUS Management Menu.

The following are single-sign-on (“SSO”) websites:

- eRestaurant
- XFormity
- Hiring Zone
- Learning Zone
- Hut Link (individual)

Daily Cash Control

For more information, refer to the Daily Cash Control guide that applies to your organization’s restaurant.

Open Office Tools

Office tools opens the tools to create documents or spreadsheets.

Hut Link/Quick Links

Use this to access the quick links set up by your organization or to access the restaurant view for Hut Link.



SUS Administration

SUS Administration helps control stored SUS information for the restaurant, such as Customer and Map information. Refer to the SUS Administration manual to learn more about these functionalities.

Labor Dashboard

Labor Dashboard allows the manager to view the most updated sales and labor numbers. It is updated every 15 minutes.

Email

Email will open the restaurant's email operating system.

Speed of Service

Speed of Service is the speed report that details delivery service speeds such as, Rack Time. It will open a calendar and allow the manager to select the current date or any previous date within 28 days.

Start of Day

Run Start of Day (SOD) every morning to prepare the system for another day of business.

Also run an SOD:

- To reset monitors, terminals or printers if they malfunction
- To reboot the system if there is a power outage

During SOD, all other terminals are disabled and cannot be used until the SOD is successfully completed.

Auto Start of Day (SOD) runs automatically at 7:45 AM local time each day. The purpose of Auto SOD is to allow for future time Internet orders to appear in the restaurant sooner and allow Team Members to take orders without waiting for a manual SOD to run.

To manually run a Start of Day:



 **Start of Day can only be run on the BOH console**

If, for some reason, a SOD fails, a warning message will appear on the FMS Main Terminal Menu screen. Correct any outstanding warnings, then try again.



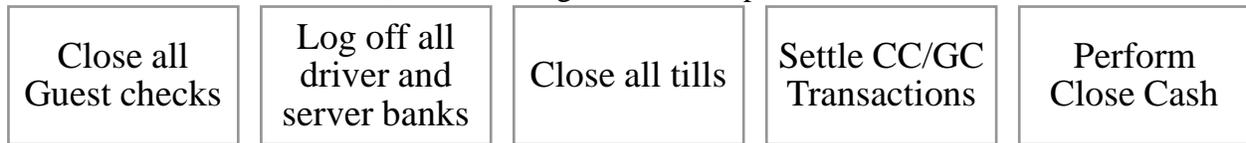
Clocked In Report

The Clocked In Report displays all team members who are currently clocked in the system. It is recommended to check this periodically to ensure any team members who have left for the day or went on break are clocked out properly in order to view accurate labor numbers.

End of Day

Manual End of Day (EOD) must be completed each night after everything is closed. If the closing manager does not perform a manual EOD, the system will automatically run an End of Day at 1:45 A.M on weekdays and 2:45 A.M. on weekends.

Before a manual EOD can run, the following must be complete:



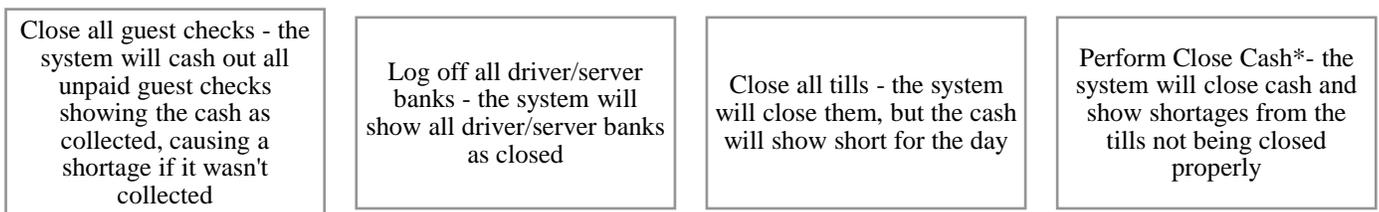
To manually run an EOD:



If an EOD was not completed, an automated End of Day will run.

If the five actions above are not completed, the system will automatically complete the actions before running the auto EOD.

If the system automatically completes the actions:



The system will not settle the CC/GC transactions. This will still need to be done the next morning.

*If the restaurant performs nightly deposits, the system will NOT close cash.



Network ID Look Up

Network ID Look Up allows a manager to find a team member's login for websites like Learning Zone and Hut Link.

System Administration

System Administration offers self-help guidance for the computer systems in the restaurant, along with the option to reset passwords.



Open Help Desk Ticket

If there is a non-emergency issue, such as the Hiring Zone link not working, use this option to submit a ticket to the Service Desk through this online portal.

My Documents

Any documents created and saved through Office Tools will be available through My Documents.