Resetting Passwords

1. Click on Hamburger Menu (3 white lines located at top right corner)
2. Click on Admin
3. Click Users
4. Click Search
5. View Active Employees
6. Click drop down arrow under options on selected Employee's Name
7. Select Change Password
8. Select Define a Temporary Password
9. Click Ok
10. Type a Temporary Password
11. Provide Employee Temporary Password
12. The Employee will have to select a new password after they log in. Confirm the new password and click save.

Adding A New Employee

1. Click Manage Employee Accounts
2. Click the + sign (top right-hand corner)
3. Type the Employee's First and Last Name
4. Click to add Employee's Birthday
5. Select Position
6. Select Location
7. Select Active Status
8. Click Save

Edit Your Personal Profile

1. Click on the Hamburger Menu (3 white lines located at top right corner)
2. Click my account
3. Click options
4. Click change password
5. If you want to change your picture, click on the picture icon

Change Employee's Job Title

1. Click Manage Employee Accounts
2. Click on select employee and then down arrow to select employee
3. Click the Employee's options button (3 dots in gray box) for selected employee
4. Click the drop-down arrow to select position and click save

Assigning Courses

1. Click on Hamburger Menu (3 white lines located at top right corner)
2. Click Admin
3. Click Learning Assignment Tool
4. Click create Assignment
5. Under General Information Type a name for this Assignment Title (ex. Prep)
6. Under Training Selection, Click select training title
7. Type in the name of Curriculum (ex. Prep) you will assign (inside Search by Training Title box)
8. Click Filter
9. Select the Curriculum you will assign and click select at the bottom of the page
10. Click Next
11. Click the box that says Assigned, Approved, and Registered
12. Click Next
13. Under Training Due Date, Select Specific (calendar) Date and then Next
14. Click Select Users and then Apply Filter to see a list of Active Employees
15. Select the Employee to be assigned and click select at the bottom of the page
16. Click Generate Initial User List to confirm you have selected the right Employee
17. Click Next and then Click Submit
18. Click Yes for Submit Assignment

How To Complete Assigned Training

1. Assigned training will always show on the Training to Do List on the Home Page.
2. Click Open Curriculum
3. Select your language
4. Click Launch
5. Then click to begin playing the Course
6. When completed close the Course
7. Click Launch Test
8. Answer all questions and hit submit
9. Hit summary to make sure that you answered all the questions
10. Click submit final answers
11. Click Skills Evaluation
12. Notify Observer
13. Select Observer
14. Select Notify

Training Evaluation Signoff

1. Click Hamburger Menu (3 white lines located at top right corner)
2. Click Learning
3. Click on the On-the-Job Training Observation
4. Requested Sign Offs will be listed at the bottom of the page. Additional requested sign offs may also be listed on the left side of the page.
5. Click Record Status
6. Click on Completed
7. Click Record
8. Repeat for all Training Observations that need to be signed off

Unassign/Remove Assigned Training

1. Click Hamburger Menu (3 white lines located at top right corner)
2. Click Admin
3. Click Users
4. Click Search to show Active Employees
5. Find the Employee and click the drop-down arrow under options
6. Select View Transcript
7. Click the drop-down arrow on Open Curriculum for the Curriculum Course you want to remove
8. Select Remove
9. Click the box on your screen that says Remove Training within the Curriculum
10. Click drop-down box to select a reason
11. You will also need to type in a comment (ex. Not correct course)
12. Click Submit

Deactivate An Employee

1. Click Manage Employee Accounts
2. Select name of employee you want to deactivate
3. Click the employee options button (3 dots in gray box)
4. Click the User Status drop-down
5. Select Inactive and then click Save

Reactivate An Employee

1. Click Manage Employee Accounts
2. Click view Inactive button
3. Select name of employee you want to reactivate
4. Click the employee options button (3 dots in gray box)
5. Click the User status drop-down. Select Active and then click Save

View Your Transcript

1. Click on My Transcript
2. This will show your active assignments
3. To view completed assignments, click drop down arrow beside active to select completed assignments
4. To view and print your entire transcript, click on 3 dots in gray box and select print Transcript

View An Employee's Transcript

1. Click the Hamburger Menu (3 white lines located at top right corner)
2. Click Admin
3. Click Users
4. Click Search for all employees or type in last name and first name to select employees individually
5. Click the arrow under options
6. Select view Transcript
7. This will show your active assignments
8. To view completed assignments, click drop down arrow beside Active to select completed assignments
9. To view and print your entire transcript, click on 3 dots in gray box and select print Transcript

View Dashboard Reports

1. Click Dashboard
2. Available Dashboards will be listed along the left side of page
3. Select a Dashboard from the list
4. Click Options
5. Click Refresh to update Dashboard
6. Hover mouse over the top right of the Dashboard report until you see an arrow
7. Select view details
8. This will display the report details
9. To export to Excel, click the down arrow and Export to Excel
10. Follow steps 1-9 to view all Dashboards-View Dashboards on office computer to print

Above Restaurant Leader Tips

How to Review Dashboard Detailed Reports

1. Click on Dashboard
2. Available Dashboards will be listed along the left side of page
3. Select a Dashboard from the list
4. Click Options
5. Click Refresh to update Dashboard
6. Hover mouse over the top right of the Dashboard report until you see an arrow
7. Select view details
8. This will display the report details
9. To view select restaurants Ctrl F
10. To export to Excel and Print, click the down arrow select Export to Excel
11. Follow steps 1-9 to view all Dashboards

*Please note this report will show everyone in the company. This will allow Dashboards to be reviewed by any District Manager when needed.

How to Print Transcripts

1. Click the Hamburger Menu (3 white lines on top right corner of page)
2. Click Admin
3. Click on Users
4. Click Search for all employees or type in last name and first name to select
5. employees individually
6. Click on arrow below options
7. Click view Transcript
8. This will show active assignments
9. To view completed assignments, click drop down arrow beside active to select completed assignments
10. To view and print entire transcript, click on 3 dots in gray box and select print Transcript

How to Move an Employee to Another Restaurant

1. Click on Manage Employee Accounts
2. Click on Select an Employee and type in the Employee's name
3. Click the 3 dots in gray box on the right-hand side
4. You will have the option on this page to change position, change location, change Employee's title, or change Employee's status
5. Once the change is made, click save

*Note: It may take about 24 hours for updates to show on Reports