

# Store Manager Workstation

Store Management Workstation allows access to several applications for managing some of the features of the POS, which include running daily processing, generating reports, and accessing utilities. The applications for Store Management Workstation are run through the Site Controller. The Store Management application is divided into the following areas:

- Site Operations
- Site Reporting
- Utilities

To download the Store Manager Workstation program go to <http://www.rds wisconsin.com/support.html> and look for the SMW Install link on the left side of the page. After installing SMW, right click on the cash register icon and click properties. When in properties, click the advanced button towards the bottom. Check the box to Run as Administrator, and click OK or Close until you get back to your desktop. When opening SMW the first time after the install, you will need the IP address for the site controller. The IP address to enter is 192.168.10.253. If you have problems when entering this address in, contact a member of the IT team or Retail Data Systems.

## Logging Into Store Management Workstation

1. Double click the icon to start the Store Management Workstation application.
2. Enter your POS PIN in the password box.

If you would like to find or change your POS PIN in the Back Office, navigate to the following location:

1. Workforce Management
2. Employee Setup
3. POS User Setup (This is available under the Related Links tab).

From the POS User Setup screen look for the POS PIN field.

## **Clock-In Pin Report**

The Clock-In Pin Report allows you to view the clock in pin for active employees. This report can be printed off and kept in the office for employees who forget their clock in pin.

## **Pay Rate Report**

The Pay Rate Report allows you to view a list of all employees and their current rate for each assigned job. The Pay Rate Report can be used when state wage increases require you to update wages for many crew members. It can also be used to determine employee's wage prior to their review and to verify that wages are configured correctly in the back office.

## **Price Override Report**

The Price Override Report will list each item that you have configured substitution pricing for. It will show the default price that is set up at the corporate level and the price that is configured at your store level. The Price Override Report should be checked at least once a year to verify that the prices being charged on your point of sale correctly match to the prices on your menu board. Please note this report is for restaurants that use Store Manager Workstation to manage their substitution prices. If you use the back office to manage your substitution prices, this report will show no data.

## **Substitution Item Pricing**

The Substitution Item Pricing task allows you to manage your substitution pricing at the restaurant level. The substitution price is the amount charged when substituting a different item than the default item in a value basket. (Example Onion Rings instead of Fries in a Value Basket). Follow the steps below to use SMW to manage your restaurants Substitution Pricing.

1. Click on the Substitution Item Pricing task. You will see an alert regarding changes and their effect on pricing. Click on the OK button to continue.
2. You will then be brought to the substitution group screen. The substitution groups represent categories for all of the items that can be substituted for a Value Basket, Dinner, Kids Sides, etc. Use the chart below to better understand what each substitution group contains.

Substitution Group	Description
CHICKEN SUBS	Allows for pricing of the chicken choices in salads
DINNER SIDE	Allows for the pricing of dinner side items
DRINK	Allows for pricing of drinks choices used in a Value Basket
KIDS DRINK	Allows for the pricing of drinks choices used in a Kids Meal
KIDS SIDES	Allows for the pricing of sides choices used in a Kids Meal
MEAL PT SLAW SUB	Allows for the pricing of sides choices used in both the 8pc & 12pc Family Dinners
MEAL QT SUB	Allows for the pricing of sides choices used in the 16pc, 20pc, & 24pc Family Dinners
SIDES SUB	Allows for the pricing of sides choices used in a Value Basket
Snack Pak Sub	Allows for the pricing of sides choices in a SnackPak
SnackPak Drink	Allows for the pricing of alternative drinks in a SnackPak

3. Once you have selected a substitution group. You will be brought to the Substitution Item Override screen. From this screen you can make all of the positive adjustments to your substitution items. Place your cursor in the Price Override and select the Enter Price text. You can also check the boxes to the left of any group of items then enter the price in the white box at the top of the screen and click the Set Price button.
4. Once all of the necessary changes have been made. Click on the Save & Close button to save your changes.

## Relay Generation

Relay Generation is used to update the changes on your restaurants site controller, (specifically substitution prices) and then send the new files to the POS. Relay generation is two-part process. Follow the steps below to use SMW to perform Relay Generation.

1. Click on the Relay Generation task.
2. Leave the default option of Only Relay Files with Changed Configuration (Recommended) selected. Click on the Generate button.
3. Once the Relay File Generation has completed, click on the Send Files button. This will send all up the newly updated prices to your POS.

4. Once the Relay Files have been sent to the POS you should see the green Updates applied bar on the bottom of the registers. This will confirm that the POS has received the files. If there is an active transaction, the changes will take effect on the next transaction.

## **Audit Log Report**

In the Site Reporting Area, The Audit Log Report will list the date, time, manager and transaction number of each register event that requires a manager swipe. You can view the report by manager or by security action. The Audit Log Report can be useful in loss prevention initiatives to determine which manager approved certain security events.

## **EJ Viewer**

In the Utilities folder, there is EJ Viewer. The EJ Viewer allows for the same functionality as the Electronic Journal in the Back Office. However, the SMW version has several added features that make the EJ Viewer a better choice for some search options. The EJ Viewer used by SMW also keeps a larger amount of business dates available to search through. SMW has 90 available days of archived transactions