

# The Flameburger App

The Flameburger App is an effort to facilitate some of the important tasks at the Flameburger. For now, it will be limited in use, but we will expand its functions with later updates.

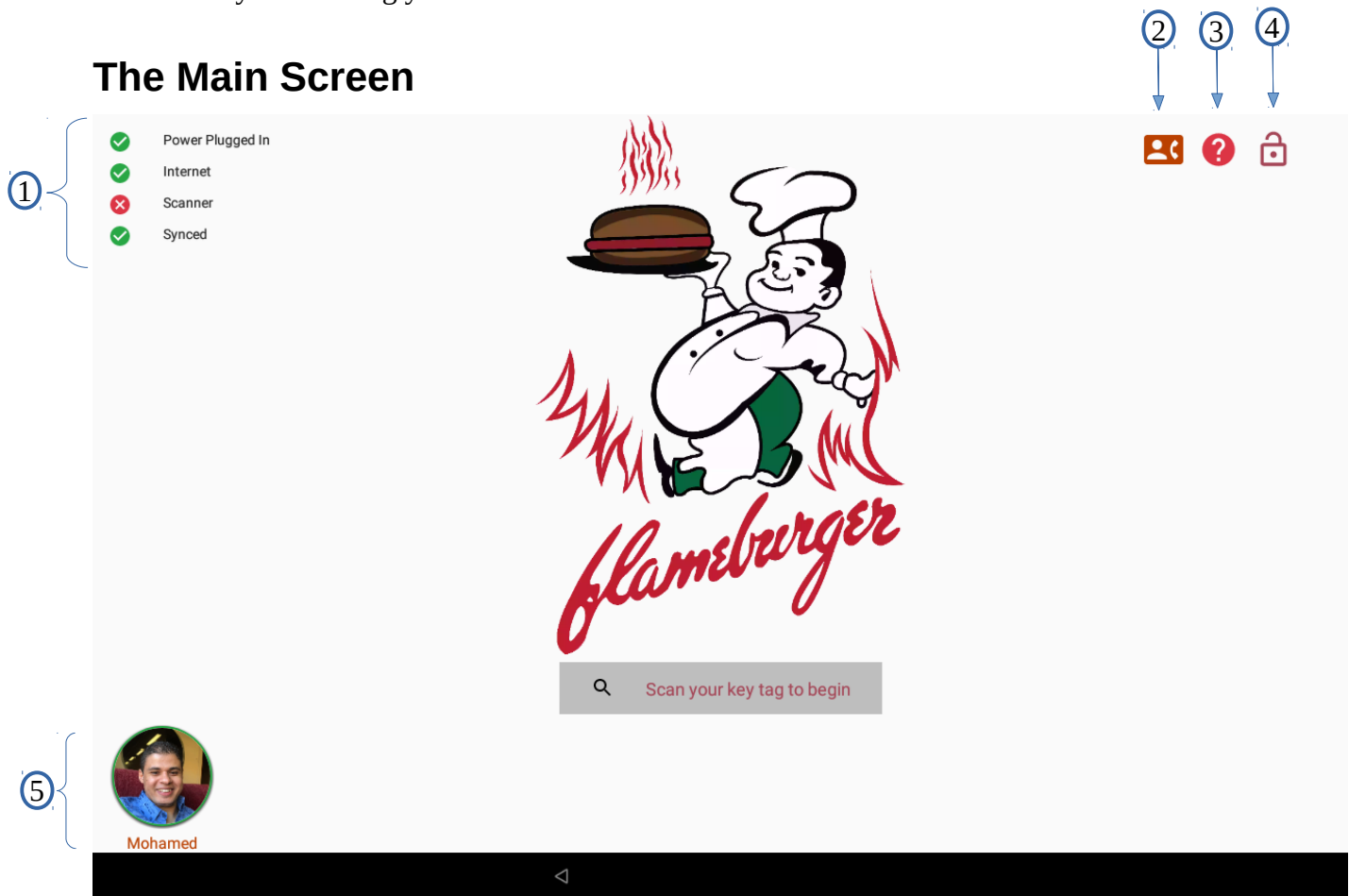
- Time Sheets: Starting with Monday, April 1<sup>st</sup>, the Flameburger App will replace time cards. This will guarantee accuracy, on time payments, and most importantly facilitate the clocking in/out for employees and the payroll processing for the owners. All data is sent to a secure server to avoid data loss and for Adam and Amanda to access the data remotely.
- Sales: The Flameburger App will be also used to submit sales. It's important for every business to have its sales in computable form. The sales submission is quite easy and straight forward. Employees with the "View Sales" permission will be able to look at the sales. All employees are given this permission by default.
- Contacts: Another functional part of the application is Business Contacts. Business Contacts are accessible for everyone and contains the phone numbers of employees, owners, and other contacts affiliated with the Flameburger such as salesmen from our suppliers.

The Flameburger App has been tested thoroughly to find and eliminate any bugs. However, it's possible that you experience an unexpected behavior or you just don't like how some part of the application is performing. The application has a built-in feedback reporting form you can use to report issues you experience or ask for new features to be added.

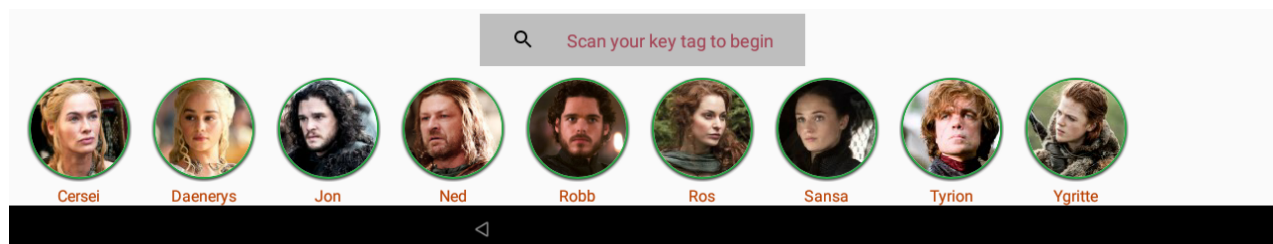
# User Interface

Let's start by introducing you to the user interface.

## The Main Screen

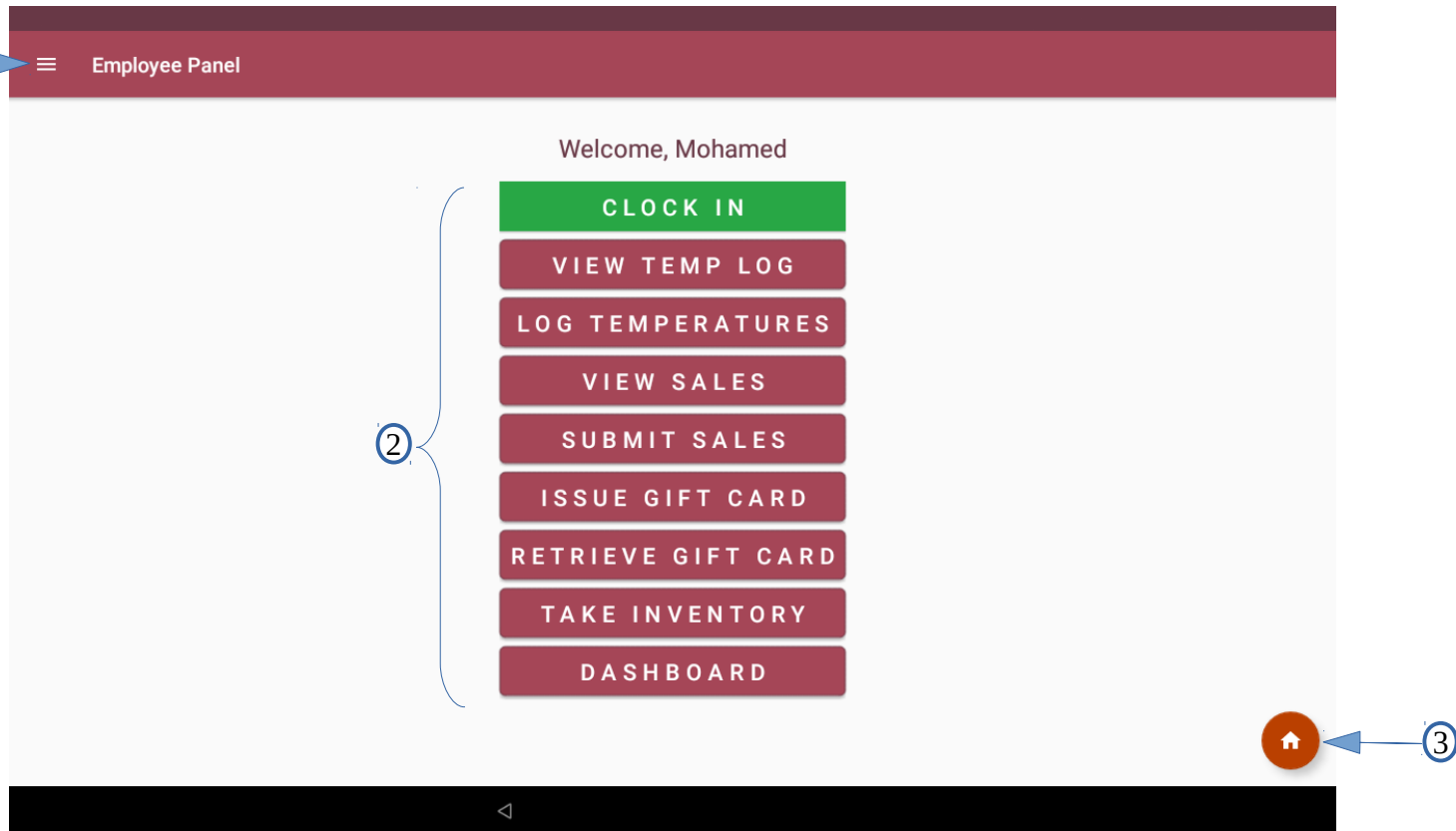


1. Status Indicators: whether or not the tablet is plugged in, the bar code scanner is connected, there's internet connection, and whether the application data is synced to the cloud.
2. Business Contacts: click here to show a list of contacts.
3. Help Menu: has links to the Issue Report form and a link to show the on-screen keyboard.
4. Exit Lock Task Mode: for admin use only.
5. A List of Clocked In Employees: the list expands as more employees clock in starting from the lower left corner. Here's a historic moment when Game of Thrones cast were employees of the Flameburger. Cersei and Dany waited tables together, can you imagine?!!!



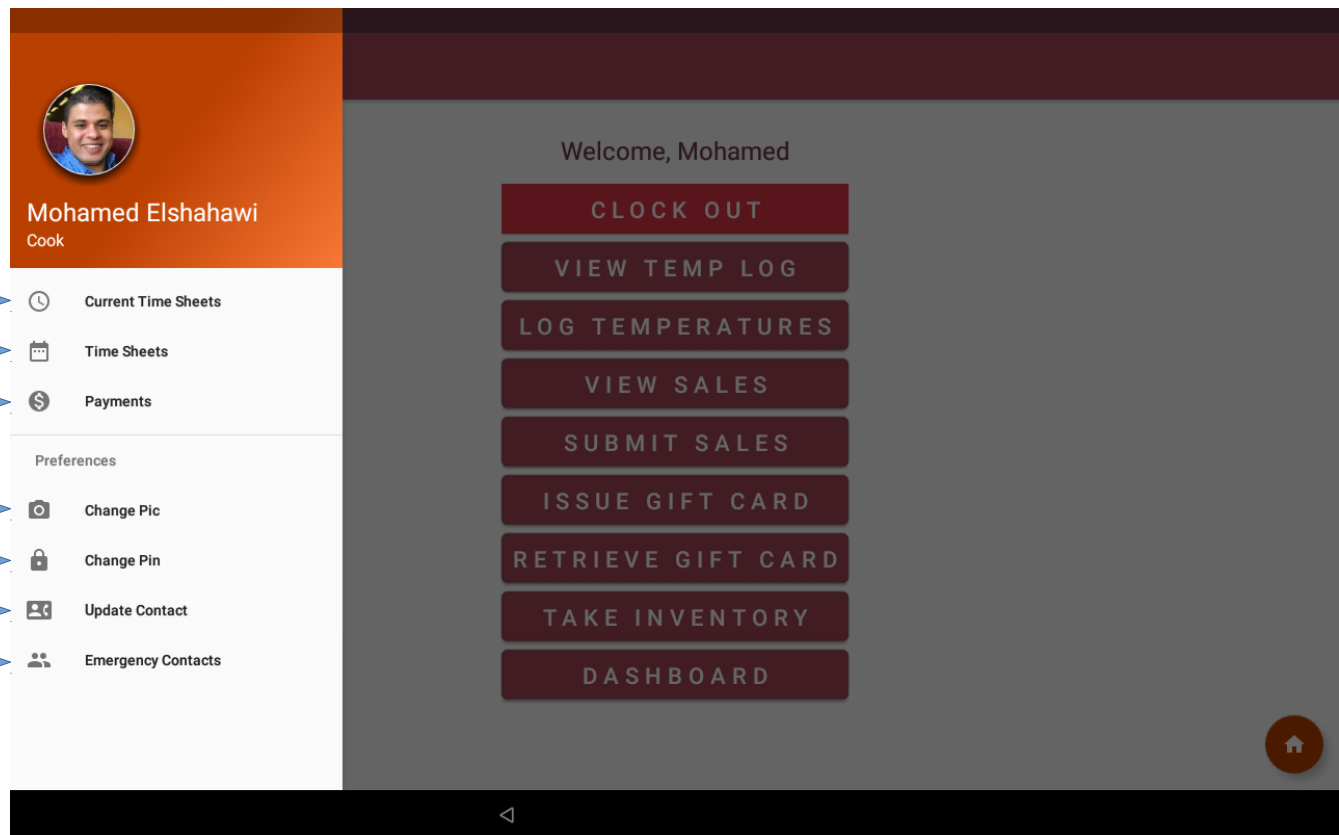
# The Employee Panel

The employee panel is a personalized view for each employee. It's restricted so that no one can access another employee's panel. This restriction is made possible using the physical key tag and a PIN code. You should not share your PIN code with anyone else or your employee ID, the number printed on your key tag.



1. Employee Menu: here you can change your contact info, picture, PIN code, view your time sheets and payments.
2. Tasks' Buttons: this will vary depending on what permissions you have. Most of these tasks are not implemented yet. The first button is always the clock in/out button. Other functional buttons is the "View Sales" and "Submit Sales"
3. The Home Screen Button: Click here after you're done doing whatever task you have to do. It's important to log out, so no one would temper with your employee record or view information they're not supposed to see. As a security measure, if you forget, the employee panel screen will timeout and reload the main screen. The current timeout is 2 minutes and 30 seconds.

Let's take a closer look at the Employee Menu.



1. Current Time Sheets: here you can view, edit, and add time sheets for the CURRENT pay period.
2. Time Sheets: here you can ONLY VIEW time sheets that have been processed.
3. Payments: here you can see your payment history. However, it's important to realize that these ARE NOT pay stubs meaning they do not contain your tax info.
4. Change Pic: use the tablet camera to take a new picture.
5. Change Pin: Choose a new PIN code. The first PIN code is randomly generated and you will receive in a text message. If you provided Adam and/or Amanda with a landline number instead of a cell phone number, contact Adam or Amanda to get your PIN.
6. Update Contact: here you can change your phone number, email, and full address.
7. Emergency Contacts: here you add or delete your emergency contacts. It's important to have at least one emergency contact.

# Time Sheets

The term time sheet refers to the main record used to keep track of your hours. A time sheet will include when you clocked in, clocked out, and what tips you made on that shift. The tips field is assumed to be \$0.00 for all employees except the waiting staff. An example of a time sheet is shown below. The last field is the status.

The screenshot shows a mobile application interface for managing time sheets. At the top, a maroon header bar contains a back arrow and the text 'Current Timesheets'. Below this, the interface is split into two main sections. On the left, a list of time sheets is shown, each with a colored circular icon containing a number, the day of the week, the date, and the hours worked. A blue bracket and the number '1' are positioned to the left of this list. On the right, the details for a selected time sheet (Thursday, 03-21-2019) are displayed. This section includes fields for 'HOURS', 'START TIME', 'END TIME', 'CASH EARNED', and 'STATUS', each with a corresponding icon. A blue bracket and the number '2' are positioned to the right of these details. At the bottom of the details section, there is an 'EDIT' button with a pencil icon, preceded by a blue arrow and the number '3'. At the very bottom right, there is a circular orange button with a white plus sign, preceded by a blue arrow and the number '4'. The bottom of the screen features a black navigation bar with a white back arrow icon.

Icon	Day	Date	Hours
21	THURSDAY	03-21-2019	13.73 HOURS
19	TUESDAY	03-19-2019	48.64 HOURS
16	SATURDAY	03-16-2019	0.71 HOURS
14	THURSDAY	03-14-2019	18.55 HOURS
14	THURSDAY	03-14-2019	23.46 HOURS

THURSDAY 03-21-2019	
	HOURS 13.73
	START TIME 03-21-2019 05:55:40 AM
	END TIME 03-21-2019 07:39:17 PM
	CASH EARNED \$0.00
	STATUS NO APPROVAL REQUIRED

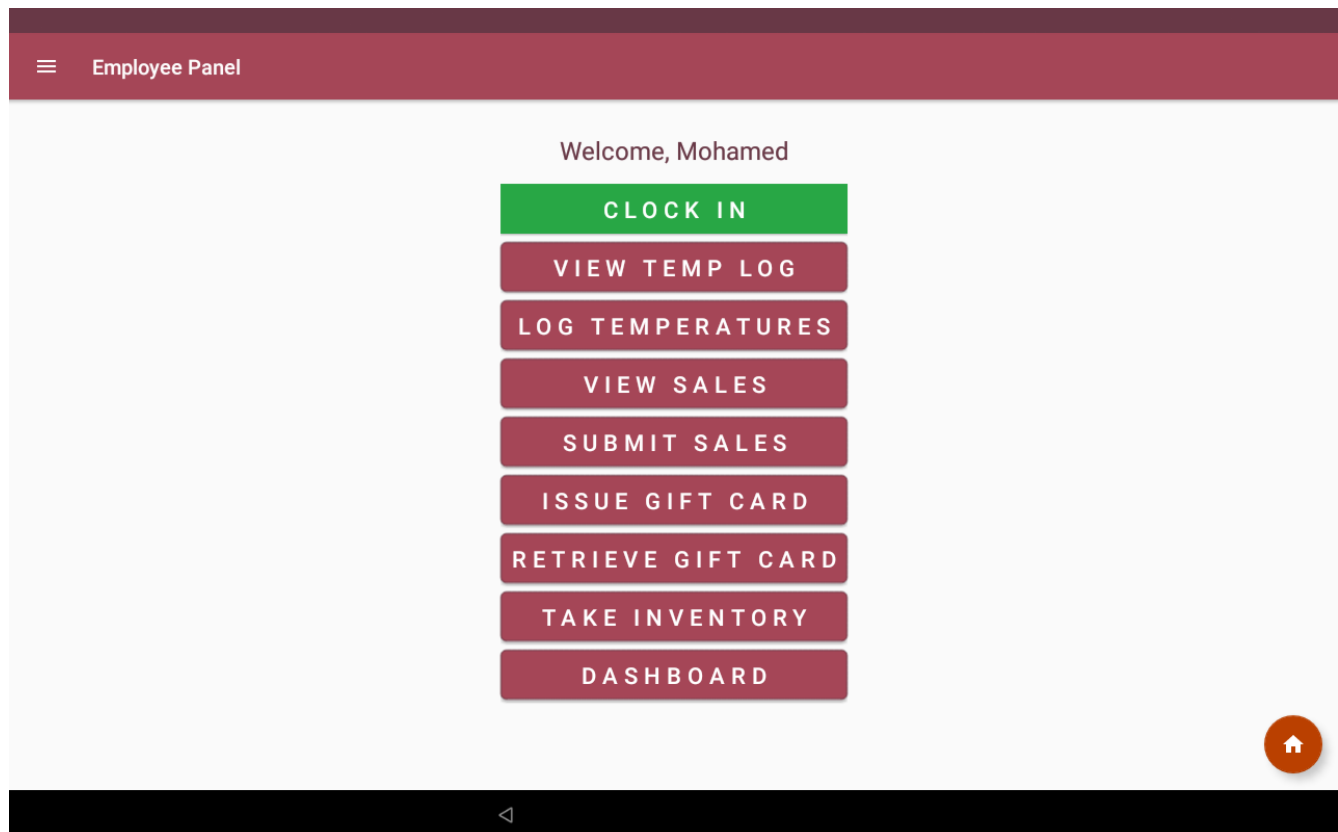
3 → EDIT

4 → +

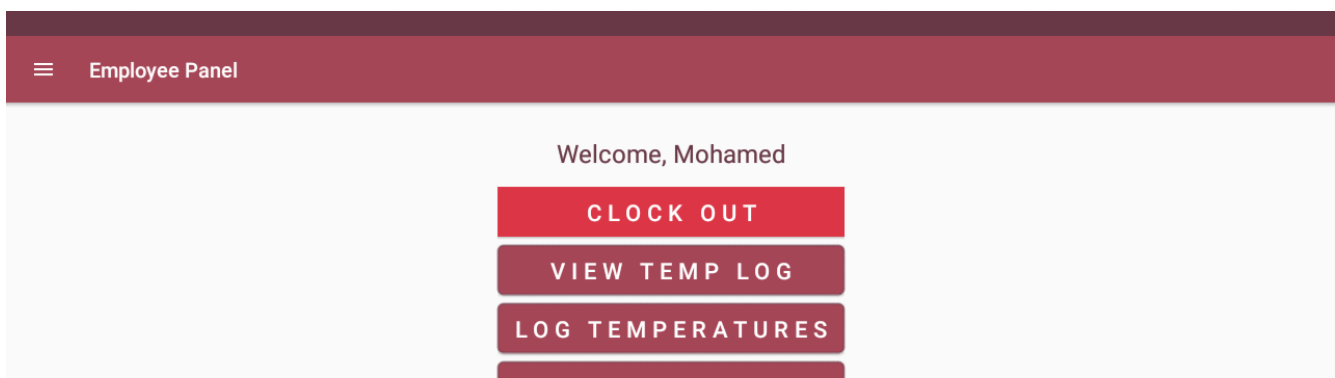
1. A list of the time sheets for the current pay period.
2. Details of the selected time sheet.
3. A button to edit the selected time sheet.
4. A button to add a new time sheet.

## Clocking In

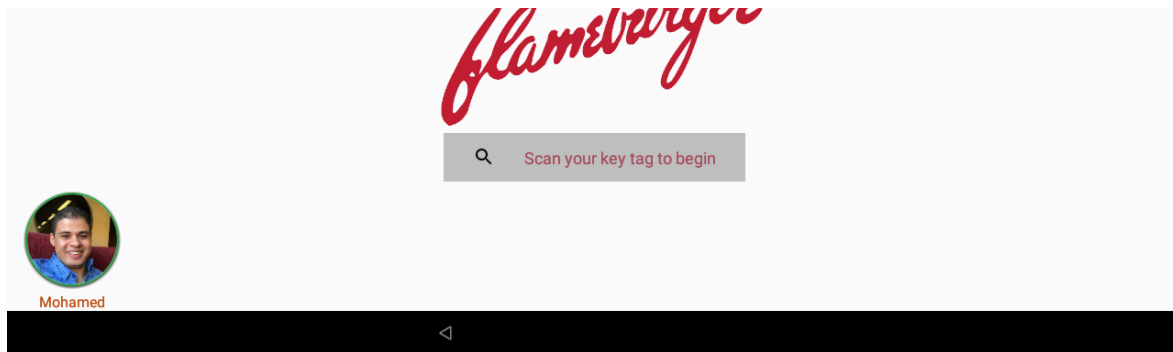
A time sheet is generated by clocking in when you start your shift and clocking out at the end of your shift. To clock in, simply scan your key tag by laying it close to the scanner attached to the tablet. After the scanner successfully reads your key tag, the Employee Panel will show.



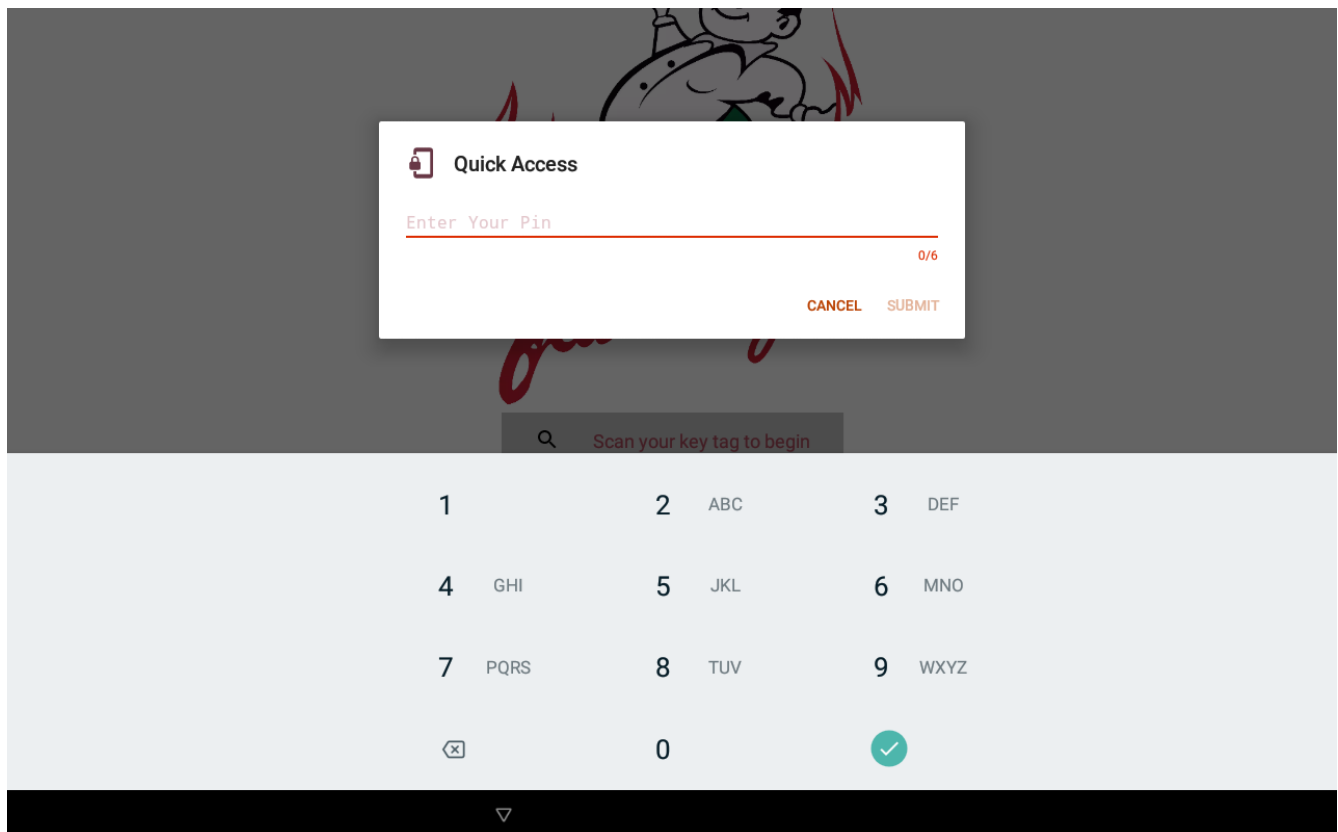
Simply, click on Clock In to start your time sheet. You should see the clock out button with red background to indicate you successfully clocked in as shown below. **After you clock in, ensure you are logged out by clicking on the home button in the lower right corner.**



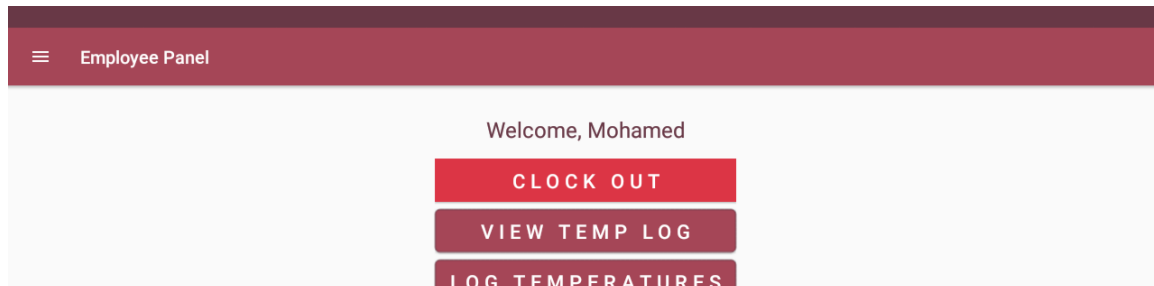
## Clocking Out



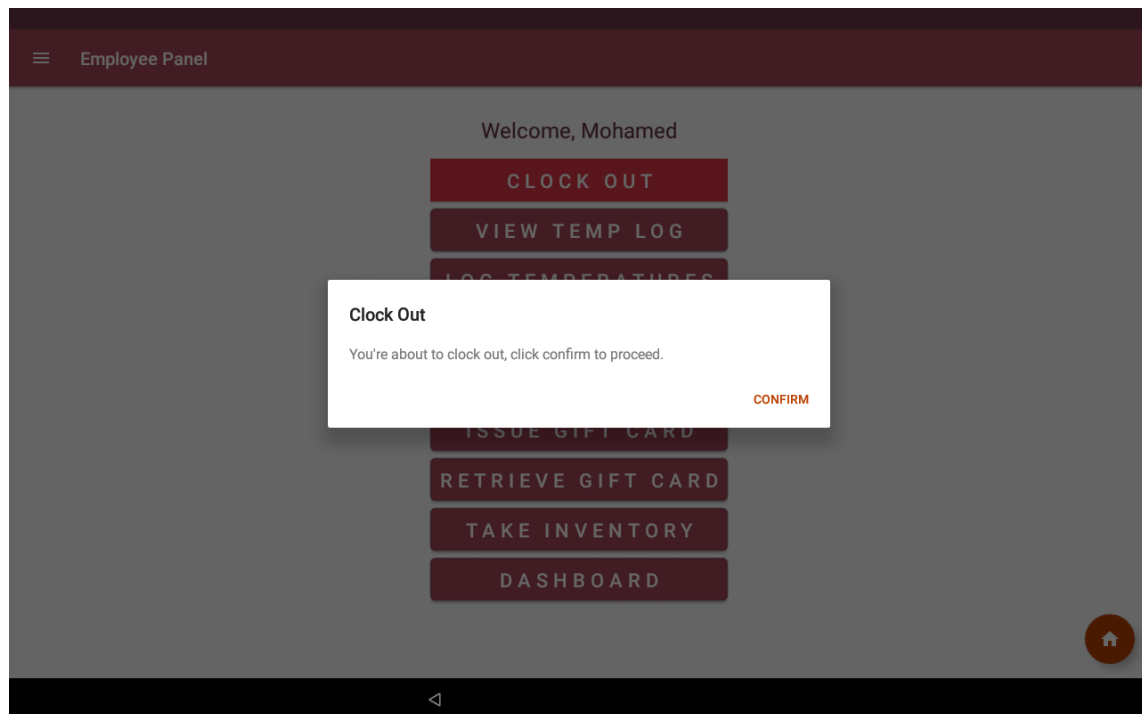
You can scan your key tag to access the Employee Panel again. However, to eliminate the inconvenience of having to carry your key tag with you while working, you can use Quick Access to go to the Employee Panel. To do so, simply click on your avatar on the main screen. You will be prompted to enter your 6-digits PIN code as shown below. Click submit after you're done typing, if your PIN code matches your record, you will be taken to the Employee Panel.



You should see the Clock Out button visible on your Employee Panel.



I assumed that some employees might click on the clock out by mistake, that's why you will be asked to confirm that you want to clock out. If you did click by mistake, simply click anywhere outside the dialog to cancel.





## Waiting Staff Only

The waiting staff is required to report their cash earnings. This info is used for payroll. When you clock out, you will be asked to enter your cash earnings. Whether you enter \$0.00 or \$100.00, it's your claim and you're solely responsible for it.

The screenshot displays the 'Employee Panel' interface. At the top, a dark red header bar contains a hamburger menu icon and the text 'Employee Panel'. Below this, a central white modal box titled 'Cash Earnings' with a dollar sign icon is shown. Inside the modal, the value '\$15.00' is entered into a text field, with a '6/10' character count indicator to its right. Below the input field are two buttons: 'CANCEL' and 'SUBMIT'. Behind the modal, two dark red buttons labeled 'VIEW SALES' and 'SUBMIT SALES' are visible. In the bottom right corner of the panel, there is a circular home icon. The bottom section of the interface features a light gray numeric keypad with symbols for minus, plus, comma, asterisk, forward slash, period, left parenthesis, right parenthesis, equals, and a clear button (represented by a right arrow). The numeric keys 1 through 9, 0, and # are also present. A green checkmark icon is located to the right of the number 6. At the very bottom of the screen, a black bar contains a small white downward-pointing triangle icon.

## Time Sheets Rules

If you clock in at the beginning of your shift and clock out in a timely manner, there's nothing for your to worry about. However, it's important to be aware of the rules governing time sheets records. Every time sheet is subject to the following rules:

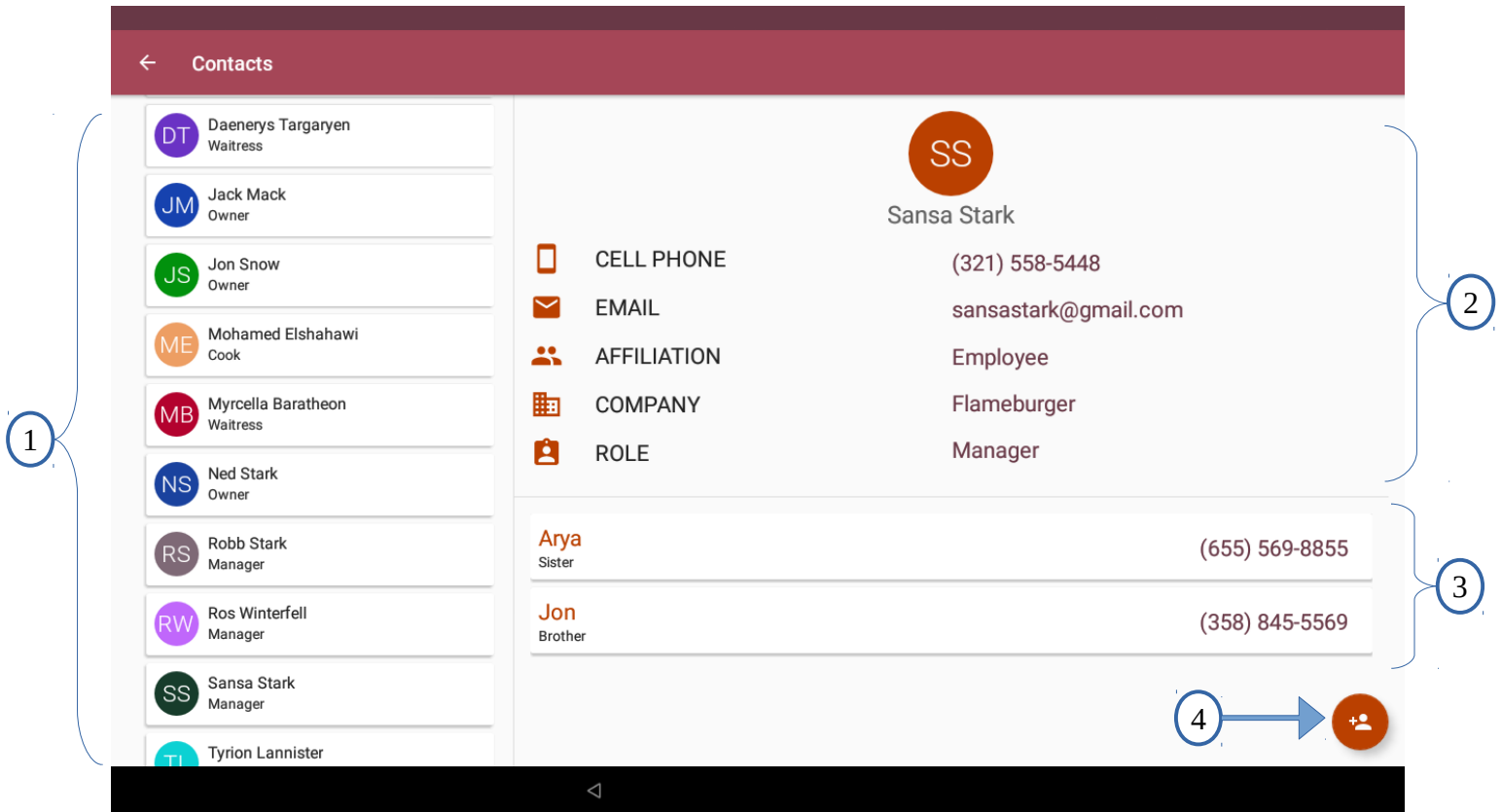
- **Minimum** duration of **15 MINUTES**. If your time sheet has a duration of less than 0.25 hour, it will be discarded.
- **Maximum** duration of **20 HOURS**. We assume no one work 20 hours straight, at least not on a regular basis. This rule is important to account for people who clock in and forget to clock out. If you forget to clock out, your will be automatically clocked out after exceeding the 20 hour cutoff. **Your time sheet will NOT be discarded.** However, you will be required to edit the time sheet to reflect the correct time you left the restaurant. After you modify the time sheet, it will be subject to Adam's and/or Amanda's approval. **It's your responsibility to make sure your time sheet is approved by the end of the bi-weekly period. See the processing rule.**
- **Manual entries and modifications are subject to owners' approval.** You can modify your current time sheets and add new ones, however, these function are provided for convenience and possibly clocking in too late or being clocked out automatically. Manually adding/modifying time sheets undermines the whole purpose of this effort. To minimize the potential abuse of these functions, any manually added or modified time sheet will require approval to be counted toward your payment.
- **Processing.** After the end of the pay period, your time sheets are summed up to acquire your total hours for that period. **ONLY** time sheets with the status "No Approval Required" and "Approved" are summed up. Adam and/or Amanda will make sure to approve any pending time sheets before the processing happens. However, it's better to check on your time sheets yourself before the pay period ends. Even better, clock in and out in a timely manner, and you would never have to worry about that. After the processing happens, a Payment record will be produced. An Example is shown on the next page.

**Note: The following is randomly generated data used for testing.**

← Payments			
11-21-2017	12.78	\$8931.71	Payment Details 11-21-2017
PAY DATE	HOURS	AMOUNT	
PERIOD	06-04-2018 TO	03-15-2018	
11-22-2017	12.10	\$7351.95	📅 PERIOD STARTED
PAY DATE	HOURS	AMOUNT	
PERIOD	07-31-2018 TO	04-17-2018	
11-23-2017	109.40	\$9780.70	📅 PERIOD ENDED
PAY DATE	HOURS	AMOUNT	
PERIOD	04-15-2018 TO	02-25-2018	
11-24-2017	70.85	\$9978.32	\$ CASH EARNED
PAY DATE	HOURS	AMOUNT	
PERIOD	08-22-2018 TO	09-09-2018	
11-25-2017	1.89	\$7108.96	📄 TYPE
PAY DATE	HOURS	AMOUNT	
PERIOD	03-31-2018 TO	11-25-2017	
11-26-2017	110.68	\$8871.50	REGULAR
PAY DATE	HOURS	AMOUNT	
PERIOD	10-19-2018 TO	05-08-2018	
11-27-2017	9.59	\$9732.09	OVERTIME
PAY DATE	HOURS	AMOUNT	
PERIOD	06-07-2018 TO	10-02-2018	
11-28-2017	104.03	\$5401.93	SALARY
PAY DATE	HOURS	AMOUNT	
			BONUS
			TOTAL

# Contacts

An example of a contact is shown below.



1. A list of all business contacts.
2. The details of the selected business contact.
3. The emergency contacts for the selected employee. **Only use in case of an emergency.**
4. Add new contact button. New employees are automatically added here, so never use this to add employees. Use the form to add regular customers only if they wish so, a service provider such as a cooling/heating tech or a handy man, or a company representative such as a salesman from Swanson Meats. **Since this form is publicly accessible, the new contacts require approval before being shown in the contacts list.**

# Sales

An example of the “View Sales” screen is shown below.

Sales							
03-26-2019	SERVER	NET	CHARGE	CASH	VOIDS	PAYOUTS	DEPOSIT
MORNING	MOHAMED	\$888.88	\$288.86	\$333.33	\$5.55	\$6.66	\$658.88
	DAENERYS	\$55.58	\$85.55	\$58.88	\$55.55	\$55.55	\$500.00
	DAENERYS	\$58.85	\$555.55	\$600.00	\$55.55	\$55.55	\$585.55
AFTERNOON	MOHAMED	\$500.00	\$200.00	\$500.00	\$5.55	\$6.66	\$800.00
	MYRCELLA	\$88885.55	\$58.88	\$888.58	\$885.54	\$5585.55	\$5555.55
	ROS	\$788.88	\$500.55	\$600.02	\$5.00	\$6.00	\$588.88
OVERNIGHT	YGRITTE	\$5555.55	\$585.58	\$855.58	\$55.55	\$5.55	\$5555.55
	CERSEI	\$888.88	\$558.88	\$888.88	\$55.58	\$68.88	\$888.55

This screen will always default to today’s date. To change the sales date, simply click on the date itself. The following dialog will appear. Choose the date and click okay.

