

THE ULTIMATE SCHEDULING PLAYGROUND



Integrate your time clock into your Point of Sale system

Turn any smart phone device into a time clock

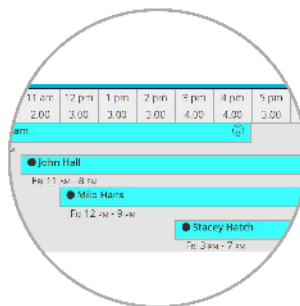
STREAMLINE SCHEDULING

» **Online Schedule Posting** – Avoid calls about schedule inquiries by posting online.

» **Give Management** control over the numbers.

» **Schedule adjustments are immediately sent** to affected employees.

» **GoferMail** – Allow employees to communicate online without giving out their personal information to coworkers.

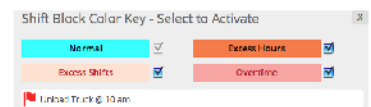
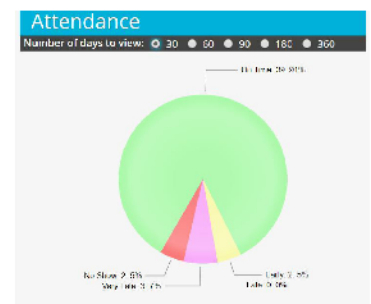


ADJUST ALERTS

» **Know in real time** who's clocked-in, clocked-out, on break, or late clocking in.

» **Activate Pop-Up Warnings while Scheduling** to alert when boundaries are exceeded: Excess Hours, Excess Shifts, Preference Conflicts. Shift color codes indicate **Excess Hours & Overtime**.

» **Flag Shifts with daily comments.**



READY TO SIMPLIFY SCHEDULING?

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MONITOR LABOR COSTS

» **Monitor Schedule Cost while Scheduling.**

» **See Actual Schedule Cost vs Projected Cost.** i.e. Daily, Weekly Monthly.

» **Confine clock-in time to schedule time.** Receive immediate notification of off-schedule clock-ins, early or late clock-ins and schedule overrides.

» **Transfer hours and pay rates directly to payroll via csv.**

Shift Reassignment Box

8 hours server
Wed, June 20 11:00AM - 2:00PM

Offered by: ● Becker, Janet, Janet
Trading \$1.00 for \$0.00/hr
Trading 8 hrs for 0 hrs
Hours After Trade: 6.00 - Shifts: 2
Accepting: ● Babalon, Lacy

Trade Cost: \$3
Trade Cost: \$3 (Savings)

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STAY ORGANIZED

» **Access employee information everywhere you see their name with a single click.**



» **Review past schedules** – Use them to create schedule templates for specific events.

» **Import a past schedule** into the current week.

» **Activate Auto-Adjustments** to Assist with Break Monitoring.

» **View and create schedules in various formats** - e.g., position, bar chart, spreadsheet, each with adjustable settings.

» **Use your Favorite Schedule Creation Format** – View schedules in any format, employee, position, timeline graph, etc. **Poster View** is for printing & posting on a wall.

» **Create Employee Pools** to view or schedule certain groups of employees exclusively such as Front of House, Back of House, Servers, Bartenders, etc.

» **Track multiple locations.**

MANAGE REQUESTS EASILY

» **Online Time-Off, Drop & Trade Requests** – Review and approve online. Schedules are immediately updated.

» **Set time-frames** when time-off requests are not allowed.

» **Modify punches and tips** easily from the Hours Report.



Hours Chart					
Position	Type	Date	Punch Time	Paid Hours	
Cashier	In	06-15-2018	7:00:00	8.75	
Cashier	Out	06-15-2018	2:00:00		
Cashier	In	06-16-2018	7:00:00	8.54	
Cashier	Out	06-16-2018	2:00:00		
Cashier	In	06-17-2018	7:00:00	8.50	
Cashier	Out	06-17-2018	2:00:00		
Total:				16.34	

My Schedule					
Date	Start Time	End Time	Location	Position	
Tue	6:15	11:00AM	Square	Server	
Wed	6:20	4:00PM	Square	Server	
Thu	6:21	2:00PM	Square	Server	
Fri	6:24	11:00AM	Square	Server	
Sat	6:24	4:00PM	Square	Server	
Sun	6:25	11:00AM	Square	Server	
Mon	6:25	4:00PM	Square	Server	