

SynergySuite is the new program for all things Office Management, replacing Altametrics/ERS. We will use SynergySuite for:

- Cash Management
- Time Keeping
- Scheduling
- Inventory
- Food Management
- Ordering/Receiving/Transfers
- Human Resources
- Some Reporting Features

Accessing SynergySuite

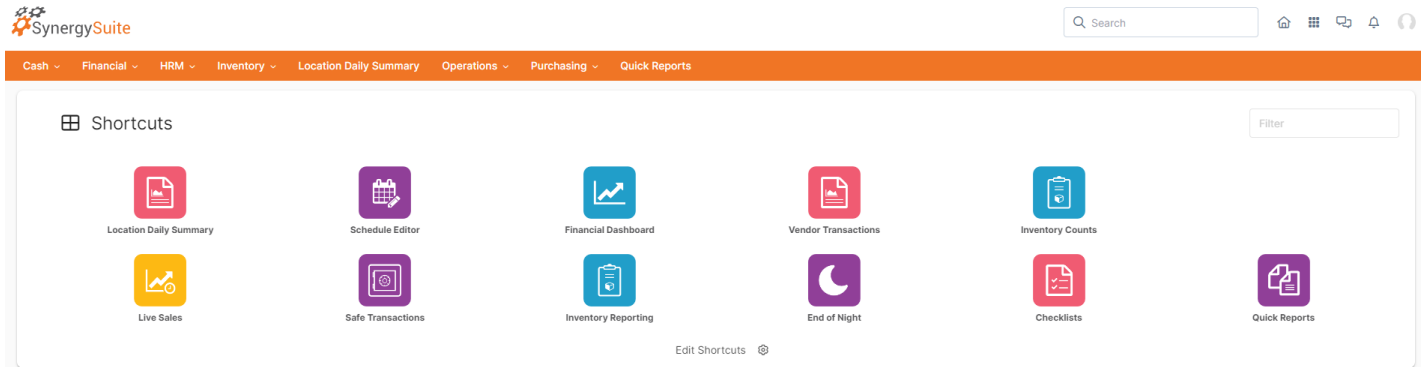
Website: friendly.synergysuite.net

Login information will be sent to you individually by email. You will have 2 hours to log in using the password sent to you. Please make sure that usernames and passwords are **NOT** shared.

Please do **NOT** auto save your password into Google Chrome or any web browser as every person has a unique login. This is important for Human Resources and Cash Management features.

Once you log in, you will see the SynergySuite Dashboard. This is a quick overview of the things you can do/see in the application. This is tailored to the role that is assigned to you (Franchise Owner/DO/GM/Assistant etc.)

Main Dashboard/Quick Links



When you log into SynergySuite, you will see several shortcut links. These are designed to bring you right to the specific area you want to go. These include:

- Location Daily Summary – Brings you to the Daily P&L Summary Page
- Live Sales – Daypart Dashboard
- Schedule Editor – To edit the schedule, create, update, etc.
- Safe Transaction – Cash Management
- Financial Dashboard – Week on Week Comparison
- Inventory Reporting – Reports for Inventory
- Vendor Transactions – Brings you the order page.
- End of Night – End of night checklist page.
- Inventory Counts – To start an inventory count.
- Checklists – Daily checklists
- Quick Reports – Employee Clocked in Detail, Punch Change, Red Flag Report.

Below that, you will see the weather for the next 2 Weeks.

Daily Checklist

These are daily checklists of things that need to be completed. They are specific to your individual store.

Opening Checklist

Opening Checklist		Completed	0/3	
<input type="checkbox"/>	Safe Transaction	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Print Production Schedule	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Create Thursday Order	<input type="checkbox"/>	<input type="checkbox"/>	
Type in a new task here...				

End of Day Checklist

End of Day Checklist		Completed	0/7	
<input type="checkbox"/>	Create Bank Deposit	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Safe Transaction	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	End of Night	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Enter Waste	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Ensure all invoices/transfers are approved	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Weekly Inventory Count	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Review Inventory Reporting	<input type="checkbox"/>	<input type="checkbox"/>	

Finalize Weekly Payroll

Finalize Weekly Payroll		Completed	0/3	
<input type="checkbox"/>	Verify all End of Nights are completed	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Verify hours by reviewing Timesheet to Payroll	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Once everything is confirmed, Send to Payroll	<input type="checkbox"/>	<input type="checkbox"/>	