# Adding Working Locations and Roles to Employees

Last Modified on 10/22/2023 11:01 am MDT

## **Viewing Employees**

From the Main Toolbar go to **Employees** 

Expose available Schedules from the dropdown selector shown below





Employees will appear grouped with schedules / locations where they are able to work

Brooks	
FOH	
✓ FOH Vrfy Txt / Email - 86% Only One, 43% Both	
Name	
Unassigned (employee place holder)	
Crandall, Lauren 11m 3d since hired	
Frye, Tracey 4m 12d since hired	I III t

In addition to their one **Primary** location / schedule, and any number of additional **Working** locations / schedules.



The icon above indicates the displayed location is an Additional working location for the employee (as opposed to employee's Primary identity)

	Administrative
	<ul> <li>Administrative</li> <li>Vrfy Txt / Email - 8% Only One, 0% Both</li> </ul>
	Name
	Unassigned (employee place holder)
Primary location for employee	Bleepe, Grey (Bleepe, G) 28d since hired
Additional working location for employee	Boy, Chonky (Boy, C) 4m 22d since hired

# Configuring Employee's Primary / Working Locations

1. Press the **EDIT** (pencil icon) to the right of the name of the employee. This will bring you to the employee's profile.

White, Walter (White, W) 17d since hired	

~ /

2. Navigate to the **Schedules / Roles** tab of the employee's profile. Check one Primary and any number of additional Working schedules.

	V						
rofile Sch	edules / Roles	Salary / Wages	Permission	ns Alerts	Admin Alerts	Reminders, Certs & Custom Input	Manager No
Filter by Loca		es and Fries 🗸	Folinos a	od Erico - I		t Main	
Schedule	S Filling S		Working	View	Main Restauran		
Clvde's Felin	es and Fries						*
Main Restau		- ×		_			
Main		0		<b>V</b>			
Administrativ Administ	-	0					
No Location A	ssociation						
Newly Im	ported Employee	s O					-

# Working Location Quick-Add / Remove

1. From the **Employees** Page, display the schedule you want to add an employee to, and press **Add Existing Employee**.

Olyde's Felines and Fries     Olyde's Felines     Olyde's Felines     Olyde's Felines     Olyde's Felines     Olyde's Felines     Olyde's     Olyde's			
Main Restaurant			
Main Vrfy Txt / Email – 8% Only One, 0% Both	Add Existing Employees	Add New Employee	1

2. From the Dropdown list, find the employee from their Primary location, and check the

box to the left of their name to add.

Add Existing Employees to Newly Imported Employees					
Set working • employees for this schedule	Add Existing Employees Clyde's Felines and Fries Main Restaurant Main Boy, Chonky Derpson, Onix Ghost, Fluffy				

Quick Add / Remove from a location can also be taken from the Schedule (sorted in the By Employee schedule type)

Sort by: A-Z   Roles   AM/F	M Roles   Groups PEDT						
Clyde's Felines and	d Fries						
	ative Filter on All	~		Draft: This schedule is i	not visible to employees.	📃 Publish 🍙 🔒	📅 🖻 🚅 😈 🚔 🗇
Show Requirements / Head	Mon Oct 16 24 🕫 🚔	Tue Oct 17 🕹 浸 🚍	Wed Oct 18 24	Thu Oct 19 24	Fri Oct 20 2 🗐	Sat Oct 21 24 🗐 🚍	Sun Oct 22 😢 浸 🚍
	Add 🔻	Add 🔻	Add 💌	Add 💌	Add 🔻	Add 🔻	Add 💌
	45°F - 54°F	45°F - 53°F	41°F - 62°F	48°F - 56°F	50°F - 58°F	44°F - 55°F	38°F - 52°F
	Cloudy	Cloudy	Cloudy	Day - Rain 49% precip	Day - Drizzle 59% precip	Cloudy	Day - Mostly Clear
	cioudy	cioday	cioday		<ul> <li>obsipiedp</li> </ul>	19% precip	
Unassigned							
Hrs Wrk:0.00							
Hrs: 0.00 Shifts: 0							
Bleepe, Grey							
Hrs Wrk:0.00							
Hrs: 0.00 Shifts: 0							
Purposes, Testing							
Hrs Wrk:0.00 Hrs: 0.00 Shifts: 0							
Trunk, Azul							
ITUIN, AZUI							
Irs Wrk:0.00							

## Adding Roles to Employee

- 1. From the employee's profile, click on the **Schedules / Roles** tab and scroll down until the *Roles* section is visible.
- 2. Move any desired roles from the All Roles section into the grey Employee's Roles box.

npioyee	e's Roles: (drop here)		All Roles: (drag from here) If you o schedule on the Role Settings		e dad the role to the workin
¢.	Busser	$\otimes$	Cleaner	Cook	Dishwasher
0F	Dishwasher	$\otimes$			
ĊF.	Run	$\otimes$	Ехро	Run	Training

Roles - Create new roles in Dolce Click Here

#### Adding Roles to an Employee from the Schedule METHOD #1

The system disallows the copying or pasting of a shift to an employee who lacks role qualification to work that shift.

To override and qualify the employee for the role, hold down SHIFT when pasting the [new role] shift

Teamw	a wla	Schedules Employee	es Reports Star Fil	es Oct 16, 2023 💼	A+⊘ ⊕+E Tools	Alt/Option	iste Override n = Continuous Paste : Paste Employee Helper
Show Requirements / Head	Mon Oct 16 2 10	Tue Oct 17 🐵 📑	Wed Oct	Thu Oct 19 24 🗐 🚍	Fri Oct 20 24 🗐 🚍		= Exit Copy / Paste
Main	Add 👻	Add 👻	-	Add 👻	Add 👻	Add 👻	Add 👻
Role Match	8.0 / 8.0 hrs	8.0 / 8.0 hrs		8.0 / 8.0 hrs	8.0 / 8.0 hrs		
antherson, Asher s Wrk:0.00 s: 40.00 Shifts: Bood Moter	6		- 5:00pm 👔	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm
irate, Steve The rs Wrk:50.00 rs: 48.00 Shifts: 6 Role Match	9:00am - 5:00pm () () Maintenance 9:00am - 10:15pmV 13.3 / 8.0 hrs	9:00am - 5:00pm @ Maintenance 9:00am - 11:1 14.3 / 8.0 ht	n - 5:00pm ② 🗎 snance 00am - 11:30pmV .5 / 8.0 hrs	9:00am - 5:00pm 💿 📔 Maintenance 9:00am - 5:00pmV 8.0 / 8.0 hrs	9:00am - 5:00pm III Maintenance IIII 8.0 hrs	9:00am - 5:00pm	6
pots, Captain rs Wrk:16.00 rs: 40.00 Shifts: 5	9:00am - 5:00pm () () Barback 9:00am - 5:00pmV 8.0 / 8.0 hrs	9:00am - 5:00pr Barback 9:00am - 5:0 8.0 / 8.0 h:	am - 5:00pm 🔋 🔝 ack 8.0 hrs	9:00am - 5:00pm 🚺 Barback 🛐 8.0 hrs	9:00am - 5:00pm 📗 Barback	0	6
mid, Diego s Wrk:16.00 s: 40.00 Shifts: 5	9:00am - 5:00pm ③ Cook 9:00am - 5:00pmV 8.0 / 8.0 hrs	9:00ar. Cook 9:00am - 8.0 / 8.0 hr	.0 hrs	9:00am - 5:00pm 🔋 Cook 🛐 8.0 hrs	9:00am - 5:00pm	0	0
/hite, Walter rs Wrk:0.00 rs: 16.0 Shifts: 2	9:00am - 5:00pm M Cook	9:00am - 5:00pm Cook					
Add / Remove Employees	All 11 Clock-Ins Approved	8 Clock-Ins, 2 NS - 7 Approved	Employee Shift Copy	4 Clock-Ins, 7 NS - 0	1 Clock-Ins, 8 NS - 0 Approved	0 Clock-Ins, 4 NS - 0 Approved	0 Clock-Ins, 2 NS - 0 Approved
	Sched Act	Sched Act	This employee is r	not qualified for	Sched Act	Sched Act	Sched Act
Hours	64.0 82.8	71.0 70.9	the role 'Barback'.	Proceed?	80.0 16.0	44.5 8.0	16.0 0.0
\$ Hourly	\$40 \$68 <sup>71</sup>	\$75 \$74 7			\$200 \$0 <sup>71</sup>	\$160 \$0 <sup>71</sup>	\$2,032 \$0 7
Penalty/Violations	9 @ \$5.00	8 @ \$10.00		Yes No	2 @ \$0.00	1 @ \$0.00	0 @ \$0.00

#### Adding Roles to Employee from the Schedule METHOD #2

When adding or editing a shift, select the unqualified role from the role dropdown list. Then click the red <u>– Not Qualified</u> link, and follow the prompts.

	×
Add a New Shift for Wednesday at Location Main	1 of 4 Options Selected 🗸
Employee Pool Roles - <u>Not Qualified</u> Employee(s)           O Primary Location         Runner         Image: Constraint of the second secon	
Shift Start Time     Shift End Time - don't show     Expected Break Time       Oct 18, 2023     (minutes)     30	Shift Audits
Designated Breaks $\Phi$ Shift Notes (displayed on schedule)	Shift Audit
Scheduled Unscheduled	