Oracle® Retail MICROS Stores2
Functional Document
Employees
Release 1.36

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Oracle® Retail MICROS Stores2 Functional Document Employees, Release 1.36

TECHNICAL DOCUMENTATION

Stores2 - 1.36.0 - Expected presences - Weekly management

Report developed by:
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stores2-136-fd-employees

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Note: The rebranding for the latest version of this documentation set is in development as part of post MICROS acquisition activities. References to former MICROS product names may exist throughout this existing documentation set.

1 Introduction

This version introduces a new employee presence planning procedure which provides greater visibility for the weekly box and statistical comparative data with the sales trend.

2 Weekly planning of presences

2.1 Configuration

2.1.1 General Parameters

An option is already present in the general parameters of Stores2 used to select the management procedure for expected presences.

To activate the new function the "2 Weekly" management type needs to be selected.

Once the parameter is changed it will have an immediate effect on the entire network of stores.

General parameters will also include:

- Reference goal;
- Daily forced goal;

These two values will be able to be selected from the goal types created and never used.

2.1.2 Goal Types

It will be possible to define the goal types in the "Sales" master data section.

2.2 Operation

The expected presences list will show all of the weeks with value assigned to date, indicating node, year, week number and date ranges.

From this page it will be possible to open an existing form or create a new one.

2.2.1 Expected presences form

The first window of the new management is in read only. It can be used to select the period with procedures similar to what was done in the read phase of the presences graph. The type of week number assignment is calculated based on a formula whereby the first week of a year is the one containing at least 4 days.

A grid is synchronized to the above period which shows the list of employees in the lines and some total lines. The columns will be reserved for the days of the week, totals and hours contractually required for the employee (see the previous image for a reference to the layout).

Total productivity will be calculated by dividing the Total daily forced goal with the total of scheduled hours (the decimals of the total scheduled hours are in minutes and for the calculation are coded in base 10, i.e. 100.30, becomes 100.5).

The contractually required hours will be taken from the employee's master data and relative tables.

The columns of the contractual hours will be colored as follows:

- yellow if less than the total corresponding value;

- red if greater than the total corresponding value;

- not colored (standard background) if equal to the corresponding value;

- black if it was not possible to obtain the employee's contract;

The operator can go to the maintenance phase for expected presences data by double clicking on the column heading of one of the days of the week. At this point a new window will be displayed where it is possible to enter the expected presences data for all employees for that day.

For a day where at least one record exists, the employee list will be retrieved from the expected presences data present in the database. For new days, the employee list will be automatically proposed from the week prior to the data entry week (all of the employees involved at least once in the previous week will be displayed in order of code).

The operator may eliminate them by enabling the cancel flag.

It will be possible to print a report from this page using the "Print" tool.

The operator may also add another employee using the "Add" key located on the lower part of the window.

The window heading will display the date for which you are entering data ("Thursday 4 April 2013").

The lower part of the window will show a series of additional data:

- "Collected previous year": sum of the total receipts (Σ(MovimentiTestate.ValoreDocumento)) of the current day -364, regardless of their type of sale;

- "Daily budget": this information will be obtained by analyzing a weekly budget that will be sent by host with a special type, also defined in general parameters; a new table ("ObbiettiviBudget") for Node/DayWeek will indicate a percentage value used to calculate the budget of that day of the week (obviously the table will only contain the node code, number of the weekday (1=Monday) and the percentage, in addition to normal management fields; populating of this table will be done autonomously by the customer and no interface, batch or interactive is included; however, it is possible to use the dynamic host interfaces of Stores2; any assistance for these needs will be managed separately):

Nodo	Giorno Settimana	Percentuale
002	1	10
002	2	15
002	3	10
002	4	20
002	5	20
002	6	40
002	7	35

- "Forced budget": the operator must enter the budget value he/she wants to assign to the day;

- "Total hours entered": calculated automatically based on the hours entered in the grid;

- "Productivity": value calculated with the formula "BudgetForzato/TotaleOreInserite" ;

Of the fields indicated above, only "Budget forzato" will be memorized in the budget table ("Obbiettivi") with the type defined in general parameters.

No data for this window should be able to be changed for the previous days or the current system date. In this case the operator will only be allowed to enter in read only.

2.2.2 Employee search

As mentioned above, from the detail window for the day it will be possible to add a new employee to the list. This function will open a window which shows the list of all the selectable employees, bearing in mind the autosorting functions by island and, it must also contain functions for an employee search by first name and last name (for the sake of simplicity only one text will be managed and the search will be performed on both the employee's First name and Last name, by entering Jolly characters before and after the entered search key and using any spaces as separators for searches with AND criteria: for example by indicating "Paolo Rossi" in the text the system would perform this type of search: "WHERE (Nome LIKE '%Paolo% OR Cognome LIKE '%Paolo%') AND (Nome LIKE '%Rossi% OR Cognome LIKE '%Rossi%')).

Elenco dipendenti del nodo

| Nome | paolo | | Cerca |
| Nodo | 932 DOS Italia - Logico | ▼ ? ↕ ↻ |

Stato	Nodo	Codice	Descrizione	Barcode	
	932	03PJ	DE VINCENZI PAOLO	DVNPLA80C04D872E	
	932	065Q	BABICH PAOLO	BBCPLA76D13L424Q	
	932	080J	NASCIMBEN GIAMPAOLO	NSCGPL74R12D869R	

Verranno visualizzati solo dipendenti con contratto valido valorizzato.

Seleziona   Annulla

Once the name is found, the operator has the possibility to select it to include it in the list (also by double clicking).
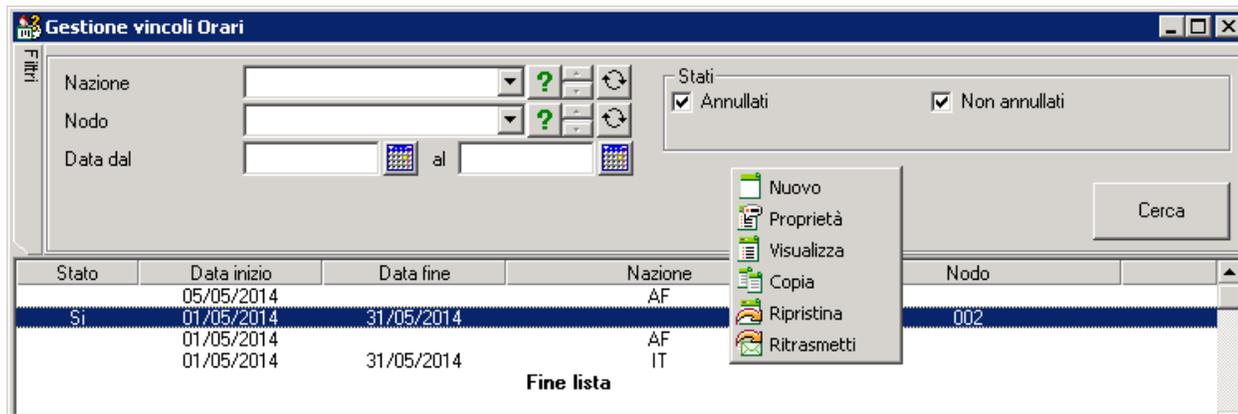
2.3   Hours constraint management

This function is used to constrain the selection of shift start and finish hours based on a predefined standard, which can be configured for the various stores.

For example, for Italian stores, shifts can be defined which are not less than half an hour and the shift start and end will have to be "hh:00" or "hh:30"; instead, for Spanish stores, the shifts may even be 15 minutes and the shift start and end time constraint will be "hh:00" or "hh:15" "hh:30" or "hh:45".

2.3.1 Master data

A new function will be added to the "Master Data\Operators" menu called "Hours constraint management".

When the function is opened, the program will display a screen with filters and list, similar to the one below.

The user can search already defined constraints, enter in property or display, cancel them, retransmit them and create new ones.

By selecting the "New" option from the list, a form will be displayed where the user will have to enter the node or country (when a value is present in one of the two comboboxes, the other will be blocked), the start date and one or more grid elements.

The values allowed on the grid are the numbers 0 to 59, when the send button is hit on the last cell, the program will prepare another one. It will not be possible to enter the same value on more than one line.

The final date will not be mandatory but it will be a key data.

The program will warn the user if the user tries to define a new element with the same keys of one already present; it also will not allow saving.

It will be possible to define the layouts by country or by single store for the various periods.

2.3.2 Presences scheduling

During the employee hours definition phase, it will not be possible to enter hours with minutes that do not comply with the hours constraint layout if there is a valid layout at the shift date in the employee shift grid.

In the presence of more than one defined layouts, the following priorities will be used to identify the correct one:

- The layout defined for the individual store will have precedence over the one defined for the specific country;

- With the same end date (and other parameters) the layout with the most recent start date will have precedence over the others.

- Cancelled layouts will not be considered.

When the confirm key is pressed, the program will check the correctness of the data, and if it does not match the defined constraint, it will warn the user of the presence of incorrect data and ask to correct them.

When a new hours constraint is entered for the node or country, controls will not be run on presences already entered. The presences will only be controlled during the saving phase of the presence form, or during the edit or entry phase.