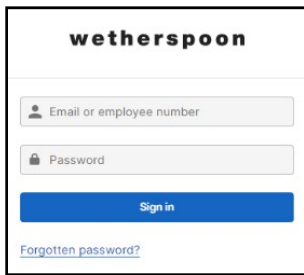
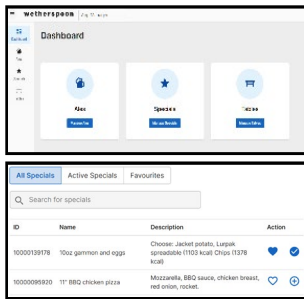
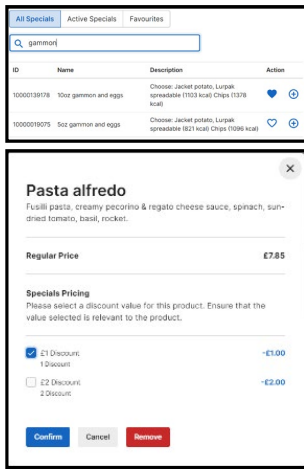
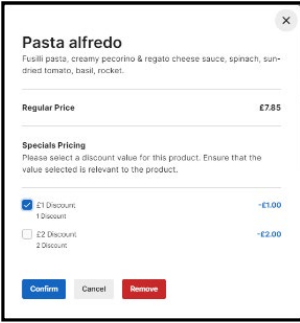
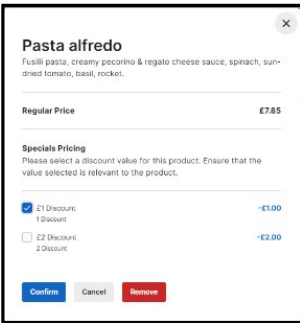
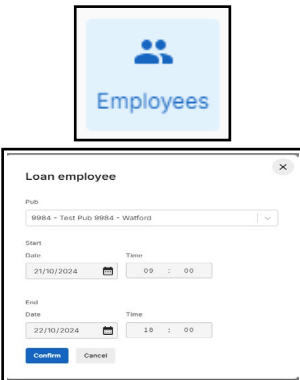





<b>Cloth</b>	Blue
<b>PPE</b>	N/A
<b>Chemicals</b>	• Sanitiser
<b>Reference</b>	• Risk assessment manual • COSHH manual • SOP OF0088 - Dealing with short shelf life, delisted or slow moving stock
<b>Equipment</b>	• eDMLB tablet

<b>Step 1</b>		<ul style="list-style-type: none"> <li>• Open the App Manager app on the tablet.</li> <li>• Enter your employee number and myJDW password, then press 'Sign in'.</li> <li>• If the password is not known, press 'Forgotten password?' and follow the instructions to reset the password.</li> </ul>
<b>Step 2</b>		<ul style="list-style-type: none"> <li>• The homepage will be displayed.</li> <li>• Select the 'Specials' tab from either the left-hand list or the press the 'Manage Specials' button.</li> <li>• The 'All Specials' tab will be displayed.</li> </ul>
<b>Step 3</b>		<p><b>To add a special to the app:</b></p> <ul style="list-style-type: none"> <li>• Begin typing the name of the product into 'Search for specials...' box.</li> <li>• A list of available products will be displayed.</li> <li>• To put the product on special, press the '+' button next to the product name.</li> <li>• Select the required discount amount, eg '£1 discount'.</li> <li>• Press 'Confirm'.</li> <li>• A blue tick will show next to the product to indicate that it is active, and it will now appear in the 'Active Specials' section.</li> <li>• To make the product a favourite, press the heart icon next to the product name. The colour of the heart will change and the product will now appear in the 'Favourites' tab for easy access.</li> <li>• This special should show almost immediately on the app. The product will show in a 'SPECIALS' menu on the main page of the app as well as the price being updated in the relevant section of the menu.</li> <li>• <b>Once all stock of an item on special has been sold, the item must either be placed out of stock on the tills or returned to full price.</b></li> </ul>

<b>Step 4</b>		<p><b>To change the discount price of an active special on the app:</b></p> <ul style="list-style-type: none"> <li>• Press the 'Active Specials' button.</li> <li>• Press the blue tick button next to the product name.</li> <li>• Select the updated discount amount, eg '£2 discount'.</li> <li>• Press 'Confirm'.</li> </ul>
<b>Step 5</b>		<p><b>To remove specials from the app:</b></p> <ul style="list-style-type: none"> <li>• Press the 'Active Specials' button.</li> <li>• Press the blue tick button next to the product name.</li> <li>• Press 'Remove'.</li> </ul> <p>• The product(s) will be removed from the 'SPECIALS' menu on the app and the price will return to the standard price in the relevant section of the menu.</p>
<b>Step 6</b>		<p><b>To loan an employee to another pub in App Manager - this can only be completed by the pub manager:</b></p> <ul style="list-style-type: none"> <li>• Log in to App Manager.</li> <li>• Select 'Employees' from the left hand side of the screen.</li> <li>• Select the pub the employee currently works at on the right hand side.</li> <li>• Select the employee to be loaned to another pub.</li> <li>• Select 'Loan employee'.</li> <li>• Under 'Loan employee', select the pub they are to be loaned to.</li> <li>• Select the start and end dates for the loan.</li> <li>• Press 'Confirm'.</li> </ul>
<b>Step 7</b>		<ul style="list-style-type: none"> <li>• When utilising the specials POS, always use the exact menu descriptions.</li> <li>• Where a menu item includes a drink, ensure that this is highlighted on the POS.</li> <li>• Ensure that the same level of discount is applied for any transactions processed at the bar.</li> </ul>
<b>Step 8</b>		<ul style="list-style-type: none"> <li>• The tablet must be wiped using a blue cloth sprayed with sanitiser.</li> </ul>
<b>Step 9</b>		<ul style="list-style-type: none"> <li>• If there are any issues with the tablet, contact Peak Ryzex on 0845 126 2810 or email <a href="mailto:uk.helpdesk@peak-ryzex.com">uk.helpdesk@peak-ryzex.com</a> to request a replacement. Peak Ryzex support hours are: 07:00 – 19:00.</li> <li>• If there are any issues with missing products, contact EPOS.</li> <li>• If there are any issues logging on to the App Manager, contact the <a href="#">personnel systems support team</a>.</li> </ul>