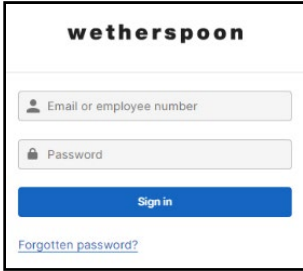
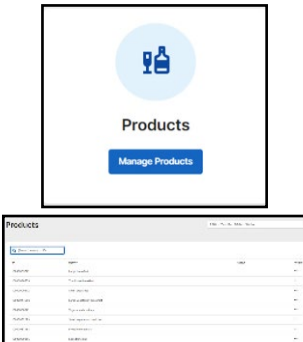
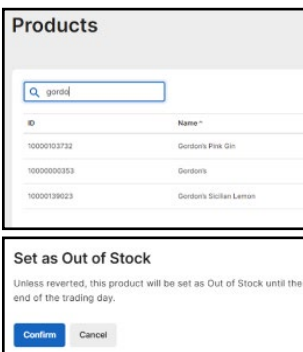

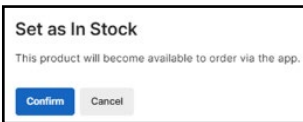
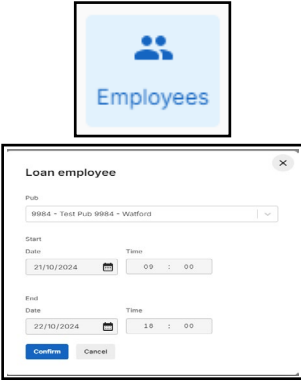




Cloth	Blue
PPE	N/A
Chemicals	• Sanitiser
Reference	• Risk assessment manual • COSHH manual
Equipment	• eDMLB tablet

Step 1	 <p>The screenshot shows the Wetherspoon App Manager sign-in interface. It includes a header with the 'wetherspoon' logo, a text input field for 'Email or employee number', a password input field with a lock icon, a blue 'Sign in' button, and a link for 'Forgotten password?'.</p>	<ul style="list-style-type: none"> • Open the App Manager app on the tablet. • Enter your employee number and myJDW password, then press 'Sign in'. • If the password is not known, press 'Forgotten password?' and follow the instructions to reset the password.
Step 2	 <p>The screenshot shows the 'Products' screen in the App Manager. It features a 'Products' header with a wine glass icon and a 'Manage Products' button. Below is a table listing products with columns for ID, Name, and a three-dot menu icon.</p>	<ul style="list-style-type: none"> • The homepage will be displayed. • Select the 'Products' tab from either the left-hand list or the press the 'Products' button. • The list of products will be displayed.
Step 3	 <p>The screenshot shows the 'Set as Out of Stock' screen. It includes a search box with 'gord' entered, a table of products (Gordon's Pink Gin, Gordon's, Gordon's Sicilian Lemon), and a 'Set as Out of Stock' section with a warning message and 'Confirm'/'Cancel' buttons.</p>	<ul style="list-style-type: none"> • Use the search box to enter the name of the product to be placed out of stock. • Select the three dots on the right-hand side of the relevant product name. • The 'Set as Out of Stock' pop-up message will appear. • Press 'Confirm' to place the product out of stock or press 'Cancel' to return to the previous page.
Step 4	 <p>The screenshot shows the 'Status' screen with a large red 'OUT OF STOCK' label.</p>	<ul style="list-style-type: none"> • If 'Confirm' is selected, the product will appear on App Manager with a red 'OUT OF STOCK' status. • The product will remain out of stock until the end of the current trading day.
Step 5	 <p>The screenshot shows the 'Set as In Stock' screen. It includes a 'Set as In Stock' header, a message 'This product will become available to order via the app.', and 'Confirm'/'Cancel' buttons.</p>	<ul style="list-style-type: none"> • If the product needs to be placed back in stock before the end of the current trading day, use the search box to enter the name of the product to be placed back in stock. • Select the three dots on the right-hand side of the relevant product name. • The 'Set as In Stock' pop-up message will appear. • Press 'Confirm' to place the product back in stock or press 'Cancel' to return to the previous page and leave the product as out of stock.

Step 6		<p>To loan an employee to another pub in App Manager - this can only be completed by the pub manager:</p> <ul style="list-style-type: none"> • Log in to App Manager. • Select 'Employees' from the left hand side of the screen. • Select the pub the employee currently works at on the right hand side. • Select the employee to be loaned to another pub. • Select 'Loan employee'. • Under 'Loan employee', select the pub they are to be loaned to. • Select the start and end dates for the loan. • Press 'Confirm'.
Step 7		<ul style="list-style-type: none"> • The tablet must be wiped using a blue cloth sprayed with sanitiser.
Step 8		<ul style="list-style-type: none"> • The process in this SOP only applies to the customer app and the QR code ordering process. Items will need to be updated separately as out of stock/in stock on the tills. • If there are any issues with the tablet, contact Peak Ryzex on 0845 126 2810 or email uk.helpdesk@peak-ryzex.com to request a replacement. Peak Ryzex support hours are: 07:00 – 19:00. • If there are any issues with missing products, contact EPOS. • If there are any issues logging on to the App Manager, contact the personnel systems support team.