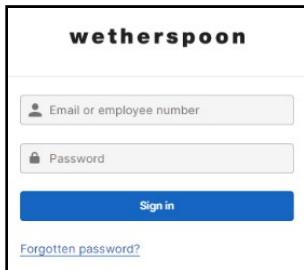
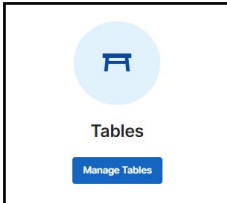
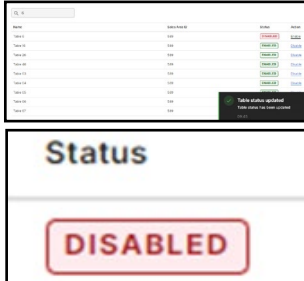
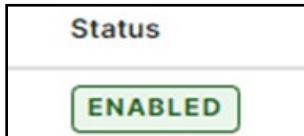
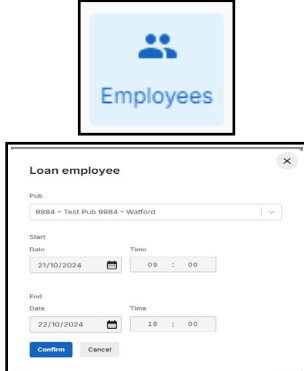




Cloth	Blue
PPE	N/A
Chemicals	• Sanitiser
Reference	• Risk assessment manual • COSHH manual
Equipment	• eDMLB tablet

Step 1		<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		<ul style="list-style-type: none"> • The homepage will be displayed. • Select the 'Tables' tab from either the left-hand list or the press the 'Tables' button.
Step 3		<ul style="list-style-type: none"> • Use the search box to enter the name of the table to be removed from the customer app. • Click on 'Disable' in the 'Action' column next to the name of the table to be removed. • The table status will change to 'Disabled' and will be highlighted in red. • The table will remain disabled until the end of the current trading day.
Step 4		<ul style="list-style-type: none"> • To put a table back on to the customer app, repeat the process in step 3, but click on 'Enable' in the 'Action' column next to the name of the table to be reinstated. • The status will then change to 'Enabled' and will be highlighted in green.
Step 5		<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 6		<ul style="list-style-type: none">• The tablet must be wiped using a blue cloth sprayed with sanitiser.
Step 7		<ul style="list-style-type: none">• Any tables which have been disabled via App Manager will automatically be enabled again at 2am.• 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.