Enterprise Management System (EMS) Guide

Revel is proud to debut the first components of its new Enterprise Management System or EMS. The EMS will allow for centralized administration of multiple establishments. Access the EMS by selecting your brand, followed by “All Establishments”. Currently, if you have access to an establishment, you will be able to manage it from the EMS.

The first phase of the EMS includes the following features:

- Establishment Groups
- Settings Management
- Employee/Permissions Management
- Multi-Establishment Overview
- Multi-Establishment Sales Summary Reporting

Establishment Groups
The EMS allows you to manage, or target, several establishments at once. To make this simple, Revel allows you to build establishment groups.

Creation
To create a group, click on the Establishment Tab, and then Establishment Groups. Give your group a name and click Create. Check the establishments you want as members of the group and click the Save icon.
Management
You can edit a group by returning to the Establishment Group page, navigating to the desired group, and selecting new establishments. You can also use the Establishments heading which lists all establishments in the Brand on the left. On the right of each Establishment is a field where you can add or remove groups from the establishment. You can also navigate directly to an establishment by clicking the Details icon next to it.

Using Groups
As you navigate around the EMS, you will see a grey area near the top of the page. This is where you select the establishments you want to target. You can select (or deselect) individual Establishments on the right. On the left, you can select whole groups. The active column shows you how many establishments within the group are selected for targeting.
You will also need to select a “Base” establishment. The Base establishment serves as the model for the values displayed in the EMS. The Base establishment is used for reference only; no settings will be pushed to establishments unless specifically requested.

Once you have selected your establishments and the Base establishment, click Save and the grey area will collapse, displaying the names of the establishments to be targeted. Revel will remember this list the next time you log in. You can change your targeted establishments at any time by clicking the edit icon in the grey box.

**Settings Management**

The EMS allows you to change to settings to any or all of your establishments at one time. For example, if you want all of your establishments to require employees to clock in before they can access the POS, simply navigate to the “Require Clockin To Access iPad” setting, set it to true and click Confirm to push the data to all targeted establishments.
On the left of the Settings window you’ll see the settings tree showing all available Settings. Each page of Settings has an entry at the top level of the tree. The second level of the tree shows specific settings. You can choose to display a single setting or an entire page of settings by clicking the boxes on the tree.

TIP: Use the search bar above the tree to find an individual setting quicker.

Once you select settings from the tree, the selected settings themselves will display on the right. To manage a setting, click on it. It will turn blue, meaning that whatever value you put into the setting will be pushed to all targeted establishments. If you change your mind about pushing a setting, simply click the blue back arrow at the right and the setting will return to grey.

By using the lock icon on the right of each setting, you can choose if that setting can be adjusted at individual establishments. If the lock remains open, that setting can be changed at the establishment level by those who have access to that particular establishment’s dashboard. If you close the lock, the setting can only be changed through the EMS. To edit the lock, click on it. It will turn blue. To change its state, click it again. To deselect it, click one more time and it will return to grey.

You can use the “View Changed Settings Only” box at the top of the page to easily see all the setting will be pushed on clicking Confirm.

To push all changed settings to your selected establishments, press the Confirm button at the bottom of the page.

Employee/Permissions Management
The EMS provides a powerful tool to manage Employees, Roles and Permissions for all Establishments.
**Employees List**

Every employee, from every establishment, is now displayed in the EMS Employees List. In some cases you may see multiple versions of each employee as they may have been uniquely created on each establishment. To get rid of the duplicates, simply check each version of the employee on the right and click the Merge icon at the bottom of the page. Select which employee should be chosen as the principle record and click Merge. The system will combine all the employees together into a single record, but will still retain the role and wage data particular to each establishment.

You can filter the list by Establishment Group, seeing only those employees associated with establishments in the group. You can also search for specific employees by Name, Internal ID or External ID.

Revel recommends creating employees in the EMS and then linking them to establishments. However, you may still create a new employee on the establishment. If Revel thinks the new employee might be a duplicate of a pre-existing employee, it will prompt you to link the pre-existing employee to the establishment instead.

**Managing Individual Employees**

Click the Actions icon on any employee in the employee list to manage them directly.

**Employee Info**

The Employee Info page displays data that is common to an employee across all establishments, things like their name, email address, ids, and PIN. Data changed here will be reflected in each establishment the employee is linked to.

**Roles and Wages**

Click on Roles & Wages and you will see a large grid with every role and every establishment represented. This is where you link employees to individual establishments. Simply scroll to the desired
establishment, check the box for the correct role (or roles), and input the employee’s wage for that role (wage is optional). Then click confirm. The employee will now appear in that establishment.

To remove an employee from an establishment, simply uncheck any roles and click confirm.

An employee’s particular roles and wages can also be edited at the establishment level.

You can filter the Roles and Wages by Establishment Group.

Web Access and Permissions
The Web Access Page is used to set the backend permissions for an Employee. The top of the page shows the employee’s login name and allows you to reset the password.

Click Show Web Access Permissions, and you will see a grid representing every establishment in the brand and every backend tab. Assuming User Access Control is enabled, this is where you define which establishments an employee can login into, and what tabs they can see. Granting access to an establishment and tab currently grants access to that same establishment and tab in the EMS.

Roles
Roles no longer exist on the Establishment level. If one establishment has a role, they all do. You should create your roles in the EMS. Simply give the role a name, select a department and click the + icon. You can also clone a role using the copy icon. The new role will have the same department and permission set as the original. You can add departments by clicking Add New in the department drop down.
If you see duplicate roles you can merge them here. Just check the roles you want to merge, select the one whose department and permissions you wish to retain, and click Confirm. All relationships between employees, roles and wages shall be retained.

**Role Permissions**

Click on Role Permissions and you will get a large grid of every role and permission in the system. Changes made to this page will be pushed to your targeted establishments. For ease of use, you can filter the role list by Department.

The purpose of this page is to manage permissions across establishments. Select the role(s) and permission(s) you want to manage. Selected permissions turn blue. Set the permission(s) to true or
false as desired. If you wish to prevent (or enable) changing the permission on the establishment level, click the lock icon to the desired setting. A blue lock is active and will be pushed. You can unselect a permission or lock by clicking through the setting box/lock.

Once you have made your edits, click Confirm and your changes will be pushed to the target establishments.

You can also copy a role (and its permissions) in this table by clicking the Copy Role icon.

**Export**

Currently, Export exports a list of all employees in the EMS.

**Multi-Establishment Overview**

If you navigate to the Overview tab, you will find aggregate overview data for all your managed establishments.
Multi-Establishment Sales Summary Reporting

If you navigate to the reporting tab, you will find a Sales Summary report that displays aggregate data for all your managed establishments. We will be adding more reports to page as time goes on.