

# Setting up QES Online™

\*See Advanced KITCHEN MINDER™ Training Manual for QES Online™ usage instructions

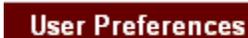
## A. User Preferences

Go to <http://www.goicc.com/qes5>

Enter user name & password

Click 



Click 



Confirm or change preferences as needed →

Your profile data is up to date.

Username: support  
 Password:  leave blank to leave password unchanged  
 Real Name:   
 eMail:   
 Show Breakfast by Default:  yes  no  
 Business Week Starts on:  Mon  Tue  Wed  Thu  Fri  Sat  Sun  
 Language:

**Change Group Labels**

Level 0:   
 Level 1:   
 Level 2:   
 Level 3:   
 Level 4:   
 Level 5:   
 Level 6:   
 Level 7:   
 Level 8:   
 Level 9:

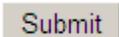
|                         |                          |                                     |                          |                          |                                     |
|-------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Receive E-mail Reports? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
|                         | Daily                    | Weekly                              | Monthly                  | Email Detail             | <input type="text" value="level8"/> |

Group Labels are defined by levels of management within your organization. A typical organization may have:

- Level 0 = BK (restaurant level)
- Level 1 = District Manager
- Level 2 = Vice President
- Level 3 = Director of Ops/Franchisee

Define all levels above Level 0 for your organization as needed. You must begin at Level 1 and continue in order until all levels are completed. Leave any unused Levels as they are.

Select your preferences for receiving QES™ reports via email. →

When finished, click 

# Setting up QES Online™

## B. Select and Manage Users

From the “User Preferences” screen, click

**Manage Users**



A screenshot of the QES Online user management interface. The top banner features the QES logo and the text 'QES Online™'. Below the banner is a navigation bar with links for Home, Company Info, Products, Tech Support, International, and Contact Us (1.877.1CC.8788). There are also buttons for 'Temp Login', 'QES Login', and 'Wash Login'. On the left is a vertical sidebar with menu items: Manage Users, Manage Alignment, Main Page, User Preferences, and Logout. The main content area is titled 'Add QES User:' and contains a form with fields for Username, Full Name, Email Address, Access Level, and Active?. Below the form is a table of 'Current Users in this Franchise'. The first user, 'Janedoe', is circled in red. A red arrow points from the 'Manage Users' menu item to the 'Add QES User' form, and another red arrow points from the 'Janedoe' user entry to the 'Add QES User' form.

| Username                 | Full Name                 | Email Address         | Access Level | Active? | Password       | Delete      |
|--------------------------|---------------------------|-----------------------|--------------|---------|----------------|-------------|
| <a href="#">Janedoe</a>  | <a href="#">Jane Doe</a>  | janedoe@anymail.mail  | ADMIN        | Yes     | Reset Password | Delete User |
| <a href="#">Tomjones</a> | <a href="#">Tom Jones</a> | TomJones@anymail.mail | USER         | Yes     | asdf           | Delete User |

Add new users, following these guidelines:

Username – Name used to log in to QES™ system, usually first half of email address up @ sign

Full Name – Actual name of user

Email Address – Email address (business or personal) of user

Access Level – Select “USER” for most, “ADMIN” if full access to site and settings is needed

Access Level – “Y” for most users, “N” if user is not currently allowed access to site

Click **Submit** to add the new user

Click **Reset Password** if user has forgotten password. Password will be reset to default (asdf)  
(Note – “asdf” is displayed only when user has not yet accessed site and changed password)

Click **Delete User** to remove existing user from the system

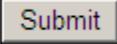
When all users have been entered, click on the first user’s Username or Full Name to edit their access level

# Setting up QES Online™

## B. Select and Manage Users (cont)

To grant displayed user access to any level, check the “Access Group” box

If the user is the actual manager of a level, check the “Group Manager” box

When finished, click 

Click 

Repeat process for all remaining users



## C. Manage Alignment

Select 



1. Set up levels following these guidelines:

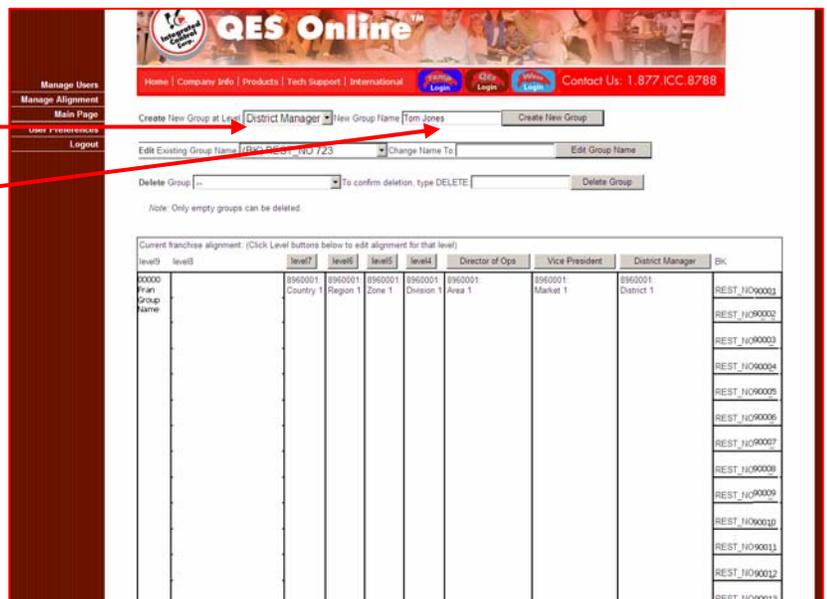
Select Level from drop down box

Add manager name or number

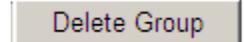
Click 

Repeat for all managers for each level

To edit manager names or numbers, select from “Edit” drop down box, type new name or number in the “Change Name To” field, then click 



To delete managers or numbers, select from “Delete Group” drop down box, then click

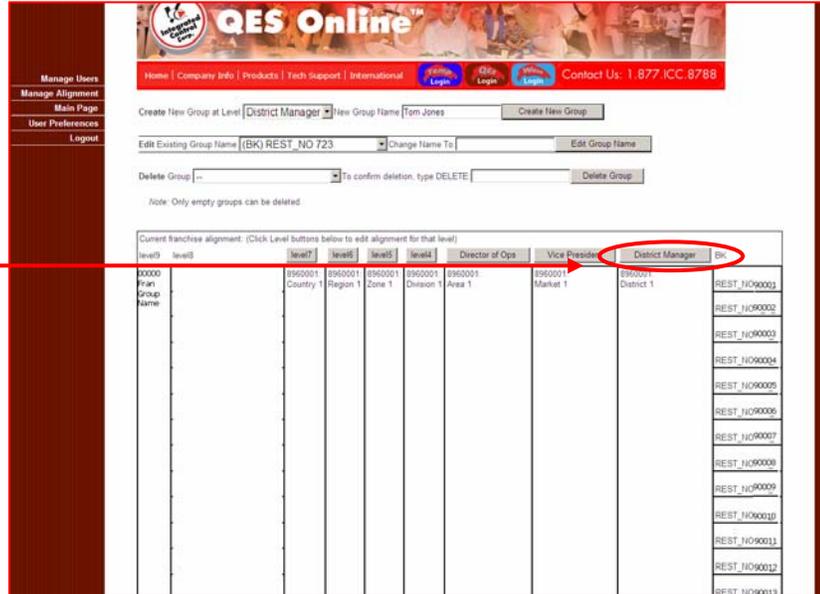


# Setting up QES Online™

## C. Manage Alignment (cont)

2. Assign restaurants to levels following these guidelines:

Click the box that represents the level you wish to assign restaurants to. Begin with first level to left of the restaurant list as shown

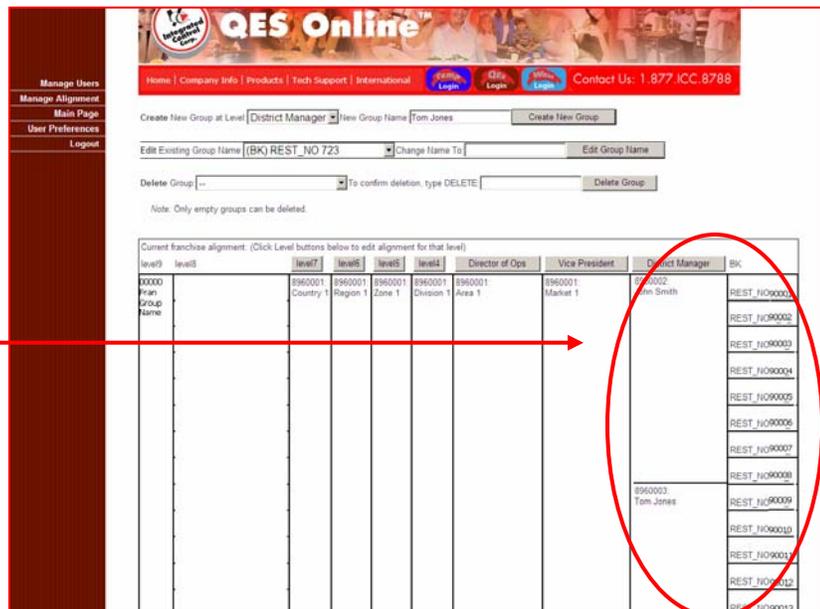


Select appropriate manager name or number from the drop down box that appears next to each restaurant

Click **Submit Changes** after all restaurants have been assigned



The adjusted alignment will now be displayed on the screen as shown



Repeat the alignment procedures for all remaining levels until all restaurants have been aligned to District Managers, all District Managers to VPs, all VPs to the Director of Ops, etc.