Setting up QES Online™
See Advanced KITCHEN MINDER™ Training Manual for QES Online™ *usage instructions*
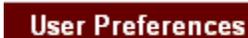
A. User Preferences

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

Enter user name & password

Click [Login]

Click [User Preferences]

Confirm or change preferences as needed ⟶

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 [Submit]

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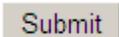
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B. Select and Manage Users

From the "User Preferences" screen, click [Manage Users]

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

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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 [Submit]
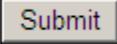
Click [Manage Alignment]

Repeat process for all remaining users

C. Manage Alignment

Select [Manage Alignment]

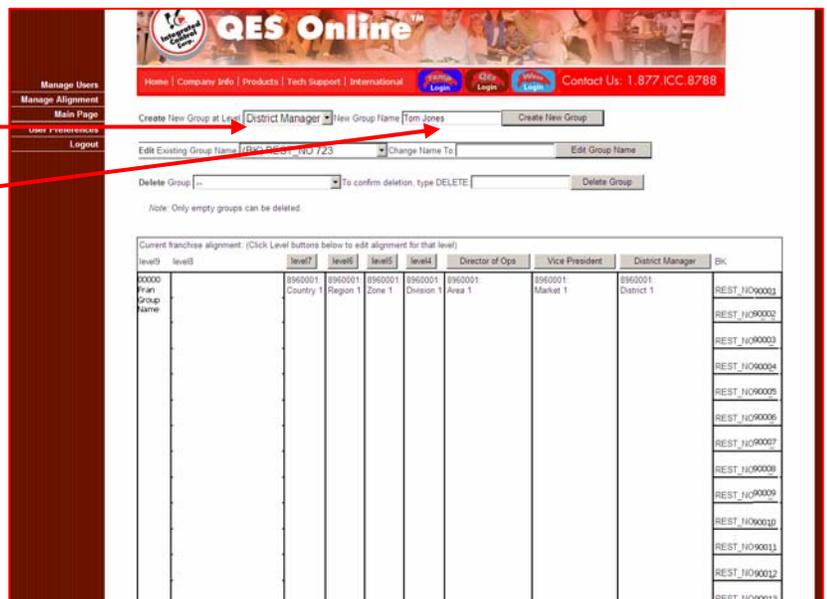*1. Set up levels following these guidelines:*

Select Level from drop down box
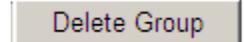
Add manager name or number

Click [Create New Group]

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 [Edit Group Name]

To delete managers or numbers, select from "Delete Group" drop down box, then click [Delete Group]
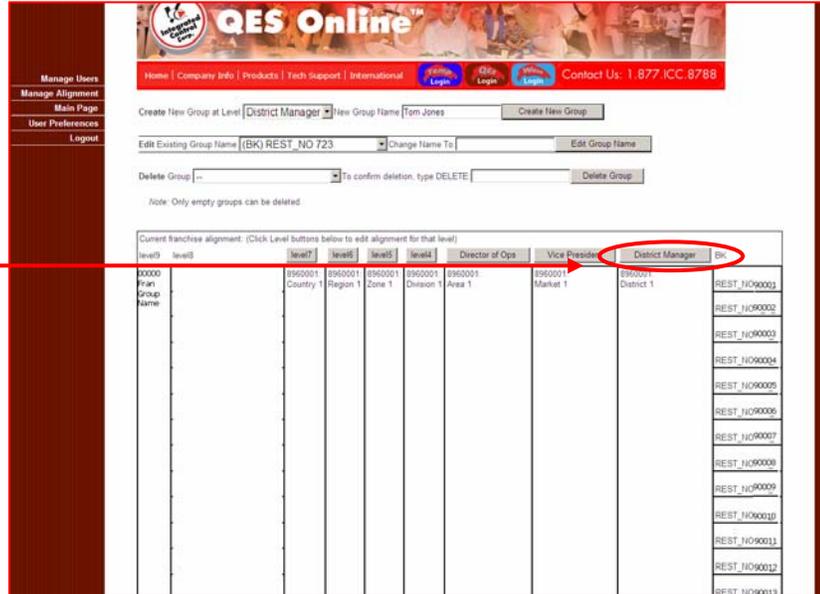
C. Manage Alignment (cont)

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
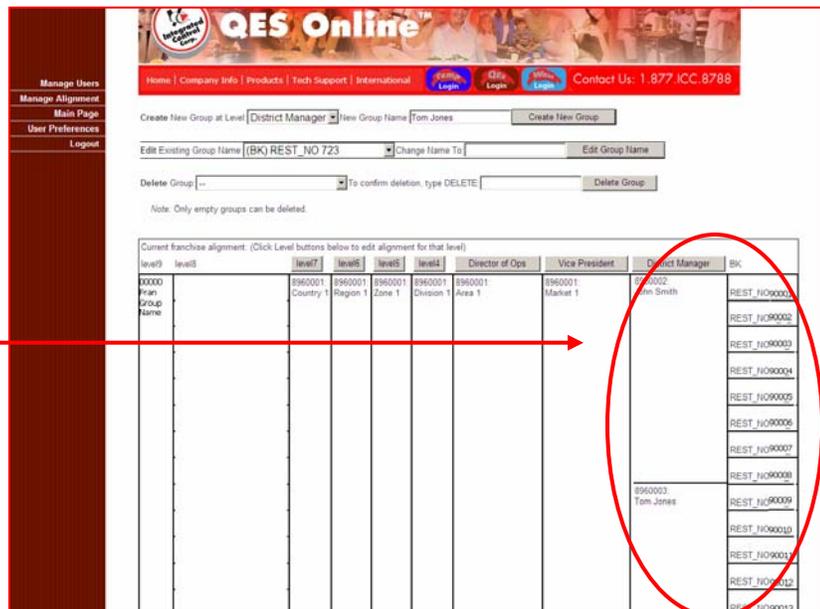

Select appropriate manager name or number from the drop down box that appears next to each restaurant

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.

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