QSRonline
advanced restaurant management

NextGen USER INTERFACE

User Guide

(Version 1.6)

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We welcome users to share their feedback and suggestions to help us enhance this guide and make it more user-centric. You can submit your suggestions via email or contact our customer support directly.

QSRonline advanced restaurant management

Table Of Contents

1. Introduction

Welcome to the User Guide for the NextGen UI, designed to provide a comprehensive overview of this newly enhanced interface. The NextGen UI introduces a fresh, modern look with a strong emphasis on user-friendliness and visual appeal. It incorporates intuitive icons and streamlines navigation, making it easier than ever to achieve your objectives within the application.

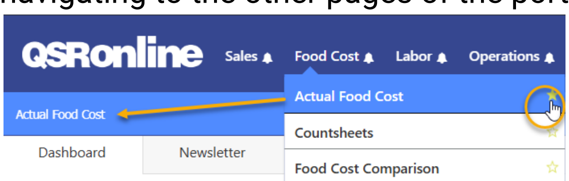
This guide offers a step-by-step illustration of all the features and functionalities included in the NextGen UI, ensuring that you can fully leverage its capabilities. Each feature is accompanied by a detailed explanation to help you understand how it differs from previous versions and how it enhances your workflow.

2. Getting Started

Understanding the Interface

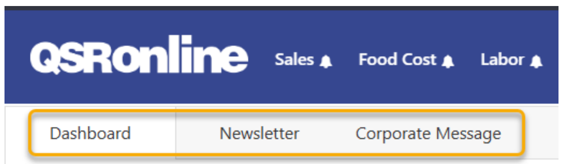
The NextGen UI is built with user experience in mind, offering a visually appealing and easy-to-navigate interface. Key areas of the dashboard include:

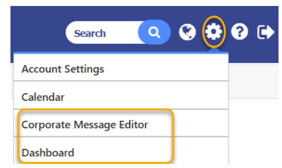
- **Quick Links**: Access your favorite features quickly by marking them as favorites. This allows you to access these features directly from the dashboard and while navigating to the other pages of the portal.



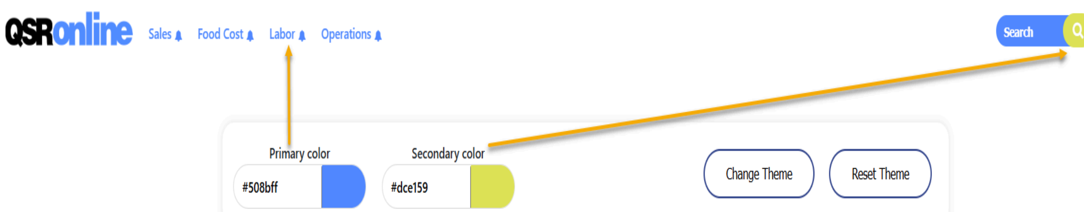
- **Modules:** The primary modules—Sales, Food Cost, Labor, Operations, and Accounting—are prominently displayed, allowing you to dive into specific areas of the application with a single click.

- **Corporate Message, Newsletter, and Dashboard:** These sections provide updates and essential information, keeping you informed of the latest developments. *Note*: Admin function only





- **Personalization:** To personalize your experience, we have added a UI theme editor feature to customize your UI primary and secondary colors.
Note: May be an Admin function only



Setting Up Your Workspace

To make the most out of the NextGen UI, you can customize your workspace:

- **Mark Favorites**: Click the star icon next to frequently used features to add them to your Quick Links. This allows you to access these features directly from the dashboard while navigating to the other pages of the portal. Marking favorites also moves the selection to the top of the dropdown window.
- Adjust Settings: Explore the settings menu to customize options available to you for your user experience.

Exploring the Features

The NextGen UI offers a wide range of features, each designed to improve efficiency and productivity. As you navigate through the application, you will find detailed instructions and illustrations in this guide to help you understand and utilize each feature effectively.

3. Prerequisites

Before you begin using the NextGen UI, please ensure that you meet the following prerequisites. These will help you set up your environment correctly and ensure a smooth experience with the application.

System Requirements

- **Operating System:** The NextGen UI is compatible with most modern operating systems, including Windows, macOS, and Linux.
- **Web Browser:** Ensure that you are using an up-to-date version of a supported web browser such as Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari. The application is optimized for these browsers to provide the best performance and user experience.
- **Internet Connection:** A stable internet connection is required to access and utilize its features effectively. Broadband or a similar high-speed connection is recommended.

Account Requirements

- **User Credentials:** You must have an active account with valid login credentials (username and password). If you do not have an account, please contact your system administrator to set one up for you.
- **User Permissions:** Ensure that you have the appropriate permissions to access the features and modules you need within . If you encounter any restrictions,

contact your administrator to adjust your access level.

Software and Plugins

- **PDF Reader:** Some reports and documents generated may be in PDF format. Ensure that you have a PDF reader installed on your device, such as Adobe Acrobat Reader.
- **Spreadsheet Software**: If you plan to export data in spreadsheet formats (e.g., XLS, CSV), ensure you have compatible software like Microsoft Excel, Google Sheets, or LibreOffice Calc installed.

4. In-Depth Feature Overview

This section offers a comprehensive visual overview of the features and functionalities available in the application.

4.1 Logging into the Application

To log into the application, follow these steps:

- **Open the Login Page:** In your web browser, navigate to the following URL: QSROnline.com App3 - Login https://www.qsronline.com/App3/Login.aspx
- **Enter Your Credentials:** On the login page, input your username and password in the respective fields.
- **Click "Login":** After entering your credentials, click the "Login" button to access the application.

Once logged in, you will be directed to the main dashboard where you can begin using the application's features.

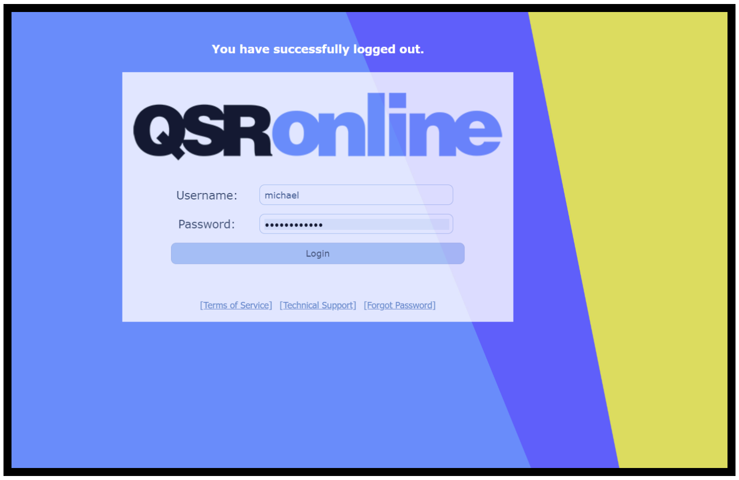


Figure 1: Logging into the Application

4.2 Successful Login

Upon successful login, the user will be directed to the main dashboard, which includes the following modules:

- **Sales, Food Cost, Labor, Operations and Accounting Downloads:** These core modules are easily accessible from the dashboard.
  Note: *The modules displayed are based on your subscription and user role.*

Figure 2: Successful login

- **Favorites and Quick Links**: Users can mark specific features within the Sales, Food Cost, and Labor modules as favorites using the dropdown lists. Once marked, these favorites (e.g., Sales Forecast, Countsheets, Variance Food Cost, etc.) will be configured in the Quick Links section in the header for easy and repeated access.

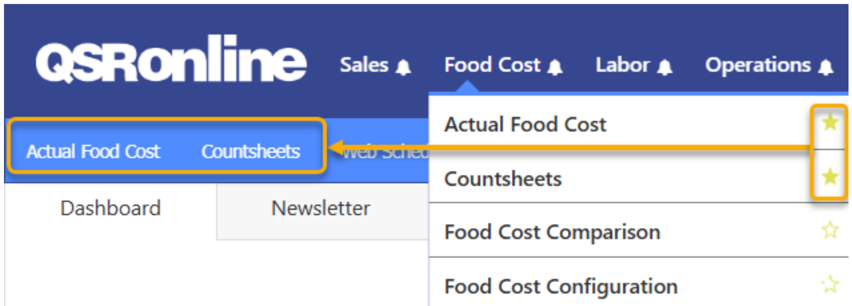


Figure 3: Favorites and Quick Links

4.2.1 Notification and Alert Mechanism - Q1 2025

Our new notifications and alerts feature will be available **Quarter 1, 2025**!

System administrators will have access to enable various alerts from a selectable QSROnline alert table.

Alerts will be triggered based on conditions set by the system administrator. For example, Sales +/- a certain amount from last week / last year, or, a labor schedule has not been posted by a certain date, etc. This system ensures that users are promptly informed of any significant changes or updates within an active QSROnline module. The frequency and type of notifications are directly tied to the activity levels within each attribute, providing valuable insights that help users manage sales more effectively.

Alerts are visually illustrated as depicted in the accompanying image below.

Figure 4: Notification & Alert

4.2.2 Home Page – Quick Access

For quick navigation, if a user is working on any page within the application and needs to return to the home page, simply click on the logo located in the top left corner of the screen. This action will instantly redirect the user to the home page, providing a seamless way to access the main dashboard without the need to manually navigate back through menus.

This functionality is particularly useful for users who need to switch between different sections of the application quickly and efficiently.
The process is highlighted in the accompanying image below.

Figure 5: Logo Directing to Home Page

4.3 Detailed Visual and Descriptive Illustration

The following section offers a detailed visual and descriptive illustration of each feature and functionality within the application:

4.3.1 Sales

To explore the Sales features, click on the Sales module. Your applications and/or reports will be displayed. Click the star favorite to create a quick link and move your favorites to the top. The menu selections are based on your specific subscription and role.

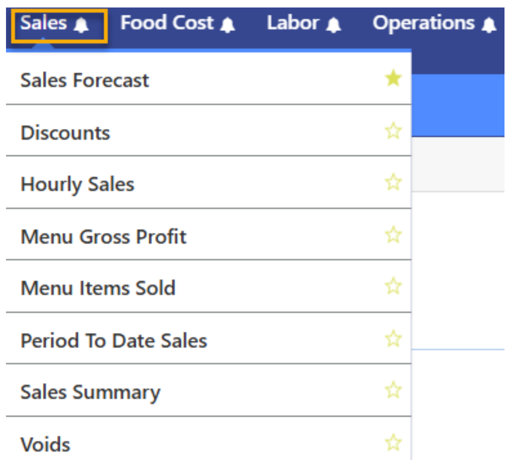


Figure 6: Sales Menu

4.3.2 Food Cost

To explore the Food Cost module, click on the Food Cost tab. Your applications and/or reports will be displayed. Click the star favorite to create a quick link and move your favorites to the top. The menu selections are based on your specific subscription and role.

Figure 7: Food Cost Menu

4.3.3 Labor

To explore the Labor module, click on the Labor tab. To explore the Labor module, click on the Labor tab. Your applications and/or reports will be displayed. Click the star favorite to create a quick link and move your favorites to the top. The menu selections are based on your specific subscription and role.

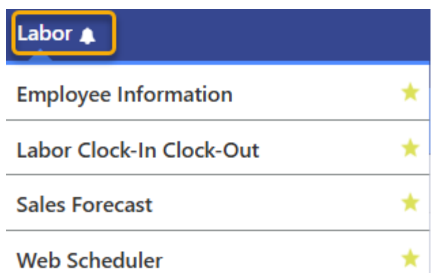


Figure 8: Labor Menu

4.4 Modules of User Assistance

The top right of the screen contains several modules designed to assist users.

Figure 9: Modules Icon

The explanation of each module is as follows:

4.4.1 Search

The **Search** feature allows users to quickly search for the desired item within the application. Simply enter a keyword, and the module will display all relevant options available in the navigation, helping you find what you need efficiently.

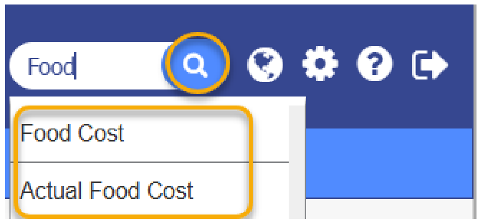


Figure 10: Search

4.4.2 Language

The **Language** module will enable users to select their preferred language for the application. ***Note:*** Currently, only English is supported, but additional languages are planned to be incorporated soon.

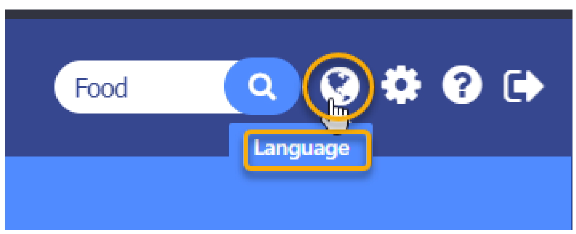


Figure 10: Language

4.4.3 Company

To explore the Company module, click on the **Company** gear icon. The menu selections are based on your specific subscription and role.

- This will display various submodules designed to manage different aspects of your organization. These submodules include Account Settings, Calendar, Corporate Message Editor, Dashboard, Edit Delivery Settings, Email Reports, Role Editor, UI Theme Editor, Unit Editor, User Activity, and User Editor.

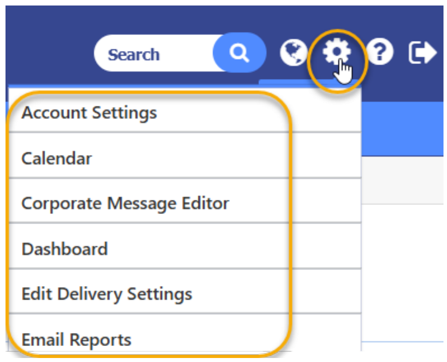


Figure 11: Company Options

4.4.4 Help Menu

The **Help Menu** is designed to provide instant assistance to users. To access it, click on the **Help** module.

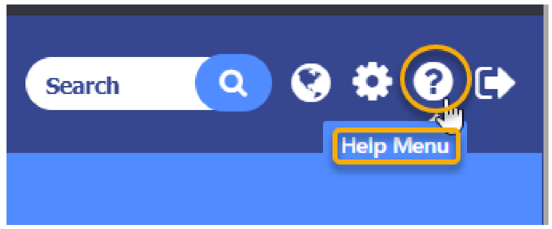


Figure 12: Help

Within the Help Menu, you will find various submodules, including **QSR Online Guides, Remote Assist Link**, and **Submit Support Ticket**. Each of these submodules is tailored to address different support needs, and their functionalities are visually illustrated in the section below.

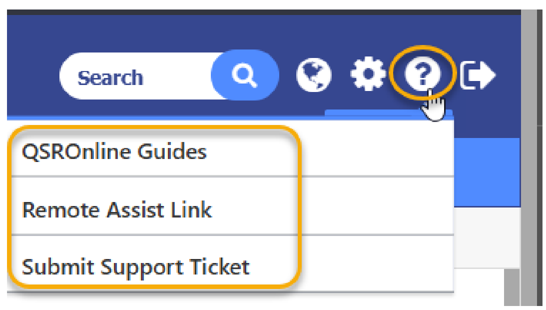


Figure 13: Help Menu

During QSROnline office hours, you will also notice our **chat** feature active when you access the help function.

Figure 13.a: Chat Feature

4.4.5 Logout

The **Logout** module is designed to securely log you out of the application.

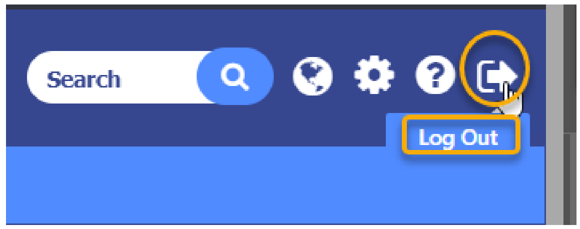


Figure 14: Logout

To proceed, click on the **Logout** icon. After clicking, you will be logged out, and the logout confirmation screen will appear on your monitor.

4.5 Key Header Modules

The header includes distinct modules for Corporate Message, Newsletter, and Dashboard. Below is a detailed overview of each:

4.5.1 Dashboard

Click on the Dashboard module to access a comprehensive overview of key business metrics, including Net Sales, Gross Sales, Transactions, Comps, Promos, Labor Hours, Labor Dollars, and Labor Percent. These details are visually represented in the example image below.

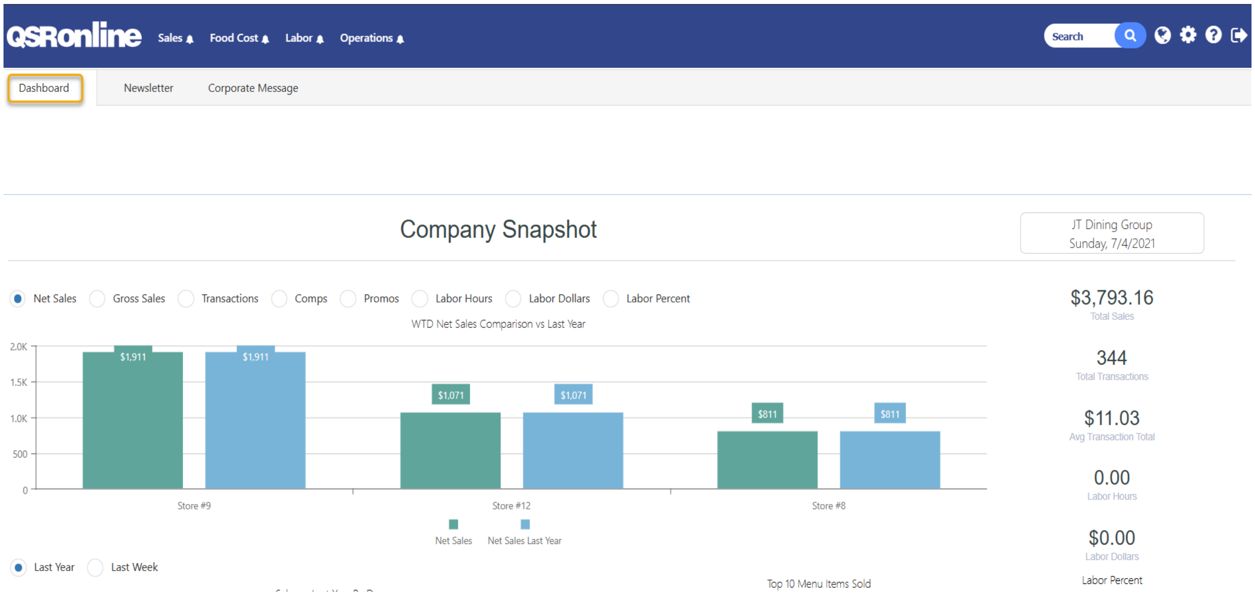


Figure 15: Dashboard

4.5.2 Newsletter

The Newsletter module provides the latest news, including updated data and vibrant offerings or deals. It contains several submodules, including Information Knowledge Base, System Enhancements, Support, Contact Us, and Submit a Ticket.

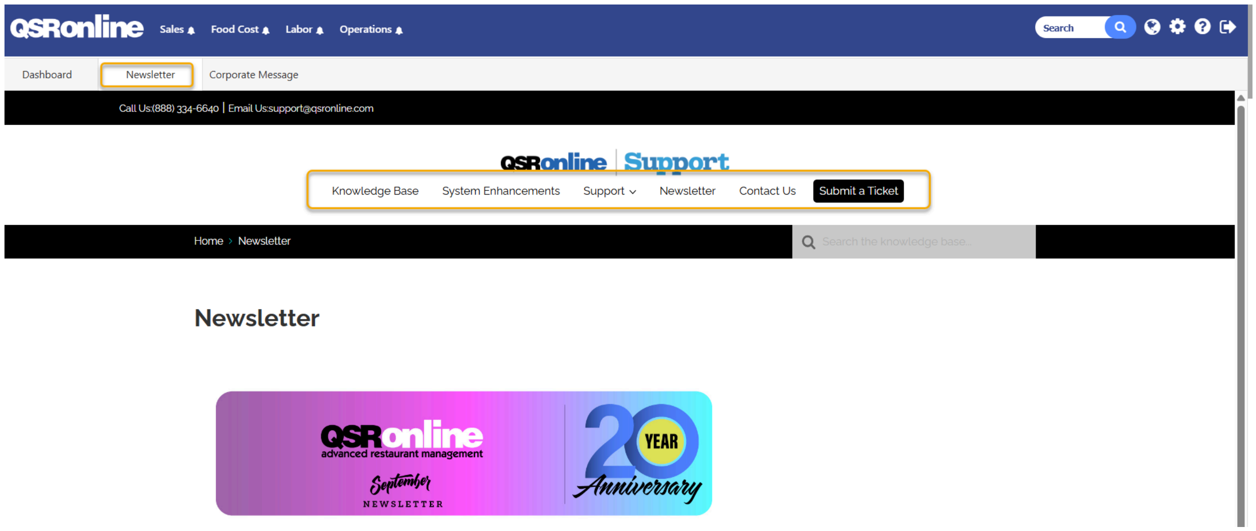


Figure 15: Newsletter Page

4.5.3 Corporate Message

This section displays the latest corporate messages and updates to all users. A detailed visual illustration is provided to help you navigate and understand this section effectively.

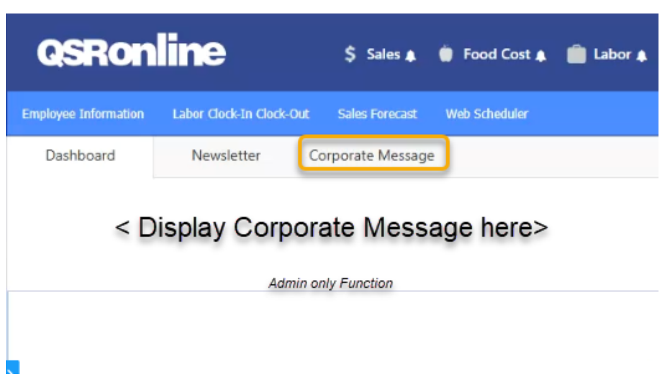


Figure 15: Corporate Message

4.5.2.1 Knowledge Base

The Knowledge Base submodule contains comprehensive information on a variety of topics, including general guidelines, the Administrator Help Guide, User Help Guides, and the Variance Food Cost (Web) report. This resource is designed to help users find detailed instructions and support for using the system effectively.

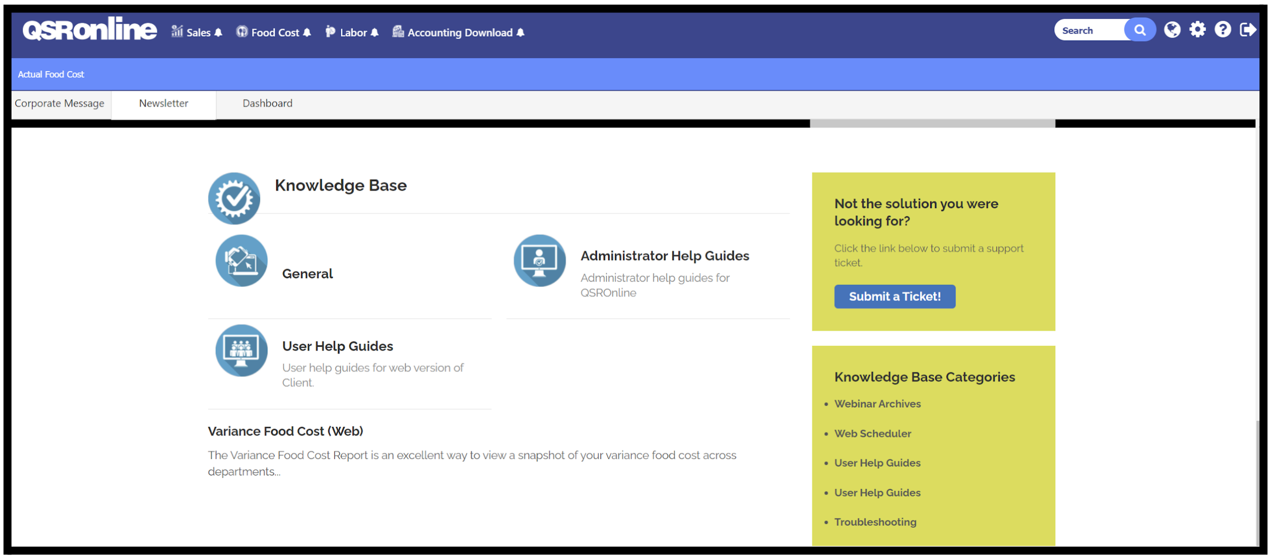


Figure 16: Knowledge Base

4.5.2.3 Support

The Support section includes two key submodules:

- Training Videos
- Webinar Archives

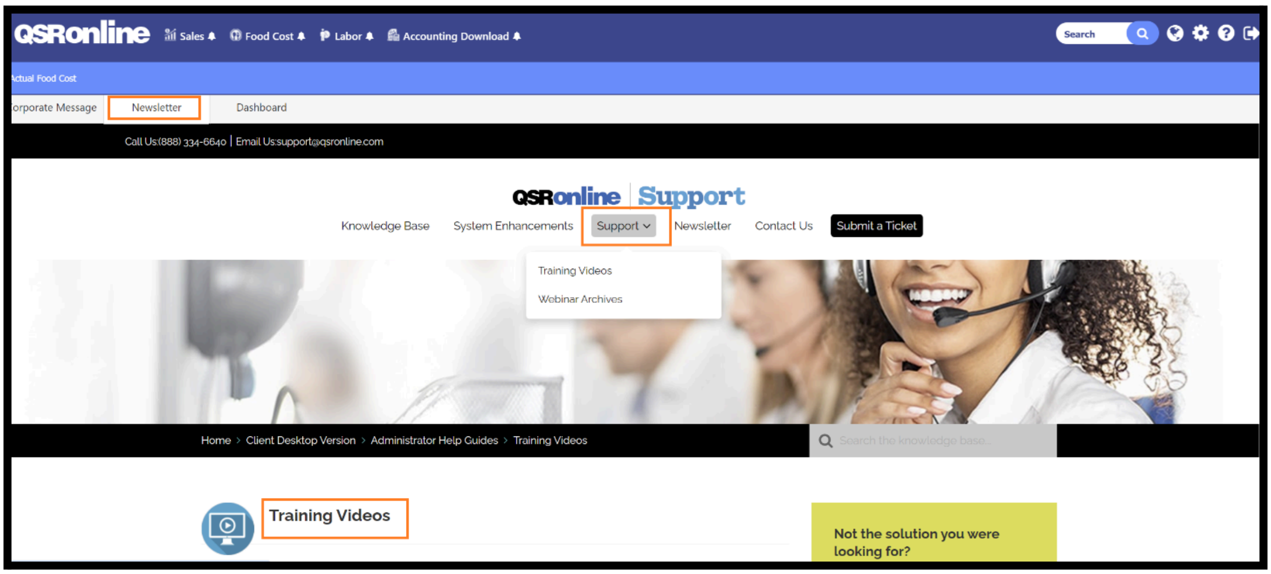


Figure 99: Support

Training Videos

The Training Video section offers a variety of instructional content on key topics, including Accounting and Payroll Automation, Inventory and Food Cost Management, Labor Scheduling and Management, and Enterprise Reporting. These videos are designed to help users gain a deeper understanding of these areas. The available topics are visually illustrated in the image below.

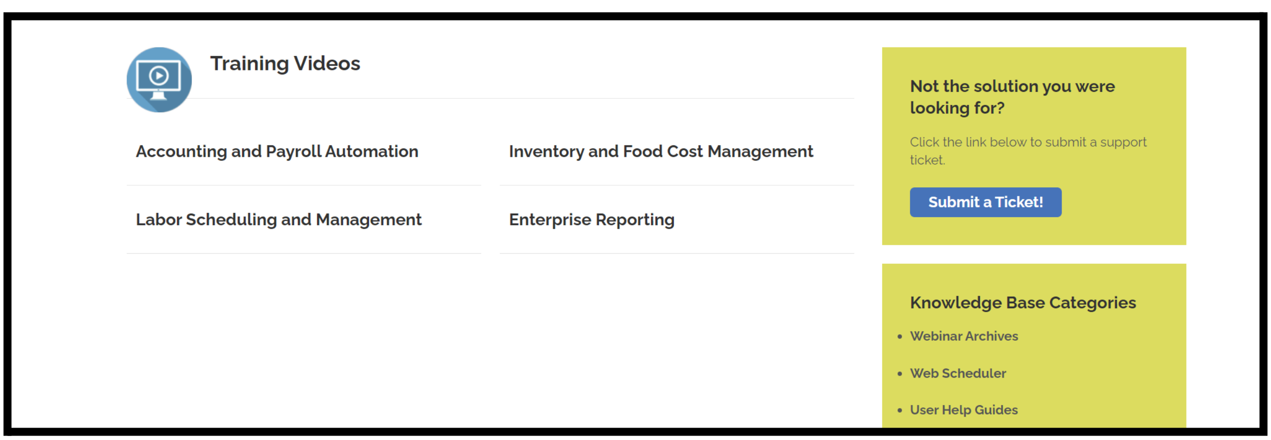


Figure 100: Training Videos

Webinar Archives

If a user misses a scheduled webinar, they can access it later in the Webinar Archives section. This section keeps users informed about the latest developments by providing recordings of various webinars. Some of the webinars available include "Inventory Counting Made Easy," "Coffee Break: Invoice Entry in Seconds," "Coffee Break: Managing Your LTOs," and "Web Scheduler Tour." The available webinars are visually illustrated in the image below.

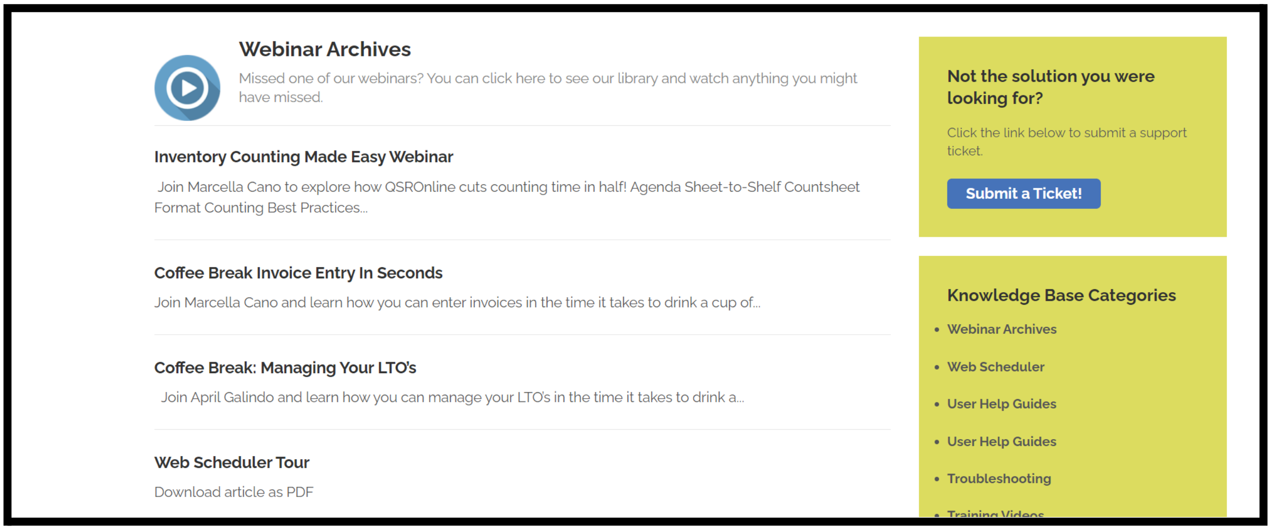


Figure 101: Webinar Archives

4.5.2.5 Contact Us

The Contact Us module offers essential contact information, including the address, phone number, fax number, and email, to ensure users can easily reach out for assistance or inquiries.

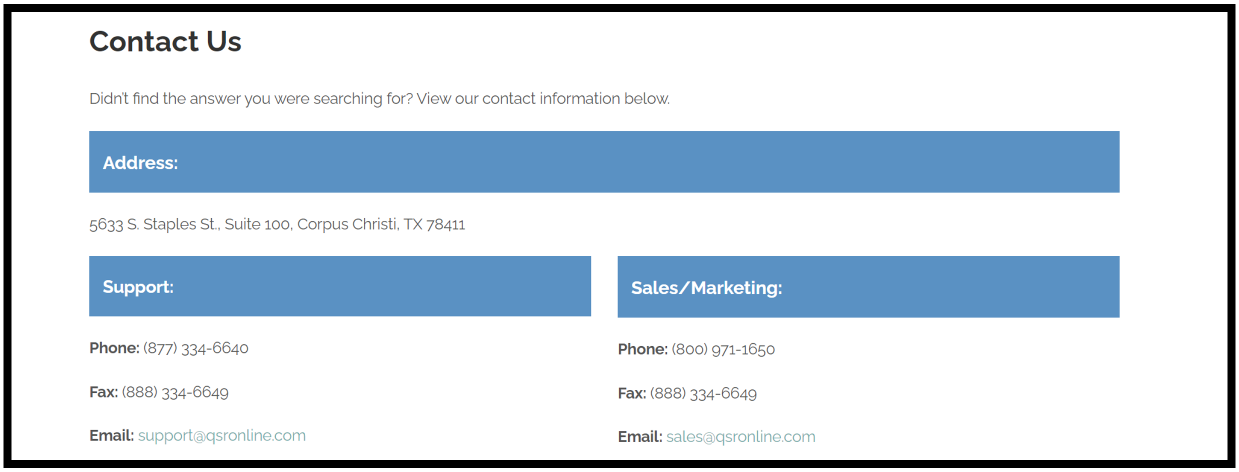


Figure 103: Contact Us

4.5.2.6 Submit a Ticket

The Submit a Ticket module is designed to resolve issues with the QSR Online client system. To create a ticket, users must complete all mandatory fields: First Name, Last Name, Email, Subject, Description, and Attachment (file up to 20 MB). Once all fields are filled, click the Submit button.

Note: If any field is incorrectly filled, users can click the Reset button to clear the form and start over.

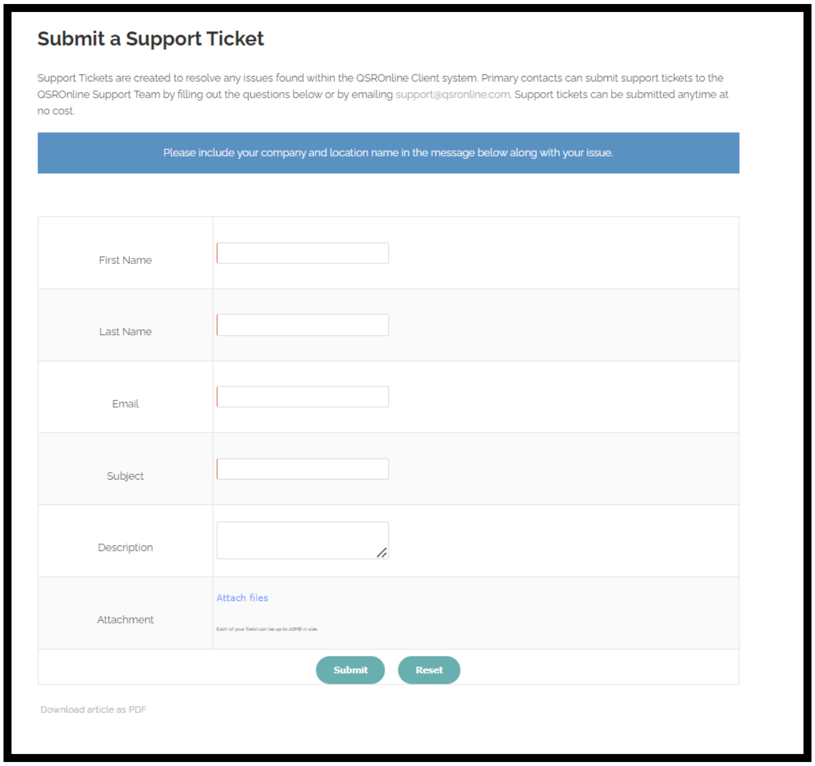


Figure 104: Submit a Support Ticket

4.6 Conclusion

The application provides a robust and user-friendly interface that empowers users to effectively manage and analyze various aspects of their business operations. From comprehensive dashboards to detailed reports on sales, labor, and food costs, the system is designed to meet the diverse needs of its users. With easy access to support through the Help Menu, training resources, and the ability to submit tickets for issue resolution, the application ensures that users are well-supported at every step.
By leveraging the powerful features available in modules such as Corporate Message, Newsletter, and Dashboard, users can stay informed and make data-driven decisions that enhance their business performance. The flexibility to customize the interface, mark favorites, and generate detailed reports further enhances the user experience, making this application an invaluable tool for business management.