REFERENCE GUIDE

DRB SITE MANAGER

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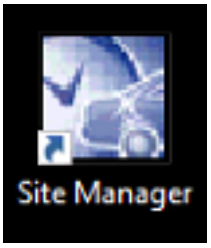
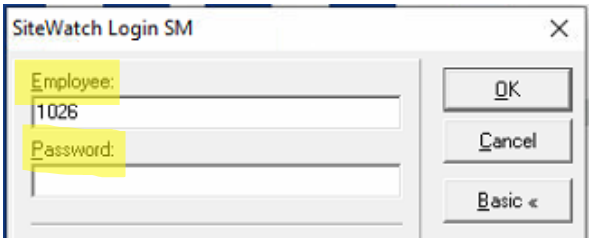
EMPLOYEE RECORDS

Accessing Site Manager

1. Open Site Manager on the desktop.



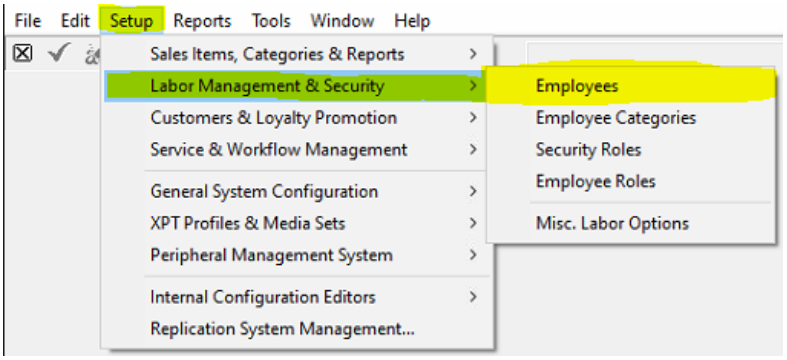
2. Log in to Site Manager your credentials.



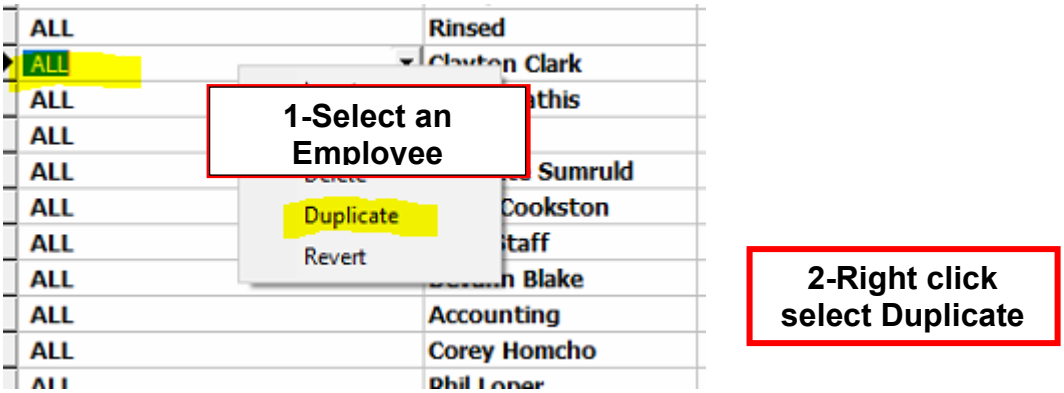
Adding an Employee

When manually adding an employee to Site Manager, perform the following steps:

1. Go to Setup → Labor Management & Security → Employees



2. Once the list of employees appears right click on All and select Duplicate



3. When the employee record has been duplicated. Select one of the duplicated records and start entering your new hire information.

4. **ONLY** highlighted fields are required. **DO NOT** enter any other personal information.

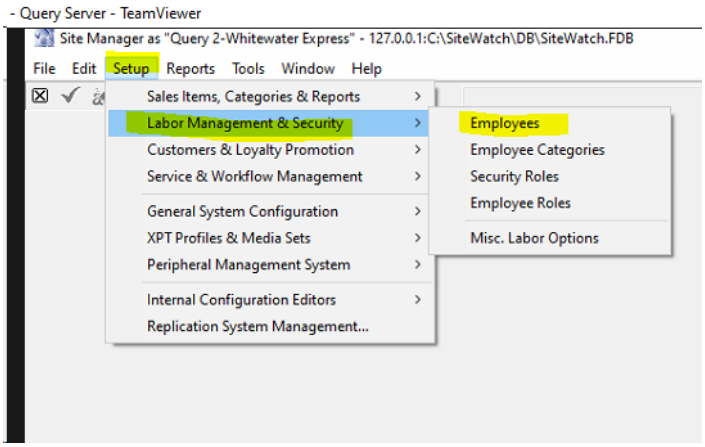
Field	Value
*Active At	ALL
*Search Name	Nathaniel Stallworth
*Employee Number	2803
*Home Site	204 - Keller
Category	Team Leader
*Security Role	Team Lead
*Password	
Security Code	
Salutation	
First Name	Nathaniel
Middle Initial	L
Last Name	Stallworth
Suffix	
Initials	
Primary Phone	314-688-8568
Alternate Phone	
Phone Notes	
Address	
City	
State	
Zip Code	
Hire Date	05/14/2021
Termination Date	
Social Security #	
License Number	
Birthday	
Sex	
Marital Status	
Deductions	
W4 Received	
I9 Received	
Wage Rate	12
Hours Per Day	8
Hours Per Week	40
Overtime Rule	StandardOT
Description	
Notes	

5. Click the check mark to save the changes.

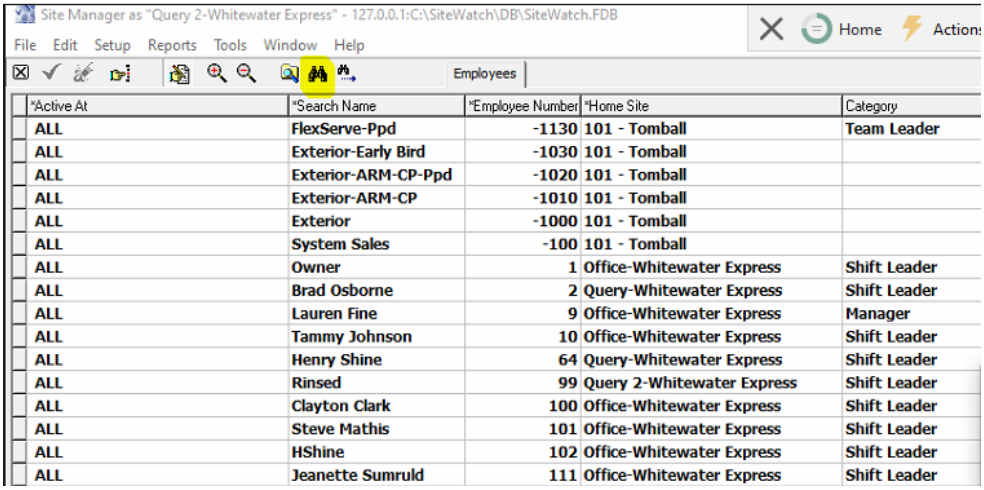
Updating an Employee

Anytime an employee needs their information updated in Site Manager, perform the following steps:

1. Go to Setup → Labor Management & Security → Employees.

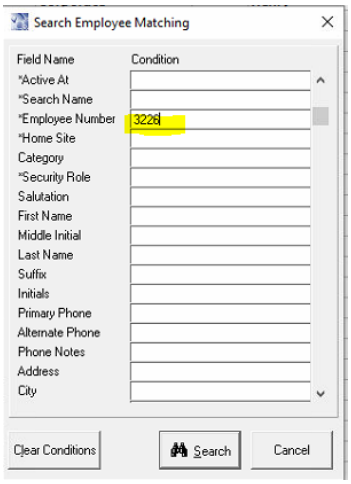


2. Click on the Icon to search for the employee being updated.



*Active At	*Search Name	*Employee Number	*Home Site	Category
ALL	FlexServe-Ppd	-1130	101 - Tomball	Team Leader
ALL	Exterior-Early Bird	-1030	101 - Tomball	
ALL	Exterior-ARM-CP-Ppd	-1020	101 - Tomball	
ALL	Exterior-ARM-CP	-1010	101 - Tomball	
ALL	Exterior	-1000	101 - Tomball	
ALL	System Sales	-100	101 - Tomball	
ALL	Owner	1	Office-Whitewater Express	Shift Leader
ALL	Brad Osborne	2	Query-Whitewater Express	Shift Leader
ALL	Lauren Fine	9	Office-Whitewater Express	Manager
ALL	Tammy Johnson	10	Office-Whitewater Express	Shift Leader
ALL	Henry Shine	64	Query-Whitewater Express	Shift Leader
ALL	Rinsed	99	Query 2-Whitewater Express	Shift Leader
ALL	Clayton Clark	100	Office-Whitewater Express	Shift Leader
ALL	Steve Mathis	101	Office-Whitewater Express	Shift Leader
ALL	HShine	102	Office-Whitewater Express	Shift Leader
ALL	Jeanette Sumruld	111	Office-Whitewater Express	Shift Leader

3. Enter the employee number and click Search.



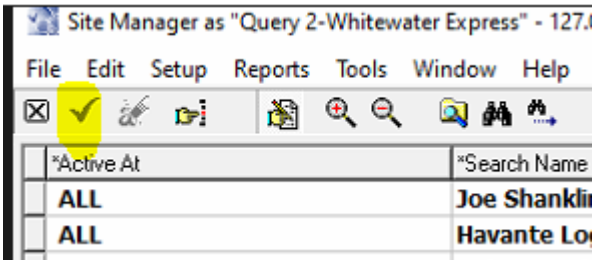
4. Click on the employee.

	ALL	Emily Campbell	3094	Query-Whitewater Express
	ALL	Israel Cazares	3096	111 - Atascocita
	ALL	Alexander Cazares	3097	108 - Channelview
	ALL	Garen Moring	3098	110 - Crosby
	ALL	Bo Quinn	3100	111 - Atascocita
	ALL	Samuel Brenes	3104	110 - Crosby
	ALL	Aaron Durham	3105	112 - Cleveland
	ALL	Kyle McDaniel	3110	110 - Crosby
	ALL	Kameron Prosper	3111	108 - Channelview
	ALL	Allen Vinson	3121	213 - Golden Triangle
	ALL	Dillon Wickliff	3122	108 - Channelview
	ALL	St. John Brown	3128	204 - Keller
	ALL	Jerald Printers	3133	202 - Lewisville
	ALL	John Love	3142	702 - Battle Creek
	ALL	Zachary Shellberg	3166	703 - Battle Creek E Columbia
	ALL	Devon Sheppard	3168	104 - Huntsville
	ALL	Mauricio Duron	3176	106 - Katy
	ALL	Ethan Blair	3198	405 - Marble Falls
	ALL	Mary Cronkhite	3208	702 - Battle Creek
	ALL	Abbigale Milks	3211	704 - Coldwater
	ALL	Kevin Thacker Sr	3212	704 - Coldwater
	ALL	Daniel Walters	3216	704 - Coldwater
	ALL	Dean Decaire	3217	704 - Coldwater
▶	ALL	Cecilia Cisneros	3226	Office-Whitewater Express

5. Update the necessary information.

Field	Value
*Active At	ALL
*Search Name	Cecilia Cisneros
*Employee Number	3226
*Home Site	Office-Whitewater Express
Category	Shift Leader
*Security Role	Administrator
*Password	**********
Security Code	
Salutation	
First Name	Cecilia
Middle Initial	
Last Name	Cisneros
Suffix	
Initials	
Primary Phone	(217)555-5555
Alternate Phone	
Phone Notes	
Address	
City	
State	
Zip Code	
Hire Date	10/11/2021
Termination Date	
Social Security #	
License Number	

6. Click the check mark to save the changes.



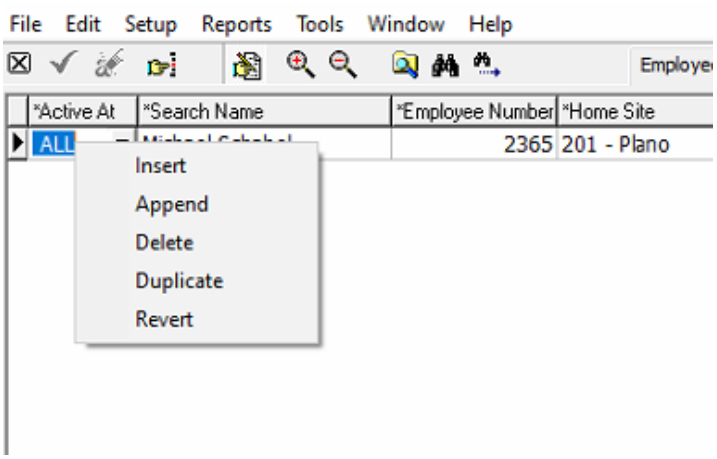
Terminating an Employee

When an employee is no longer with WhiteWater, you will need to update their information in Site Manager by performing the following steps:

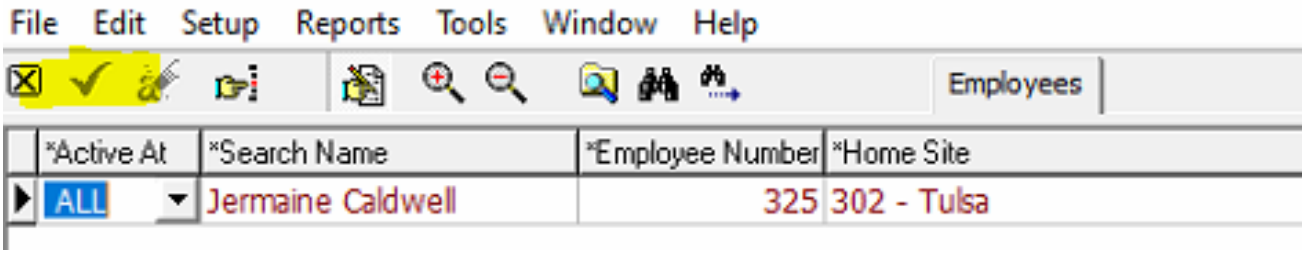
1. Enter the employee last day worked in the Termination Date Field.

Field	Value
*Active At	ALL
*Search Name	Cecila Cisneros
*Employee Number	3226
*Home Site	Office-Whitewater Express
Category	Shift Leader
*Security Role	Administrator
*Password	**********
Security Code	
Salutation	
First Name	Cecila
Middle Initial	
Last Name	Cisneros
Suffix	
Initials	
Primary Phone	(217)555-5555
Alternate Phone	
Phone Notes	
Address	
City	
State	
Zip Code	
Hire Date	10/11/2021
Termination Date	
Social Security #	
License Number	
Birthday	
Sex	
Marital Status	
Deductions	

2. Right Click on ALL and select Delete.



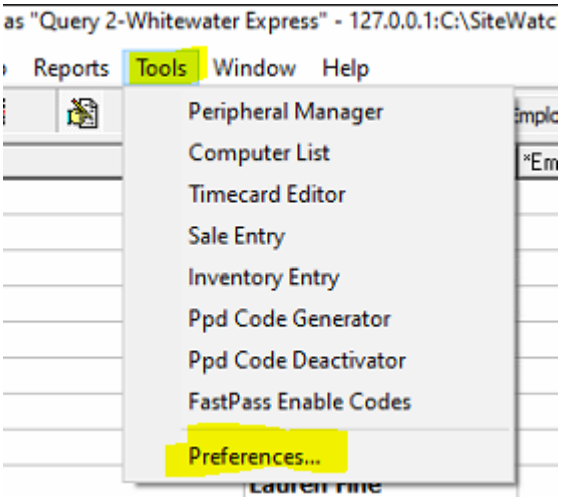
3. Employee record will change in red. Click on the checkmark to save changes.



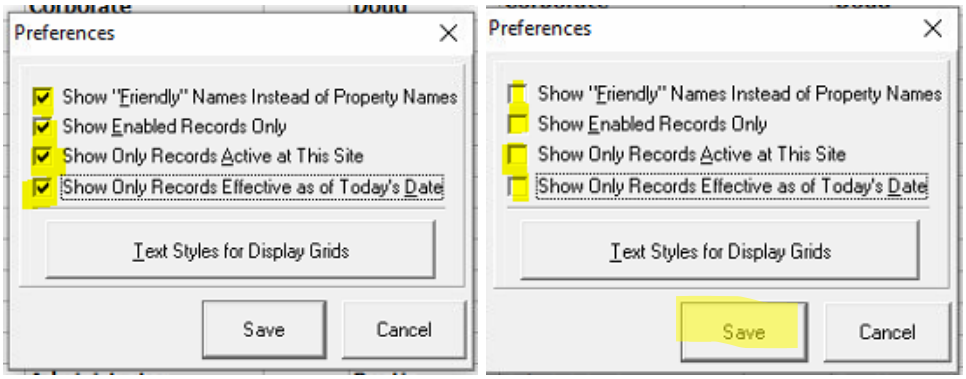
Rehiring an Employee

When an employee is rehired by WhiteWater, they need to be reactivate in Site Manager. To reactivate the employee in Site Manager, perform the following steps:

1. Go to Tools → Preferences

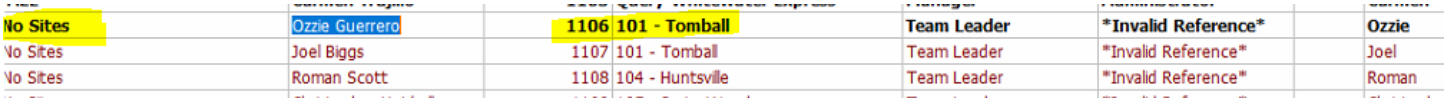


2. Deselect the boxes to view all the employees that have been archived or Terminated and click Save



3. Choose the employee that you are going to rehire then right click and select Undelete.

4. Make sure that they are listed under the correct store location, that they still have the correct Employee ID number.

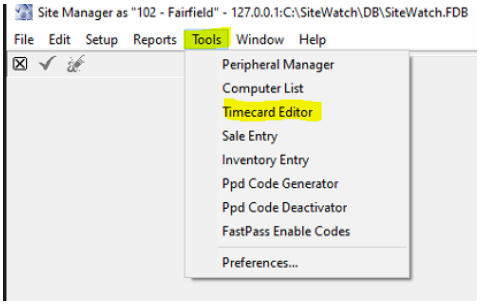


No Sites	Ozzie Guerrero	1106	101 - Tomball	Team Leader	*Invalid Reference*	Ozzie
No Sites	Joel Biggs	1107	101 - Tomball	Team Leader	*Invalid Reference*	Joel
No Sites	Roman Scott	1108	104 - Huntsville	Team Leader	*Invalid Reference*	Roman

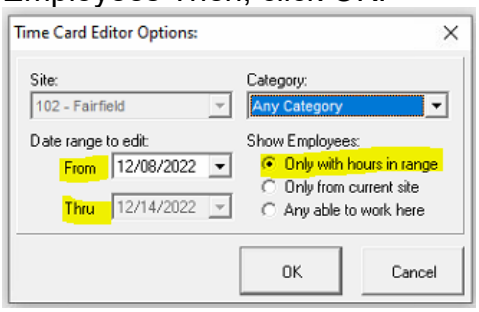
Editing Timecards

In the event that a timecard needs to be adjusted, perform the following steps:

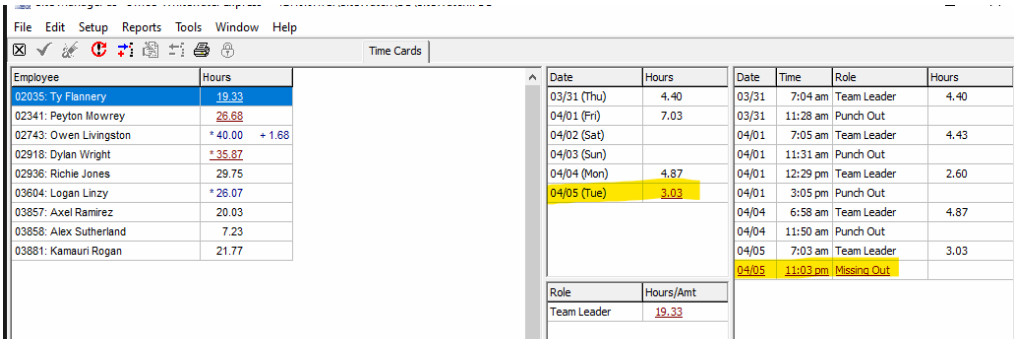
1. Go to Site Manager click on Tools → Timecard Editor



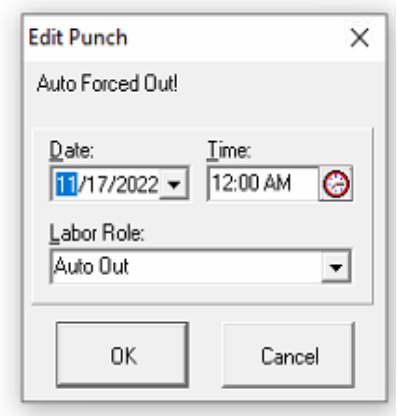
2. Select your location, set the Date Range and select "Only with hours in range" under Show Employees Then, click OK.



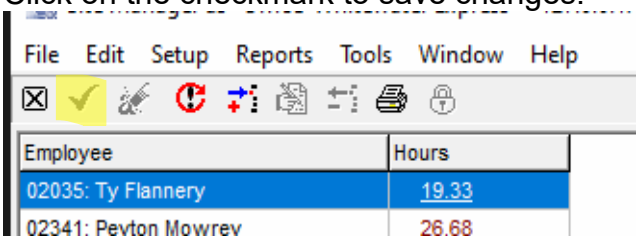
3. Click on the Employee needing correction.



4. Input the date and time then click OK.

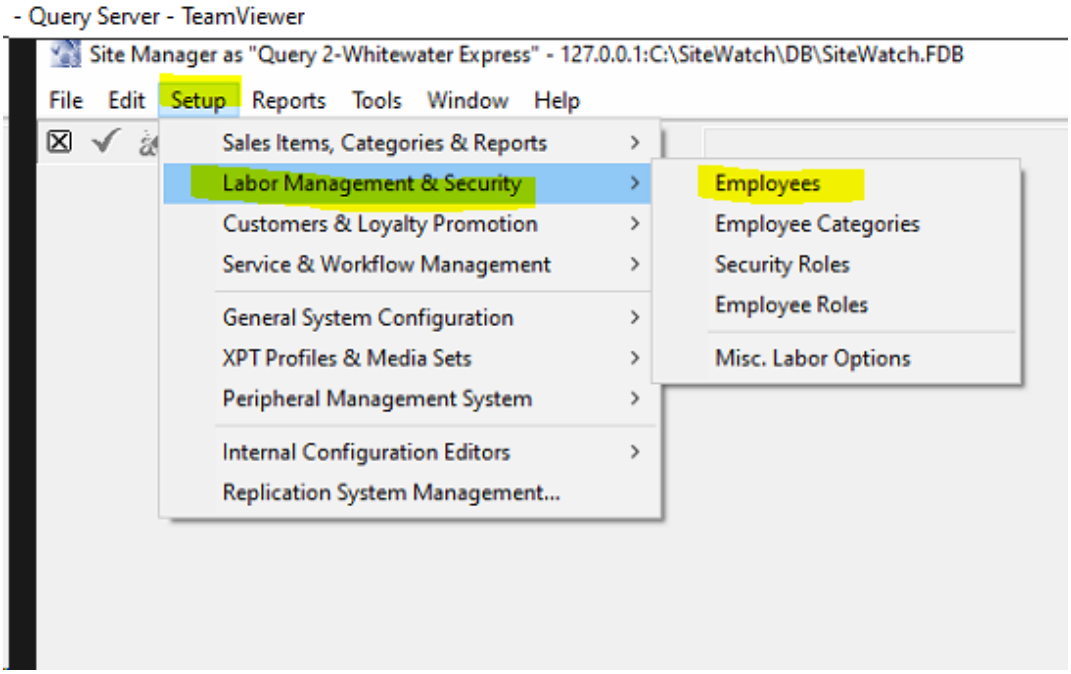


5. Click on the checkmark to save changes.



Setting Up Passwords for the Company Intranet

1. Click on Setup → Labor Management & Security → Employees.



2. Once the list of employees is generated, find the employee needing a password created for access to the company intranet. **The password entered should be the last four digits of the employee's phone number.**

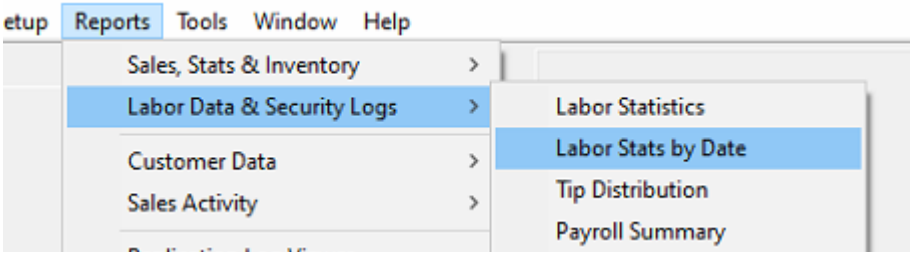
Field	Value
*Active At	ALL
*Search Name	Devann Blake
*Employee Number	151
*Home Site	Office-Whitewater Express
Category	Shift Leader
*Security Role	Administrator
*Password	**********
Security Code	**********
Salutation	
First Name	Devann
Middle Initial	
Last Name	Blake
Suffix	
Initials	
Primary Phone	346-367-2500
Alternate Phone	
Phone Notes	
Address	
City	
State	
Zip Code	
Hire Date	08/27/2019
Termination Date	

REPORTS

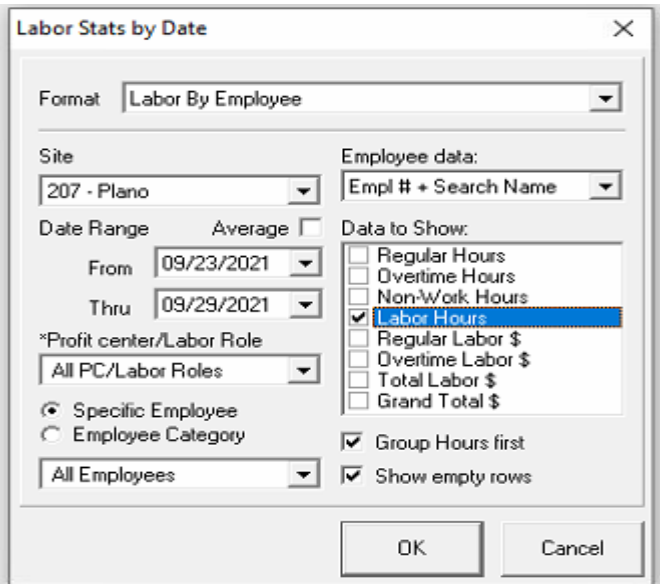
Labor by Employee, By Date Report

To run a Labor by Employee, by Date report, perform the following steps:

1. Go to Reports → Labor Data & Security Logs → Labor Stats by Date



2. From the drop-down box select Labor By Employee as the Format, and input the site and date range. Then check the box for Labor Hours under Data to Show and click OK.



3. The following report will be generated.

WhiteWater Express - Office
207 - Plano

Labor By Employee, By Date
For Showing Labor Hours

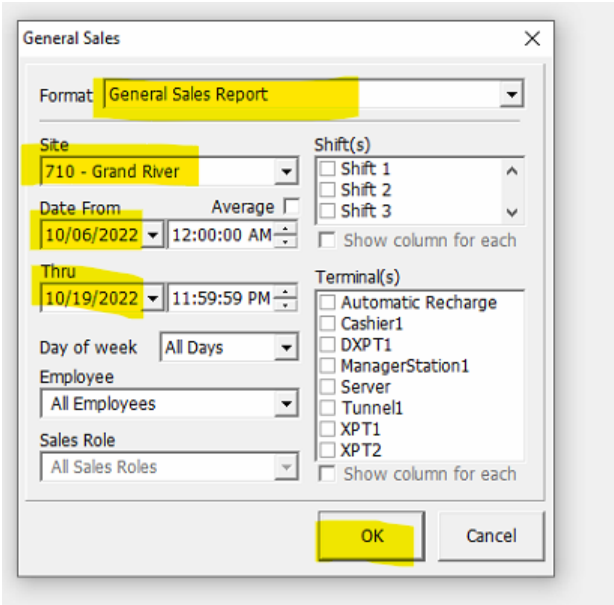
From Thu, 09/23/2021
Thru Wed, 09/29/2021

Employee	Thu 09/23	Fri 09/24	Sat 09/25	Sun 09/26	Mon 09/27	Tue 09/28	Wed 09/29	Total
02216: Ezequiel Gaspar	0.00	0.00	9.55	9.47	8.15	7.02	7.28	41.47
02259: Umair Abbas	0.00	0.00	9.63	8.68	9.12	9.08	9.57	46.08
02317: Mychael Donahue	0.00	4.80	6.27	5.35	6.25	6.52	0.00	29.18
02319: Jacob Robinson	6.00	7.08	0.00	4.98	0.00	0.00	6.12	24.18
02931: Bryan Reynoso	7.43	7.22	0.00	0.00	7.27	7.83	6.75	36.50
02981: Khi Sims	6.43	6.52	4.45	6.48	0.00	0.00	2.85	26.73
Grand Totals:	19.87	25.62	29.90	34.97	30.78	30.45	32.57	204.15

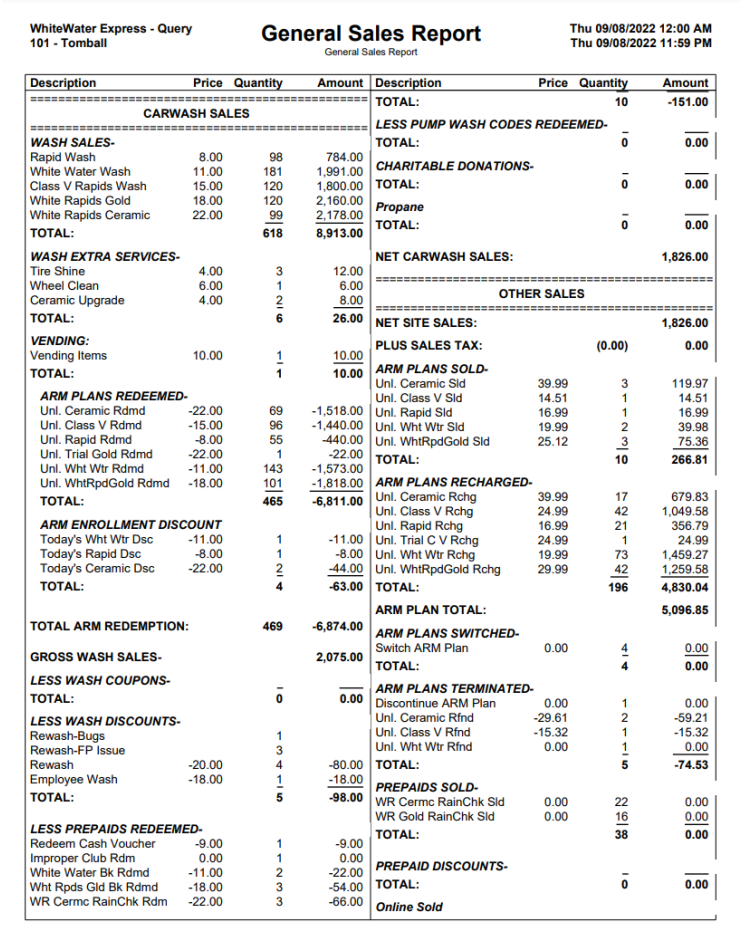
General Sales Report

To run a General Sales Report (GSR), perform the following steps:

1. Go to Reports → Sales, Stats & Inventory → General Sales



2. The following report will be generated.



WhiteWater Express - Query
101 - Tomball

General Sales Report
General Sales Report

Thu 09/08/2022 12:00 AM
Thu 09/08/2022 11:59 PM

Description	Price	Quantity	Amount
==========			
CARWASH SALES			
==========			
WASH SALES-			
Rapid Wash	8.00	98	784.00
White Water Wash	11.00	181	1,991.00
Class V Rapids Wash	15.00	120	1,800.00
White Rapids Gold	18.00	120	2,160.00
White Rapids Ceramic	22.00	99	2,178.00
TOTAL:		**618**	**8,913.00**
WASH EXTRA SERVICES-			
Tire Shine	4.00	3	12.00
Wheel Clean	6.00	1	6.00
Ceramic Upgrade	4.00	2	8.00
TOTAL:		**6**	**26.00**
VENDING:			
Vending Items	10.00	1	10.00
TOTAL:		**1**	**10.00**
ARM PLANS REDEEMED-			
Unl. Ceramic Rdmd	-22.00	69	-1,518.00
Unl. Class V Rdmd	-15.00	96	-1,440.00
Unl. Rapid Rdmd	-8.00	55	-440.00
Unl. Trial Gold Rdmd	-22.00	1	-22.00
Unl. Wht Wtr Rdmd	-11.00	143	-1,573.00
Unl. WhtRpdGold Rdmd	-18.00	101	-1,818.00
TOTAL:		**465**	**-6,811.00**
ARM ENROLLMENT DISCOUNT			
Today's Wht Wtr Dsc	-11.00	1	-11.00
Today's Rapid Dsc	-8.00	1	-8.00
Today's Ceramic Dsc	-22.00	2	-44.00
TOTAL:		**4**	**-63.00**
TOTAL ARM REDEMPTION:		**469**	**-6,874.00**
GROSS WASH SALES-			**2,075.00**
LESS WASH COUPONS-		_	___
TOTAL:		**0**	**0.00**
LESS WASH DISCOUNTS-			
Rewash-Bugs		1	
Rewash-FP Issue		3	
Rewash	-20.00	4	-80.00
Employee Wash	-18.00	1	-18.00
TOTAL:		**5**	**-98.00**
LESS PREPAIDS REDEEMED-			
Redeem Cash Voucher	-9.00	1	-9.00
Improper Club Rdm	0.00	1	0.00
White Water Bk Rdmd	-11.00	2	-22.00
Wht Rpds Gld Bk Rdmd	-18.00	3	-54.00
WR Cermc RainChk Rdm	-22.00	3	-66.00
TOTAL:		**10**	**-151.00**
LESS PUMP WASH CODES REDEEMED-		_	___
TOTAL:		**0**	**0.00**
CHARITABLE DONATIONS-		_	___
TOTAL:		**0**	**0.00**
Propane		_	___
TOTAL:		**0**	**0.00**
NET CARWASH SALES:			**1,826.00**
==========			
OTHER SALES			
==========			
NET SITE SALES:			**1,826.00**
PLUS SALES TAX:		**(0.00)**	**0.00**
ARM PLANS SOLD-			
Unl. Ceramic Sld	39.99	3	119.97
Unl. Class V Sld	14.51	1	14.51
Unl. Rapid Sld	16.99	1	16.99
Unl. Wht Wtr Sld	19.99	2	39.98
Unl. WhtRpdGold Sld	25.12	3	75.36
TOTAL:		**10**	**266.81**
ARM PLANS RECHARGED-			
Unl. Ceramic Rchg	39.99	17	679.83
Unl. Class V Rchg	24.99	42	1,049.58
Unl. Rapid Rchg	16.99	21	356.79
Unl. Trial C V Rchg	24.99	1	24.99
Unl. Wht Wtr Rchg	19.99	73	1,459.27
Unl. WhtRpdGold Rchg	29.99	42	1,259.58
TOTAL:		**196**	**4,830.04**
ARM PLAN TOTAL:			**5,096.85**
ARM PLANS SWITCHED-			
Switch ARM Plan	0.00	4	0.00
TOTAL:		**4**	**0.00**
ARM PLANS TERMINATED-			
Discontinue ARM Plan	0.00	1	0.00
Unl. Ceramic Rfnd	-29.61	2	-59.21
Unl. Class V Rfnd	-15.32	1	-15.32
Unl. Wht Wtr Rfnd	0.00	1	0.00
TOTAL:		**5**	**-74.53**
PREPAIDS SOLD-			
WR Cermc RainChk Sld	0.00	22	0.00
WR Gold RainChk Sld	0.00	16	0.00
TOTAL:		**38**	**0.00**
PREPAID DISCOUNTS-		_	___
TOTAL:		**0**	**0.00**
Online Sold			