



Adding Employees to Wing Net

Giving your managers and crewmembers access to Wing Net is simple. Adding your managers to Wing Net gives them the ability enter your crew members.

Notes about adding Managers and Users to Wing Net

Each Wingnet user is required to be an actual, unique person. This means that each user can only have a single account and dummy or multiple person accounts are not allowed. There will be valuable information regarding training and its impact on operations that can only be measured by having unique, real individuals associated with each account.

We encourage you to create accounts for your entire crew. If you have a District Manager or Multi-Unit Manager, please create that person as a single unit manager. After you have created them as a Restaurant Manager at a single location, email your Franchise Business Consultant and request for that Manager to be made a District Manager with access to which specific locations. Your FBC will then approve the assignment and forward the request to Wingnet@Wingstop.com.

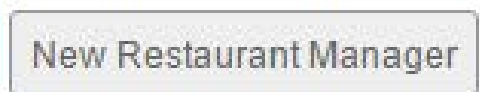
How to add managers to Wing Net using Wing Net's Manage Accounts

The benefit to adding your managers and crewmembers yourself on Wing Net is that they will have immediate access to all of the features and training (after May 3rd, when the training suite is live).

1. In the Tools section on the left side of the screen find the Manage Accounts button and click it.



2. On the Manage Accounts page click on New Restaurant Manager.



3. The New Restaurant Manager screen is divided into four sections. Sections three and four can be ignored and be filled in by the manager once they have access to the site.

Here is what is required to be filled out to add a manager.

Section 1

Name	<i>The first and last name of the manager.</i>
Location	<i>Choose a location from the drop down.</i>

Email *Will supply the manager with their username and password. You may leave this blank if you want to supply them their credentials yourself. (Click TAB on your keyboard after entering the email address for the automatic email to be sent.)*

Position Type *Chose Fulltime or Part Time from the drop down.*

Section 2

Username *Enter their first and last name with no spaces. They can change their username after logging in the first time.*

Password *Create a password or copy their Username and paste it into the password field. They will change their password after logging in the first time.*

Confirm Password *After entering the password you will be asked to enter it again to confirm it is entered correctly.*

Active *This box is already ticked. Leave ticked to give your manager access to the site.*

Time Zone *Change to match the Time Zone manager works in.*

Section 3 (My Profile) and Section 4 (Forum Profile) can be left blank and filled in by the manager.

4. When you have entered all of the necessary information click on the Save button at the bottom of the page.



5. If you have more than 1 manager to add, repeat the Steps 2 through 4 for your other managers.

How to add crewmembers to Wing Net using Wing Net's Manage Accounts

Adding crewmembers is a very similar process to adding managers. Once created, restaurant managers can also add crewmembers. They are saved the step of selecting the restaurant, as they are already assigned to a single restaurant.

1. In the Tools section on the left side of the screen find the Manage Accounts button and click it.



2. At the top of the page is the New Restaurant Manager button. Below the button is a table of your locations. If you have a single or multiple restaurants the restaurant name(s) will be in the left column. Click on the location you are going to add crewmembers to.

Location Name	Employees	View	Assigned Manager	Active	Edit	Deactivate
Test Location 1	3		Test Manager 1			
Test Location 2	3		Test Manager 2			

3. After selecting a location you will see a list of crewmembers if any have already been created. At the top of the screen you will see the button "New Employee". Click it.

New Employee

4. Once at the New User screen you may enter the information pertaining to your crewmember:
 - a. Name – Crewmember's first and last name
 - b. User Type – select from the drop down
 - i. Shift Leader
 - ii. FOH (front of house)
 - iii. BOH (back of house)
 - iv. Do not select RSC Staff this is designated for WRI employees only
 - c. Email Address – highly recommended so that they will receive their user name and password as well as updates and notices as they use the site.
 - d. Start Date
 - e. Phone number – optional
 - f. Position Name – optional
 - g. Username – required, we recommend first name last name with NO SPACES
 - h. Password – required, we recommend first name last name with NO SPACES
 - i. Time Zone – change to your time zone.

Everything else (profile and form profile) can be skipped and filled in by the crewmember when they log in.

5. Click Save to save the crewmember.



6. If you entered an email address the crewmember will be sent their username and password. If you did not enter an email address you will need to supply the username and password to your crewmember yourself.

7. You will see the crewmember you created below the New Employee button. There are also options to Edit the information or Deactivate the crewmembers.

Please deactivate crewmembers when they are no longer employed. The materials on Wing Net are for the benefit of those working in a Wingstop location.

FBCs and FAMs will check the crewmember schedules against the Wing Net roster of users and remove non scheduled persons.

Test Location 1 - Assigned Employees

Name	Active	Edit	Deactivate
Shift Leader			
Betty			
Front of House			
Bill			
Back of House			
Sara			

8. You may repeat the process and create another crewmember using the New Employee button or click back to return to the Manage Accounts screen. You may click Home if you are finished.

