



Vine Time

User Guide for Associates

Vine Time User Guide – For Associates

Contents

Chapter 1	Logging On
Chapter 2	Time Off Requests
Chapter 3	Schedule Reminders
Chapter 4	Messaging
Chapter 5	Password

Vine Time User Guide – For Associates

Chapter 1 – Logging On

On your first visit Vine Time site you will be prompted for a Company ID. This ID is unique to your company and will need to be entered to get a log in prompt.



**The ID entered is not associated with any companies.
Please check your entry and try again.**

Please enter your company ID:

At this prompt enter the Company ID you were provided when you subscribed to Vine Time and click Continue.

Note: If cookies are enabled on your system you will only have to enter the Company ID one time.

After you have entered your Company ID you will be prompted with a log in screen similar to the one below.

Log In

User Name:

Password:

To logged into Vine Time, enter your unique username and password and click Log In. If this is the first time you have logged into Vine Time you will be prompted to change your password.

Note: Passwords are case sensitive.

Once you are log into Vine Time you will see a screen similar to the one below.

<p>Schedule Edit/Create View/Print Add/Edit Reminders</p> <p>Employees Add View/Edit</p> <p>Time Off Requests Add View/Approve</p> <p>Settings Departments View/Edit Defaults Change Password</p> <p>My Information Change Information</p> <p>Messaging New Message Inbox (3) Sent Items</p> <p>Home Logout</p>	<p>There are time off requests that have not been Approved/Denied.</p> <p>You have unread messages in you Inbox.</p>	<p>Growing Saturday (6/6/2009): 7:00 AM-12:00 PM Sunday (6/7/2009): 7:00 AM-12:00 PM</p> <p>View Calendar</p>
---	--	--

1.2.4.21

Vine Time User Guide – For Associates


Chapter 2– Time Off Requests


Vine Time is able to keep track of time off requests and prevent the person scheduling from scheduling an employee on a day they asked off.

Adding Time Off Requests:

To manually enter time off requests for employees, click the Add link below the Time Off Requests section in the green bar on the left hand side of the screen. After clicking the Add link you will see a screen similar to the one below. Each of the fields on this form are defined as:

Time off Request

Start Date:  12:00 AM

End Date:  11:59 PM

Reason:

Notes:

Start Date- Enter the beginning date of the time off request in this format: mm/dd/yyyy. You can click the calendar icon to select a date. Use the drop down to select the starting time. **Note:** If this is an all day time off request leave the times as shown.

End Date- Enter the ending date of the time off request in this format: mm/dd/yyyy. You can click the calendar icon to select a date. Use the drop down to select the ending time.

Reason- Enter the reason for the time off request, available options are Personal and Vacation. **Note:** If the Vacation

Manager is active, selecting Vacation for the reason will deduct the hours from the employees vacation.

Notes- Enter any notes for the time off request. This field is not required, but entering notes can be helpful for future time of requests.

Vine Time User Guide – For Associates

Chapter 3 – Schedule Reminders

Schedule reminders are reminders you or employees can add to a schedule. Click the Schedule Reminders link below the Schedule section in the green bar on the left hand side of the screen. If you do not see a Schedule Reminders link then you are not able to add them. See your system administrator for how set up a user to add reminders to a schedule. After click the Schedule Reminders link you will see a screen similar to the one below.

Schedule Reminders

Department	Reminder Date	Notes	
No Records Found			
Design			Insert

To add a reminder select the department you want the reminder for. Insert the date for the reminder and any notes for the reminder. After all data has been inputted click the Insert link. After inserting a new reminder or if you have reminders in the system already your screen will show any upcoming reminders.

Schedule Reminders

Department	Reminder Date	Notes	
Design	12/31/2009 12:00:00 AM	We have an open house this week and need to schedule more staff.	Edit Delete
Phone Sales			Insert

If you need to edit a reminder click the Edit link and make your changes. After you have made your changes click the Update link. To delete an un-needed reminder click the Delete link. **Note:** Reminders can only be edited or deleted by the employee that added them.

Vine Time User Guide – For Associates

Chapter 4 – Messaging

The messaging system works very similar to most email systems. There are three sections that are listed below.

New Message:

To create a new message, click the New Message link below the Messaging section in the green bar on the left hand side of the screen. After clicking the New Message link you will see a screen similar to the one below.















From: Thomas, Bob
To: All Employees
Subject:

Select the person or department you would like to send a message to using the To drop down. Enter a subject and a message body. Once you have completed the message click the Send button. The person or department will then receive your message and a copy will also be stored in your Sent Item.

Inbox:

To check your messages, click the Inbox link below the Messaging section in the green bar on the left hand side of the screen. Any messages you have received will show up on this screen.

From	Subject	Received	
 Summer Flowers	FWD: scedule	12/1/2008 7:21:39 AM	  
 Bob Barker	RE: Time off Request Update	12/2/2008 7:10:54 AM	  
 June Beck	availability during Christmas ...	12/4/2008 2:58:50 PM	  

Sent Items:

To view your Sent Item, click the Sent Items link below the Messaging section in the green bar on the left hand side of the screen. Any messages you have sent will show up on this screen.

Vine Time User Guide – For Associates

Chapter 5 – Password

To change your password, click the Change Password link below the Settings section in the green bar on the left hand side of the screen. After clicking the View/Edit Default link you will see a screen similar to the one on the below. Enter your old password and then your new password. After entering your old and new password click Update. **Note:** The system will require you to change your password every 90 days. It will bring you to a screen similar to this.

Change Password

Old Password:

New Password:

Retype Password: