



---

# Vine Time

---

User Guide for Managers

---

## Vine Time User Guide – For Managers

### Contents

Chapter 1	Logging On
Chapter 2	Employees
Chapter 3	Time Off Requests
Chapter 4	Scheduling
Chapter 5	Schedule Reminders
Chapter 6	Messaging
Chapter 7	Settings

## Vine Time User Guide – For Managers

### Chapter 1 – Logging On

On your first visit to Vine Time 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 log 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 logged into Vine Time you will see a screen similar to the one below.

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

1.2.4.21

## Vine Time User Guide – For Managers

### Chapter 2 – Employees

**Adding Employees:** To add an employee, click the Add link below the Employee 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.

#### Employees

**First Name:**  **Last Name:**

**Status:**

**Position:**

**Availability:**

<b>Sun:</b> <input type="text" value="ANYTIME"/>	<b>Thu:</b> <input type="text" value="ANYTIME"/>
<b>Mon:</b> <input type="text" value="ANYTIME"/>	<b>Fri:</b> <input type="text" value="ANYTIME"/>
<b>Tue:</b> <input type="text" value="ANYTIME"/>	<b>Sat:</b> <input type="text" value="ANYTIME"/>
<b>Wed:</b> <input type="text" value="ANYTIME"/>	

Example: 8am-1pm  
Leave blank for days not available

**Hours per Week:**

**Vacation:**  (Number of Hours)

**Department(s):**

**Username:**

**Password:**

**Reminders:**  Allow Employee to add reminders to schedules

**Email:**

Add Another

Each of the fields on this form are defined as:

**First Name-** Employees first name

**Last Name-** Employees last name

**Status -** The status of the employee.

Available options are: Full Time, Part Time, Seasonal, and Terminated.

Employees marked as terminated cannot log into Vine Time

**Position-** The position of the employee.

Available options are: Associate, Department Head, and Managers.

Associates can log into Vine Time and add their time off request and view/send messages. Department Heads can do everything Associates can and can schedule employees for their departments. Managers can schedule all employees.

**Availability-** The availability of the

employee. If an employee cannot work on a specific day leave that day blank.

Type in ANYTIME if the employee can

work anytime. If the employee can only work between certain times enter those times in the proper day field. For example, if an employee can only work between 9am and 3pm on Thursday you would type in the Thu field 9a-3p.

**Hours per Week-** The number of hours per week the employee would like or needs to work.

**Vacation-** The total number of hours of vacation the employee has. Note: This is only used if the Vacation Management System is active.

**Department(s)-** The department or departments the employee can work in. To select more than one hold down the CTRL key and click the departments. This is used for scheduling so the program knows who to show when scheduling.

**Username-** The username is automatically generated based on the format selected in the settings. You can change this field to any unused username.

**Password-** The password is a temporary password you create and give to the employee. When the employee logs into Vine Time for the first time they are asked to change their password.

**Reminders-** Check if employee needs to add reminders to a department schedule he or she works in. Reminders will be shown at the top of the schedule when creating it.

**Email-** If you have the employees email you can enter it here. Leaving this field blank will prompt the user in a subsequent log in for it. An email address is not necessary, but is used for password recovery and notification of messages received.

If you are adding more than one employee check the “Add Another” checkbox. When everything necessary on the form is fill out click Add.

## Vine Time User Guide – For Managers

**View/Edit Employees:** To view employees, click the View/Edit link below the Employee section in the green bar on the left hand side of the screen. After clicking the View/Edit link you will see a screen similar to the one below. Using the drop down you can select All Employees, Full Time, Part Time, Seasonal, or Terminated employees.

**Edit-** To edit an employee click the Edit link, the same screen as adding an employee will be shown.

**Password Reset-** If an employee forgets their password you can reset it by clicking the Reset Password link. Any passwords that have been reset will be required to be changed on the next log in by the employee.

**Delete-** Click the Delete link will delete the selected employee from the Vine Time database. **Note:** Deleting an employee cannot be undone, all time off requests and messages the employee has enter will be delete also.

### Employees

All Employees ▾						
First Name	Last Name	Status	Position			
Bob	Barker	Part Time	Associate	Edit	Delete	Reset Password
June	Beck	Part Time	Associate	Edit	Delete	Reset Password
Eliane	Benes	Full Time	Associate	Edit	Delete	Reset Password
John	Doe	Full Time	Associate	Edit	Delete	Reset Password
Jane	Doe	Full Time	Associate	Edit	Delete	Reset Password
Summer	Flowers	Part Time	Associate	Edit	Delete	Reset Password
Brian	Nelson	Full Time	Manager	Edit	Delete	Reset Password
Robert	Page	Part Time	Associate	Edit	Delete	Reset Password
Chelsea	Pearl	Full Time	Associate	Edit	Delete	Reset Password
Madison	Raaths	Full Time	Associate	Edit	Delete	Reset Password
Laurie	Roth	Part Time	Associate	Edit	Delete	Reset Password
Marion	Royal	Seasonal	Associate	Edit	Delete	Reset Password
Shannon	Smith	Full Time	Associate	Edit	Delete	Reset Password
Bob	Thomas	Full Time	Department Head	Edit	Delete	Reset Password

## Vine Time User Guide – For Managers

### Chapter 3 – 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

**Employee:**

**Start Date:**

**End Date:**

**Reason:**

**Notes:**

**Employee-** Use the drop down to select the employee you are entering a time off request(s) for.

**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.

**Note:** Any time off requests entered by a manager will automatically be approved.

#### View/Approve Time Off Requests:

When an employee enters a time off request into Vine Time they need to be approved to show up on the scheduling screen. To View/Approve time off request click the View/Approve link below the Time Off Requests section in the green bar on the left hand side of the screen. After clicking the View/Approve link you will see a screen similar to the one below.

#### Time off Requests

View

Employee	Date	Start Time	End Time	Reason	Notes	Paid Time	Approve/Deny	
Barker, Bob	07-13-09	12:00 AM	11:59 PM	Vacation	Family Camping Trip	0	<input type="radio"/> Approve <input type="radio"/> Deny	Delete
Barker, Bob	07-14-09	12:00 AM	11:59 PM	Vacation	Family Camping Trip	0	<input type="radio"/> Approve <input type="radio"/> Deny	Delete
Barker, Bob	07-15-09	12:00 AM	11:59 PM	Vacation	Family Camping Trip	0	<input type="radio"/> Approve <input type="radio"/> Deny	Delete
Barker, Bob	07-16-09	12:00 AM	11:59 PM	Vacation	Family Camping Trip	0	<input type="radio"/> Approve <input type="radio"/> Deny	Delete

To approve or deny a time off request select to appropriate Approve/Deny button. If you want to add notes or comments to the request you can do so in the text box below the Approve/Deny buttons. After clicking the save

## Vine Time User Guide – For Managers

button the approved request will show up in the scheduling screen. Also, the employee will receive notification if their request was approved or denied and any notes or comments added to the request. If an employee no longer needs the time off request you can use the Delete link to remove it from the system. **Note:** Deleting a time off request cannot be undone.



## Vine Time User Guide – For Managers

### Chapter 4 – Scheduling

To create or edit a schedule, click the Edit/Create link below the Schedule section in the green bar on the left hand side of the screen. After clicking the Edit/Create link you will see a screen similar to the one on the left. At this screen select the week you would like to edit or create and then select the department. Once you have selected the week and department click View. After clicking view you will see a screen similar to the one below. This is where you will be able to schedule employees.

#### Edit/Create

Week Of:

Department:

Copy From:

	Sunday 7/12/2009		Monday 7/13/2009		Tuesday 7/14/2009		Wednesday 7/15/2009		Thursday 7/16/2009		Friday 7/17/2009		Saturday 7/18/2009		Dept. Grand	Total
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	Total	Total
	<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Notes:	<input type="text"/>															
															Last Years Total: 182.5	

Once here use the drop down to select the employee you would like to schedule use the drop down. After selecting an employee the system will bring up their schedule from other departments and any time off request they have.

Copy From:

	Sunday 7/12/2009		Monday 7/13/2009		Tuesday 7/14/2009		Wednesday 7/15/2009		Thursday 7/16/2009		Friday 7/17/2009		Saturday 7/18/2009		Dept. Grand	Total
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	Total	Total
	<input type="text" value="Barker, Bob"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
	Not Available		Vacation		Vacation		Vacation		Vacation		Design: 8A-12P, 1P-5P					
<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Notes:	<input type="text"/>															
															Last Years Total: 182.5	

If you would like to make a copy of a previous week's schedule, use the Copy From drop down and select the week you would like to copy. After selecting the week click the copy button. When you have completed department's schedule, you will need to click the Save button to save your data. The Department total field is for the total hours in the current department for the selected employee. Grand total is the total of all departments for the selected employee.

The font color for the grand total field is defined as:

**Red** – Hours are under Hours per week for employee

**Green** – Hours for employees Hours per week have been met

**Yellow** – Hours are over Hours per week for employee

To view an employee's hours per week place the mouse pointer over the number in the grand total field. A tooltip will appear with their hours per week.



## Vine Time User Guide – For Managers

### Chapter 5 – 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 Chapter Two 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			<a href="#">Insert</a>

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.	<a href="#">Edit</a> <a href="#">Delete</a>
Phone Sales			<a href="#">Insert</a>

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 Managers

## Chapter 7 – Settings

### Departments:

In order to be able to create a schedule you will need to have departments in the Vine Time database. To add or modify departments, click the Departments link below the Settings section in the green bar on the left hand side of the screen. To edit any departments in the database click the edit button. To add a new department, fill in the textbox with the department’s name. If you do not want employees to see this department on their end, check the Employee Visible box. Doing so will make it so employee cannot message anyone in that department thru the messaging system. **Note:** Employees will still be able to message anyone if All Employees is selected in the settings screen.

### View/Edit Defaults:

To change Vine Time settings, click the View/Edit Default 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 left. Each of the fields on this form are defined as:

#### Settings

**Full Time Hours:** 42.5

**Starting Day of Week:** Sunday

**Allow Messaging To:** Within Department

**Display Schedule Preview:**

**User Name Format (John Doe):** jdoe (Changing this will not change user names already in the database.)

**Allow Password Reset:**

**Time Off Request Limit:** 1 Week

**Use Vacation Management System:**

**Maximum Vacation Hours:** 40 per week, 8 per day

**Valid Vacation Days:** Sunday, Monday, Tuesday, Wednesday

**Full Time Hours-** Total number of hours that are considered full time. (Currently this value is not used)

**Starting Day of Week-** The day of week that your schedules start on.

**Allow Messaging To-** Available options are All Employees, Within Department, and Managers/Dept Heads Only. The selected value will change how associates can use the messaging system.

**Display Schedule Preview-** If checked, the system will display a preview of employees schedule in other departments when scheduling them.

**User Name Format-** Select the format of the auto generated usernames. You can also change the username in the employee add and edit sections.

**Allow Password Reset-** If checked, the system will allow your employee to reset there passwords if they forget them. Employees can only reset their passwords if this box is check and they have a valid email address listed in the Vine Time system.

**Time Off Request Limit-** Select the number of weeks

between today’s date and when employees must have their time off request(s) into the system. Example: If today’s date is June 7<sup>th</sup> and 1 Week is selected, employees will not be able to enter time off requests for any date before June 14<sup>th</sup>.

**Use Vacation Management System-** If checked, the system will keep track of vacation hours for employees. It will deduct hours from the total vacation listed in the employee section.

**Maximum Vacation Hours-** Enter the maximum amount of vacation an employee can use per week and per day.

**Valid Vacation Days-** Select days where vacation pay can be used, when an employee selects vacation on a day where pay is not given they will receive zero hours of pay.

Once any changes have been made to the settings click the update button. **Note:** Some settings may require you to logout and then back in to take effect.

## Vine Time User Guide – For Managers

### Change 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 enter 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:**