



# **Employment Applications Utility User Manual**

**Version 1**

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# Table of Contents

- INTRODUCTION ..... 3**
- ACCESSING THE ADMINISTRATION PAGE ..... 3**
- SYSTEM CONFIGURATION ..... 3**
  - General Settings ..... 4
- APPLICATION FORM CONFIGURATION ..... 4**
  - To Create a New Application Form..... 5
  - To Edit an Application Form..... 6
  - To Link to an Application Form From Your Website ..... 6
- APPLICANTS MANAGEMENT ..... 7**

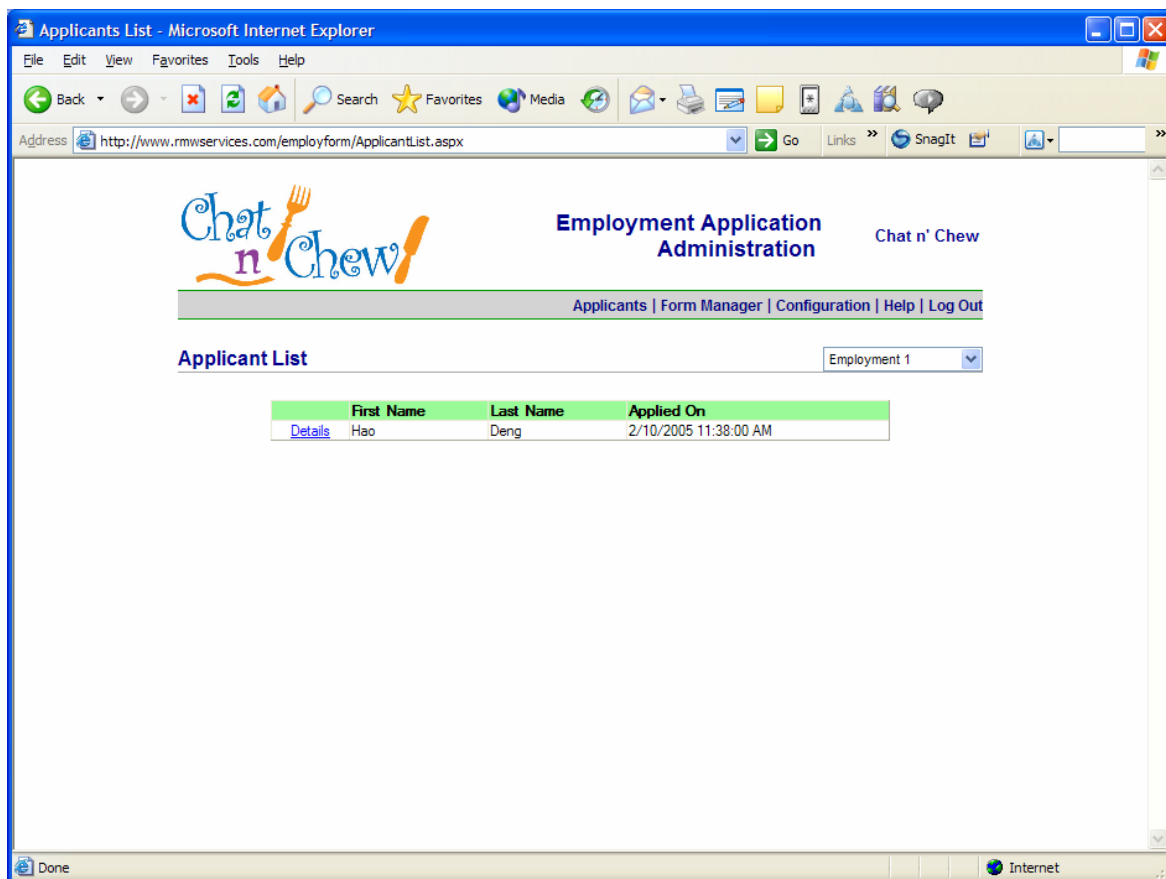
# Restaurant Manager Employment Application Utility

## Introduction

Restaurant Manager's Employment Applications Utility allows you to effectively manage employment application forms online. Instead of having prospective employees fill out paper forms, you direct them to the employment section of your website so that they can fill out the form online. An administration website allows you to configure the employment form per your requirements and to manage the applications as they come in.

## Accessing the Administration Page

Access the administration logon page by clicking on the Employment Applications link found at the following address: <http://<your restaurant website address>/admin.htm> where <your restaurant website address> is the address of your website. Enter the username and password assigned to your account. This will put you on the Employment Application Administration home page like the one shown below.



## System Configuration

Click on the Configuration menu option on the home page and configure the fields as described below.

## Restaurant Manager Employment Application Utility

Chain Configuration - Microsoft Internet Explorer

Address: http://www.rmwservices.com/employform/ChainConfig.aspx

Chat n' Chew

Employment Application Administration

Applicants | Form Manager | Configuration | Help | Log Out

Chain Configuration Save

General Information

Chain ID: 1

Restaurant Name: Chat n' Chew

Administrator's Login Name: test

Login Password: .....

Re-Type Password: .....

Restaurant Logo Upload: Browse... Upload

Restaurant Logo Size: Width(px) 200 Height(px) 82 Change

Restaurant Website: http://www.chatnchew.net

### General Settings

**Restaurant Name:** Type in the name you wish to appear in your email correspondence.

**Administrator's Login Name and password:** You will need this information to log into the control center.

**Restaurant Logo Upload** – Use this to upload the logo for your chain. It is displayed on the left upper corner of each page. Recommended dimensions are 200 by 200 pixels or smaller. There is a maximum file size limit of 100KB. The size of the image can be changed by adjusting the height and width box and click change button. After this click refresh button on the browser to view the effect.

**Restaurant Website:** Enter the full website address for your restaurant. This is necessary for customers to be brought back to your site after viewing the calendar.

### Application Form Configuration

On this page you can tailor the employment application form according to your requirements. ASI provides a number of application form Group templates to speed up the process. A Group is a logical grouping of information that forms part of an application form. For example, the Applicant Information group contains the

## Restaurant Manager Employment Application Utility

name, address and other contact information. The Employment group contains employment history information. To create your own form you simply select the groups you wish to include by checking them off.

You can configure as many employment application forms as you like. For example, you might want to have different forms for servers and kitchen help.

| Group                 | Blocks   |
|-----------------------|--|
| Preamble              | <input checked="" type="checkbox"/>                |
| Position              | <input type="checkbox"/> Position                  |
| Applicant Information | <input type="checkbox"/> Applicant Information (1) |
|                       | <input type="checkbox"/> Applicant Information (2) |
| Education             | <input type="checkbox"/> Education (2)             |
|                       | <input type="checkbox"/> Education (1)             |
| Employment            | <input type="checkbox"/> Employment (2)            |
|                       | <input type="checkbox"/> Employment (1)            |
| Other Information     | <input type="checkbox"/> Other Information (2)     |
|                       | <input type="checkbox"/> Other Information (1)     |
| Authorization         | <input checked="" type="checkbox"/>                |

**Form Preview**

This is the preamble of the employment form.

I hereby affirm that the information given by me on this application is complete and accurate. I understand that any falsification will be immediate grounds for termination. If I am hired, I agree that my employment and compensation can be terminated with or without notice at any time.

The Form Configuration page is divided into 2 sections. On the left are the groups that form part of an application form. Each group contains one or more “blocks” that you can choose to be part of your application form. On the right is a representation of the application form according to the blocks you have selected.

### **To Create a New Application Form**

**Step 1:** Optionally check the preamble block and write in the text you wish to appear at the beginning of the application form.

**Step 2:** Check ONE block in each group that you wish to appear on the application form. You can view the information in a block by checking it and browsing the contents of the group in the right pane.

## Restaurant Manager Employment Application Utility

**Step 3:** Click on the “Save As” button to save your settings and to assign a name to the form.

### ***To Edit an Application Form***

**Step 1:** Select the form using the Form combo box at the top of the screen.

**Step 2:** Modify selected blocks as needed.

**Step 3:** Click on the “Save” button to save your settings while keeping the same form name.

### ***To Link to an Application Form From Your Website***

Every form you create has a link or URL shown at the top of the Form Configuration screen right under the Save button. To make the application form available to applicants on your restaurant’s website make a copy and send this link to your website designer/administrator with instructions on where you want the form to be accessible from (typically under an employment section.)

Employment Form Configuration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.rmwservices.com/employform/FormConfig.aspx>

**Chat n' Chew!** Employment Application Administration Chat n' Chew

[Applicants](#) | [Form Manager](#) | [Configuration](#) | [Help](#) | [Log Out](#)

**Form Configuration**

Form **Employment 1**

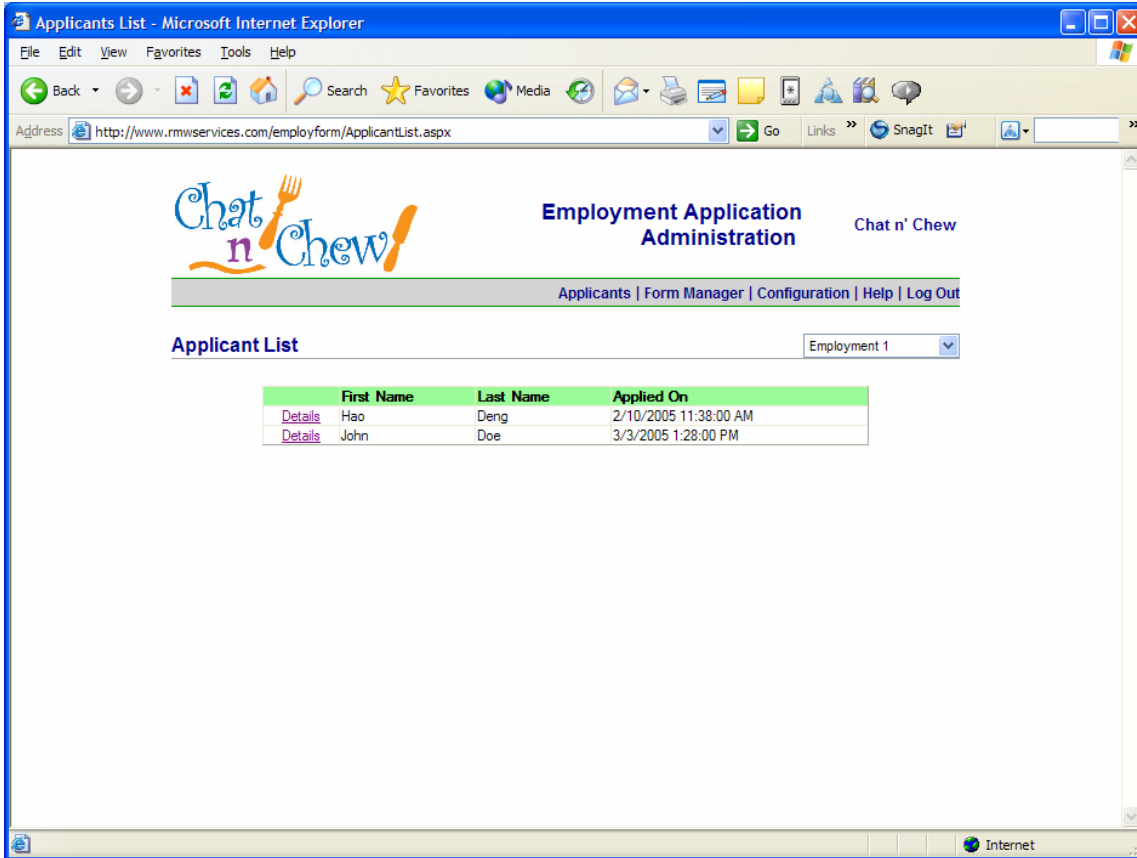
Form ID **5** [http://www.rmwservices.com/EmployForm/ApplicationForm.aspx?chain\\_id=1&form\\_id=5](http://www.rmwservices.com/EmployForm/ApplicationForm.aspx?chain_id=1&form_id=5)

| Blocks                |   | Form Preview   |
|-----------------------|---|--|
| Preamble              | <input checked="" type="checkbox"/>   | <p>Dear Applicant: Prior to completing the application for employment, we are serious about creating an environment for our staff with the highest levels of quality and service for our guests. We also value a degree of honesty and integrity in this application for employment if you subscribe</p> <p><b>Position</b><br/>Position applying for <input type="text"/></p> <p><b>Applicant Information</b><br/>First Name <input type="text"/><br/>Last Name <input type="text"/><br/>Address <input type="text"/></p> |
| Position              | <input checked="" type="checkbox"/> Position  |  |
| Applicant Information | <input checked="" type="checkbox"/> Applicant Information (1)<br><input type="checkbox"/> Applicant Information (2) |  |
| Education             | <input checked="" type="checkbox"/> Education (2)<br><input type="checkbox"/> Education (1)                         |  |
| Employment            | <input checked="" type="checkbox"/> Employment (2)<br><input type="checkbox"/> Employment (1)                       |  |
| Other Information     | <input checked="" type="checkbox"/> Other Information (2)<br><input type="checkbox"/> Other Information (1)         |  |
| Authorization         | <input checked="" type="checkbox"/>   |  |

# Restaurant Manager Employment Application Utility

## Applicants Management

Click on the Applicants menu option to obtain a list of the forms submitted so far. To view any given form, click on the “Details” link to the left of each applicant’s name.



From the details page you can Print and delete forms.

# Restaurant Manager Employment Application Utility

Applicant Details - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://www.rmwservices.com/employform/ApplicantDetails.aspx?form\\_id=5&applicant\\_id=120](http://www.rmwservices.com/employform/ApplicantDetails.aspx?form_id=5&applicant_id=120)

Print Delete Close

|  |  |
|--|--|
| <b>Position</b>                                |  |
| Position applying for                          | Waiter   |
| <b>Applicant Information</b>                   |  |
| First Name                                     | John   |
| Last Name                                      | Doe  |
| Address  | 1234 Main Street                                   |
| City   | Silver Spring                                      |
| State  | MD   |
| Zip  | 20910  |
| Phone #  | 301-123-4567                                       |
| Cell Phone #                                   |  |
| Social Security Number                         | 123456789  |
| I am legally eligible for employment in the US | True   |
| Are you 18 or older                            | True   |
| Are you 21 or older                            | False  |
| <b>Education</b>                               |  |
| 1. High School                                 | BCC  |
| Years Attended                                 | 4  |
| Graduated                                      | True   |
| 2. College                                     | No   |
| Years Attended                                 |  |
| Graduated                                      | False  |
| <b>Employment</b>                              |  |
| 1. From & To                                   | Jan 2003 to Feb 2004                               |
| Name, Phone, Location of Employer              | Olives & Cheese Restaurant,<br>SS, MD 301-444-4444 |
| Salary   | 10/hour  |
| Position                                       | Waiter   |
| Reason for leaving                             | Man...   |

Done Internet