

Hotel Effectiveness

Project Voyager

Food Admin / Production

- At the time of the initial roll-out, Food Admin & Production were combined as one department.
- Food Admin has now been separated from Production as their own departments.
- The Chef can now be set up as a Department Manager with the permission to see wages. The Chef must be filtered to see only the Production department.

User: jeff.vosburgh

Information

Hotel Access

Permissions

Email Alerts

Custom Hotel Groups

Labor Management Permissions

View Employee Wages

Should this user be able to see employee wages?

Note: Access to wages is limited only to the hotels and/or departments you give the user access to view.

 Yes No

Department Filters

Which departments can the user access in Labor Management?

If "Filter access down to specific departments" radio button is selected, the user must have at least one department in one of the two selected lists before saving.

 No filters, give full access to all departments. Filter access down to specific departments.

Which departments can the user access in Labor Management?

If "Filter access down to specific departments" radio button is selected, the user must have at least one department in one of the two selection areas assigned, i.e. you can't be filtered and have no filters assigned to you on save.

- No filters, give full access to all departments.
- Filter access down to specific departments.

Department Filters

Assign/ unassign department filters for this user's account.

Unassigned Department Filters (30)

Assign All Department Filters

Currently Assigned (1)

Unassign All

- Hilton Costa Mesa/A & G/AG (+)
- Hilton Costa Mesa/BEVERAGE/Banquets Bev (+)
- Hilton Costa Mesa/BEVERAGE/Bar 2 Bev (+)
- Hilton Costa Mesa/BEVERAGE/Main Bar Bev (+)
- Hilton Costa Mesa/BEVERAGE/Main Restaurant Bev (+)
- Hilton Costa Mesa/BEVERAGE/Other Bar Bev (+)

Hilton Costa Mesa/FOOD/Production

X

Assign Permission Options

Assign All Option for Labor Management

Unassign All Option for Labor Management

Food Admin / Production

- With this retroactive change to the Food Admin / Production departments, the Food Admin department was removed from the F&B Director's assigned departments.
- The permissions for the F&B Director will need to be edited and the Food Admin department re-assigned.
- If the Chef had been previously set up as a user, the assigned departments were not impacted.

Which departments can the user access in Labor Management?

If "Filter access down to specific departments" radio button is selected, the user must have at least one department in one of the two selection areas assigned, i.e. you can't be filtered and have no filters assigned to you on save.

- No filters, give full access to all departments.
- Filter access down to specific departments.

Department Filters

Assign/ unassign department filters for this user's account.

Unassigned Department Filters (19)

Assign All Department Filters

Currently Assigned (12)

Unassign All

Hilton Boston Back Bay/BEVERAGE/Rest 2 Bev



Hilton Boston Back Bay/BEVERAGE/Admin Bev



Hilton Boston Back Bay/COMMERCIAL LAUNDRY/Comm Laundry



Hilton Boston Back Bay/BEVERAGE/Banquets Bev



Hilton Boston Back Bay/FOOD/Admin



Hilton Boston Back Bay/BEVERAGE/Main Bar Bev



Hilton Boston Back Bay/FOOD/Banquets Food



Hilton Boston Back Bay/BEVERAGE/Other Bar Bev



Hilton Boston Back Bay/HEALTH SPA/Spa



Hilton Boston Back Bay/BEVERAGE/Rest 4 Bev



Hilton Boston Back Bay/IT & SYS/IT



Hilton Boston Back Bay/FOOD/Main Restaurant Food



Food Admin / Production

- With the separation of the departments, the Permissions list was updated.
- The new list will be saved to the Operations and Accounting portals.

Service Name	See Option Name	General Manager	Asst Gen Mgr/Hotel Manager	Hotel Controller/HR Manager	Housekeeping Manager/Executive Housekeeper	Department Manager (FOM, F&B Dir, Chel, DCU, Cost Eng.)	Hotel Support (Accounting Clerk, HR Admin, Housekeeping Supervisor, F&B Supervisor)	Night Audit India	Revenue Report Access Only	Misc Other
Labor Management	View Employee Wages	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Labor Management	Department Filters (None / Filter to specific Depts.)	None	None	None	Filter	Filter	Filter	Filter	Filter	Filter
Department Filters	Assign/unassign department filters for this user's account.				X	X	X			
Reports	Can Access Labor Reports (Filtered: Can only See Assigned Depts)	X	X	X	X	X				
Reports	Can See F&B Profitability Metrics even if the User is Dept Filtered	X	X	X		F&B Dir				
Reports	Can Access Labor Benchmark (Required: Must See Wages and No Dept Filtering)	X	X	X						
Reports	Can Access Revenue Reports	X	X	X	X	X			X	
Reports	Can Access AP (Required: Must See Wages and No Dept Filtering)	X	X	X						
Daily Labor Check-in	Can Access the Daily Labor Check-In (Filtered: Can only See Assigned Depts)	X	X	X	X	X				
Scheduler	Can Access Scheduler and Add/Edit Shifts (Filtered: Can only See Assigned Depts)	X	X	X	X	X				
Scheduler	Can Edit/Approve Forecasts	X	X	Controller		FOM, F&B Dir				
Scheduler	Can Publish Schedules (Filtered: Can only See Assigned Depts)	X	X	X	X	X				
Housekeeping Tools	Can Access Housekeeping Gamesday Scheduler	X	X	Controller	X		Hskping Supervisor			
Labor Plans	Can Access Plan Manager and View Labor Standards (Filtered: Can only See Assigned Depts)	X	X	X	X	X				
Labor Plans	Can Request Extra Plan Hours and View Requests	X	X	X	X	X				
Labor Plans	Can Approve Extra Plan Hours (Required: Must See Wages)	X	X							
Labor Plans	Can Edit Labor Standards (Required: Must See Wages and No Dept Filtering)									
Labor Plans	Can Access Budgeter and View Revenue and Labor Budgets (Required: Must See Wages and No Dept Filtering)	X	X	X						
Labor Plans	Can Import Revenue/Business Driver Budgets and Build Labor Budgets	X								
Night Audit Entry	Can Access Night Audit Entry and Add New Data	X	X	Controller	X	X	Accting, Hskping Super, F&B Super	X		
Night Audit Entry	Can Edit Existing Data	X	X	Controller	X	X	Accting			
Night Audit Entry	Can Export/Import Data	X	X	X						
Night Audit Entry	Can Manage Night Auditor User and Password	X	X	X		FOM				
Employees	Can Access Employee Manager	X	X	X	X	X				
Employees	Can Add / Edit Employees (Required: Must See Wages)	X	X	X	X	X				
Employees	Can Manage Employee Users for myHotelTeam.com (Filtered: Can only See Assigned Depts)	X	X	X	X	X	HR			
Employees	Can Access Absence Monitor	X	X	X	X	X	HR			
Settings	Can Access Settings - View Only (Required: No Dept Filtering)	X	X	X						
Settings	Can Edit Hotel Settings (Required: No Dept Filtering)									
My User Settings	Can Manage his/her own User Profile (Email, Phone, Password, etc)	X	X	X	X	X	X		X	X
My User Settings	Can Manage his/her own Email Alerts	X	X	X	X	X	X	X	X	X
My User Settings	Can Access his/her own My Training	X	X	X	X	X	X	X		X
User Administration	Cannot Add/Edit Users		X	X	X	X	X	X	X	X
User Administration	Hotel Admin - Can Add/Edit Users Only for Assigned Hotels. Cannot Edit Themselves.	X								
User Administration	Account Admin - Can Add/Edit Users for all Hotels.									