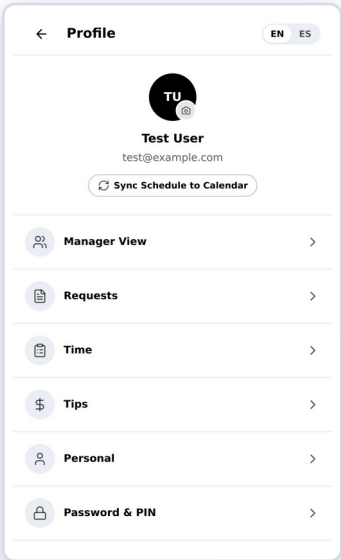


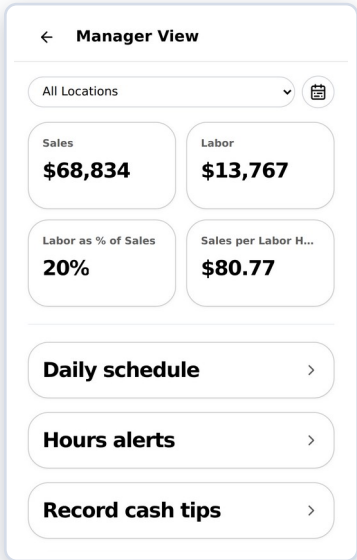
What the manager app shows you

Profile → Manager View. One screen for how the day is going: the numbers at the top, then who is on, who is late, and who hasn't clocked out.



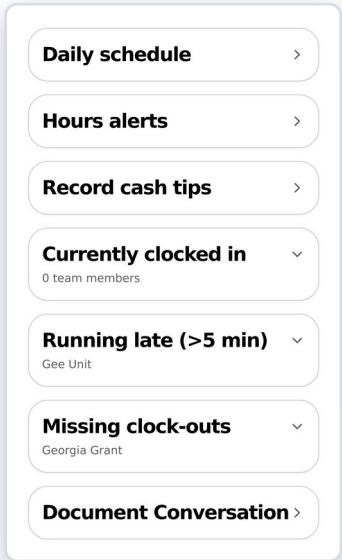
1. Open your Profile

Tap your initials in the top right, then Manager View. It only appears if you have manager access.



2. Today's numbers

Sales, labor, labor as a share of sales, and sales per labor hour.



3. The floor, and where to go next

Who's on, who's late, who hasn't clocked out — plus Daily schedule and Hours alerts.

Focus on one store

- 1

Use the location dropdown

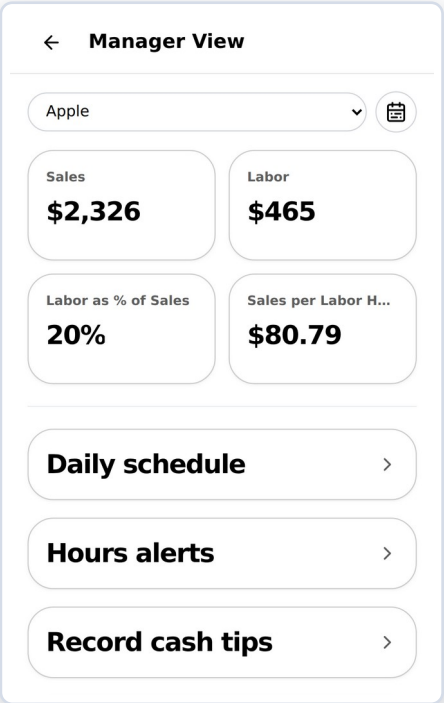
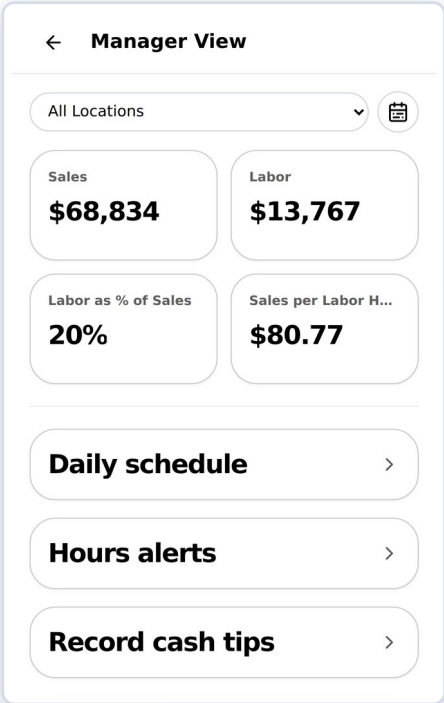
It sits at the top of Manager View and starts on All Locations. Pick a store and the whole screen — stats, who's on, who's late — is scoped to it.
- 2

Change the period separately

The period control next to it switches the numbers between Today, Yesterday, Week to date and Last 30 days. It only affects the stats, not the live cards.
- 3

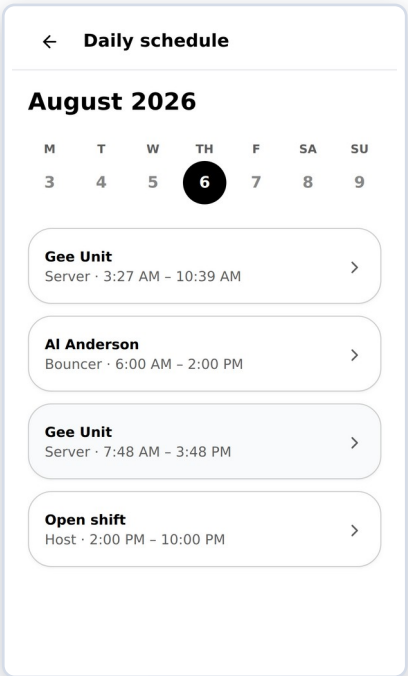
Your choice carries through

Open Daily schedule after picking a store and it opens on that store. Go back to All Locations and the schedule groups shifts under each store's name.



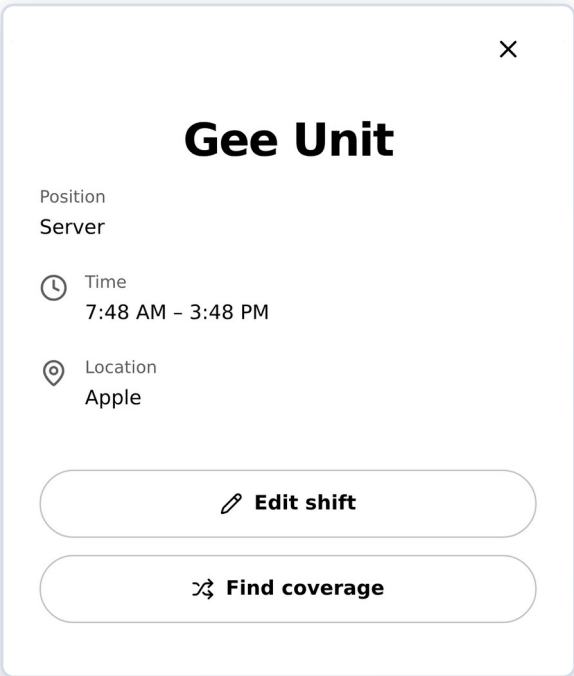
All Locations, then a single store

Finding coverage for a shift



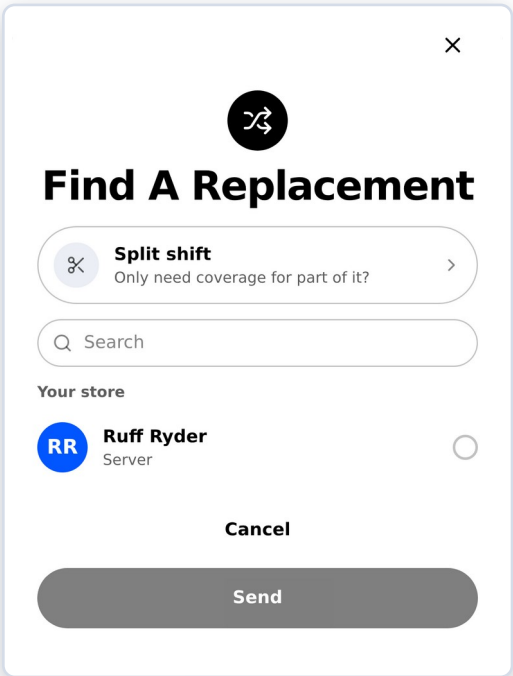
1. Open Daily schedule

Pick the day from the week strip. Every shift is listed — unfilled ones read Open shift.



2. Tap the shift

You get the role, the hours and the location, with Edit shift and Find coverage.



3. Tap Find coverage

Pick someone from Your store and Send. Split shift covers only part of it.

Editing a shift

1

Open the shift, then Edit shift

Daily schedule → tap the shift → Edit shift. If it has already ended Kronto warns you that the change applies retroactively.

2

Change whatever needs changing

Team member, role, position, start and end times and location are all editable in the one form.

3

Publish and notify

Setting the team member to Open shift advertises it for anyone eligible to claim. Saving notifies whoever is affected — deliberately, so nobody finds out by accident.

Edit shift

Team member

Q Al Anderson

Role

Security

Position

Bouncer

Time

06:00 AM – 02:00 PM

Location

Apple

Publish and notify

The edit form

Seeing who's late

- 1

Running late (>5 min)

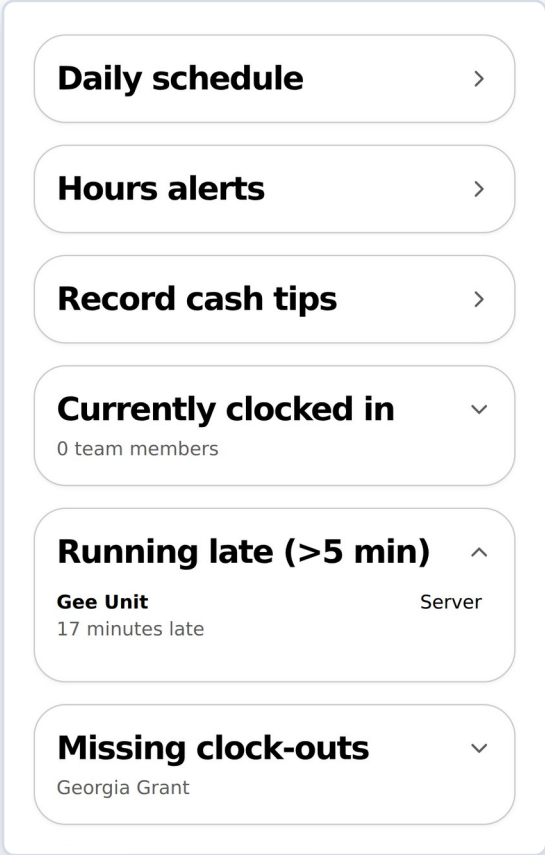
A live card on Manager View. It counts anyone whose shift has started and who hasn't clocked in yet — tap it for the names and how many minutes each person is behind.
- 2

Missing clock-outs sits just below

The mirror image: people who clocked in and never clocked out. Left alone these become time cards someone has to fix by hand, so it's worth clearing daily.
- 3

Currently clocked in tells you who's actually on

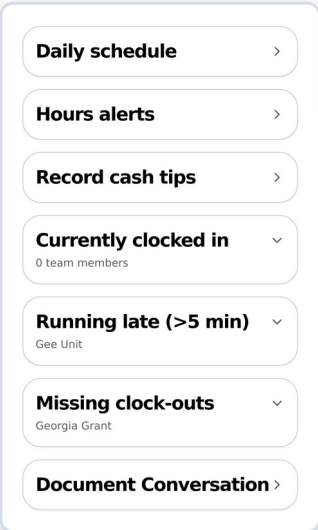
Use it to sanity-check the floor against the schedule before you start chasing anyone — someone may have swapped in without the schedule catching up.



Running late, expanded

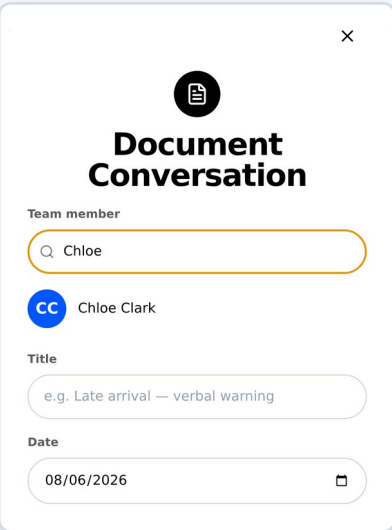
Documenting a conversation

A dated note on someone's file. The name sounds like a warning, but it is deliberately neutral — use it for the shift someone saved as readily as for the one they missed.



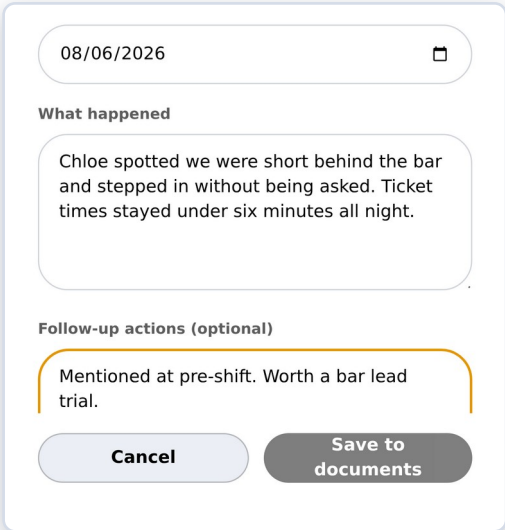
1. Open Document Conversation

It's on Manager View, below the live cards.



2. Pick the person and the date

Search by name, then give the note a title.



3. Write what happened

Add follow-up actions, then Save to documents.

Good or bad, write it down the same day: praise that lands weeks later reads as an afterthought, and a concern nobody recorded is one you can't act on later.