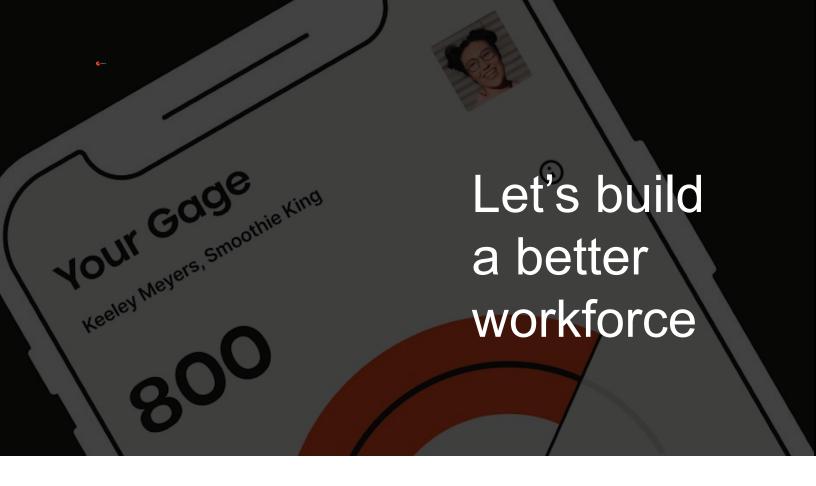


Account Setup Guide

Ø f **y** in

GAGEWORK.COM



Welcome, GAGE Business.
You are on your way to Building a Better Workforce!

Follow the steps in this guide to set up your GAGE Account.

Step 1:

Download the Account Setup Template below.

Account Setup Template

Step 2:

Workspace Section

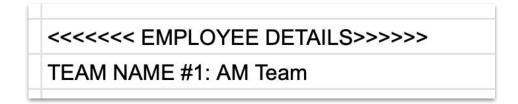
- Go to the Workspace section and fill in the following::
 - Workspace name
 - Workspace means your Business Location or name, if multiple businesses.
 - Workspace EIN (if applicable)
 - Workspace physical address
 - Workspace Admin
 - Workspace Admin is able to add and remove/terminate employees, view Employee Scores, view analytics and more at one Workspace. For example: human resource executive at one particular business/location.
 - o Workspace Admin email
- Repeat this process if there are multiple Workspaces

Workspace Name:	Dockside Cafe - Hollywood, GA			
Workspace EIN: (If Applicable)	234452342523245			
Workspace Physical Address:	4220 Riverstreet Dr.			
Workspace Admin:	Jessie Mincey			
Workspace Admin Email:	jmincey@docksidecafe.com			

Step 3:

Employee Details

- Go to the Employee Details section and fill in:
 - o Team Name
 - For example, AM Team, PM Team, Front of House, Back of House, etc.



Step 4:

Employee Details Continued

- Go to the Employee Details section and fill in:
 - Employee First Name
 - Employee Last Name
 - Employee Mobile Number
 - Employee Email Address
 - Employee Start Date
 - Employee Start Date
 - Employee Job Title
 - Team Manager (Y or N)
 - GAGE Role
 - Workspace Admin: Able to add and remove/terminate employees, view Employee Scores, view analytics and more but only at one Workspace. For example: human resource executive at one particular business/location.
 - Manager: Able to give Evaluations, Terminate employees, High Fives, Nudges, and more. For example: directors, managers, supervisors, etc.
 - **Staff:** Able to give High Fives to co-workers and managers, Notices to management, report misuse, and more. For example: employees, team members, etc.
 - o Repeat this process if you have multiple Teams

<><<< EMPLOYEE DETAILS>>>>>								
TEAM NAME #1: AM Team								
	Employee First Name	Employee Last Name	Employee Mobile Number	Employee Email Address	Employee Start Date	Employee Job Title	Team manager	GAGE Role
	John	Wheeler	(919)-234-5432	jw@docksidecafe.com	01/02/2020	Manager	Y	Admin
	Ginny	Winston	(919)-524-3264	gw@docksidecafe.com	01/23/2010	Cashier	N	Staff
	Georgia	May	(919)-153-2353	gm@docksidecafe.com	12/22/2010	Manager	Y	Manager
	Jess	Gardner	(919)-175-2853	jg@docksidecafe.com	03/12/2010	Cook	N	staff
	Jack	France	(919)-174-2345	jf@docksidecafe.com	08/08/2010	Cashier	N	staff
	Nancy	Rynolds	(919)-185-2653	nr@docksidecafe.com	10/20/2013	Host	N	staff
	Barbera	Morrison	(919)-372-2946	bm@docksidecafe.com	09/13/2016	Host	N	staff
	Stacey	Erickson	(919)-109-0012	se@docksidecafe.com	06/31/2016	Server	N	staff
	Pam	Harris	(919)-134-0132	pm@docksidecafe.com	05/12/2022	Server	N	staff
	Danny	Churchhill	(919)-121-1642	dc@docksidecafe.com	12/19/2020	Barista	N	staff

Step 5:

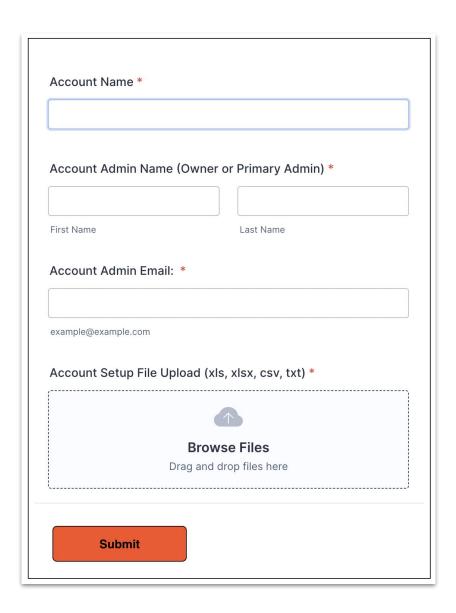
Additional Workspace(s)

- If you have multiple Workspaces (businesses or locations) download a new Account Setup Template
- Follow Steps 1-4 for each Workspace.

Step 6:

Upload Your Files

- Go to the <u>GAGE Account Setup Website</u>
- Fill in the following information:
 - Account Name
 - Account Admin Name
 - Account Admin: Able to access all businesses under the Account, add and remove/terminate employees, view Employee Scores, view analytics and more. For example: owners, human resources, operations, etc.
 - Account Admin Email
 - Account Setup File Upload (xls, xlsx, csv, txt)
- Click Submit



BAM, you are done!

The GAGE team will set up your account in **2-4 business days** and you will be notified by email.