GAGE

Account Setup Guide

GAGEWORK.COM

Let's build a better workforce

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.
  - Workspace Admin email
- Repeat this process if there are multiple Workspaces

<<<<<<<<<< WORKSPACE #1 >>>>>>>>>>>>>>	
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:
  - Team Name
    - For example, AM Team, PM Team, Front of House, Back of House, etc.

<<<<<<< EMPLOYEE DETAILS>>>>>>
TEAM NAME #1: AM Team

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.
    - 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 [GAGE Account Setup Website](#)
- 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**

Account Name *

Account Admin Name (Owner or Primary Admin) *

First Name   Last Name

Account Admin Email: *

example@example.com

Account Setup File Upload (xls, xlsx, csv, txt) *

Browse Files
Drag and drop files here

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.