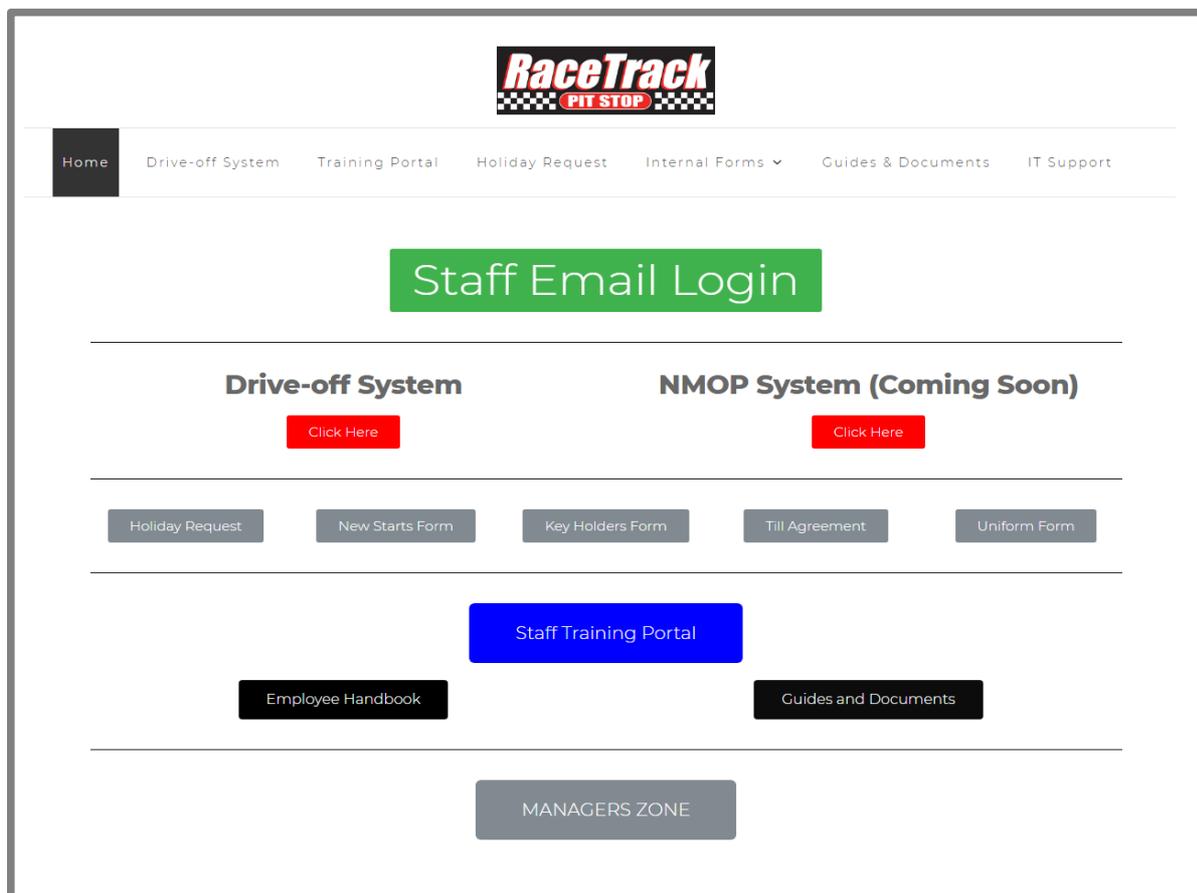


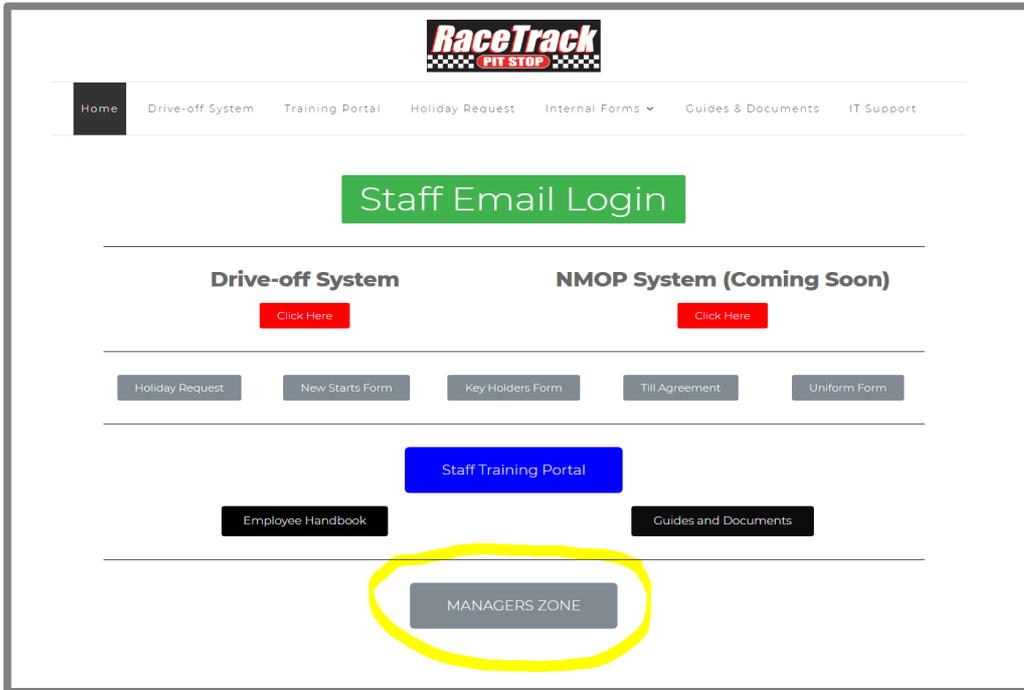
Welcome to the tutorial for the Manager's section of the Staff Website. This tutorial will give you all the information you require to enable you to successfully access and interact with all functions of the site.

Step 1: Load the site - <https://staff.racetrackpitstop.co.uk/>

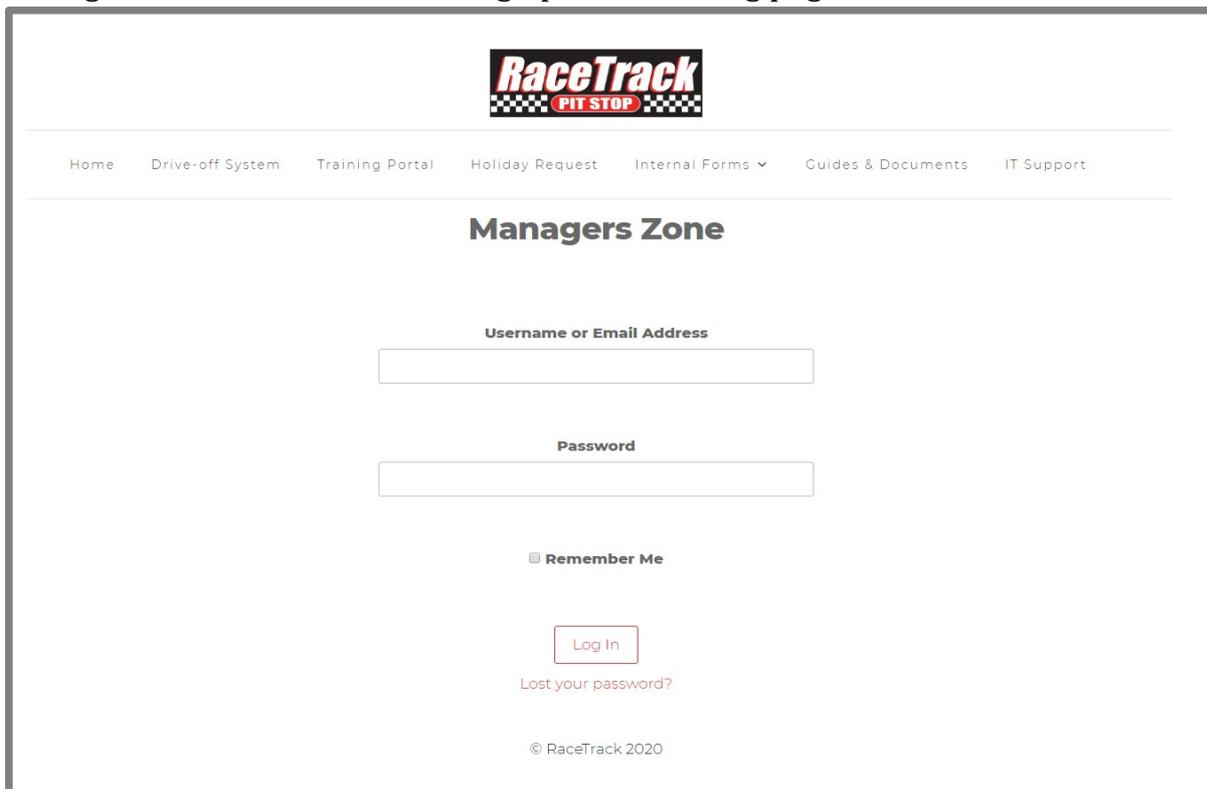
The site should load as shown below:



Step 2: Click on the “MANAGERS ZONE” button located at the bottom of the site as shown below:



Clicking on this button should bring up the following page:

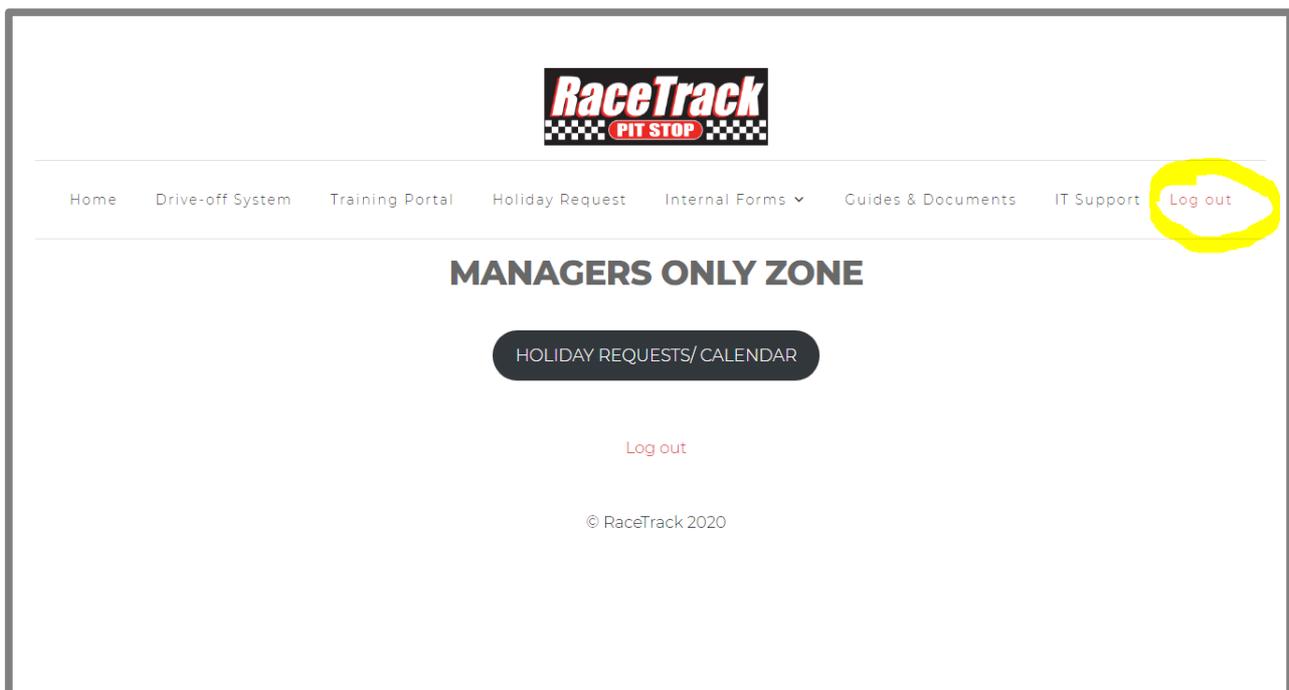


Step 3: Enter your username and password.

Remember me: This enables your login details to be remembered the next time you visit the site, meaning you will not have to enter your details again.

Lost your password?: This function helps if you have lost your password. It will email you with an option to reset your password

Step 4: Once you have entered your username and password, you will be taken to the managers portal, as shown below:



As you can see highlighted above, you are now viewing a “Log out” button. Since you are now logged into your account, you can click this button on any of the main pages at any time to log out of your account. When exiting the website, please remember and log out of your account for security purposes.

Step 5: Accessing the holidays section – click on the large button in the middle labelled “HOLIDAY REQUESTS/ CANELNDAR”.

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PITSTOP

Home Drive-off System Training Portal Holiday Request Internal Forms Guides & Documents IT Support Log out

MANAGERS ONLY ZONE

HOLIDAY REQUESTS/ CALENDAR

Log out

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You should then see this page:

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TEAM CALENDAR



No pending tasks

MANAGERS HOLIDAY

January 2020

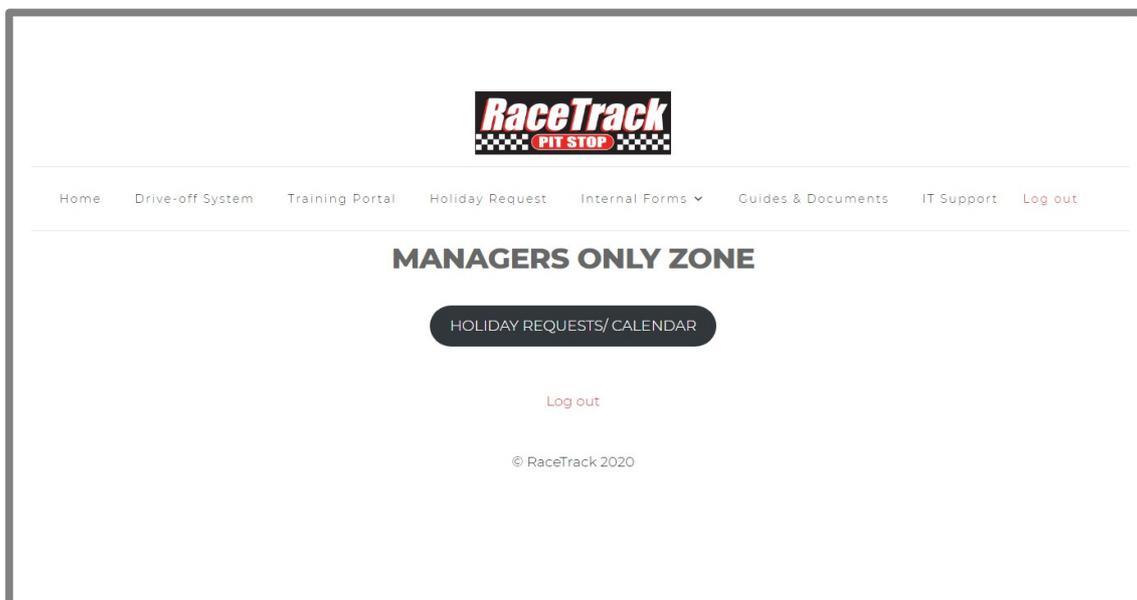
SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 Craig McIntosh shan's Holiday	2 Craig McIntosh shan's Holiday	3 Craig McIntosh shan's Holiday
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Lesley Lesley's Holiday	21 Lesley Lesley's Holiday	22 Lesley Lesley's Holiday	23 Lesley Lesley's Holiday	24 Lesley Lesley's Holiday
25 Lesley Lesley's Holiday	26	27	28	29	30	31

Back to Manager Portal

Pending tasks: Any pending tasks you have such as authorizing staff holidays etc. will appear in this section.

Managers holiday: This section is where you can view the holidays you have authorized for each of your members of staff for the year.

Clicking on the “Back to Manager Portal” button will take you back to this page:



You can navigate the website as normal clicking on any of the pages e.g. “Holiday Request” and if you return to the manager section, as long as you are logged in, you will always be taken to the above portal page.

Reminder: Please remember to log out of the site whenever you are not using it. This is for security purposes, and the “Log out” button can be viewed in the top right of the screen on the navigation bar, next to “IT Support”. Please note this logout button will only be viewed if you are logged in

FAQ's

[I do not have a Username and Password?](#)

If you have not been given a username and password, then contact the IT Department and they will be able to help you set up an account. Their contact details are:

Phone No: 0141 530 2480

Email: help@racetrackpitstop.co.uk

[I cannot log into my account?](#)

This is usually due to you not having the correct username and password combination, or you not having permission to log into that part of the site. Contact the IT Department for information if you cannot gain access to your account. Their details are shown above

[I have no pending tasks](#)

This is usually due to you actually having no pending tasks, e.g. there are no holidays for you to authorize

[I cannot see the logout button on the top right](#)

This will mean you are not currently logged into the manager system. Click the Manager Zone button and then enter your details to access the manager portal, and then you should be able to see the logout button in the top right corner

[It looks different on mobile](#)

The mobile version is slightly different since it has a clickable menu, where you click the menu icon to access the navigation bar and then click the menu icon again to close it. All features of the manager portal work the same for the mobile menu and so the steps above can be followed