Getting Started: Location Admin

ExpandShare is our web and mobile app for training and job resources. Here's how get started if you are a Location Admin.

What is a Location Admin

A Location Admin is a special administrative role in the ExpandShare platform. You usually get assigned as a Location Admin if you are the manager of a location or set of locations in the system.

As a Location Admin, you can do everything a basic user can do, but you also have permissions to post on the Newsfeed to your location team, invite users to your location and view your location team's progress on things like training, certifications and checklists.

You can tell that you are a Location Admin (or better) in the system if you are able to see the **Location** menu in the sidebar.

Sending a Newsfeed Post

One of the easiest things to do as an admin is a send a Newsfeed Post. Posts are top-down communications with the location (or locations) that you are set as Location Admin for.

To send a post, click **Newsfeed** in the user sidebar and click in the **What do you have to say?** field. Type your message in the field and then click the audience control labeled **Share with:**. From here you can select which location you want to send the post to (if you are in charge of multiple locations). Then click the **Roles** button to limit which roles or groups will receive this post.

Will Holland
ExpandShare Restaurant Group

- 🗞 Newsfeed
- 📖 Training
- ☑ Checklist
- 📁 Library
- 📍 Location

REPORTING

- 📊 Checklist

- 👤 Profile

Updated a few seconds ago
Newsfeed

[Feed] [My Posts] [All Posts]

(WH) **Create a New Post** ⊗

Share with: 🌐 Everyone

This is your post message

🖼 Add Media   Notifications [On ●]

Show Advanced...

Post (87)

(WH) **Will Holland**
a day ago

The Bone-In Ribeye Special will continue through next week. Let's focus on wine sales! Suggest, Pair and Recommend.

👁 3 Views   👥 22 Audience

For example, if we want to send a post to just the servers at a particular location, we can quickly narrow it down to this group.

Next you can choose **Add Media** if you want to attach an image. You can add an image from your device, or search or browse the ExpandShare Library to find content that has been uploaded by company admins.

Under **Advanced** features, you can set an expiration time for this post, which will cause it to disappear from your users' feeds at the date and time you set.

And finally, if you want all of your users to get notified when the post is sent, make sure the **Notifications** toggle switch is set to on

The app gives you a total count of the users on the **Continue Posting** button, this is a great finale "double check" that you are sending to the right audience. Click it to finalize and send your Newsfeed post.

This message will now appear in your selected audience's feed, and they'll get a notification if they've already set up their account.

After you send a post, you can view information about it under **My Posts**. The post will not show up in your own feed unless you sent it to a role and location that you belong to. In My Posts you can click the **Options** button on the post to edit it or remove it. If the post was sent by another admin and it contains something objectionable or incorrect, you can **Flag Post As Inappropriate** which will notify a Company Admin to take a look at it.

Each post will show engagement statistics at the bottom, including the number of views and the total audience you sent to.

If you click on **Views** or **Audience**, you can quickly see more detail about who has and has not viewed the post.

Adding Users

There are two easy ways to invite new users to your location: Team Code and Invite.

Team Code

If your Company Admin has set up team codes for you then the code will appear at the top of the Location Profile page. Click **Location** from the sidebar and then choose your location from the Location List. The team code for this location is located at the top of the page.

All your users have to do is access the app (or site) and choose **Have a team code? Click here** On the login page. They then enter the team code and self register for the app.

Invite

You can also invite users if you have their email address. Click the **Plus** icon at the top of the Location Profile page, click **Invite a User** and enter the user's email address. They will receive an email with a Team Code link which they can click and follow to set up their account. Once they do, they can self register.

Location Dashboard

ExpandShare makes it easy to check and see how your team is doing. To see the Location Profile click **Location** on the sidebar.

This page has the name of the currently selected location with overall information about Training, Engagement, Health Check and Checklists.

Below the summary information is a list of all sub-locations (if any) in the hierarchy. If you are set as the Location Admin for multiple locations, you will see all of them listed here. You can navigate to the location of your choice by clicking it, which will open up the **Location Profile** page for that selected location.

Location Profile
ExpandShare Cafe ▾

📖 **Training** 👥 82 team members		**100%** completion rate
📰 **Engagement** Last 7 days • 0 posts		**N/A** avg. view rate
🛡 **Health Check**		**0%** › avg. submissions today
☑ **Checklists** Last 7 days		**N/A** ›

Locations 10   Roles   Team 82

📍 **Brookside** 👥 0 team members ⊘ 0% submitted today	trained ›
📍 **Ocala - Belleview** 👥 0 team members ⊘ 0% submitted today	trained ›
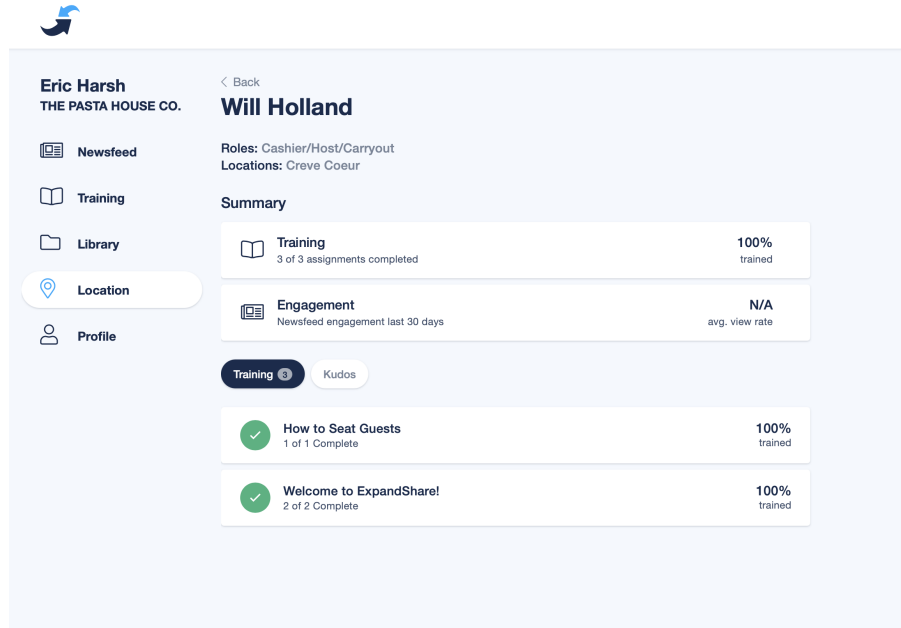
You can tell when you are in a sub-location by looking at the cookie-crumb indicator at the top.

Once you are in a base-level location, the list below will show **Roles** and **Team**. These allow you to quickly get to a particular user or team member.

Once you get to a team member, you can see their roles and location and then an overall summary of training and newsfeed engagement. You can also see **Training**, **Trainer Checks** and **Kudos** below. Training will show which specific courses are completed or in progress.

Trainer Checks

Trainer Checks allow you to follow a checklist to check off training tasks or requirements that need to be done outside of eLearning. For example, steps in a shadow training day. Just click to complete the tasks on the checklist.

Eric Harsh
THE PASTA HOUSE CO.

- Newsfeed
- Training
- Library
- Location
- Profile

‹ Back

Will Holland

Roles: Cashier/Host/Carryout
Locations: Creve Coeur

Summary

Training	100%
3 of 3 assignments completed	trained

Engagement	N/A
Newsfeed engagement last 30 days	avg. view rate

Training ③   Kudos

✓ How to Seat Guests	100%
1 of 1 Complete	trained

✓ Welcome to ExpandShare!	100%
2 of 2 Complete	trained

Trainer Checks

Receive 7Shifts access and training	☐
Trainer Check · detail ▾	

Given tour of facility	☐
Trainer Check	

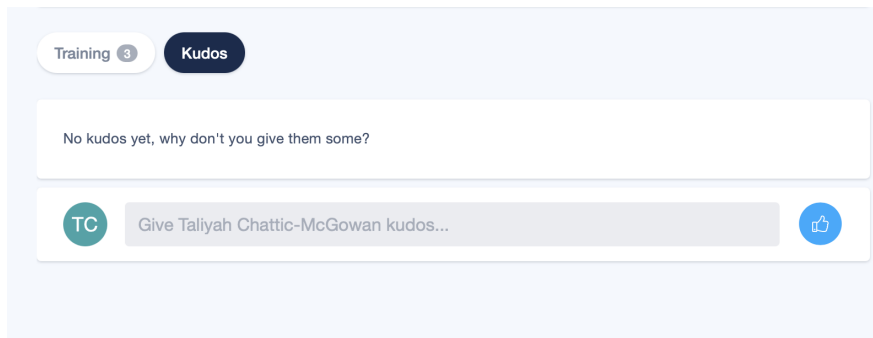| Discussion of importance of creating a great customer experience	☐
Trainer Check	

Supplied uniform	☐
Trainer Check	

Kudos

Kudos can be awarded by any admin to an employee. You can write them as well as see a history of kudos for all employees at your location..

Training ③   **Kudos**

No kudos yet, why don't you give them some?

TC Give Taliyah Chattic-McGowan kudos... 👍

Checklists

If your ExpandShare instance supports Checklists (it's an optional feature), then you will see them as a sidebar menu item. Checklists can be picked up and completed by any of your users, including yourself.

⟨ Back

Manager's Opening Checklist - (1/29/2021)

Submitted by Jim Jacobs   **100%**

23 of 23 completed   Submitted: 23 minutes ago

Descriptions ◯ Hide All

(3) THREE HOURS BEFORE OPEN: Turn on all equipment that needs to heat up ▾   ✓

Prepare sanitizer buckets and put in designated prep areas (with Ecolab premix)   ✓

Pull set amount of frozen dough for afternoon bake (refer to your build to chart)   ✓

Stretch 4 pans of thawed bread dough & proof. Repeat every 25 minutes until all dough is stretched. ▾   ✓
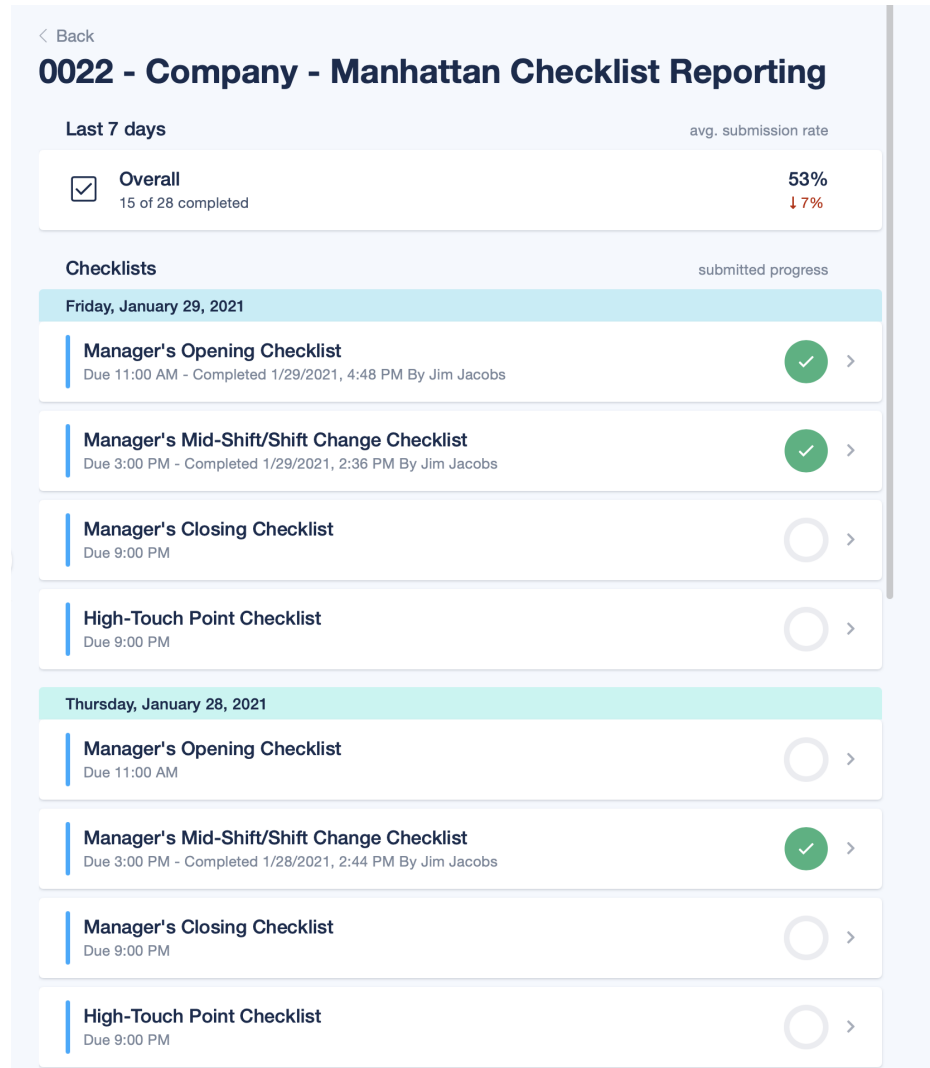
Set up front line(s). ▾   ✓

Checklist Reporting

After users complete a checklist, then you as a location admin can see information about the completed checklists under **Location**, which will give you summary information. But if you want to see detailed reporting about checklist completion on a day-to-day basis, then you can see those on the reporting menu.

Need help? Contact ExpandShare Support

Under Profile, click on Help to be taken to the ExpandShare support page. Here, you can look up answers to common questions or create a New Support Ticket. You can also email your site support questions to support@expandshare.com.