

## The Sink - Getting Started

### What is the Sink?

For restaurant employees, **the Sink** is **HRI's** website for viewing work schedules, requesting time off, picking up shifts and communicating with managers and other employees.

For restaurant managers, **the Sink** is also a management tool with labor reports, manager log book, and scheduling tools that interface with the Digital Dining labor scheduling system.

### Why is it called the Sink?

The name is a shortened version of the common expression "everything but the kitchen sink". This site was designed to be a single resource for employees to access virtually everything.

### Access the Sink

Open your internet web browser. For best results, use Internet Explorer version 8 (most new computers use this version).

Type the following url in the browser address box:

<https://thesink.houlihans.com>

### Log into the Sink

Enter the username and password from the **Welcome Sheet** received from your manager. The password field is case sensitive, so be sure to enter it exactly as it appears on the welcome sheet.

If you type the information incorrectly, use the **reset** button to clear the fields and try again.

**Habla Espanol?** Check this box to switch to Spanish.

### Changing Your User Name

The first time you log in you will be asked to supply a new user name that contains between 6 and 15 alpha and numeric characters.

Type the new user name in the **new user name** and **confirm user name** boxes.

Once you have changed the user name, it is your permanent user name and cannot be changed again.

## Changing Your Password

The first time you log in, you will be asked to supply a new password that contains 8 alpha and numeric characters. Type the new password in the **new password** and **confirm password** boxes. **Note: The password is case sensitive.**

The password can be changed at any time under your **Settings**.

Type the new password in the **new password** and **confirm password** boxes. **Note: The password is case sensitive.**

Select **Save** to save the new password. If the password is confirmed, the **Save Successful** message will display.

If you type the information incorrectly, use the **reset** button to clear the fields and try again.

## Forget your User Name or Password?

At the log in screen, select the “forget your user name or password?” link. If you have a current email address already set up in **the Sink**, your user name and password will be emailed to you at that address.

If you do not have an email address set up in **the Sink**, contact a manager to look up your user name or reset your password.

## Terms of Use

When you log in for the first time, the **HRI Terms of Use for the Sink** website will be displayed. Read the terms and then check the box - **I agree with the terms of this agreement** - and press the continue button.

The terms of use can also be accessed at anytime through the link on the bottom right corner of **the Sink**.