

Gravity SOP Foundry Complete Windows User Manual

October 2026 · Windows preview (0.1.0-beta.1)

Create and manage controlled SOPs, recipes, posters and employee training without losing sight of who has authority to approve and publish.

Scope: Current October 2026 preview. The earlier Beta editions may have different buttons, saved data locations or included features. Always back up data before testing an updated Windows installer.

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1. Start here

This Windows edition runs its own local Foundry workspace. It is not automatically the same data store as the web edition or an earlier Windows Beta. Test with sample content before relying on it. Begin by opening Gravity SOP Foundry from the Windows Start menu or installer shortcut, then choose the appropriate room.

2. Install without replacing your existing records

Download the Windows preview .exe and keep it separate from any older Beta. Windows may warn because this preview is not digitally signed. Only use the download linked directly from Thomas Monroe Books and verify its integrity when a checksum is supplied. Do not uninstall the old version or assume old working data will migrate. Save an independent backup from the old program before making changes.

3. Choose Build Room or Employee Library

At the access screen choose Build Room for authorized managers or Employee Library for reading. The packaged workspace uses a PIN-based separation. Change default PINs before staff access through Room PIN Settings. A PIN is a convenience gate on a shared computer, not full enterprise identity security. Lock or switch rooms after use.

4. First manager setup

Open Restaurant Branding & Backups. Enter the restaurant or company identity and upload its permitted logo. Confirm branding on a sample SOP and poster printout. Set a stronger manager PIN and separate employee PIN; do not post or share the manager PIN. Confirm the computer's Windows profile and backup location before importing real content.

5. Understand the controlled document life cycle

Follow this sequence: choose or import a starting SOP → edit a working Draft → verify steps and safety → approve the revision → publish the approved copy → teach or acknowledge the change if the reviser selects that requirement → verify the employee-facing current copy. Draft or revised working copies must not silently replace approved employee copies.

6. Build SOPs from masters or a blank form

In Build SOPs select a Gravity master, import an existing document, or create a blank SOP. Organize it by workstation. Record a clear title, purpose, who performs it, preparation, step-by-step instructions, controls and expected result. Use food safety and site-specific rules adopted by your restaurant; sample content is not automatically your approved policy.

7. Importing existing SOPs and recipes

Use Import / Export to bring supported existing content into the working library. Review imported items as Drafts before approval. Check every field, workstation, version and item count. An import can duplicate similar titles if the source differs; inspect and correct duplicates rather than assuming they merge. Keep an original export of source files.

8. Edit, approve and publish correctly

Use Edit on the selected SOP or recipe, then Save. Check the status and change summary. Approve only after a manager verifies that the procedure is correct. Publish to Employee Library only when the approved revision is ready. When replacing a published revision, check that the employee version is the approved snapshot, not an unapproved subsequent Draft.

9. Revision history and training decisions

Revise the working copy and record what changed and why. Earlier versions remain available through Revision History. The reviser—not Gravity—selects whether a revision requires no extra training, review plus knowledge check, or review plus knowledge check and manager sign-off. Verify retraining on the current revision before marking the process complete.

10. Employee Library and cross-station learning

Open Employee Library to view published SOPs, posters and recipes. Employees can browse other stations when enabled; their access is read-only. Verify each item shows the right station and current published version. If an employee finds an error, have them send a question or correction rather than editing controlled policy themselves.

11. Food and bar recipes

Maintain food recipes and bar drink specifications separately as appropriate. Record amounts, yield, method, food safety and revision details. Approve before publishing. For restaurant-specific recipes, substitute actual tested quantities instead of sample placeholders. Validate recipe print previews against real content.

12. Poster Studio, station QR codes and binder printing

Use Poster Library & Studio to make station posters, associate them with SOPs and print the output. Use the SOP Binder / print controls for approved or working-copy selections. Always check the print preview and confirm that a published-only binder contains the approved employee snapshots. QR links to hosted employee SOPs need active hosting and an internet connection; regenerated or older QR codes may point at the wrong revision, so scan a fresh test copy.

13. Employee connection and messages

Employee Connection can make selected published materials available through hosted mobile access where the restaurant has activated that service. The local Windows program does not automatically host a public staff site merely because it was installed. Confirm the phone view, staff PIN and QR access with a test employee before deployment. Review employee questions and correction reports in the Manager Inbox.

14. Manager information and signals

Gravity Signals are available only to authorized managers and should be interpreted as patterns requiring investigation, not automatic proof of employee ability. Use aggregate patterns when possible. Protect employee-related data and explain your restaurant's data practices appropriately. The program is not a substitute for formal performance evidence.

15. Back up, restore and protect files

From Restaurant Branding & Backups use the full-backup export and verify the downloaded file exists. Maintain multiple dated copies outside the application profile. Before restoring, back up current work and test a sample restore with nonproduction data first. A restore may replace working SOPs, published copies, recipes and settings. Avoid restoring an incomplete or untrusted file.

16. Daily operator checklist

Before service: confirm published SOPs and relevant posters display correctly. During service: allow employees to read published copies and report unclear steps. At revision: document the reason, approve, choose retraining requirements and publish. Weekly: inspect questions, outstanding sign-offs, printed QR links and latest backup date.

17. Troubleshooting

Cannot enter Build Room: confirm you selected the correct room and PIN, then use authorized PIN recovery procedures. Employee cannot see latest change: check approval, publication and QR link, not merely draft saving. Missing imported fields: review the import source and correct the Draft manually. Binder prints blank or wrong: verify filters, choose an item with printable content and inspect preview. Hosted phone connection fails: check internet and hosting activation; continue using local employee view if appropriate.

18. Glossary

Draft = working content not approved for employees. Approved = manager-reviewed working revision. Published = frozen current employee copy. Revision = recorded controlled change. Training requirement = reviewer-selected retraining action. Binder = a selected set of printable SOPs. Hosted employee access = optional online delivery of published materials.