CRUNCHTIME! KITCHENSYNC

Using KitchenSync (Console)

Reference Guide

Document Details

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Overview

This document explains how KitchenSync can be used to process Daily Prep, prep Catering Orders, and enter Inventory Adjustments quickly and easily.

System Requirements

- CES Version 05.40.00 or higher
- Be sure to grab the latest version of this document here:

https://links.crunchtime.com/KSRG-UsingKitchenSyncConsole

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Getting Started with KitchenSync

What is KitchenSync?

CrunchTime! KitchenSync is a cutting-edge food prep application. It is an extension of Net-Chef's Daily Prep functionality and it's used on a tablet or terminal kept in the recipe-prep area. This application makes your kitchen far more efficient and safer. It will help you:

- Right-size your prep plans, to save money
- Update inventory faster and more accurately
- Minimize your managers' time spent in the office

What is Net-Chef Daily Prep?

The Daily Prep function helps your managers and prep cooks create prep plans, and track recipe prep. The two most powerful features of Daily Prep are:

- Suggested Prep: This feature "suggests" how much of each recipe should be made each day, based on historical sales and menu mix, the sales forecast, and on-hand inventory. This serious data crunching gives your GMs an accurate starting point for prep planning (reducing waste and saving money), while also saving time for your team. And since your AMs can use it too, it boosts the performance of your entire management team.
- Prep Finalization: Let's say your prep cook makes a batch of 12 pot pies. When that recipe is finalized in Daily Prep, Net-Chef depletes from inventory the chicken, crusts, gravy, etc. that went into the pies, and puts INTO inventory the 12 pot pies as finished items. At inventory time, your staff can now count the pot pies instead of trying to estimate the amount of chicken, crusts, etc. that are in them. That means more accurate food costs, and it's a huge time-saver too.

What exactly does KitchenSync do?

KitchenSync is a huge time-saver! Without ever leaving the kitchen, it allows your managers and prep cooks to:

- Complete Daily Prep transactions
- Add Catering orders to prep transactions
- Enter inventory adjustments

Available in Two Forms

KitchenSync is available in two forms:

1. A standalone KitchenSync app, for installation on an iPad or Android tablet.
   This form of the app also features:
   - The Recipe Viewer screen
   - Access via Single Sign-On

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Getting Started with KitchenSync

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Available in Two Forms (Continued)

2. As an app installed on an AccuDate XL Terminal/Printer, designed for use in commercial kitchens. This form of the app also features:
   - The ability to print UPC labels for Recipes and Location Products, which can be read by other apps like Counter, CrunchTime's inventory counting app.

This document provide details for using the app installed on an AccuDate XL Terminal/Printer. (Option 2 above).



Note: Licensing costs are the same for the tablet app and the printer app; the AccuDate XL Printer itself carries an additional cost through Transact Technologies (www.transact-tech.com).

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Getting Started with KitchenSync

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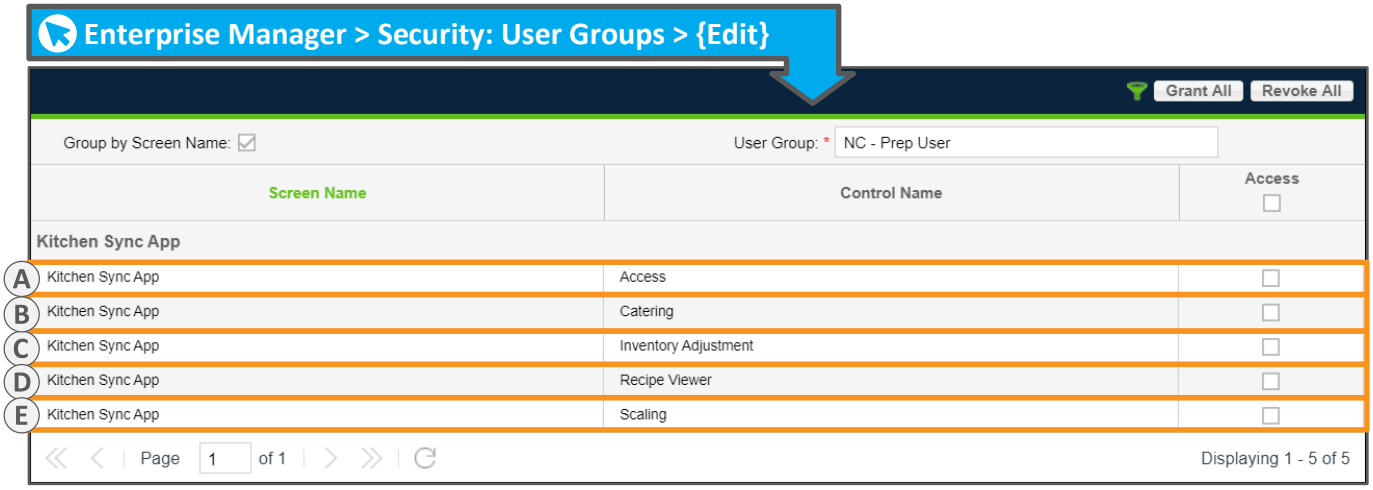
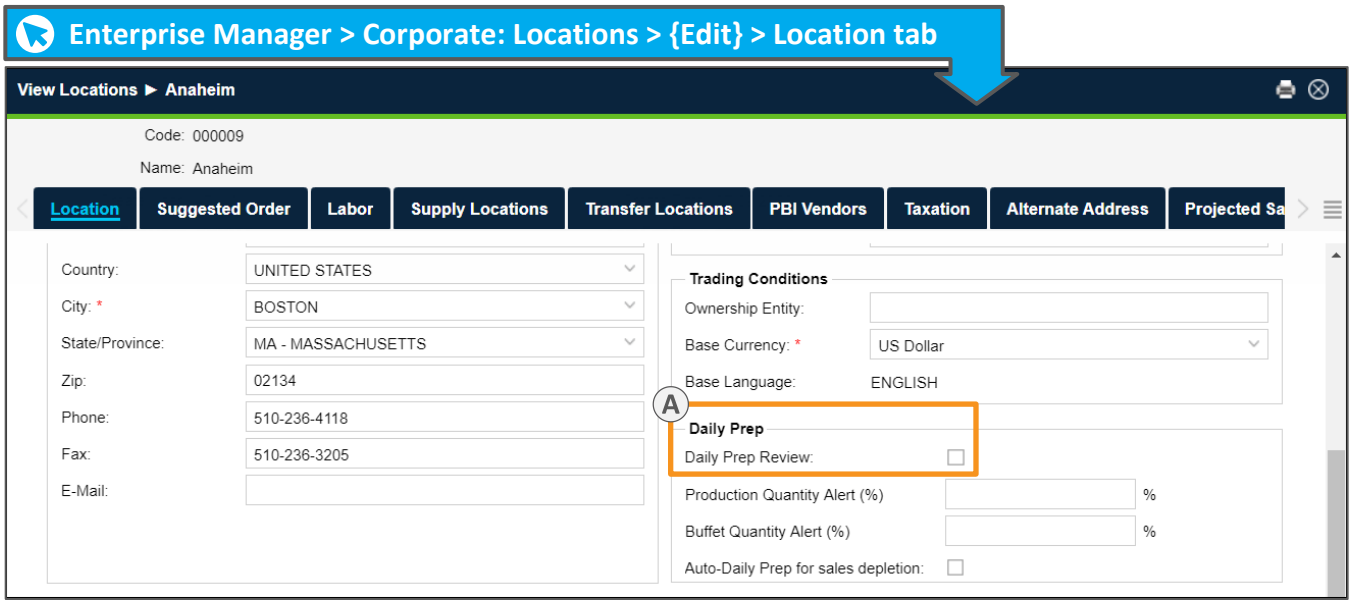
Related Setup – User Group Controls

There are five Enterprise Manager user group controls that manage access to KitchenSync:



(A) *Access* allows users to log in and perform prep transactions.
(B) *Catering* allows users to add Catering orders to prep transactions.
(C) *Inventory Adjustment* allows user to perform inventory adjustments.
(D) *Recipe Viewer* allows users to access this screen. (*Tablet version only*.)
(E) *Scaling* allows users to perform recipe scaling.

Related Setup – Location Settings



(A) In the Location Details screen, if *Daily Prep Review* is **unchecked** items prepped in Kitchen Sync will move automatically to a 'finalized' state. If *Daily Prep Review* is **checked**, the manager will need to finalize prep for these items in Net-Chef.

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Important: Before you can proceed, you will need the following:

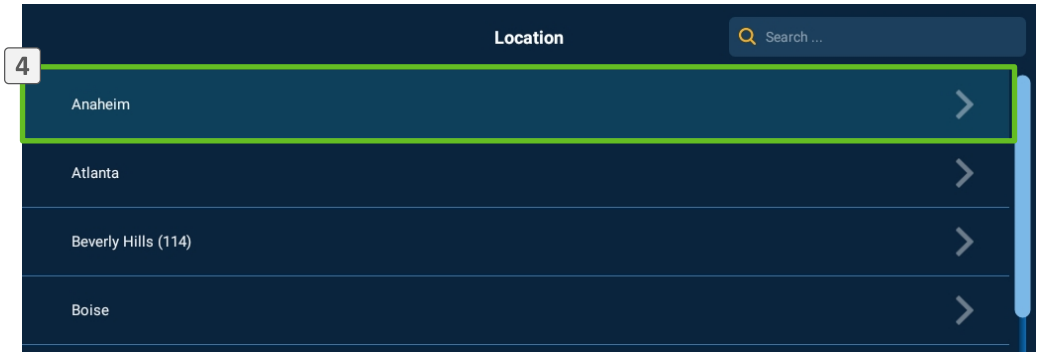
- Your Net-Chef URL in the following format: *companyname.net-chef.com.*
- A Net-Chef Username and Password for an Application User within a User Group that has the KitchenSync controls enabled.

How to Log in to KitchenSync

1. Launch the KitchenSync App and enter your Net-Chef Username and Password.
2. Tap *LOGIN.*
3. Enter in your Net-Chef URL and tap *SAVE*.



4. Select your *Location*, if necessary (we'll remember it the next time you log in):



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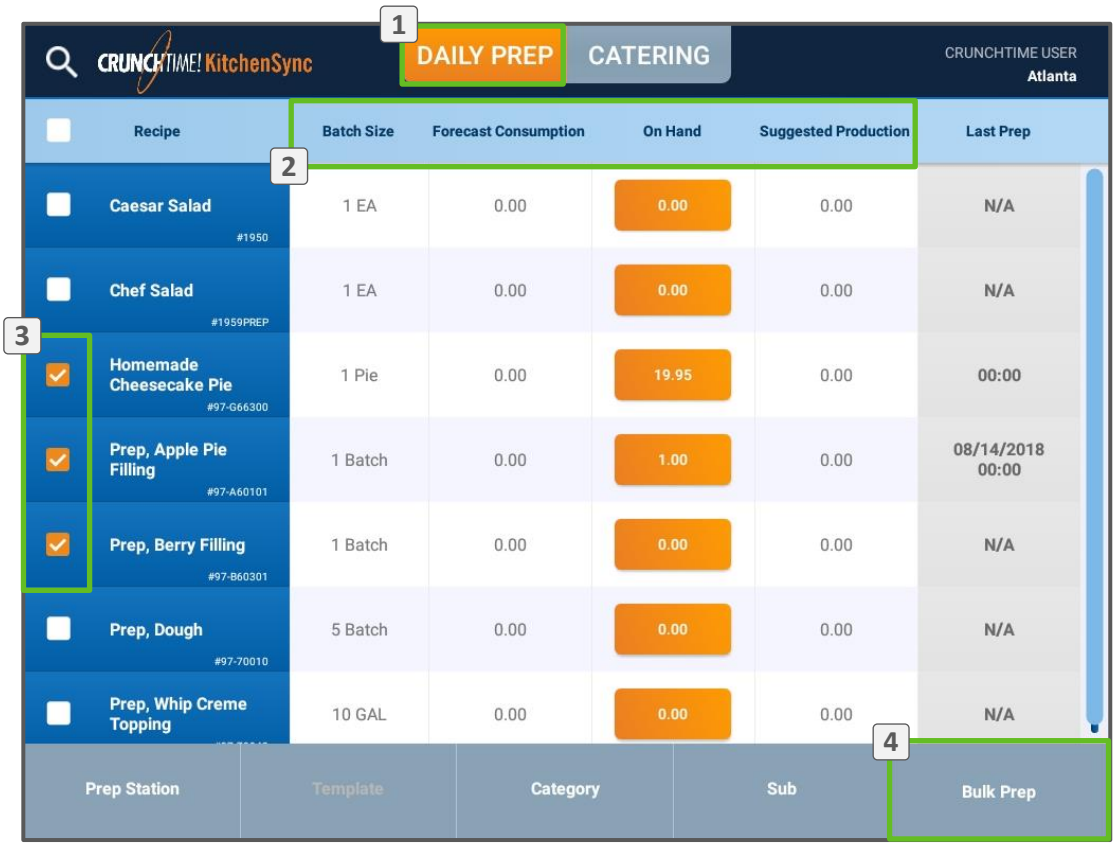
How to do a Daily Prep Transaction

1 Make sure the *Daily Prep* button at the top center of the screen is selected.



2 Decide which recipes you'll prep, and how much of each. You can use the *Batch Size, Forecasted Consumption, On Hand, Suggested Production*, and *Last Prep* time columns to guide you.

3 When you've finished prepping the recipes in your kitchen, check the box next to each recipe you made.

4 Select *Bulk Prep** to reach the Bulk Prep screen (see image on next page).

Tip: If you made only a single recipe, you can just click on the middle of that recipe's row to get to the Recipe Detail screen, where you can enter prepped amounts and/or print labels.

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How to do a Daily Prep Transaction (Continued)

1. In each *Prep Quantity* field, use the keypad to enter the amount you actually made of each recipe*.
2. If you want labels for the recipes you made, in the *# of Labels* fields enter how many you'd like.

Depending on what you you're looking to do, to finish recording Prep you'll click one of two buttons.

- A. If you don't want to print any labels, select *Prep Only*.
- B. If you do want labels, select *Prep & Print Labels*.



That's it, Net-Chef will now show the completed Recipes as finished products in inventory.

*** Tip:** The Prep Quantity field automatically shows the Suggested Prep amount, so you'll need to change it if you actually made more or less than that.

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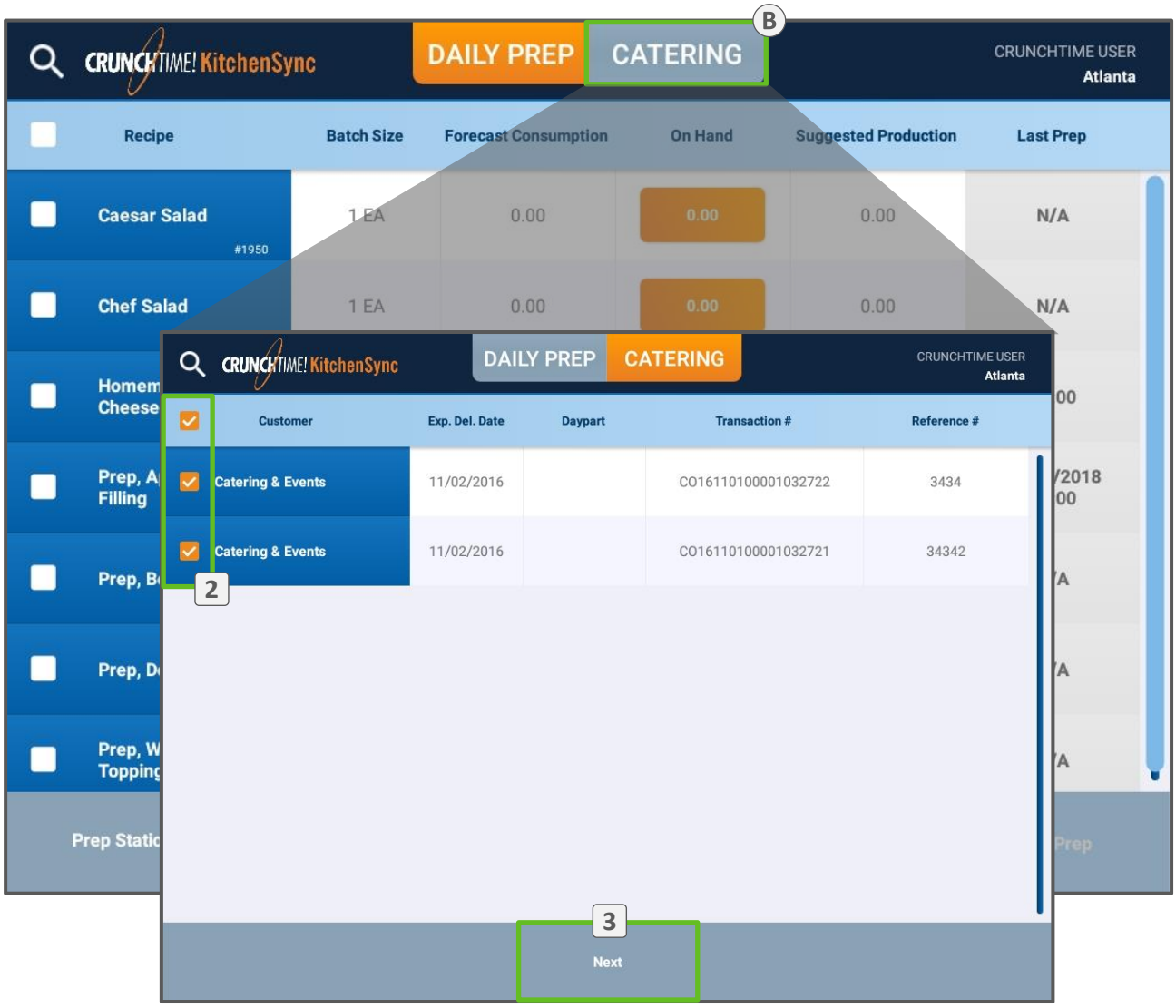
How to Prep Catering Orders

KitchenSync allows you to see upcoming Catering Orders so that you can prep recipes to fulfill them. Follow these steps:

B At the top of the main screen, select the Catering button.

2 On the Catering screen, check the box next to any Catering Order you'd like to include in your Daily Prep transaction.

3 Select *Next* at the bottom of the screen.



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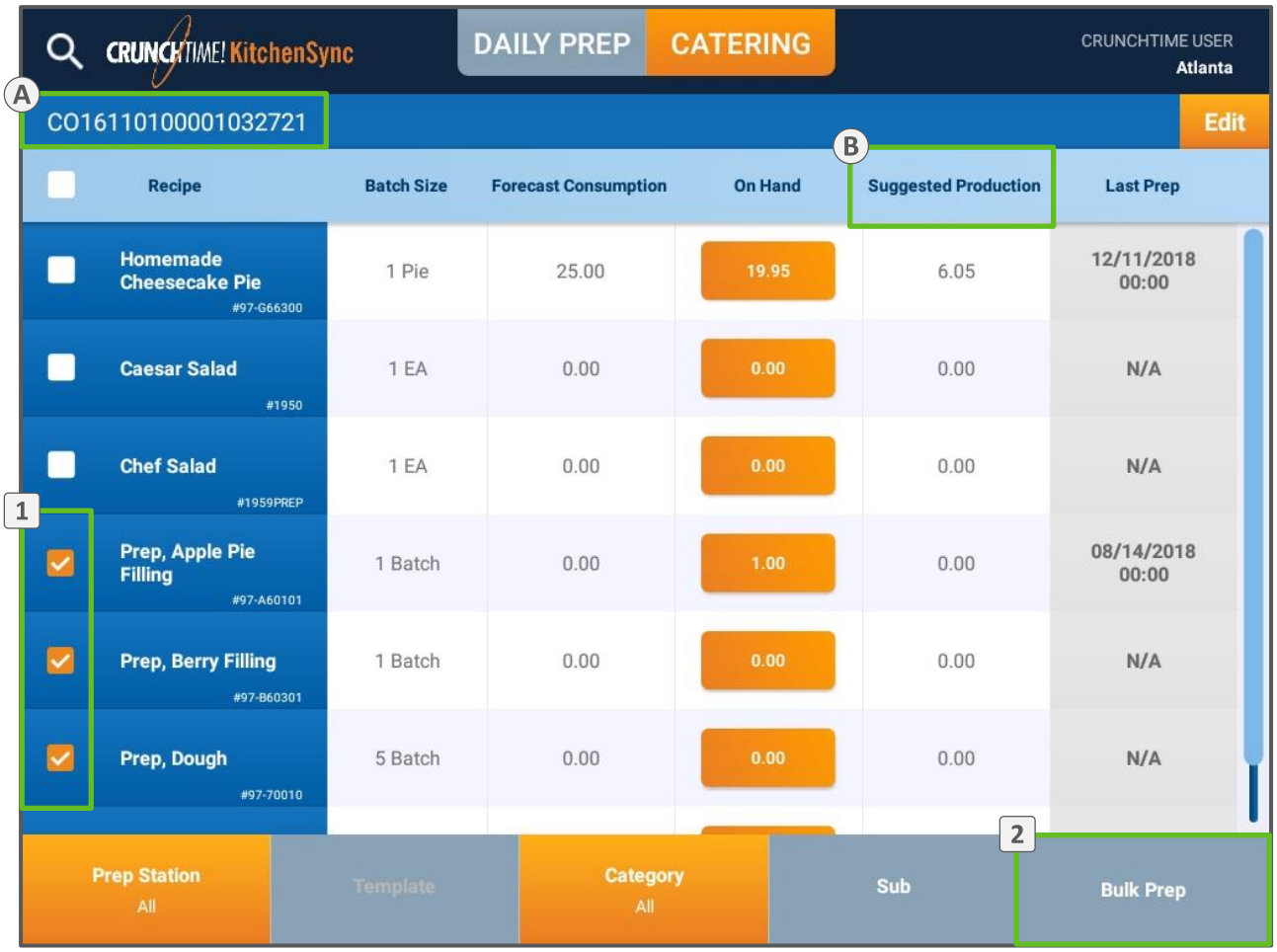
How to Prep Catering Orders (Continued)

Ⓐ The main Prep screen will now show the transaction numbers for the catering orders you selected.

Ⓑ The Suggested Production column now shows the amounts needed to fulfill your catering orders **AND** your regular Daily Prep needs.



To finish your Prep do the following:

1 Once you've prepared the recipes in your kitchen, check the box next to each recipe you made.

2 Select *Bulk Prep* to reach the bulk prep screen. Then follow the instructions on Page 5 to print labels and or/finish your prep.

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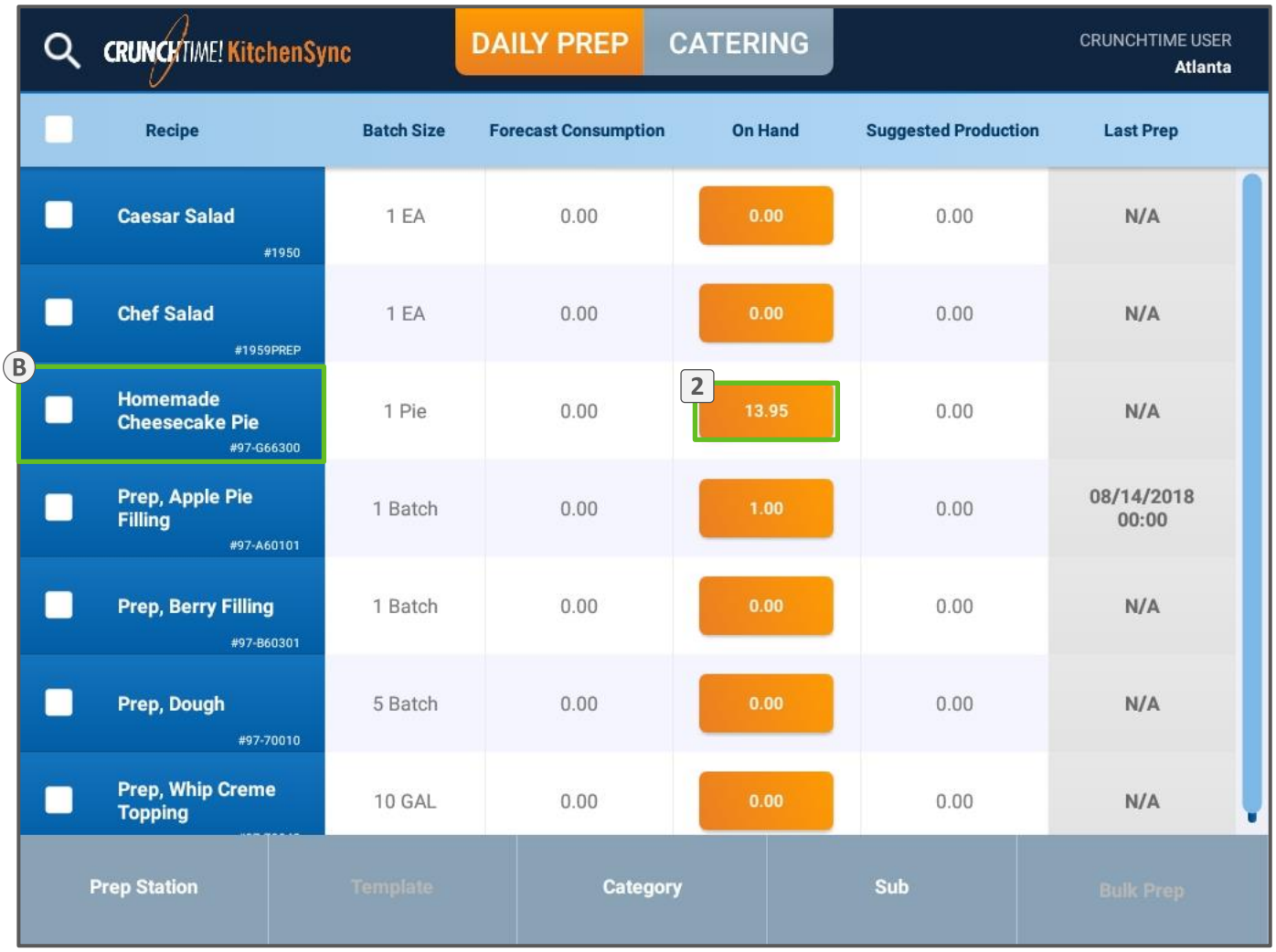
How to Enter an Inventory Adjustment

You'll need to do an Inventory Adjustment whenever recipes are depleted through waste, sample giveaways, or by any means other than sales or transfers. Inventory Adjustments keep your Net-Chef inventory on-hand amounts up-to-the-minute accurate. Just follow the steps below:



(B) On the main screen, find the recipe which has been depleted through waste, etc.

2 Select on the *On Hand* quantity for that recipe to open the Inventory Adjustment Pop-up.

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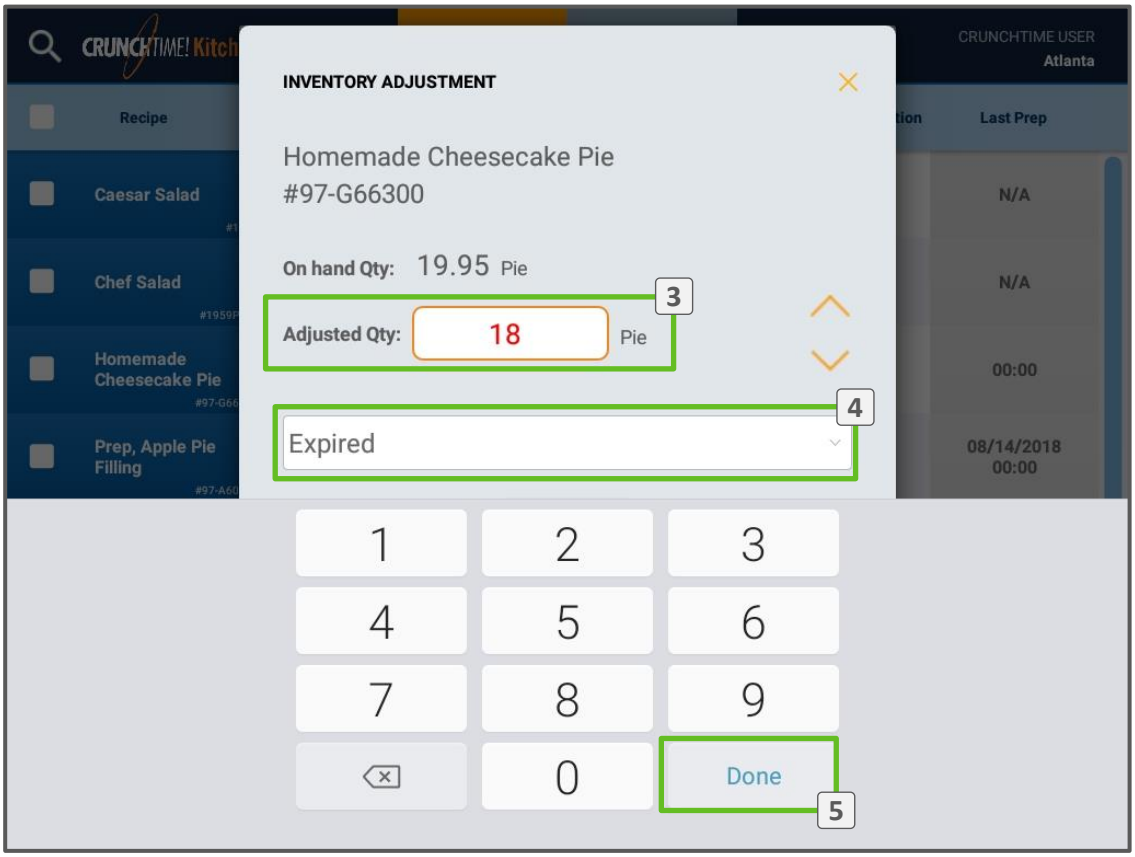
How to Enter an Inventory Adjustment (Continued)

3 Select the *Adjusted Qty* field and use the pop-up keypad* to enter the amount of the recipe you **actually have on hand**. (DO NOT enter the amount you've wasted, given away, etc.)

1 Use the *Qualitative Judgment* drop-down to specify a reason for the adjustment.

5 Select *Done*.



You're finished… now your Net-Chef inventory accurately shows the amount you actually have on hand.

***Tip:** You can also use the arrows to the right of the *Adjusted Qty* field to enter the amount of the recipe you actually have on hand.

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