Using KitchenSync (Tablet)

Reference Guide

Document Details

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Overview

This Reference Guide will teach you everything you need to know about using Crunchtime KitchenSync on a tablet device.

System Requirements

- Net-Chef Version 11.00.00 or higher
- Modern large-screen tablet running running iOS (14.0 or higher) or Android (11 or higher)

Download the latest version of this document here:
https://links.crunchtime.com/KSRG-UsingKitchenSyncTablet

… or scan the QR code to the left.

Related User Group Permissions

Screen Name	Control Name	Description
Kitchen Sync App	Access	Allows users to log in and perform prep transactions.
Kitchen Sync App	Catering	Allows users to add Catering orders to prep transactions.
Kitchen Sync App	Inventory Adjustment	Allows user to perform inventory adjustments.
Kitchen Sync App	Recipe Viewer	Allows users to access this screen.

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Gettings Started

What is KitchenSync

Crunchtime KitchenSync is a cutting-edge food prep application. It is an extension of Net-Chef's Daily Prep and Inventory Adjustment functionality. It's used on a tablet 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, helping 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.

How to Install KitchenSync

Download on the App Store

GET IT ON Google Play

Download KitchenSync free from the App Store or Google Play

What exactly does KitchenSync do?

Without ever leaving the kitchen, KitchenSync allows your managers and prep cooks to:

- Complete Daily Prep transactions
- Add Catering orders to prep transactions
- Enter Inventory Adjustments

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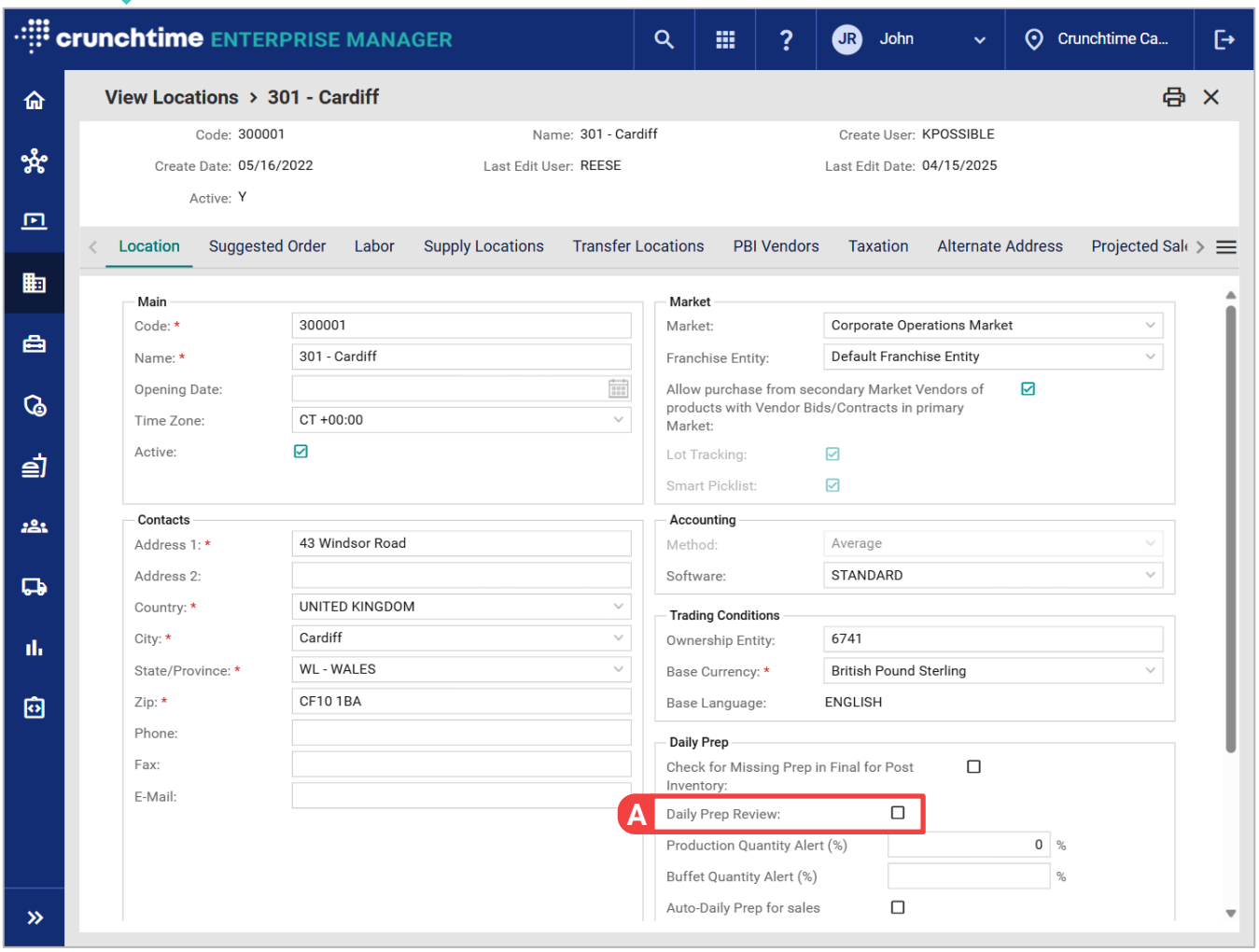
Related Setup

Enterprise Manager > Corporate > Locations > {Edit} > Location tab



A In the Locations 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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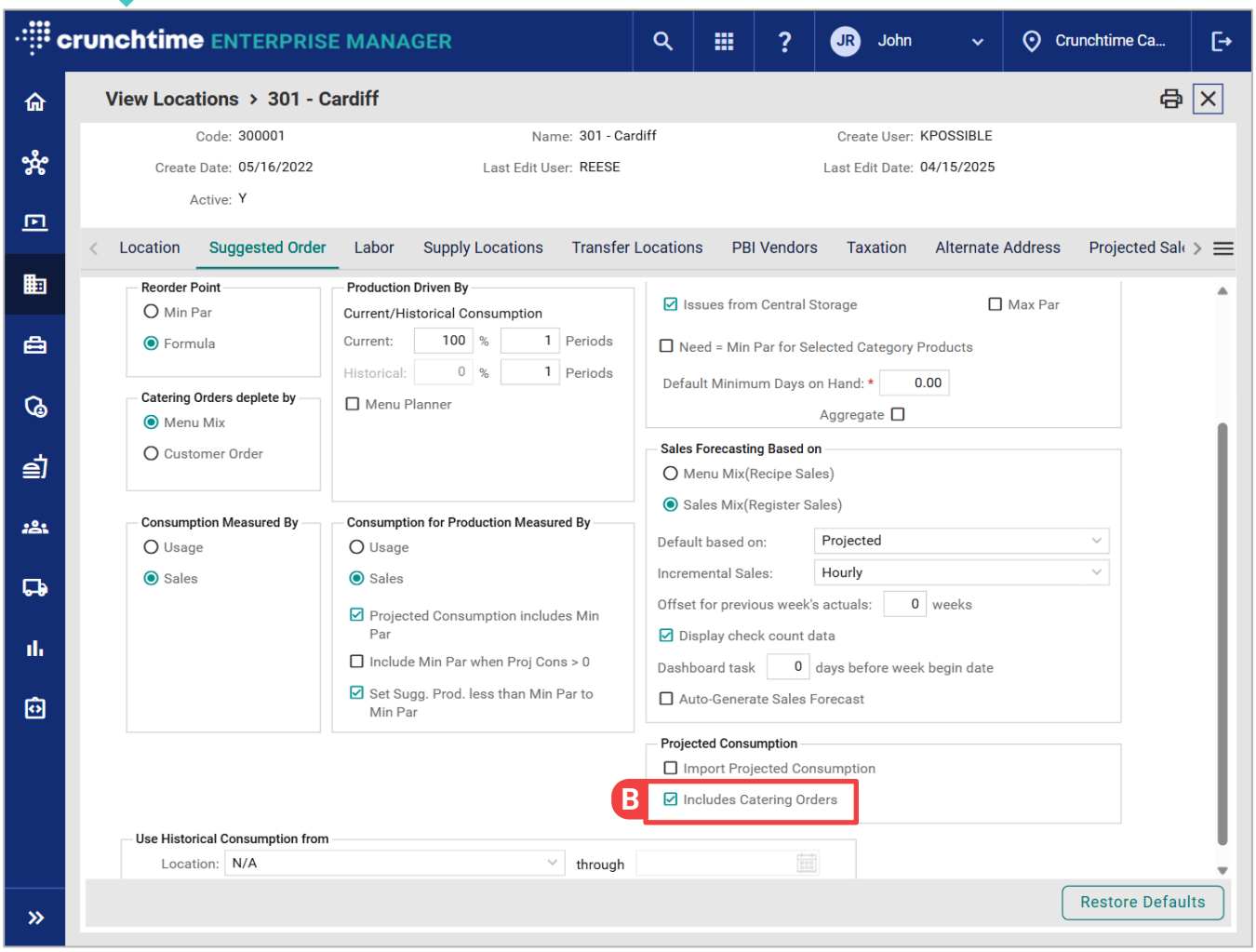
Gettings Started

Related Setup (Continued)

Enterprise Manager > Corporate > Locations > {Edit} > Suggested Order tab



B On the Suggested Order tab, the setting for *Projected Consumption: Includes Catering Orders* must be **checked** in order to be able to add Catering orders to prep transactions in KitchenSync.

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How to Log in to KitchenSync

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

- The KitchenSync app downloaded and installed on your tablet.
- 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.



1. Launch the KitchenSync app and select *Get Started*.

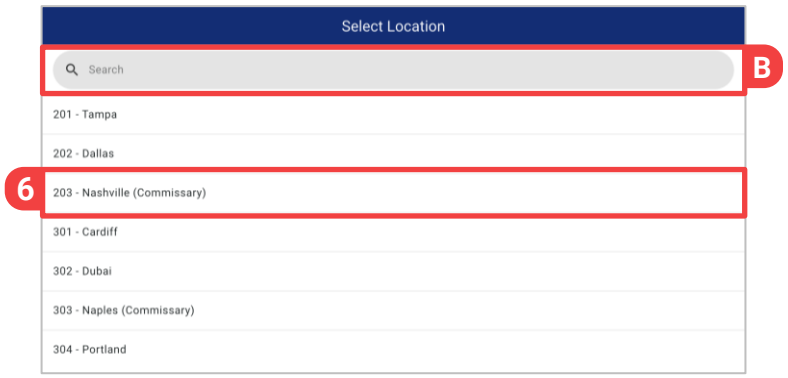
2. enter your *Net-Chef URL*

3. Then tap *Next*.

4. Enter your Net-Chef *Username* and *Password*.

   A Check this box if you want the app to *Remember Username*.

5. Then tap *Login*.



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

   B If needed, you can use the *Search* bar to find the desired Location.

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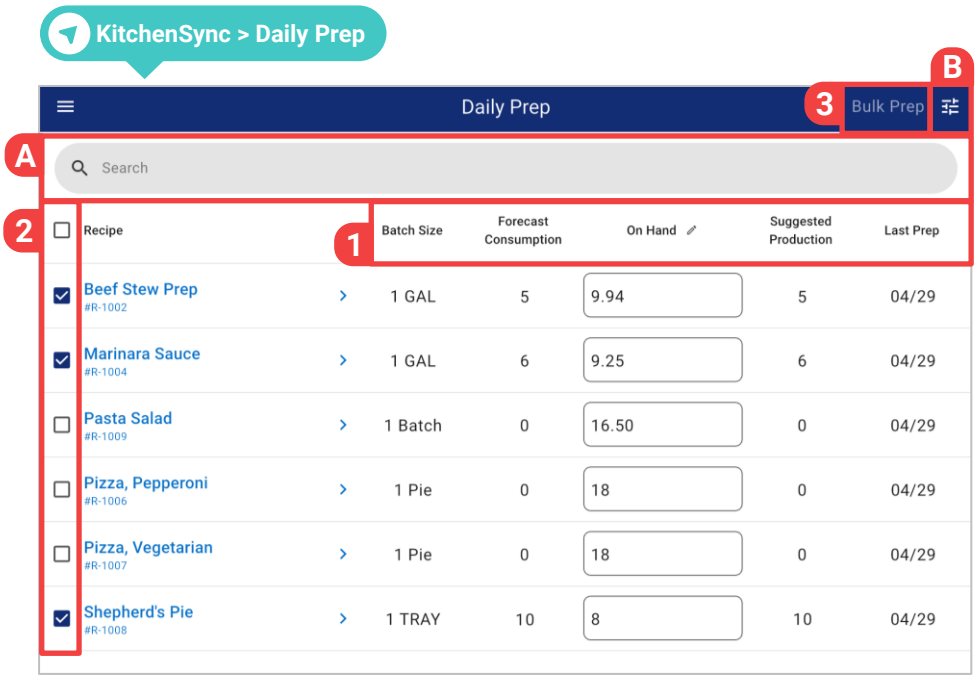
How to complete a Daily Prep transaction

The list of recipes displayed by KitchenSync will include all active location recipes eligible for Daily Prep. This is the equivalent of creating a Net-Chef Daily Prep transaction with the "Include Suggested Production = 0" checkbox turned ON.



1. 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* columns to guide you.
   - **A** If needed, you can use the *Search* bar to find the desired Recipe(s).
   - **B** This control lets you filter the list by *Prep Station*, *Template*, *Category*, or *Sub* (*category*).
2. When you've finished prepping the recipes in your kitchen, check the selector for each recipe you made.
3. Tap *Bulk Prep* to reach the Bulk Prep screen (see image on next page).

Tip: If you make only a single recipe, you can just tap Recipe name link to get to the Recipe Detail screen, where you can enter the Prep Quantity. (*See page 12 for more on this screen*.)

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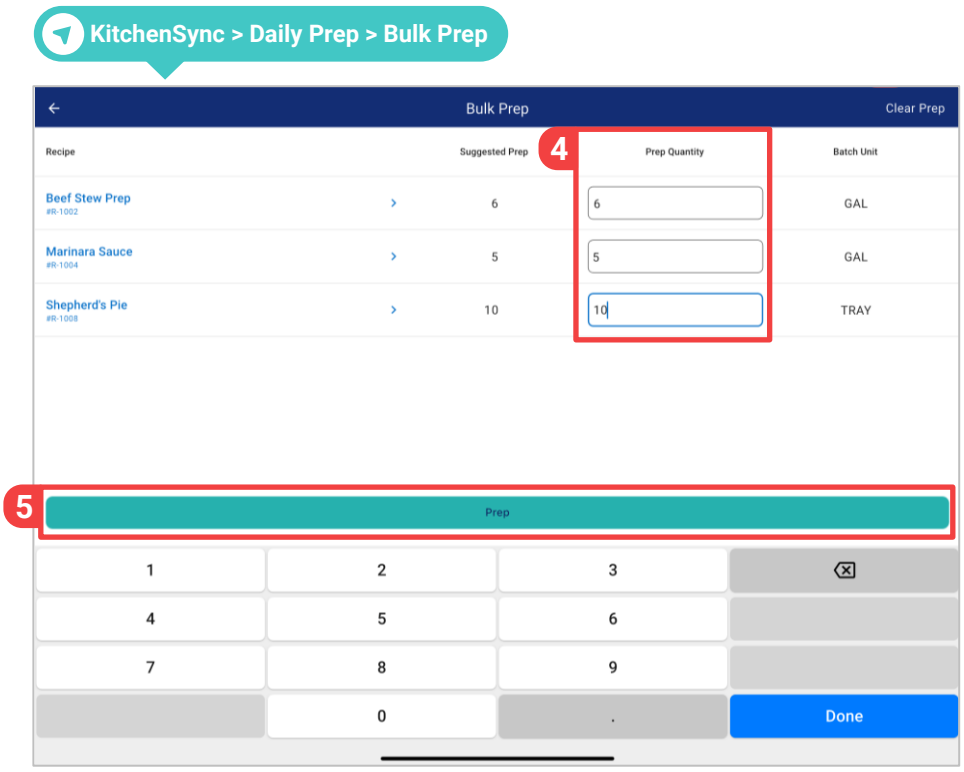
How to complete a Daily Prep transaction (Continued)



4. In each *Prep Quantity* field, use the keypad to enter the amount of each recipe that you actually made.
5. Tap the *Prep* button at the bottom to finish and record your prep.

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

Transactions completed in KitchenSync are automatically named in Net-Chef when the transaction is created, which occurs as follows:

- If you prep a single item, the naming convention is "Recipe Name / Time Of Transaction (in *HH:MM:SS* format) / Prep Quantity".
- If you perform Bulk Prep, the naming convention is the same as if it were created using the Net-Chef default of just the Prep Date, with the time stamp added.

There is also a column available to add to the Net-Chef *Recent Daily Prep* screen that indicates whether the prep was done in KitchenSync (Y or N).

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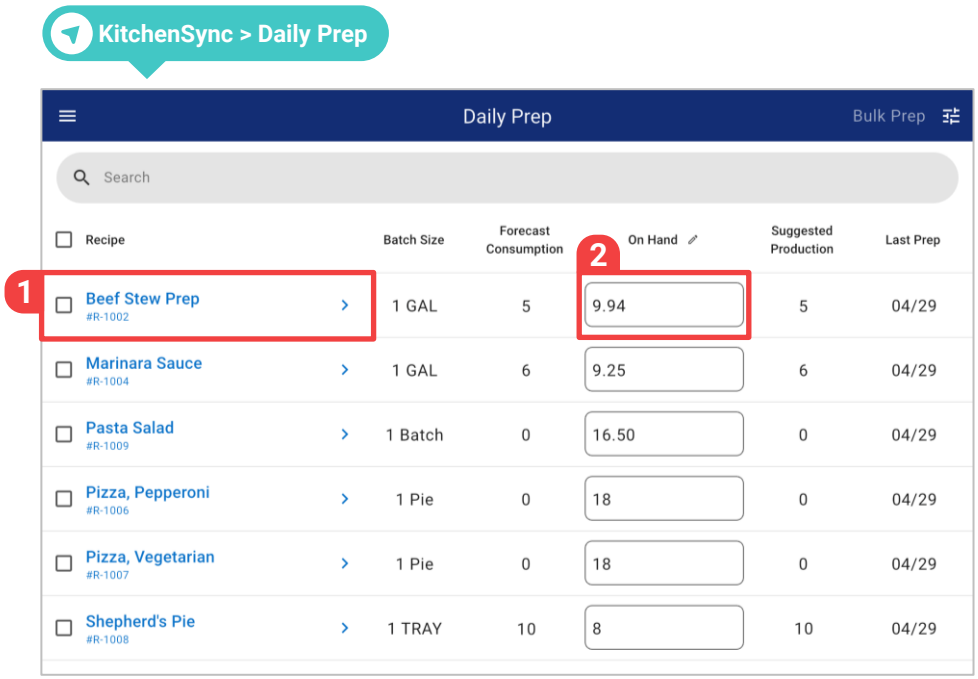
How to enter an Inventory Adjustment

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



1. On the main screen, find the recipe(s) depleted through waste, etc.
2. Tap on the *On Hand* quantity for that recipe to open the Inventory Adjustment pop-up.

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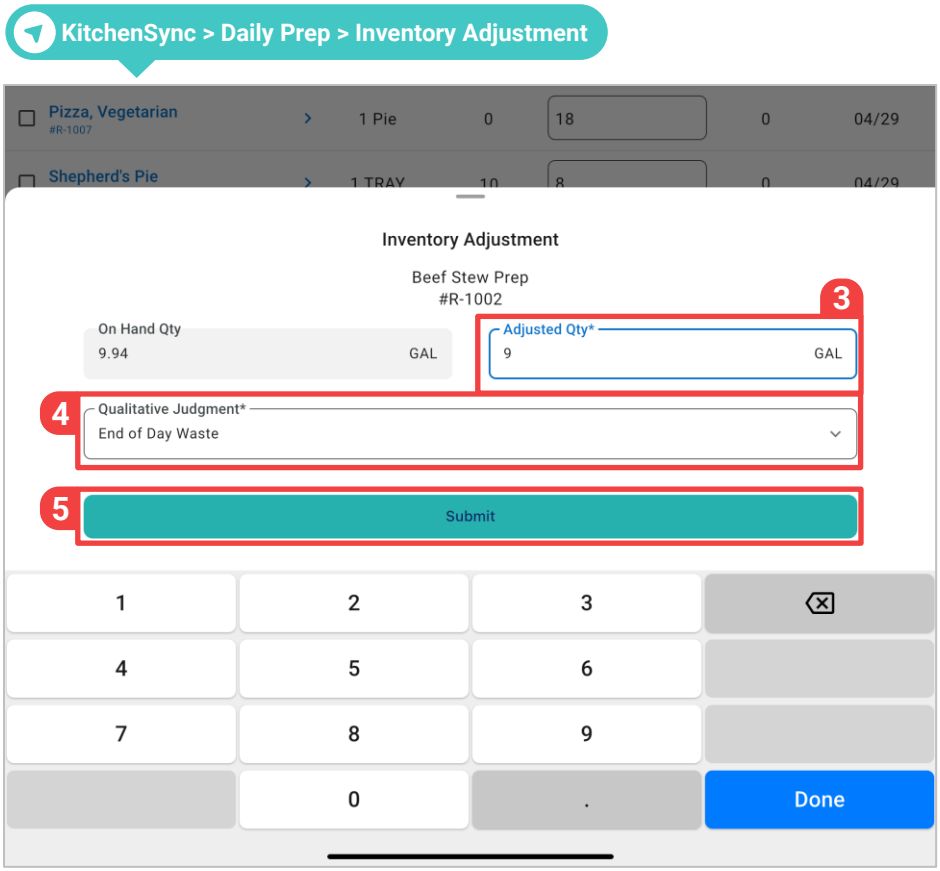
How to enter an Inventory Adjustment (Continued)



3. Tap the *Adjusted Qty* field and enter the amount of that recipe that you **actually have on hand**. (Unlike Net-Chef, this is NOT the amount you've wasted, given away, etc.)
4. In the *Qualitative Judgment* drop-down, select the reason for the adjustment.
5. To complete the adjustment, tap *Submit*.

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

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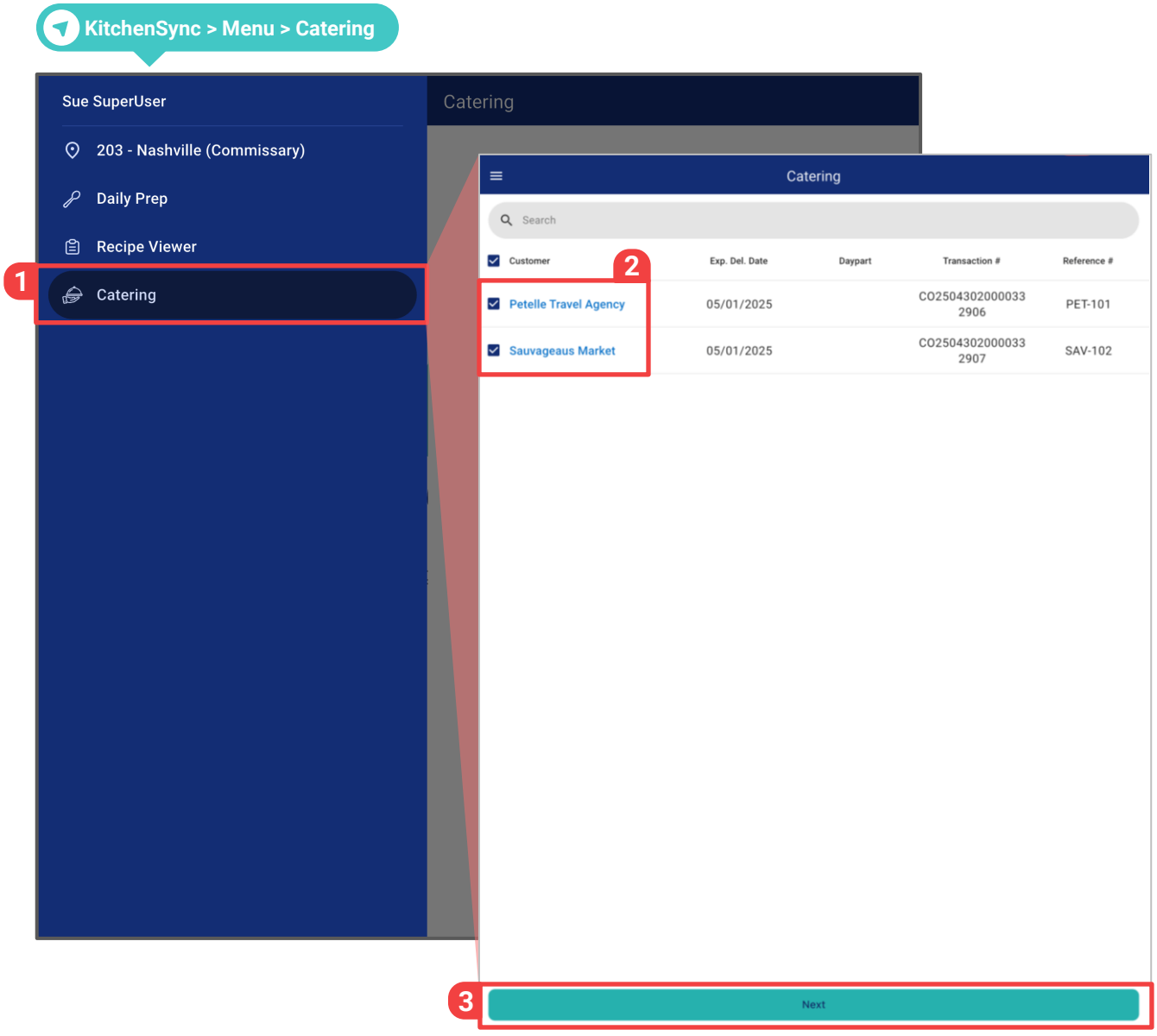
How to Prep Catering Orders

KitchenSync allows you to see upcoming Catering orders so that you can prep the recipes needed to fulfill them. Just follow the steps below.



1. Choose *Catering* from the menu.
2. On the Catering screen, check the selector for each catering order you'd like to include in your Daily Prep transaction. (*The list includes saved Customer Orders flagged as a "Catering" order.*)
3. Tap *Next* at the bottom of the screen.

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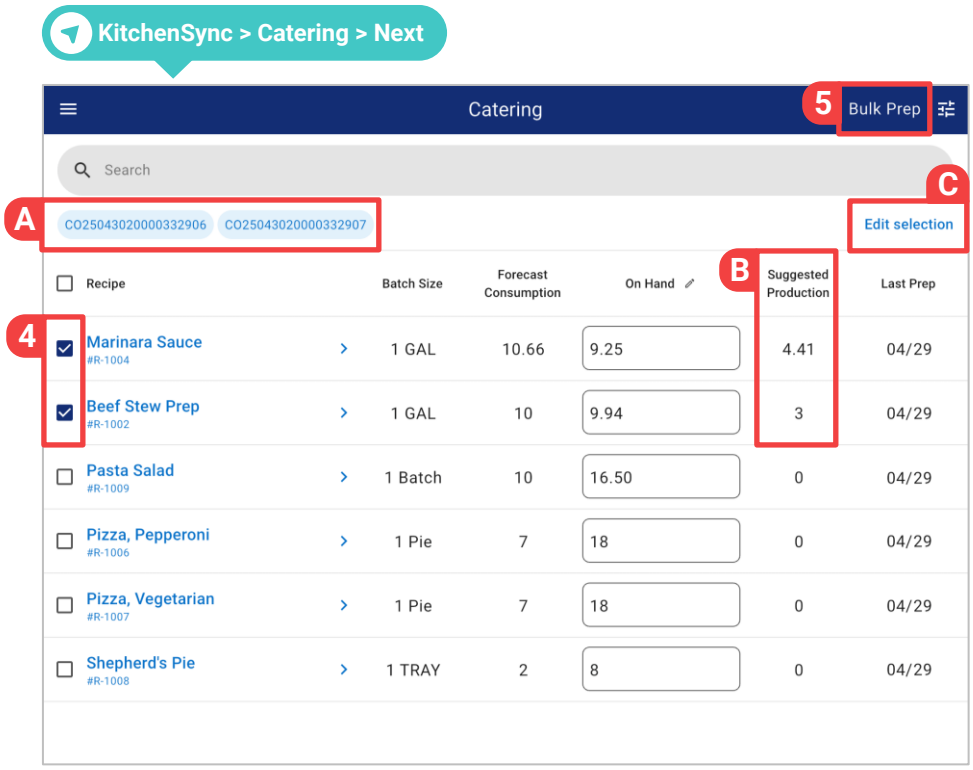
Using Kitchen Sync (Tablet)

How to Prep Catering Orders (Continued)



A The main Prep screen will show the transaction numbers for the selected Catering orders.

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

C If you need to add or remove one or more orders, choose *Edit selection* to return to the previous screen.

To finish your Prep, do the following:

4 Once you've prepared the recipes in your kitchen, check the selector for each recipe you made.

5 Select *Bulk Prep* to proceed to the bulk prep screen, then follow the instructions on Page 7 to complete your prep.

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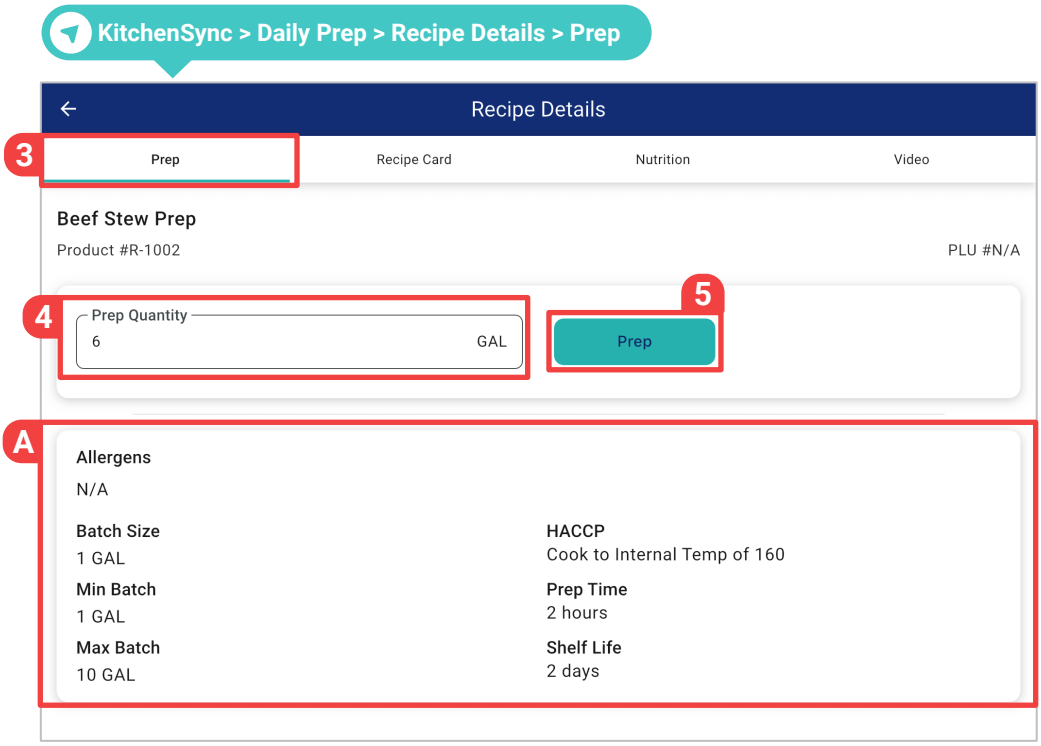
Using Kitchen Sync (Tablet)

How to view the Recipe Details

The Recipe Details screens within KitchenSync provide a large amount of food safety information. The *Prep* tab allows you to process prep for a single recipe, quickly and easily.



1. On the main *Daily Prep* screen, find the desired recipe.
2. Tap the Recipe name link to open the *Recipe Details* for that recipe.

3. The *Prep* tab will be displayed by default.

   A. This section shows the recipe's Allergens or and/or Attributes, HACCP (Compliance), Batch Size, Min Batch, Max Batch, Prep Time, and Shelf Life. (*This info is repeated on each of the tabs.*)

4. Enter/Edit the desired *Prep Quantity*.
5. Tap the *Prep* button.

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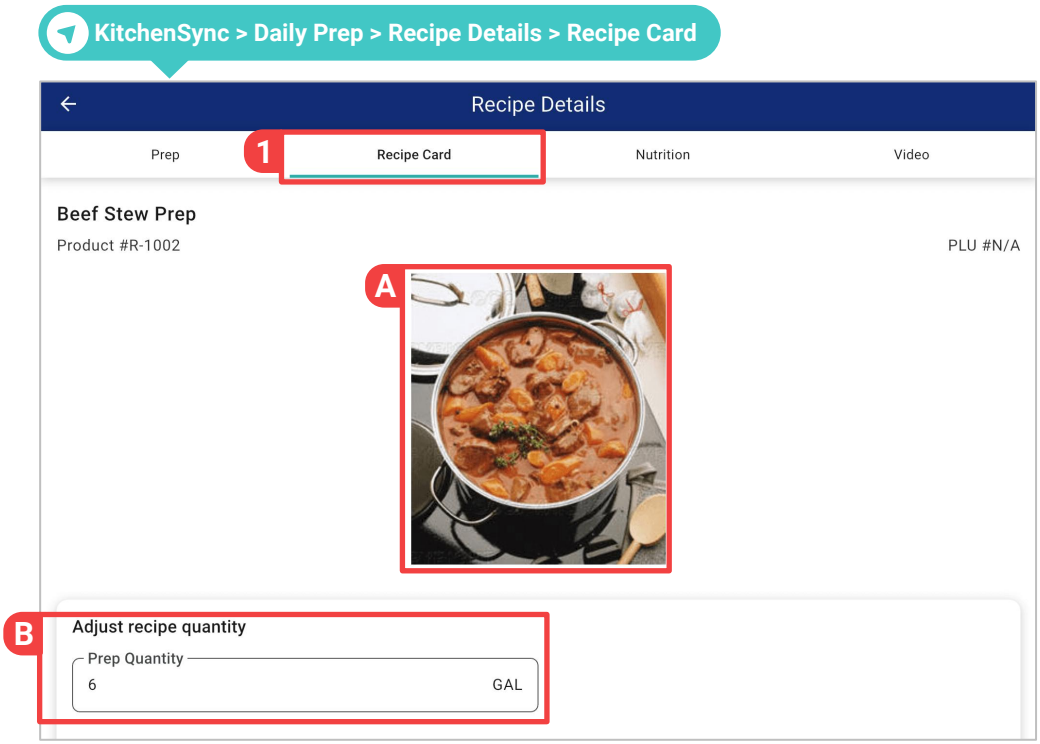
Using Kitchen Sync (Tablet)

How to view the Recipe Details (Continued)

The *Recipe Card* displays the ingredients and more detailed information for the selected recipe.



1 Select the *Recipe Card* tab.

- A This section displays the recipe's image (if available).
- B You can also enter/edit the *Prep Quantity* here.

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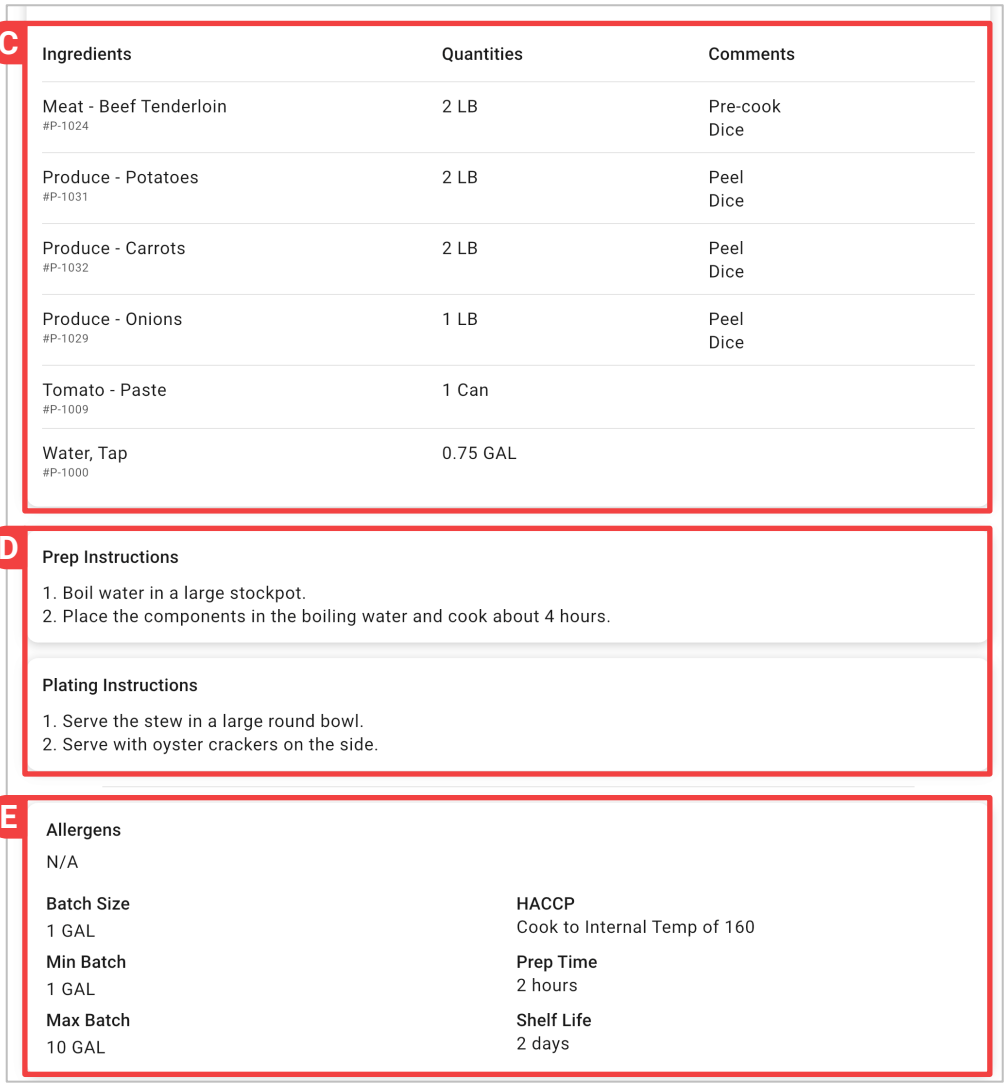
Using Kitchen Sync (Tablet)

How to view the Recipe Details (Continued)

Scroll down to see more information.



C This section shows the recipe's Ingredients, Quantities, & Comments (Special Instructions).

D These sections display the Prep Instructions and Plating Instructions.

E This section shows the recipe's Allergens or and/or Attributes, HACCP (Compliance), Batch Size, Min Batch, Max Batch, Prep Time, and Shelf Life. (*This is the same info as shown on the Prep tab*.)

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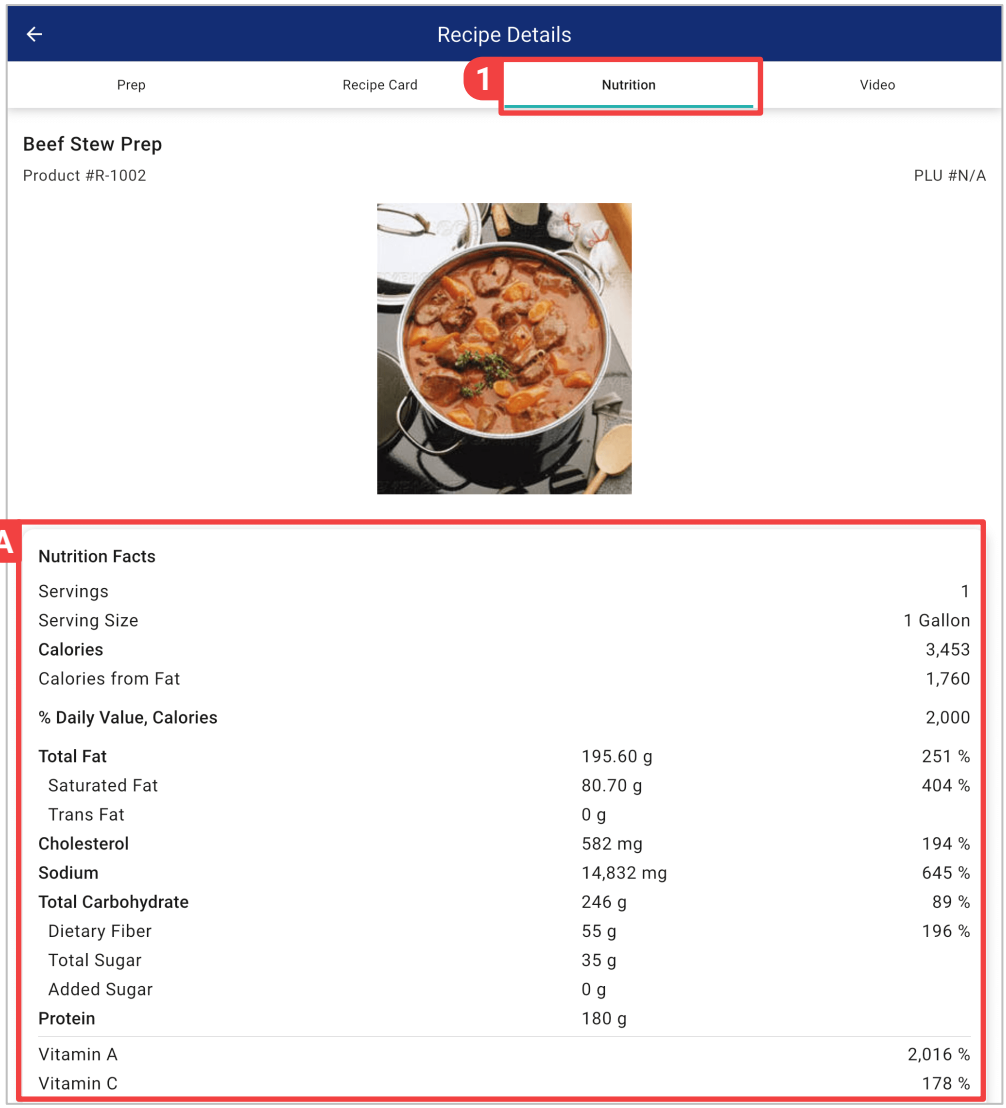
Using Kitchen Sync (Tablet)

How to view the Recipe Details (Continued)

The *Nutrition* tab provides Nutrition Facts, displays the recipe image, and includes data shown on the other tabs.

KitchenSync > Daily Prep > Recipe Details > Nutrition



1 Select the *Nutrition* tab.

A The *Nutrition Facts* are displayed on a per Serving basis. (*Since this is a Prep Recipe, the Batch and Serving sizes happen to be the same.*)

- Scroll down to see the list of ingredients and the key prep data previously shown.

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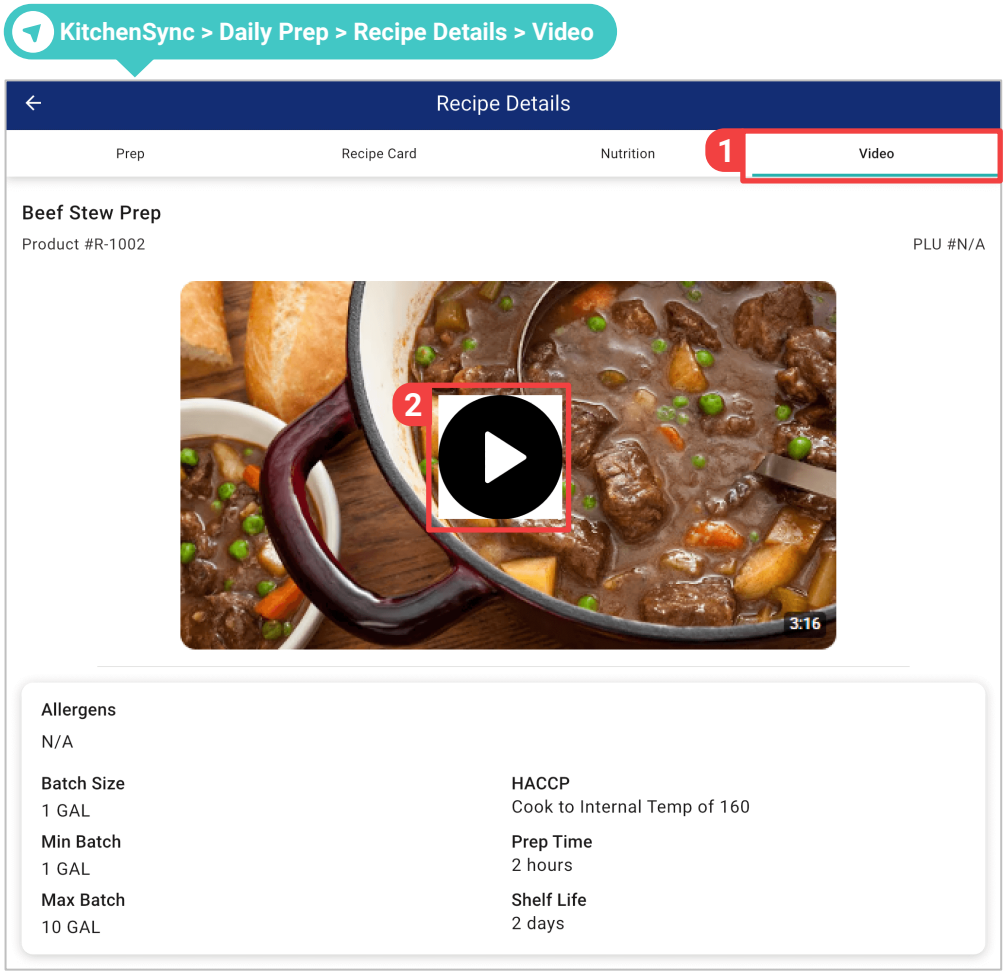
Using Kitchen Sync (Tablet)

How to view the Recipe Details (Continued)

The Video tab will allow you to view a video attached to the recipe.



1. Select the *Video* tab.
2. Tap the ▶ (Play) button to view the video.

Note: Video files uploaded to the Attachments tab of the Recipe Details screen in Enterprise Manager will be available in KitchenSync if the following conditions are true:

- File name must be prefixed with "KSvid-" *Example: KSvid-BeefStew.mp4*
- File size is < 5MB.
- File format is one of the following:
  - iOS: .mp4
  - Android: .mp4, .mkv, .3gp, .webm

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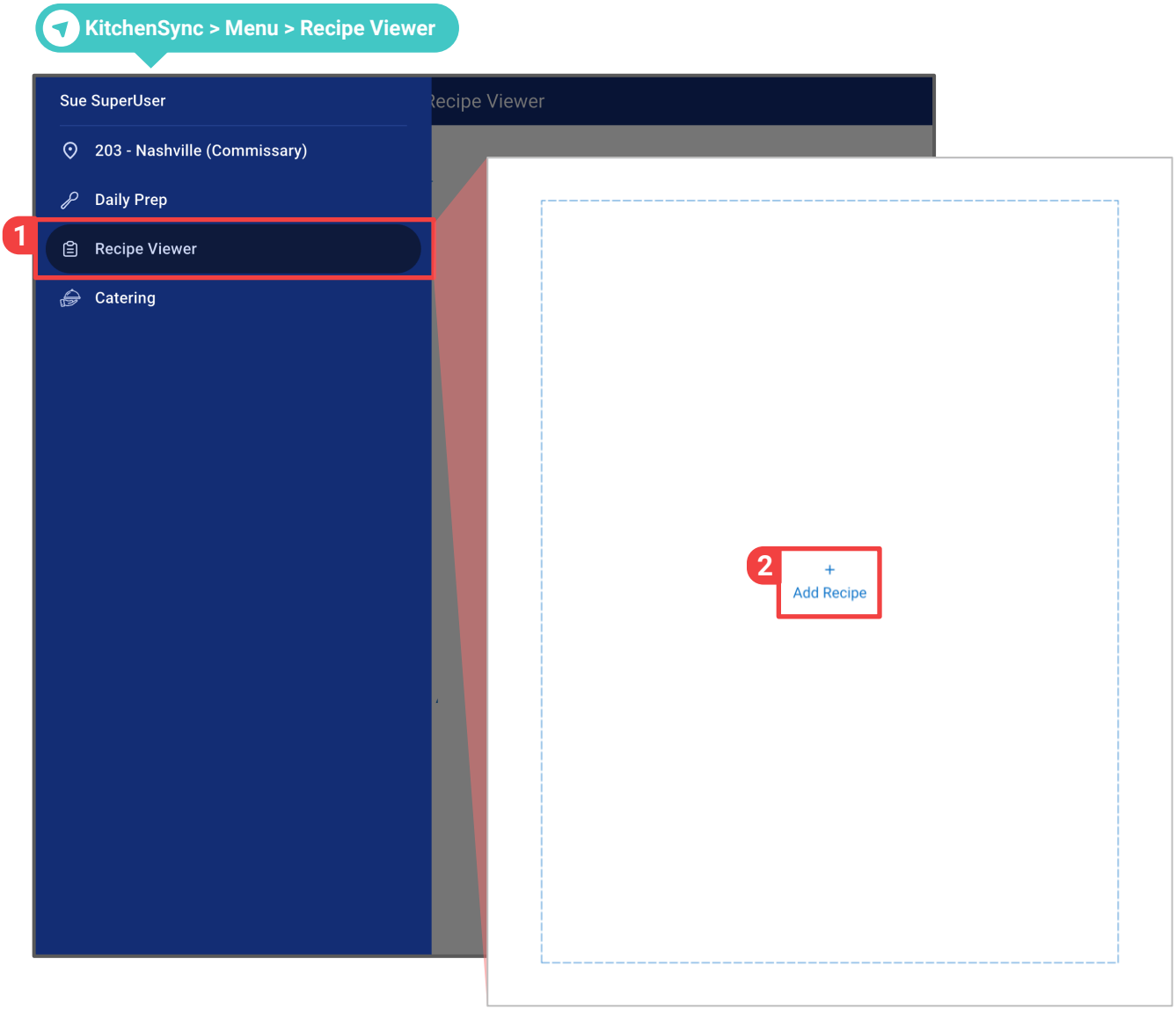
How to use the Recipe Viewer

The Recipe Viewer will show you all the details of up to ten (10) selected recipes. To choose the desired recipe(s), follow the steps below.



1. Choose *Recipe Viewer* from the menu.
2. Select *Add Recipe*.

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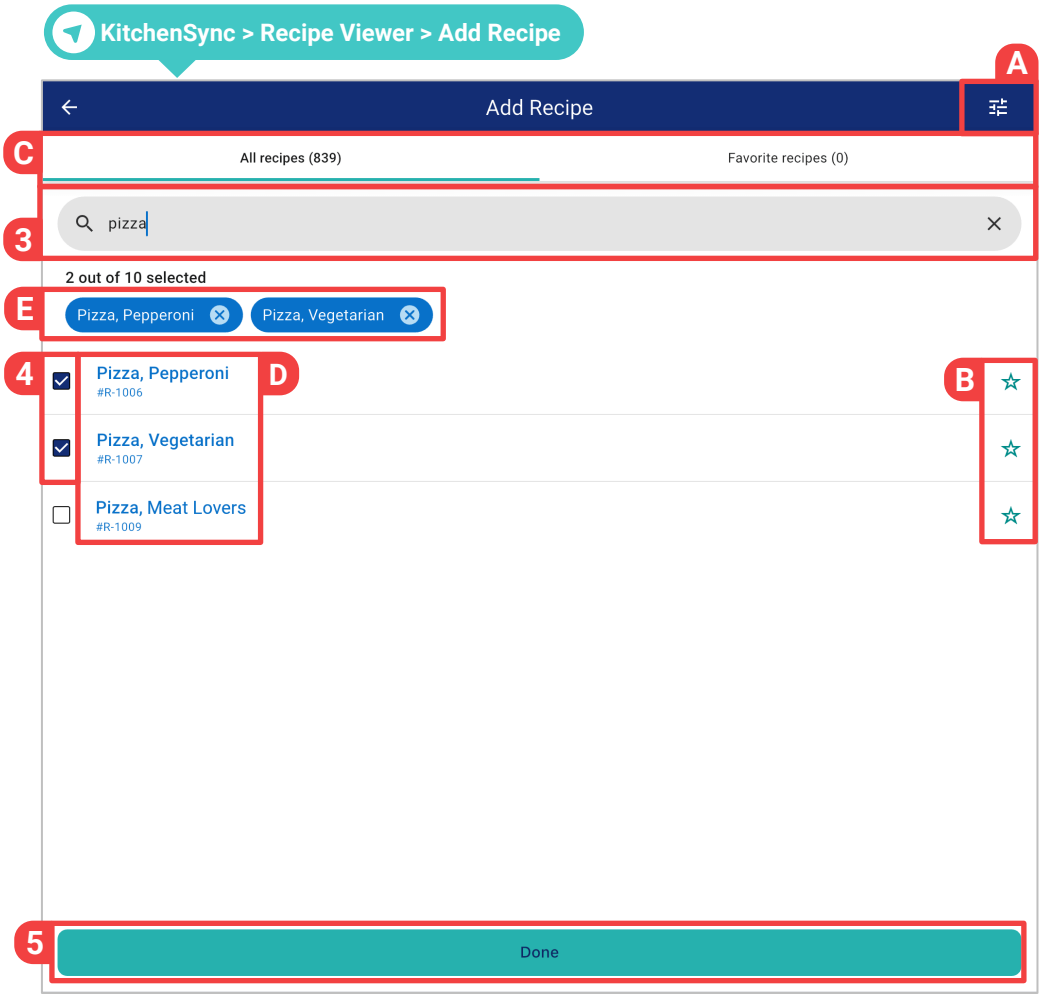
Using Kitchen Sync (Tablet)

How to use the Recipe Viewer (Continued)



3 Tap into the search bar and enter the recipe you wish to find. You can search by Recipe Name or Product Number.

4 Check the recipes you wish to add to the viewer.

- **A** Filters – Filters by Template, Category, Subcategory and Microcategory.
- **B** ★ (Favorites) – Add to *Favorite recipes* to make those recipes easier to find.
- **C** You can choose to view *All recipes* or just your *Favorite recipes.*
- **D** Tap the Recipe name link to view the recipe details.
- **E** To remove a recipe from the list, tap the **(X)** icon for that recipe.

5 Once all the desired Recipes are selected, tap *Done*.

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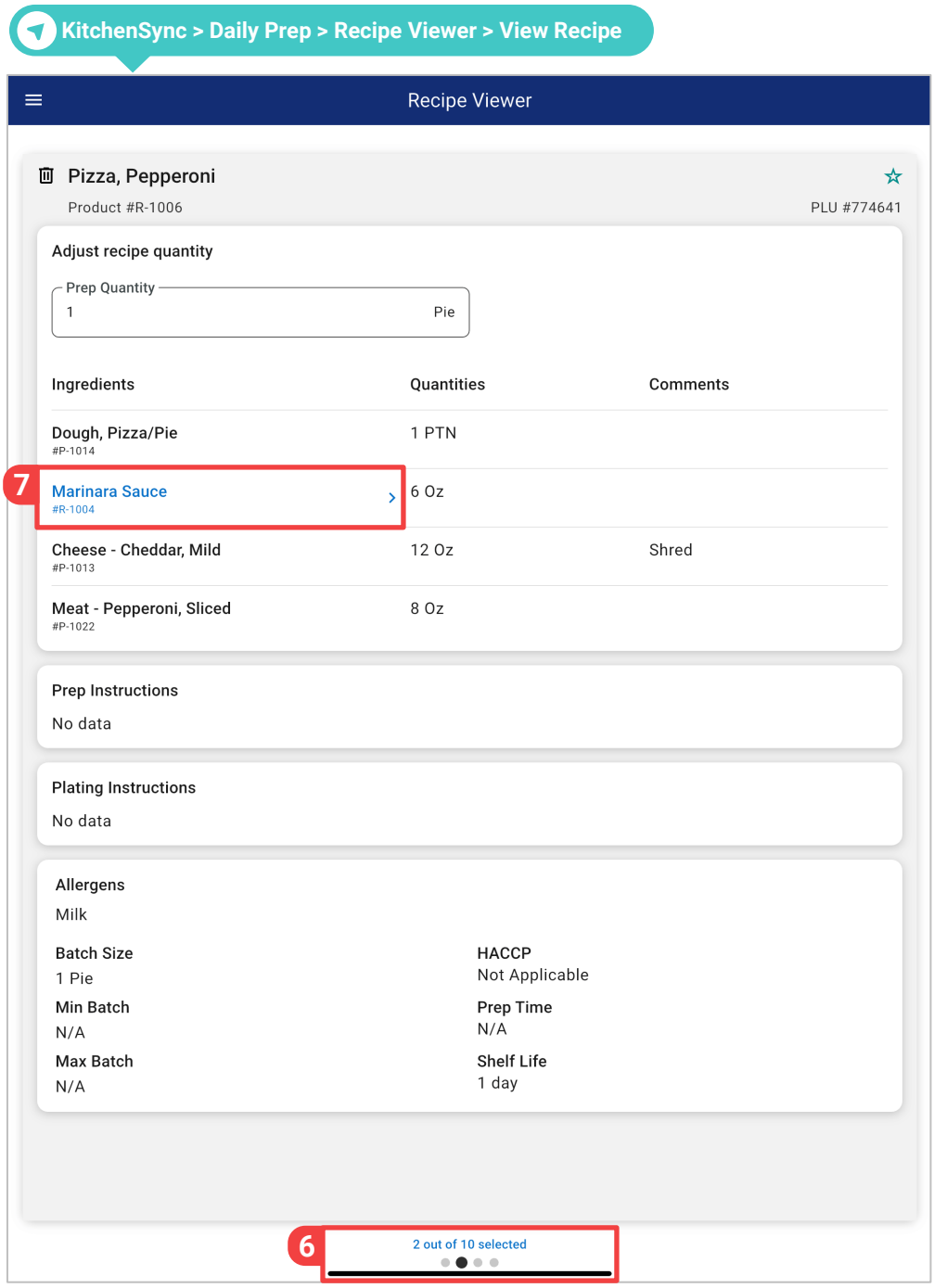
Using Kitchen Sync (Tablet)

How to use the Recipe Viewer (Continued)

The first recipe will appear. From this screen, you can view other Recipes or related Sub-Recipes.



6 To view the other Recipes in the viewer, swipe left or right.

7 To view Sub-Recipe details, tap the Ingredient name link.

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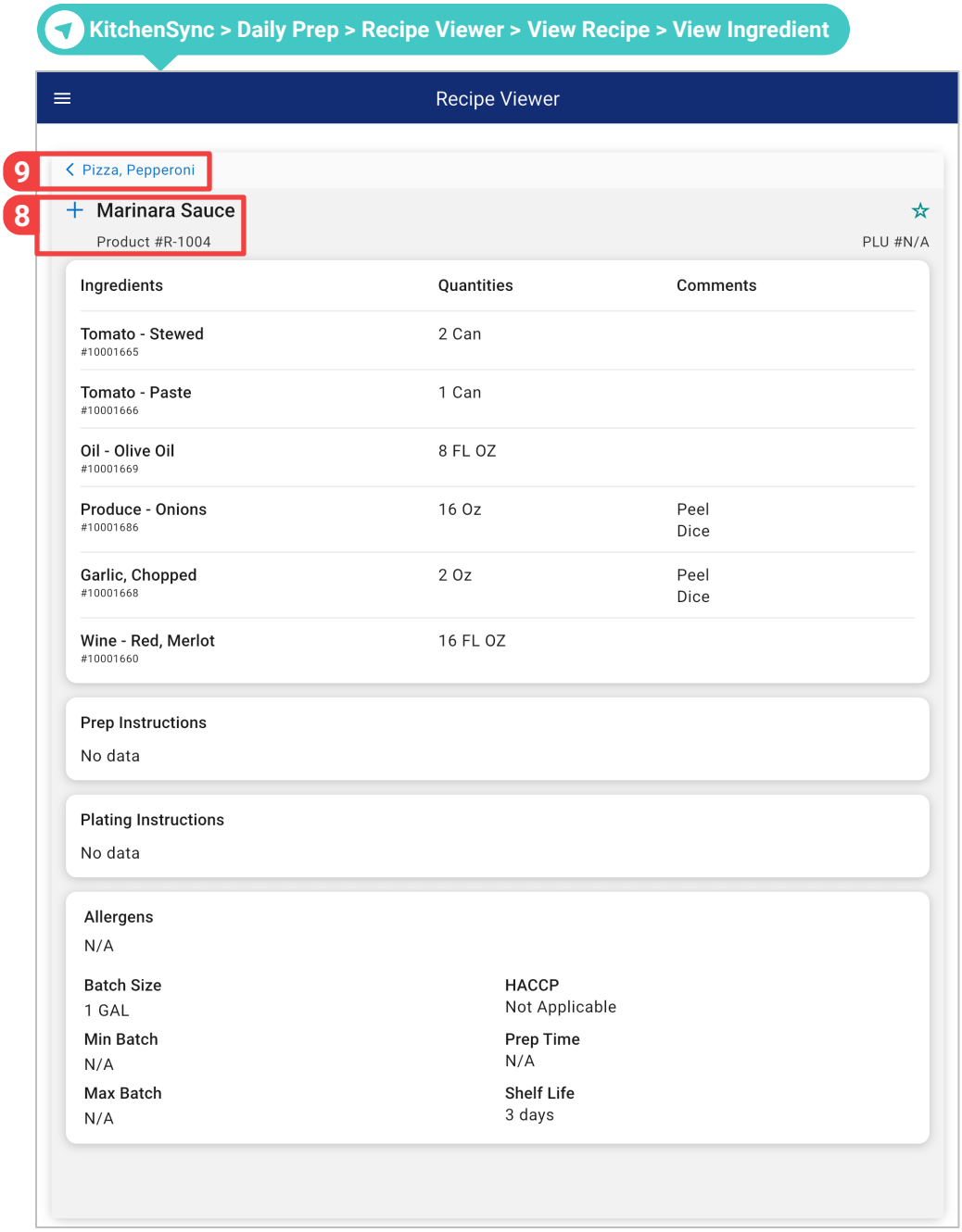
Using Kitchen Sync (Tablet)

How to use the Recipe Viewer (Continued)

From this screen, you can view Sub-Recipe details and add it to the viewer if you wish.



8 To add the Sub-Recipe to the viewer, tap the + (Add) icon.

9 To return to the main recipe, tap the < (Back) icon.

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