Platform Training

Reference Guide

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Overview

This Reference Guide will teach you everything you need to know about Crunchtime's award-winning interactive e-learning program. This library of engaging tutorials makes it quick and easy for users to learn critical application tasks on the Crunchtime platform… all for free.

Download the latest version of this document here:
https://links.crunchtime.com/RG-CTPlatformTraining
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Other Documentation

- Platform Training Change Log: https://links.crunchtime.com/PlatformTrainingChangeLog
- Training Guide Documentation Change Log: https://links.crunchtime.com/TrainingGuideChangeLog

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Overview

What is the Crunchtime Platform Training library?

The Crunchtime Platform Training library is an award-winning library of interactive software tutorials that make it quick and easy for users to learn critical application tasks on the Crunchtime platform… all for free.



Consistent training means consistent results. With this E-Learning library, training Crunchtime-proficient staff becomes an efficient, consistent, and measurable process. A company can train all its team members to perform a task in less than 10 minutes. There's no travel required, no dependency on a live instructor, and the lessons are available on-demand at any time. In addition, the training and standards of proficiency are the same for every person, every time, so everyone learns to use the Crunchtime platform in a consistent manner.

Are you new to application training programs? Our in-app *Learning Center* lives inside the applications your employees are already using. When they log in, they'll automatically be assigned a custom curriculum based on the group access controls you've defined. Put simply: If they can do it, they can view it.
See page 4 of this guide to learn how it works.

Do you have your own Learning Management System (LMS)? Some of our customers prefer to manage all of their employee training curriculums within a single dedicated LMS. If that's you, you should sign up to become a Crunchtime *FileSharer* to access our course packages and upload them to your LMS!
See additional details on page 5 of this guide.

Are you a TalentLink LMS customer? If so, these courses can be made available within your TalentLink campus so you can avoid the hassle of uploading course packages as you build out your curriculum.
See page 6 of this guide to learn how it works.

E-Learning works. Here are a few key stats:

- Over 10,000 courses completed per week on average
- Over 2,400,000 courses completed since launch (Dec. 2015)
- Over 180,000 hours (20+ years) of training completed since launch
- 0 miles traveled

What is Needed to Use it?

- PC, Mac or Tablet running a modern web browser (We recommend Google's Chrome browser)
- At least 2GB or RAM

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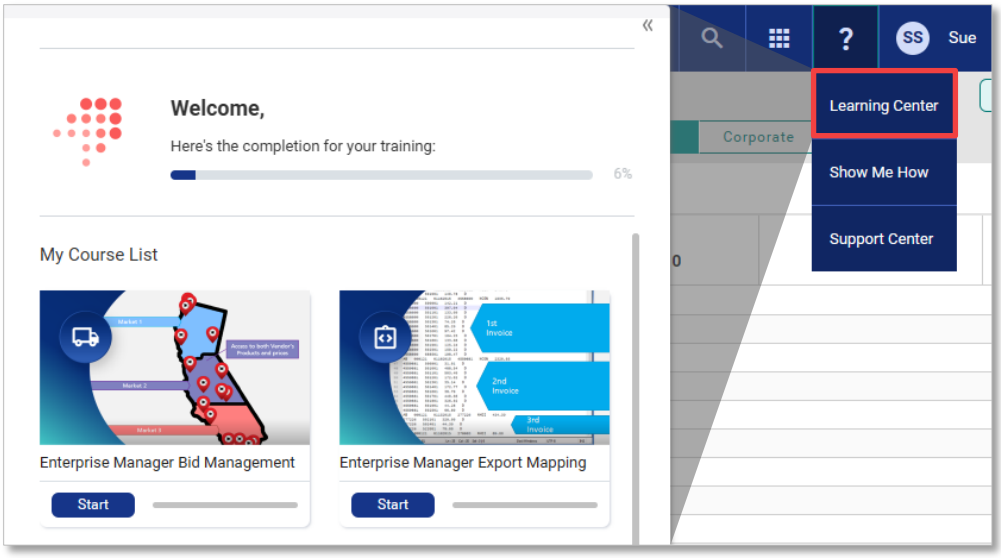
Use the Learning Center

What is the Learning Center?

The *Learning Center* is an adaptive catalog of Crunchtime courses which lives inside the Net-Chef & Enterprise Manager applications your employees are already using. Users can simply log in to either Net-Chef or Enterprise Manager, click the *Help* icon, and select *Learning Center* to access the training courses for that application.



What makes it special?

The *Learning Center's* curriculum is adaptive, which means each course is automatically assigned based on each user's group access settings. This ensures that each user's course list is composed of courses that are relevant to the work they're expected to do in the application.

How do I know which group access controls enable each course?

Each course in this catalog also lists any required user group controls that must be enabled for a user to view and complete the course. Some courses may have more than one control depending on the content of the lesson.

What if I'm already a FileSharer or TalentLink customer?

That's great! If you're tracking learner progress on your own LMS, you may prefer for your learners to take these courses there instead of here. If that's the case, we would be happy to disable the in-app *Learning Center*. Here's how:

1. Authorized Support users can open a support ticket by emailing support@crunchtime.com. Here's an example request:

   Subject line: Learning Center Deactivation

   Text: Hi, we are currently leveraging the Platform Training courses via TalentLink (or 'our own LMS') and we would like the *Learning Center* deactivated for the following Net-Chef and Enterprise Manager URLs:

   - https://mycompany.net-chef.com
   - https://mycompany-em.net-chef.com

2. Once your request has been approved, we will respond to the ticket, and confirm that the *Learning Center* has been disabled.

Questions?

If you have questions about Crunchtime Platform Training, please contact the Crunchtime Learning & Development team at support@crunchtime.com.

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Use Your Own Learning Management System (LMS)

What is a FileSharer?

Do you already have your own LMS? If so, great! You should sign up to become a Crunchtime FileSharer! FileSharers are who we affectionately call our customers who need to be able to securely access files delivered to them by the Crunchtime Support team. As a FileSharer, you can download our E-Learning lesson packages, and upload them to your LMS, so your learners have one place to go for everything you want them to learn.

How to Become a FileSharer

To become a FileSharer, your Customer Success Manager must request a FileShare instance be set up for you. Once created, your Customer Success or Professional Services team member will send you your own FileSharer Reference Guide, which has details on how to register to access the files. To keep it secure, the registration process goes like this:

1. Click the special link in your FileSharer Reference Guide (This is the unique link for your company)
2. When prompted, enter the password contained in your FileSharer Reference Guide
3. Enter your Email, First Name, Last Name, and Company; then click *Continue*.
4. Look for the activation email in your inbox or junk folder to access ShareFile and set a password.

Note: If you already have a ShareFile account under the same email address, it will prompt you to login using that account.

5. From now on you can navigate to https://crunchtime.sharefile.com to login, download, and if permitted, upload files.

Notice: To host Crunchtime interactive courses, your LMS must be SCORM 1.2 compliant.

Course Updates

Once you host the SCORM 1.2 course packages on your LMS, course updates will happen automatically via the Crunchtime Course Repository. To see the entire history of course updates, please check out our Platform Training Change Log here: https://links.crunchtime.com/PlatformTrainingChangeLog

Questions?

If you have questions about Crunchtime Platform Training, please contact the Crunchtime Learning & Development team at support@crunchtime.com.

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Use TalentLink

Platform Training for TalentLink Customers

Platform Training courses can be easily added to your TalentLink campus, and assigning them is no different than assigning your other learning programs. To add them, open a support ticket to request that Platform Training courses be added to your campus. Please be sure to specify which courses you would like to add by copying and pasting the names from this guide.

Note: TalentLink Administrators can also modify the Platform Training learning programs containing these courses, to hide any unwanted courses.

Questions?

If you have questions about Crunchtime Platform Training, please contact the Crunchtime Learning & Development team at support@crunchtime.com.

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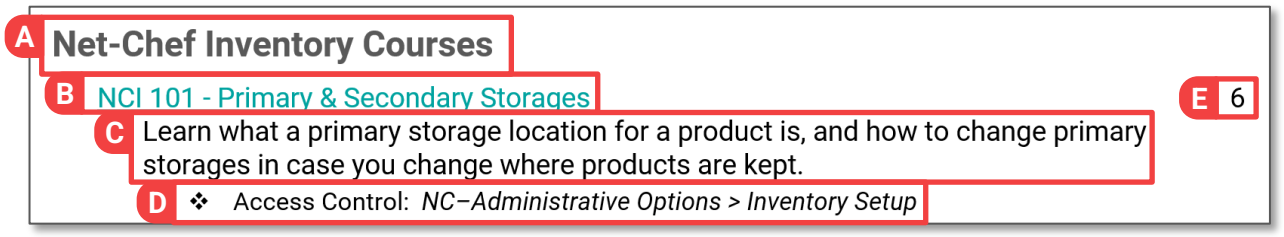
Catalog of Courses

Legend: How to read these listings



- **A** Learning Program Category
- **B** Course Title – with link to preview the course
- **C** Course Description
- **D** Access Control Requirement(s) – if using Learning Center
- **E** Course Length – in minutes

Length (Minutes)

Introductory Course

INT 101 - Introduction to Crunchtime Inventory — 4

Learn the basics of what the Crunchtime Inventory software does, how it helps you and your company, and what you need to do to get the maximum benefit from it.

- ❖ Available to all users

Net-Chef Dashboard Courses

NCD 101 - The Net-Chef Dashboard — 3

An introduction to the Net-Chef dashboard, where you'll access key reports, transactions, and administrative tasks.

- ❖ Available to all NC users

NCD 102 - Dashboard Layout & Controls — 5

Learn about the layout of the dashboard and learn to use its basic controls.

- ❖ Available to all NC users

NCD 103 - Customize the Dashboard — 3

Learn how to change the layout of the dashboard and save your own personalized layout, for maximum efficiency.

- ❖ Access Control: *NC-Dashboard - Edit Layout*

(Continued)

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Catalog of Courses (Continued)

Length (Minutes)

Net-Chef Inventory Courses

NCI 101 - Primary & Secondary Storages — 6
Learn what a primary storage location for a product is, and how to change primary storages in case you change where products are kept.
- Access Control: *NC–Administrative Options > Inventory Setup*

NCI 102a - Create a Transfer to Send Goods to Another Location — 4
Learn how to transfer goods to another location.
- Access Control: *NC-Daily Store Tasks > Location Transfer*

NCI 102b - Create a Transfer to Move Product to a New Storage Location — 2
Learn how to move products to a new storage location within your store.
- Access Control: *NC-Daily Store Tasks > Storage Transfer*

NCI 102c - Create a Transfer to Request Goods From Another Location — 3
Learn how to request goods from another location.
- Access Control: *NC-Daily Store Tasks > Location Transfer*

NCI 102d - Process a Request to Transfer Goods to Another Location — 2
Learn how to process a transfer request from another location.
- Access Control: *NC-Daily Store Tasks > Location Transfer*

NCI 102e - Reconcile a Transfer of Goods Sent to Your Location — 3
Learn how to reconcile goods (enter them into the Crunchtime system) which have been sent to your location.
- Access Control: *NC-Daily Store Tasks > Location Transfer*

NCI 103 - Record Waste with Inventory Adjustments — 5
Learn to accurately account for products that are wasted, which results in more accurate food costs and helps prevent the unexplained inventory variances that take up your time and energy each week.
- Access Control: *NC-Daily Store Tasks > Inventory Adjustment*

NCI 104 - Record Waste with Recipe Adjustments — 4
Learn to record waste with Recipe Adjustments, and what to do if you can't find the recipe in that the Recipe Adjustment screen.
- Access Control: *NC-Daily Store Tasks > Recipe Adjustment*

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Catalog of Courses (Continued)

Length (Minutes)

Net-Chef Inventory Courses (Continued)

NCI 105 - Storage Sequencing & Alternate Count Units — 4

Make inventory fast, easy and accurate by learning to create and maintain secondary storage locations for products that are stored in more than one place. Learn to "sequence" your count sheets, so that items on them appear in the same order that they're stored on your shelves.

- Access Control: *NC–Administrative Options > Inventory Setup*

NCI 106 - Print & Count Inventory — 5

Learn to print count sheets for taking inventory, and how to enter your counts into Net-Chef.

- Access Control: *NC-Inventory > Physical Inventory*

NCI 107 - Review & Post Inventory — 5

Learn to review your inventory to find the causes of overages and shortages. You'll also learn to finalize and post your inventory for the period, effectively "closing the books" on that period.

- Access Control: *NC-Inventory > Review*

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Catalog of Courses (Continued)

Length (Minutes)

Net-Chef Purchasing Courses

NCO 101 - Place a Vendor Order — 3

Learn to place a basic vendor order in Net-Chef

- Access Control: *NC-Daily Store Tasks > Vendor Order*

NCO 102 - Order with Shortcuts & Splits — 4

Learn to order products in split quantities (less than full Vendor Units), and to use the order shortcut buttons to save time entering order quantities.

- Access Control: *NC-Daily Store Tasks > Vendor Order*

NCO 103 - Reconcile a Vendor Order — 7

Learn to properly receive and reconcile a basic vendor order so your inventory and food costs are accurate.

- Access Control: *NC-Purchasing > Reconcile*

NCO 104 - Reconcile Catchweights & Substitutions — 5

Learn how keep your inventory precise by properly reconciling substitute items, and products shipped using catch weights.

- Access Control: *NC-Purchasing > Reconcile*

NCO 105 - Set Up Vendor Delivery Schedules — 4

Learn to enter vendor delivery schedules into Net-Chef so the application can generate dashboard tasks to remind you to place and receive orders.

- Access Control: *NC-Vendor Information > Edit*

NCO 106 - Create a Purchase by Invoice — 7

Learn to enter "PBIs" (Purchase by Invoice transactions) for non-food and beverage purchases, like utility bills or hood cleaning services.

- Access Control: *NC-Daily Store Tasks > Purchase By Invoice*

NCO 107 - Return Items to a Vendor — 6

Learn to properly enter the return of an item to a vendor, whether you have a credit memo from the vendor or not.

- Access Controls:
  - *NC-Vendor Returns > Look Up Invoice*
    OR
  - *NC-Vendor Returns > Use Last Price*

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Catalog of Courses (Continued)

Length (Minutes)

Net-Chef Production Courses

NCP 101 - Introduction to Daily Prep — 6

Learn what the Daily Prep function is and does, and how it can make your operation run more smoothly and accurately. Topics include an overview of the process, and how to create a prep sheet you can give to your prep cook.

- Access Control: *NC-Daily Store Tasks > Create Daily Prep*

NCP 102 - Print & Finalize Prep — 4

Learn to print a prep sheet to guide your prep cook, and to finalize your basic Daily Prep transaction so that Net-Chef can properly adjust your inventory for the recipes that you've produced.

- Access Control: *NC-Daily Store Tasks > Create Daily Prep*

NCP 103 - Advanced Prep I — 4

Advanced tips for using the Daily Prep function efficiently.

- Access Control: *NC-Daily Store Tasks > Create Daily Prep*

NCP 104 - Advanced Prep II — 7

Learn to use the advanced controls on the Daily Prep screen to quickly create an accurate prep sheet.

- Access Control: *NC-Daily Store Tasks > Create Daily Prep*

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Catalog of Courses (Continued)

Length (Minutes)

Net-Chef Reporting Courses

NCR 101 - Introduction to Actual vs. Theoretical Costs — 6

Learn what Actual and Theoretical costs are, and how they're calculated. This course prepares you to use the Net-Chef Actual vs. Theoretical Report to troubleshoot your food costs.

- Access Control: *NC-View Reports > Actual/Theoretical Cost Report*

NCR 102 - The Actual vs. Theoretical Report — 5

Learn what the Actual vs. Theoretical report is, where to find it, and how to navigate through it.

- Access Control: *NC-View Reports > Actual/Theoretical Cost Report*

NCR 103 - Identify Inventory Problems with the Booking Journal — 4

Learn to troubleshoot inventory and cost problems for individual products using the booking journal.

- Access Control: *NC-View Reports > Booking Journal*

NCR 104 - Cost Analysis Report — 4

Learn about the Cost Analysis Report; what it is and how it works.

- Access Control: *NC-View Reports > Cost Analysis*

NCR 105 - Troubleshoot Inventory Variances — 5

You'll learn to use the Physical Inventory Summary to troubleshoot inventory variances for more than a one-week period, which is ideal for cycle counts! You'll also see how to use it to troubleshoot variances for some products while others are still being counted, which is helpful in big operations where multiple people count a large number of products during each inventory.

- Access Control: *NC-View Reports > Physical Inventory Summary*

NCR 106a - Review Daily Labor — 6

You can't post the period until you've confirmed that you've reviewed each shift that's been worked. That's Net-Chef's way of making sure you know exactly how many hours and labor dollars you're telling corporate you've used. This lesson shows you how to review each shift.

- Access Control: *NC-Labor Detail > Review*

NCR 106b - Use Reports to Optimize Labor — 7

Want a quick and easy way to keep your labor spending under control? Net-Chef labor reporting is the right tool for the job.

- Access Controls:
  - *NC-View Reports > Employee Time Detail*
    OR
  - *NC-View Reports > Labor Productivity*
    OR
  - *NC-View Reports > Projected Overtime*

(Continued)

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Catalog of Courses (Continued)

Length (Minutes)

Net-Chef Sales Courses

NCS 101 - Sales Forecasting — 6

Learn to create and modify an accurate sales forecast, so your ordering, labor, and production are as efficient as possible.

- Access Control: *NC-Sales Forecasting > Update/Save*

(Continued)

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Catalog of Courses (Continued)

Length (Minutes)

Area Director Courses

NCA 101 - Intro to Area Director Training — 2
An overview of the Crunchtime application training for Area Managers, its key concepts, and benefits.
- Access Control: *Any Consolidated Report*

NCA 102 - The Net-Chef Dashboard (Same as NCD 101) — 3
An introduction to the Net-Chef dashboard, where you'll access key reports, transactions, and administrative tasks.
- Access Control: *Any Consolidated Report*

NCA 103 - Dashboard Layout & Controls (Same as NCD 102) — 5
Learn about the layout of the dashboard and learn to use its basic controls.
- Access Control: *Any Consolidated Report*

NCA 104 - Customize the Dashboard (Same as NCD 103) — 3
Learn how to change and save your own personalized layout of the dashboard.
- Access Control: *Any Consolidated Report*

NCA 105 - Daily Tasks for Area Directors — 6
This course covers two things Area Directors should check daily: Performance Metrics and Daily Tasks
- Access Control: *Any Consolidated Report*

NCA 106 - Introduction to Actual vs. Theoretical Costs (Same as NCR 101) — 6
Learn what Actual and Theoretical costs are, and how they're calculated. This course prepares you to use this report to troubleshoot your food costs.
- Access Controls:
  - *Any Consolidated Report*
    AND
  - *NC-View Reports ->Actual/Theoretical Cost Report*

NCA 107 - The Actual vs. Theoretical Report (Same as NCR 102) — 5
Learn what the Actual vs. Theoretical report is, where to find it, and how to navigate through it.
- Access Controls:
  - *Any Consolidated Report*
    AND
  - *NC-View Reports ->Actual/Theoretical Cost Report*

NCA 108 - Weekly Tasks for AD's Pt 1 — 6
This course covers the Consolidated Cost Analysis Report so that you can keep a tight rein on costs, and fix problems before they get out of hand.
- Access Controls:
  - *Any Consolidated Report*
    AND
  - *Consolidated Cost Analysis*

NCA 109 - Weekly Tasks for AD's Pt 2 — 6
This course takes a deep dive into the Consolidated Actual / Theoretical Report so you can use it to troubleshoot food costs and operational problems.
- Access Controls:
  - *Any Consolidated Report*
    AND
  - *Consolidated Actual/Theoretical Cost*

Catalog of Courses (Continued)

Length (Minutes)

Teamworx Mobile Courses (Single Rise Course)

MTX 101 - Make the Most Out of Teamworx — 1
Learn what the Teamworx Labor Management application is, and how to make the most out of the app.

MTX 102 - Adjust Your Profile — 1
Learn how to adjust your profile in the Teamworx App.

MTX 103 - Set Your Availability — 2
Learn how to set your availability in the Teamworx App.

MTX 104 - See Who You're Working With — 1
Learn how to see who you're working with in the Teamworx App.

MTX 105 - Pick Up an Open Shift — 1.5
Learn how to pick up an open shift in the Teamworx App.

MTX 106 - Request Time Off — 1.5
Learn how to request time off in the Teamworx App.

MTX 107 - Get a Shift Covered — 1.5
Learn how to get a shift covered in the Teamworx App.

Teamworx Employee Courses (Single Rise Course)

TWE 101 – My Portal Intro — 1
An introduction to Teamworx and My Portal.

TWE 102 – My Profile Tab — 1
Learn about your personal privacy, notifications, and security controls.

TWE 103 – My Schedule Tab — 1
Learn the basics of the My Schedule tab.

TWE 104 – My Tasks Tab — 1
Learn how to review your assigned tasks and mark them complete.

TWE 105 – Message Center — 1
Learn about messages, and the meaning behind those "Business Dates."

(Continued)

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Catalog of Courses (Continued)

Length (Minutes)

Teamworx Manager Courses

TWX 101 - Introduction to the Manager Console — 5
Learn what the Teamworx Labor Management application is, and how to navigate the basics screens.

TWX 102 - Create a Labor Schedule — 7
In this lesson you'll learn the basics: how to create shifts, choose employees to work them, and handle any labor rule issues.

TWX 103 - Create Schedules Faster — 4
This lesson covers shortcuts, so you can mark schedules as favorites, copy schedules week to week, and create templates for special occasions.

TWX 104 - Auto Schedule Employees — 3
Here you'll learn to use Auto Schedule to staff open shifts almost instantly.

TWX 105 - Managing Tasks — 5
Learn how to assign, track and report on tasks for your staff.

TWX 106 - Communications — 6
Master the communications functions in Teamworx.

(Continued)

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Catalog of Courses (Continued)

Crunchtime Insights Courses

	Length (Minutes)
INS 001 - View & Download Workbook Data Learn your way around Insights and how to access and export your data from a Workbook once or on a recurring basis.	6
INS 101 - Welcome to Crunchtime Insights Learn what Crunchtime Insights is, what it does, and how it can help your company make accurate, data-based decisions.	3
INS 102 - Navigate Crunchtime Insights Learn to navigate the Insights screens and menu, so you'll know which features and functions are available.	4
INS 103 - Create a Workbook from a Template Learn how to use a pre-configured Template and transform it into a Workbook, tailored to your company's data questions and needs.	6
INS 104 - Create a Workbook from an Existing Workbook Learn how to modify an existing Workbook to respond to other data needs.	6
INS 105 - Create Simple Custom Calculations Learn how to add columns to your Tables and use the Formula bar to create new metrics and gather additional insights from your data.	6
INS 106 - Schedule an Export Learn how to schedule an export from Insights and customize the export's content, recipients, formatting, and conditions to deliver the correct data to the appropriate people at the right time.	5
INS TZP - Template Zenput Learn the Zenput template in Crunchtime Insights to analyze task completion rates and timeliness, enabling you to enhance operational efficiency and drive accountability within your team.	2
INS TUN - Template Unified Metrics Analyze the Unified Metrics template in Crunchtime Insights to view your Sales, Inventory, Labor, and Zenput data in a single, streamlined view.	2
INS 201 - Add a Column via Lookup Learn to add column data into an element using a Lookup function in Insights.	5
INS 202 - Create Comparative Metrics Learn to create a metric in an Insights Workbook to compare current data against the previous period or year.	6
INS 203 - Create a Crunchtime Insights Dashboard Widget Learn to navigate the Insights screens and menu, so you'll know which features and functions are available.	6
INS 204 - Enhance Franchisee Filter Performance Learn how to greatly increase the speed and performance of the Franchisee filter.	2
INS 205 - Use Backbone Dataset Learn how to use the backbone dataset to see comparative metrics for recent days and future forecasts all in one element.	4

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Catalog of Courses (Continued)

Length (Minutes)

Enterprise Manager Bid Management Courses

EMB 101 - Introduction to Bid Management — 2

This course is an introduction to product price management using Crunchtime.

- Access Controls:
  - *Bid Sheet > Submit*
    OR
  - *Bid Sheet - Vendor Bids > Add/Delete/Save*
    OR
  - *Bid Analysis – Save*

EMB 102 - Create a Bid Sheet — 6

In this course you'll learn how to create purchasing regions called 'Markets', how to define a Location's Market, and how that relates to the Bid Sheet you'll create.

- Access Control: *Bid Sheet > Submit*

EMB 103 - Add Products, Markets, and Vendors — 6

Now that you've started your Bid Sheet, this course will teach you how to add products, add markets so locations in those markets can buy the products, and add vendors to those markets so they can sell those products.

- Access Control: *Bid Sheet > Submit*

EMB 104 - Exclude Location Ordering from a Vendor — 3

Learn how to handle a Vendor who doesn't service all Locations in a Market.

- Access Control: *Bid Sheet > Submit*

EMB 105 - Submit Product Lists to Vendors — 15

Learn how to submit Bid Sheets to Vendors to obtain product pricing.

- Access Control: *Bid Sheet > Submit*

EMB 106 - Process Vendor Bids — 11

Learn how to process and accept Vendor Bids.

- Access Control: *Bid Processing > Import and Process Bids*

EMB 107 - Change Vendor Prices — 5

In this course you'll learn how to change Vendor Prices now and in the future, apply price changes to a single market or multiple markets, and check a Company product's past and future price changes.

- Access Control: *Bid Sheet - Vendor Bids > Add/Delete/Save*

(Continued)

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Catalog of Courses (Continued)

Length (Minutes)

Enterprise Manager Bid Management Courses (Continued)

EMB 108 - Vendor Order vs Master Order — 5

When it comes to ordering products, most Companies decide whether their managers use a Vendor Order or a Master Order. Here you'll learn the difference between the two, and why Master Orders are almost exclusively used by Cruise Lines while Vendor Orders tend to be used by everyone else. We'll also demonstrate how some settings in Enterprise Manager can affect what your Managers see in Net-Chef.

- Access Control: *Bid Processing > Import and Process Bids*

EMB 109 - Contract Vendors — 4

In this course you'll learn how to compare Vendor prices, and use contracts so your Managers know which products they should buy and from whom.

- Access Control: *Bid Analysis - Save*

EMB 110 - Evaluate Vendors — 5

In this course you'll learn how to evaluate your Vendors using the Vendor Scorecard; where we can measure order accuracy and other custom metrics that store managers can enter.

- Access Control: *Bid Analysis - Save*

(Continued)

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Catalog of Courses (Continued)

Length (Minutes)

Enterprise Manager Export Mapping Courses

The courses below should be enabled for user groups with **any one** of the following access controls:

- *Export Mapping > Accounts Payable Add/Delete/Save*
- *Export Mapping > Accounts Payable View*
- *Export Mapping > Accounts Receivable Add/Delete/Save*
- *Export Mapping > Accounts Receivable View*
- *Export Mapping > Custom Transactions Add/Delete/Save*
- *Export Mapping > Custom Transactions View*
- *Export Mapping > Employee Maintenance Add/Delete/Save*
- *Export Mapping > Employee Maintenance View*
- *Export Mapping > Employee POS Add/Delete/Save*
- *Export Mapping > Employee POS View*
- *Export Mapping > Labor Schedule Add/Delete/Save*
- *Export Mapping > Labor Schedule View*
- *Export Mapping > Payroll Add/Delete/Save*

EMX 101 - Introduction to Export Mapping — 3

Export mapping allows you to share Crunchtime data with other software systems. In this course, you'll learn about export mapping and its basic terminology.

- Access Controls: Any one of the controls listed above

EMX 102 - Dissect an Export File — 3

In this course you'll learn what an export file looks like when it's done, so in later modules you'll be able to create one with the end in mind.

- Access Controls: Any one of the controls listed above

EMX 103 - Navigate the Export Detail Screen — 3

In this course you'll learn to navigate the export detail screen in EM, and learn what types of information go in each section.

- Access Controls: Any one of the controls listed above

EMX 104 - Map Export File Components — 3

In this course you'll learn to map export controls by exploring the Export File Components screen.

- Access Controls: Any one of the controls listed above

(Continued)

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Catalog of Courses (Continued)

Length (Minutes)

Enterprise Manager Labor Courses

EML 101 - Introduction to Labor Management — 3

Discover how Crunchtime labor management software fits in your IT systems, and how it can save you time and money.

- Available to all EM users

EML 102 - Set Up Positions — 5

In this lesson you'll learn to set up labor positions, and how to create drop down menus that your managers can use.

- Access Control: *Positions > Add/Delete/Save*

EML 103 - Set Up Labor Rules — 5

In this lesson you'll learn to use Enterprise Manager to set up labor rules at the Country, State or Province, and City levels, which will give your managers valuable guidelines as they go about managing their staff.

- Access Controls:
  - *Labor Rule > City*
    OR
  - *Labor Rule > Country*
    OR
  - *Labor Rule > State/Province*
    OR
  - *Labor Rule > Union*

EML 104 - Set Up Labor Preferences — 5

In this lesson you'll learn to set labor preferences to configure labor screens for the Net-Chef end-user.

- Access Control: *Preferences > View*

EML 105 - Set Up New Hire Checklist — 3

In this lesson you'll learn to create a New Hire Checklist to guide GMs as they onboard new hires.

- Access Control: *New Hire Checklist > Add/Delete/Save*

EML 106 - Set Up Demand Based Staffing Templates — 9

In this lesson you'll learn what a staffing level template is and does, and how to set one up and make it available to locations.

- Access Control: *Staffing Level Templates (Demand) > Add/Edit/Delete*

EML 107 - Set Up Task Based Staffing Templates — 3

In this lesson you'll learn how to set up a task based staffing level template and how to create a Net-Chef dashboard reminder for these tasks.

- Access Control: *Staffing Level Templates (Task) > Add/Edit/Delete*

EML 108 - Set Up Supplemental Wages — 3

In this lesson you'll learn how to set up supplemental wages so that when one of your GMs pays an employee a bonus, or for sick leave, or retroactive pay for a promotion, they can record it using supplemental wages.

- Access Control: *Supplemental Wages > Add/Delete/Save*

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Catalog of Courses (Continued)

Length (Minutes)

Enterprise Manager Users Courses

EMU 101 - Intro to Users — 3

In this lesson you'll learn the terminology and concepts used in setting up users, user groups and hierarchies.

- Access Controls:
  - *Application Users - Add/Delete/Save*
    OR
  - *User Groups - Add/Delete/Save*
    OR
  - *Hierarchy Configuration - Add/Delete/Save*

EMU 102 - Set Up User Groups — 6

In this lesson you'll learn to set up user groups efficiently.

- Access Control: *User Groups - Add/Delete/Save*

EMU 103 - Understand Reporting Hierarchies — 3

In this lesson you'll learn about reporting hierarchies.

- Access Control: *Hierarchy Configuration - Add/Delete/Save*

EMU 104 - Set Up Reporting Hierarchies — 5

In this lesson you'll learn to set up hierarchies efficiently.

- Access Control: *Hierarchy Configuration - Add/Delete/Save*

EMU 105 - Create Application Users — 10

In this lesson you'll learn to create application users.

- Access Control: *Application Users - Add/Delete/Save*

(Continued)

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Catalog of Courses (Continued)

Length (Minutes)

Enterprise Manager Setup Courses

EMS 101 - CDP Setup — 30

This course will enable you to set up the Crunchtime Data Pump (CDP) to easily move data files into and out of your Crunchtime database.

- Available to all EM users

EMS 102 - Inventory Units, Conversions, Batch Sizes & Portions — 6

This course is a refresher on how to select Inventory Units, Batch Sizes, and Portion Yield and Size for recipes.

- Access Controls:
  - *Company Products List - Add/Delete*
    OR
  - *Company Product Details - Add/Delete/Save*
    OR
  - *Recipe – New*
    OR
  - *Recipe Summary – Add*
    OR
  - *Recipe Summary – View*

EMS 103 - Product Basics — 9

This course is an introduction to properly entering your products into Crunchtime, which affects the accuracy of all future orders, costs, and production.

- Access Controls:
  - *Company Products List - Add/Delete*
    OR
  - *Company Product Details - Add/Delete/Save*

EMS 104 - Recipe Basics — 14

This course is an introduction to Recipes.

- Access Controls:
  - *Recipe – New*
    OR
  - *Recipe Summary – Add*
    OR
  - *Recipe Summary – View*

EMS 105 - Calendar Setup — 5

Here you'll learn what Crunchtime calendars are, how to set them up, and how to use them. It also contains a year-end checklist for setting up your calendars properly for the coming year, to avoid issues with delivery dates, vendor orders, etc.

- Access Control: *Financial Calendar - Add/Delete/Copy/Save*

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Catalog of Courses (Continued)

Length (Minutes)

Other Setup Courses

CPS 101 – Data Import Worksheet — 60

The Data Import Worksheet is a specially formatted Excel file that you will fill out with all locations, products, and recipes that should be active when you begin using Crunchtime.

- Access Control: *Inbound Integrations > Edit/Reprocess*

CTS 101 - Working with Crunchtime Support — 8

Here you'll learn the shortcut, and it'll speed up how quickly you can get the answers and help you need.

- Available to all EM users

CXS 101 - Connex Implementation Prep — 14

Connex is our application for moving data between Crunchtime and your POS system. This course will prepare you for your implementation meeting with our Connex team. You'll get:

- An introduction to how Connex works
- An overview of the process of implementing Connex
- A checklist of tasks your company needs to perform to complete the implementation

- Access Control: *Inbound Integrations > Edit/Reprocess*

TWC 101 - Introduction to Teamworx for Corporate Personnel — 80

When you've completed this course, you should be able to implement the Teamworx labor management app at your company, and get the maximum benefit from it by following some simple best practices.

- Access Control: *Teamworx Corporate Controls > Edit*

Zenput Courses

ZP – Schedule Projects Using Calendar Events — 5

Here you'll learn how to:

- How to create Calendar Events for each location.
- How to Schedule Projects using Calendar Events.
- How Calendar Events improves your reporting.

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Catalog of Courses (Continued)

Crunchtime Release Courses

	Length (Minutes)
CTR 5.2 - Crunchtime Release 5.2 Introduction An overview of the new features in the 5.2 Release.	3
CTR 5.5 - Crunchtime Release 5.5 Introduction An overview of the new features in the 5.5 Release.	7
CTR 6.1 - Crunchtime Release 6.1 Introduction An overview of the new features in the 6.1 Release.	8
CTR 6.4 - Crunchtime Release 6.4 Introduction An overview of the new features in the 6.4 Release.	8
CTR 6.5 - Crunchtime Release 6.5 Introduction An overview of the new features in the 6.5 Release.	8
CTR 7.0 - Crunchtime Release 7.0 Introduction An overview of the new features in the 7.0 Release.	7
CTR 7.4 - Crunchtime Release 7.4 Introduction An overview of the new features in the 7.4 Release.	7
CTR 8.0 - Crunchtime Release 8.0 Introduction An overview of the new features in the 8.0 Release.	7
CTR 8.1 - Crunchtime Release 8.1 Introduction An overview of the new features in the 8.1 Release.	7
CTR 8.2 - Crunchtime Release 8.2 Introduction An overview of the new features in the 8.1 Release.	5
CTR 10.00 - Crunchtime Release 10.00 Introduction An overview of the new features in the 10.00 Release.	5

Teamworx Release Courses

TWR 1.2 - Teamworx Release 1.2 Introduction Learn about the latest Teamworx features in the 1.2 update.	9
TWR 1.3 - Teamworx Release 1.3 Introduction Learn about the latest Teamworx features in the 1.3 update.	9
TWR 1.6 - Teamworx Release 1.6 Introduction Learn about the latest Teamworx features in the 1.6 update.	2
TWR 2.1 - Teamworx Release 2.1 Introduction Learn about the latest Teamworx features in the 2.1 update.	7
TWR 2.4 - Teamworx Release 2.4 Introduction Learn about the latest Teamworx features in the 2.4 update.	4
TWR 2.5 - Teamworx Release 2.5 Introduction Learn about the latest Teamworx features in the 2.5 update.	3
TWR 3.0 - Teamworx Release 3.0 Introduction Learn about the latest Teamworx features in the 3.0 update.	3
TWR 8.0 - Teamworx Release 8.0 Introduction Learn about the latest Teamworx features in the 8.0 update.	3
TWR 8.1 - Teamworx Release 8.1 Introduction Learn about the latest Teamworx features in the 8.1 update.	3

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