

CrunchTime!
Getting Ready Checklist

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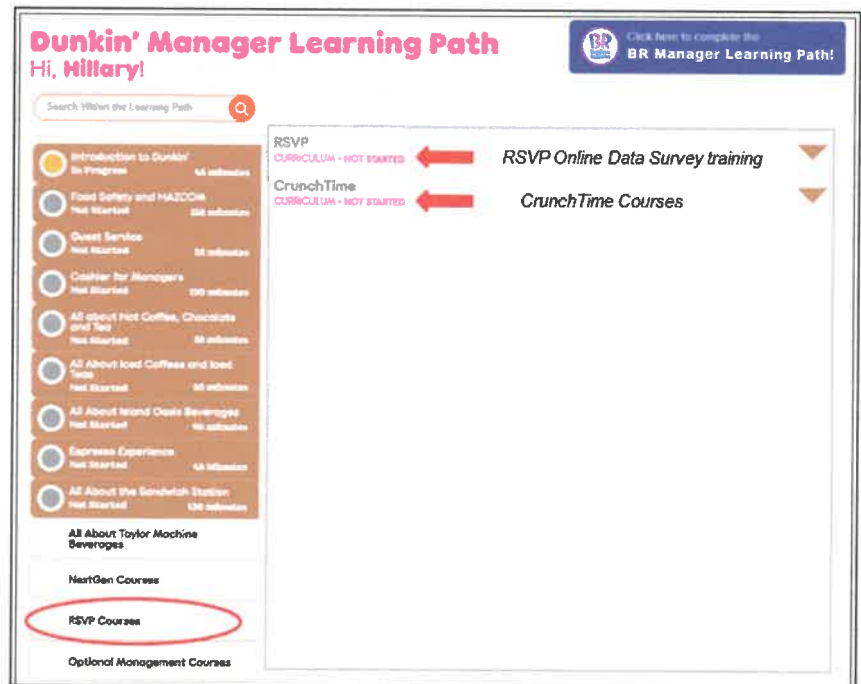
CrunchTime! Getting Ready Checklist

It is recommended that you complete the following tasks prior to your new POS installation and Back Office System.

4 weeks Prior to install	
<input type="checkbox"/>	<p>Complete the following Training on the U prior to in-person training dates:</p> <ul style="list-style-type: none"> CrunchTime! Courses <p>Note: It should take approximately 3 hours to complete the recordings Resource: How to Access CrunchTime! Learning on the U (below)</p>
<input type="checkbox"/>	<p>Training – CrunchTime!</p> <p>Attend CrunchTime! Training at DBU - A separate 2 day CrunchTime! (Back Office – Inventory, Labor and Scheduling). Partner with your Learning and Operation partners to confirm available dates.</p>
Day of Installation (Remodels only)	
<input type="checkbox"/>	<p>Save any data needed from JDA/Red Prairie</p> <ul style="list-style-type: none"> Sales data from the previous 18 months will be summarized as a daily sales totals and imported into CrunchTime!. Please note this will be summary data only. Product mix details will not be imported into Crunchtime. Export and save any other data needed from JDA/Radiant The current archiving process will remain unchanged Your JDA account will be deactivated following the successful completion of the RSVP install.

How to Access CrunchTime! Learning on the U:

- In the address bar of your internet browser, enter the URL: <https://dunkinbrands.csod.com>
- Enter your User ID and Password.
- Select **RSVP Courses**, on your Manager Learning Path
 The following RSVP Training is available: **CrunchTime! Courses** – completion time 3 hours



Note: If you have a question regarding your User ID and/or Password, please call Navigator at 877-800-2922 or email to gsmnavigator@dunkinbrands.com

AFTER INSTALLATION: Below are recommended tasks to help you get started with CrunchTime! Back Office System.

CrunchTime!	
<input type="checkbox"/> Download CT apps <ul style="list-style-type: none"> • Counter • Impact • Reconciler 	Resource: <i>CT Mobile Apps User Guide</i>
CrunchTime! Enterprise Manager	
<input type="checkbox"/> <input type="checkbox"/> Add Application users for Net-Chef, BizIQ and TeamworX Manager Console <input type="checkbox"/> Add Organizational Hierarchy for reporting, if desired	Resource: <i>Enterprise Manager User Guide.</i>
CrunchTime! Net-Chef	
<input type="checkbox"/> <input type="checkbox"/> Post Inventory for 2018 and up to the current date in 2019 <input type="checkbox"/> Assign Secondary Location for products <input type="checkbox"/> Sequence products within storage location <input type="checkbox"/> Complete Inventory Count for previous week for a starting count.	Resource: <i>CrunchTime! Inventory User Guide</i>
CrunchTime! TeamworX	
<input type="checkbox"/> CrunchTime! TeamworX <ul style="list-style-type: none"> <input type="checkbox"/> Bookmark the URL for TeamworX from the Dashboard <input type="checkbox"/> Select staffing level templates <input type="checkbox"/> Create a schedule <input type="checkbox"/> View and update forecast sales forecasts system has automatically generated 	Resource: <i>CrunchTime! TeamworX Manager Console User Guide.</i>
CrunchTime! TeamworX Crew – My Portal (Optional)	
<input type="checkbox"/> TeamworX Crew for Franchisee’s Employees <ul style="list-style-type: none"> <input type="checkbox"/> Explain to employees: <ul style="list-style-type: none"> • How to create an account in the TeamworX Mobile URL and save it to their mobile device • How to set up notifications if they choose to use it 	Resource: <i>CrunchTime! TeamworX Crew – My Portal User Guide.</i>

CrunchTime!
Recommended Tasks

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CrunchTime! Recommended Tasks

Below are recommended **Daily, Weekly, and Monthly Tasks** for CrunchTime! Back of House, if you elect to use this optional functionality.

Remember, franchisees are solely responsible for their own labor and inventory management practices and compliance with all applicable laws.

RECOMMENDED DAILY TASKS							
Inventory Management (Net-Chef)	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Place CML Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Daily Inventory Tasks on Net-Chef Dashboard (NDCP, Transfers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receive CML Simple Receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter Waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Daily Prep Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labor Management (Net-Chef and TeamworX)	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Review Daily Tasks on Net-Chef Dashboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and adjust time punches as applicable for all employees – Net-Chef Today's Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TeamworX – review crew requests and approve/decline (on demand)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDED WEEKLY TASKS	
Inventory Management (Net-Chef)	Check
Place NDCP Order through the NDCP Portal	<input type="checkbox"/>
Print Hot Holding Report -Biz IQ Tab	<input type="checkbox"/>
Print Prep Report and use for Build to's	<input type="checkbox"/>
Count Inventory via Counter App – Food & Premiums recommended	<input type="checkbox"/>
<ul style="list-style-type: none"> Review Inventory – Net-Chef Review Actual/Theoretical Cost Report – Net-Chef 	
Post Inventory (Net Chef Administration Tab) at the end of the post period, typically Sunday Morning	<input type="checkbox"/>
Labor Management (Net-Chef and TeamworX)	Check
Create / Adjust Forecast if desired – Net-Chef Sales – Manage Forecasts	<input type="checkbox"/>
Create Schedule in TeamworX, if applicable	<input type="checkbox"/>
<ul style="list-style-type: none"> Copy previous week (recommended) and adjust as needed “Publish” to broadcast to your crew 	
Post Labor in Net-Chef	<input type="checkbox"/>

RECOMMENDED MONTHLY TASKS	
Inventory Management (Net-Chef)	Check
Count Full Inventory, including paper products and post Review with same steps as weekly (see above)	<input type="checkbox"/>
Labor (Reporting & Analytics)	Check
Update your Employee Maintenance, New Hires, Terminated Employees, etc.	<input type="checkbox"/>

