



# CrunchTime!

*BizIQ*

*User Guide*

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## LEGAL DISCLAIMER

This training is designed to cover certain system configurations, set up options and functionality available through the RSVP system. It is not designed to cover all such functionality, and we do not make any representations about the impact, if any, on sales, profitability, or any other matters related to these topics. This training is not intended, or to be construed as, legal or financial advice of any kind. Under the franchise agreement, the franchisee is solely responsible for complying with all applicable laws, including without limitation all laws that may relate to topics covered in this training, and the franchisee's set up of this system for its restaurants. We encourage franchisees to consult with their legal and financial advisors in their set up of this system for their restaurants.

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## INTRODUCTION

BizIQ is a reporting tool that is an extension of the reporting capabilities available in Net-Chef. The data available in BizIQ is the same data available in Net-Chef which is based on your set up of the system, and the data entered into the POS and Net-Chef by you and your employees.

Basic wizards are provided on the main dashboard of BizIQ to get you started. You can also chose to create customized reports.

### Notes:

- USD is available to support basic functionality and navigation of BizIQ only.
- USD may be unable to support inquiries on reports that have been customized.

## TECHNOLOGY REQUIREMENTS

### Operating Systems:

- Windows 7
- Windows 10

### Compatible browsers:

- Chrome (preferred)
- Internet Explorer 10.0
- Edge
- Internet Explorer 11.0
- Firefox
- Safari

## KEY POINTS

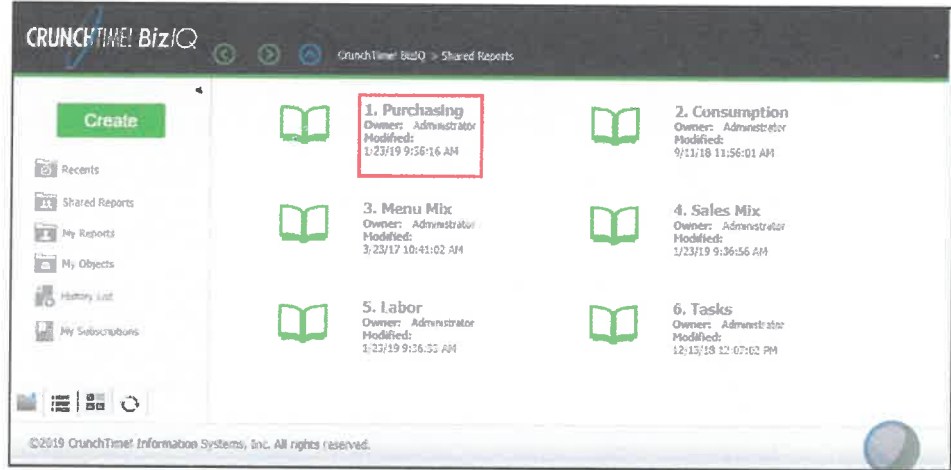
- BizIQ refreshes daily at 3:00am local time.
- You will only have access to BizIQ if you have been assigned one of the two allotted licenses for BizIQ per restaurant.  
**Note:** New users will not be able to access BizIQ until after 3:00am local time the following day.
- Your **UserID** is your first name initial, last name, @DBI\_fr\_unique CT URL  
Example: (HWexler@DBI\_fr\_1234)
- Your **Password** for BizIQ will be the same as your password for Net-Chef.  
**Notes:**
  - Password resets are done through Net-Chef.
  - If you change your password in Net-Chef today at 10:00am local time, you will not be able to log into BizIQ until after 3:00am local time the following day.

## HELPFUL HINTS

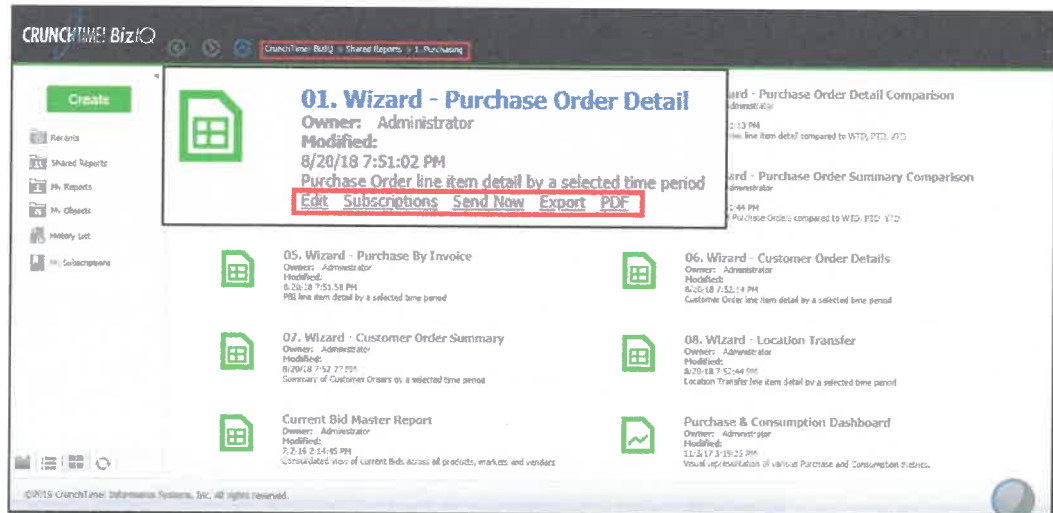
- Data can be exported to Excel, HTML, PDF, CSV and text formatting.
- Use BizIQ navigation arrows instead of browser navigation features.
- Reports that are saved to the **My Reports** folder can be shared with other BizIQ users within your network.

## Using a BizIQ Shared Report Template

1. Go to BizIQ: <https://www.ct-biziq.com>
2. Log into BizIQ.
3. Select desired reporting category.



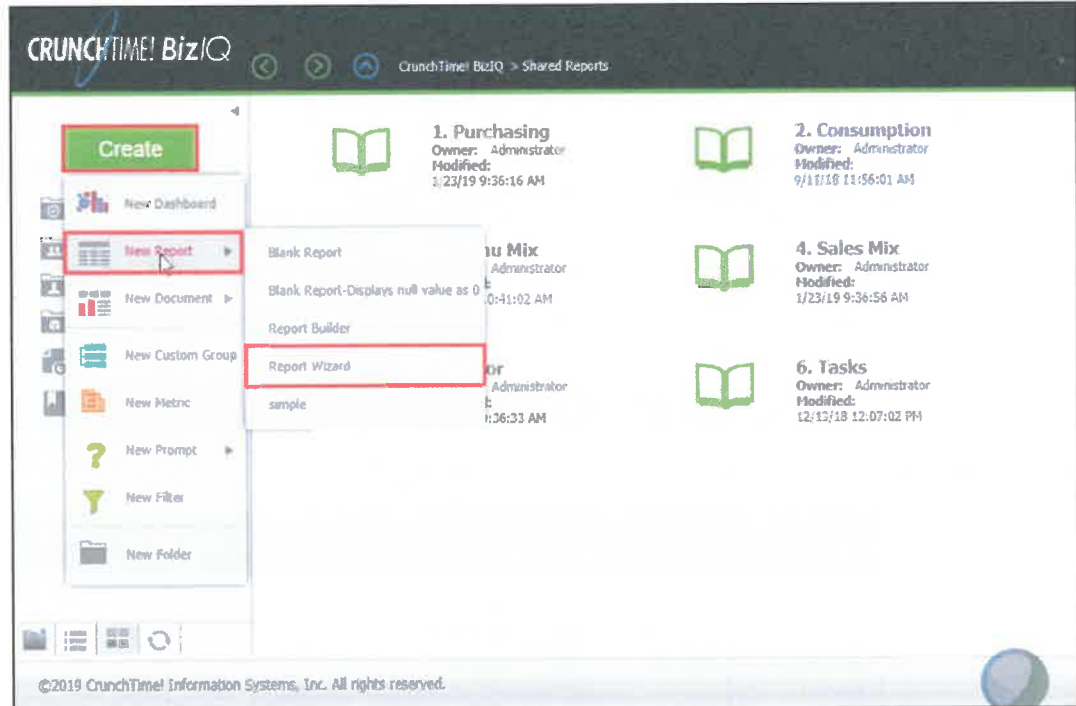
4. Hover over desired report to see available options.



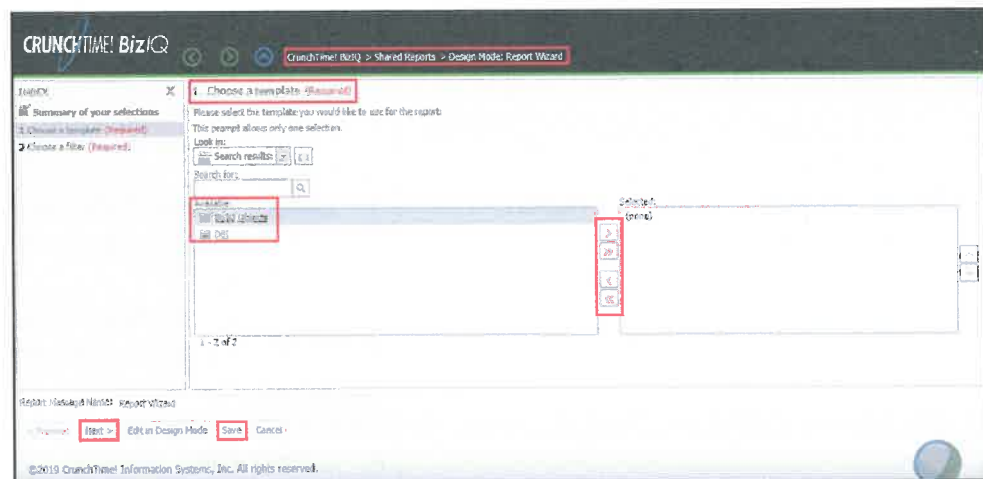
If...	Then...
You would like to modify the report	Select <b>Edit</b> .
You would like to have the report regularly emailed to you	<ol style="list-style-type: none"> <li>1. Select <b>Subscriptions</b>.</li> <li>2. Scroll to the bottom of screen until you see <b>Email</b>.</li> <li>3. Click the link <b>Add Email Subscription</b>.</li> <li>4. Enter desired scheduling requirements.</li> <li>5. Select <b>OK</b>.</li> </ol> <p><i>Result: A confirmation page will display.</i></p> <ol style="list-style-type: none"> <li>6. Select <b>OK</b>.</li> </ol>
You would like to Export the report	Select <b>Export</b> .

## Creating a Customized Report in BizIQ

1. Log into BizIQ.
2. Select **Create**.
3. Select **New Report**.
4. Select **Report Wizard**.



5. Follow the prompts through each screen to select the required information.
6. Select desired **Template**.
7. You can use the arrows in the middle of the screen to move filters from **Available** to **Selected**.
8. Select **Next** once a desired **template** has been selected.
9. Select desired **Filter(s)**.
10. Select **Save**.



11. Export report if desired.