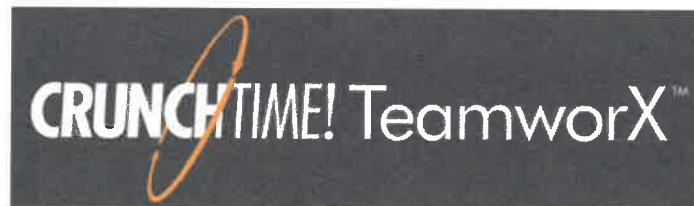




CrunchTime!

TeamworX – Crew Portal *User Guide*



LEGAL DISCLAIMER

This training is designed to cover certain optional tools and resources available through CrunchTime!, functionality and system configurations, and some generally recommended practices. It is not designed to cover all such tools, resources, practices or procedures, and we do not make any representations about the impact, if any, on sales, profitability, or any other matters related to these topics.

We do NOT require franchisees or their employees to use these tools or follow recommended practices covered in this training. Use of CrunchTime!'s TeamworX is entirely optional. Franchisees are solely responsible for determining their own human resources programs, labor and employment practices and running their day to day operations. Franchisees should consult with their own legal and financial advisors about establishing appropriate practices for their restaurants, and what tools are suitable for their financial or business needs based on their individual circumstances. Franchisees also should consult with their legal and financial advisors as to whether there are any labor or employment considerations of which the franchisee should be aware with regard to the various functionalities of CrunchTime! or TeamworX. This training is not intended, or to be construed as legal advice of any kind. Under the franchise agreement, the franchisee is solely responsible for complying with all applicable, laws including without limitation laws that may relate to topics covered in this training.

TABLE OF CONTENTS

LEGAL DISCLAIMER..... 2

INTRODUCTION..... 4

KEY POINTS..... 4

TECHNOLOGY REQUIREMENTS 4

LOGGING IN 4

SUPPORT..... 4

TO CREATE A TEAMWORX ACCOUNT..... 5

UPDATING AN EMPLOYEE PROFILE..... 6

 If a user chooses to update their profile:..... 6

 Notification Settings..... 6

NAVIGATING THE TEAMWORX MENU 7

CREATING A SHORTCUT TO TEAMWORX ON A MOBILE DEVICE 10

 To create a shortcut using an IOS device:..... 10

 To create a shortcut using an Android device or Chromebook:..... 10

INTRODUCTION

TeamworX Crew **My Portal** is optional functionality and offers franchisees the ability to elect to provide their designated Restaurant Employees remote access to schedules in TeamworX.

If franchisees elect to use this functionality, Managers who are authorized by their franchisee can view a schedule, approve their staff's requests, and communicate messages to their team members about shift openings or important updates, through TeamworX.

Restaurant Employees can elect to use their smartphone, tablet or desktop to access the TeamworX Crew **My Portal** if the Franchisee or their designated Management have shared access, which gives Restaurant Employees have the ability to offer, pick-up and swap shifts through this portal with Management approval.

Franchisees are solely responsible for complying with all applicable laws in their set up and use, if any, of this optional application.

KEY POINTS


- The TeamworX Crew My Portal is accessible via URL, it is not an App.
- Franchisees can share the TeamworX URL with their employees if they elect to use the Crew portion of TeamworX scheduling.
- Franchisee can share a unique **Employee Number** found in TeamworX with their employees if they elect to use the Crew portion of TeamworX scheduling.

TECHNOLOGY REQUIREMENTS

Operating Systems:

- Windows 7
- Windows 10

Compatible browsers:

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

LOGGING IN

In order for franchisees' employees to access TeamworX, Franchisees need to elect to provide their employees:

1. The restaurant's unique TeamworX URL
2. Unique employee number found in TeamworX.

Note: If franchisees elect to use this tool, their employees who choose to can set up an account.

SUPPORT

If you need help, please speak with your franchisee or their designated Management.

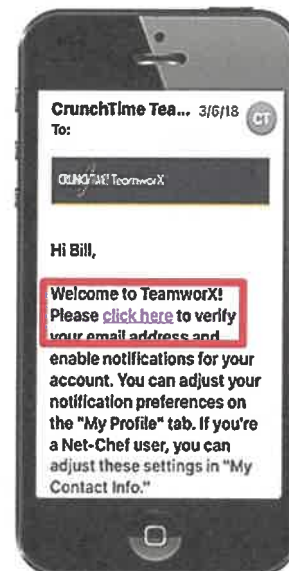
TO CREATE A TEAMWORX ACCOUNT

1. Open a web browser on desired mobile device or computer with internet connection.
2. Go to **your restaurant's unique TeamworX URL** (provided by Franchisee).
3. Select **Create Account**.
4. Enter information required by TeamworX:
 - Email Address
 - TeamworX Employee Number (**Provided by Franchisee or Restaurant's Management**)
 - Date of Birth
 - Password (8 characters; at least one uppercase/lowercase letter, and number)
 - Select and Answer the 1st Security Question
 - Select and Answer the 2nd Security Question

5. Select **Create**.

*Results: An email confirmation screen will appear and an email confirmation addressed “**Verification Email – Welcome to TeamworX**” is sent to the email account entered when the account was created.*

6. Go to your email.
7. **Open** the email **Verification Email – Welcome to TeamworX**.
8. Select **Click Here**.



Result: You will be directed to a confirmation screen verifying registration if successful.

UPDATING AN EMPLOYEE PROFILE

If a user chooses to update their profile:

1. Log into **TeamworX**.

2. Enter your **User ID** and **Password**.

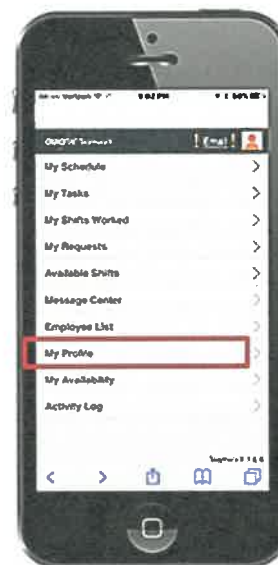
Note: User ID is the email address you created the account with.

Result: The main TeamworX screen displays.

3. Select **My Profile** from the Main Menu.

Notes:

- Information entered during account setup will default
- User can include details such as home address and emergency contact information.



If the User...	Then...
Adds additional information	The franchisee is able to view all information entered by User.
Would like restaurant co-workers to have visibility to view their phone number and email	Check the SHOW box.
Does not want their phone number and email information visible to restaurant co-workers	No action required (no check mark is selected as default).

Notification Settings

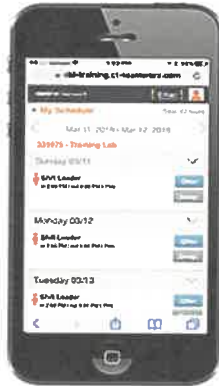

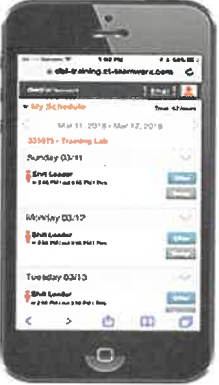
If the User...	Then...
Wants to receive notifications	No action required (check mark is selected as default).
Wants to identify specific days to not receive notifications.	Uncheck days.
Does not want the phone and email information visible to restaurant co-workers.	No action required (no check mark is selected as default).




4. Select **Preferred Method (Email or Text)** if you want to receive notifications.





5. Select **Submit**.

NAVIGATING THE TEAMWORX MENU

If the Franchisee has elected to use TeamworX, when they publish a schedule, franchisees' employees can navigate through TeamworX using the below information.

Menu Category	Description	Visual
<p>My Schedule</p>	<p>Displays user's weekly schedule</p>	
<p>My Tasks</p>	<p>Displays any tasks assigned to user by the franchisee or their restaurant manager</p>	
<p>My Shifts Worked</p>	<p>Displays shifts that user has worked. You can navigate to prior weeks by using the left arrow key at the top of the screen.</p>	

Menu Category	Description	Visual
<p>My Requests</p>	<p>Displays requests that user has made to franchisee or their management for time off, shift changes, shift pick-ups, availability changes and shift swaps</p>	
<p>Available Shifts</p>	<p>Displays available shifts in the restaurant, as designated by franchisee or their management</p>	
<p>Message Center</p>	<p>Displays messages sent to that user individually or to the entire restaurant's staff by the franchisee or their management</p>	

Menu Category	Description	Visual
<p>Employee List</p>	<p>Provides a list of all employees at that restaurant who have created a TeamworX account and have opted into sharing their information.</p>	
<p>My Profile</p>	<p>Allows users to manage personal information such as their email, phone number, address, emergency contacts and more</p>	
<p>My Availability</p>	<p>Users can designate the hours they are available to work.</p>	
<p>Activity Log</p>	<p>Tracks all changes to activity regarding that user's information such a time off requests, shift swaps, availability and schedules.</p>	

CREATING A SHORTCUT TO TEAMWORX ON A MOBILE DEVICE

If you elect to use TeamworX from your personal mobile device, you can create a shortcut icon on the Home screen.

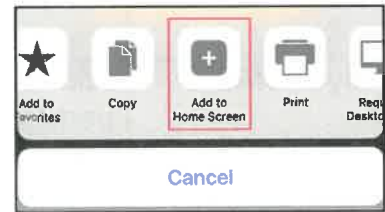
To create a shortcut using an IOS device:

1. On your IOS device, open the Safari browser.
2. Type in the unique TeamworX URL you were given by your Franchisee or Restaurant Manager.
3. Select the **Go To** icon.



4. Select the **Add to Home Screen** icon.

Note: You may need to scroll to the right to find the icon.



5. Select **Add**.

*Result: The shortcut to TeamworX will now appear as an **icon** on your Home Screen.*

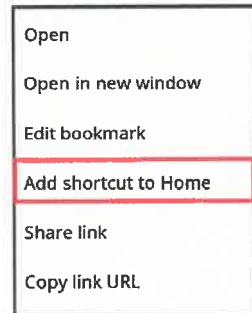
Note: If you have multiple **Home** pages, scroll to your last **Home** page.

To create a shortcut using an Android device or Chromebook:

1. Open Chrome for Android browser.
2. Type in the unique TeamworX URL you were given by your Franchisee or Restaurant Manager.
3. Select the **Menu** button.



4. Select **Add shortcut to Home**.



5. Enter a name for the shortcut

*Result: The shortcut to TeamworX will now appear as an **icon** on your Home Screen.*

Note: If you have multiple **Home** pages, scroll to your last **Home** page.