

Crunchtime Inventory Mobile App

Reference Guide

Document Details

Document #: 160_MIRG_250403

Release Version: 2.0.1

Version Release Date: March 2025

Overview

This Reference Guide will outline everything you need to know to use the Crunchtime Inventory mobile application.

System Requirements

- Subscription and activation by Technical Support team in the client database
- Net-Chef Version 12.00.00 or higher
- Phone or Tablet running iOS (12.0 or higher) or Android (9 or higher)



Download the latest version of this document here:

<https://links.crunchtime.com/MIRG-MobileInventoryReference>

... or scan the QR code to the left.

Related User Group Permissions

Screen Name	Control Name	Description
Mobile Inventory Application	Data Entry Mobile Inventory Application - Access	With both permissions enabled, the <i>Inventory</i> option is available on the menu.
Mobile Inventory Application	Mobile Inventory Application - Unlock	Allows the user to unlock a Storage Location locked by another user that elected to enter counts for it.
Mobile Inventory Application	Mobile Inventory Application - Sync	Allows the user to upload and synchronize count data with Net-Chef.
NC-Dashboard	Select Performance Metrics	When enabled, the <i>Single Metrics</i> option is available. If the user is linked to at least 1 Hierarchy in Enterprise Manager, <i>Consolidated Metrics</i> will be enabled as well.
NC-Daily Store Tasks NC-Purchasing	Vendor Order Submit	With both permissions enabled, the <i>Purchasing</i> option is available and users have access to create orders.
NC-Purchasing	Reconcile	When enabled, the <i>Purchasing</i> option is available and users have access to Reconcile Vendor Orders.

Table of Contents

Gettings Started	3
Login	3
Today's Tasks	5
Navigation Menu	7
Settings	8
Inventory	9
Select Inventory Event & Storage Location	9
Assign and Count	10
Complete and Sync	11
Purchasing	12
Today / All Orders	12
Reconcile with Invoice	13
Create Vendor Order	16
Scan Invoice	19
Review Invoice	22
Reporting Metrics	24
Single Location Metrics	24
Consolidated Metrics	27



Mobile Inventory

Crunchtime Inventory Mobile App

Getting Started

What is Crunchtime Inventory?

Crunchtime Inventory is a mobile application that allows you to enter Inventory counts, place and receive Vendor Orders, reconcile Commissary Orders, and view Single-Location Metrics and/or Consolidated Metrics right from your phone or tablet. Inventory works in conjunction with Net-Chef to allow users to perform these tasks more easily, more quickly, and more accurately.

How to Install Crunchtime Inventory



Download Crunchtime Inventory free from the App Store or Google Play

Login

Once you have the application downloaded from the iTunes or Google Play store, open it and user will land on the login screen:

- 1 Enter your company's *Net-Chef URL*.
 - Ex: **companyname.net-chef.com**
- 2 If your company is using mobile *Single Sign-On*, enable it by checking the box below the URL.
 - This will be validated before proceeding.
- 3 Select *Next* to proceed.

crunchtime INVENTORY

1 Net-Chef URL*
companyname.net-chef.com

Single Sign-On 2

3 Next

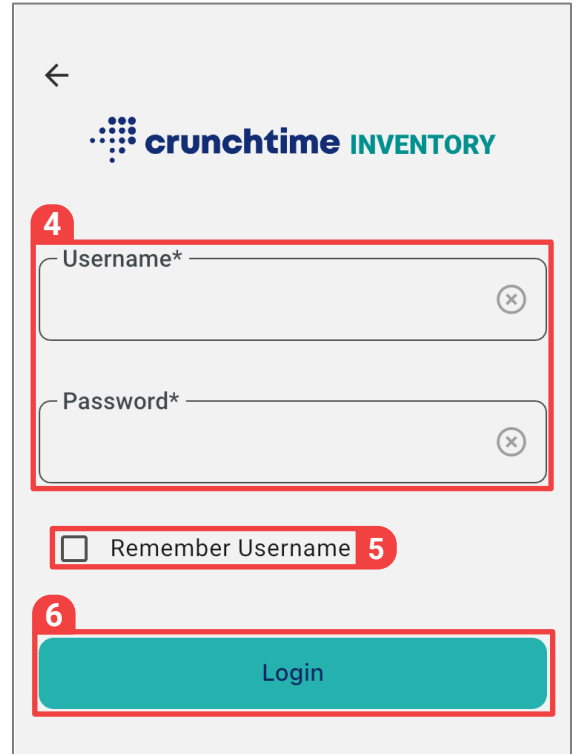
(Continued)

Crunchtime Inventory Mobile App

Getting Started (Continued)

Login (Continued)

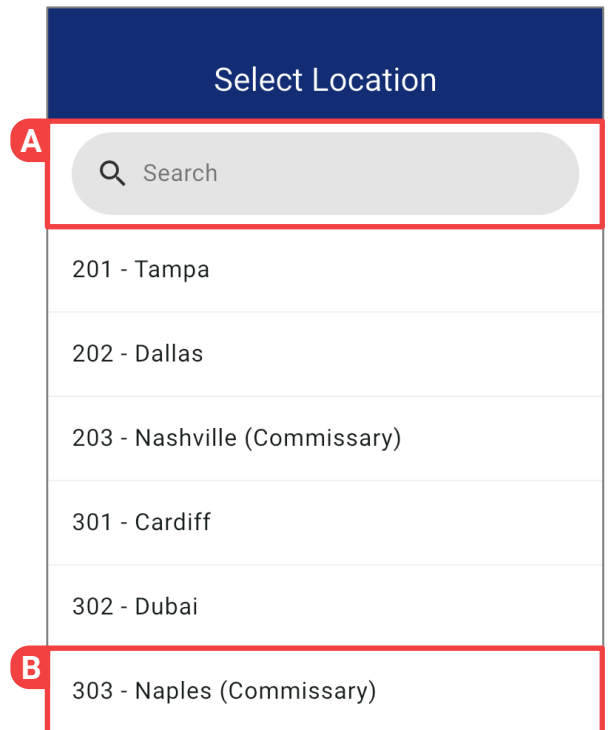
- 4 Enter your *Net-Chef Username and Password*.
- 5 Choose whether you want to *Remember Username* on this device.
- 6 Select *Login* to proceed.



7. If your Application User account is linked to more than one location, choose the location you want to login to by:

- A Using the *Search* bar to narrow the list of locations.
- B Selecting a location from the list.

If not, skip to the next page.



Crunchtime Inventory Mobile App

Getting Started (Continued)

Today's Tasks

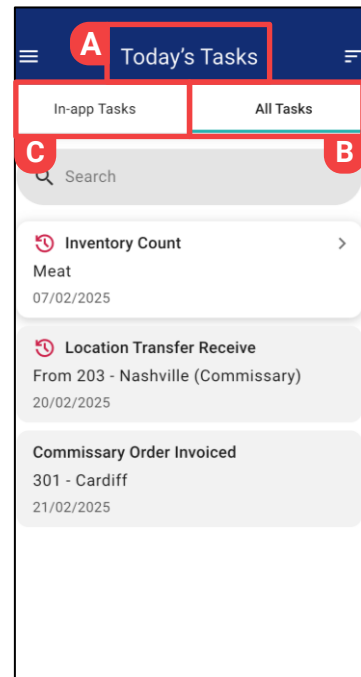
Let's take a look at the Task screens. The screens are different for Single vs. Multi-Location users.

Single-Location Users

- A** The Title Bar displays *Today's Tasks*.
- B** You can view *All Tasks*. This shows all of Today's Tasks for the current location from the Net-Chef Dashboard. OR
- C** You can view just the In-app Tasks – i.e. only those tasks that can be completed using this mobile app.

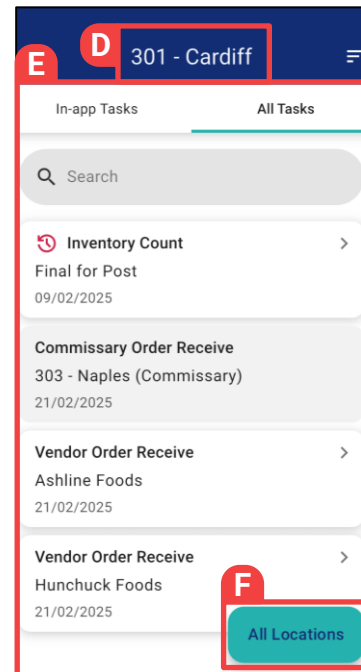
In this example, *Inventory Count* is an In-App Task; *Location Transfer Receive* & *Commissary Order Invoiced* are not.

OR



Multi-Location Users

- D** The Title Bar displays the Login Location.
- E** The screen shows all of the tasks for the current location from the Dashboard.
- F** Select *All Locations* to see a list of all locations linked to your user account. This will open the All Tasks screen. From there, you can see how many tasks each location has and you can select another location to view its tasks.

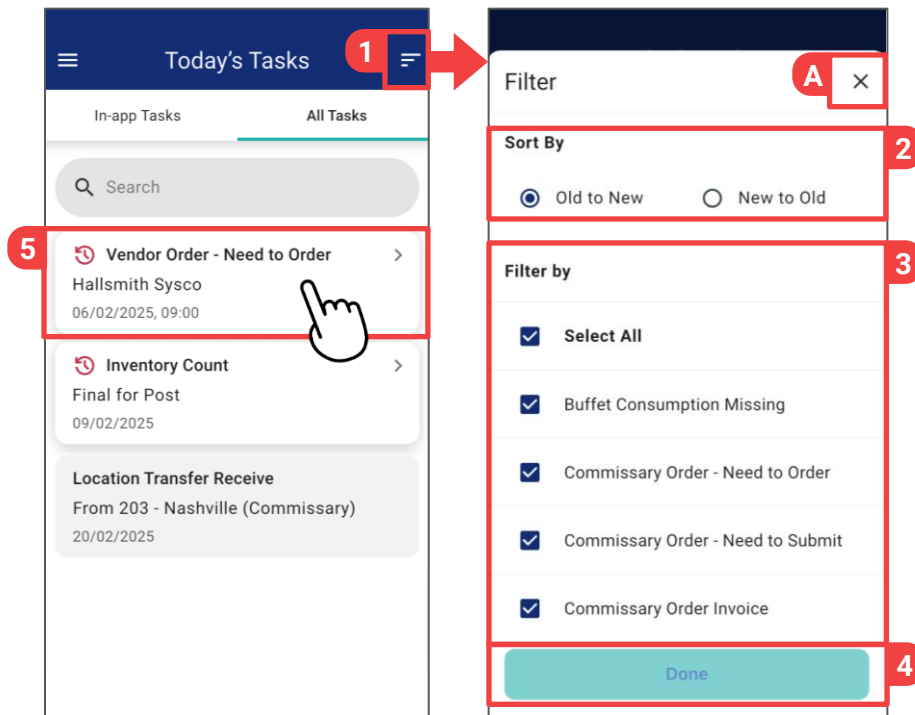


(Continued)

Crunchtime Inventory Mobile App

Getting Started (Continued)

Today's Tasks (continued)



- 1** To choose which tasks appear in the list, select the *Filter* icon.
- 2** Under *Sort by*, choose the desired Sort option – either 'Old to New' (default) or 'New to Old'.
- 3** Under *Filter by*, check the box to enable the desired tasks, or check the *Select All* box. (Scroll down to view the entire task list.)
- 4** When you have enabled all of your chosen tasks, select *Done*.
- A** The **X** icon will close the filters without saving any changes or if none have been made.
- 5** You can select a task panel to view task details and, from there, complete the task.

Crunchtime Inventory Mobile App

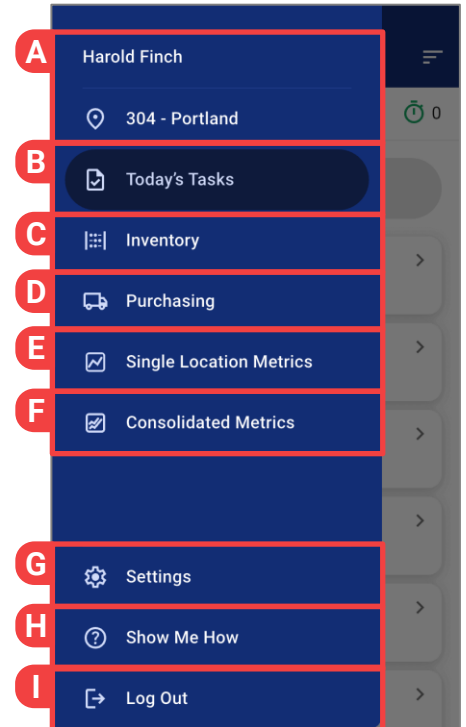
Getting Started (Continued)

Navigation Menu

Now let's take a closer look at the Navigation Menu.

From this menu, you can:

- A** See your *Username & Current Location*.
- B** View *Today's Tasks*.
- C** Access the *Inventory* feature.
- D** Access the *Purchasing* features.
- E** View *Single Location Metrics*.
- F** View *Consolidated Metrics* – see Note below.
- G** Modify several app *Settings*.
- H** *Show Me How* to use the app, via e-learning lessons.
- I** *Log Out* of the app.



Notes: Only users linked to a hierarchy will see the option for Consolidated Metrics.
Cruise users will only have access to the **Inventory** option.

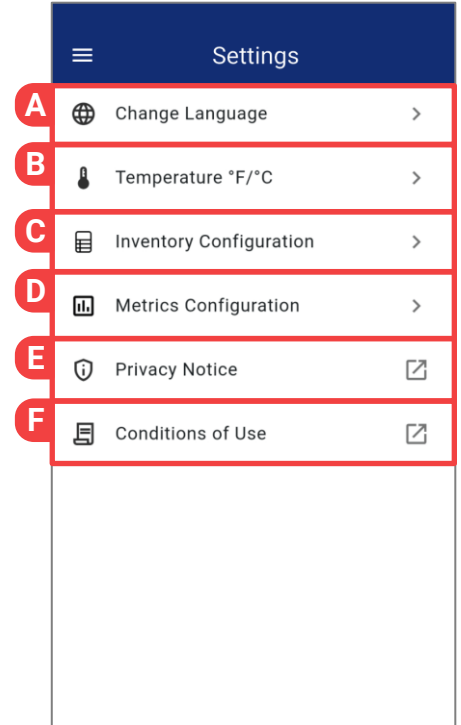
Crunchtime Inventory Mobile App

Getting Started (Continued)

Settings

This screen allows you to view/change the following settings:

- A** *Change Language* – Allows you to choose the desired language.
- B** *Temperature F/C* – Allows you to choose the Fahrenheit or Celsius temperature scale.
- C** *Inventory Configuration* - Allows you to enable/disable the Alt Count Units available within each Storage Location.
- D** *Metrics Configuration* - Allows you to enable/disable currency conversion for Purchasing transactions. When enabled, it allows you to display consolidated metrics converted to the Corporate Base Currency.
- E** Displays the *Privacy Notice*.
- F** Displays the *Conditions of Use*.

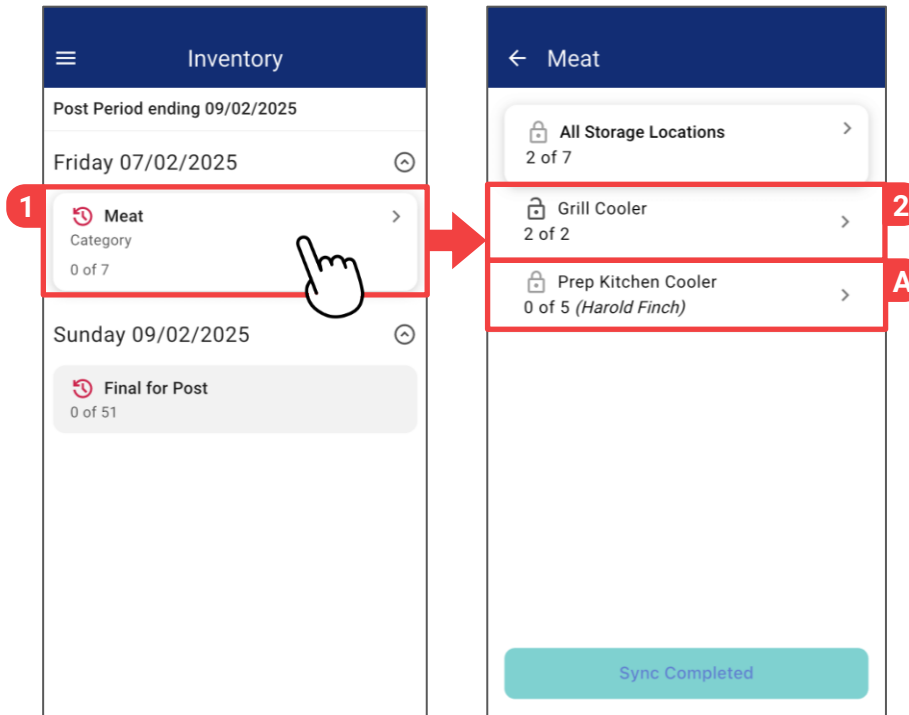


Crunchtime Inventory Mobile App

Inventory

You can cut your inventory-taking time in half by using the *Inventory* feature to enter your inventory counts and sync them to Net-Chef.

Select an Inventory Event and Storage Location



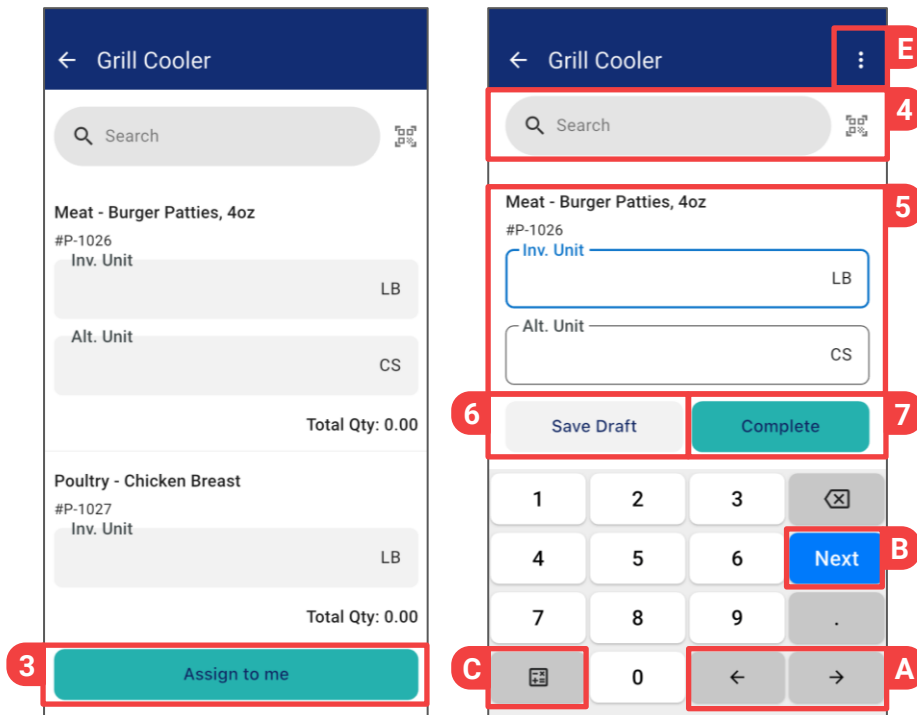
- 1** When you see the list of available scheduled inventory events, select one to get started. Other than the Final for Post, additional scheduled inventory events must be created in Net-Chef in order to appear here.
- 2** Select the Storage Location(s) you'd like to count, or choose *All Storage Locations*.
 - A** Those with a "Locked" icon to the left have already been assigned to someone else, which means you can't choose them. The task panel indicates who it's assigned to.

(Continued)

Crunchtime Inventory Mobile App

Inventory (Continued)

Assign and Count



- 3** Select *Assign to me* to claim the storage location and its products as yours to count. Data entry won't work until the storage is claimed.
- 4** To locate a product, you can use the Search field or you can use the *Scan UPC* icon to scan the product bar code.
- 5** You can begin entering your counts for a product, for example Burger Patties, using the *Inv. Unit* (and *Alt. Unit* fields where applicable).
 - A** You can use the *Right Arrow* & *Left Arrow* buttons to move forward or back respectively between all of the count fields for any product.
 - B** You can use the *Next* button to skip directly to the *Inv. Unit* field for the next product.
 - C** If you've counted a product and then find more of it in the same location, you can open the *Calculator* icon and use the keypad to add to your existing counts.
- 6** If you're not totally done and need to interrupt your counting, choose *Save Draft* to save your work.
- 7** When you're completely done counting all products in the storage location, select *Complete*.



E Tip: It's easy to release a storage location so others can claim it – just select *Discard & Release* from the command menu.

(Continued)

Crunchtime Inventory Mobile App

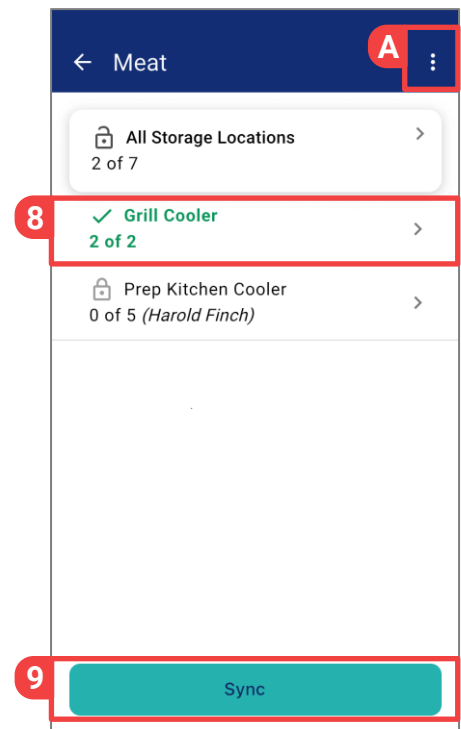
Inventory (Continued)

Complete and Sync

- 8 When a storage location is Complete, a green check mark appears next to it.
- 9 The Sync button becomes active when one or more storage location are marked as Complete. This means you can sync your count data to Net-Chef.

When all storage locations have been synced, you're done counting and can save and review your inventory in Net-Chef!

- A** You can use the Command icon to:
- *Send Counts* – This will attach the counts to an email as a 008 text file, which can be imported into Net-Chef via the CDP.
 - *Share Counts* – This lets you include the counts in a text message in the 008 format.



Warning: We recommend waiting until all Storage Locations have been synced before reviewing and editing Inventory in Net-Chef.



Tip: Take a look at page 5 and 6 of this [Inventory Review Quick Start Guide](#). It outlines our best practices for reviewing inventory variances and making changes in Net-Chef before posting.

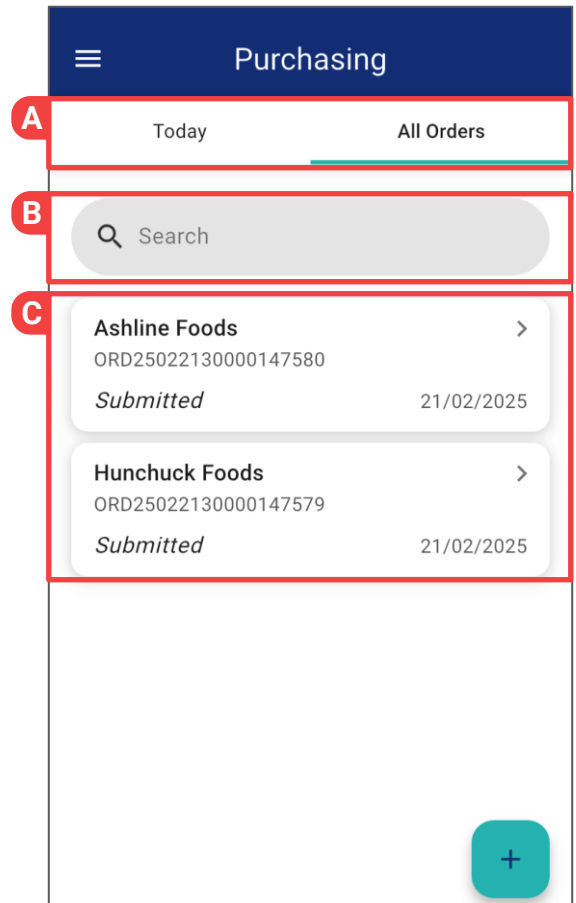
Crunchtime Inventory Mobile App

Purchasing

The *Purchasing* feature allows you to place and receive Vendor Orders right from your phone or tablet. These features work in conjunction with Net-Chef to make purchasing tasks easier, faster, and more accurate!

Today / All Orders

- A** The screen will display all of the orders for the selected location for *Today* and *All Orders* (shown) for a rolling 28-day period, two weeks prior and two weeks ahead, based on the Expected Delivery Date.
- B** When viewing *All Orders*, a *Search* bar appears at the top of the list, where orders can be quickly found by Vendor Name or Order Number.
- C** Each vendor order in the list below has its own Order Card, which shows the following information:
 - Vendor Name
 - Order Number
 - Order Status
 - Expected Delivery Date

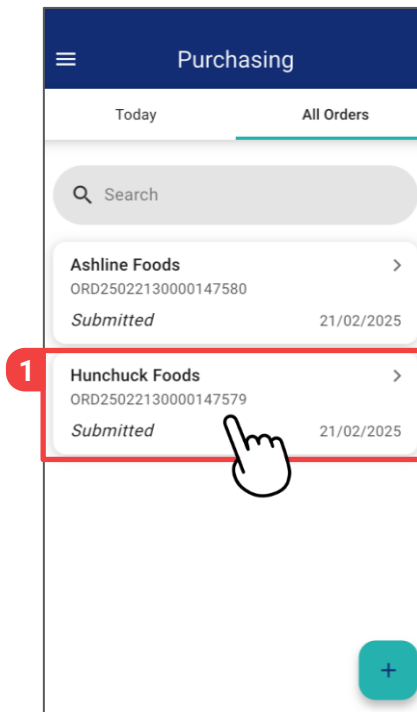


Crunchtime Inventory Mobile App

Purchasing (Continued)

Reconcile Vendor Order

If you received an invoice (electronic or paper) with your order, you are ready to reconcile the order. You will have the ability to update both the physical information associated with each product and the invoice information for each product and the order as a whole.



To proceed:

- 1 Tap the Order Card for the order you want to reconcile.

(Continued)

Crunchtime Inventory Mobile App

Purchasing (Continued)

Reconcile Vendor Order (Continued)

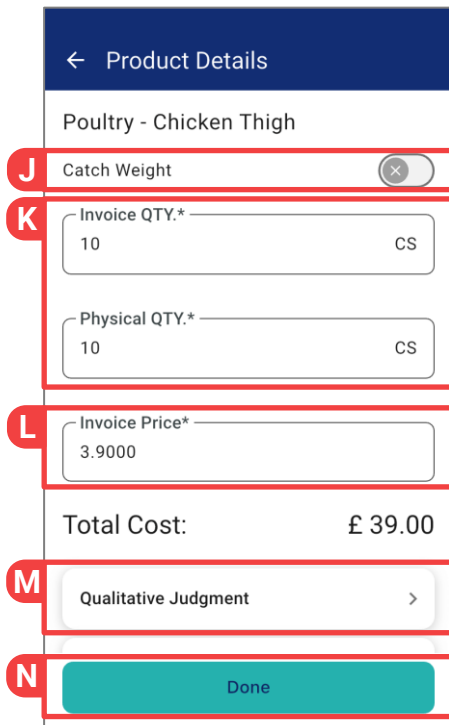
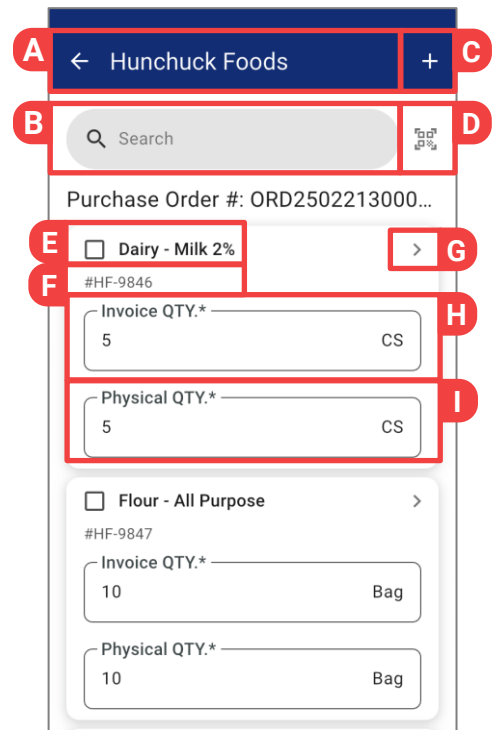
When you view the order details, you can see the following features:

- A** Vendor Name
- B** Search Bar (Product Name or Number)
- C** Command Menu icon (options are listed in Step 5 on the next page)
- D** Scan UPC icon

The *Product Card* for each item on the order contains the following elements:

- E** Product Name & Check Box
- F** Product Number
- G** Product Details icon
- H** Invoice QTY
- I** Physical QTY

2. As you review the delivery, you can check off each product using the Check Box (**E**). If either of the quantities should be changed, they can be updated in the *Invoice QTY* (**H**) and/or *Physical QTY* (**I**) fields shown on each card.



If you select the *Product Details* icon (**G**) at the top right corner of the Product Card, you will have the option to do the following:

- J** Select the toggle to receive by *Catch Weight* (i.e. in Inventory Units instead of Vendor Units)
- K** Edit the *Invoice QTY* or *Physical QTY*
- L** Update the *Invoice Price* of this product.
- M** Add a *Qualitative Judgement*

Scroll down to do the following (not shown):

- Add a *Picture*
- Log the product's *Temperature*
- Add a *Lot Tracking Number* (if enabled for the Location and the Product)

- N** To return to the Order Details screen, select *Done*.

(Continued)



Tip: If a Product Card is framed in red, it means that the Invoice Price is either too high or too low compared to the current Issue Price.

Crunchtime Inventory Mobile App

Purchasing (Continued)

Reconcile Vendor Order (Continued)



Note: If reconciling an order with an e-invoice, you may not be allowed to edit the invoice details.

3 At any time during the Reconcile process, you can press the **+** icon at the top right to:

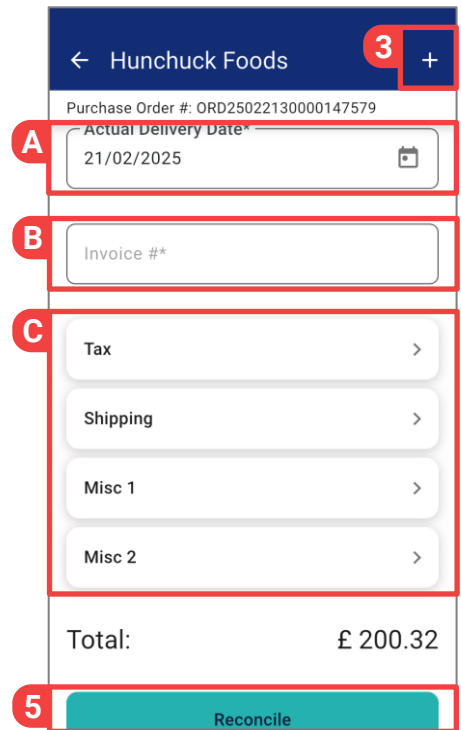
- *Add Product*
- *Add Feedback*
- *Add Attachment*
- *Choose From Library*
- *Take a Photo*

Once all of the products have been accounted for, you can scroll to the bottom of the screen to finalize the order.

4. As needed, you can add or update the following:

- A** *Actual Delivery Date*
- B** *Invoice #*
- C** *Tax, Shipping, and/or Misc.1 & Misc.2 charges*

5 Finally, press *Reconcile* and let Crunchtime do the rest. It's as easy as that!



Crunchtime Inventory Mobile App

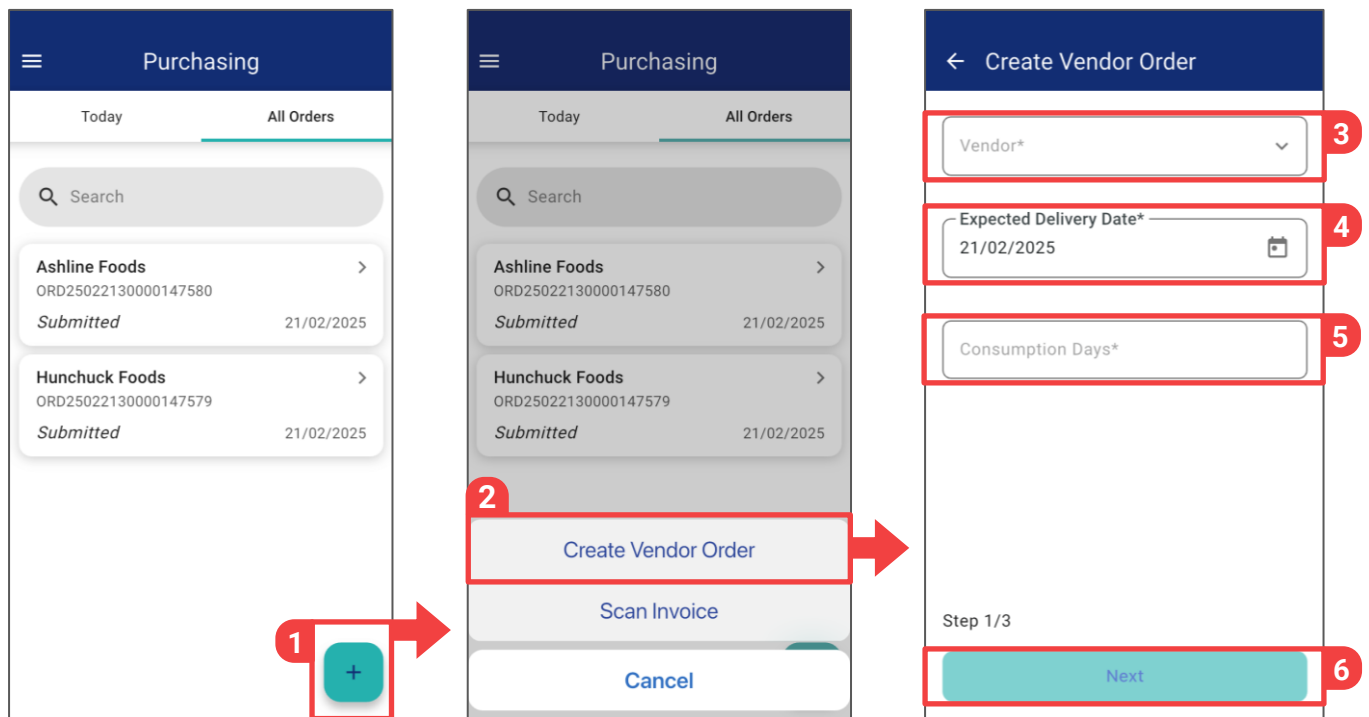
Purchasing (Continued)

Create Vendor Order

Crunchtime Inventory also has the ability to create Vendor Orders.



Note: The ability to create Vendor Orders is not available for Cruise locations.



- 1 To create an order, tap the large **[+]** icon in the bottom right corner of the home page.
- 2 Select *Create Vendor Order*.
- 3 In the *Vendor* field, select the desired vendor.
- 4 If necessary, tap the *Expected Delivery Date* to change it.
- 5 If necessary, tap *Consumption Days* to change this value.
- 6 Once all of the order parameters are set, tap *Next* to proceed.

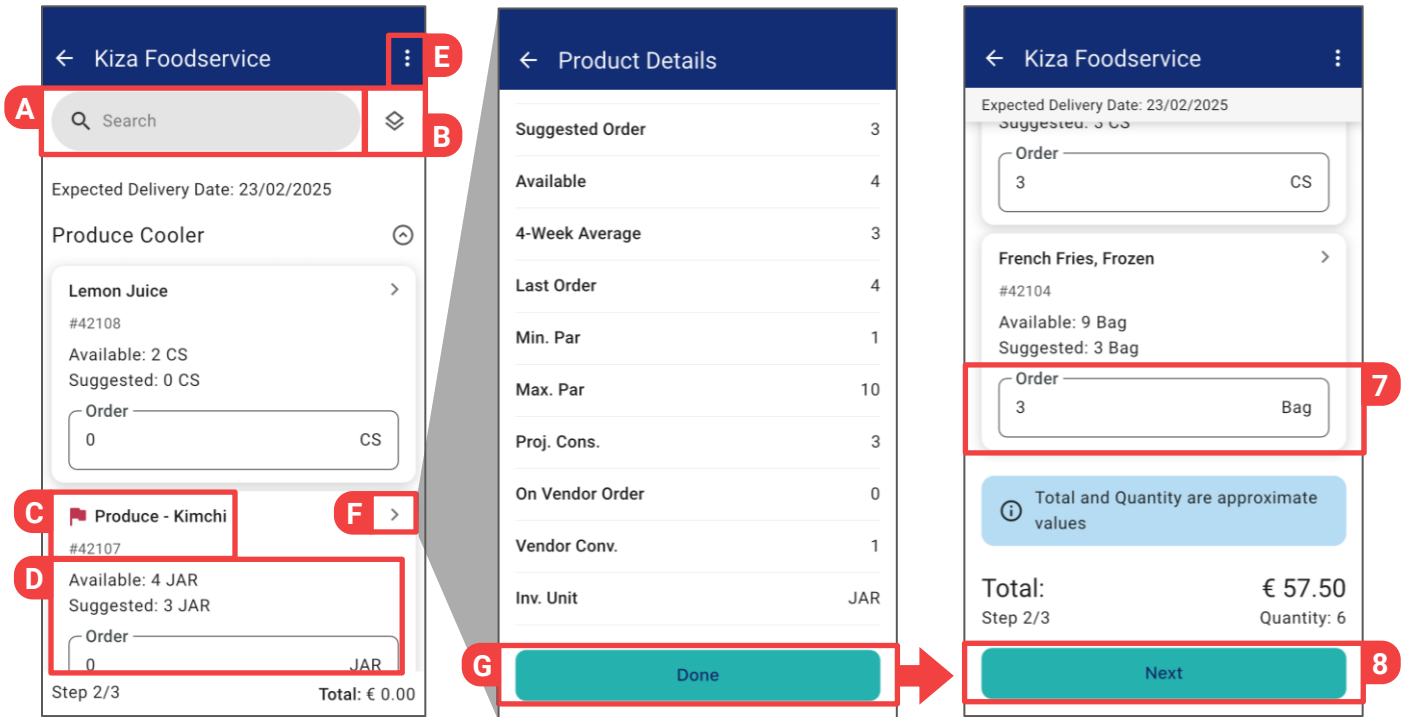
(Continued)

Crunchtime Inventory Mobile App

Purchasing (Continued)

Create Vendor Order (Continued)

Once you reach the input screen, the Vendor and Expected Delivery Date selected on the previous screen will now show in the order header. The Vendor's available products will be shown on cards for order building, organized by Storage Location. The key elements of this screen are:



- A** Search bar – Search by Product Name or Product #.
- B** Order Settings – Sort By: *Storage Location* (default) or *Categories*.
- C** Product Info – Displays the Product Name & Product #; a red flag = Contracted Product, a blue flag = a Split item, and/or a white flag = Alternate Primary product.
- D** Product Quantities – Displays the *Available*, *Suggested*, and *Order* quantities.
- E** Shortcuts – Depending on the size of your order, shortcuts can save lots of time. Options include *Suggested Order* or *Zero Quantities*.
- F** *Product Details* – Each card has a > icon in the top right corner that will show additional information such as the *Suggested Order*, *4-Week Average*, *Last Order*, *Min & Max Par*, *Proj. Cons.*, and the quantity *On Vendor Order* to help you decide whether to order the product and, if so, how much to order.
- G** To close the *Product Details* screen, select *Done*.
- 7** For each product, tap in the *Order* field to enter/edit the quantity, or use the *Suggested Order* shortcut to populate the quantity for all products.
- 8** Once all of the order details are set, tap *Next* to proceed.

(Continued)

Crunchtime Inventory Mobile App

Purchasing (Continued)

Create Vendor Order (Continued)

Now that your order is built, it's time to ensure its accuracy on the *Review* screen.

D Review

A Vendor
Kiza Foodservice

Expected Delivery Date 23/02/2025

Consumption Days 6

VO Mode Phone

Reference #*
300001230225

Produce Cooler

B Produce - Kimchi
#42107
Order: 3 JAR
Price: 6.59
Extended: 19.77

C Total: € 57.50

9 Submit

A At the top, you can see the following Order Details: the *Vendor*, *Expected Delivery Date*, *Consumption Days*, *VO Mode*, and *Reference #*.

B For each product, you can see the *Order quantity* (in the Vendor's Unit), the *Price*, and *Extended (Value)*.

C At the bottom, you can see the *Total Value* and *Quantity* (not shown).

D If necessary, you can select the ← (Back) icon to return to the input screen and make any desired changes.

9 Once everything looks good, tap the *Submit* button and send the order to the Vendor.

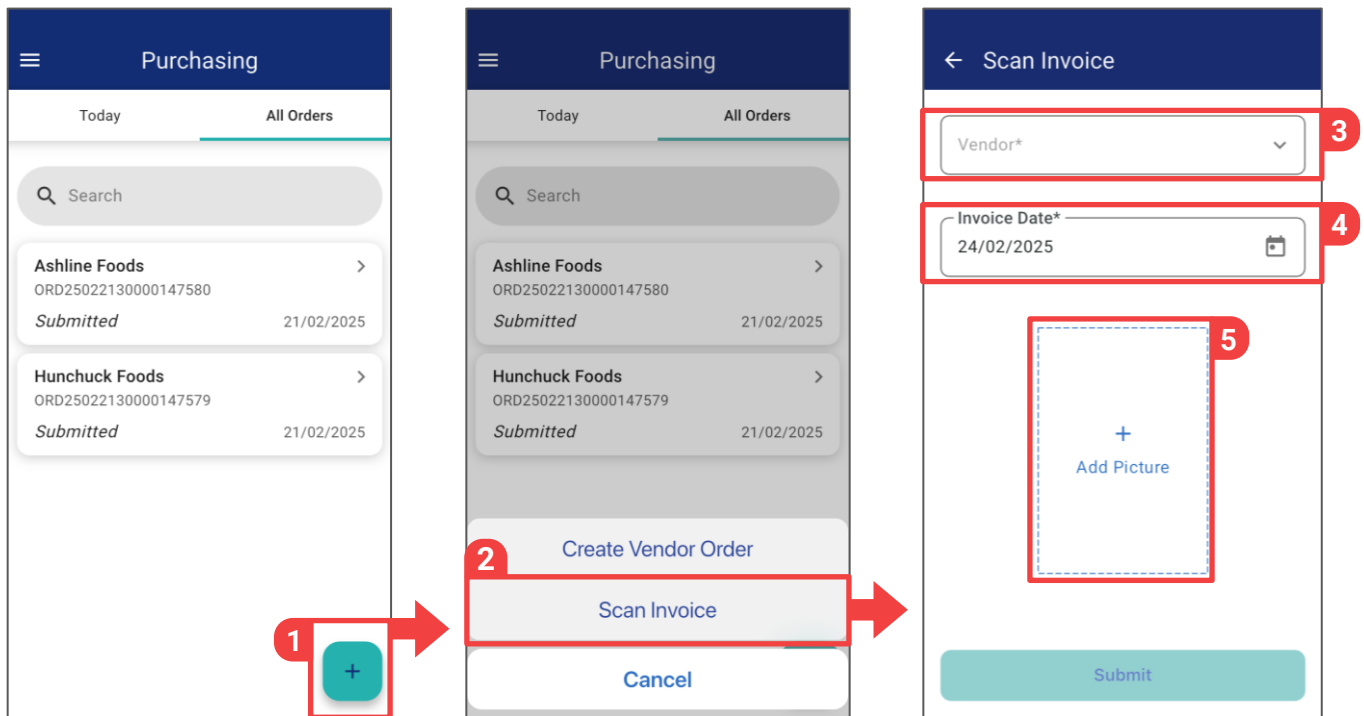
At this point, the app will check the order information against the Vendor's preferences and you will be notified of any information that needs to be changed. Once verified, the order will be sent off and visible in here and in Net-Chef.

Crunchtime Inventory Mobile App

Purchasing (Continued)

Scan Invoice

Crunchtime Inventory's Optical Character Recognition (OCR) capability even lets you scan invoices for use in creating and/or reconciling vendor orders.



- 1 To create an order, tap the large **[+]** icon in the bottom right corner of the home page.
- 2 Select *Scan Invoice*.
- 3 In the *Vendor* field, select the desired vendor.
- 4 If necessary, tap the *Invoice Date* to change it.
- 5 Choose **[+]** *Add Picture*.

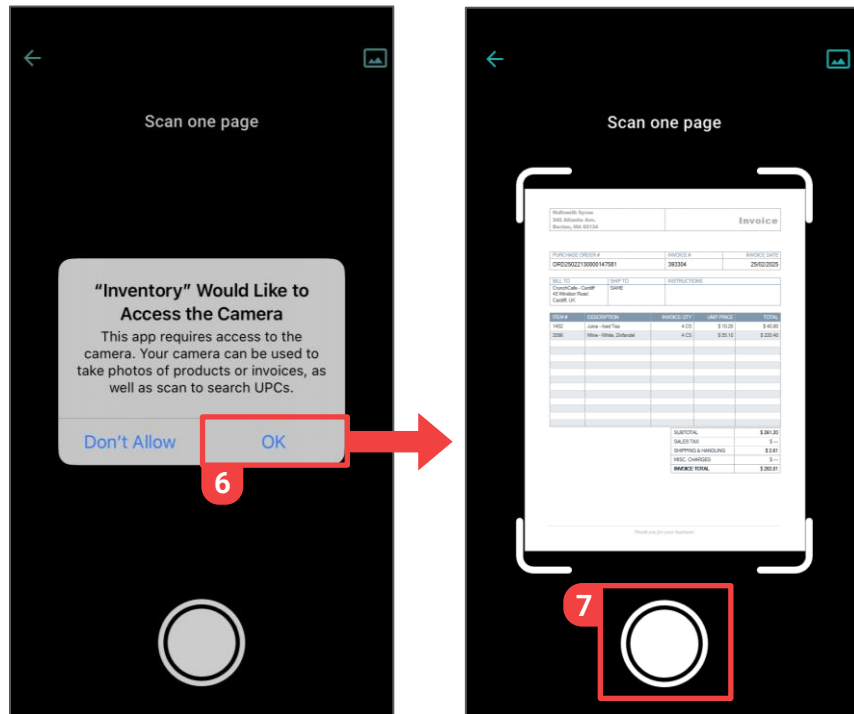
(Continued)

Mobile Inventory

Crunchtime Inventory Mobile App

Purchasing (Continued)

Scan Invoice (Continued)



- 6 At the prompt, select *OK* to allow access to the camera.
- 7 Center the invoice within the frame and tap the photo button.

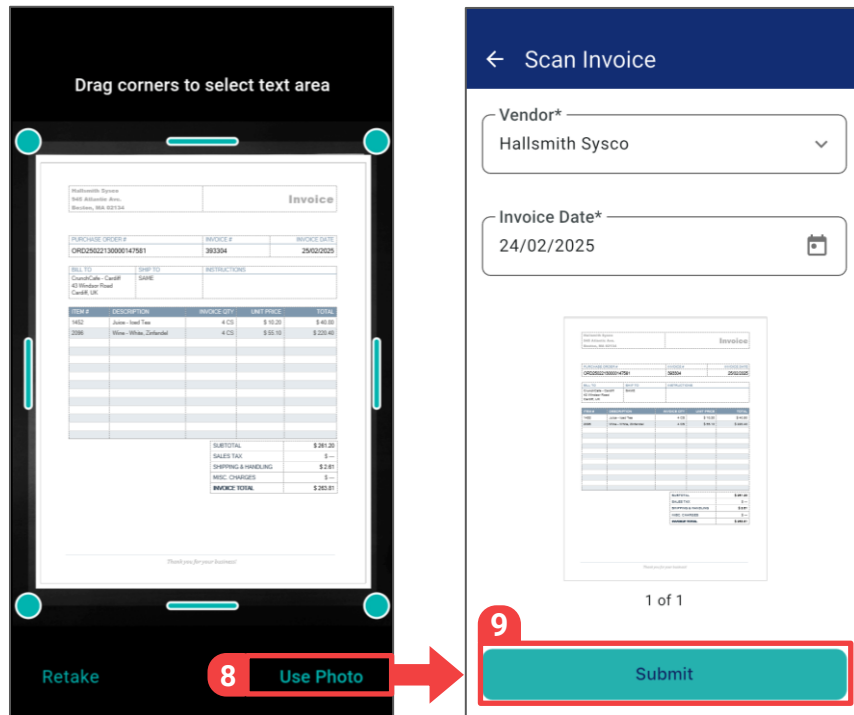
(Continued)

Mobile Inventory

Crunchtime Inventory Mobile App

Purchasing (Continued)

Scan Invoice (Continued)



- 8** If the scan is acceptable, select *Use Photo*. (If not, choose *Retake*).
- 9** Once you verify the order info and the scan, tap *Submit* to proceed.

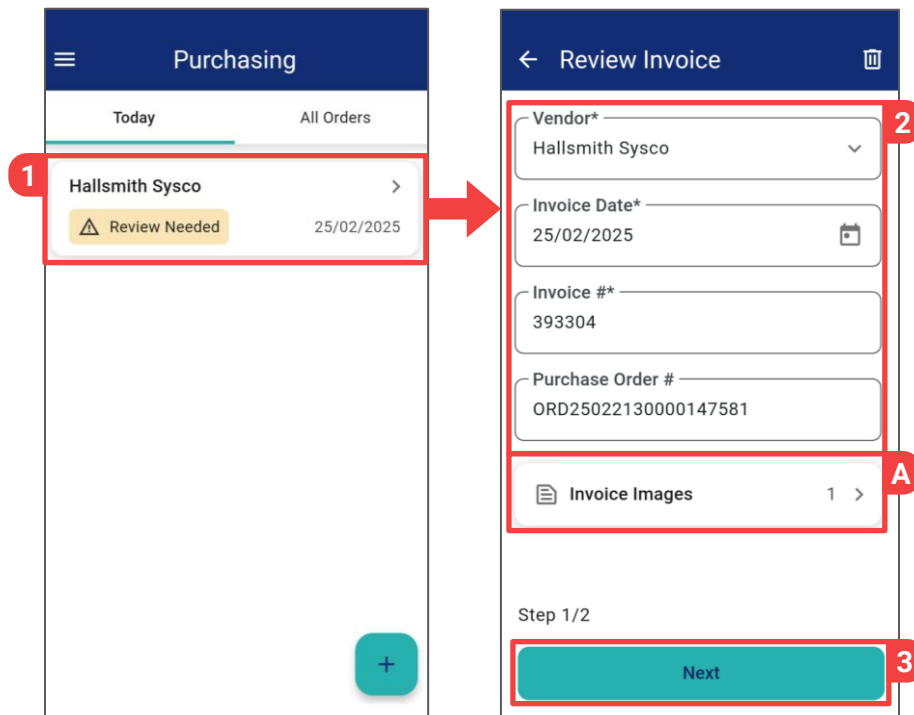
This will create an Order Card in the app that must be reviewed before the process is complete. See the next page for further instructions.

Crunchtime Inventory Mobile App

Purchasing (Continued)

Review Invoice

After an invoice is scanned, it must be reviewed before the data can be used to create a new vendor order or update an existing one.



- 1** To review the invoice, tap the Order Card.
- 2** Review the invoice details.
 - A** The scanned invoice will be attached to the order.
- 3** When ready, select Next.

(Continued)

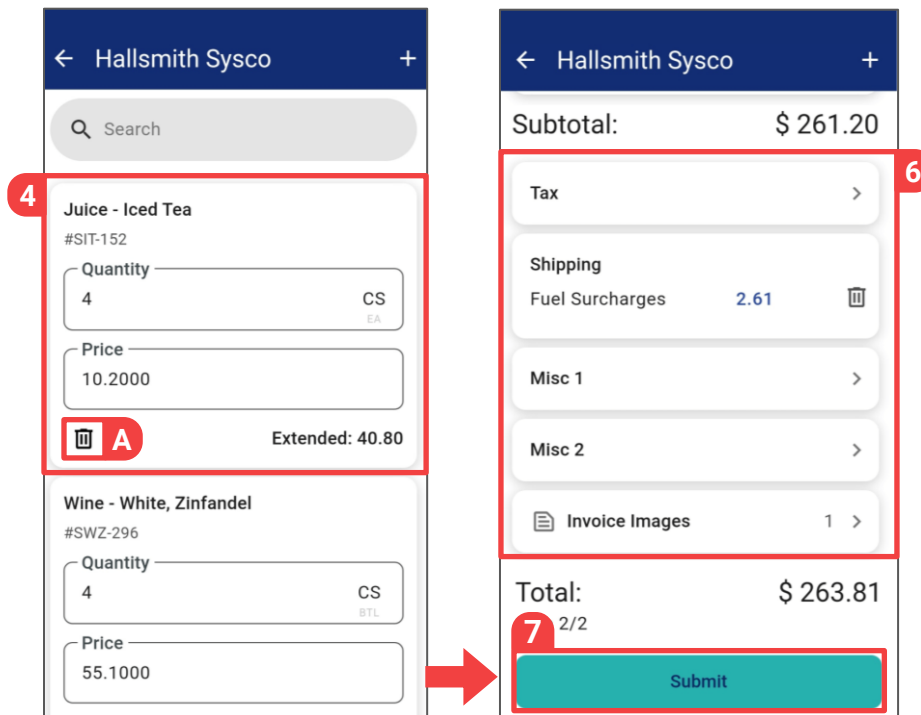
Crunchtime Inventory Mobile App

Purchasing (Continued)

Review Invoice (Continued)



Note: Products will appear on screen in the order listed on the scanned invoice.



- 4** Verify the invoice information for each product.
 - A** If necessary, you can tap the Trash Can icon to remove a product from the order.
- 6** Verify the invoice surcharges for the order. (If needed, you can add or remove charges as well.)
- 7** Once you verify the invoice information, tap *Submit* to complete the review.

Once you review the scanned invoice, it will create an (009) e-invoice file that will be imported via the Inbound Integrations screen in Enterprise Manager. The system will attempt to match the PO# (the Crunchtime Transaction #), to an existing Vendor Order. If a match is found, the invoice will be used to update that order. If no match is found, it will create a new “push” order when the file is uploaded.



Important: Products on an invoice are identified by the Vendor Product Number associated with the product’s primary and alternate Vendor Bids. This process will not create a new bid for a product or allow the Conversion to be edited. If no matching bid is found, the product may be matched in the app. If not, then the e-invoice may not import successfully and may need to be remediated.

Crunchtime Inventory Mobile App

Reporting Metrics - Single-Location & Consolidated

Single-Location and Consolidated Metrics keep you up to date on your performance from anywhere. These metrics allow users to stay in the know while on the go.



Tip: Looking for more information on how reporting metrics are calculated? Check out the NCRG – Today’s Operating Metrics guide for metric definitions and calculations: <https://links.crunchtime.com/NCRG-TodaysOperatingMetrics>

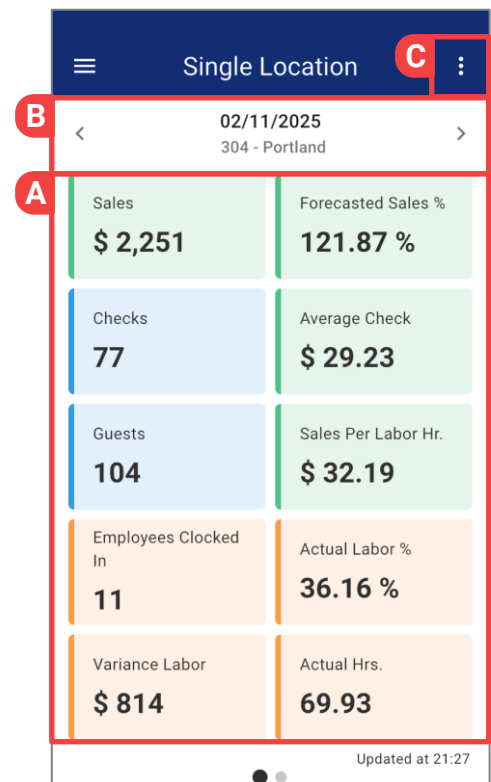
Single-Location Metrics

Simple View

From this screen, you can see your Dashboard metrics for the location you are logged into. It provides “real-time” information; to keep the information current requires that Menu Mix and Time Clock files be pushed to Net-Chef consistently throughout the day.

Let’s examine the key areas of this screen:

- A** This is the main *Dashboard*, where each metric is shown as a tile.
- B** The *Date Picker* (and arrows) on the top of the screen will allow users to view information from previous dates as well. As long as the information exists in the Net-Chef database, it will be accessible here.
- C** This icon at the top right displays the options to choose the *Graph View* or to *Edit Dashboard*.



(Continued)

Mobile Inventory

Crunchtime Inventory Mobile App

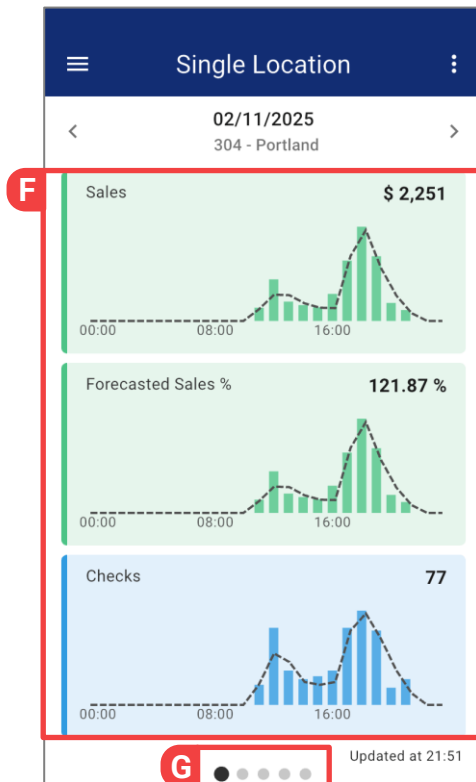
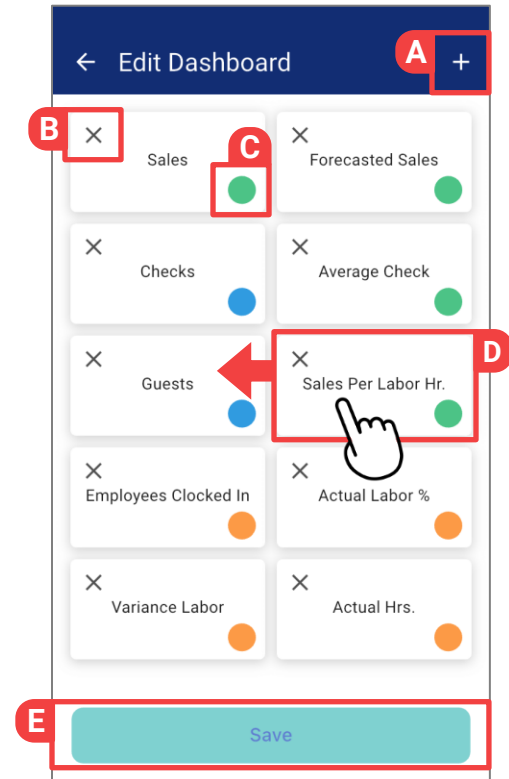
Reporting Metrics (Continued)

Single-Location Metrics (Continued)

Edit Dashboard

Using this screen, you can:

- A** Add new metrics using the **+** icon at the top right of the screen.
- B** Remove metrics using the **X** icon in the bottom left of the tile.
- C** Change the color of the tiles using the icon in the bottom right of the tile.
- D** Re-arrange the tiles by pressing, holding and dragging them to the desired location.
- E** Select Save to confirm your edits.



Graph View

- F** This view will show the data from each tile in graph format.
- G** If more than a single-screen's worth of metrics are added, bubbles will appear at the bottom to indicate which page you are on.
From here, you can swipe to see the rest of your metrics in detailed mode.

(Continued)

Crunchtime Inventory Mobile App

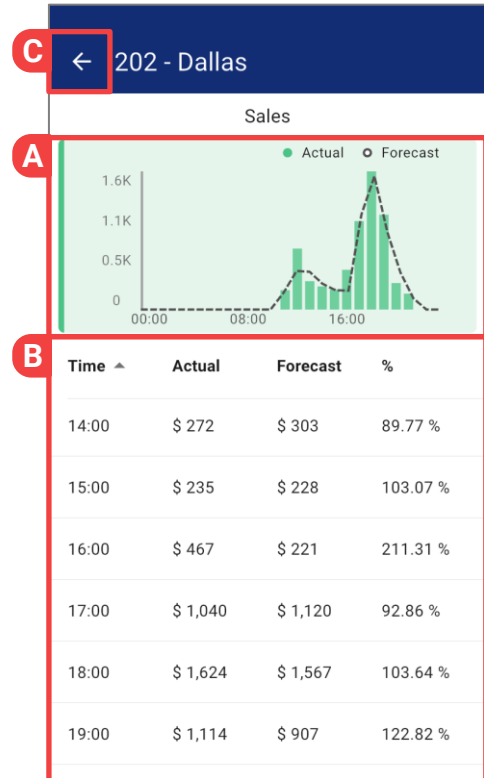
Reporting Metrics (Continued)

Single-Location Metrics (Continued)

Metric Details

Tapping on a Metric will bring you to a detailed view. This can be done from either the *Simple View* or the *Graph View*.

- A** This section shows the data as a chart.
- B** This section shows an hourly view.
- C** Tap here to return to the *Simple View* or *Graph View*.



Crunchtime Inventory Mobile App

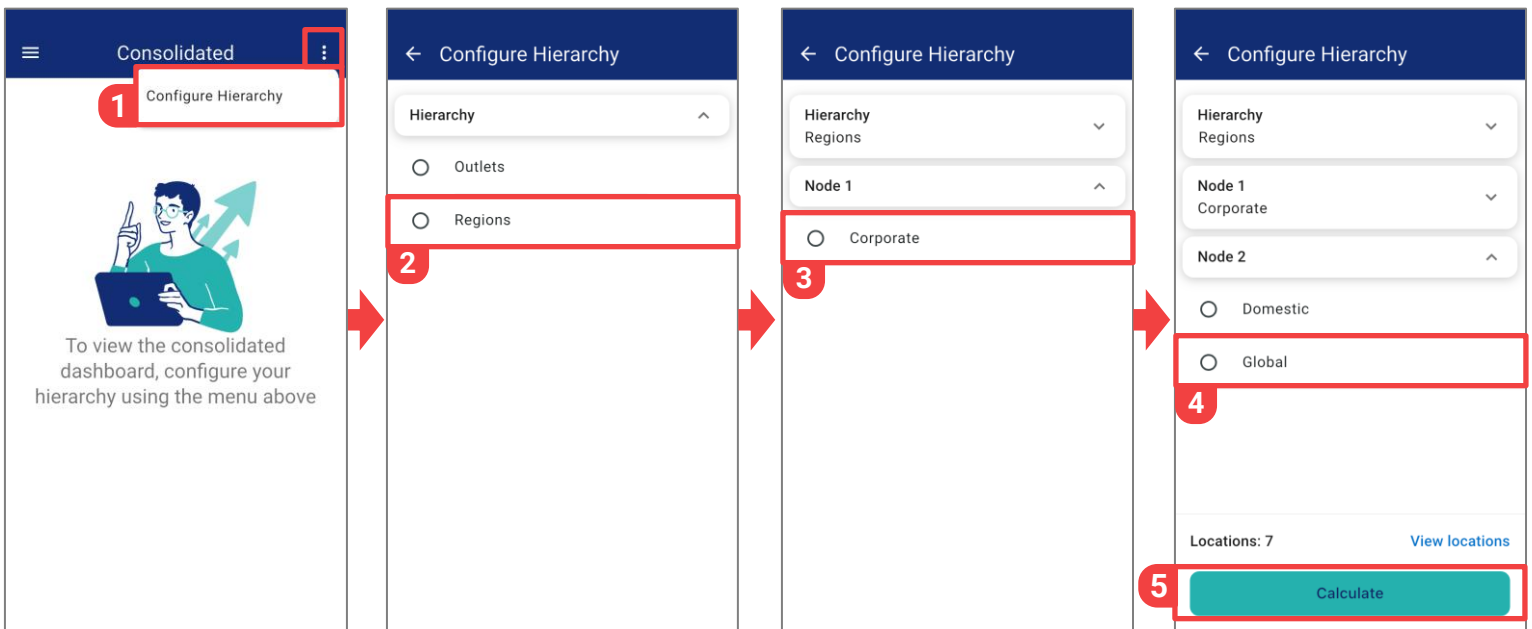
Reporting Metrics (Continued)

Consolidated Metrics

The *Consolidated* view will show the same Metrics configured for the Single location view, but with even more data.



Reminder: Only users linked to one or more hierarchies will have access to the Consolidated Metrics.



If you have not previously viewed Consolidated Metrics, you need to configure which hierarchy/level to use, as follows:

- 1 From the command menu, select the *Configure Hierarchy*.
- 2 Select the desired *Hierarchy*.
- 3 Under Node 1, select *Corporate*.
- 4 Under subsequent nodes, select the hierarchy level(s) – i.e. group of Locations – for which you would like to see consolidated metrics.
- 5 Once you have made your final selection, press *Calculate*.

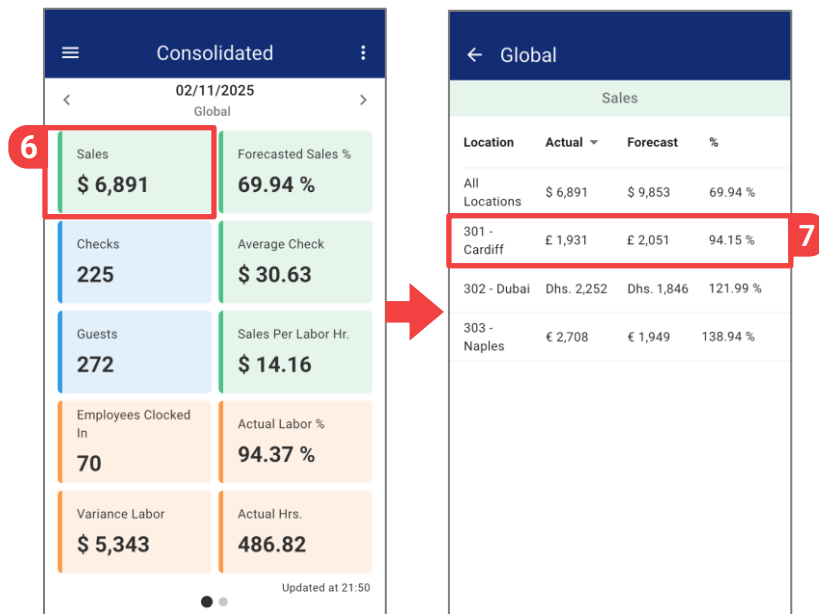
(Continued)

Crunchtime Inventory Mobile App

Reporting Metrics (Continued)

Consolidated Metrics (Continued)

The *Consolidated* Dashboard will be displayed, showing totals for all locations in the selected Hierarchy.



- 6** Tap one of the metrics to see a breakdown of each Location's Actual and Forecasted values, along with a percentage (%), to see which locations are ahead and which are behind.
- 7** Tap a location to display their hourly breakdown in Detail Mode (see page 26 for more info).