



Get Started on Counter

Summary

Here's a summary of the steps you'll go through to count your inventory using counter (just to give you an idea of what you're in for):

- Download the app
- Login
- Choose your store's Location
- Choose an inventory event to work on
- Claim a storage area to count
- Enter counts for each product
- Choose Save to save your work if you're not completely done and need to interrupt your counts
- Choose Complete to let Counter know you're completely done counting your storage area
- Choose SYNC to sync your counts with Net-Chef (Storage locations can be synced one at a time, or all at once)

First things first...



Download the App: To get started, download the CrunchTime! Counter from the iTunes Store or Google Play.

- iTunes:
<https://itunes.apple.com/us/app/crunchtime!-mobile-inventory/id970181080?mt=8>
- Google Play:
<https://play.google.com/store/apps/details?id=com.crunchtime.InventoryMobile.Android>

IMPORTANT:

During the inventory process, you can save and sync as many times as you need to from your device. However, once you go onto the computer and into Netchef to review your numbers and you hit the SAVE button on the computer, you will be LOCKED OUT of counting on the app. You should not hit SAVE on the computer until you have finished counting all areas on the app.

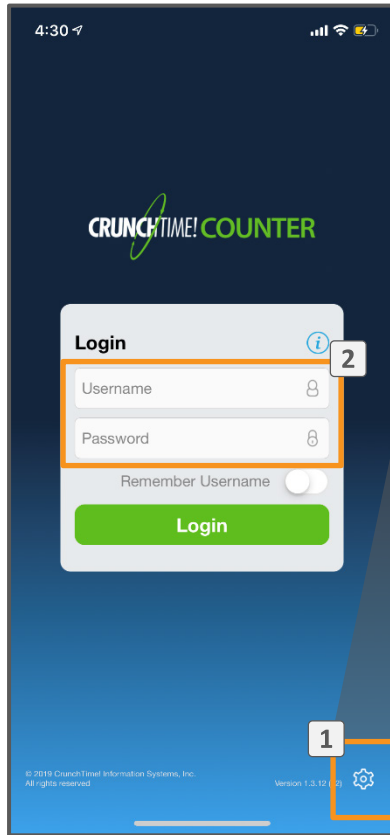
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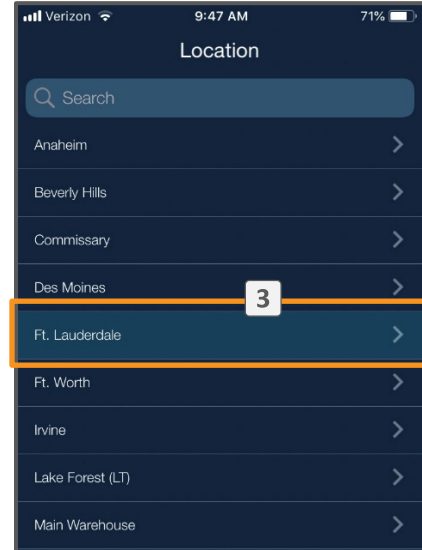
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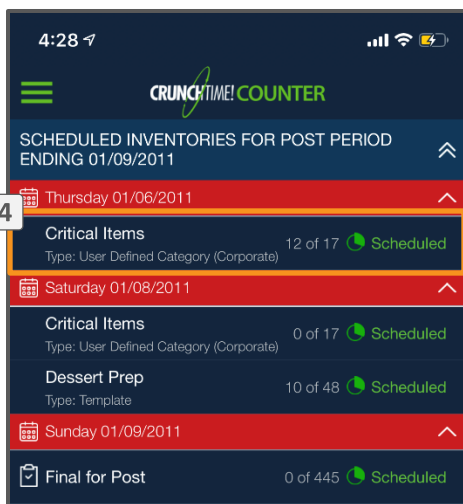
Login to Counter



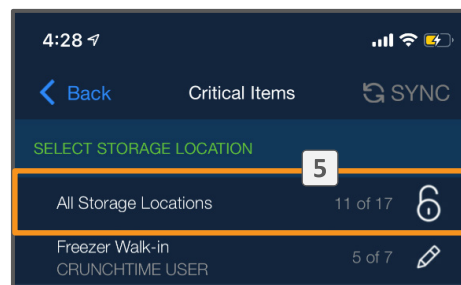
- 1 First time logging in? Enter your Net-Chef URL and Save
- 2 Login using your Net-Chef User Name and Password
- 3 Select your Location, if necessary



Select your Inventory Event and Storage Location



- 4 When you see the list of available scheduled inventory events, click on one to get started. Additional Inventory Events must be created in Net-Chef in order to appear on the Counter App.
- 5 Click on the Storage Location(s) you'd like to count. Storage Locations with a pencil next to it have already been claimed by someone else, so you can't choose them.



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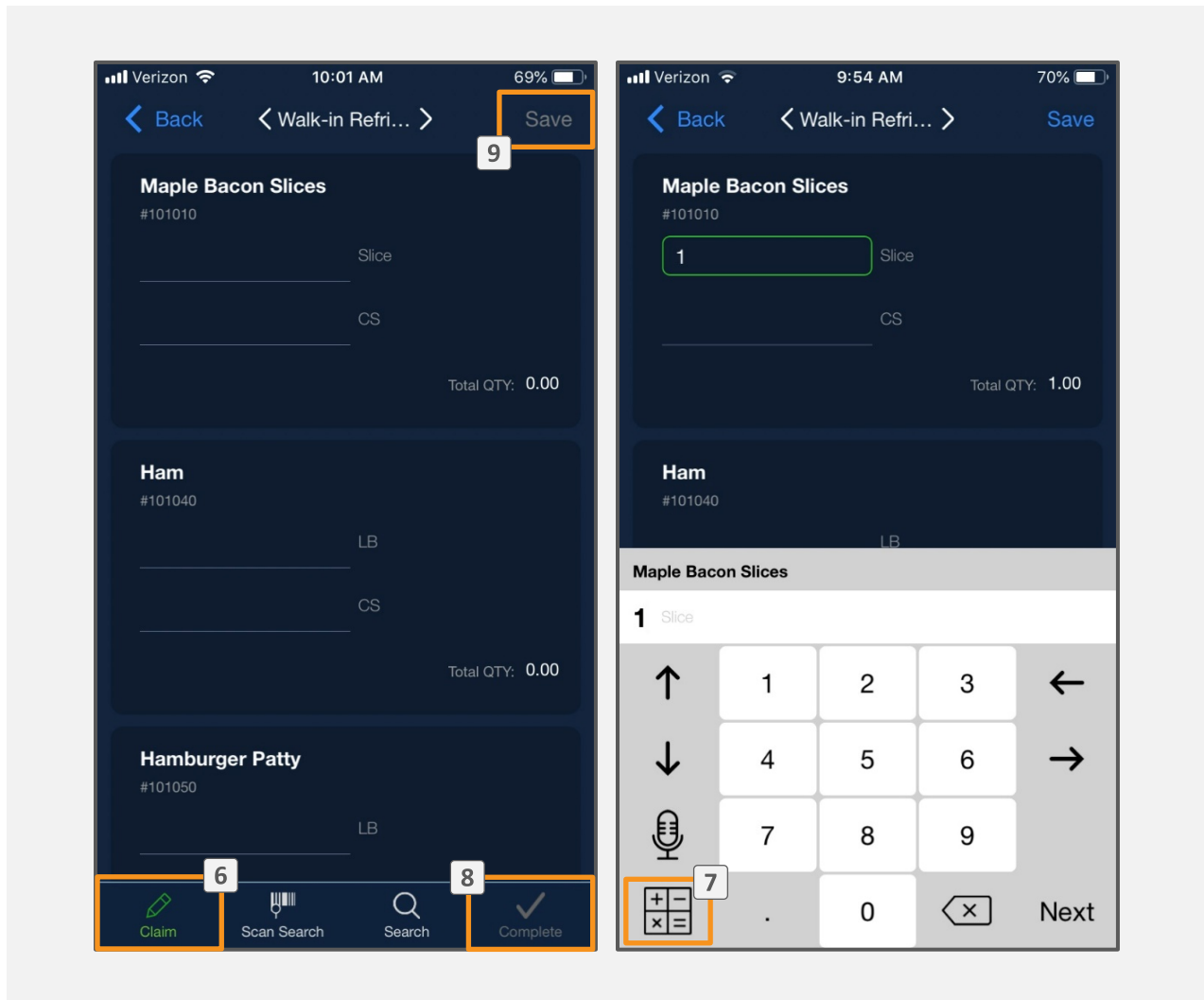


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Claim and Count

- 6 Click on *Claim* to claim the storage location as yours to count, and you can begin entering product counts. Data entry won't work until the storage is claimed.
- 7 If you've counted a product, for example bacon, and then find more of it in the same location, you can click the *calculator* icon and use the keypad to add to your existing counts
- 8 When you're completely done counting the products in the storage area, click *Complete*
- 9 If you're not totally done and need to interrupt your counting, you can click *Save* to save your work.



Tip: It's easy to release a storage location so others can claim it – just click *Release...* which will be right where *Claim* used to be!

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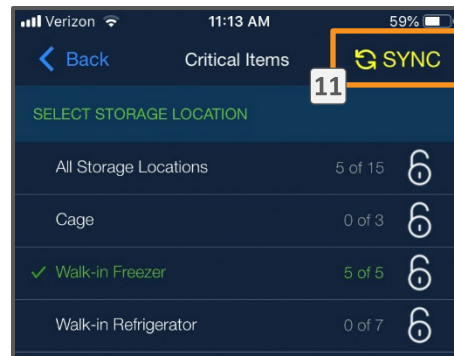
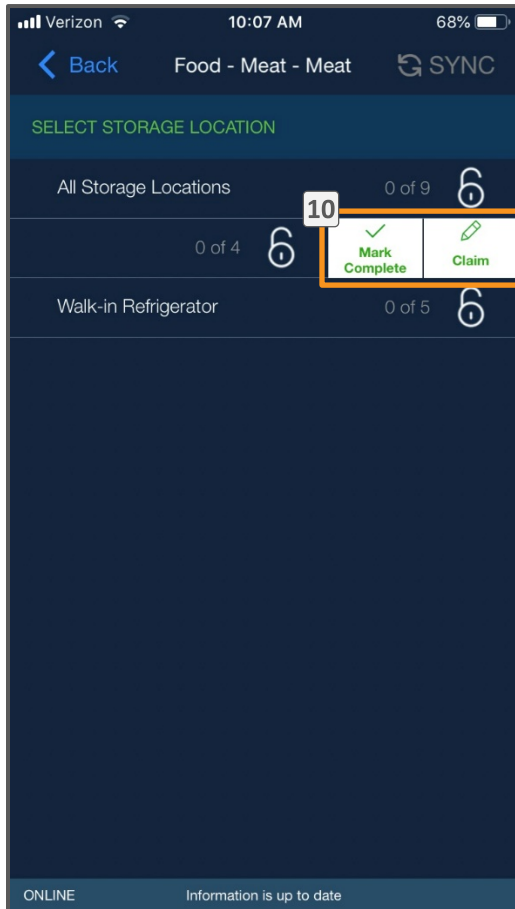


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Complete and Sync

- 10 Storage locations can be Claimed, Released, marked as Complete, or marked as Incomplete from the Storage Location screen by swiping left on the storage location.



- 11 When a storage location is Complete as seen by the green check mark next to the Storage Location, the SYNC button becomes active. That means you can sync your count data to Net-Chef.



Warning: It is recommended to wait until all Storage Locations have been synced before you begin reviewing and editing Inventory in Net-Chef.

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



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

