![HME Hospitality & Specialty Communications logo]

Customizing Your ZOOM Nitro® Leaderboard with HME CLOUD®

Your **ZOOM Nitro Leaderboard** compares and ranks your store's speed of service and enables your crew to monitor the store's ranking and take action to improve your overall standing.

This real-time, multi-store comparison fuels friendly competition among stores that improves speed of service, employee productivity, and your bottom line.

With **HME CLOUD®**, you can set goals and control settings remotely from your laptop, tablet, or smartphone, giving you customization control of your Leaderboard anytime, anywhere.

TABLE OF CONTENTS

■ Items in **Red** are **New Features** on **HME CLOUD®**

■ Items in **Blue** are **New User Interface** features on **HME CLOUD®**

	South County	Current Hour			Current Day		
		% OF GOAL	AVG TIME	CAR COUNT	% OF GOAL	AVG TIME	CAR COUNT
1	Temecula	92	1:50 / 3:00	17	80	2:09 / 3:00	133
2	South County	87	2:16 / 3:00	29	73	2:19 / 3:00	129
3	North County	79	2:27 / 3:00	14	73	2:21 / 3:00	117
4	Arlington	76	2:23 / 3:00	5	69	2:29 / 3:00	125
5	Downtown	65	2:47 / 3:00	37	67	2:49 / 3:00	124
6	Clinton Hwy	63	3:12 / 3:00	29	70	3:14 / 3:00	130
18	Irvine	25	4:19 / 3:00	50	30	4:38 / 3:00	109
19	Las Vegas	19	4:08 / 3:00	42	37	4:39 / 3:00	109
20	Newport	15	3:39 / 3:00	25	42	4:08 / 3:00	83

1. LEADERBOARDS PAGE

The user interface on **HME CLOUD** has been redesigned to give you a more intuitive and user friendly experience.
Your current Leaderboard settings will seamlesssly adopt the new interface along with the new features.

NAME
View the name of each Leaderboard in your account and any Leaderboards your store is participating in with other accounts.

Note: Default Leaderboard will always be available and can't be removed.

TEMPLATE
Allows you to view which Template is applied to each Leaderboard.

 # OF STORES
Number of stores in each Leaderboard.

ROLE
Your Role in each Leaderboard, for example Owner, or Participant.

DESCRIPTION
An optional field that describes your Leaderboard, such as South West Region.

Create New Leaderboard
Replaces the current +Add Leaderboard button.

HME CLOUD

WELCOME   DASHBOARD   REPORTS   **LEADERBOARDS**   SETTINGS   SMACK TALK   Logged in as Eric Thompson

LEADERBOARDS   TEMPLATES   CONTESTS   AWARDS   SMACK TALK

Leaderboards

Create New Leaderboard

NAME	TEMPLATE	# OF STORES	ROLE	DESCRIPTION	ACTIONS
HMEats	Default Template	5	OWNER	This is a description of the default leaderboard that I can change if I want to.	Preview | Edit
Leaderboard 1	Using Template ABC	5	OWNER	This is a description of a leaderboard where I am the owner.	Preview | Remove | Edit
Participant Leaderboard		13	PARTICIPANT	This is a description of a leaderboard where I am a participant.	Preview | Edit

ACTIONS

Preview | Edit

Preview | Remove | Edit

Leave

HISTORY

History ✕

CREATED
11/10/21 1:32 PM

CREATED BY
Eric Thompson

UPDATED
12/19/21 11:01 AM

UPDATED BY
Jordin Shannon

HISTORY
• Click on the clock icon to view the Leaderboard history.

• Displays when the Leaderboard was created, who created it, when it was last updated, and who updated it.

ACTIONS

Preview
Open an above-store view of the Leaderboard.

Edit
Navigate to the **Edit Leaderboard** page to modify your Leaderboard configuration.

Remove
Delete the selected Leaderboard.
All stores associated with the Leaderboard will be added back to the Default Leaderboard.

Leave
Stop competing in the selected Leaderboard.

Note: Only users with **Edit Leaderboard** permissions can **Edit**, **Remove,** or **Leave** a Leaderboard. The Default Leaderboard cannot be removed.

2. CREATE NEW LEADERBOARD PAGE

The **Create New Leaderboard** page replaces the current **+Add New Leaderboard** page.

• Enter the Leaderboard name in the **LEADERBOARD NAME** field to enable the next step.

• Enter an optional description of the Leaderboard in the **LEADERBOARD DESCRIPTION** field.

• Select a Leaderboard template from the **LEADERBOARD TEMPLATE** dropdown.

• If there are no **Custom Templates** added, select the **Default Template** to enable the next step.

   Note: The **Default Template** contains your current settings.

• **Preview Template** View the summary and the settings of the Template selected.

• Find and select the stores you want to participate in this Leaderboard, in the **SEARCH STORES** field.

• From the **AVAILABLE STORES** box, select the stores you want to participate in the Leaderboard by clicking on the checkbox.

• Click on the **Right Facing Arrow** button to move the selected stores to the **PARTICIPATING STORES** box.

• Keep your selected stores or move them back by clicking the **Left Facing Arrow** button.

• Click on the **Save** button to create the **New Leaderboard** and go back to the Leaderboards page.

HME CLOUD®

WELCOME   DASHBOARD   REPORTS   **LEADERBOARDS**   SETTINGS   SMACK TALK   Logged in as Eric Thompson

LEADERBOARDS   TEMPLATES   CONTESTS   AWARDS   SMACK TALK

< Cancel and go back to all leaderboards

Create New Leaderboard

1. Give the leaderboard a name and an optional description.

2. Select a leaderboard template.

3. Find and select the stores you want to participate in this leaderboard.

LEADERBOARD NAME

My New Leaderboard

LEADERBOARD TEMPLATE

Default Template

👁 Preview Template

LEADERBOARD DESCRIPTION

This is a brief description of my new leaderboard.

SEARCH STORES

🔍 Type Serial#, Store#, Store Name

AVAILABLE STORES

☐ HMEats (Default)
☐ My Leaderboard
∨ ☐ **New Leaderboard**
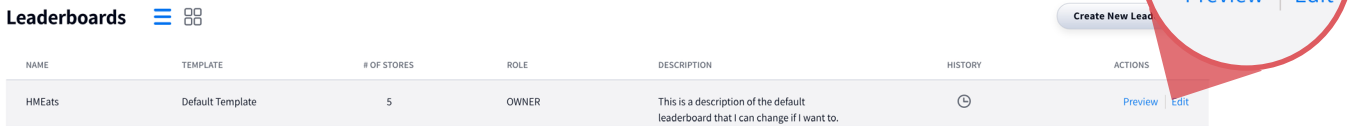   ☐ 123-Mira Mesa

PARTICIPATING STORES

☑ 12345-DQ

⟩ ⟨

Cancel   Save

3. EDIT LEADERBOARD PAGE

Modify your Leaderboard configuration by clicking on the **Edit** button from the **Actions** column on the Leaderboards page. This will take you to the **Edit Leaderboards** page.

Note: Only users with **Edit Leaderboard** permissions can **Edit**, **Remove** or **Leave** a Leaderboard. The Default Leaderboard cannot be removed.
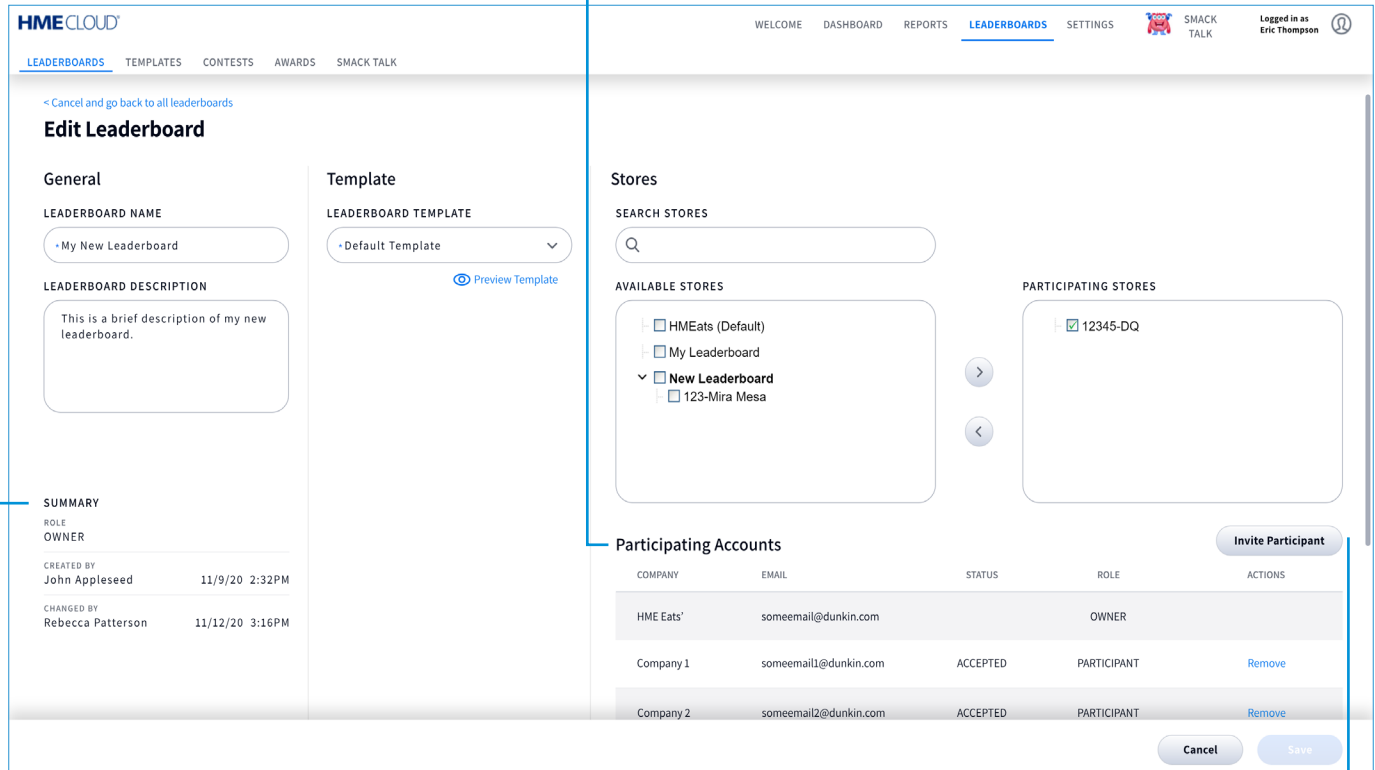
ACTIONS

Preview | Edit

Leaderboards ☰ ▦

Create New Lead

NAME	TEMPLATE	# OF STORES	ROLE	DESCRIPTION	HISTORY	ACTIONS
HMEats	Default Template	5	OWNER	This is a description of the default leaderboard that I can change if I want to.	🕐	Preview | Edit

The same three sections from the **Create New Leaderboard Page** are enabled for you to edit its settings.

SUMMARY
View a Summary of who created the Leaderboard, and their Role, when it was created, who last updated it, and when.

Participating Accounts
The Information for each account participating in your Leaderboard including **COMPANY**, **EMAIL**, **STATUS**, **ROLE**, and **ACTIONS**.

HME CLOUD

WELCOME   DASHBOARD   REPORTS   **LEADERBOARDS**   SETTINGS   SMACK TALK   Logged in as Eric Thompson

LEADERBOARDS   TEMPLATES   CONTESTS   AWARDS   SMACK TALK

< Cancel and go back to all leaderboards

Edit Leaderboard

General

LEADERBOARD NAME
· My New Leaderboard

LEADERBOARD DESCRIPTION
This is a brief description of my new leaderboard.

Template

LEADERBOARD TEMPLATE
· Default Template

👁 Preview Template

Stores

SEARCH STORES
🔍

AVAILABLE STORES
- ☐ HMEats (Default)
- ☐ My Leaderboard
- ☑ ☐ New Leaderboard
  - ☐ 123-Mira Mesa

PARTICIPATING STORES
- ☑ 12345-DQ

⟩ ⟨

SUMMARY
ROLE
OWNER

CREATED BY
John Appleseed   11/9/20 2:32PM

CHANGED BY
Rebecca Patterson   11/12/20 3:16PM

Participating Accounts   Invite Participant

COMPANY	EMAIL	STATUS	ROLE	ACTIONS
HME Eats'	someemail@dunkin.com		OWNER	
Company 1	someemail1@dunkin.com	ACCEPTED	PARTICIPANT	Remove
Company 2	someemail2@dunkin.com	ACCEPTED	PARTICIPANT	Remove

Cancel   Save

Invite Participant

• Click on **Invite Participant** to invite another account to participate in your Leaderboard.

• The **INVITE A PARTICIPANT** pop up box will appear.

• Enter the email address of the account you want to invite in the **EMAIL ADDRESS** field.
   - Must not have already been invited
   - Must be a valid HME CLOUD user
   - Must have a Leaderboard subscription
   - Must not be in the same account

• Click on **SEND INVITATION**.

4. NEW TEMPLATES PAGE

HME CLOUD New Custom Leaderboard Templates allow you to further personalize the in-store Leaderboards to fit your needs. This feature provides flexibility in measuring the performance of all stores in your organization.

Setting up a Custom Leaderboard Template for specific stores with different metrics across your organization helps stores improve performance by competing on criteria that is realistically achievable.

Note: To have access to setting up and maintaining your Custom Leaderboard Templates, you need a Nitro Leaderboard or Nitro Gamification subscription.

Templates
View a list of Templates created on your account.

Note: Default Template will always be available and can't be removed.

CONFIGURATION
Displays the timeframe or section you selected to show on the Leaderboard such as Current Hour, Current Daypart.

Create New Template
Navigate to the **Create New Template** page.

LEADERBOARDS
Number of Leaderboards using a template.

TIME FORMAT
Displays your Leaderboards' time configuration.

METRICS
Displays the detector ranges your Leaderboard is configured to rank upon (Lane Total or Lane Total 2).

METRICS
Displays the detector ranges your Leaderboard is configured to rank upon (Lane Total or Lane Total 2).

HISTORY
• Click on the clock icon to view the Template history.

• Displays when the Template was created, who created it, when it was last updated, and who updated it.

ACTIONS

Preview
The display mimics the **Edit Template** page in read-only mode.

Edit
Navigate to the **Edit Template** page to modify the settings on your Template.

Remove
Delete the selected Template.
All Leaderboards using the Template will now be assigned the Default Template.

Note: Only users with **Edit Leaderboard** permissions can **Edit** or **Remove** a Template.

5. CREATE NEW TEMPLATE PAGE

Similar to the **Create New Leaderboard** page, the **Create New Template** page allows you to create customized Templates. You must complete each step to enable the next step.

- **Create New Template**
  Enter the name of the template in the **TEMPLATE NAME** field.

- Under **STORE DISPLAY**, select how you would like to display your store on the Leaderboard, by **Store Number** or by **Store Name**.

  Note: By default **Store Number** is selected.

- Add up to two Leaderboard sections by clicking on **+Add Section** under **LEADERBOARD SECTIONS**

- From the dropdown, select your desired timeframe, such as **Current Daypart** or **Previous Hour**.

- After adding a section, the **CARS**, **AVG,** and **GOAL %** columns will display.

- Click on the cogwheel icon on any column to reveal a dropdown menu.

- To remove the column click on **Remove Column**.

- Select **Set Default Sort** to establish how all your Leaderboards are ranked.

- To add a column click **+Add Section** and select the column metric from the dropdown.

  Note: To save the **Template** at least one column must be selected and the **Default Sort** column selected.

- You may configure the Leaderboard settings.

- Under **GOAL DISPLAY** You have the option to click on **Hide Goal** to remove the Goal % column, and the goal metric that displays in the Avg Time column on the Leaderboard.

- Under **PRIMARY GOAL COLORS** you have the option to modify the default goal color for your master A, B, and above B goals.

- **TIME FORMAT**
  Select the default Time Format that will be displayed on your Leaderboard.

- **LANGUAGE**
  Select Language.

- **PULL-INS**
  Select **Exclude** to exclude pull-in data for Leaderboard.

- **METRICS**
  Select your time metric preference.

- Click on **Save** to save your **New Template** and return to the Templates page.

6. EDIT TEMPLATE PAGE

From the main **Templates** page, navigate to the **Edit Template** page by clicking on **Edit** in the **Actions** column.

Templates ☰ ⊞

NAME	LEADERBOARDS	CONFIGURATION	TIME FORMAT	METRICS	HISTORY	ACTIONS
Default Template	5	Current Hour Current Daypart	Minutes:Seconds	Lane Total	🕐	Preview | Edit

Create New Template

ACTIONS

Preview | Edit

The **Edit Template** page allows you to modify your existing Template.

SUMMARY
Displays who created the Template, when it was created, last edited/updated, and how many Leaderboards currently use the template.

Note: Click the USE BY label to display a list of all the Leaderboards using this template.

INFO ALERT
Editing the settings will update the display for all Leaderboards using the template.

HMECLOUD®

WELCOME   DASHBOARD   REPORTS   **LEADERBOARDS**   SETTINGS   SMACK TALK   Logged in as Eric Thompson

LEADERBOARDS   **TEMPLATES**   CONTESTS   AWARDS   SMACK TALK

< Cancel and go back to all templates

Edit Template ⓘ

ⓘ Please note that editing these settings will update the display for all Leaderboards using this template.

General

TEMPLATE NAME
◦ Eric's New Template

STORE DISPLAY ⓘ
[Store Number] [Store Name]

SUMMARY

CREATED BY
John Appleseed   11/9/20 2:32PM

CHANGED BY
Rebecca Patterson   11/12/20 3:16PM

USED BY
🔗 **5** Leaderboards   ⌄

Sections

LEADERBOARD SECTIONS

Current Daypart		✕
CARS ⚙	AVG ⚙	GOAL % ⚙
<SETTING>	<SETTING>	<SETTING>
<SETTING>	<SETTING>	<SETTING>
<SETTING>	<SETTING>	<SETTING>

➕ Add Section

Settings

GOAL DISPLAY ⓘ
[**Show Goal**] [Hide Goal]

PRIMARY GOAL COLORS ⓘ
< GOAL A
#00b04c   🟩

< GOAL B
#dcba00   🟨

< GOAL B
#b40000   🟥

TIME FORMAT ⓘ
[**Minutes:Seconds**] [Seconds]

LANGUAGE ⓘ
[**English**] [French]

PULL-INS ⓘ
[**Include**] [Exclude]

METRICS ⓘ
[**Lane Total**] [Lane Total 2]

Cancel   Save

For help, call HME Technical Support at 800.848.4468 (options 1-2-3) or email: support@hme.com

HME Training Portal
Find instructional videos, supporting documents, and other guides.

www.hme.com/training
Scan to Visit ▸