

Inviting Other Restaurants to Compete in Your HME Leaderboard™

HME Leaderboard is a store ranking dashboard that creates friendly competition to motivate crews and increase performance. The invitation feature enables you to challenge stores from other HME CLOUD® accounts to compete in your Leaderboard to further boost your team's drive to be ranked number one.

The Invitation Feature:

- Enables you to challenge other HME CLOUD accounts to compete in your Leaderboard.
- Multiple accounts may be invited to compete in the same Leaderboard.
- Each account that is invited may select one or more of their stores to compete.

How to invite another store to compete

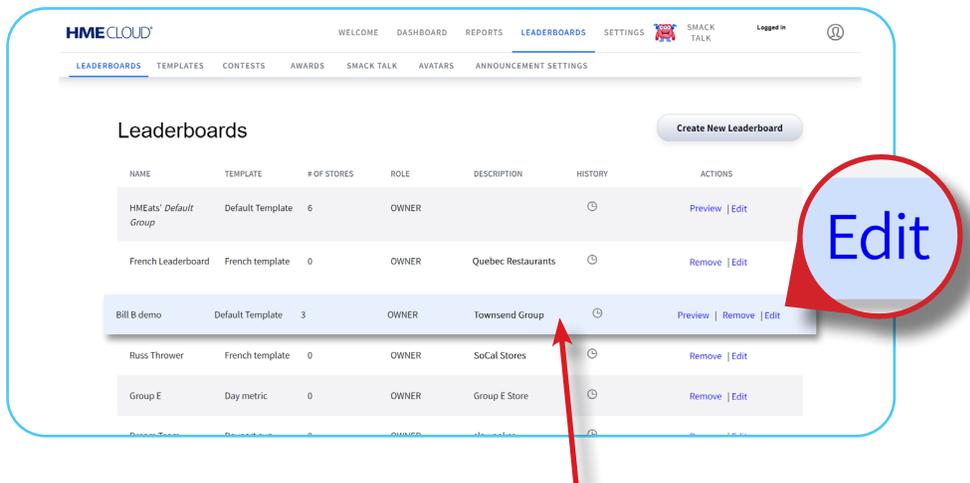
1. Log into your HME CLOUD account.
2. Click **LEADERBOARDS**.

3. Find the Leaderboard that has the stores you want to invite.

Note: Before sending a Leaderboard invitation, ensure that the **Edit Leaderboard** permission is enabled within your Role permissions and confirm that the invitations are only sent to an account of the same brand.

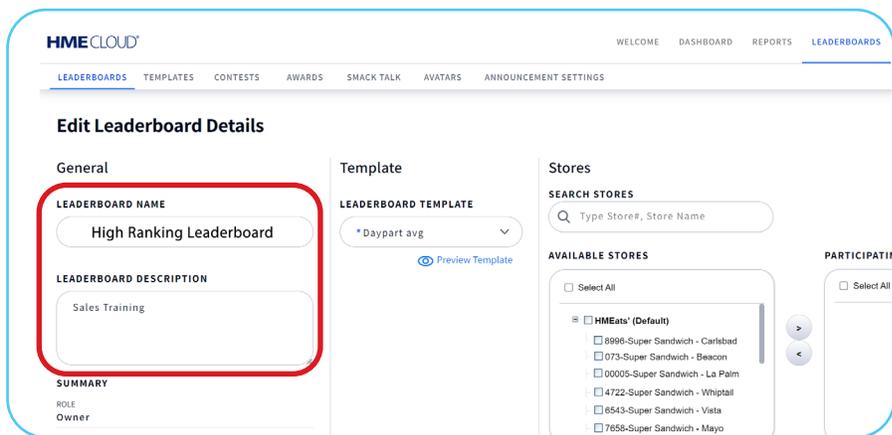
If your current leaderboards do not contain the stores you want to include on the invitation you will need to create a new Leaderboard or modify an existing one.

- Click **Edit** in the **ACTIONS** column to open the Edit Leaderboard Details page.

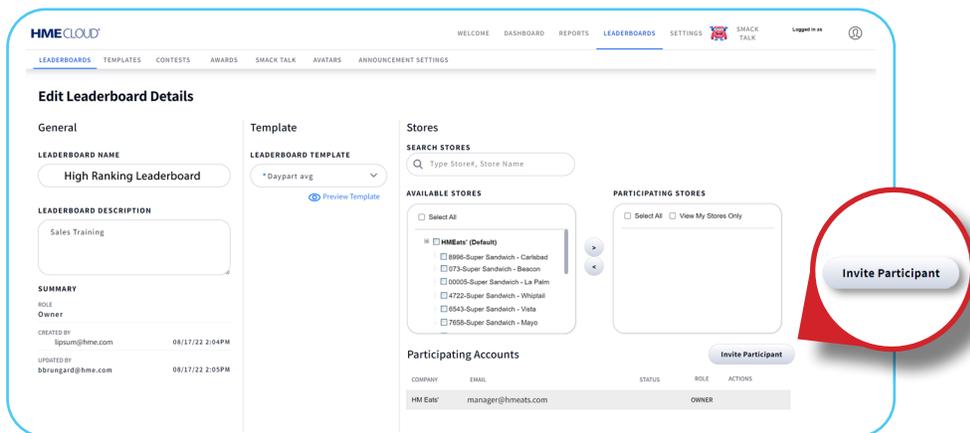


- Enter a name for your Leaderboard in the **LEADERBOARD NAME** field. A description of the Leaderboard may be entered in the **LEADERBOARD DESCRIPTION** field.

Note: This name will appear on the Invited account's Leaderboard once the invitation is accepted.

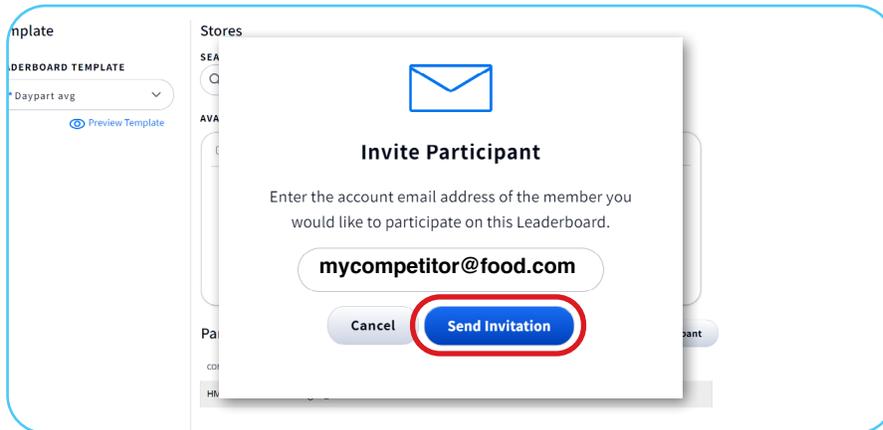


- Scroll to the **Participating Accounts** section and click **Invite Participant**.

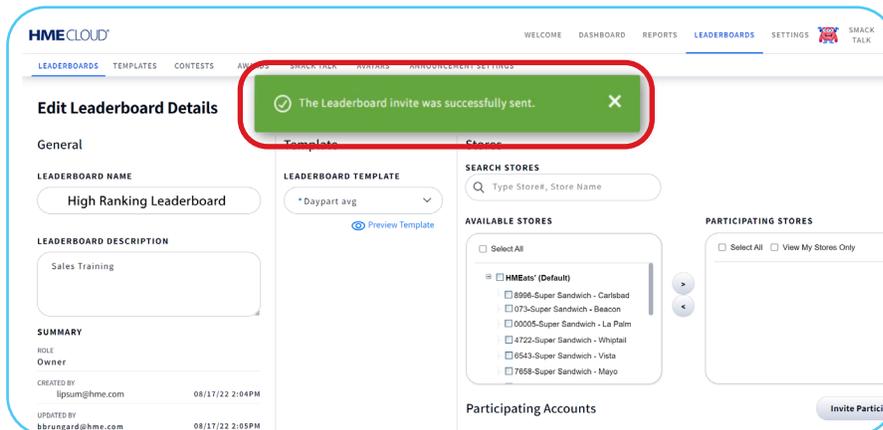


7. Enter the email address of the user you would like to compete with, in the **Invite Participant** pop-up box and click **Send Invitation**.

Note: Please note, only one email address can be entered at a time. If multiple users need to be invited, separate invitations must be sent.

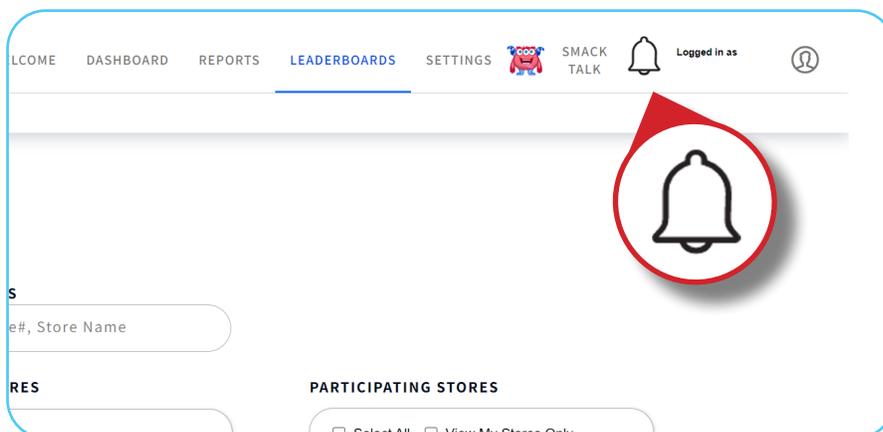


8. An invitation confirmation will appear.

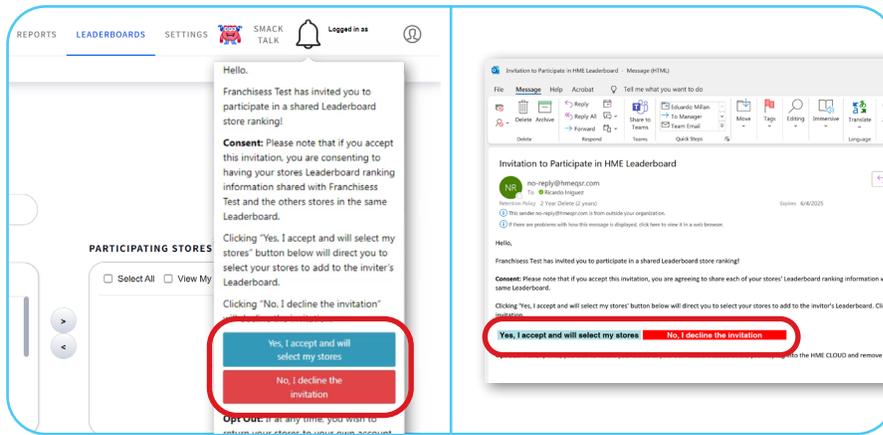


7. An email invitation will be sent directly to the Invitee and a bell will appear in the upper right corner of their HME CLOUD.

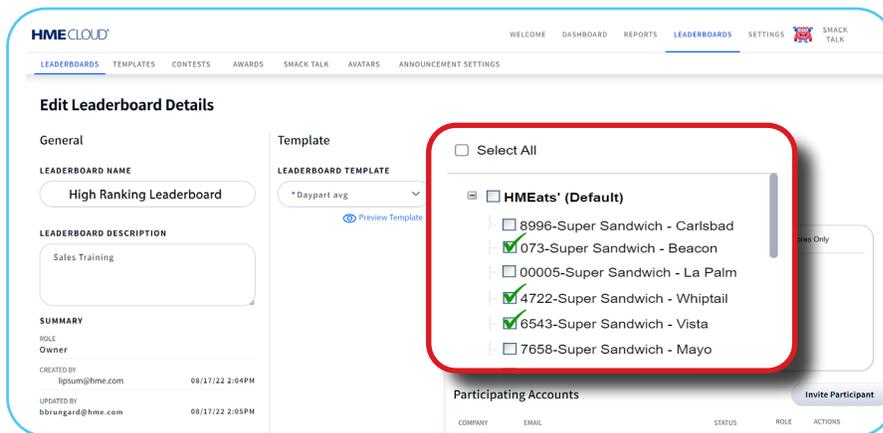
Note: The Invitee must have the **Edit Leaderboard** permission enabled within that account.



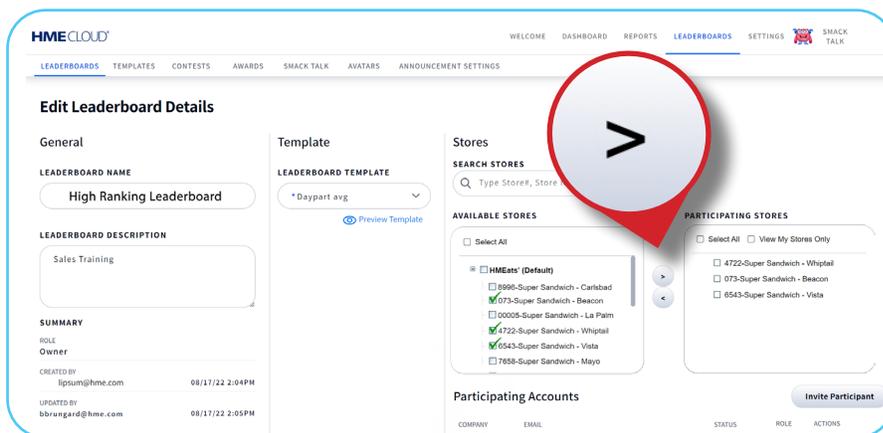
8. The invitation can be accepted or declined via the alert notification from HME CLOUD or the invitation email.



9. Once the invitation is accepted, the user accepting the invitation will be taken to the **Edit Leaderboard Details** page. Then, the user will be prompted to select stores from their account under the **Available Stores** box.



10. Click the arrow button to move your selected stores to the competitor's list of stores under the **Participating Stores** box.



11. Click Save to go to the **Leaderboards** page.

The screenshot shows a configuration form for a leaderboard. It is divided into three main sections: General, Template, and Stores. The General section includes fields for 'LEADERBOARD NAME' (High Ranking Leaderboard) and 'LEADERBOARD DESCRIPTION' (Sales Training). The Template section shows 'LEADERBOARD TEMPLATE' set to '*Daypart avg'. The Stores section has a search bar and two lists: 'AVAILABLE STORES' and 'PARTICIPATING STORES'. A red callout bubble highlights a blue 'Save' button at the bottom center of the form.

12. Click **Preview** in the **ACTIONS** column to view your updated leaderboard.

The screenshot shows the 'Leaderboards' page in the application. At the top, there are navigation tabs: LEADERBOARDS, TEMPLATES, CONTESTS, AWARDS, SMACK TALK, AVATARS, and ANNOUNCEMENT SETTINGS. Below the tabs is a 'High Ranking Leaderboard' table. The table has columns for rank, store name, percentage, and time. A red callout bubble highlights a blue 'Preview' button in the 'ACTIONS' column of the table.

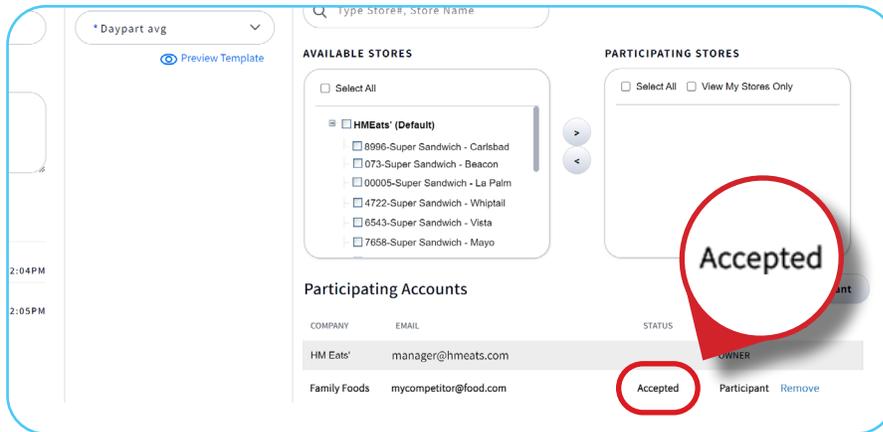
| Rank | Store Name | Percentage | Current Hour | Current Daypart |
|------|------------|------------|----------------|-------------------|
| 1 | Vista | 27% | 5 0:19 / 3:00 | 16% 8 1:16 / 3:00 |
| 2 | Carlsbad | 15% | 4 1:37 / 3:00 | 1% 22 1:29 / 3:00 |
| 3 | Greenville | 9% | 7 2:05 / 3:00 | 4% 31 0:08 / 3:00 |
| 4 | Newport | 8% | 12 2:41 / 3:00 | 3% 3 2:08 / 3:00 |
| 5 | Manchester | 7% | 5 1:20 / 3:00 | 8% 4 1:41 / 3:00 |
| 6 | Leucadia | 6% | 22 0:36 / 3:00 | 2% 1 1:34 / 3:00 |

13. To view the status of an Invitation that has been sent, click on **Edit** in the **ACTIONS** column of the Leaderboards page.

The screenshot shows the 'Leaderboards' page with a table listing various leaderboards. The table has columns for NAME, TEMPLATE, # OF STORES, ROLE, DESCRIPTION, HISTORY, and ACTIONS. A red callout bubble highlights a blue 'Edit' button in the 'ACTIONS' column of the 'HMEats' Default Group' row.

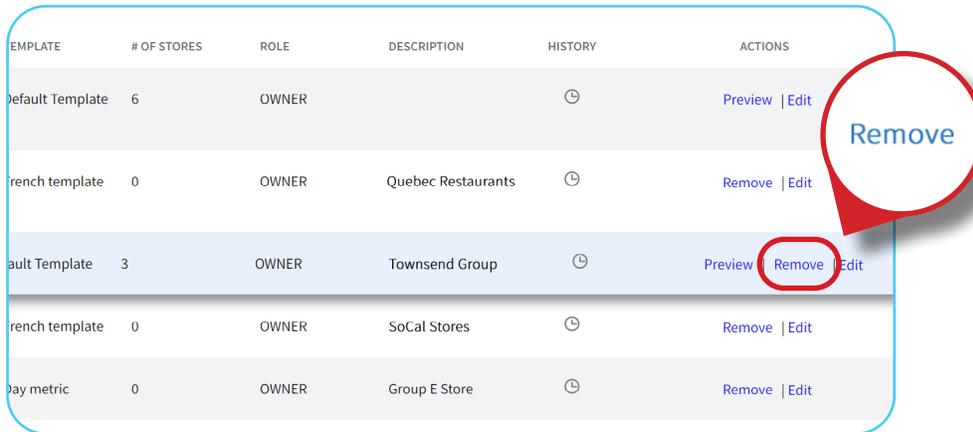
| NAME | TEMPLATE | # OF STORES | ROLE | DESCRIPTION | HISTORY | ACTIONS |
|-----------------------|------------------|-------------|-------|--------------------|---------|-------------------------|
| HMEats' Default Group | Default Template | 6 | OWNER | | | Preview Edit |
| French Leaderboard | French template | 0 | OWNER | Quebec Restaurants | | Remove Edit |
| Bill B demo | Default Template | 3 | OWNER | Townsend Group | | Preview Remove Edit |
| Russ Thrower | French template | 0 | OWNER | SoCal Stores | | Remove Edit |

14. The invited account will be listed under **Participating Accounts** and under the **COMPANY** column. Pending, Accepted, or Denied will appear in **STATUS** column.

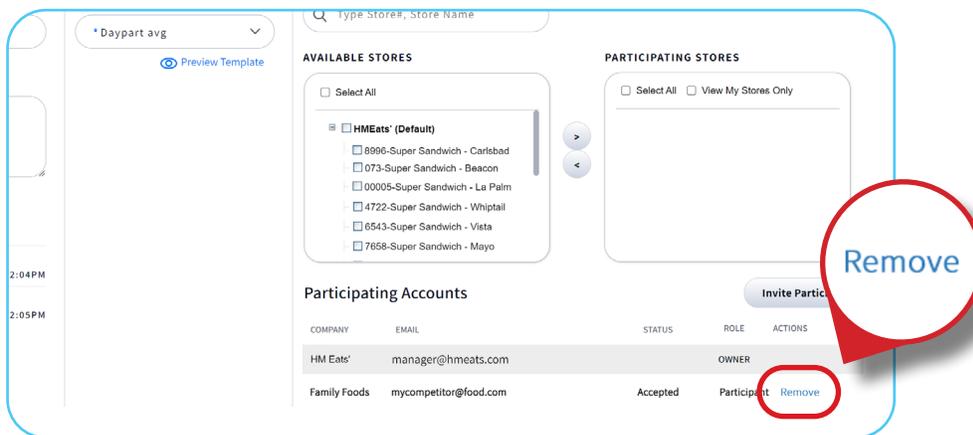


How to remove a participating account from the leaderboard

14. The Leaderboard Owner may remove an account participating in their Leaderboard by clicking on **Remove** in the **ACTIONS** column.



14. A participating account may remove themselves from list by clicking on **Remove** in **ACTIONS** column and then on **Remove** in pop-up.



For help, call 800.848.4468 (options 1, 2, and 3) or email: support@hme.com

