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:

HME

- 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.

HOSPITALITY

& SPECIALTY COMMUNICATIONS

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.

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

LEADE	RBOARDS TEMPLATES	CONTESTS A	WARDS SMACK	TALK AVATARS	ANNOUNCEMENT SET	TINGS		
	Leaderbo	ards					Create New Leaderboard	
	NAME	TEMPLATE	# OF STORES	ROLE	DESCRIPTION	HISTORY	ACTIONS	
	HMEats' Default Group	Default Template	6	OWNER		G	Preview Edit	Edit
	French Leaderboard	French template	0	OWNER	Quebec Restaurants	G	Remove Edit	Lun
	Bill B demo	Default Template	3	OWNER	Townsend Group	G	Preview Remove Edit	
	Russ Thrower	French template	0	OWNER	SoCal Stores	G	Remove Edit	-
	Group E	Day metric	0	OWNER	Group E Store	C	Remove Edit	
						0		

5. 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.

LEADERBOARDS TEMPLATES CONTESTS AWAR	DS SMACK TALK AVATARS ANNOUNC	EMENT SETTINGS	
Edit Leaderboard Details			
General	Template	Stores	
LEADERBOARD NAME	LEADERBOARD TEMPLATE	SEARCH STORES	
High Ranking Leaderboard	*Daypart avg 🗸	Q Type Store#, Store Name	
	O Preview Template	AVAILABLE STORES	PARTICIPA
LEADERBOARD DESCRIPTION		Select All	Select
Sales Training		B 🔲 HMEats' (Default)	
		8996-Super Sandwich - Carlsbad	
		00005-Super Sandwich - Beacon	
SUMMARY		4722-Super Sandwich - Whiptail	

6. Scroll to the Participating Accounts section and click Invite Participant.

EADERBOARDS TEMPLATES CONTESTS AWARDS	SMACK TALK AVATARS ANNOUNCI	EMENT SETTINGS		
dit Leaderboard Details				
eneral	Template	Stores		
EADERBOARD NAME	LEADERBOARD TEMPLATE	SEARCH STORES		
High Ranking Leaderboard	*Daypart avg V	Q Type Store#, Store Name		
	O Preview Template	AVAILABLE STORES	PARTICIPATING STORES	
ADERBOARD DESCRIPTION		Select All	Select All View My Stores Only	
Sales Training		HMEats' (Default)	•	
		8996-Super Sandwich - Carlsbad 073-Super Sandwich - Beacon		Invite Participant
UMMARY		00005-Super Sandwich - La Palm 14722-Super Sandwich - Whinteil		interartepant
wner		6543-Super Sandwich - Vista		
IEATED BY lipsum@hme.com 08/17/22 2:04PM		7658-Super Sandwich - Meyo		
DATED BY srungard@hme.com 08/17/22 2:05PM		Participating Accounts	Invite Participant	
		COMPANY EMAIL	STATUS ROLE ACTIONS	

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.

late	Stores
RBOARD TEMPLATE	SEA
ypart avg 🗸 🗸	
O Preview Template	AVA
	Invite Participant
	Enter the account email address of the member you
	would like to participate on this Leaderboard.
	mycompetitor@food.com
	inycompetitor @ lood.com
	Cancel Cond Invitation
	Pa
	co
	HN

8. An invitation confirmation will appear.

LEADERBOARDS TEMPLATES CONTEST	TS AWARDS SMACKTALK AVALARS	ANNOUNCEMENT SETTINGS	
Edit Leaderboard Detai	Is 🕢 The Leaderboard inv	ite was successfully sent. 🗙	
General	Tomplate	Stores	
		SEARCH STORES	
LEADERBOARD NAME	LEADERBOARD TEMPLATE	Q Type Store#, Store Name	
High Ranking Leaderbo	ard Daypart avg	·	
	O Preview Te	emplate AVAILABLE STORES	PARTICIPATING STORES
LEADERBOARD DESCRIPTION		Select All	Select All View My Stores Only
Sales Training		B HMEate" (Default)	
		8996-Super Sandwich - Carlsbad	
	h	073-Super Sandwich - Beacon	
SUMMARY		00005-Super Sandwich - La Palm	
ROLE		4722-Super Sandwich - Whiptail 6543 Super Sandwich - Viste	
Owner		7658-Super Sandwich - Vista	
CREATED BY lipsum@hme.com 08/	17/22 2:04PM		
UPDATED BY		Participating Accounts	Invite Pa
bbrungard@hme.com 08/	17/22 2:05PM		

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

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

LCOME	DASHBOARD	REPORTS	LEADERBOARDS	SETTINGS	æ	SMACK TALK	Û	Logged in as	
								\bigcup	
s e#, Store	e Name								
RES			PARTICIPATI	NG STORES					
			Select All	I 🗌 View Mv	Stores C	Dnlv			_

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

REPORTS LEADERBOARDS SETTINGS	SMACK Logged in as	
PARTICIPATING STORES	Helio. Facility of the second	Induction that functional of the subsequence of the subset of the sub
	Opt Out: If at any time, you wish to	

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.

LEADERBOARDS TEMPLATES CONTESTS AWA	RDS SMACK TALK AVATARS ANNOU	ICEMENT SETTINGS			
Edit Leaderboard Details					
General eaderboard name	Template leaderboard template	Select All			
High Ranking Leaderboard	*Daypart avg ~	🖻 🗌 HMEats' (Default	:)	11	
EADERBOARD DESCRIPTION	O Preview Template	8996-Super Sa	ndwich - Carlsbad	- 14	pres Only
Sales Training		M 073-Super San	dwich - Beacon		
		4722 Super Sa	andwich - La Paim		
UMMARY	4	6543-Super Sa	ndwich - Vista		
oue		7658-Super Sa	ndwich - Mayo		
REATED BY lipsum@hme.com 08/17/22 2:04F	м				
JPDATED BY		Participating Accounts			Invite Participa
oblanger optimistican objarijaa 2.03P		COMPANY EMAIL	STATUS	ROLE	ACTIONS

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

HME CLOUD"		WELCOME DASHBOARD REPO	RTS LEADERBOARDS SETTINGS IS SMACK
LEADERBOARDS TEMPLATES CONTESTS AWARDS	SMACK TALK AVATARS ANNOUNCE	MENT SETTINGS	
General LEADERBOARD NAME High Banking Leaderboard	Template	Stores SEARCH STORES Q Type Store#, Store	
LEADERBOARD DESCRIPTION	Preview Template	AVAILABLE STORES	PARTICIPATING STORES Select All Usew My Stores Only
Suits mining		 HMEats' (Default) 8996-Super Sandwich - Carlsbad 773-Super Sandwich - Beacon 00005-Super Sandwich - La Paim 	4722-Super Sandwich - Whiptai 073-Super Sandwich - Beacon 6543-Super Sandwich - Vista
SUMMARY ROLE Owner CREATED BY		 ✓ 4722-Super Sandwich - Whiptail ✓ 6543-Super Sandwich - Vista ☐ 7658-Super Sandwich - Mayo 	
lipsum@hme.com 08/17/22 2:04PM UPDATED BY 08/17/22 2:05PM bbrungard@hme.com 08/17/22 2:05PM		COMPANY EMAIL	Invite Participant STATUS ROLE ACTIONS

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

ADERBOARD NAME	LEADERBOARD TEMPLATE	SEARCH STORES	
High Ranking Leaderboard	*Daypart avg 🗸 🗸	Q Type Store#, Store Name	
	O Preview Template	AVAILABLE STORES	PARTICIPATING STORES
ADERBOARD DESCRIPTION		Select All	Select All View My Stores Only
Sales Training JMMARY Lis Arrer Arrer		HMEast (Default) HOS-Siger Sanduch - Carlstad M773-Siger Sanduch - Beacon Coros-Super Sanduch - La Pau 472-Siger Sanduch - Vice ViceS-Siger Sanduch - Vice T555-Siger Sanduch - Vice	4722-Super Sandwich - Vhiptal 073-Super Sandwich - Vhiptal 6643-Super Sandwich - Veta
lipsum@hme.com 08/17/22 2:04PM DATEDBY rungard@hme.com 08/17/22 2:05PM		Participating Accounts COMPARY EMAIL HM Eats' manager@hmeats.com	Invite Participan ROLE ACTIONS OWNER

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

OUD.	r			V	VELCOME DAS	HBOARD	REPORTS	LEADERBOA	RDS SETTING	IS SMACK TALK	Logged in
ARDS	TEMPLATES	CONTESTS	AW	ARDS	SMACK TALK	AVATARS	ANNOU	NCEMENT SETTI	NGS		
HMEGO	💶 High Ranking Le	aderboard		Current	Hour		Current Dayp	art			
<u>)</u> 1	Vista		3 27%	5	<u>Š</u> 0:19 / 3:00	8 16%	<u>م</u>	<u>Š</u> 1:16 / 3:00		Create New Lea	aderboard
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	HISTORY	ACTIONS	
4	Newport Manchester		8% 7%	12	2:41 / 3:00	3%	3	2:08 / 3:00	Ċ	Preview Ec	lit
6	Leucadia		6%	22	0:36 / 3:00	2%	1	1:34 / 3:00			\frown
Frend	ch Leaderboard	French terr	plate	0	OWNE	R	Quebec	Restaurants	G	Remove Ec	lit .
l B de	mo	Default Temp	late	3	OWNE	R	Townse	nd Group	G	Preview	Preview
Russ	Thrower	French tem	plate	0	OWNE	R	SoCal S	tores	G	Remove Ec	lit

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

E	CLOUD'		WEL	COME DASHBOARD	REPORTS LEADERB	OARDS SETTING	s 🎘	SMACK TALK	Logged in
DER	BOARDS TEMPLATES	CONTESTS A	AWARDS SM	ACK TALK AVATARS	ANNOUNCEMENT SE	TTINGS			
	Leaderboa	ards					C	reate New Lead	erboard
	NAME	TEMPLATE	# OF STORES	ROLE	DESCRIPTION	HISTORY		ACTIONS	
	HMEats' <i>Default</i> Group	Default Template	6	OWNER		G		Preview E	Edit
	French Leaderboard	French template	0	OWNER	Quebec Restaurants	G		Remove Edit	
	Bill B demo	Default Template	3	OWNER	Townsend Group	G	Ρ	review Remov	e Edit
	Russ Thrower	French template	0	OWNER	SoCal Stores	G		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.

• Daypart avg 🗸 🗸	Q Type Store#, Store Name			
O Preview Template	AVAILABLE STORES	PARTICIPATING STORES		
	Select All	Select All View My Stores Only		
	🖻 🔲 HMEats' (Default)	•		
	8996-Super Sandwich - Carlsbad			
h	073-Super Sandwich - Beacon	2		
	00005-Super Sandwich - La Palm			
	 4722-Super Sandwich - Whiptail 			
	 6543-Super Sandwich - Vista 			
	7658-Super Sandwich - Mayo			
2-04PM		Accepted		
2.041 11	Participating Accounts	-		
	rancipating Accounts			
2:05PM	COMPANY EMAIL	STATUS		
	HM Eats' manager@hmeats.com	OWNER		
	Family Foods mycompetitor@food.com	Accepted Participant Remove		

How to remove a participating account from the leaderboard leaderboard.

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

EMPLATE	# OF STORES	ROLE	DESCRIPTION	HISTORY	ACTIONS
)efault Template	6	OWNER		Θ	Preview Edit
rench template	0	OWNER	Quebec Restaurants	Θ	Remove Edit
ault Template	3	OWNER	Townsend Group	٩	Preview Remove Edit
rench template	0	OWNER	SoCal Stores	Θ	Remove Edit
)ay metric	0	OWNER	Group E Store	G	Remove Edit

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

	O Preview Template	AVAILABLE STORES	PARTICIPATING	TORES	
		Select All	Select All	View My Stores Only	
4		[HMEats' (Default) [8996-Super Sandwich - Carlsbad [073-Super Sandwich - Beacon 00005-Super Sandwich - Le Palm 4722-Super Sandwich - Whiptall [6543-Super Sandwich - Vista [7656-Super Sandwich - Mayo		(Pamaua
:04PM		Participating Accounts		Invite Partic.	Remove
:05PM		COMPANY EMAIL	STATUS	ROLE ACTIONS	
		HM Eats' manager@hmeats.com		OWNER	
		Family Foods mycompetitor@food.com	Accepted	Participant Remove	

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

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