

What is Happening?

We are excited to announce the launch of our new document sharing website. This website is where you can go to find Huddle House documents, videos, and guides. This website gives the ability for self-service to many of our job aids and tools. You can print them yourself instead of ordering through the DC.

When?

This website will be live on **November 20**.


How do I login?

<https://myhuddle.huddlehouse.com>

To login for the 1st time:

1. Enter your Huddle House email address
 - Franchise Locations: Use your restaurant's HHStoreMail email address
 - Company Locations: Use your restaurant's HuddleHouse.com email address
 - Franchise Partners: Use your HHOwners email address
2. Click "Lost Password"
 - This will allow you to finish setting up your account

How do I use?



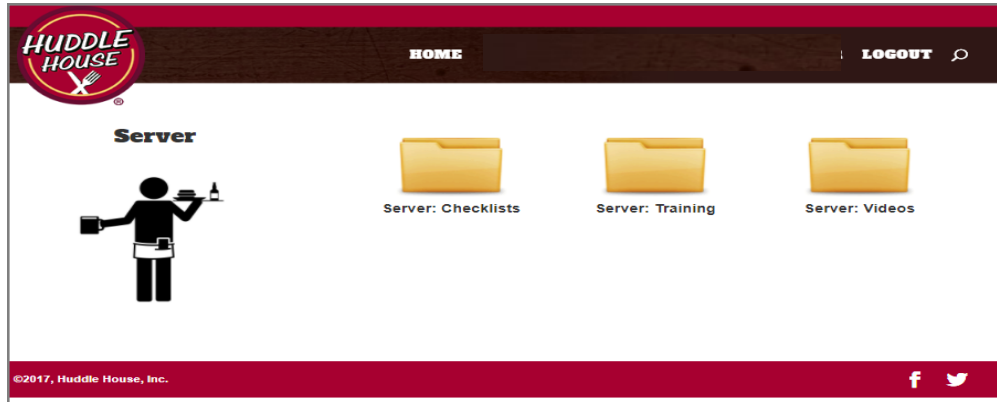
The screenshot shows the MyHuddle website interface. At the top, there is a dark red header with the Huddle House logo on the left, the word "HOME" in the center, and "LOGOUT" with a magnifying glass icon on the right. Below the header is a grid of icons representing different categories: Server, Cook, Manager & Shift Lead, Backoffice & POS, Equipment, Hiring & Orientation, VTAs, LTOs, and Links. The footer contains the copyright notice "©2017, Huddle House, Inc." and social media icons for Facebook and Twitter.

Find items by category by clicking on the icons

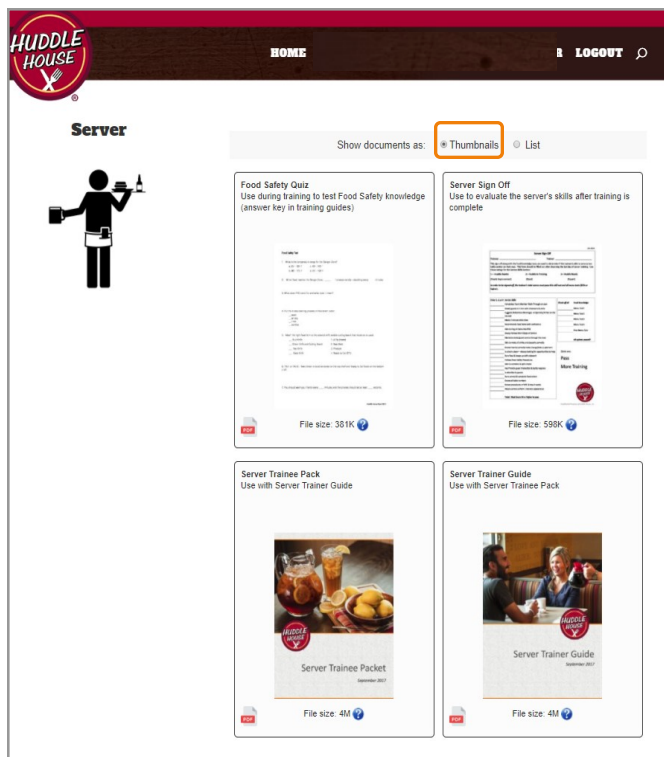
Use the magnifying glass to search for items using keywords

Note: May look slightly different depending on what browser or what type of device you are using to access this website.

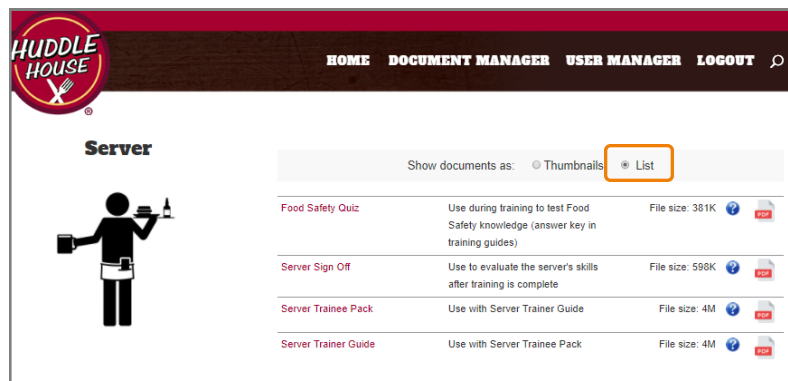
Some categories will have multiple folders within.



You can choose to view the contents as Thumbnail or List by selecting the option on “Show documents as.”



Thumbnail shows a visual preview of the files with descriptions

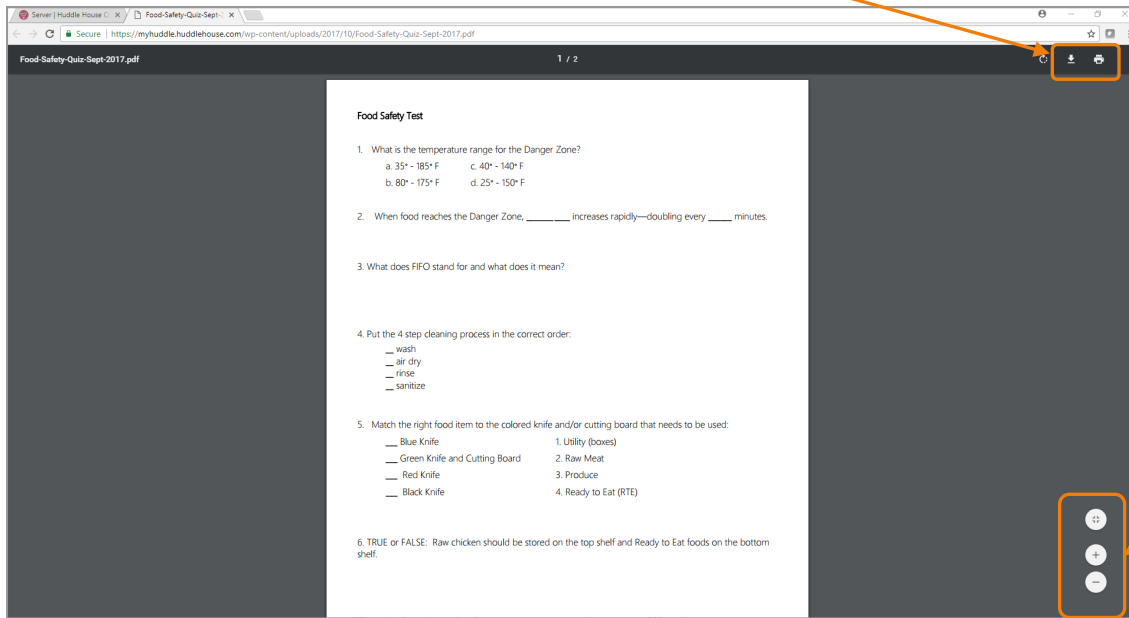


List shows a text list of the file with descriptions

From either view, click on the file you want to access.

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Once a document is selected, you have the ability to **download** or **print**.



Zoom in or out to make documents appear larger or smaller

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Keep functionality in mind as you print.

If you choose to print Visual Training Aids (VTAs) or training documents from this website, please make sure quality is upheld when printing. Any document where color is necessary should be printed in color. Examples of this include VTAs with pictures of menu items or server uniform guidelines.

- **Do It Yourself:** You can do this on your own if you have a color printer. For documents that require lamination or protector sheets, you can purchase those items at office supply stores.
- **Have it Printed Professionally:** You can print the documents by using a service provided through companies such as Staples or FedEx office. These services also offer binding and lamination options. See their websites for details and pricing.

Updates

Please keep your items up to date and in good condition.

- For now, we will continue to send hard copies of VTAs to restaurants for the roll out of any new LTOs or menu items. You can use this website to print replacements.
- Any time you need to print an item, please do so directly from the website to ensure you are using the latest version. Saving items to your computer will cause you to have outdated materials.

Ongoing

This website will continue to evolve and grow. We are starting out with a limited amount of items, but will add more as time goes on.