



## OPERATOR

This guide is Intended for daily use of the system

### Menu Item

Menu items are items available for purchase that correspond to items on an establishment's menu.

### Tip/Trick:

if an entirely new category needs to be added to the menu, please refer FIRST to the document **How to Add a Screen Category**.

### Test:

1. Go to the Order Entry Screen.
2. Look for the menu item. In this example, a menu items called 'Wings' was created.
3. Touch the menu item 'Wings.'
4. A new ticket will appear with an order called 'Wings' and a price.
5. Confirm the price is correct.

# How to Add a Menu Item

If a new menu needs to be created, please start with a new database. Please refer to the How to Create a Database or ask your Dinerware authorized dealer to learn how to create a database.

For this exercise, assume a menu already exists and a new item on the menu needs to be created.

**Log in** to the terminal using a four-digit PIN.

**1.** From the Order Entry screen, touch **'Manager'** at the top right of the screen. The manager screen appears.

**2.** Touch **'Menu'**. The menu edit screen appears.

**3.** Touch **'Menu Item'** then touch **'New.'**

Use the on-screen keyboard (icon lower left) and **name the menu item** (example: Wings). Touch **'Ok.'**

**4.** Touch **'Revenue Class.'** **'Food'** is highlighted by default. If not, touch **'Food.'**

**5.** **Select** the check box next to **'Price.'** Use the on-screen keyboard and **type in a price.** Touch **'Ok.'**

**6.** Touch **'Printer.'** For this exercise, choose **'Kitchen.'** Touch **'Ok'** to accept this printer.

**7.** Touch **'Save as New'** at the bottom of the screen.

A new menu item has been added.

Check to see if the new menu item has been added. Touch **'Back'** to get to the manager screen, then **'Back'** again to get to the order entry screen.

The newly created menu item called 'Wings' should appear.