



ALL USERS

This Quick Start Guide is Intended for users with login privileges.

Fresh Sheet

Place low-quantity or specialty items on the fresh sheet. A quantity countdown ensures staff will know when items are out.

How to Edit the Fresh Sheet

The fresh sheet feature in Dinerware allows the ability to manage inventory of specific items in real time. It can be used in fine or casual dining for items like limited quantity appetizers, daily specials or bottles of wine. Bars and nightclubs use this feature to track merchandise like T-shirts.

What makes the fresh sheet so powerful, is its ease of use and the ability for managers to quickly make changes.

Activate the new database

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 **'Fresh Sheet.'**

3. Touch **'Edit Fresh Sheet.'**

The left column contains all menu items. The right column lists all items and their quantities that appear on the fresh sheet.



4. To add an item to the fresh sheet, **touch it in the left column** to select it.

5. **Touch the right arrow** to move that item onto the fresh sheet.

6. Touch the item again and choose **'Edit.'** Enter the quantity of this item.



7. Touch **'Ok'** to save updates to the fresh sheet.

When this item is ordered, it will instantly deduct from the original quantity entered. When all items have been ordered, the count will read 'zero.'