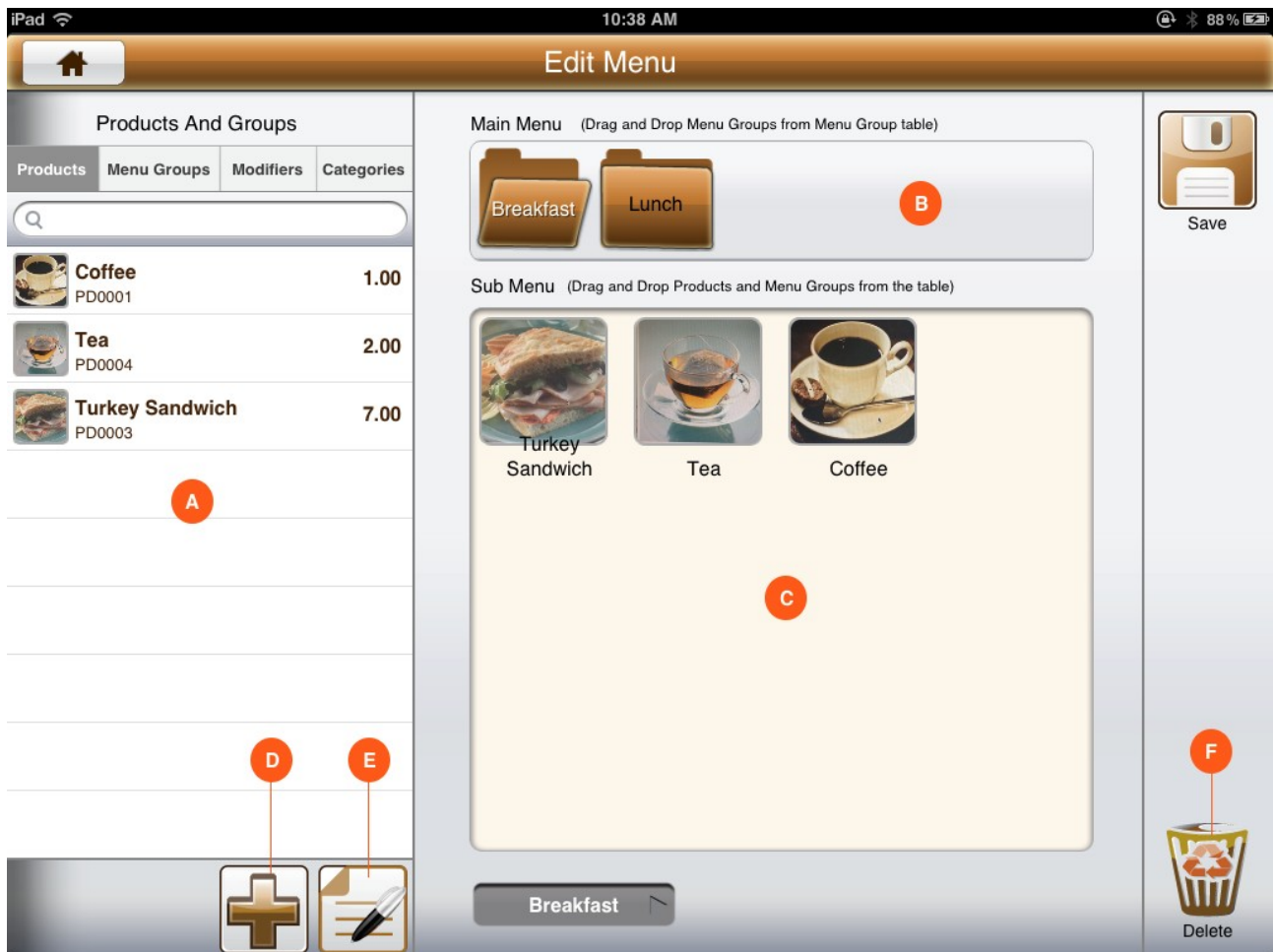


# FoodPOS Menu Creation

## Edit Menu Screen



- A) This is the Product management view where you can see the existing Products, Menu Groups, Modifiers and Categories.
- B) This is the Menu Item container for Top Menu Item.
- C) This is the Menu Item container for Products and Sub Menu Items.
- D) Tapping on Add button will open up a new view to add a new item to any of the tab view of Product Management view(A).
- E) Taping on the edit button will enable edit mode where you can edit or delete any of the item in Product Management view(A).
- F) Delete – You can delete any of the menu item in Top Menu container(B) or Sub Menu container(C) by dragging the item onto this delete button.

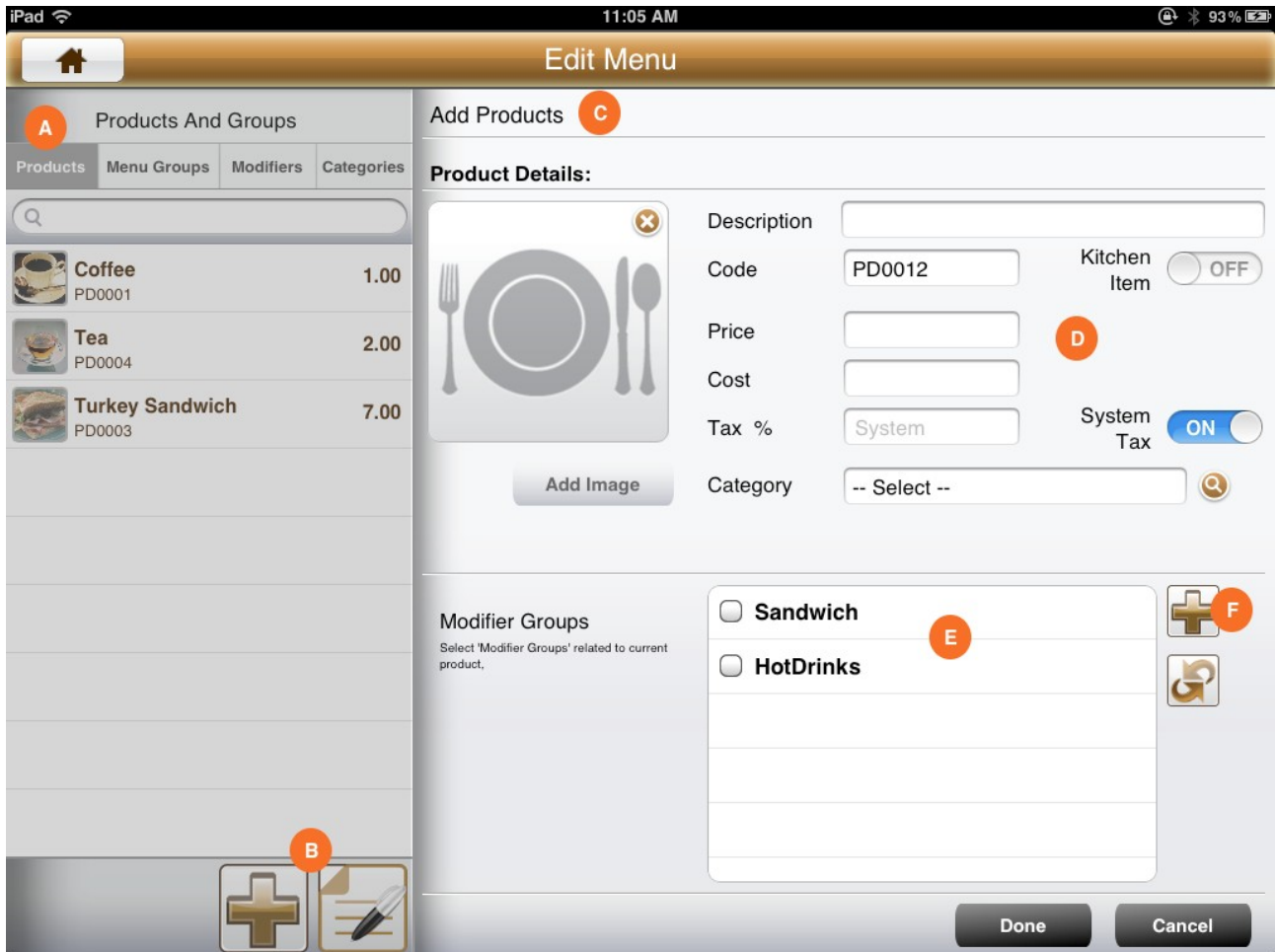
Product: An item representing a food item or a beverage

Menu Group: An item that can hold Products. Think of it as a “Folder” to group you Products

Modifier: An item which can be use to modify product features

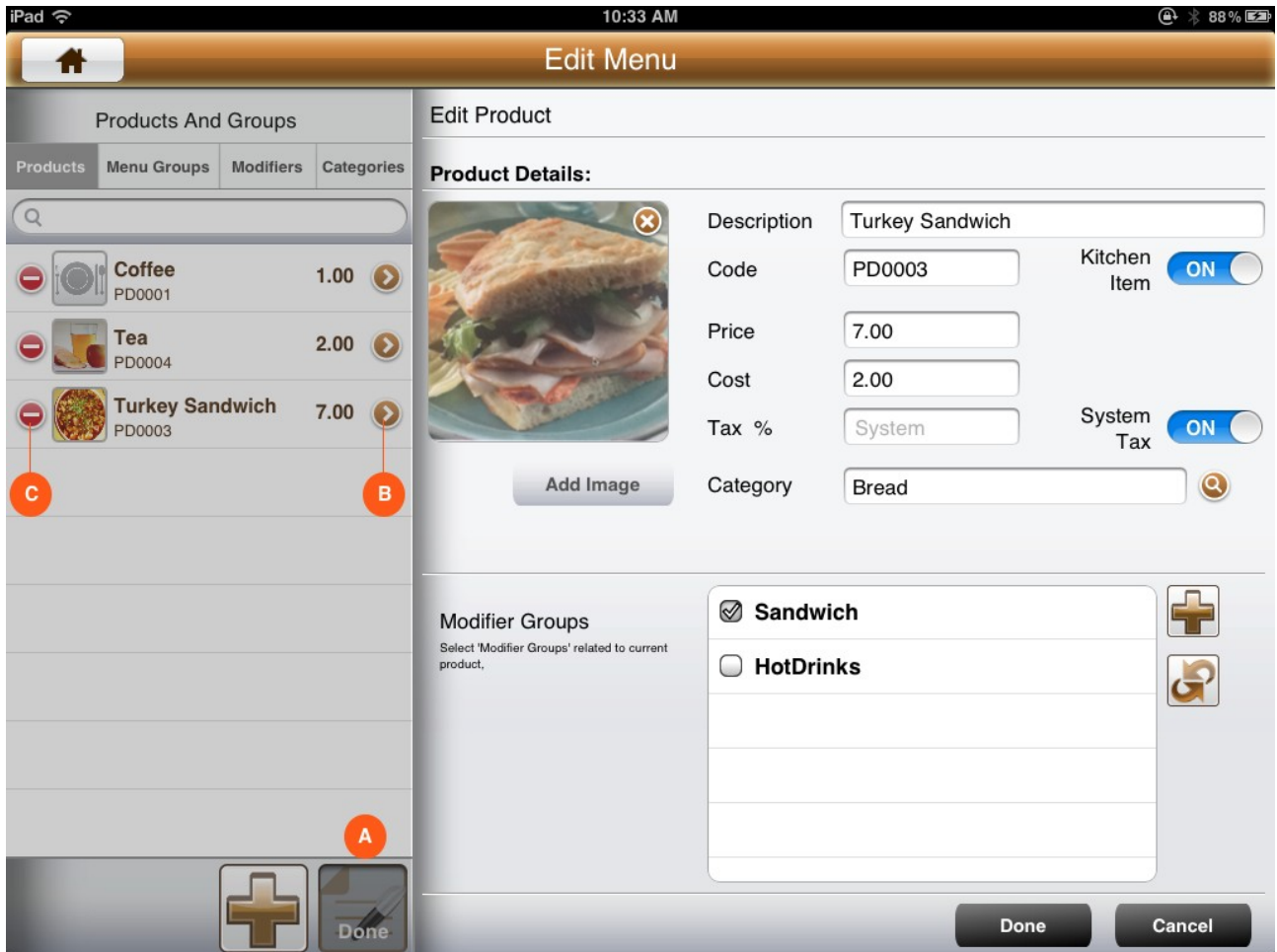
Category: Product categories according to your shop’s needs

## Add Products



- A) Tap Product Tab Menu item to see existing product list.
- B) Then Tap Add Button at the bottom of the page.  
If you need to edit an existing product tap Edit button and select the Product item.
- C) Add/Edit Product view will open up on right panel.
- D) Then Fill the required field according to your needs .
  - a) Description
  - b) Product Code
  - c) Kitchen Item – turn “ON” this if your product should print on kitchen printer
  - d) Price
  - e) Cost
  - f) Tax – System Tax – If you need to add product tax instead of system tax use this field
  - g) Category
  - h) Add Image – you can choose a image from Library or take a photo with camera
- E) Then select related Modifier Groups (See Modifier section of this guide)
- F) If You need to add new Modifier Group you can tap on Add button on Modifier Group list

## Edit Products



- A) Tap Edit Button at the bottom of the page.
- B) Then Tap the Edit button on the Product item which you need to change.
- C) If you need to Delete an Item Tap on Delete button of the item.

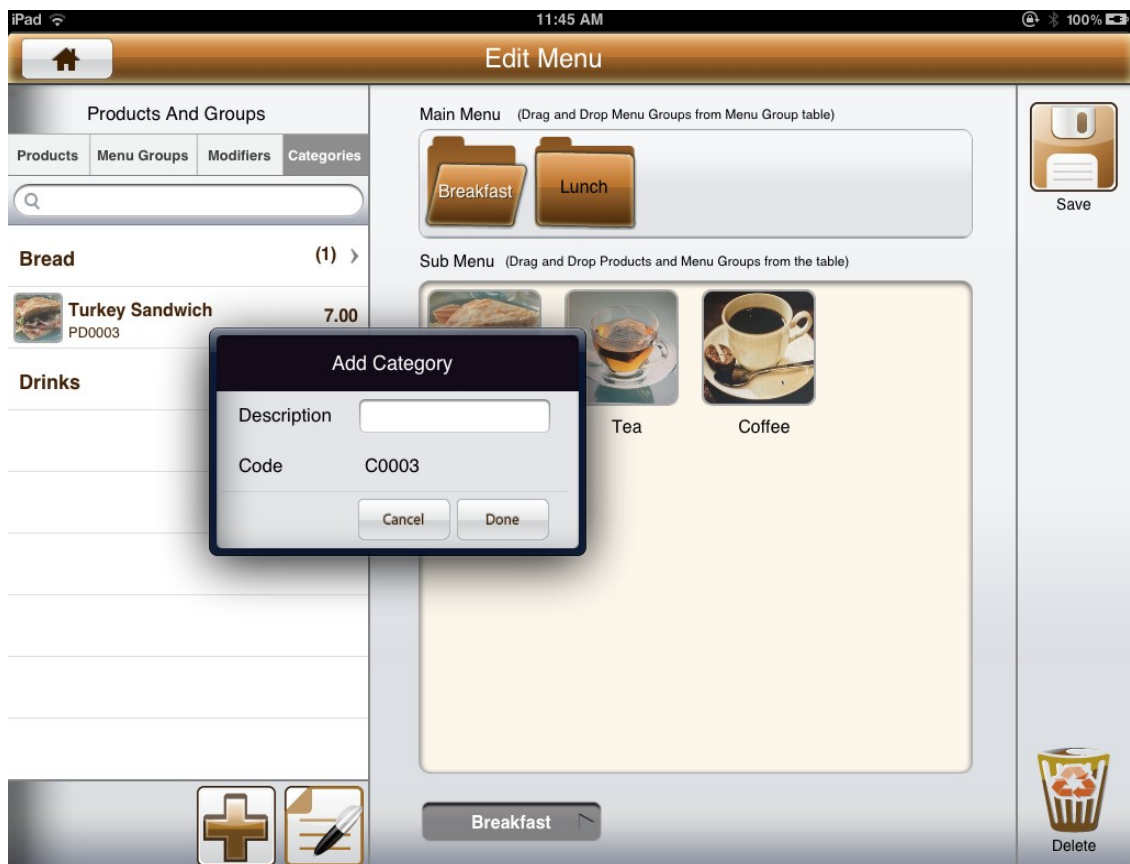
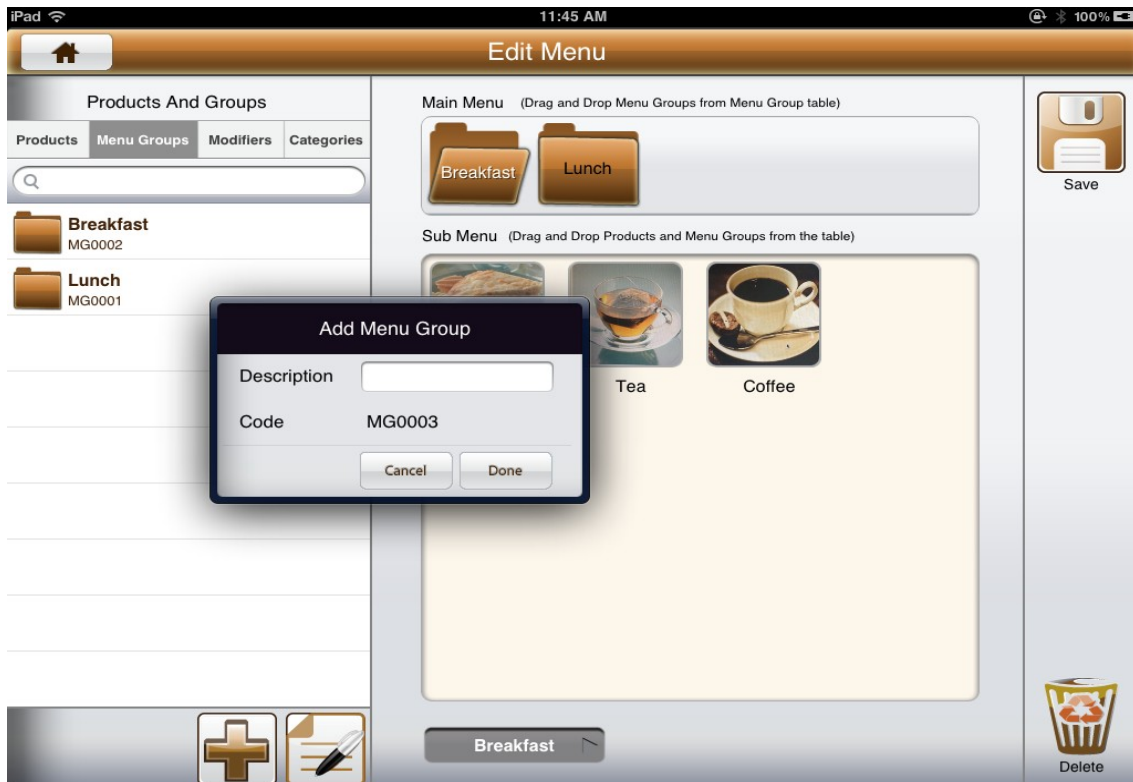
## Add/Edit Modifiers or Modifier Groups



- A) Tap Modifier Tab Menu item to see existing Modifier and Modifier Group list.
- B) Then Tap Add Button at the bottom of the page
- C) Then Fill the required field according to your needs .
  - o Description
  - o Modifier Code
  - o Price
  - o Cost
  - o Modifier Group – Select from Modifier Group list (E)
- D) If you need to add new Modifier Group Tap the Add button on Modifier Group list.
- E) This modifier group can be link to Product on Product Add/Edit view (See previous section)

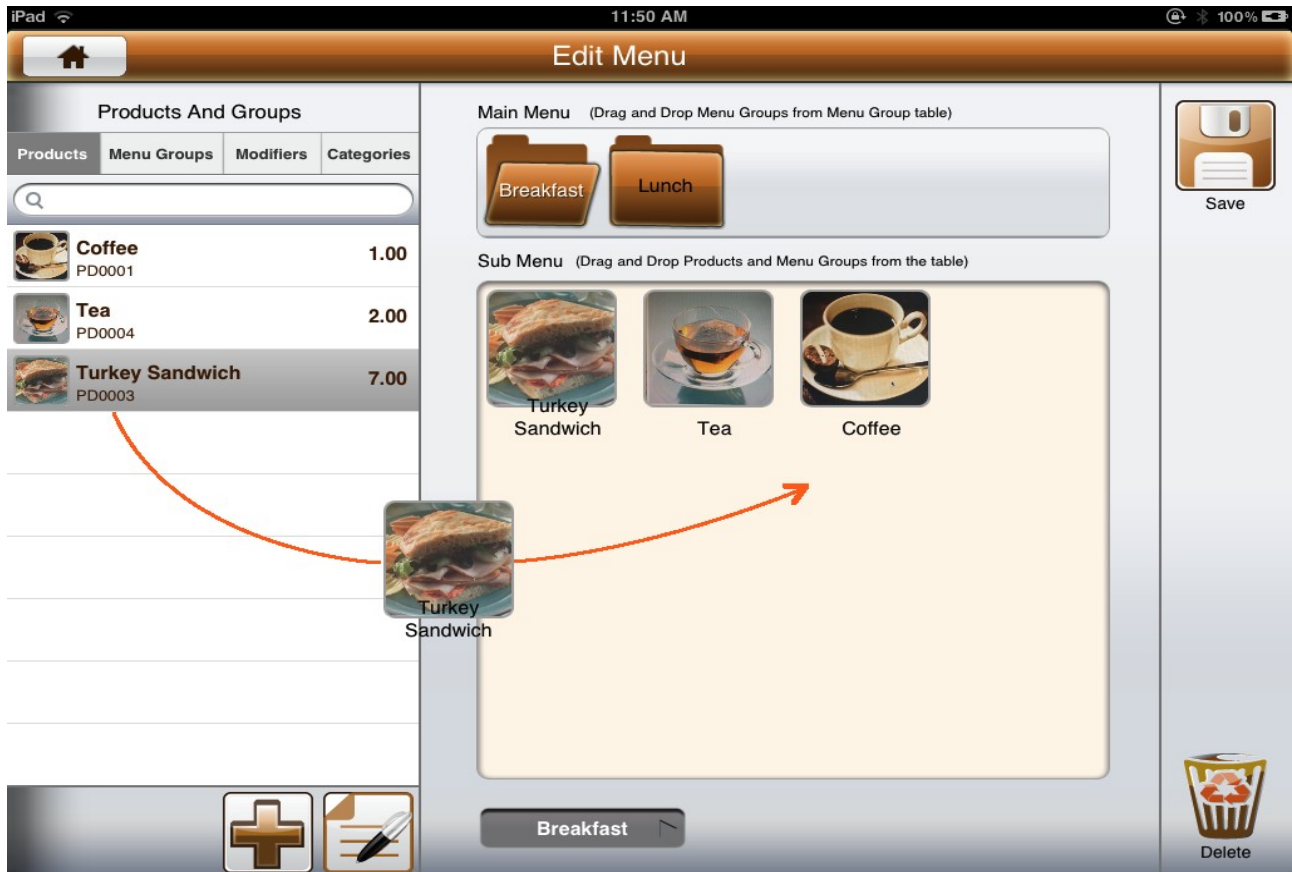
Edit Modifiers will be same as Edit Product (See Edit Product Section)

## Add/Edit Menu Groups or Categories



- 1) Tap On the Correct tab button to view the Menu Group list or Category list
- 2) Then tap Add or Edit button at the bottom of the list

## Create Menu Structure



- 1) Drag and Drop Product items or Menu Groups into Top menu container or Sub menu container
- 2) (Select correct top menu item before drag and drop item in to sub menu container if you need to add product item to different top menu)

## Delete Menu Item



- 1) Drag and Drop Menu items onto Delete button
- 2) (If you delete a Top menu or Sub menu group it will delete all the menu item inside of that menu group)  
(This action will not delete actual Product or Menu group)