

# Summary Ticket

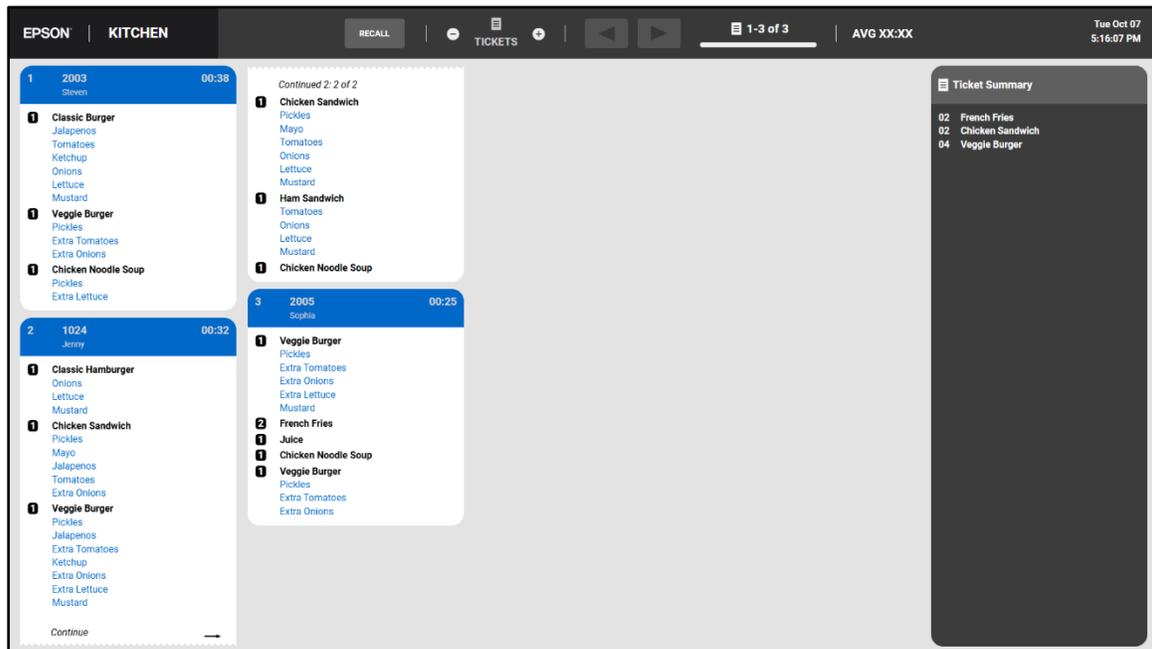
## About this Guide

This guide consists of 2 sections:

- **Overview** – A brief description of what a Summary Ticket is in a TrueOrder™ Kitchen Display System (KDS).
- **Configure Summary Ticket** - A procedure to add a Summary Ticket to a Prep screen.

## Overview

Any KDS prep screen can be configured to have the rightmost column designated as the Summary Ticket. The Summary Ticket tallies the items on the screen giving the kitchen staff a quick look-up for popular items to be prepared.

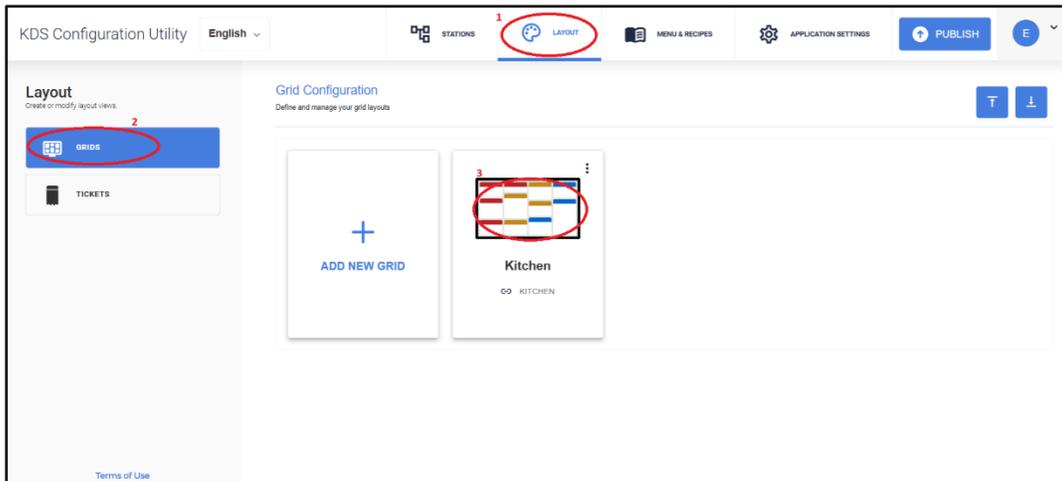


# Configure Summary Ticket

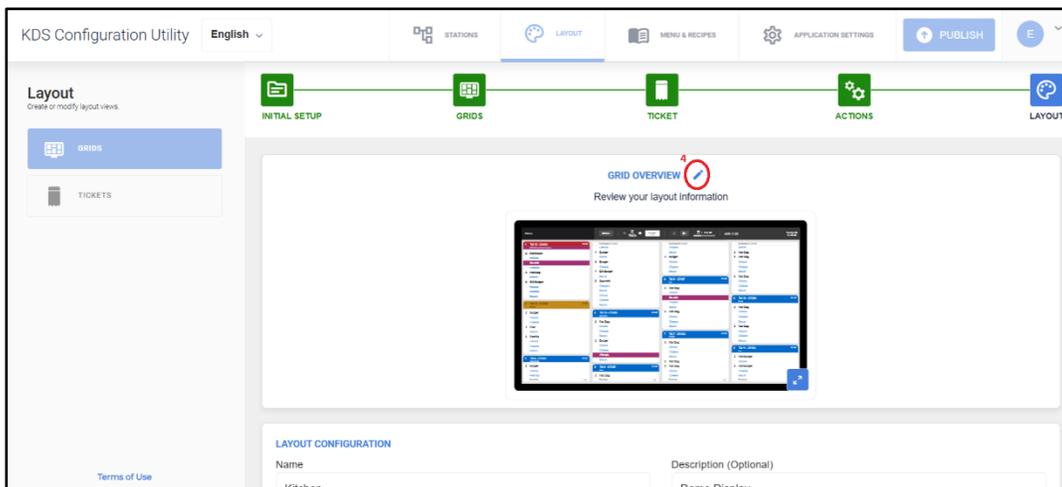
This guide assumes that you already have a Single-Station setup as described in the TrueOrder KDS Single-Station Quick Start Guide. However, the steps can be followed to apply this to Prep screens in a Multi-Station KDS as well. This function requires that **Menu Items and Groups** be configured in the Menu and Recipes tab. Please refer to the **Menu and Recipes QUM** (Quick User Manual).

## Apply Summary Ticket to Layout

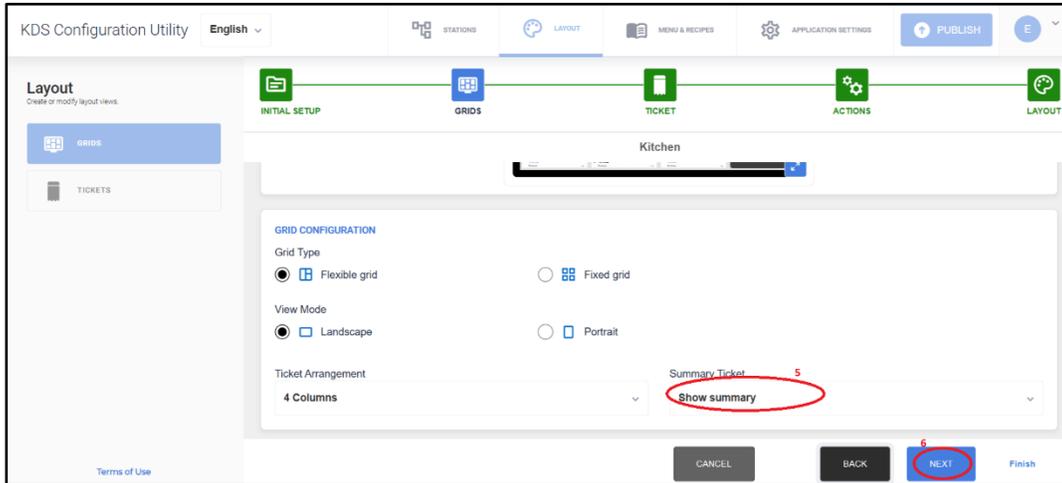
1. Click on the **Layout** tab.
2. Click **Grids** in the left-hand menu to load the grid customization page.
3. Click on the grid you wish to add the Summary Ticket to (e.g. “Kitchen” grid in the image below).



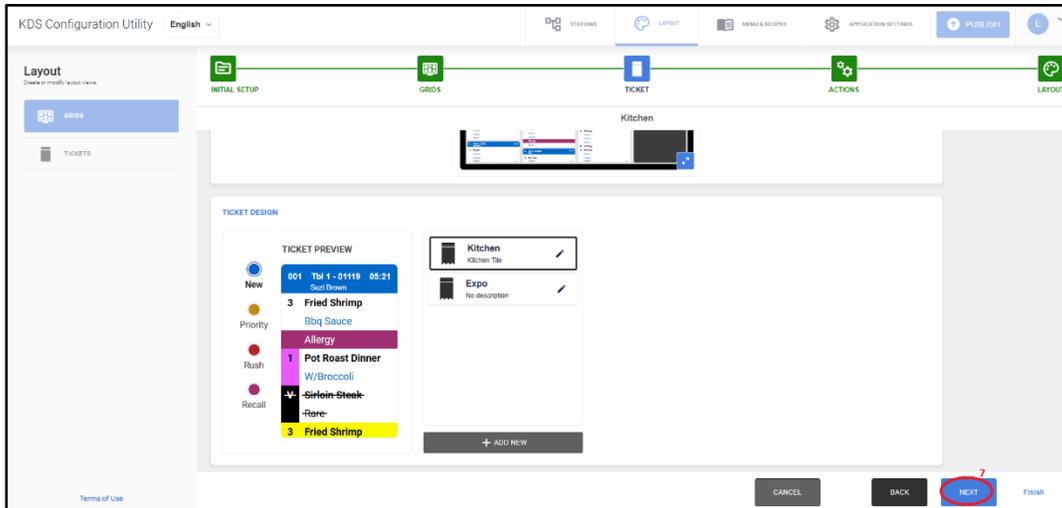
4. Click the pencil icon beside **Grid Overview**.



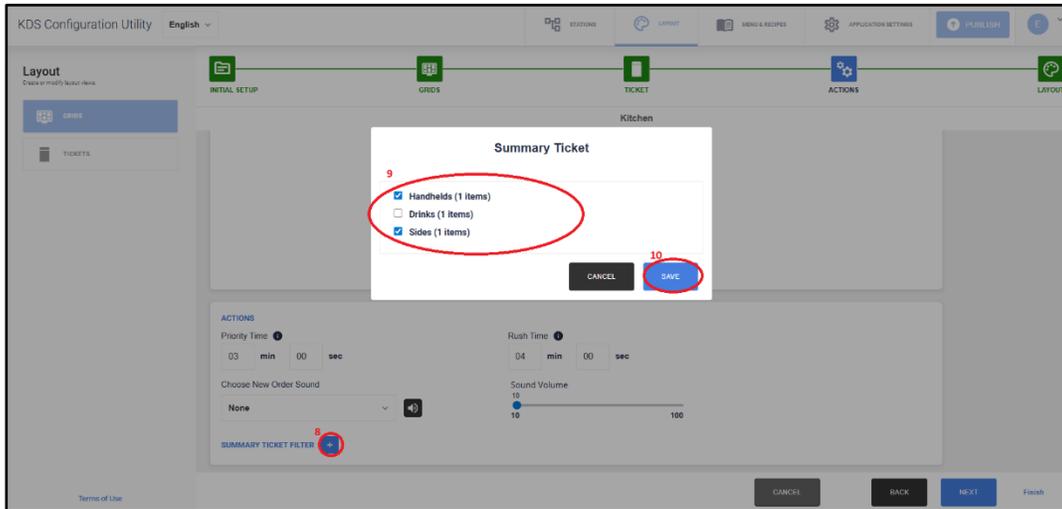
5. On the next screen, apply the **Summary Ticket** to the grid using the drop-down control.
6. Click **Next** to move to the **Ticket** settings.



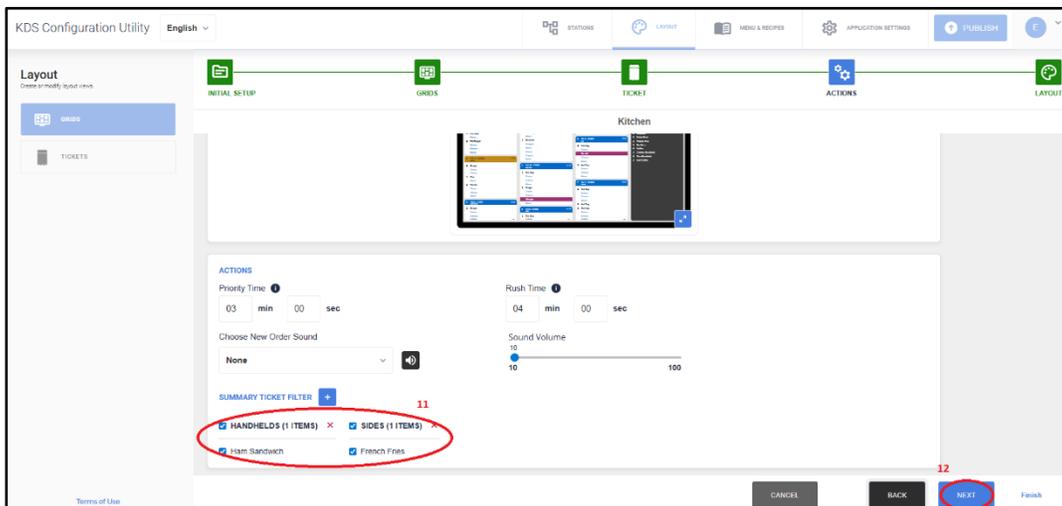
7. Click **Next** to move to the **Actions** configuration.



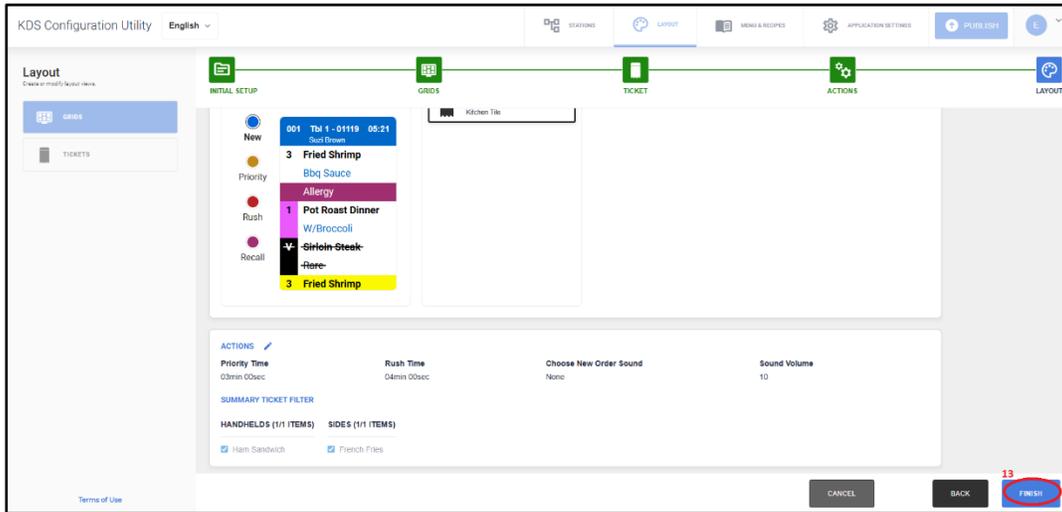
- Click the **+** icon beside **Summary Ticket Filter** to show the **Summary Ticket** customization window.
- Select which **Groups** you want displayed in the **Summary Ticket**.
- Click **Save**.



- Select which **Menu Items** you want shown in the **Summary Ticket Filter**.
- Click **Next**.



### 13. Click Finish.



### 14. Click Publish.

