Menu and Recipes

About this Guide

The guide consists of two sections:

- **Overview** – A brief description of what the Menu & Recipes configuration is in a TrueOrder™ Kitchen Display System (KDS).

- **How to configure Menu Items & Recipes** – Instructions on how to configure Menu Items and Recipes.

Overview

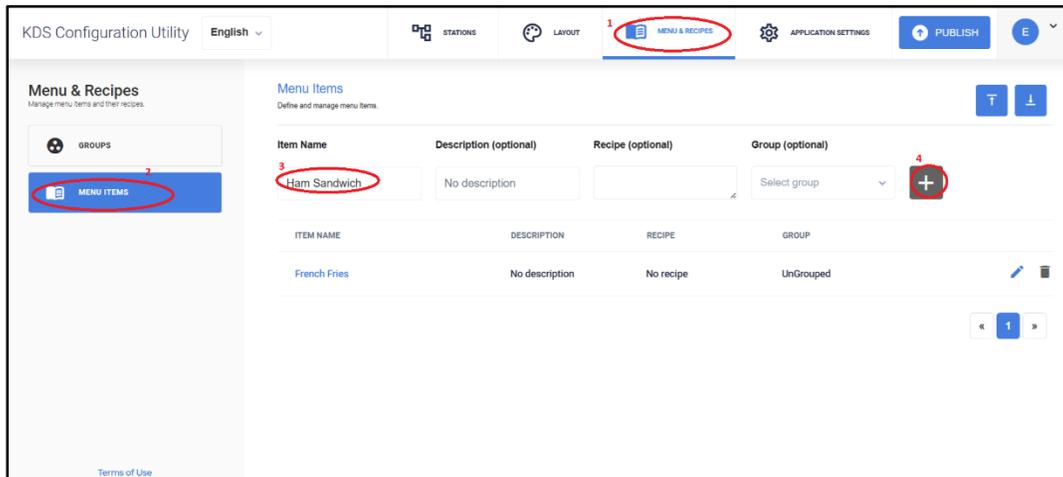Some KDS functionality requires Menu items to be configured:

1. **KDS Menu routing** – Allows menu items to be routed to their respective prep stations which is useful if the POS does not already have this capability.

2. **Summary Ticket** – List of menu items shown in the Summary Ticket.

3. **Recipes** – Showing recipes or other item information in a popup window on display.

How to Configure Menu Items & Recipes

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.

1. Add Menu Items

1. Select **Menu & Recipes**.
2. Click **Menu Items**.
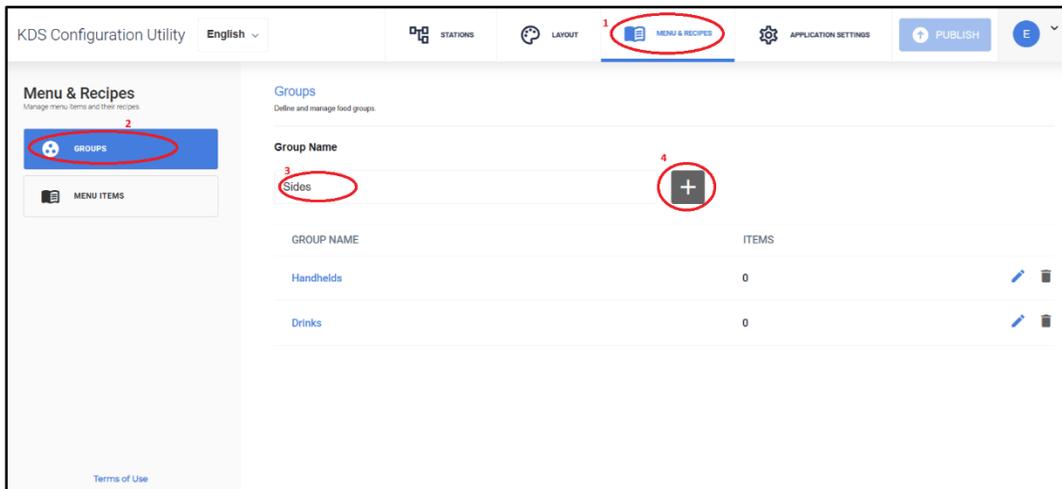3. Type new **Item Name**.

4. Click .

5. Repeat Steps 3-4 to *add* more Menu Items.

Important: You must be sure to add your Menu Items exactly as they appear on your receipts otherwise the KDS may not route these items correctly.

2. Add Groups (Optional)

Grouping is used to help the user route or select multiple items for display easily. An entire group can be selected rather than having to select individual items. For example, Hamburger and Cheeseburger can be added to a "Grill" group.
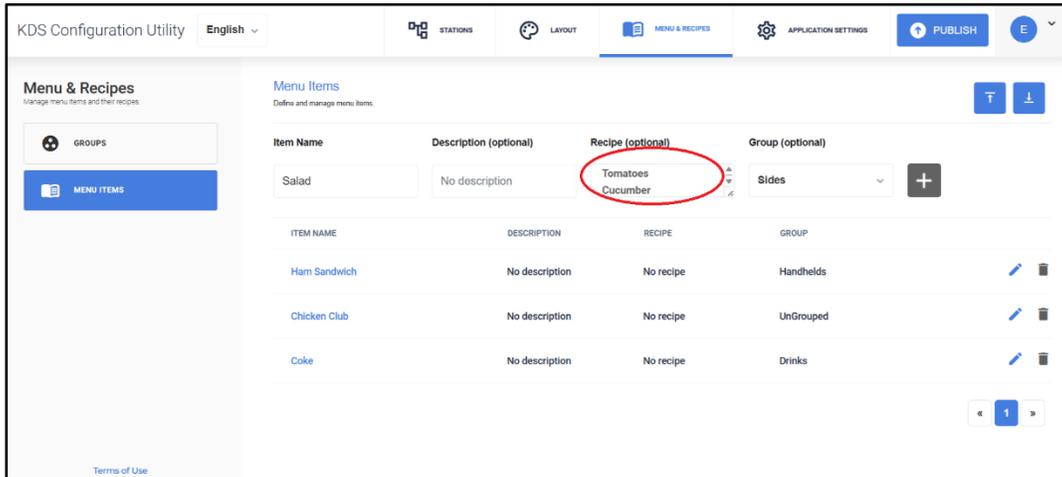
1. Select **Menu & Recipes**.
2. Click **Groups**.

3. Enter new **Group Name**.

4. Click [+] .

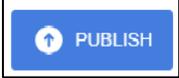5. Repeat Steps 3-4 to *add* new **Groups.**

Note: If **Groups** have been configured, you can add Menu Items to these Groups for routing or display. Simply edit each menu item in the **Menu Items** window and add it to the desired group.

3. Add Recipes (Optional)

Follow Step 1 – Add Menu Items. Before clicking [+], there is an option to add Recipe notes. These are prep instructions for that particular Menu Item.

4. Publish Changes

Click [⬆ PUBLISH] after all setting changes are done.