



## OPERATOR

This guide is Intended for daily use of the system

# How to Add a Screen Category

If a new menu needs to be created, please start with a new database. Please refer to the document 'How to Add a Menu Item' to learn how to add items within the screen category.

For this exercise, assume a menu already exists and a new category 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. In the left of the screen, touch '**Screen Category**.' The screen category screen appears.
3. Touch '**New**.'
4. Use the on-screen keyboard icon (lower left) and **name the Screen Category** (example: Appetizers). Touch '**Ok**'.

A new screen category has been created.

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

A screen category called 'Appetizers' should appear.

### Screen Category

A group of menu items that appear together on the main ordering screen.

#### EXAMPLE

A coffee shop offers espresso drinks, sandwiches, and pastries. The manager sets up three screen categories, one for each type of menu item. A customer orders a latte. The cashier selects the "espresso drink" screen category and chooses latte from the menu.

### Tip/Trick:

Once a screen category has been created, menu items can be added to this section of the menu. Please refer to the How to Add a Menu Item guide for details.

### Test:

1. Go to the order entry screen.
2. Look for the screen category. In this example, the screen category 'Appetizers' was created.
3. Touch Appetizers.

Since this exercise is part of the menu setup, please refer to **How to Add a Menu Item** in order to create specific items for the Appetizer screen category.

Upon completion of the menu item step, go back to the order entry screen, touch 'Appetizers' and select a menu item.

A new ticket should open with the menu item and price.