How to Enable Sub-courses

To enable Sub-courses for online go to Management > Occasional Menu > Internet Options.

2021-06-03 11_40_01-Window.png

Once in Internet Options, Select the 'Sundry' button from the right hand side.

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Once in the 'Sundry' menu, look for the 'Options' area and in the bar type 'A'

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With this option set, back out to the occasional menu and then back into the 'Internet Options' this time selecting 'Menu' from the right hand side.

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Now select the "Course Order" drop down menu and select 'As Table + Sub Course'

2021-06-03 11_50_17-Window.png

With 'Course Order' set, go to course names and add the main Category for the course, for example "Starters"

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Any sub-categories need to then be in the same box as the main category but separated with commas

2021-06-03 12_12_12-Window.png

This now allows you to place the items into the sub-categories using the 'Course' drop down box

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