Adding Items to My Menu

Click ‘Management’ at the bottom

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Bottom of the list click ‘Occasional Menu’

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Then click ‘Menus’

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Click the Course you would like to Add items too

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Select an empty button from the course.

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Select Pizza Size to Add new Size (12", 16" etc) Pizza to add a new Pizza, or Stock Item for anything Else.

****Please Note: Pizza Size & Pizza Only Work in the First Courses.****

We will select Stock Item for this Example

Once you have Selected what you wish the new item to be, give it a Name (Test Item in this Case)

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Click Details from the Top Right

image_1613647227210.png

And give your new Item a Price

image_1613647269163.png

Select Finish

image_1613647297465.png

Finish a Second Time

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Then Exit.

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Your New Item has been added to the Menu under the Course you have selected.

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