Changing Receipt Description for Toppings

Go to ‘Management’

image-1613146419137.png

Then ‘Occasional Menu’

image-1613146980269.png

And click ‘Menus’ at the top

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Go to 'Toppings' at the bottom

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Click on the topping you want to change the description of

image-1615809232999.png

Top right you want to click on 'Details'

image-1615809279485.png

You will see a box called 'Topping Details'

image-1615809376366.png

Click in the 'Receipt Description' box and type in the correct name

image-1615809566944.png

Once you have done that go through and check the other topping descriptions

image-1615809633855.png

All toppings will then appear on the receipts correctly

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