

# Changing Receipt Description for Toppings

**Go to 'Management'**

**image-1613146419137.png**

**Then 'Occasional Menu'**

**image-1613146980269.png**

**And click 'Menus' at the top**

**image-1615809009907.png**

**Go to 'Toppings' at the bottom**

**image-1615809820670.png**

**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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