How to change prices in Intouch

Go to ‘Management’

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Then ‘Occasional Menu’

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And click ‘Menus’ at the top

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Click on the item you want to change the price of

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You will then see ‘Details’ top right

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Once in details you will see ‘Price’

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Click in the ‘Price’ box and enter the new price

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Once you have changed the price(s) click ‘Finished’

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And ‘Finished’ again

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And 'Exit'

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If you have Online Ordering with us it will ask you to ‘Upload Menu to Website’

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If so click ‘Yes’ to upload

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Check the item in inTouch has the correct price

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Do the same for all the other price changes you may have.

Check the website regularly

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