EPSON

Menu and Recipes

About this Guide

The guide consists of two sections:

- **Overview** – A brief description of what the Menu & Recipes configuration is in a TrueOrder™ Kitchen Display System (KDS).

- **How to configure Menu Items & Recipes** – Instructions on how to configure Menu Items and Recipes.

Overview

Some KDS functionality requires Menu items to be configured:
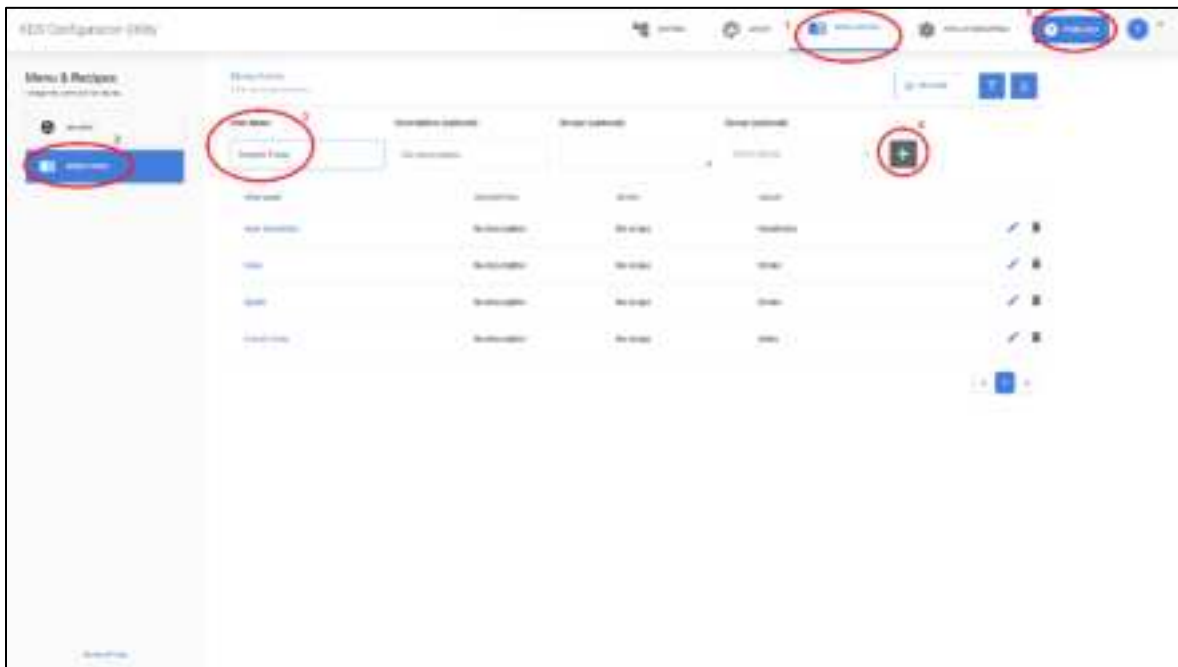
1. **KDS Menu routing** - Allows menu items to be routed to their respective prep stations which is useful if the POS does not already have this capability.

2. **Summary Ticket** – List of menu items for that ticket.

3. **Recipes** - Showing recipes or other item information in a popup window on display.

How to Configure Menu Items & Recipes

This guide assumes that you already have a Single-Station setup as described in the TrueOrder KDS Single-Station Quick Start Guide. However, the steps can be followed to apply this to Prep screens in a Multi-Station KDS as well.

1. Add Menu Items

1. Select **Menu & Recipes**.
2. Click **Menu Items**.
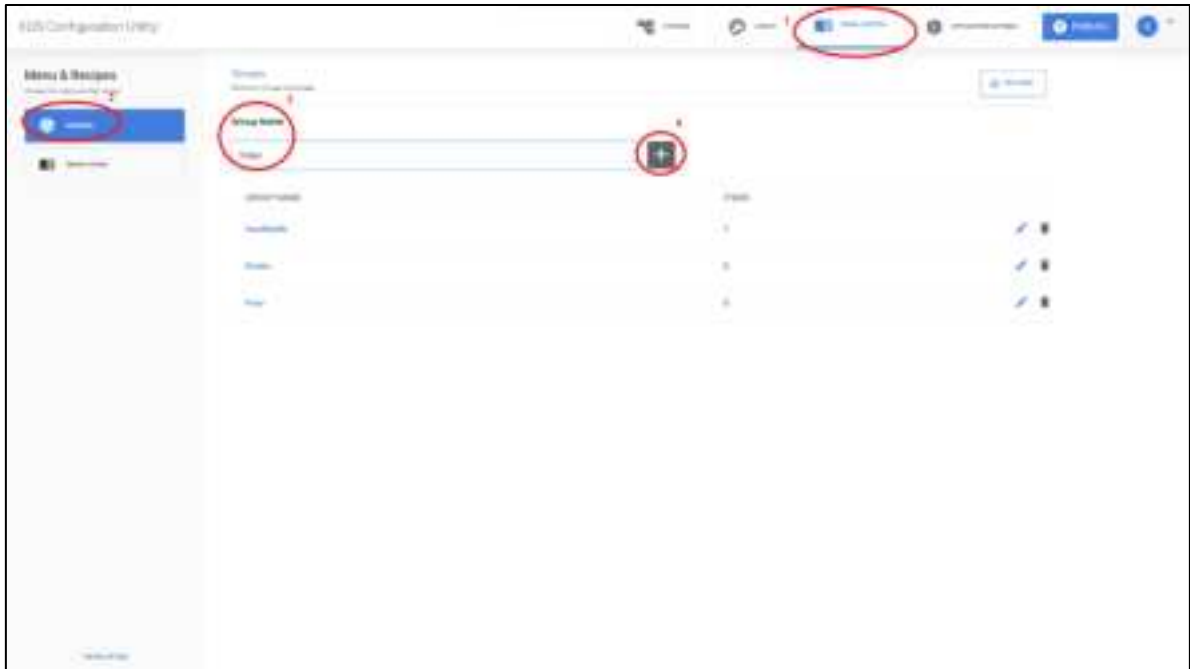3. Type new **Item Name**.
4. Click [+].

5. Repeat Steps 3-4 to *add* new Menu Items.

Note: You must be sure to add your Menu Items exactly as they appear on your receipts otherwise the KDS may not route these items correctly.

2. Add Groups (Optional)

Grouping is used to help the user route or select multiple items for display easily. The group can be selected rather than individual items. For example, Hamburger and Cheeseburger can be added to a Grill group.
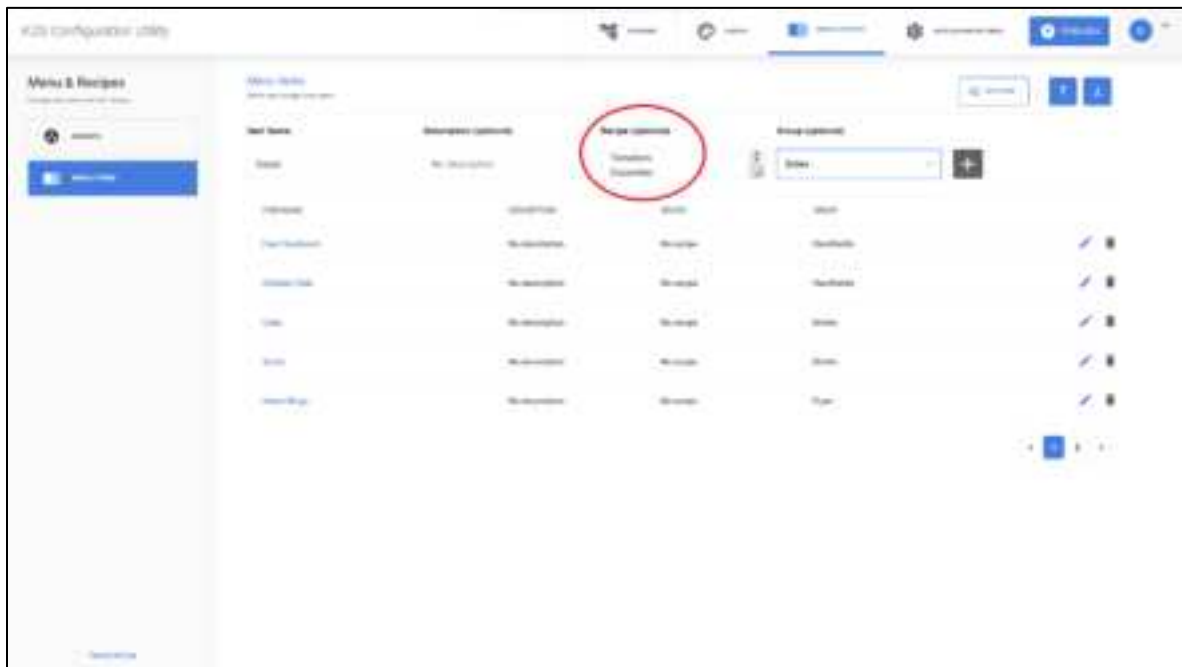
1. Select **Menu & Recipes**.
2. Click **Groups**.

3. Enter new **Group Name**.

4. Click [+].

5. Repeat Steps 3-4 to *add* new **Groups.**

Note: If **Groups** have been *configured*, you can add Menu Items to these Groups for routing or display. Simply edit your menu items in **Menu Items** and add them to a specific group.

3. Add Recipes (Optional)

1. **Follow Step 1 – Add Menu Items.** Before clicking ⊞, there is the option to add Recipes. These are special instructions on that particular Menu Item.

4. Publish Changes

Click [🔂 PUBLISH] after all setting changes are done.