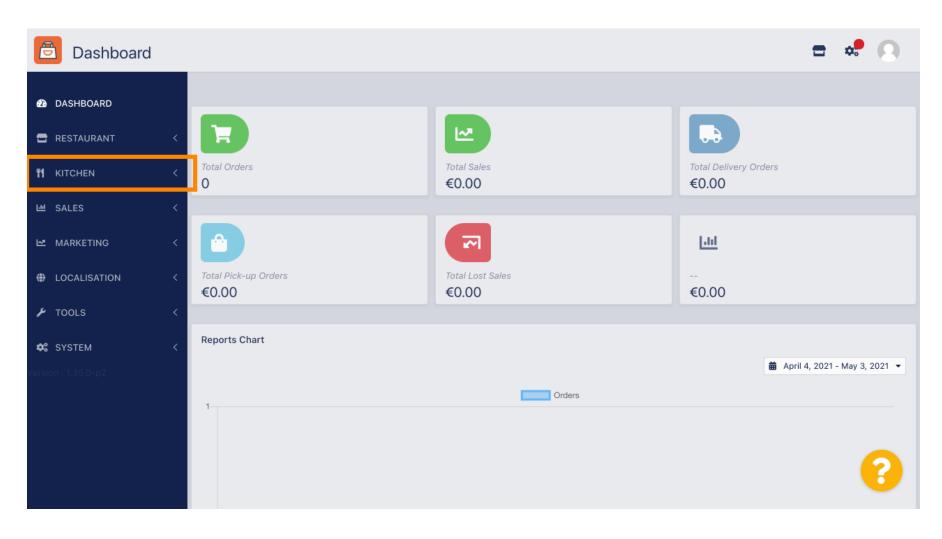
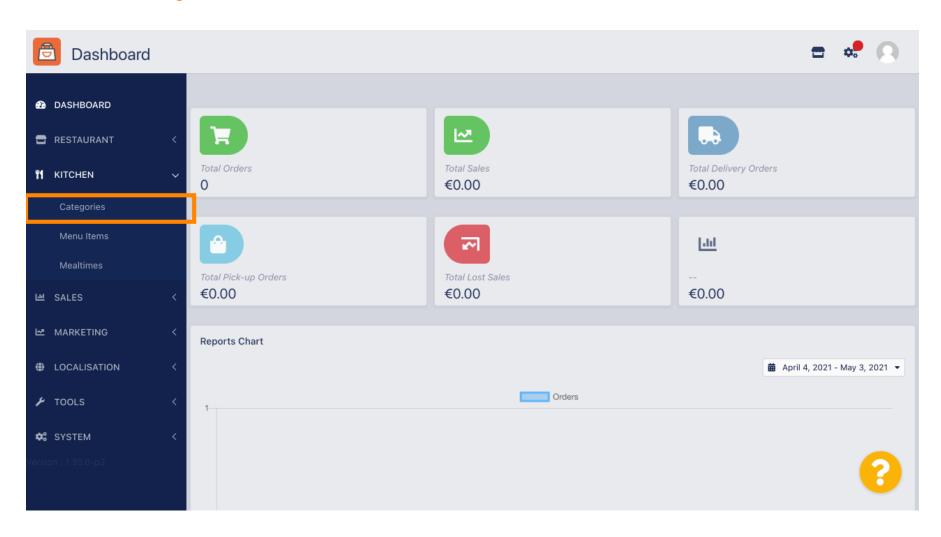


• Once you are logged in click on kitchen.



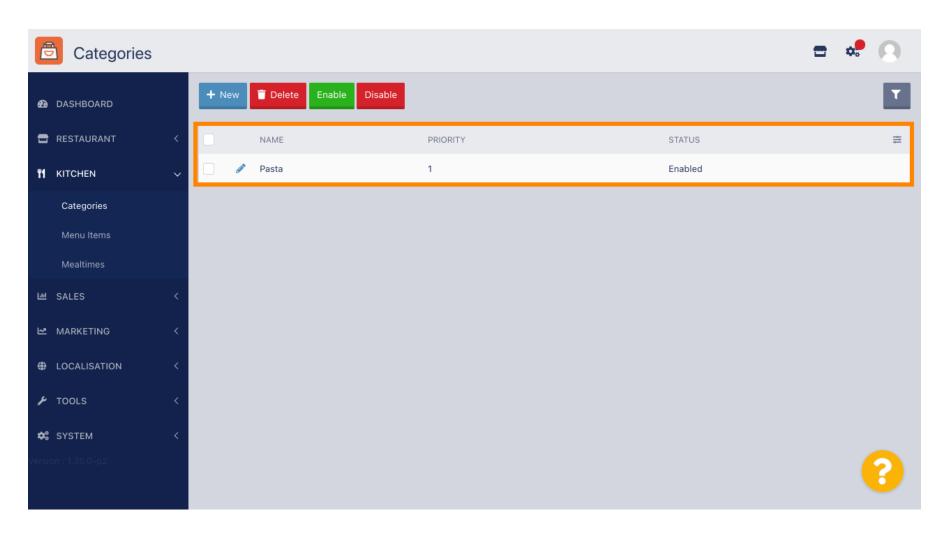


Then select categories.



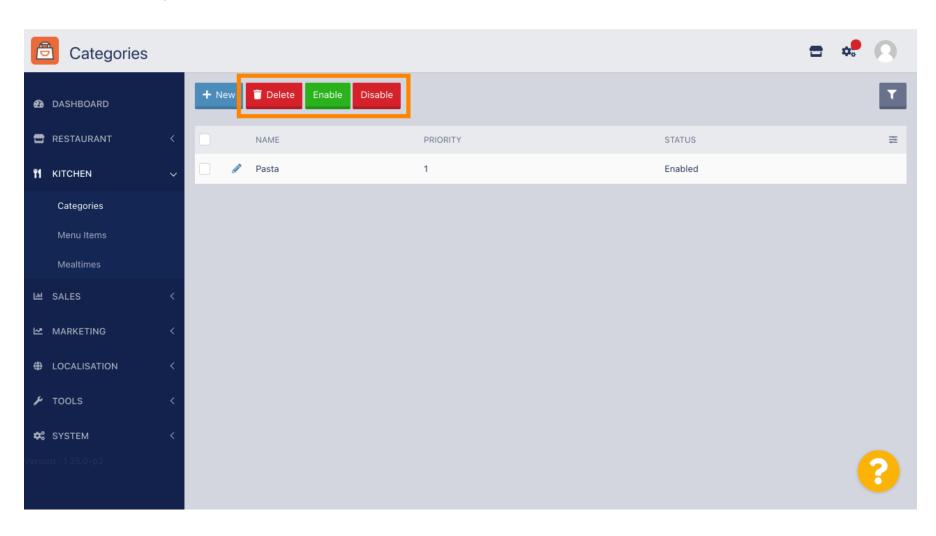


You now see an overview of the existing menu categories.



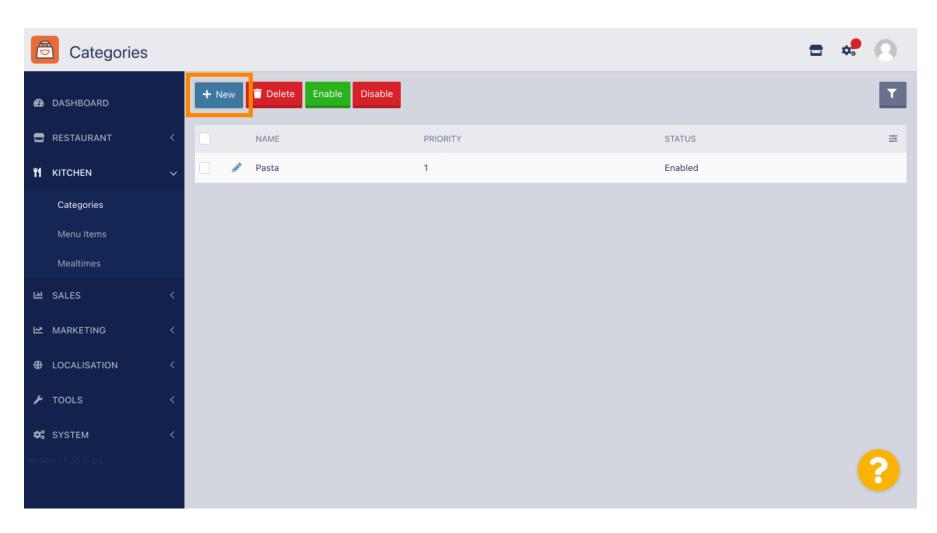


In the overview you can delete, enable or disable selected categories.



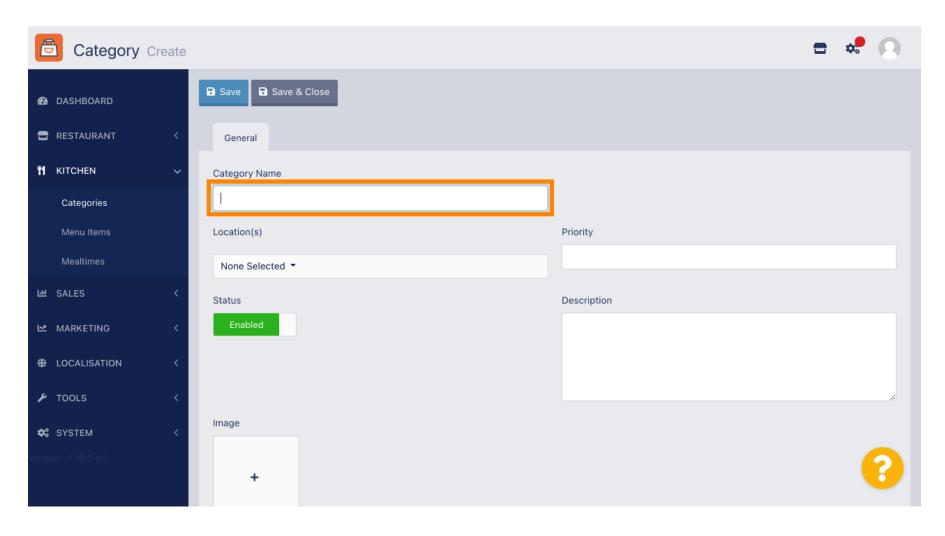


• To set up a new menu category click on new.



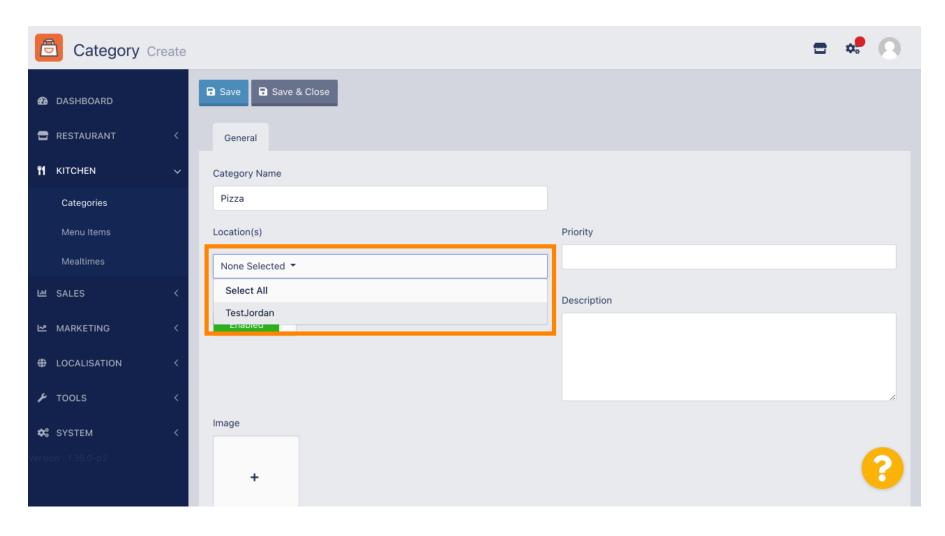


**T** Enter the name of the category.



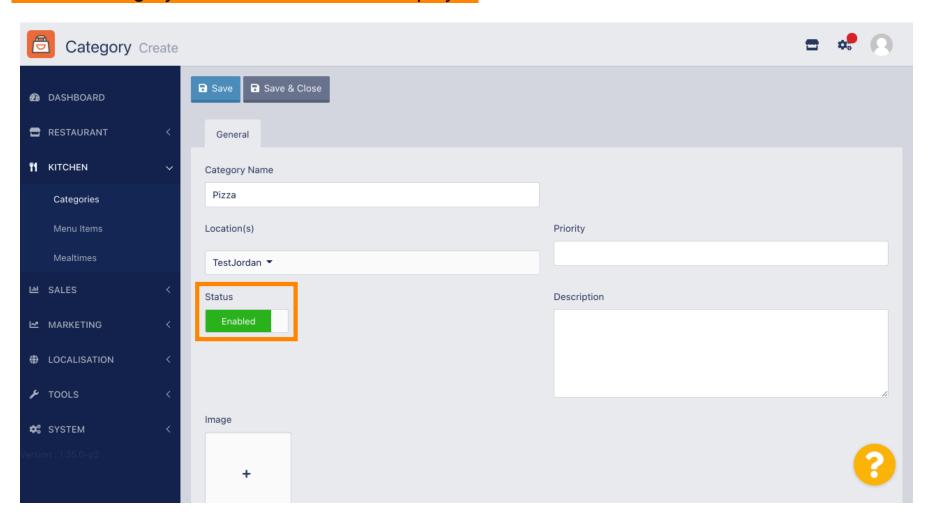


Select a location the category should be assigned to.



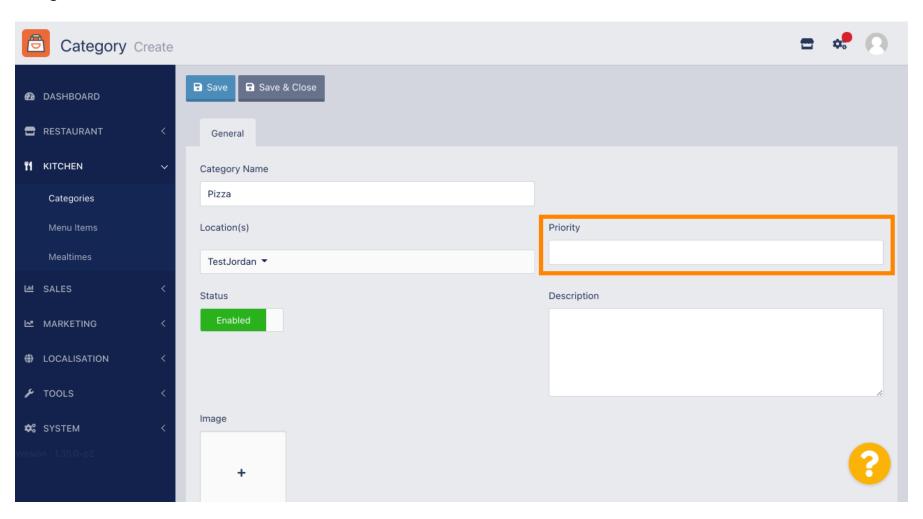


By disabling the status of the menu category it will not be displayed for the chosen location. Note: Right now the category is enabled and will be displayed.



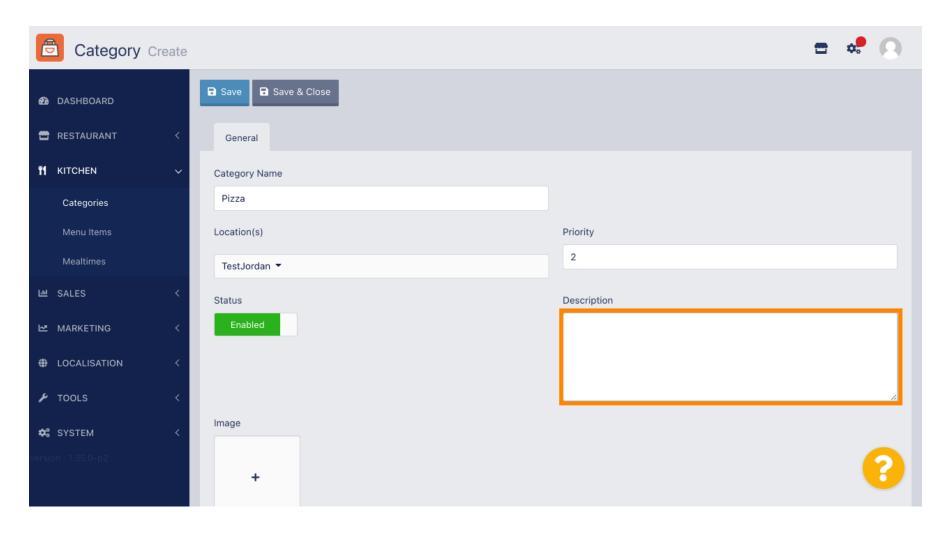


Select a priority which determines on which position the category will be listed among all other categories.



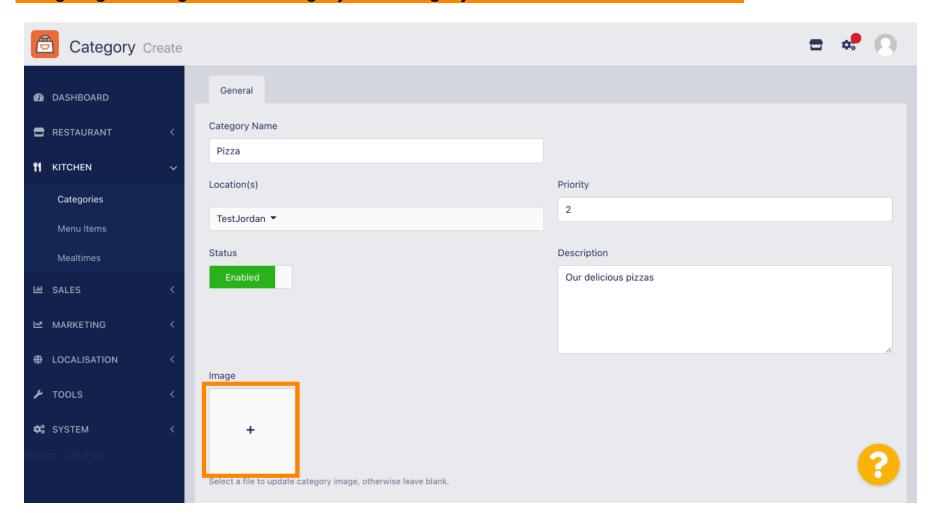


Now enter a description for the category.



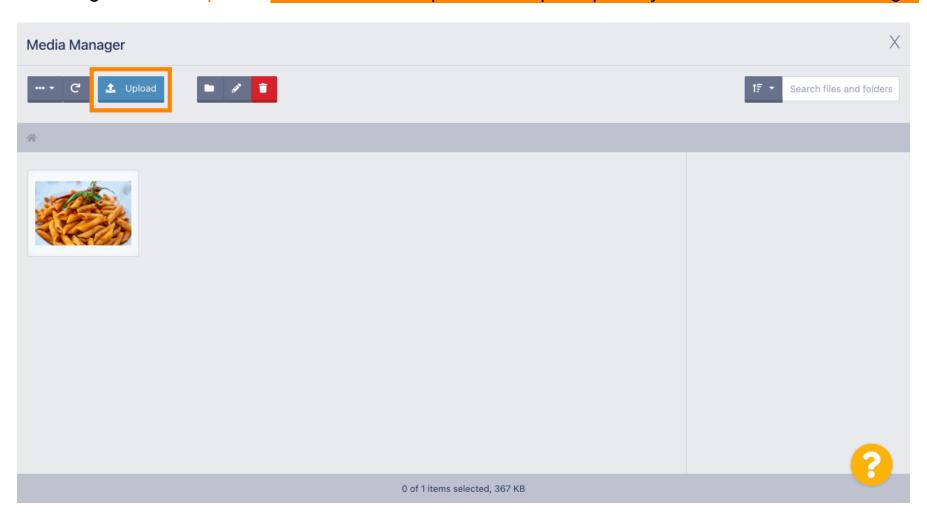


To assign an image to the category click on the empty square with the plus icon. Note: Before assigning an image to the category the category has to be saved beforehand.



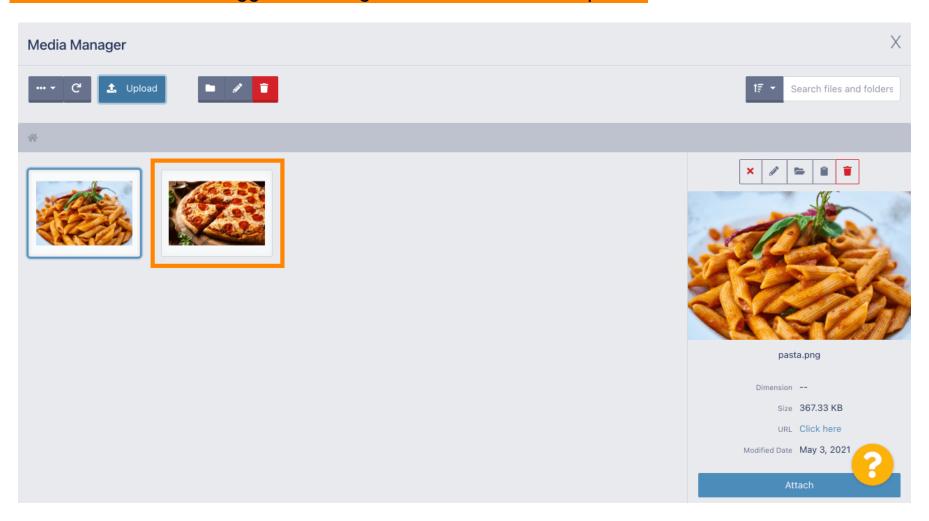


You are now in the media manager where you have access to your already uploaded images. To add a new image click on upload. Note: Your file explorer will open up and you have to select an image.



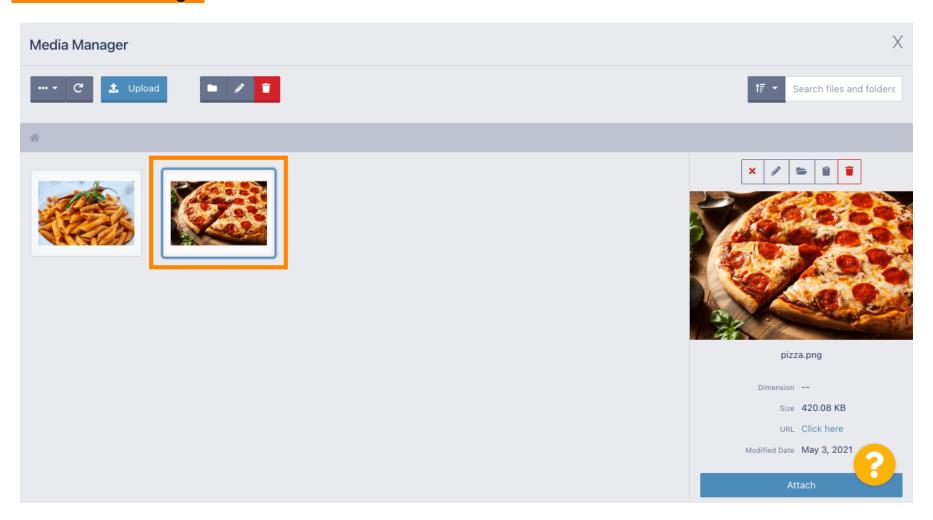


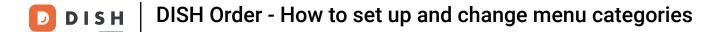
Once you selected your image from you file explorer it will be displayed in the media manager. Note: For the best outcome we suggest an image with size of 690 x 80 pixels.



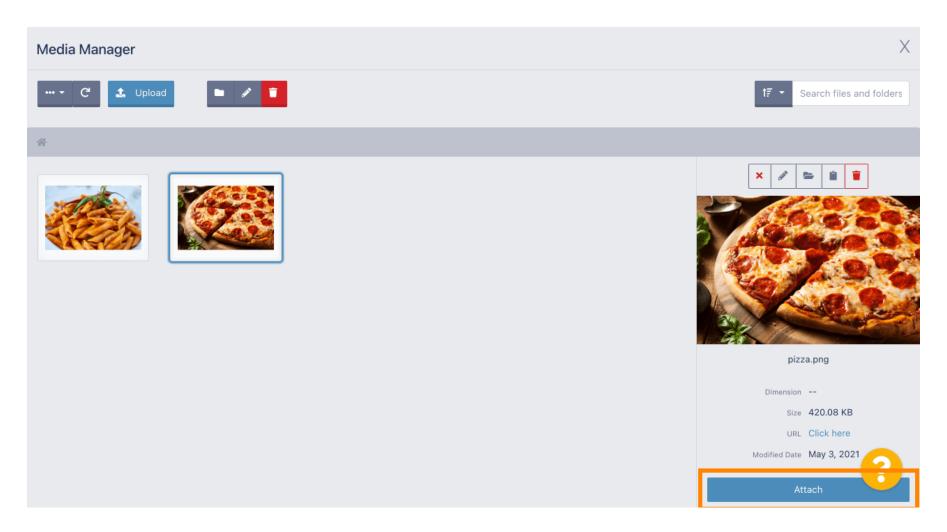


Now click on the image to select it. Note: The blue frame around the image indicates that you have selected that image.



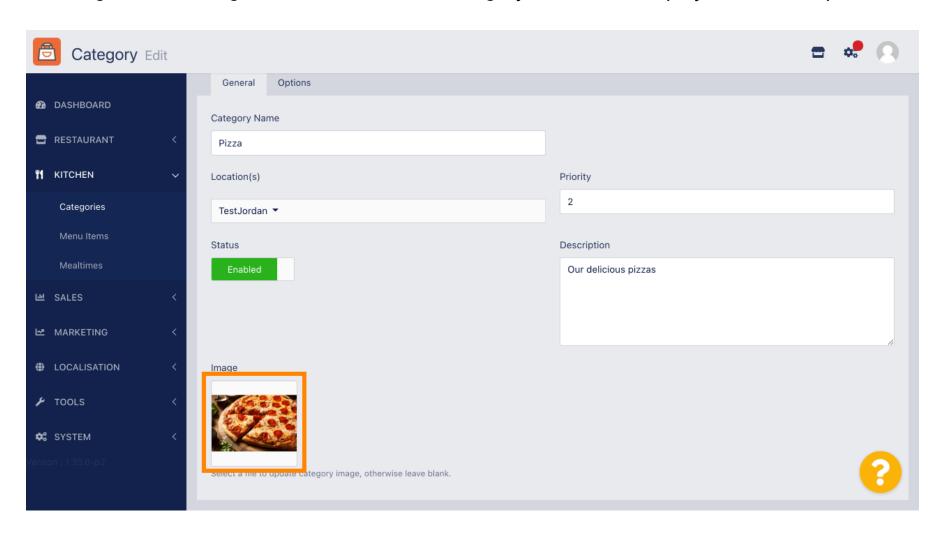


Click on attach to assign the selected image to the menu category.



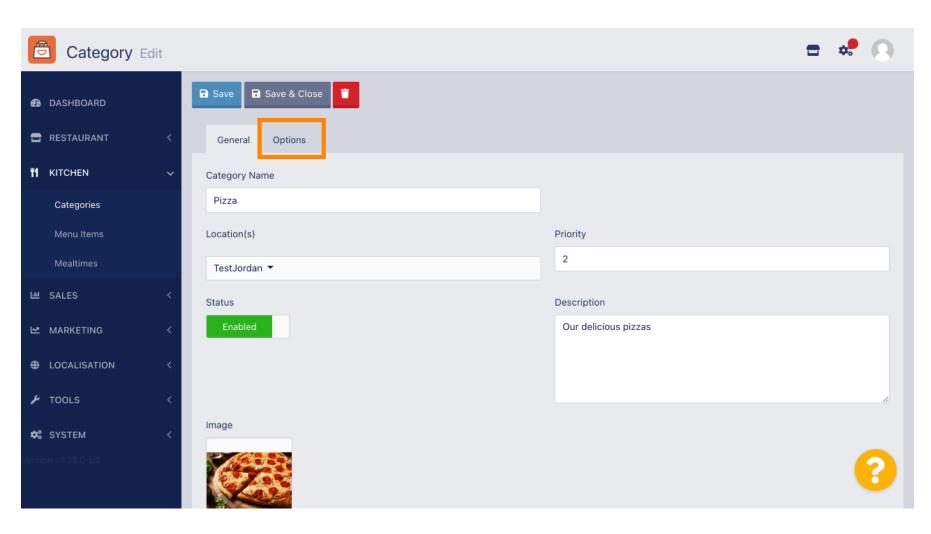


The image is now assigned to the new menu category and will be displayed in the shop.



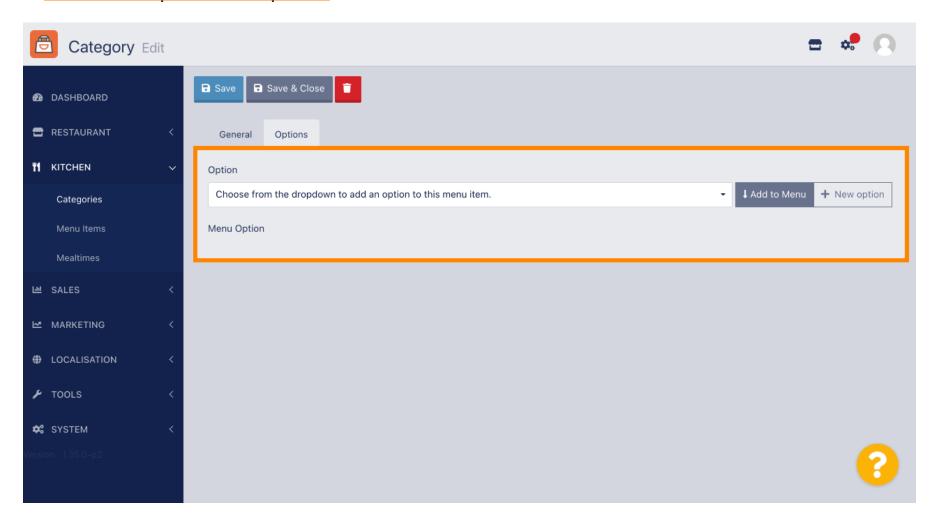


Click on options to edit menu options.



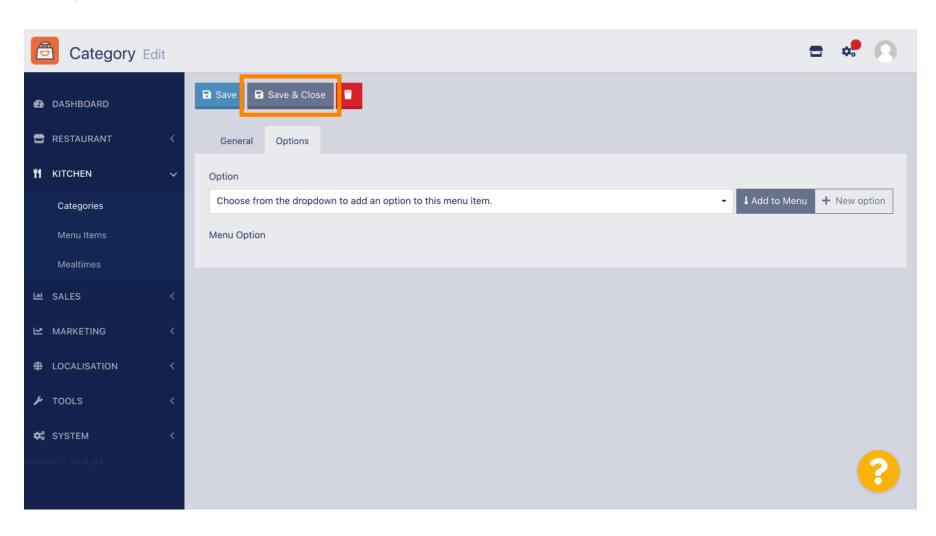


Here you can add options to the category and edit those. Please follow the <u>link</u> for further information on <u>how to set up and edit options</u>.



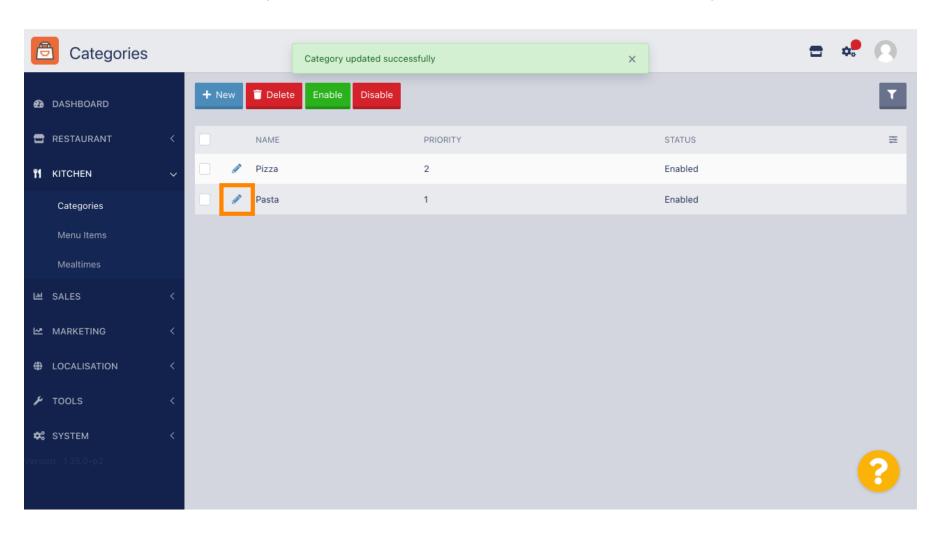


• When you are finished do not forget to click on save & close.



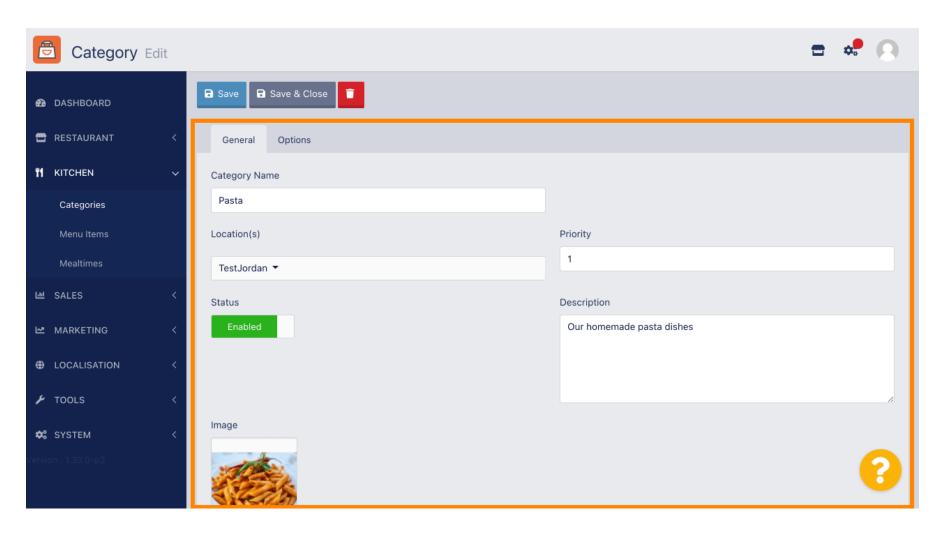


To edit an existing category click on the pencil icon of the desired category.



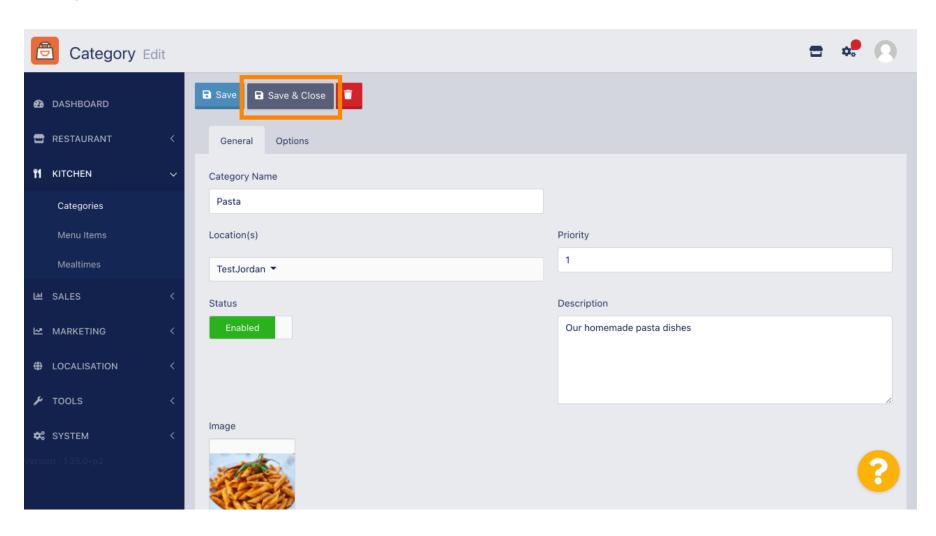


You then are able to edit the settings of the chosen category.



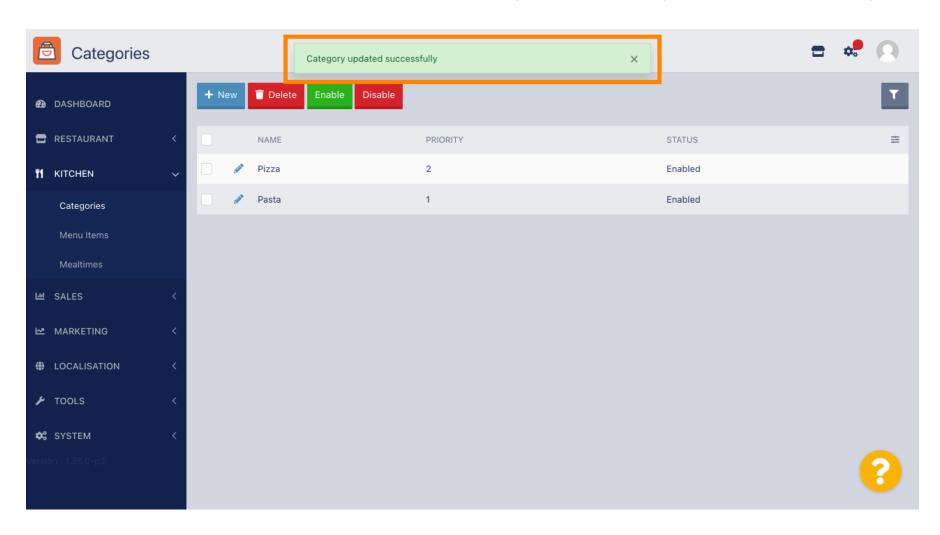


• When you are done editing the settings do not forget to click on save & close.





The green pop-up message on the top indicates that you successfully updated the category.





Scan to go to the interactive player