

To set up or edit allergen or additive information, please navigate to the Admin Panel.



# Click KITCHEN -> Menu Items.

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## Click the pencil icon of the menu item you want to adjust.





## • Navigate to the tab Allergens and additives.





This page enables you to add or remove menu item information including allergens and additives.





In the Allergens section, click the text box and a drop-down menu with predefined allergens will open. In the case you don't need to add any allergens, please enable the checkbox No declaration obligatory allergens.



Ē	Menu Edit					= 0			
ø	DASHBOARD		🗃 Save 🖬 Save &	Close					
•		× 1	Menu Options	Allergens and additives	Legal information				
11	KITCHEN	×	All hospitality est additives present	tablishments in Europe are req t in your dishes.	uired to declare ingredients contained in their foods that may induce allergies or food intolerances. Please carefully specify any pote	ential allergens or			
				addatives present in your dismes.					
	Menu items	_	Allergens	Allergens					
		Add new allergen:							
M SALES Find or choose from the dropdown to add an allergen to this menu.					rgen to this menu.				
			Find or choose from	the dropdown to add an alle	rgen to this menu.				
	MARKETING	<u> </u>	Gluten						
		<	Lupines						
r		<	Ears						
			Soya						
			Add new abditive:						
			Find or choose from	the dropdown to add an add	itive to this menu.	+ New Additive			
			No declaration obligatory additives						
		Additives list:							
			with colouring a	agent		â			
			with phosphate			â			
					Privacy Settings [FAQ	New Peatures			
						•			



#### Please select all relevant allergens.





In this section you can add or remove additives to your menu item. In the case you don't need to add any additives, please enable the checkbox No declaration obligatory additives.

Menu Edit			= 0
DASHBOARD		Allergens	
		Add new allergen:	
E RESTRUKANT		Find or choose from the dropdown to add an allergen to this menu.	
# KITCHEN	Ť	No declaration obligatory allergens	
		Allergens List:	
Menu Items		≡ Gluten	<b>a</b>
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		Additives Add new additive: Find or choose from the dropdown to add an additive to this menu.  No declaration obligatory additives Additives list:  # with colouring agent	+ New Additive
		Additives Add new additive: Find or choose from the dropdown to add an additive to this menu. No declaration obligatory additives Additives list:      with polognate      with phosphate	+ New Additive
		Additives Add new additive: Find or choose from the dropsdown to add an additive to this menu. No declaration obligatory additives Additives list:    with colouring agent  with phosphate  Sweetener	+ New Additive
		Additives Add new additive: Find or choose from the dropdown to add an additive to this menu. ho declaration obligatory additives Additives list:	+ New Additive
		Additives Add new additive:  Find or choose from the dropdown to add an additive to this menu.  No declaration obligatory additives Additives list:  with colouring agent  with phosphate  Sweetener	+ New Additive
		Add new additive: Find or choose from the dropdown to add an additive to this menu. No declaration obligatory additives Additives list: = with colouring agent = with phosphate = Sweetener	+ New Additive



In the case there is no predefined allergen matching, please click New Additive to create a new one.



### • Enter Additive Name.



#### Click Save & Add To Menu.

by METRO





## The Additive has been created successfully.

🛅 Menu Edit	Additive added 🛛 🗢 🔘						
DASHBOARD	Menu Options Allergens and additives Legal Information						
RESTAURANT	All hospitality establishments in Europe are required to declare ingredients contained in their foods that may induce allergies or food intolerances. Please carefully specify any potential allergens or additives present in your dishes.						
11 KITCHEN	~ Allergens						
	Add new allergen:						
Menu Items	Find or choose from the dropdown to add an allergen to this menu.						
	No declaration obligatory allergens						
Allergens List:							
	C E Gluten						
	Lupines						
	<						
	≡ €ggs						
	Additives						
	Add new additive:						
	Find or choose from the dropdown to add an additive to this menu.						
	No declaration obligatory additives						
	Additives list:						
	≡ with colouring agent						
	≡ with phosphate						
	<b>?</b>						



Click in the text box and a drop-down menu with predefined Additives will open. Please select all relevant allergens.

🖻 Menu Edit		• •			
DASHBOARD	Save & Close				
🖶 RESTAURANT	Menu Options Allergens and additives Legal information				
T KITCHEN	All hospitality establishments in Europe are required to declare ingredients contained in their foods that may induce allergies or food intolerances. Please carefully specify any potential additives present in your dishes.				
Categories Menu items	Allergens				
	Add new allergen:				
	< Giuten × Lupines × Lactose × Eggs				
	No declaration obligatory allergens				
	< Allergens List:				
F TOOLS	Additives				
	Add new additive:				
	Find or choose from the dropdown to add an additive to this menu.	w Additive			
	Find or choose from the dropdown to add an additive to this menu.				
	with colouring agent				
	with preservative	-			
	with flavour enhancer				
	sulphurised	<b></b>			
	Briann Retions LEAD LNew Seat				
	struction in the second s				



Please click Save or Save & Close to apply the changes.





## The changes have been updated successfully.

🖻 Menus		Menu updated successfully			×	=	Ω
a dashboard	+ New Toolete Enable	Disable					۲
🖶 RESTAURANT 🧹	NAME OF THE DISH		CATEGORY	PRICE	SPECIAL STATUS	STATUS	=
	🖉 Coca Cola 0,51		Drinks	€2,99		Enabled	
Categories	🖋 Pizza Italia		Pizza	€9,00		Enabled	
Menu Items	🖋 Spaghetti Bolognese		Pasta	€8,50		Enabled	
Mealtimes	🖋 Spaghetti Carbonara		Pasta	€8,99		Enabled	
L≝ SALES <							
L≝ MARKETING <							
LOCALISATION <							
🖌 TOOLS <							
enser : 85keilotc2							
						Privacy Settings   FAQ   New Features	
							2



#### That's it, you're done!





