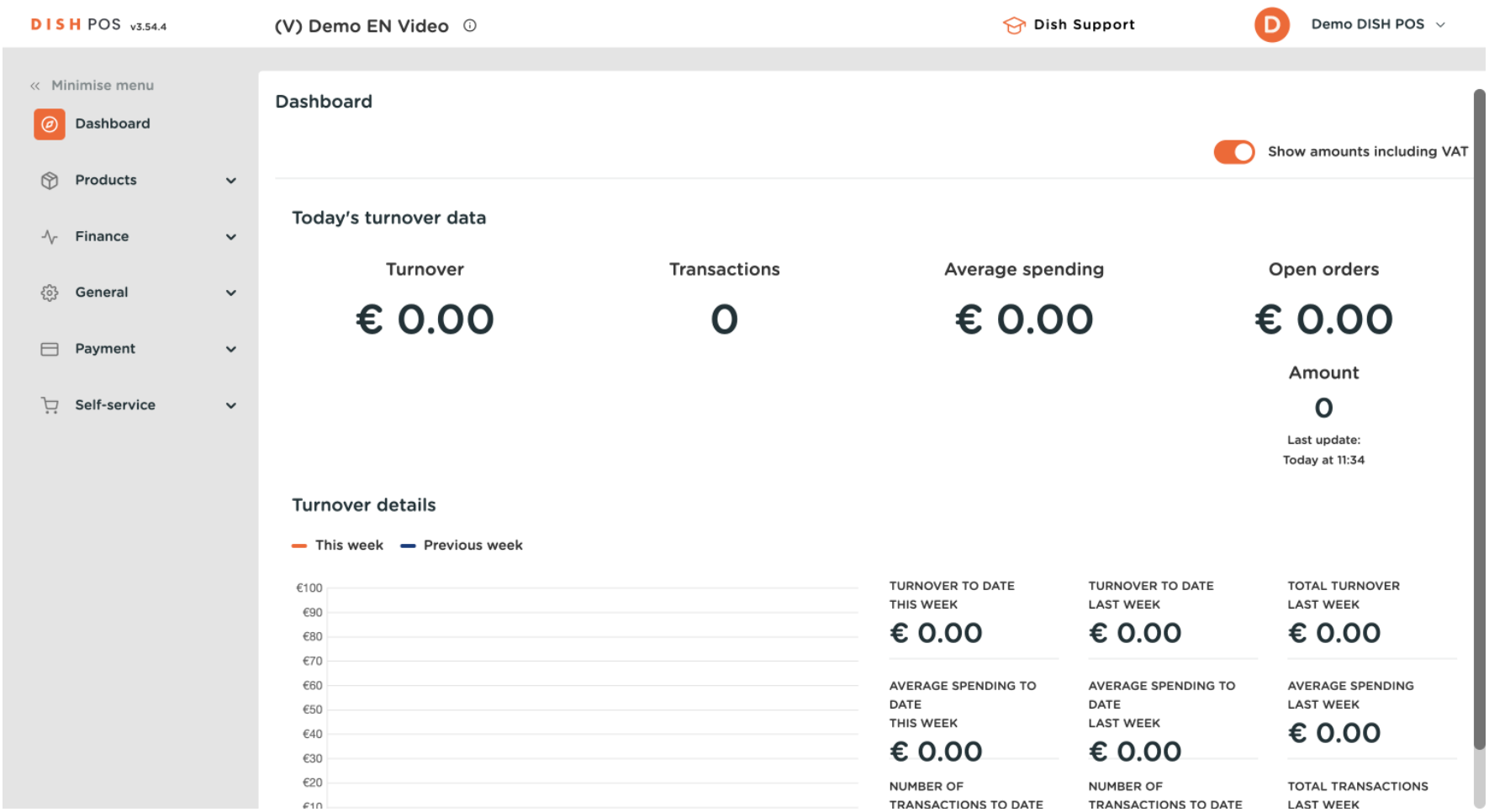
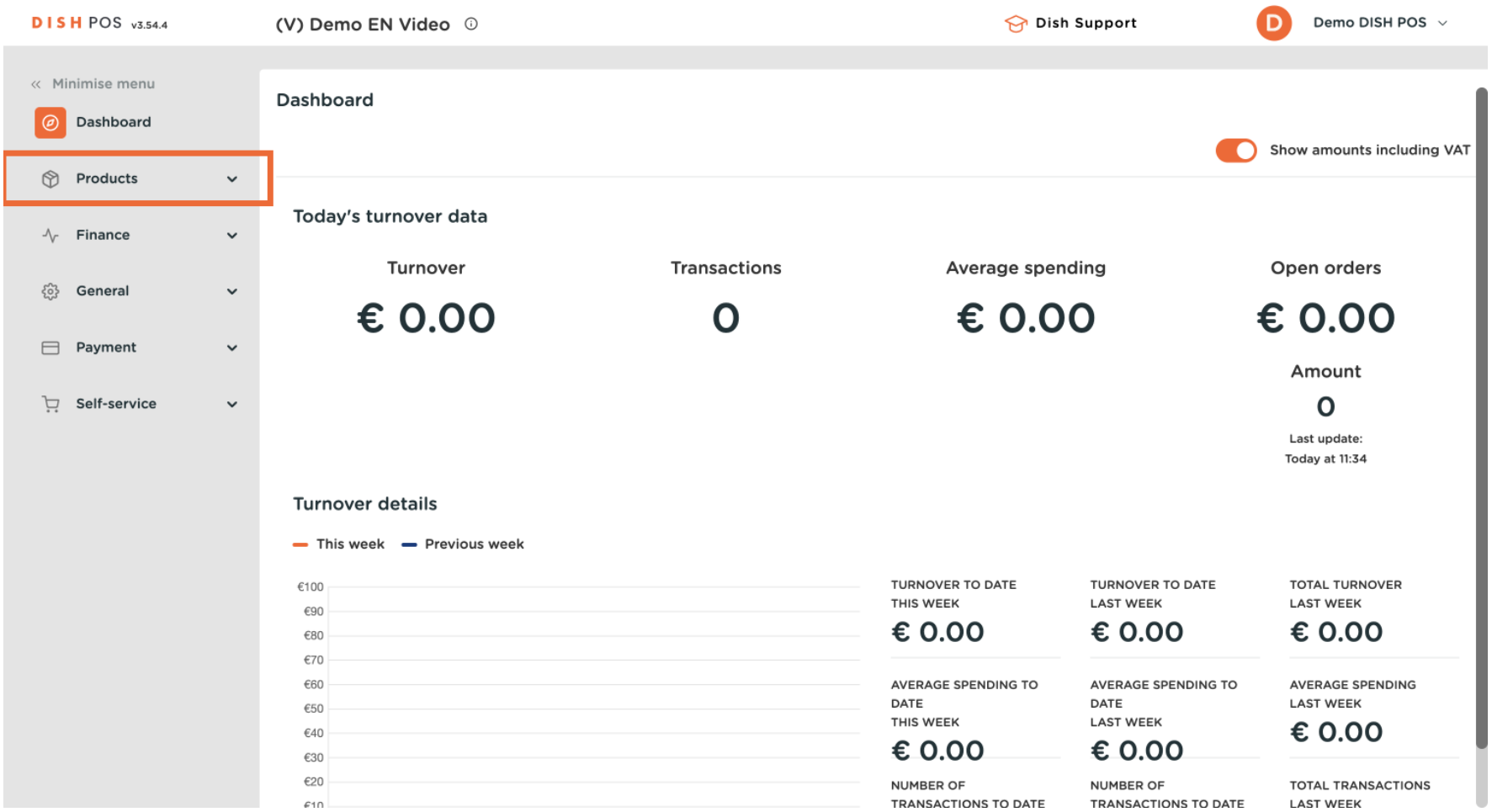
How do I manage and arrange menus (incl. sub-menus)?

Welcome to the DISH POS dashboard. In this tutorial, we show you how to manage and arrange menus.



How do I manage and arrange menus (incl. sub-menus)?

First, click on Products.



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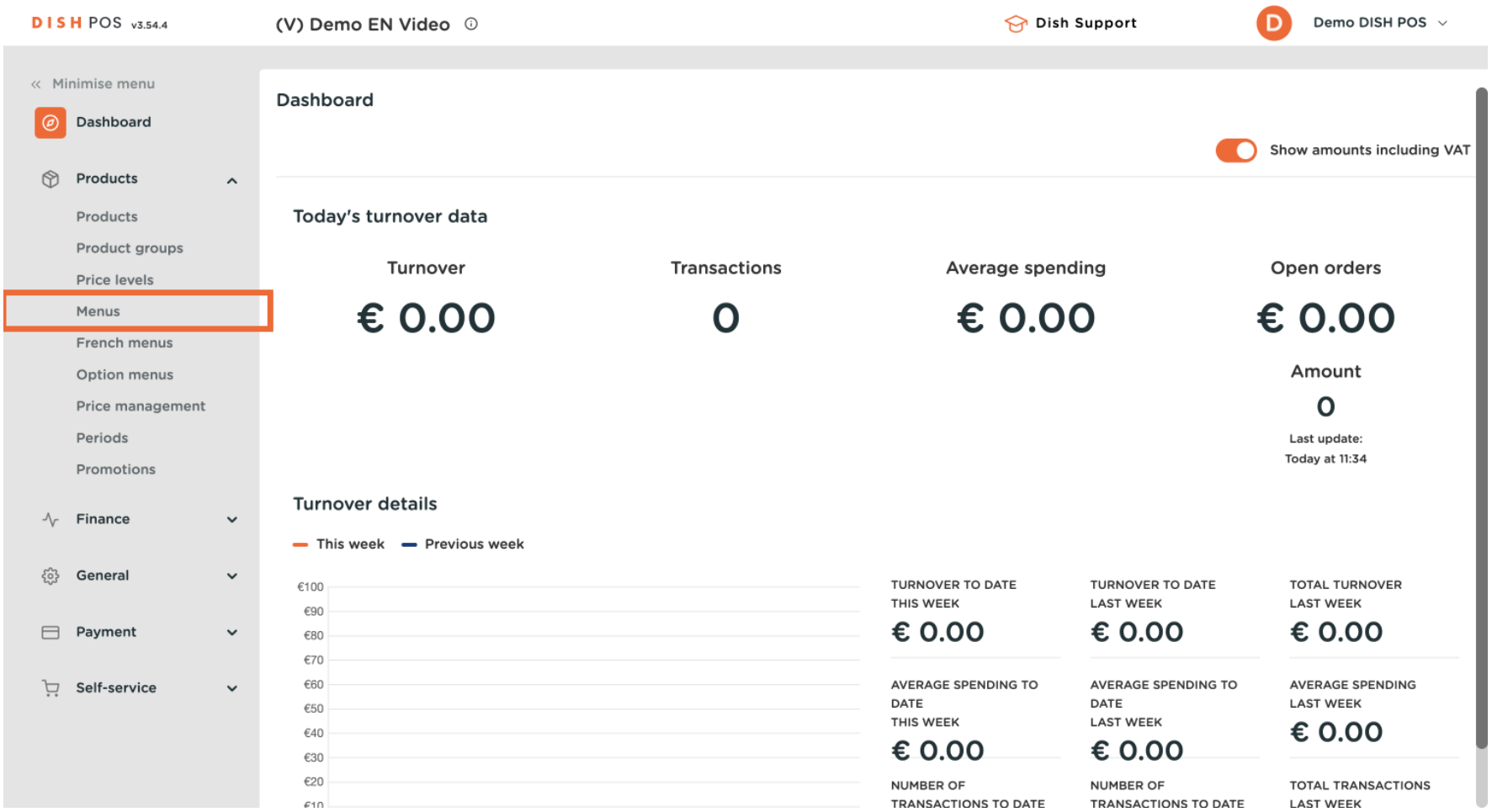
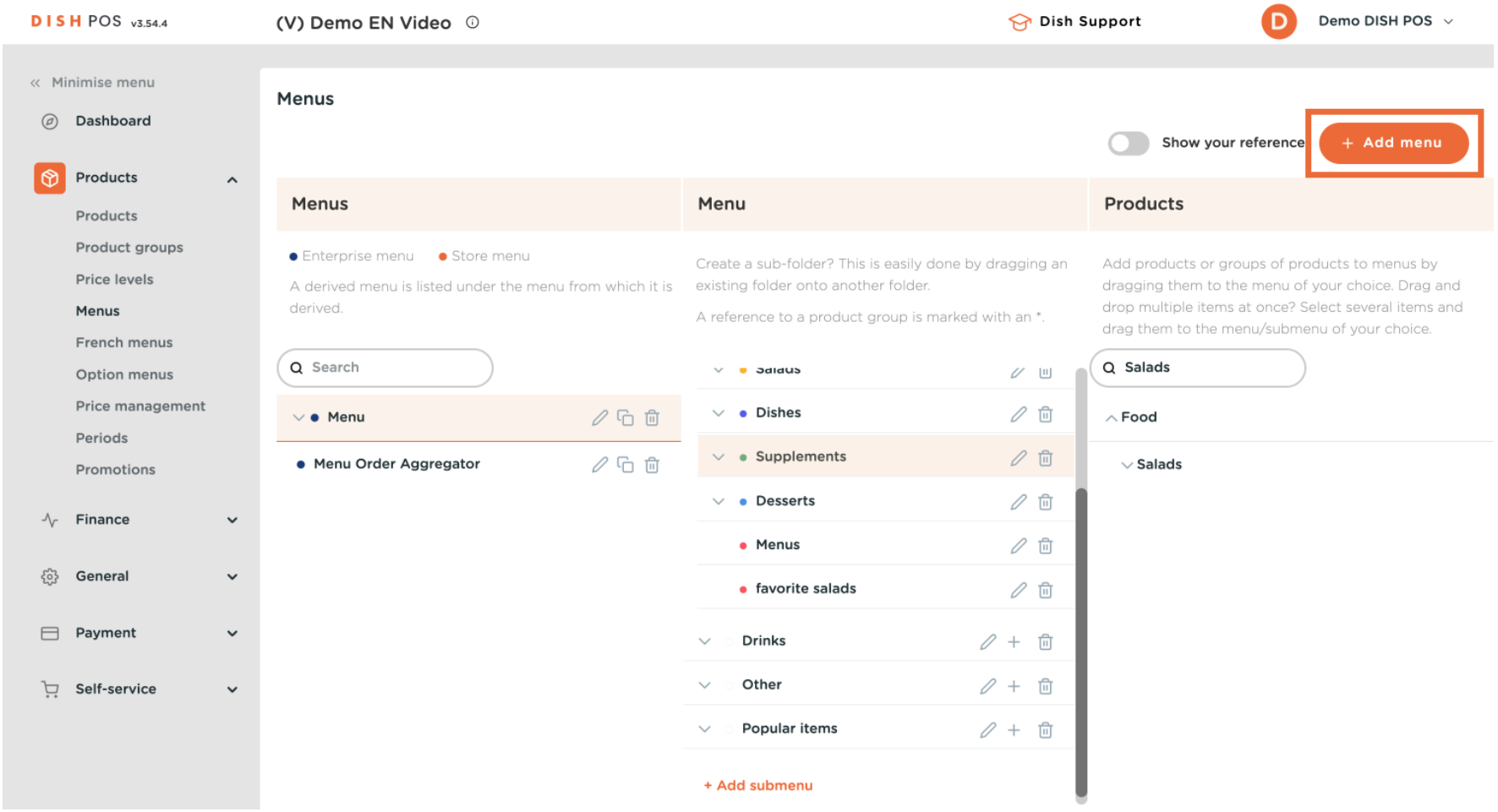
Then go to Menus.



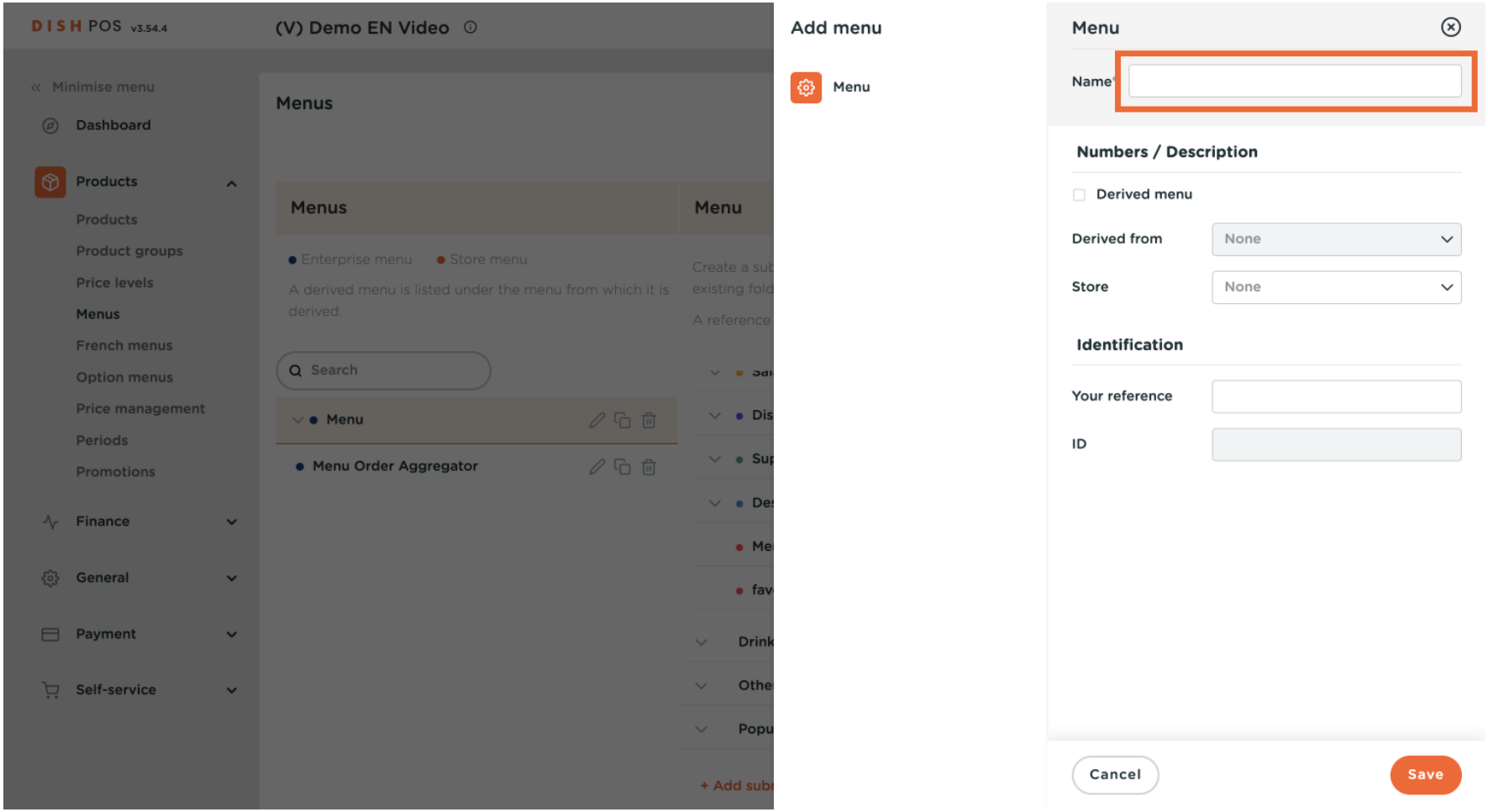
How do I manage and arrange menus (incl. sub-menus)?

You are now in the overview of your menus. To add a new one, simply click on + Add menu.



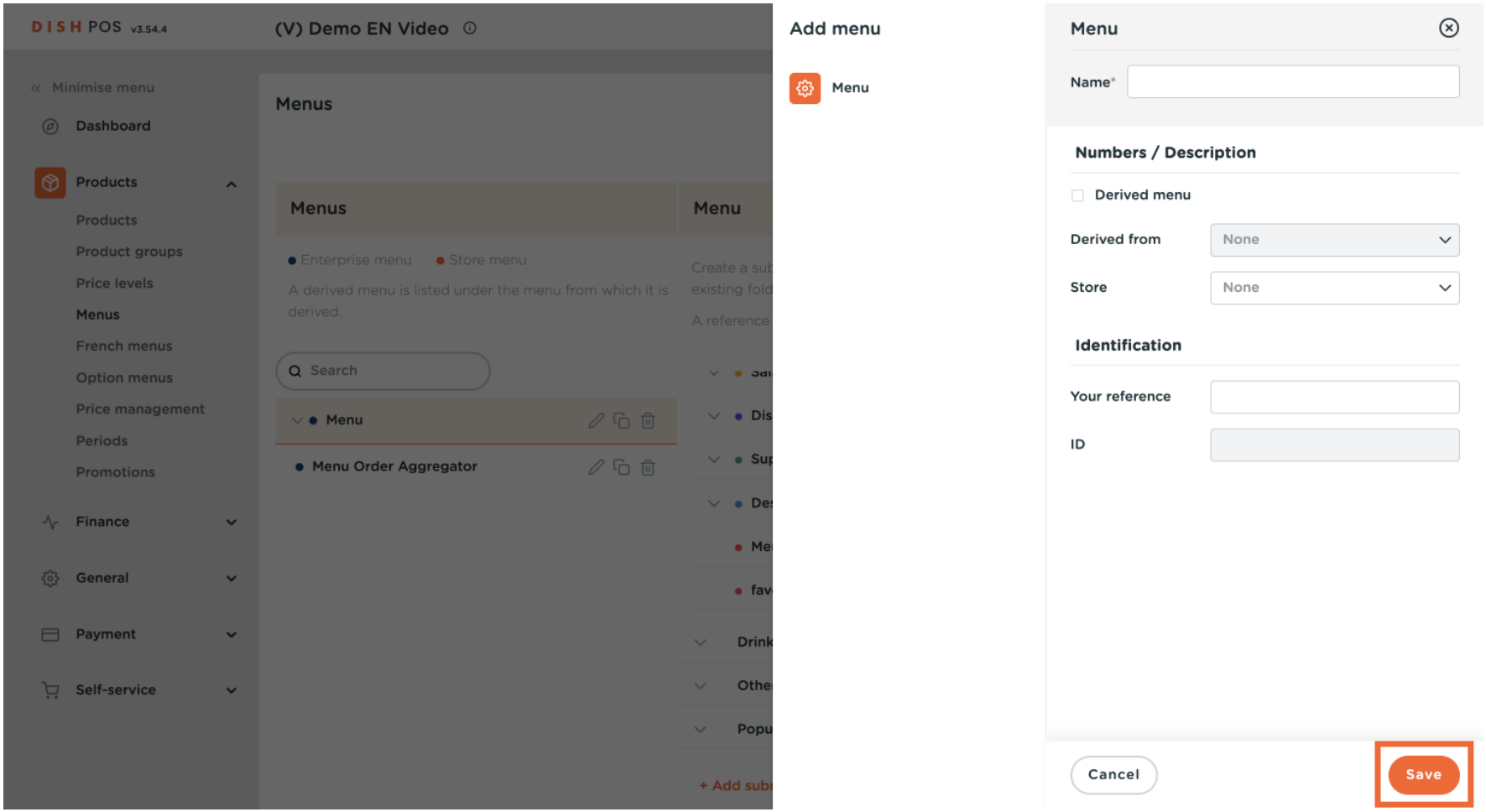
How do I manage and arrange menus (incl. sub-menus)?

A new window will open where you can enter the information of the new menu. Start by giving it a name. To do so, use the corresponding text field.



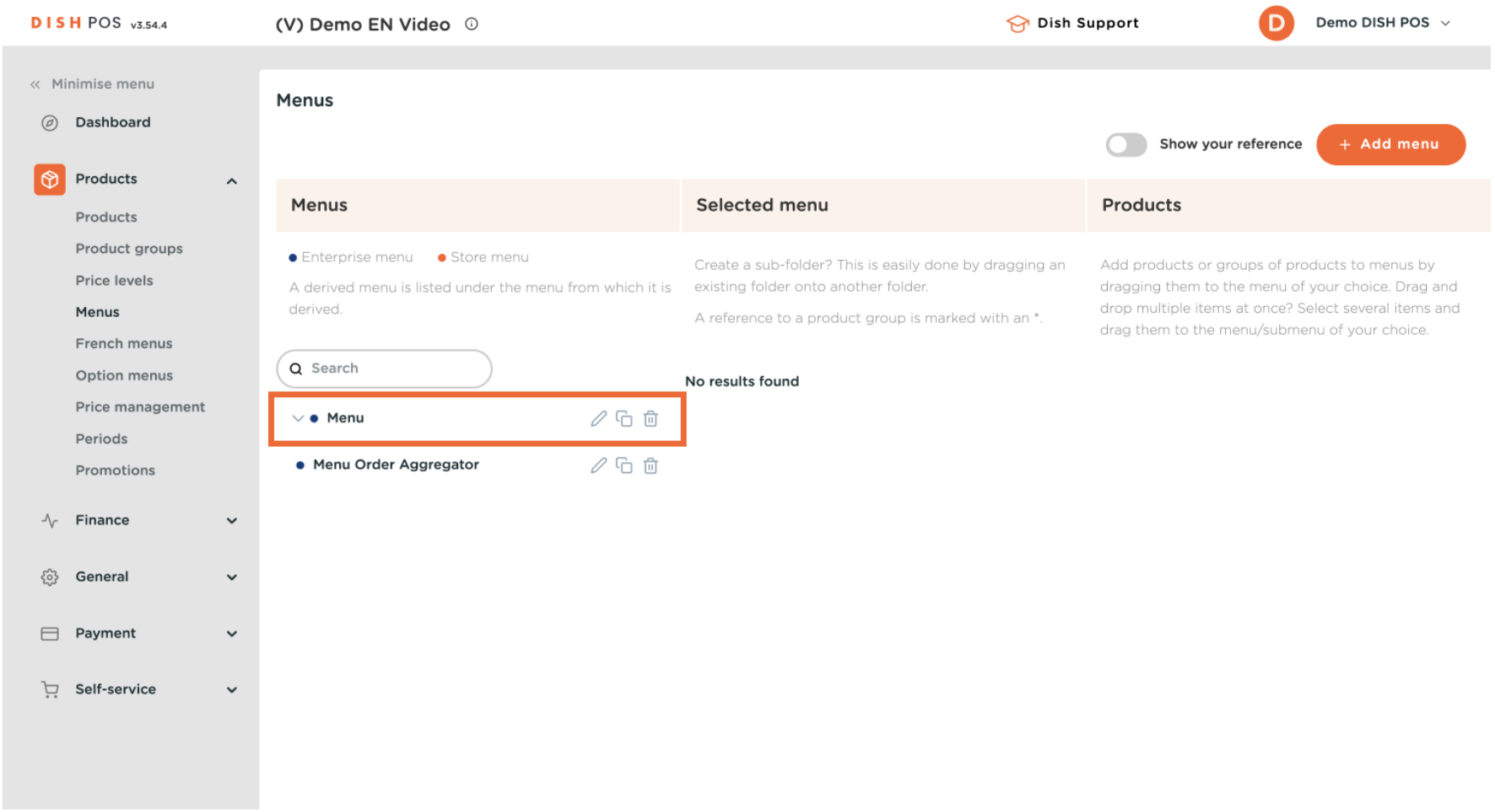
How do I manage and arrange menus (incl. sub-menus)?

Then click on Save, to apply the changes.



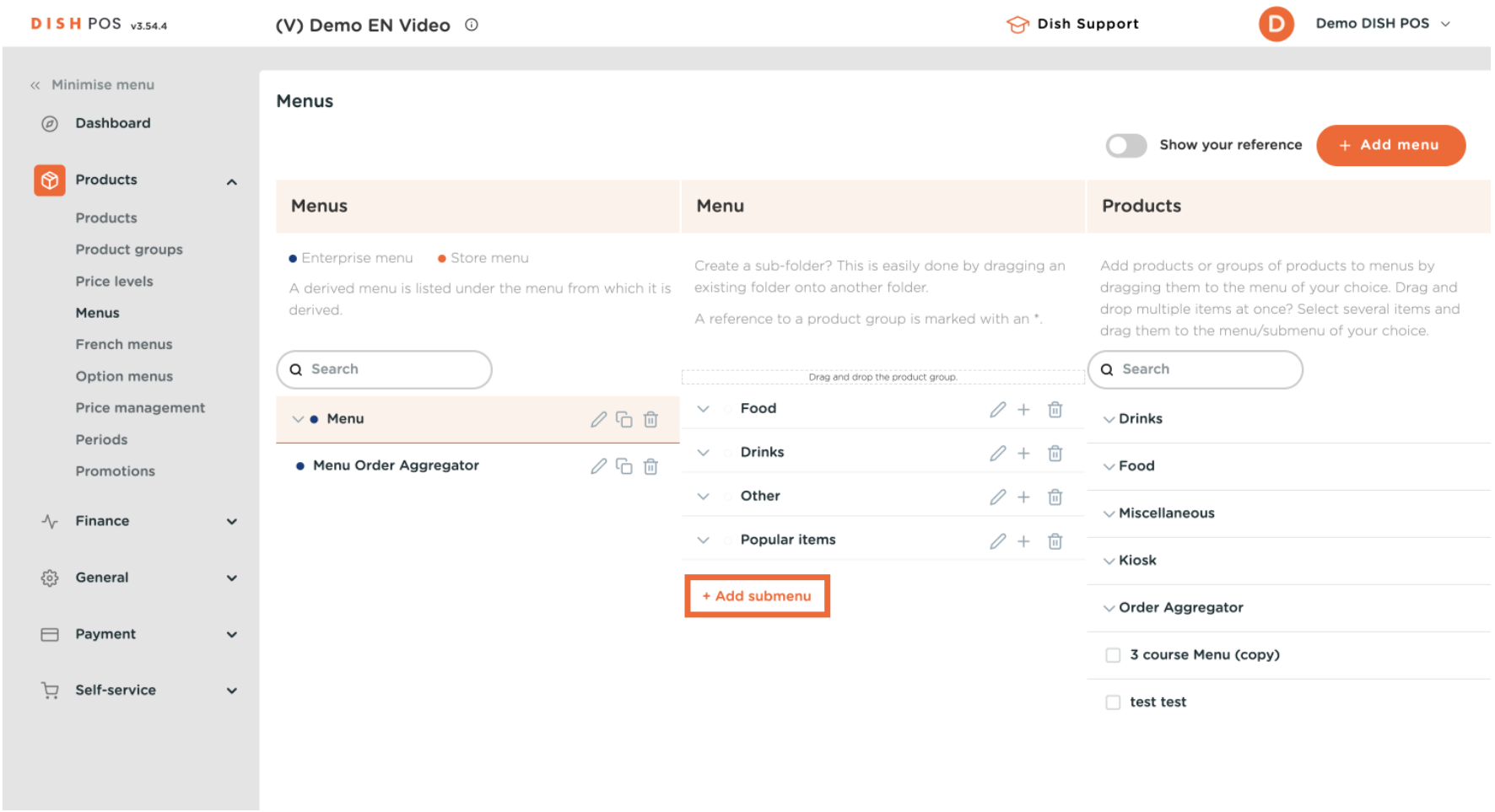
How do I manage and arrange menus (incl. sub-menus)?

To now manage your menus, select the menu you want to adjust.



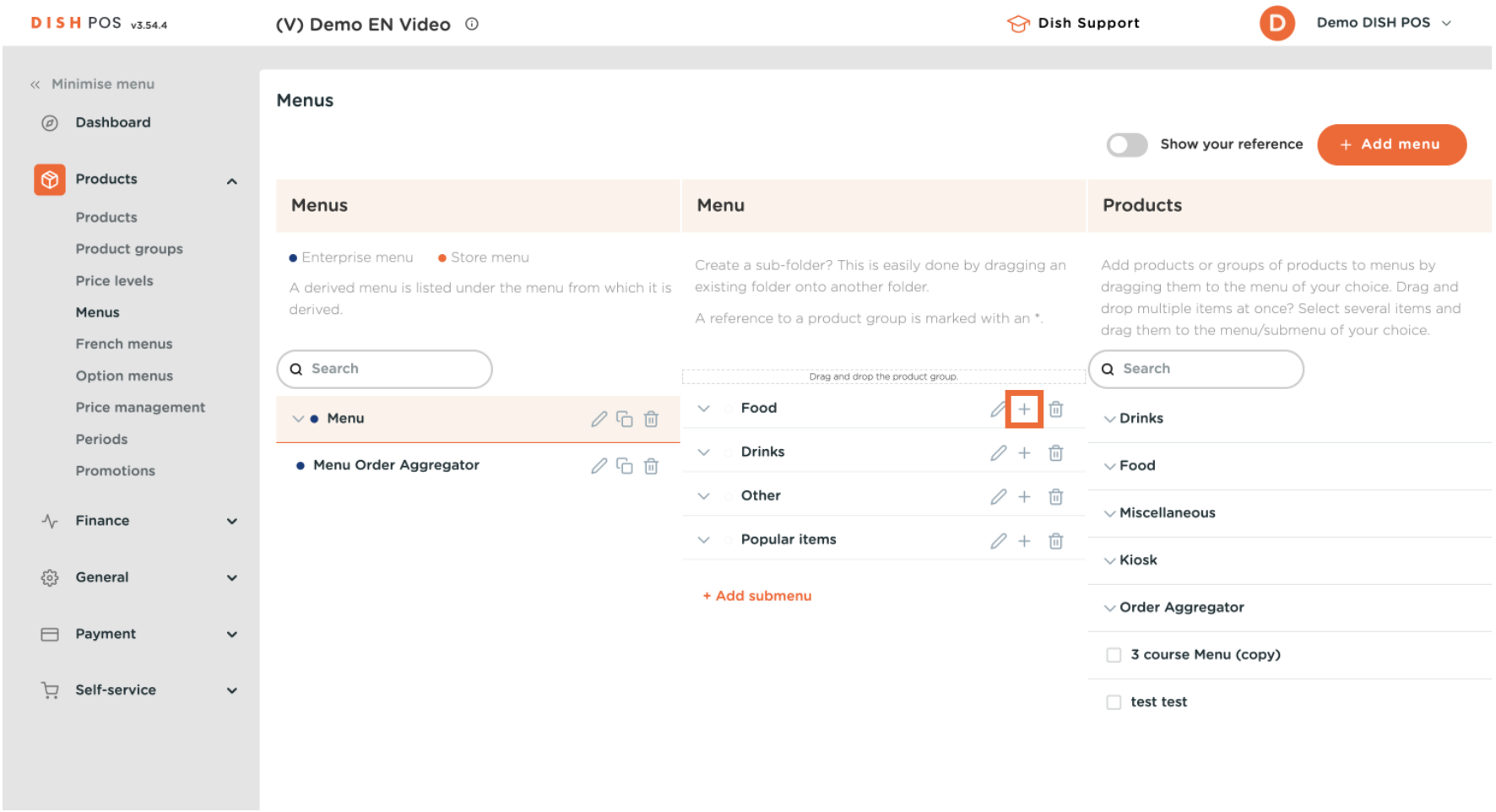
How do I manage and arrange menus (incl. sub-menus)?

Then the main categories will appear right next to it. There are now two ways of adding a submenu. If you like to add a new submenu to the selected menu, click on + Add submenu.



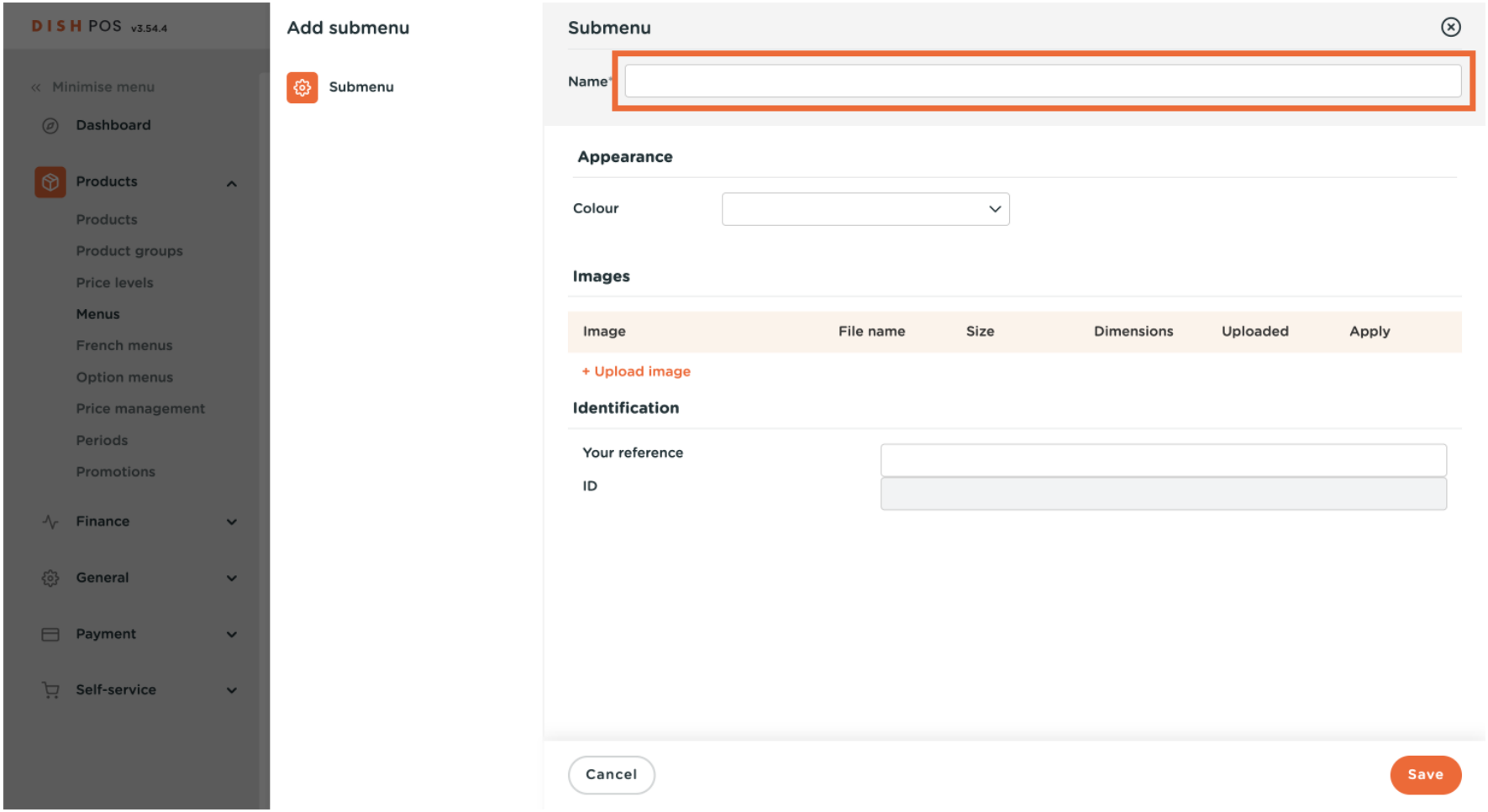
How do I manage and arrange menus (incl. sub-menus)?

And if you want to add a new submenu under an already existing submenu, use the plus icon of the corresponding submenu. The following steps are the same for both ways of adding a submenu.



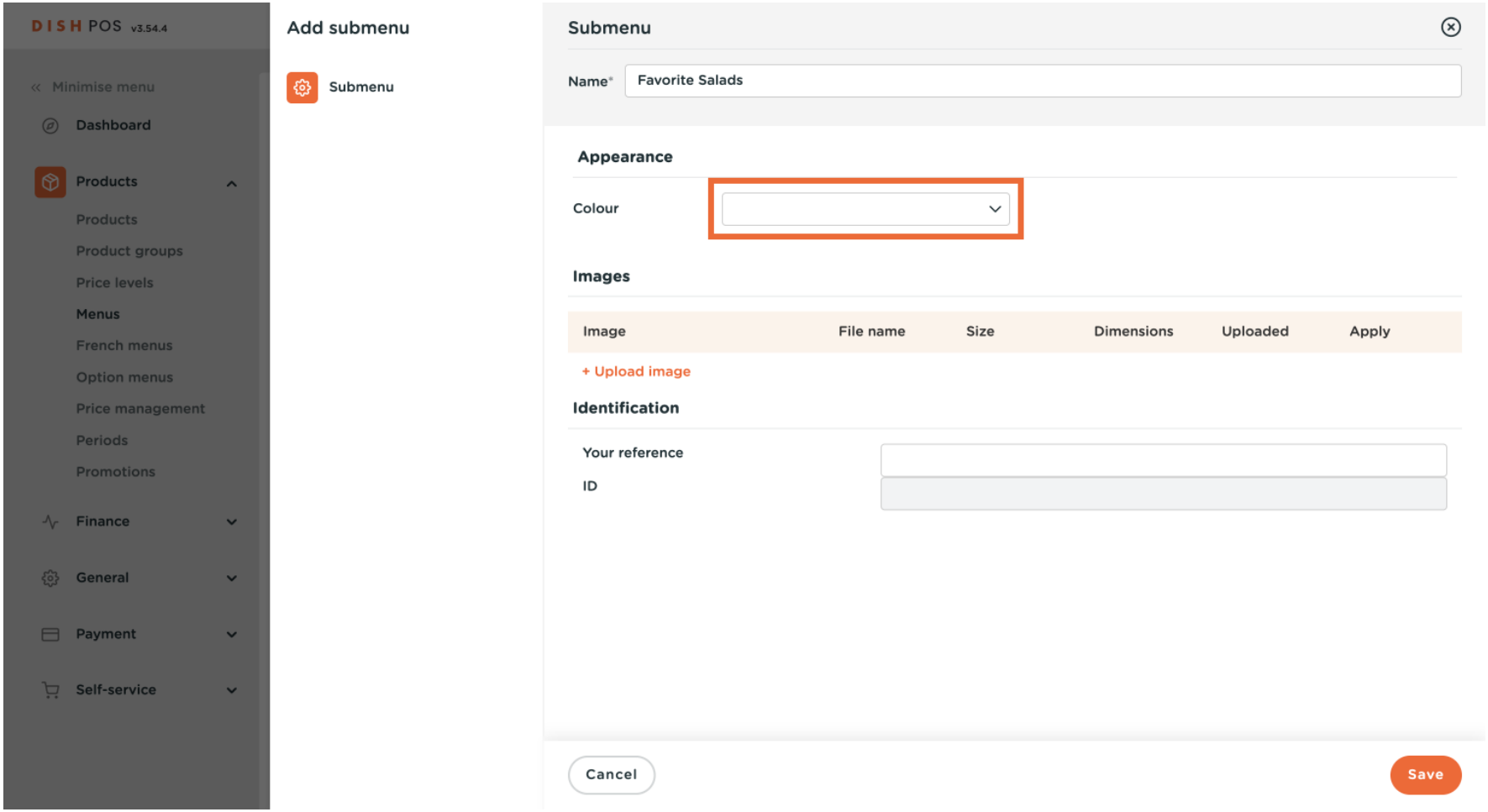
How do I manage and arrange menus (incl. sub-menus)?

A new window will open where you have to fill in the necessary information. Start by adding the name into the corresponding text field.



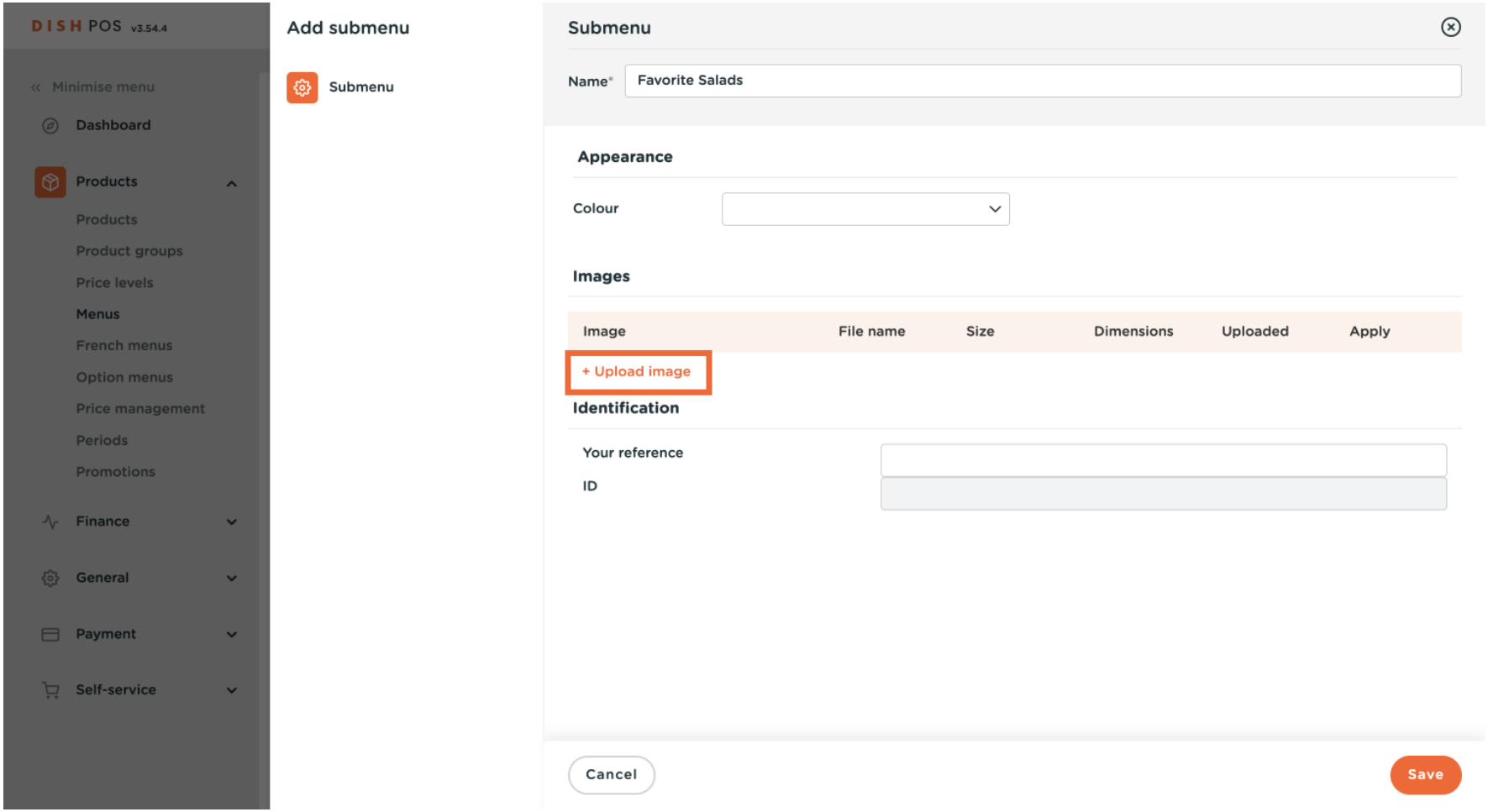
How do I manage and arrange menus (incl. sub-menus)?

To distinguish the submenus by each other better, you can add a colour to the submenu. Select one by using the corresponding drop-down menu.



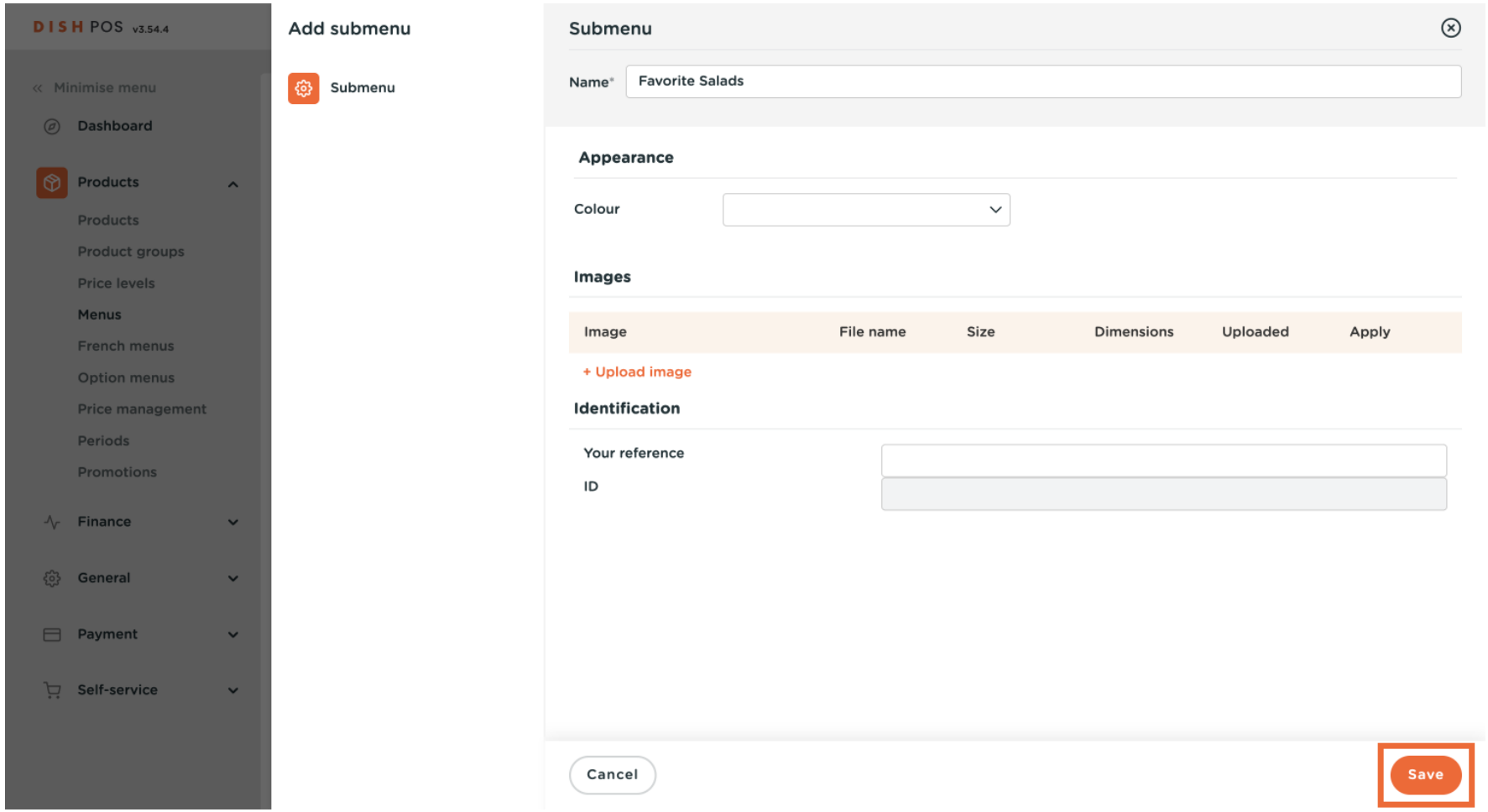
How do I manage and arrange menus (incl. sub-menus)?

For further simplicity in the order process, you can add an image to the submenu. Simply click on + Upload image. Only .jpg, .png, .jpeg files of maximum 4 MB are supported.



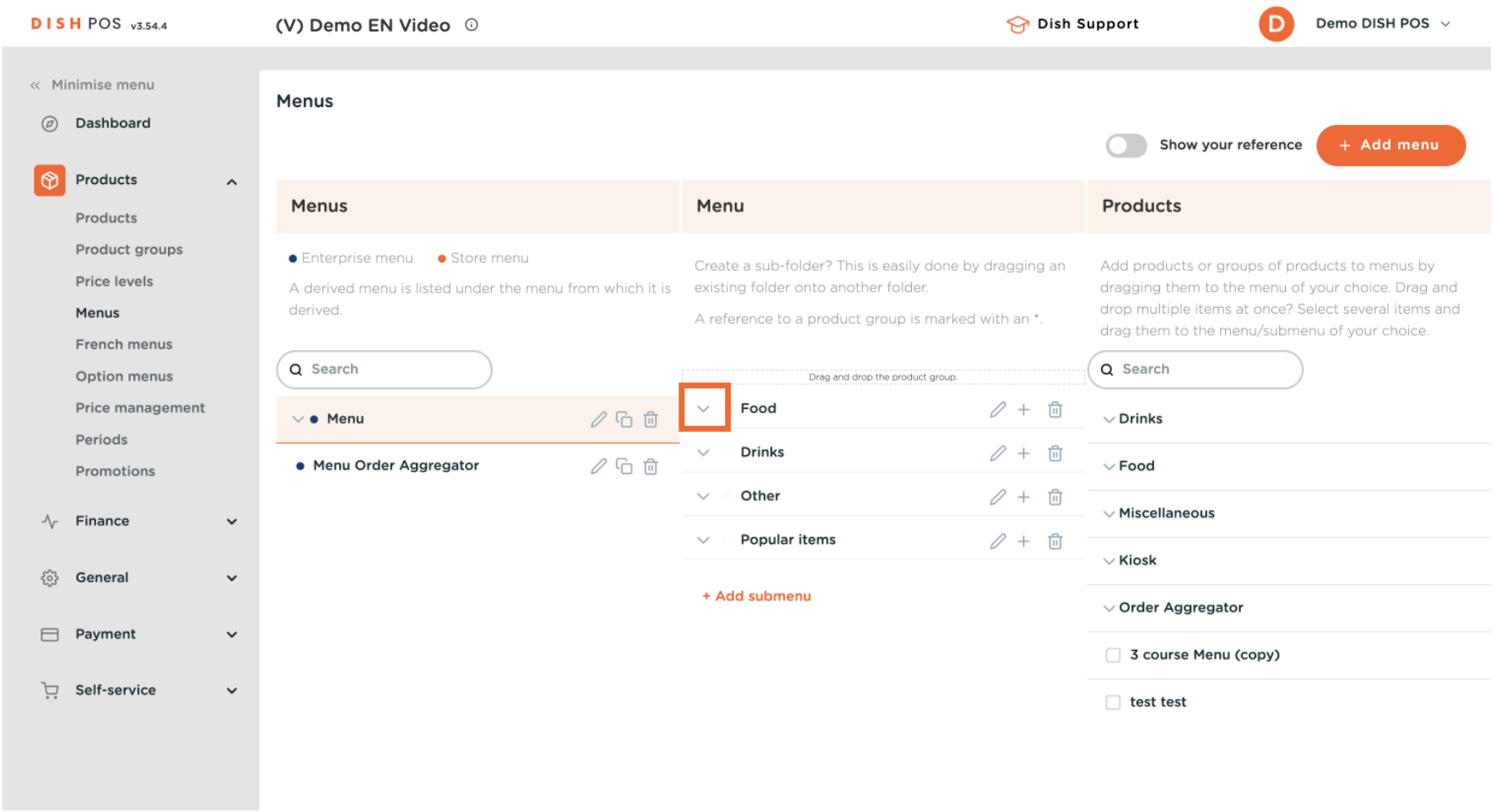
How do I manage and arrange menus (incl. sub-menus)?

Once you set up the submenu, click on Save to apply the changes.



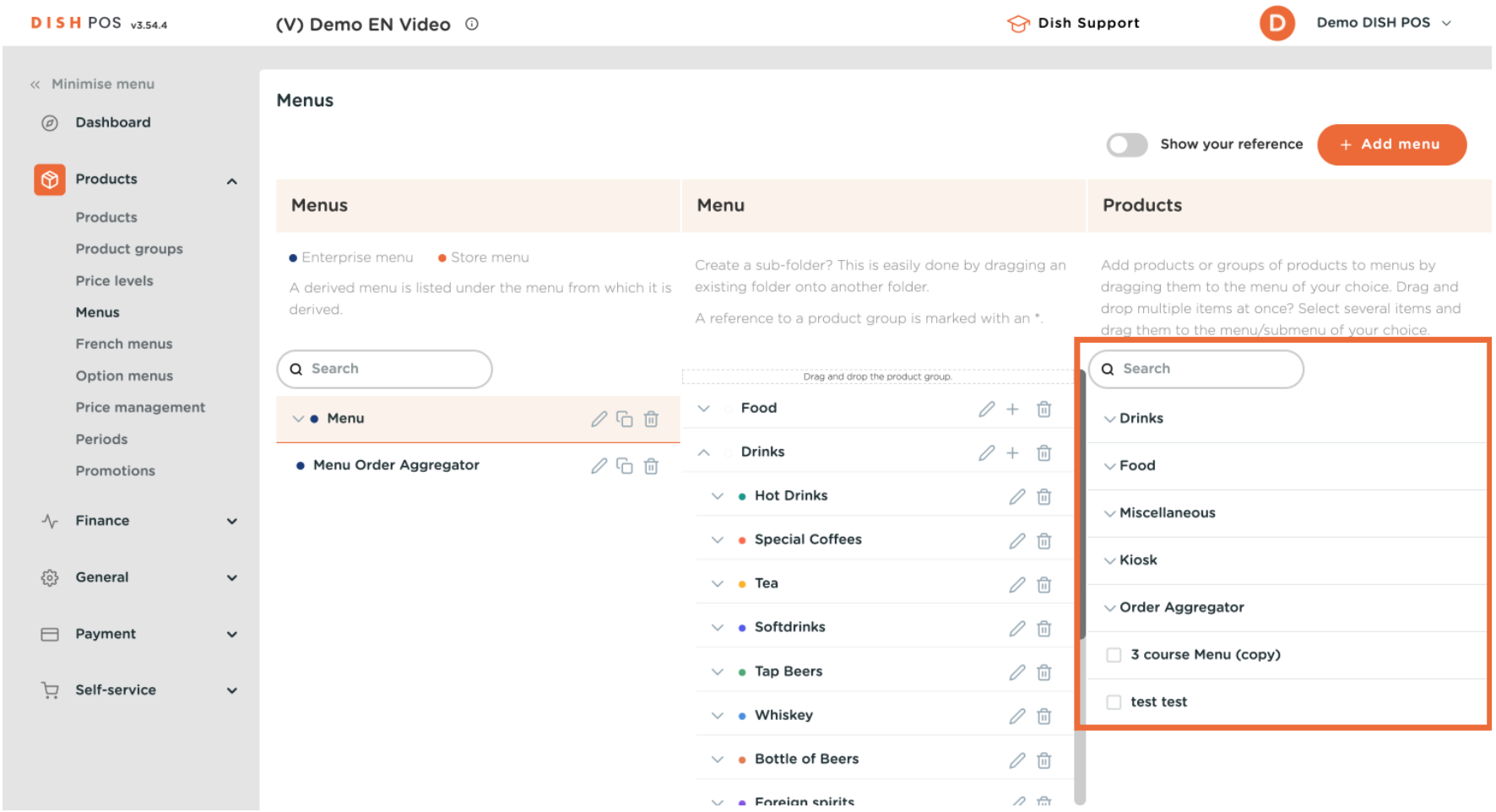
How do I manage and arrange menus (incl. sub-menus)?

To get a better overview on what submenus already exist, unfold the sub-category by using the down-facing arrow.



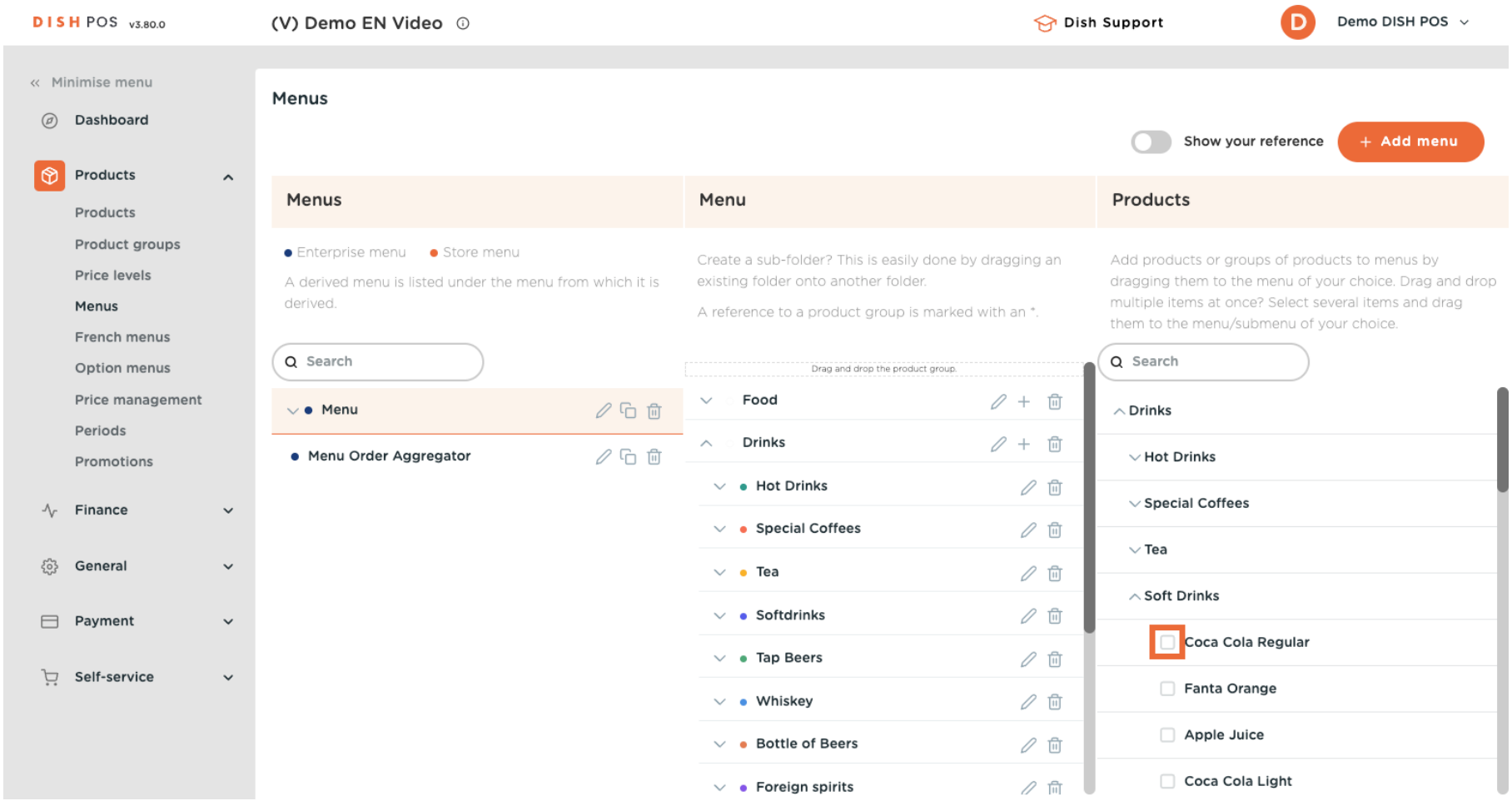
How do I manage and arrange menus (incl. sub-menus)?

To now add products to your submenu, either search for a product by using the search bar or expand the product groups by using the respective down-facing arrow.



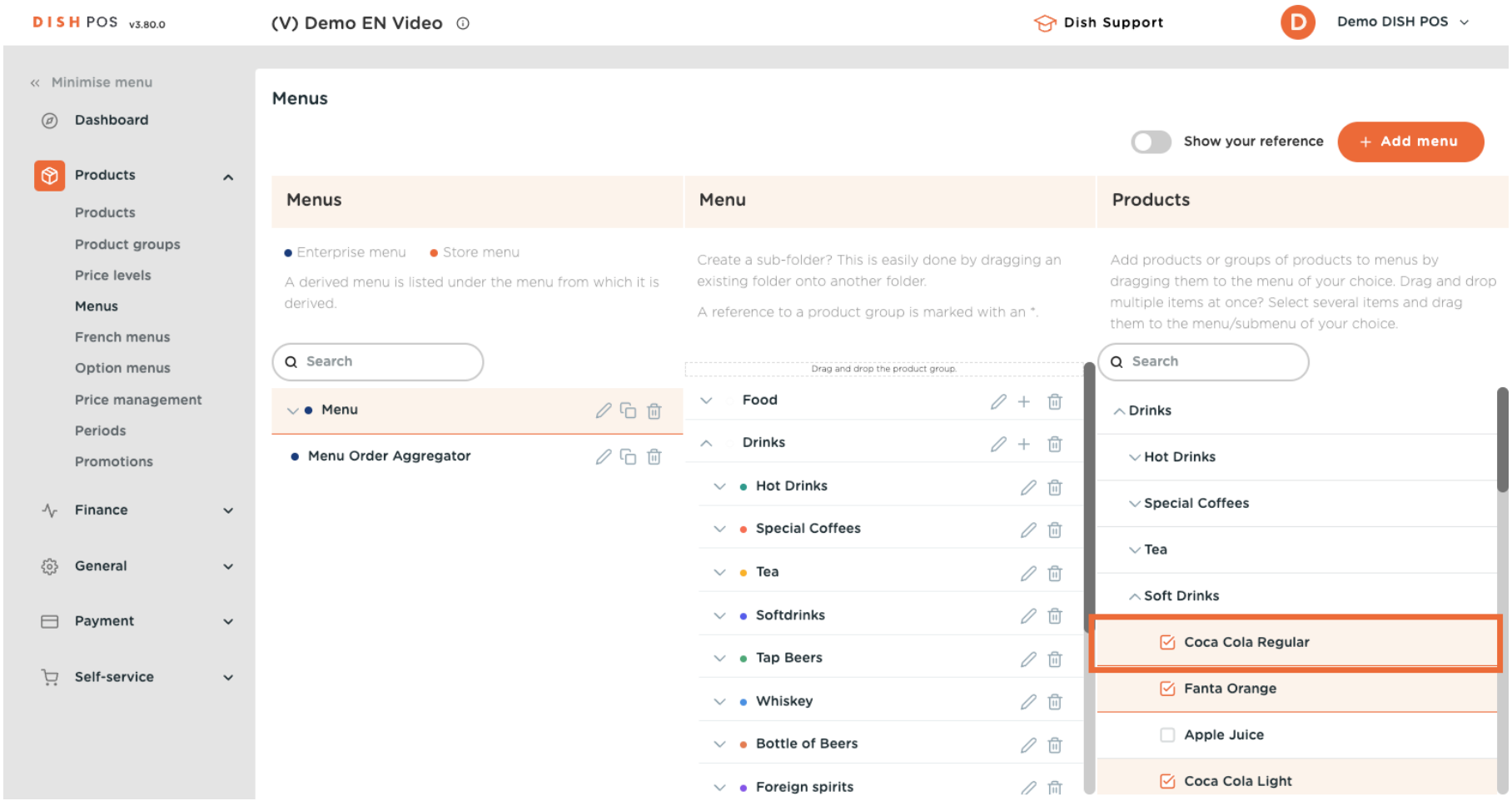
How do I manage and arrange menus (incl. sub-menus)?

Then select the products you want to add to the submenu by setting the respective checkmark. If you only want to add one product, you don't need to set the checkmark.



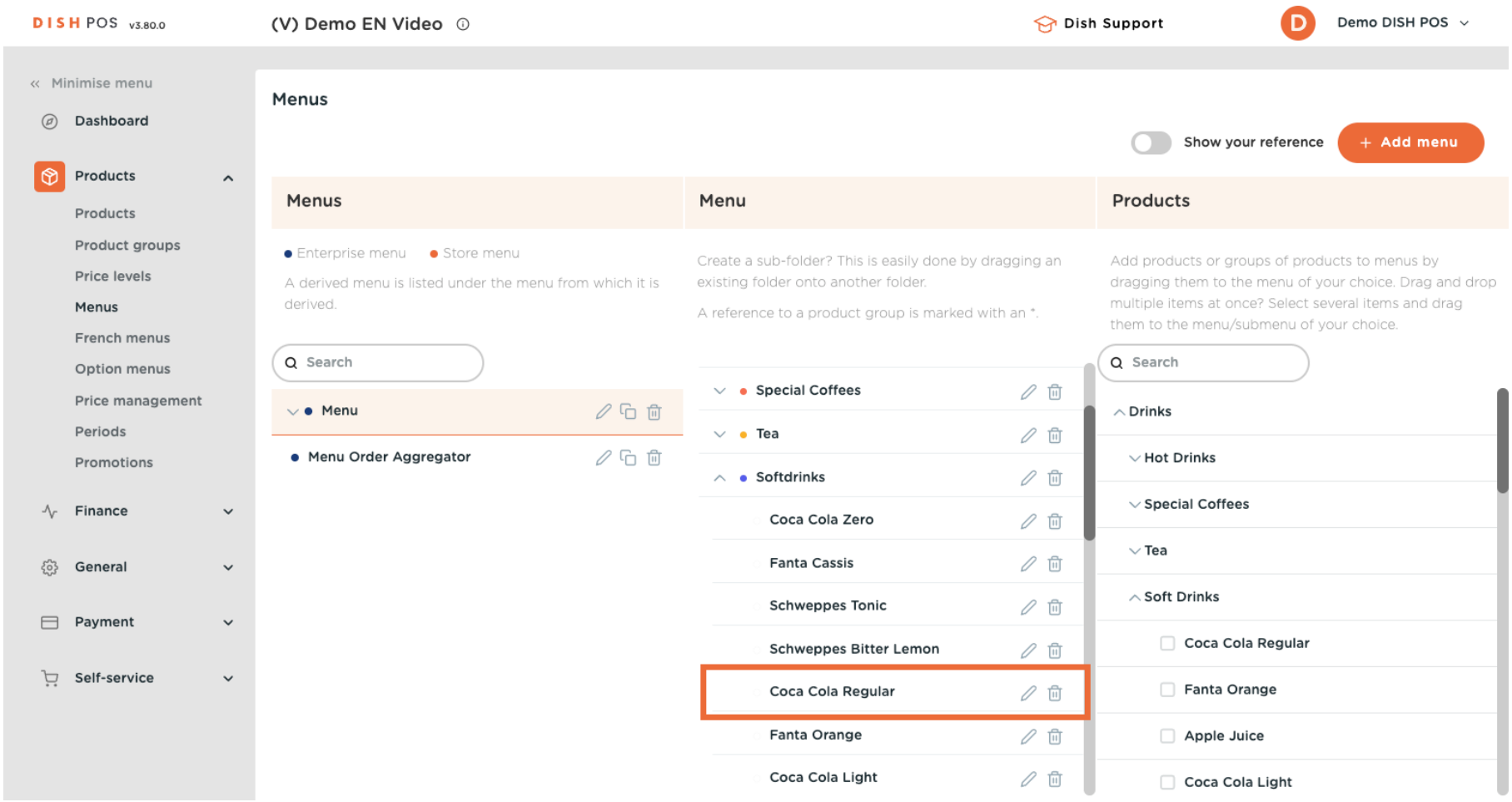
How do I manage and arrange menus (incl. sub-menus)?

Afterwards, drag the selected items into the desired submenu. If you selected multiple products, it's enough to drag one product. The others will automatically be assigned to the desired submenu as well.



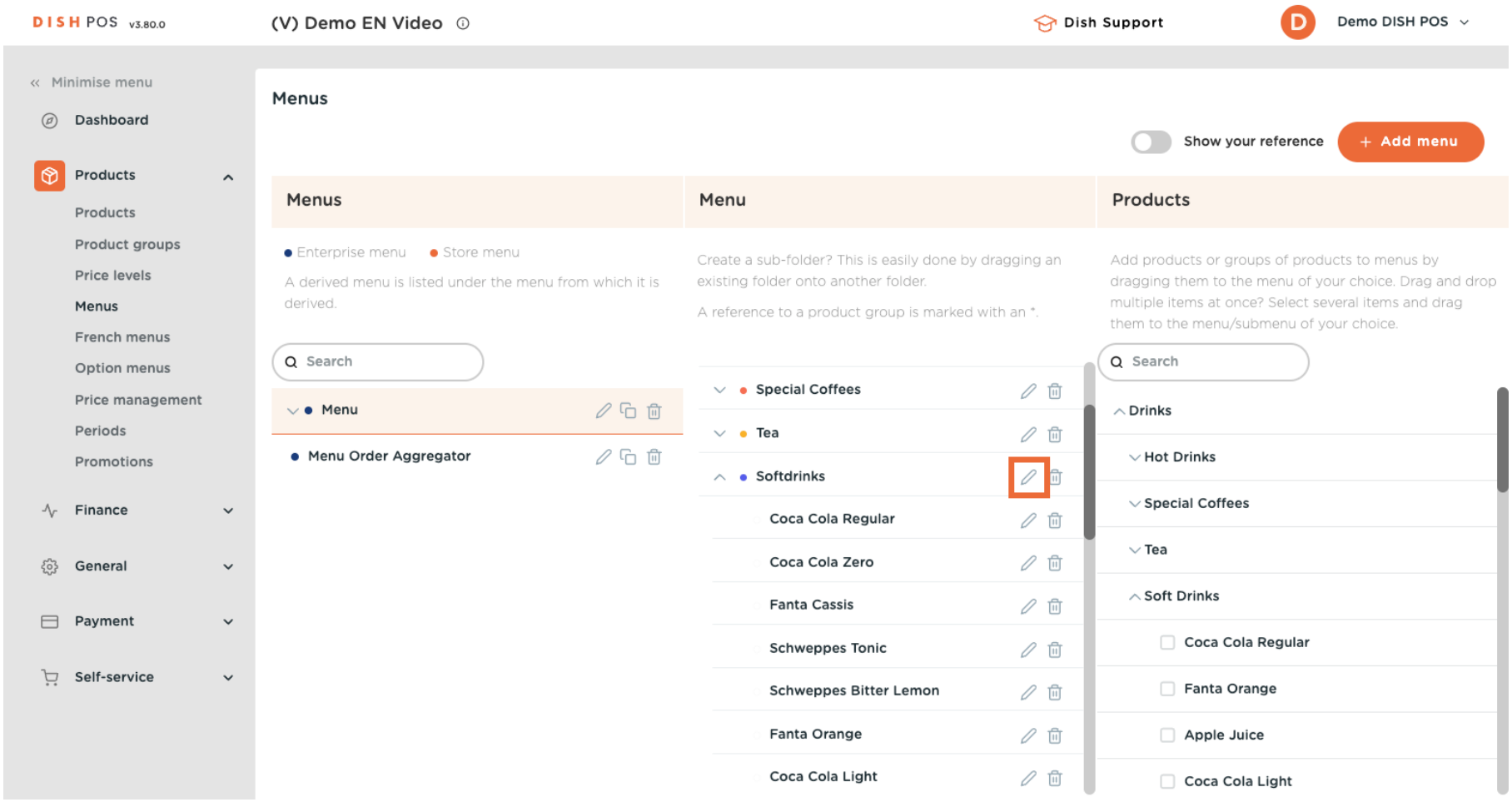
How do I manage and arrange menus (incl. sub-menus)?

To arrange the position of your added article, drag and drop the article to your preferred position. An orange line will appear below/on top of your article when arranging it to indicate the new position.



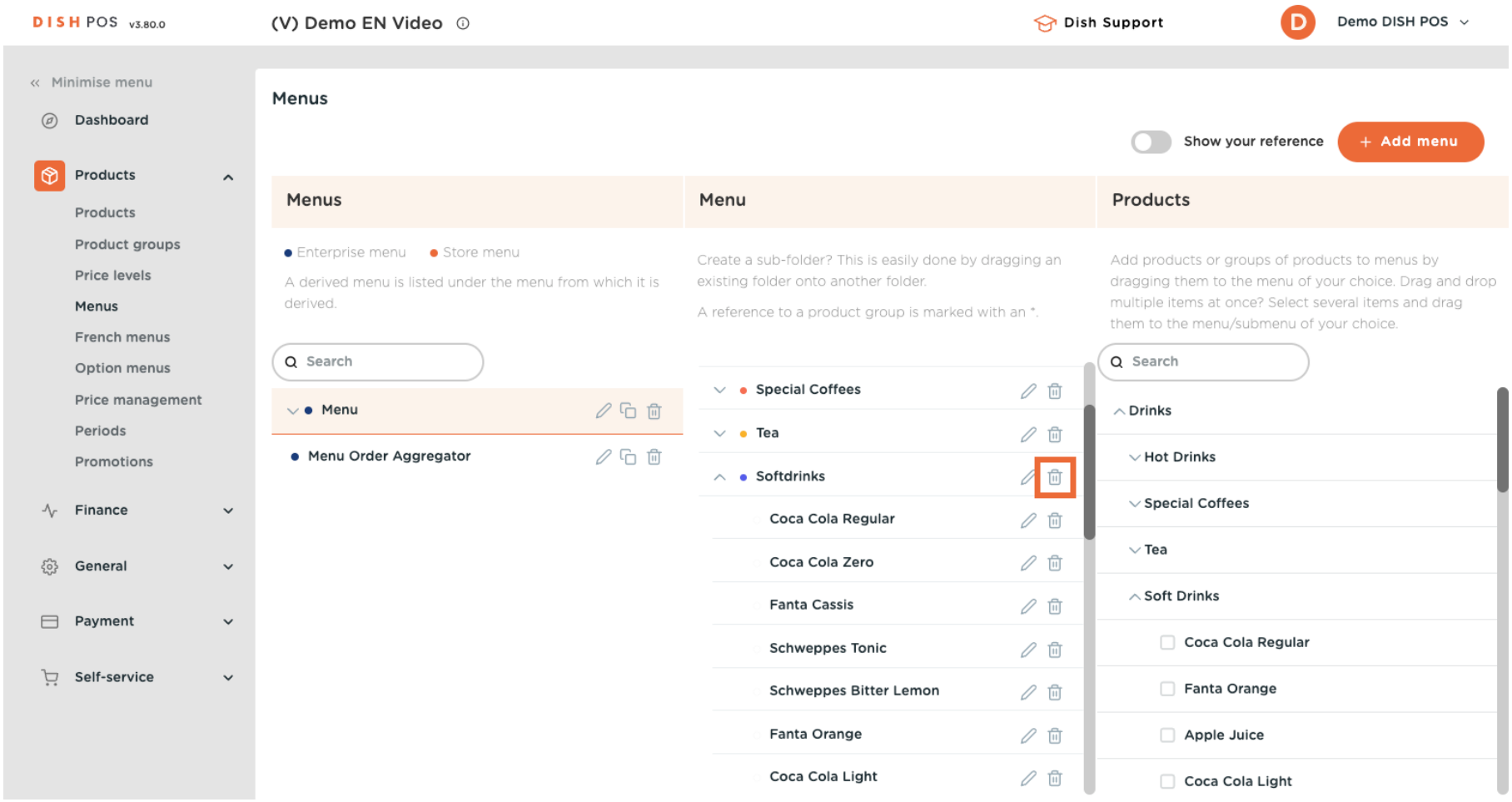
How do I manage and arrange menus (incl. sub-menus)?

If you want to adjust information about a submenu within this menu, use the editing icon.



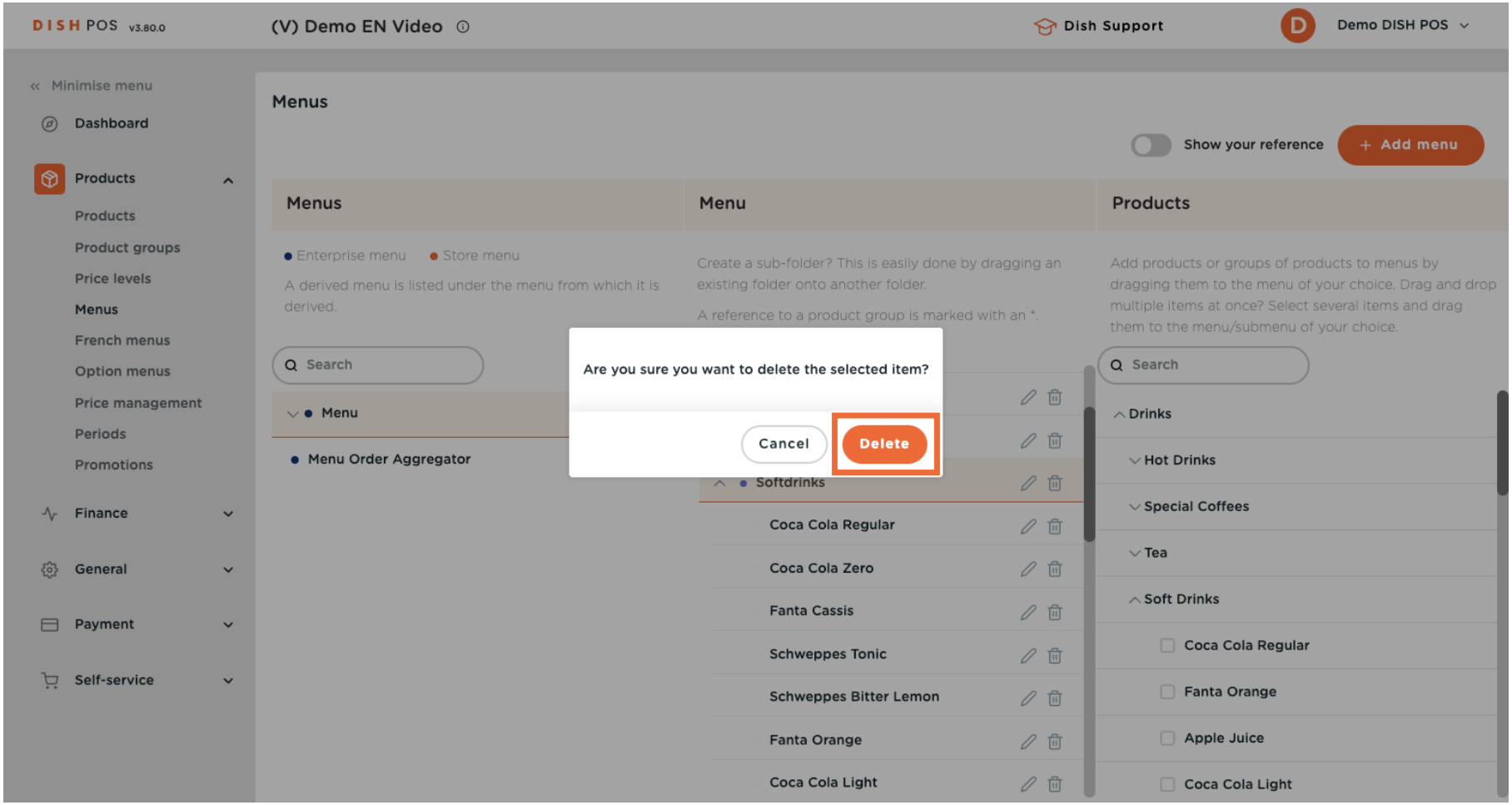
How do I manage and arrange menus (incl. sub-menus)?

If you wish to delete a sub menu, click on the bin icon.



How do I manage and arrange menus (incl. sub-menus)?

To make sure you are not deleting an item by accident, you will be asked to confirm your action. To do so, click on Delete.



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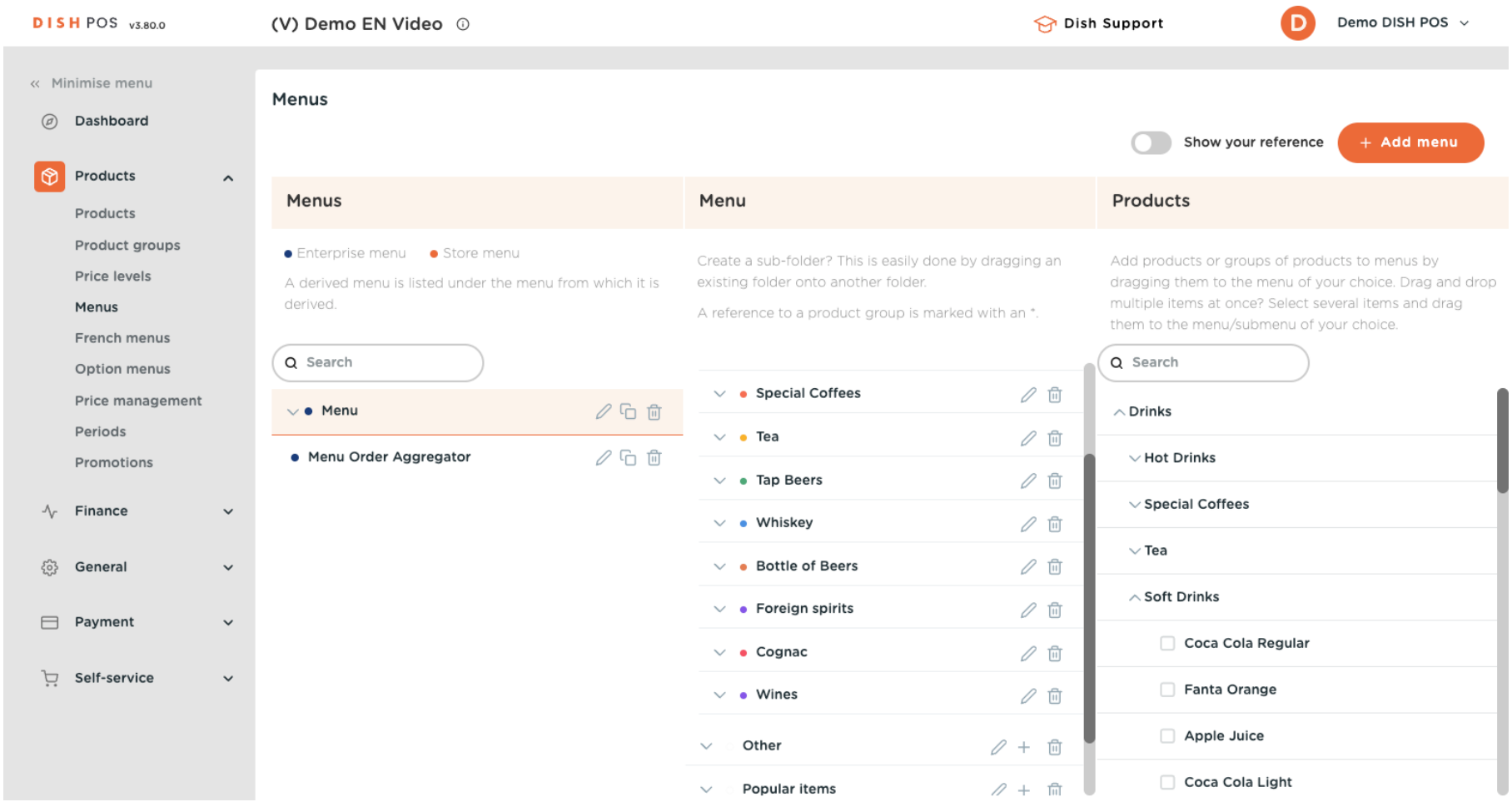
Both actions, adjusting and deleting a submenu from a menu, are applicable to the articles inside the menus as well.



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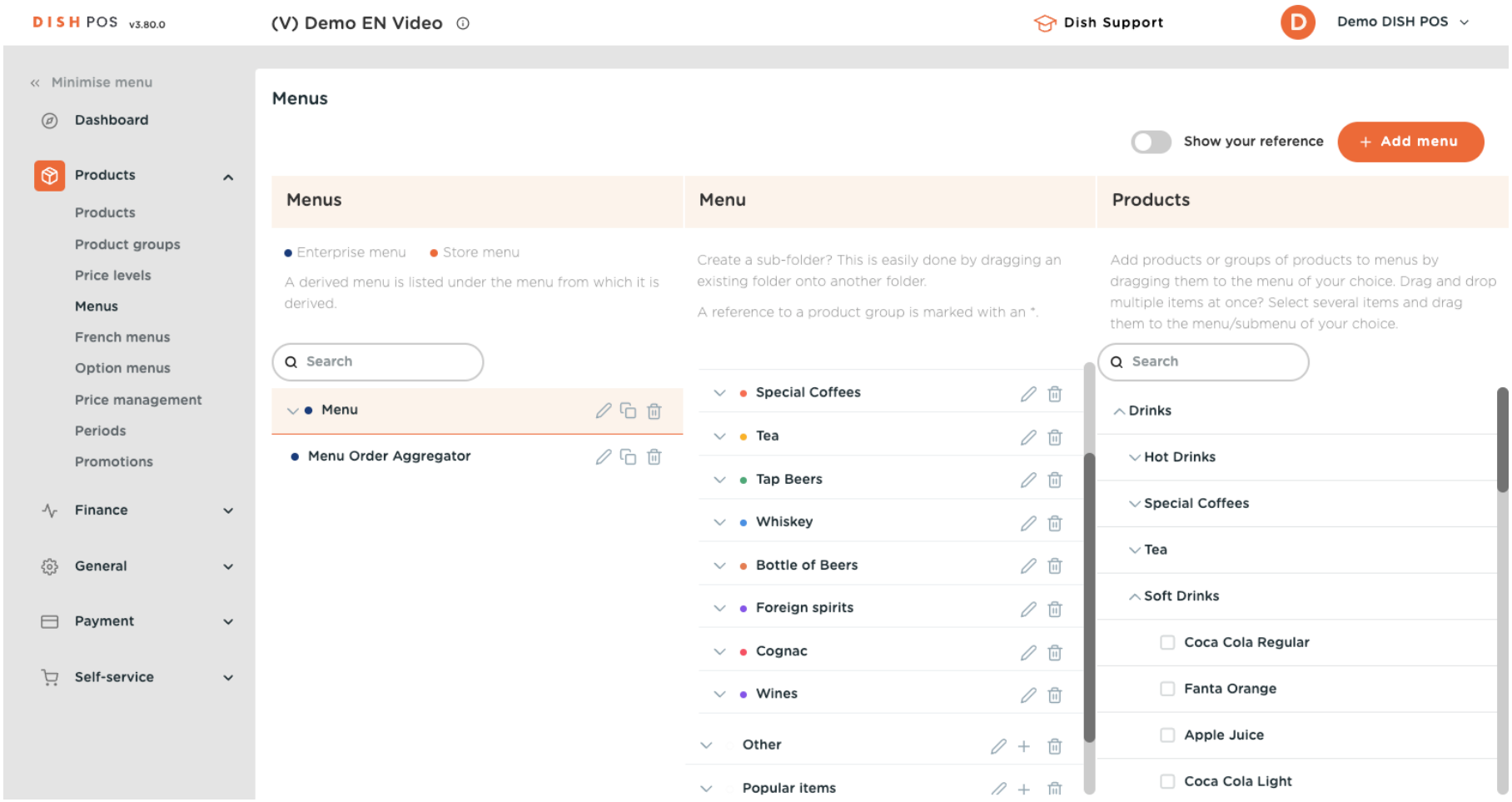
That's it! You completed the tutorial and now know how to manage and arrange menus.



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Scan to go to the interactive player