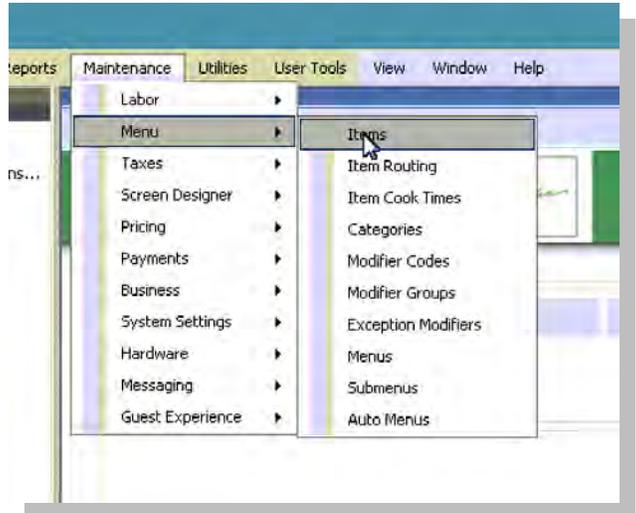


# ADD A BUTTON FOR A NEW DRAFT BEER

The BASICS: 1-Add ITEM, 2-Put new item on submenu, 3-Refresh the POS

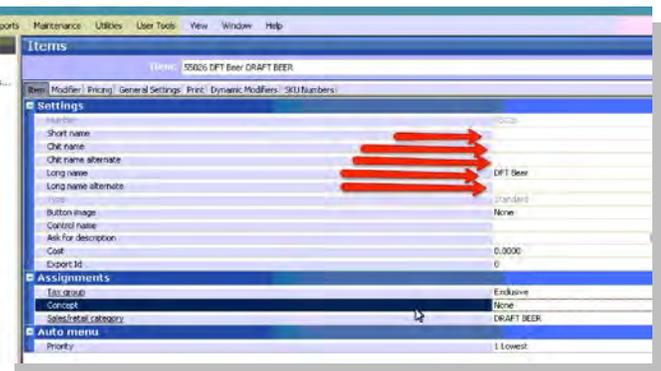
The DETAILS:

First you must add the new beer by adding a new ITEM. Click on Maintenance, Menu, and ITEMS



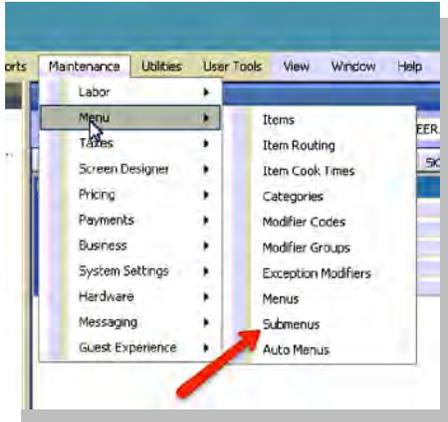
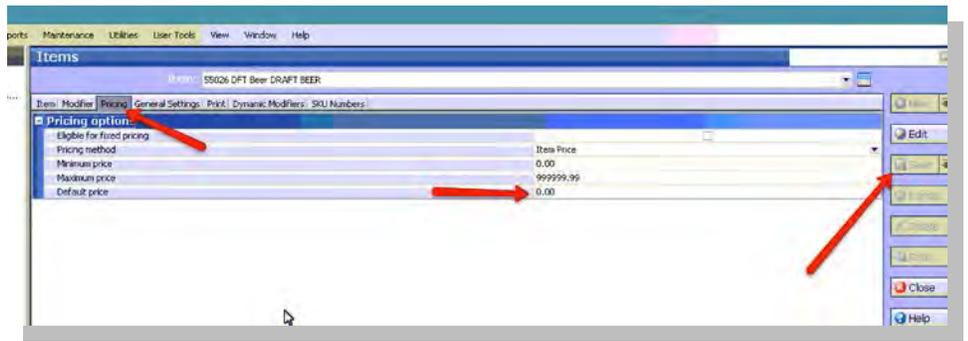
Then you click on the drop down arrow to see the thousands of items we have, scroll to the draft beers.

Select the next available draft beer with no name. Click on that beer and JOT DOWN THE NUMBER (in the example it is 55026)



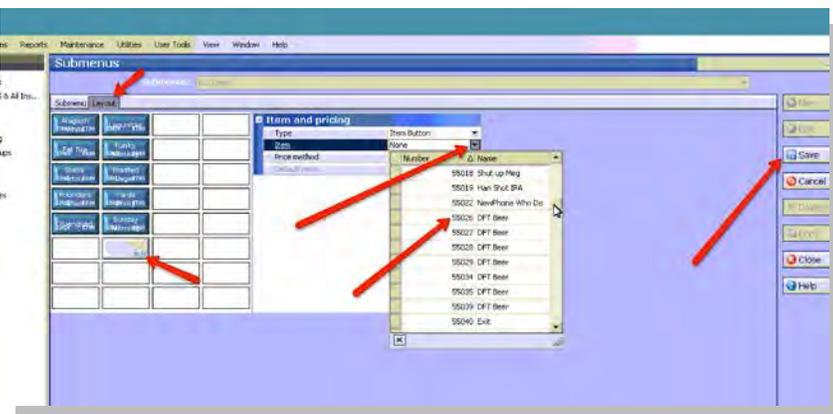
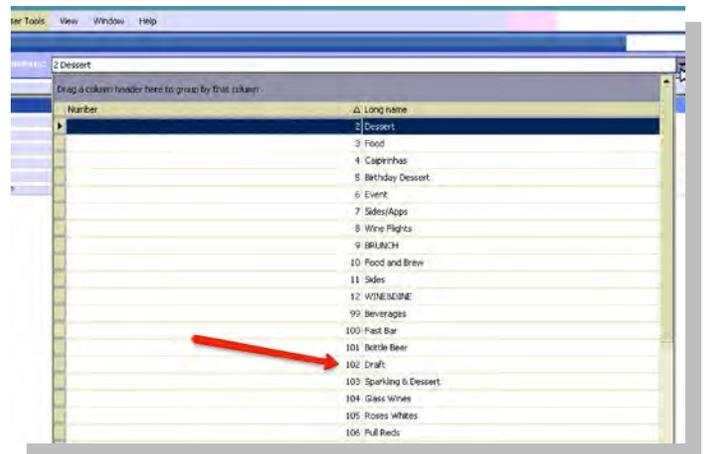
Then put the name of the new draft beer in the five slots (see five arrows in the pic)

Then click on the PRICING tab, and change the default price from 0.00 to the price of the new draft beer and click **SAVE**.



Next you will go back and click Maintenance again, and select MENU and SUBMENU

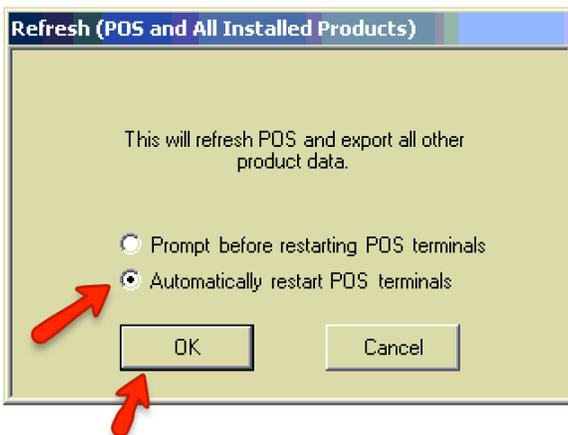
Then scroll to find the draft beer submenu (102 Draft) and select it.



Then click on the LAYOUT tab at the top so you can get a mini representation of the Server's POS screen for that submenu page (102 Draft). You can click on any open space to add a new button, then click the drop down

arrow for the item, scroll to find the number of the beer you just renamed (55026), select it, and then be sure to click SAVE.

And finally, you will need to upload this new button layout to the Server's POS screens upstairs by clicking on the left side where it says REFRESH POS



Be sure to select “Auto restart” and click ok. CAUTION: this will reboot all the POS stations upstairs and they will be unavailable to the Server Staff for about 3 minutes. **Wait** for the screen to come back and CONFIRM that all stations were restarted, and say OK (no picture of that screen).

NOTE: This works for adding a new Draft Beer (item) and a new button on a submenu. This is the same procedure for adding any “item” or “button” (not just draft beer).