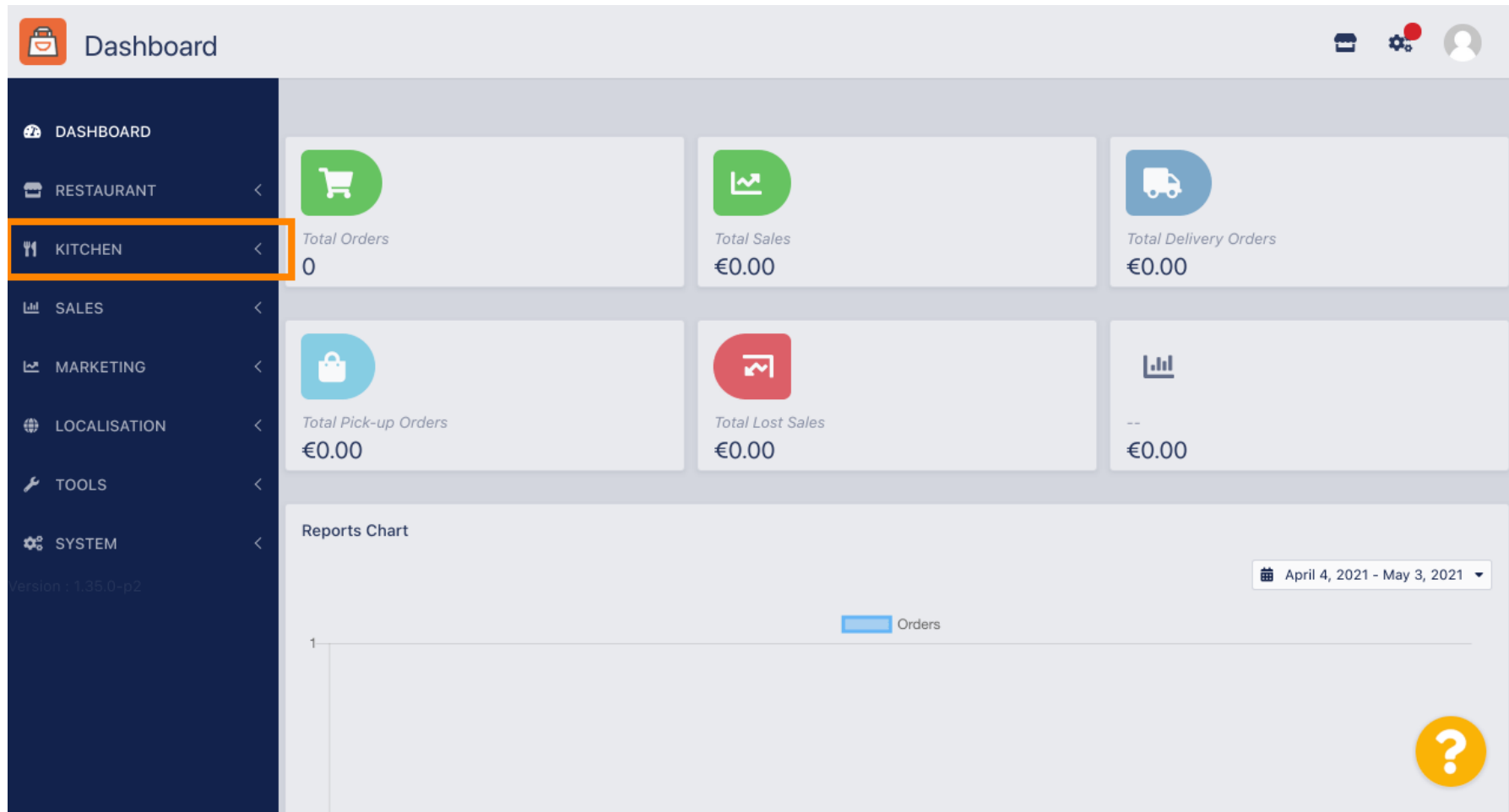


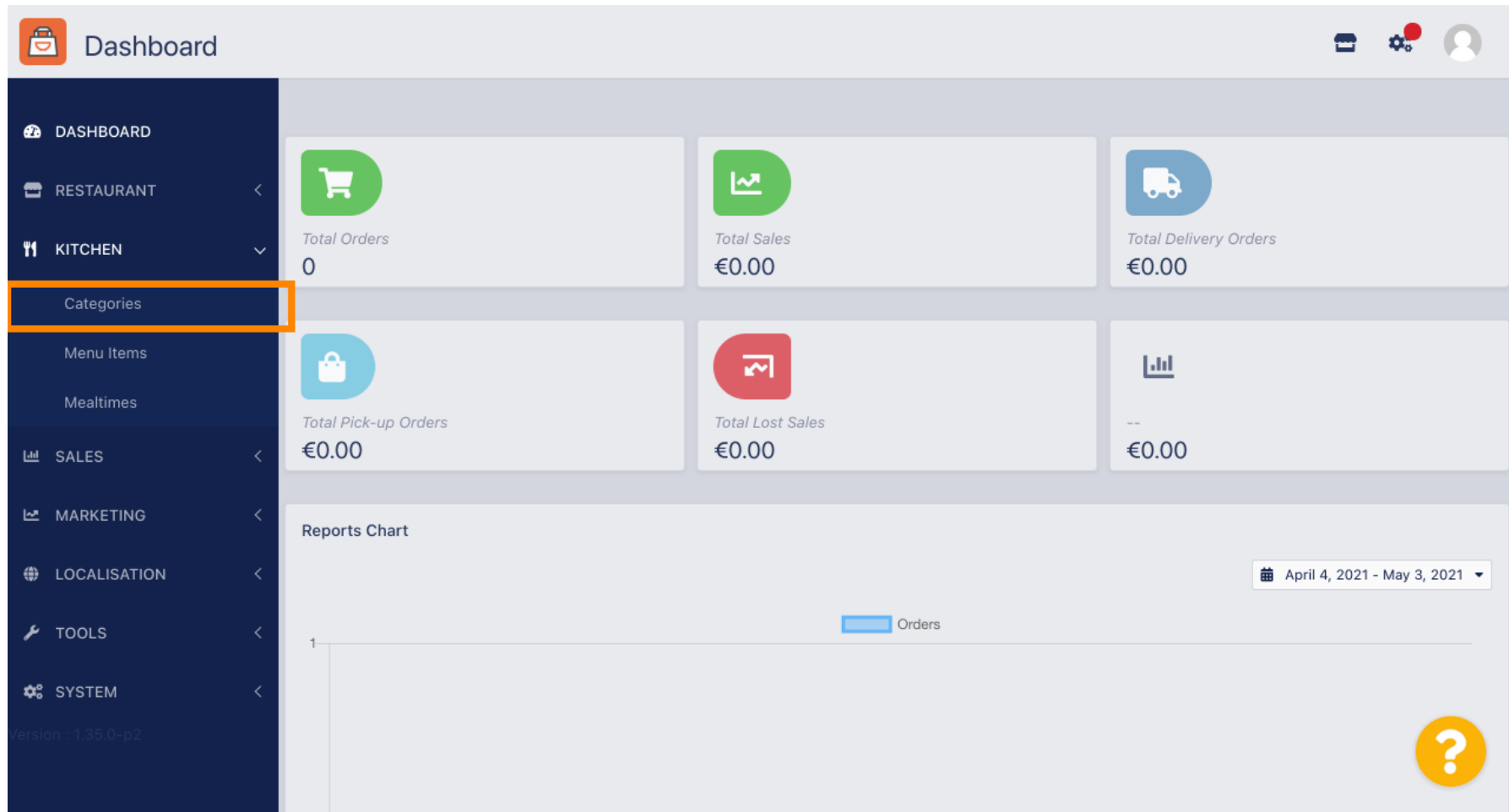


Once you are logged in click on **kitchen**.





Then select **categories**.



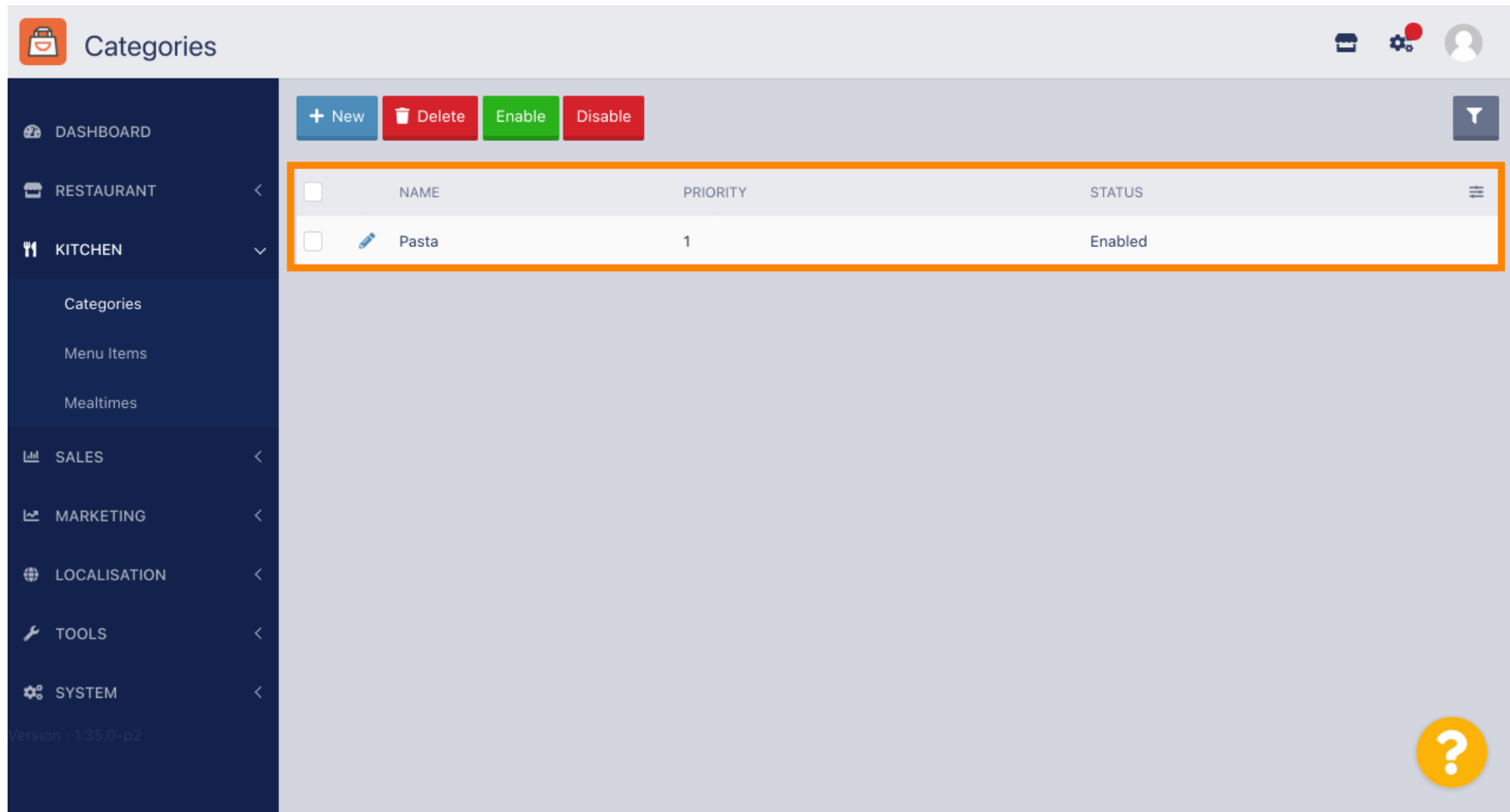
The screenshot shows the DISH Order Dashboard. On the left is a dark blue sidebar menu with the following items: DASHBOARD, RESTAURANT, KITCHEN, **Categories** (highlighted with an orange box), Menu Items, Mealtimes, SALES, MARKETING, LOCALISATION, TOOLS, and SYSTEM. The main content area has a light gray background. At the top left of this area is a 'Dashboard' header with a shopping bag icon. Below the header are six summary cards arranged in a 2x3 grid:

- Total Orders:** 0 (green shopping cart icon)
- Total Sales:** €0.00 (green line graph icon)
- Total Delivery Orders:** €0.00 (blue truck icon)
- Total Pick-up Orders:** €0.00 (blue shopping bag icon)
- Total Lost Sales:** €0.00 (red line graph icon)
- Reports Chart:** A chart area with a date selector for 'April 4, 2021 - May 3, 2021' and a legend for 'Orders'.

At the bottom right of the dashboard is a yellow circular help icon with a question mark. The version number 'version : 1.35.0-p2' is visible at the bottom left of the sidebar.



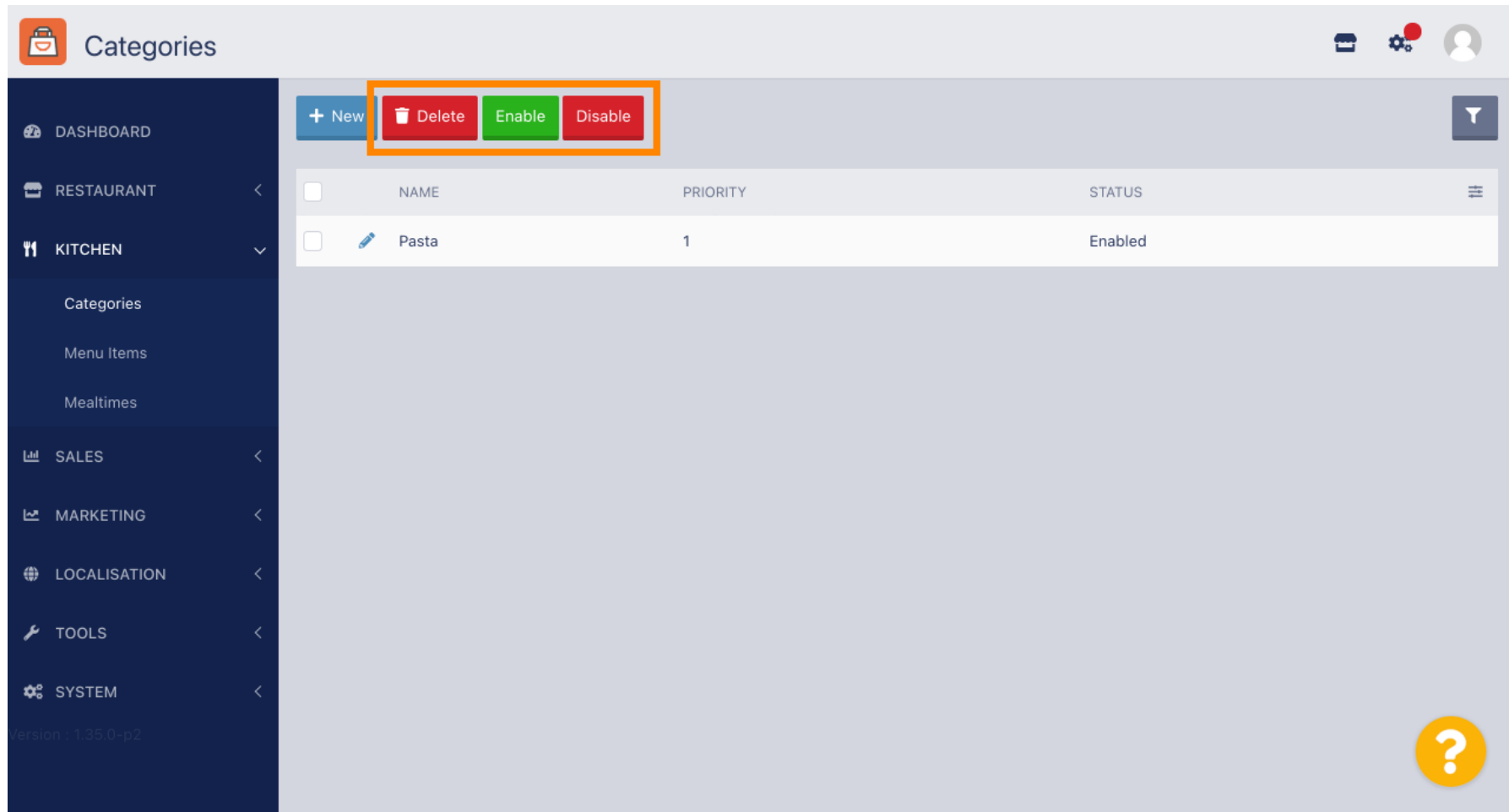
You now see an **overview** of the existing menu categories.



The screenshot shows the 'Categories' overview page in the DISH Order system. The page has a dark blue sidebar on the left with a menu containing: DASHBOARD, RESTAURANT, KITCHEN (expanded), Categories, Menu Items, Mealtimes, SALES, MARKETING, LOCALISATION, TOOLS, and SYSTEM. The main content area has a header with a shopping bag icon, the title 'Categories', and user profile icons. Below the header are four action buttons: '+ New' (blue), 'Delete' (red), 'Enable' (green), and 'Disable' (red). A table below these buttons lists the existing categories. The table has columns for a checkbox, NAME, PRIORITY, STATUS, and a menu icon. One category, 'Pasta', is listed with a priority of 1 and status 'Enabled'. The 'Pasta' row is highlighted with an orange border. A yellow question mark icon is in the bottom right corner.

	NAME	PRIORITY	STATUS
<input type="checkbox"/>	Pasta	1	Enabled

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

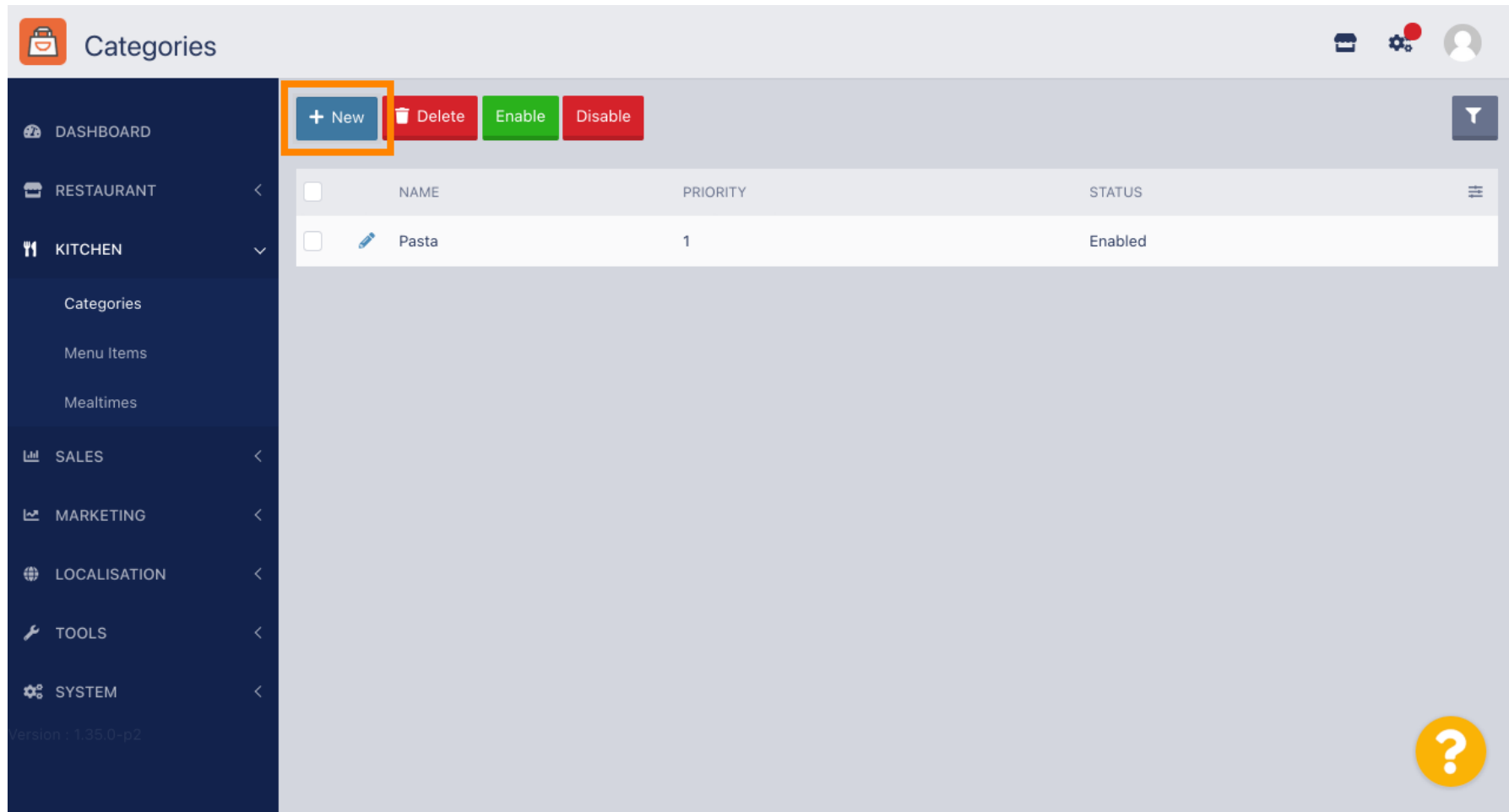


The screenshot shows the 'Categories' overview page in the DISH Order system. The left sidebar contains a navigation menu with the following items: DASHBOARD, RESTAURANT, KITCHEN (expanded), Categories, Menu Items, Mealtimes, SALES, MARKETING, LOCALISATION, TOOLS, and SYSTEM. The main content area has a header with a '+ New' button and three action buttons: 'Delete' (red), 'Enable' (green), and 'Disable' (red), which are highlighted with an orange box. Below the header is a table with the following columns: NAME, PRIORITY, and STATUS. The table contains one row for 'Pasta' with a priority of 1 and a status of 'Enabled'. A yellow question mark icon is located in the bottom right corner of the main content area.


NAME	PRIORITY	STATUS
Pasta	1	Enabled



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



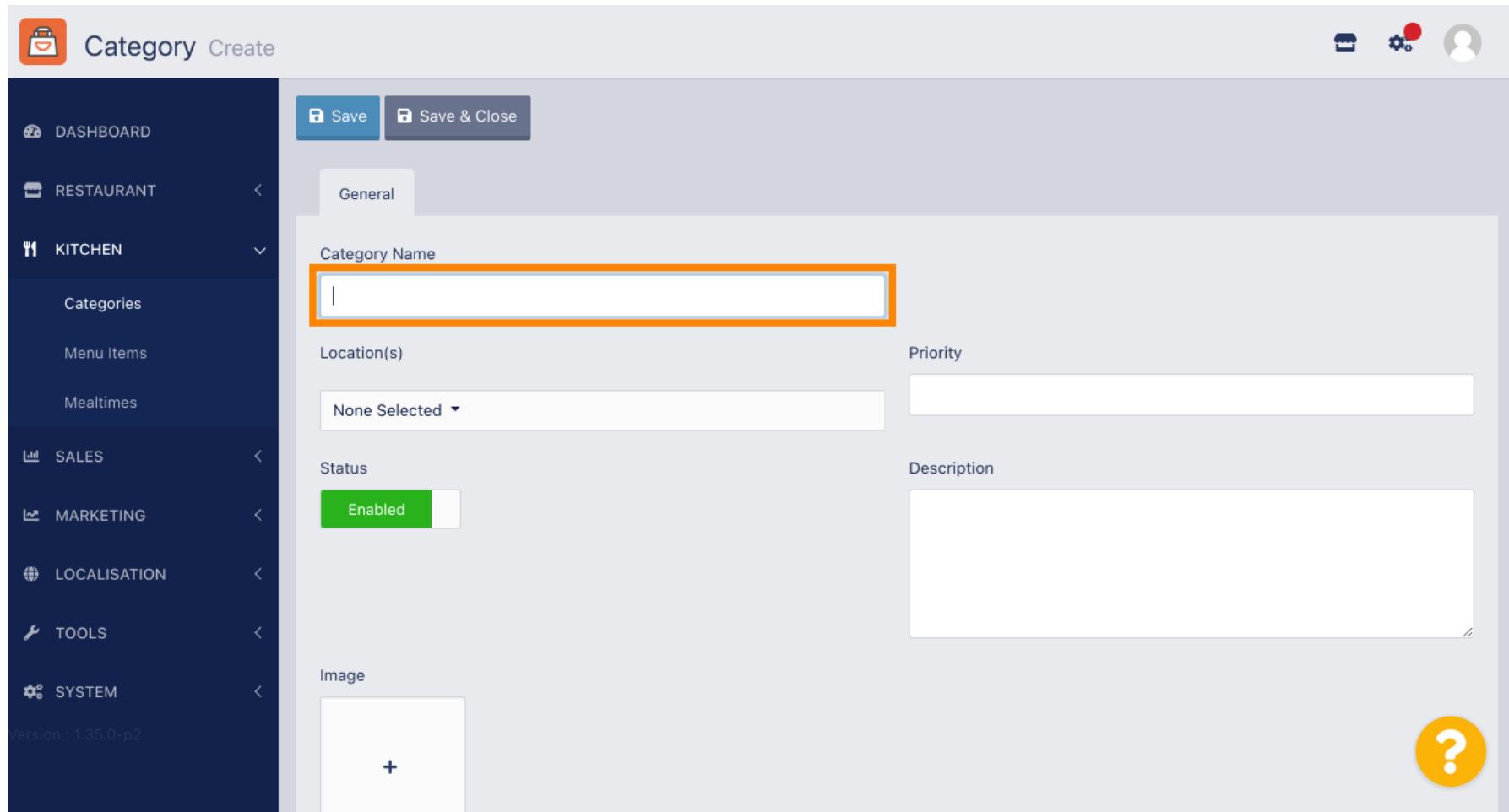
The screenshot shows the 'Categories' management interface. On the left is a dark blue sidebar with a menu containing: DASHBOARD, RESTAURANT, KITCHEN (expanded), Categories, Menu Items, Mealtimes, SALES, MARKETING, LOCALISATION, TOOLS, and SYSTEM. The 'Categories' section is active. At the top of the main content area, there are four buttons: '+ New' (highlighted with an orange box), 'Delete', 'Enable', and 'Disable'. Below these buttons is a table with the following data:

	NAME	PRIORITY	STATUS
<input type="checkbox"/>	 Pasta	1	Enabled

In the bottom right corner of the interface, there is a yellow circular help icon with a question mark. The version number 'version : 1.35.0-p2' is visible in the bottom left of the sidebar.

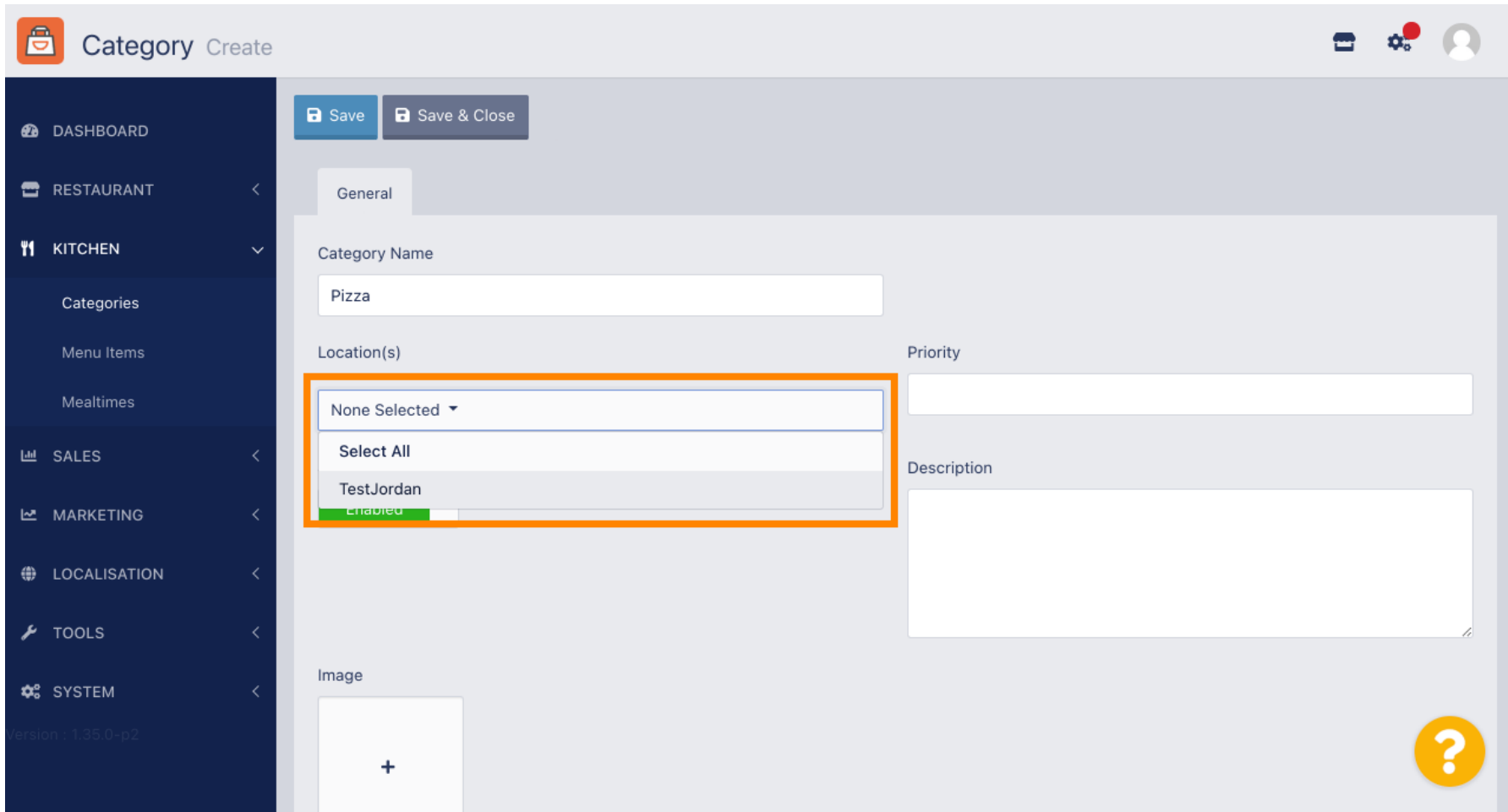


Enter the name of the **category**.



The screenshot shows the 'Category Create' interface. On the left is a dark blue sidebar with a menu containing: DASHBOARD, RESTAURANT, KITCHEN (expanded), Categories, Menu Items, Mealtimes, SALES, MARKETING, LOCALISATION, TOOLS, and SYSTEM. The main area has a light gray header with a 'Category Create' title and a shopping bag icon. Below the header are 'Save' and 'Save & Close' buttons. The 'General' tab is active, showing a 'Category Name' text input field (highlighted with an orange border), a 'Location(s)' dropdown menu (currently 'None Selected'), a 'Status' toggle switch (currently 'Enabled'), and an 'Image' upload area with a plus sign. To the right of the 'Location(s)' dropdown are 'Priority' and 'Description' text input fields. A yellow circular help icon with a question mark is in the bottom right corner. The version '1.35.0-p2' is visible in the bottom left of the sidebar.

 Select a **location** the category should be assigned to.



**Category Create**

**General**

Category Name  
Pizza

Location(s)  
None Selected ▼  
Select All  
TestJordan  
Enabled

Priority

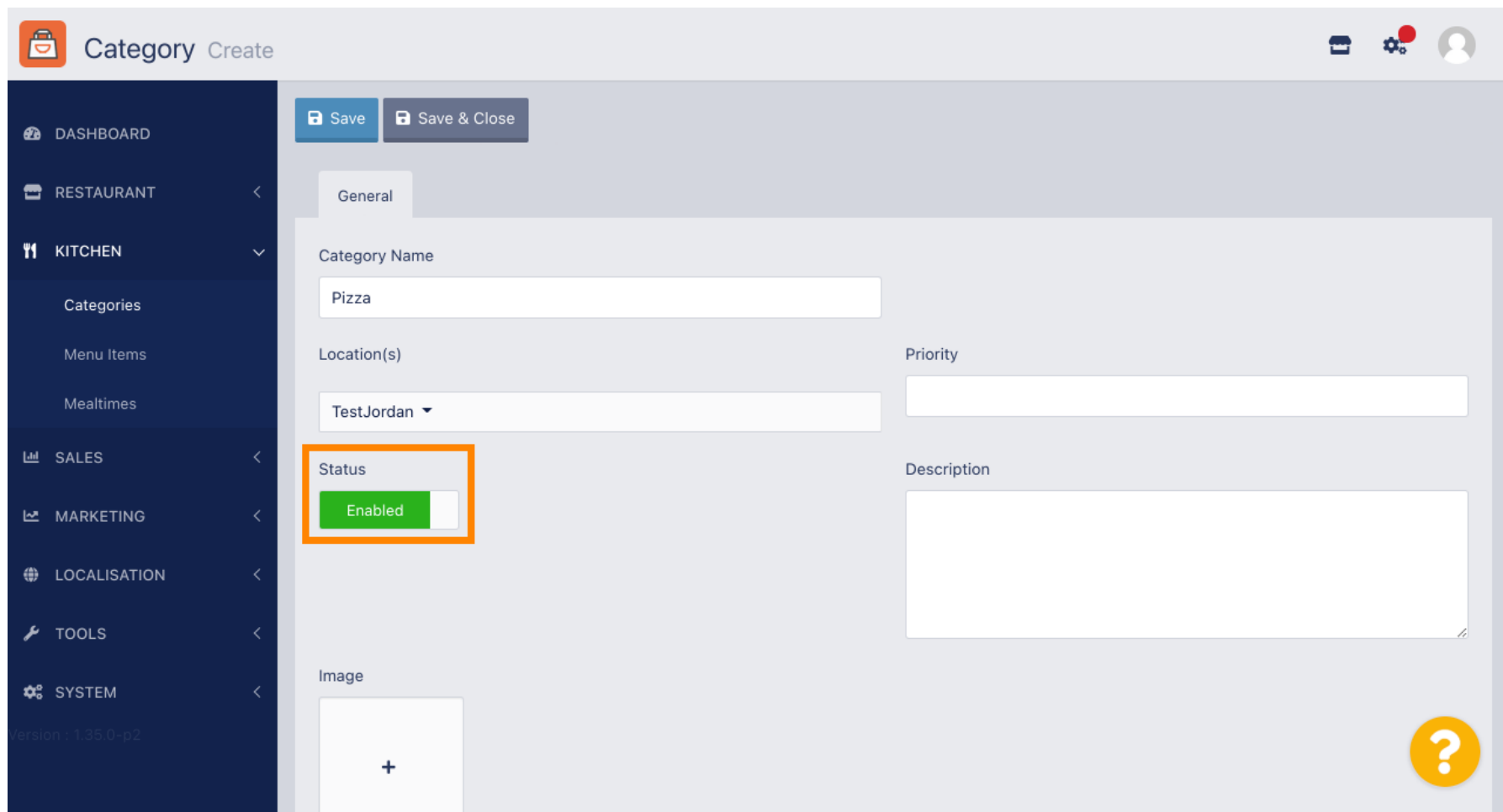
Description

Image  
+

version : 1.35.0-p2



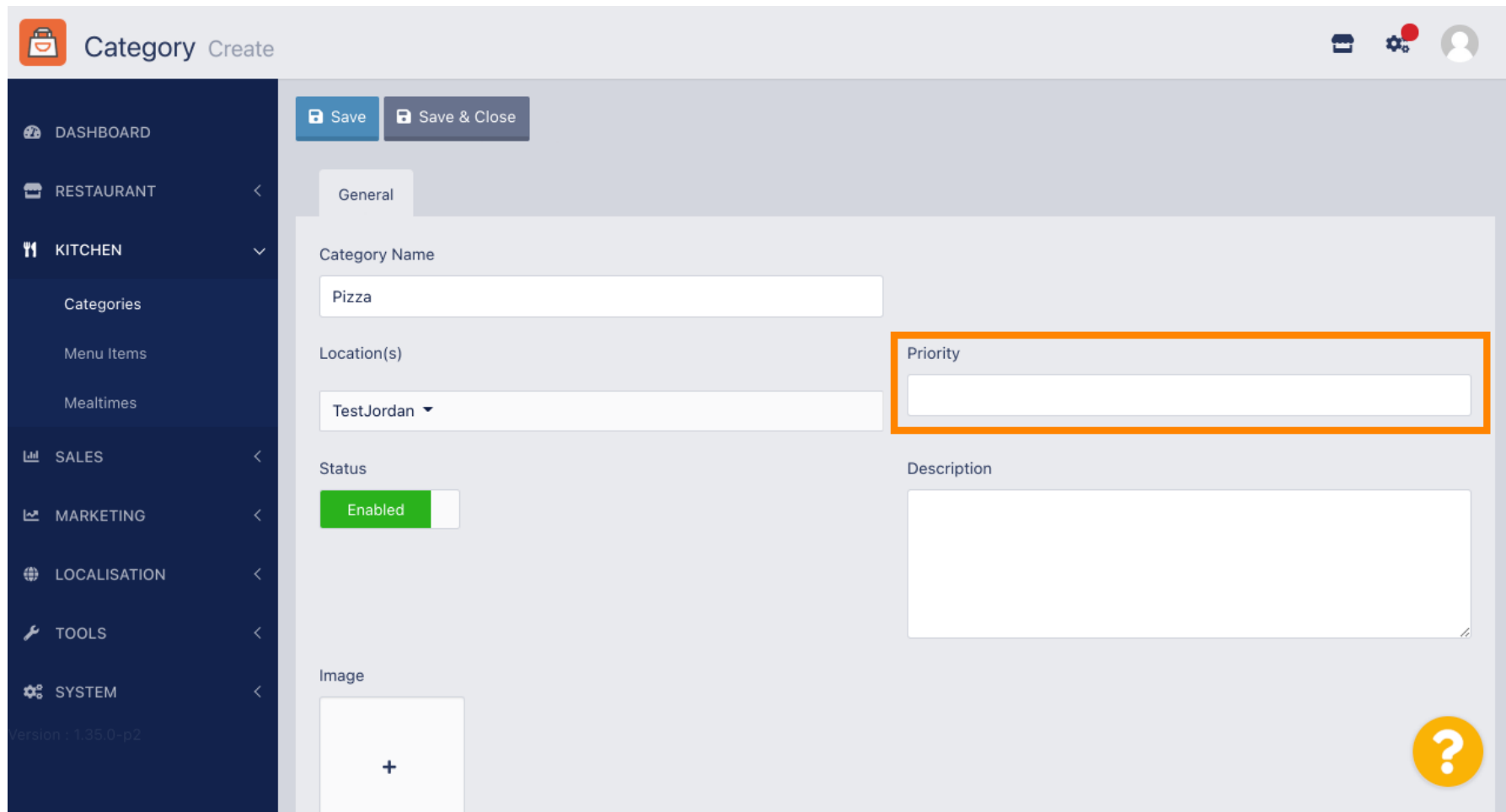
By **disabling** the status of the menu category it will not be displayed for the chosen location. **Note: Right now the category is enabled and will be displayed.**







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



Category Create

Save Save & Close

General

Category Name  
Pizza

Location(s)  
TestJordan

Priority

Status  
Enabled

Description

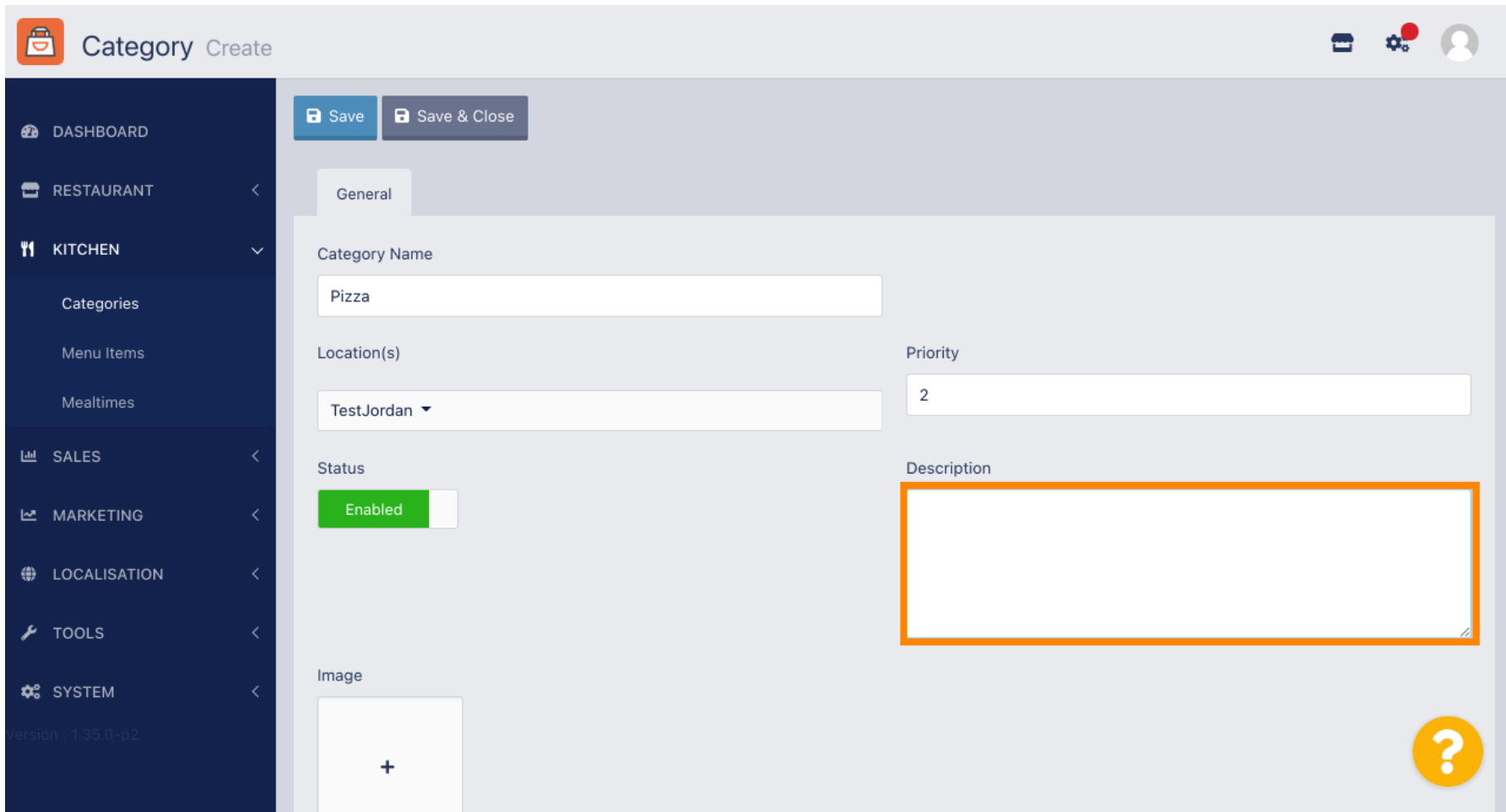
Image  
+

Version : 1.35.0-p2

?



Now enter a **description** for the category.



**Category Create**

Save Save & Close

General

Category Name  
Pizza

Location(s)  
TestJordan

Priority  
2

Status  
Enabled

Description

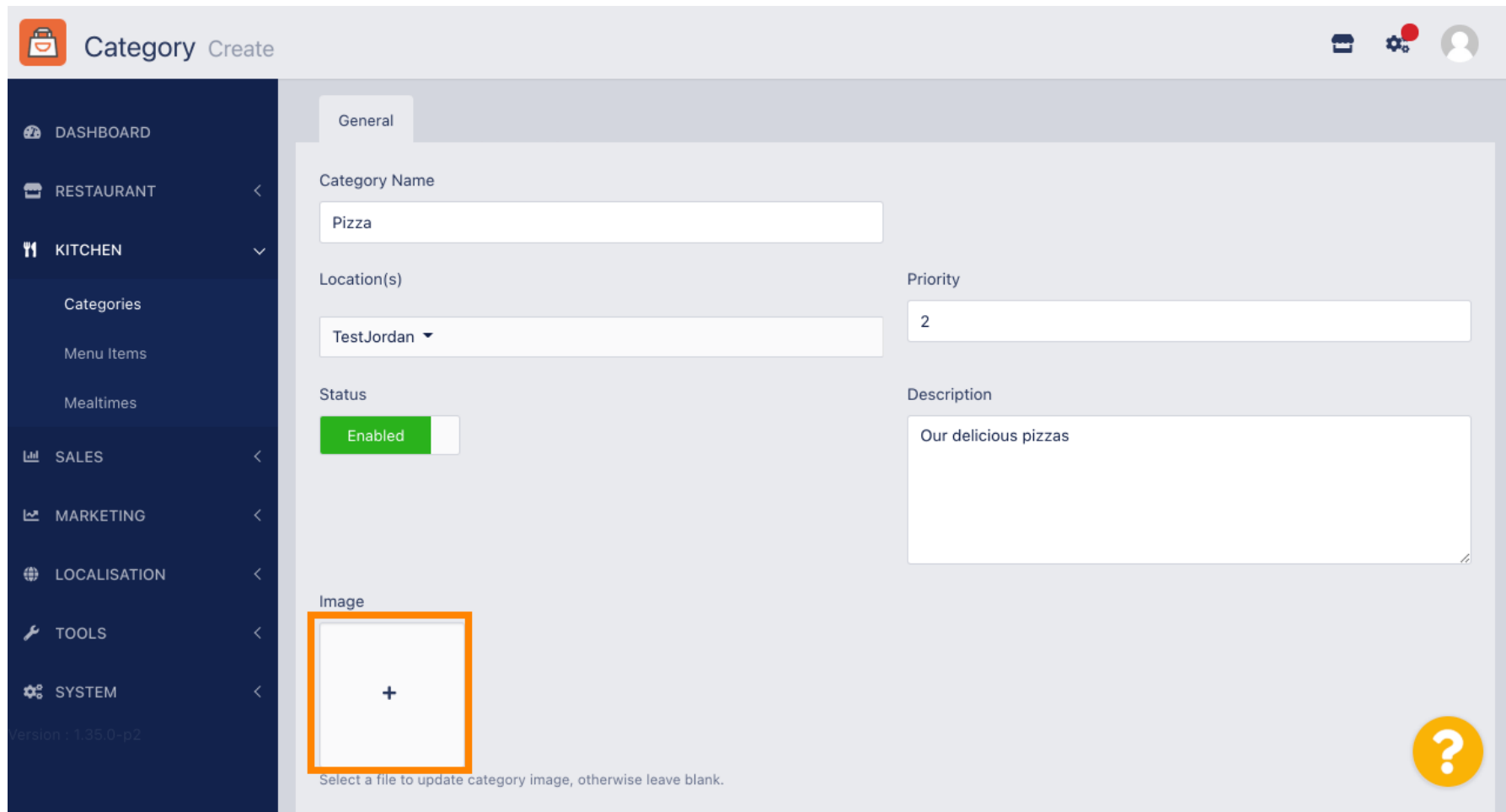
Image  
+

version : 1.35.0-p2

?



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.**



**Category Create**

General

Category Name  
Pizza

Location(s)  
TestJordan

Priority  
2

Status  
Enabled

Description  
Our delicious pizzas

Image  
+

Select a file to update category image, otherwise leave blank.

Version : 1.35.0-p2

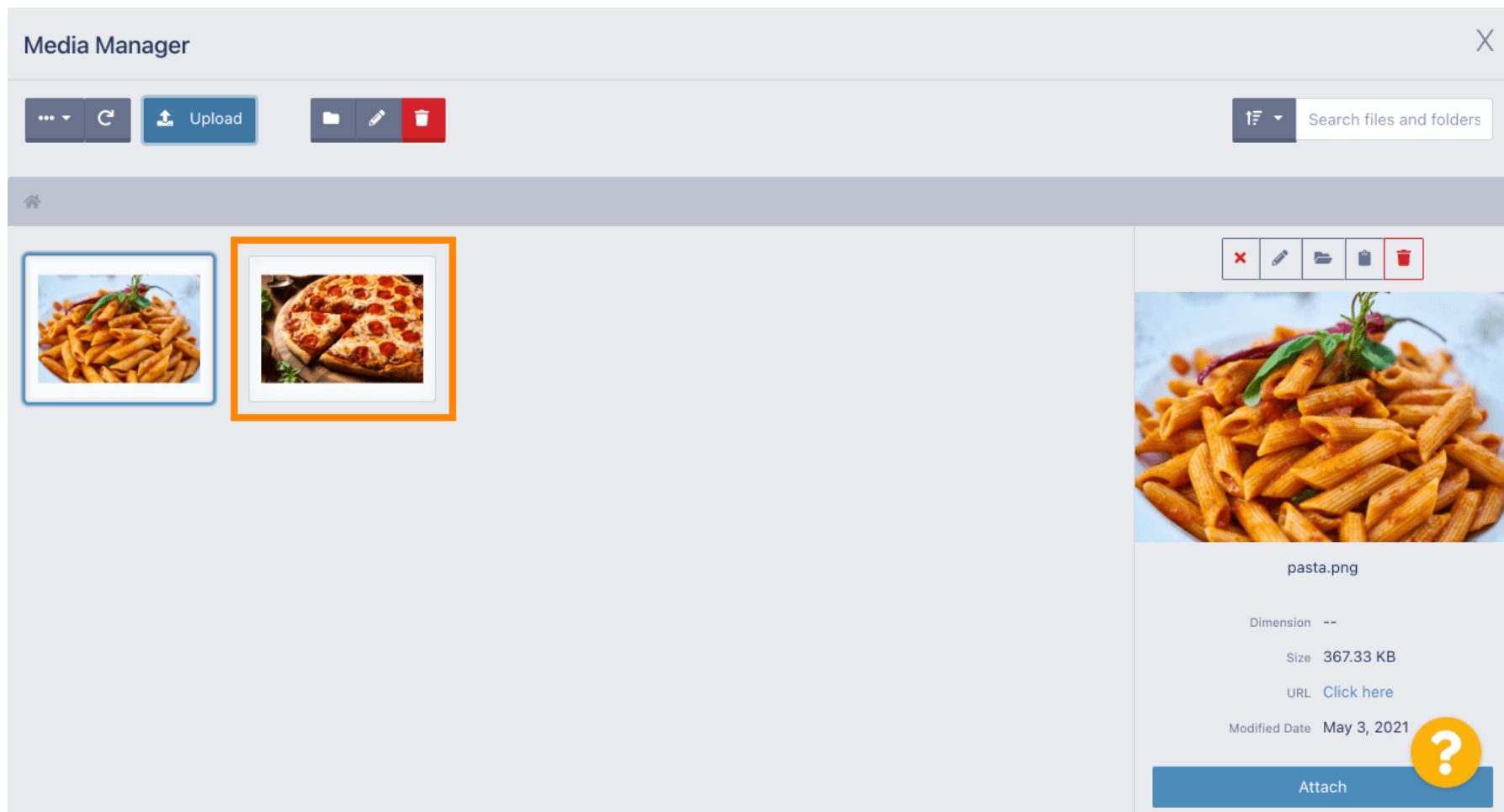


You are now in the media manager where you have access to your already uploaded images. To add a new image click on **upload**. **Note: Your file explorer will open up and you have to select an image.**



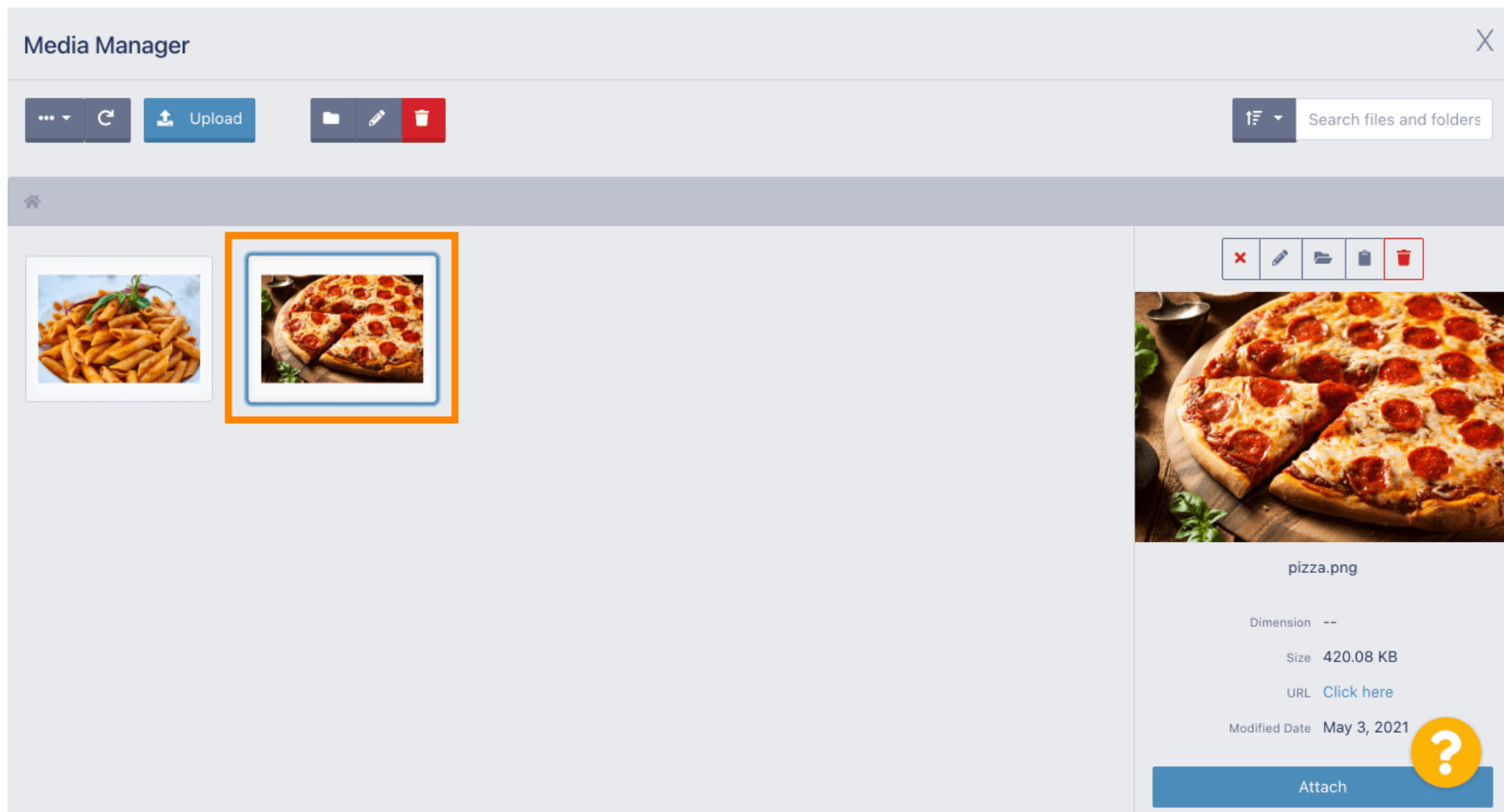


Once you selected your image from you file explorer it will be displayed in the media manager. **Note: For the best outcome we suggest an image with size of 690 x 80 pixels.**





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.

Media Manager

...

↺

Upload

📁



✎

🗑

1

Search files and folders

🏠





✕

✎

📁

🗑



pizza.png

Dimension --

Size 420.08 KB

URL [Click here](#)

Modified Date May 3, 2021

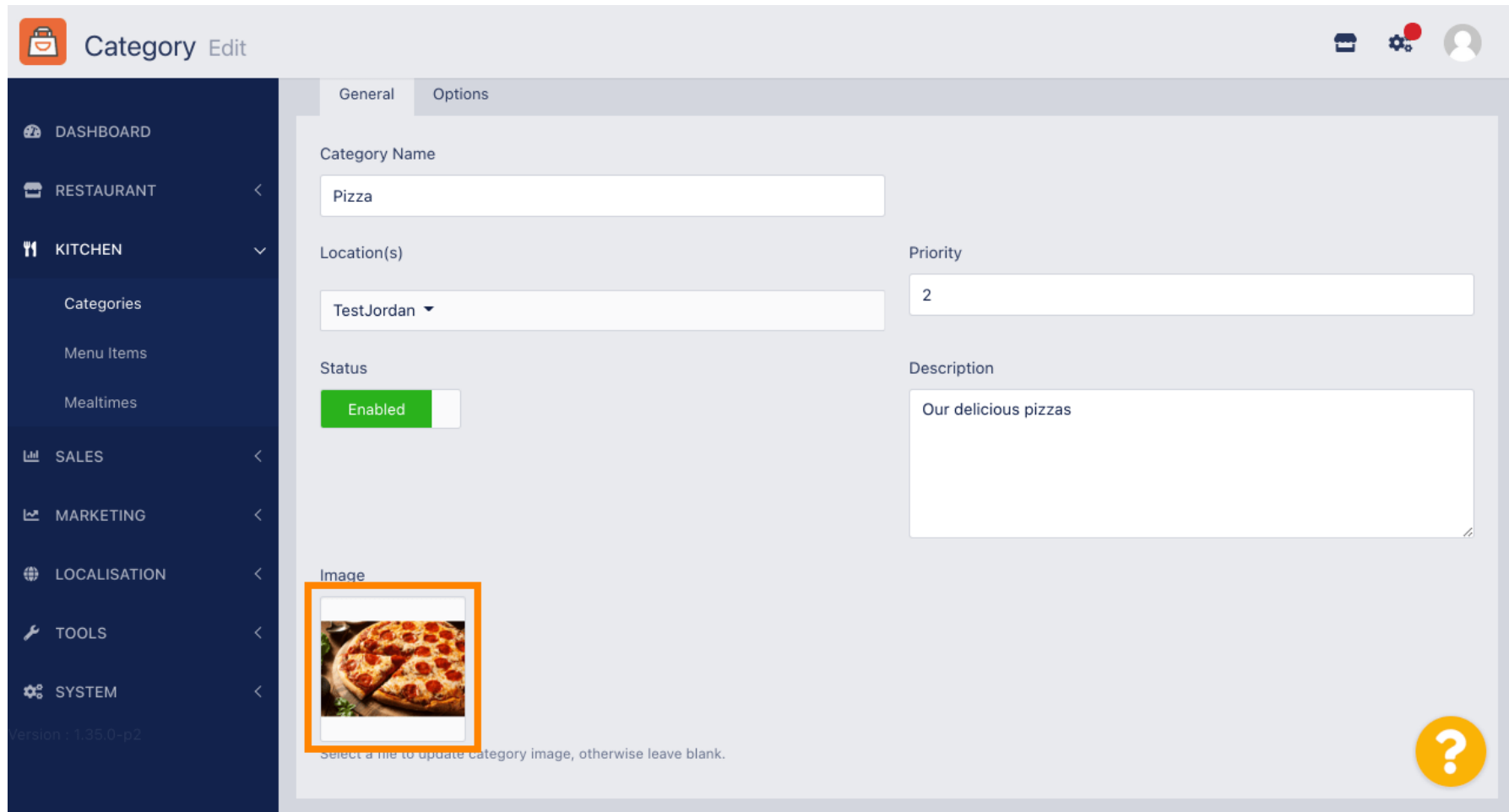
?

Attach

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



**Category Edit**

General Options


Category Name  
Pizza

Location(s)  
TestJordan

Priority  
2

Status  
Enabled

Description  
Our delicious pizzas

Image  


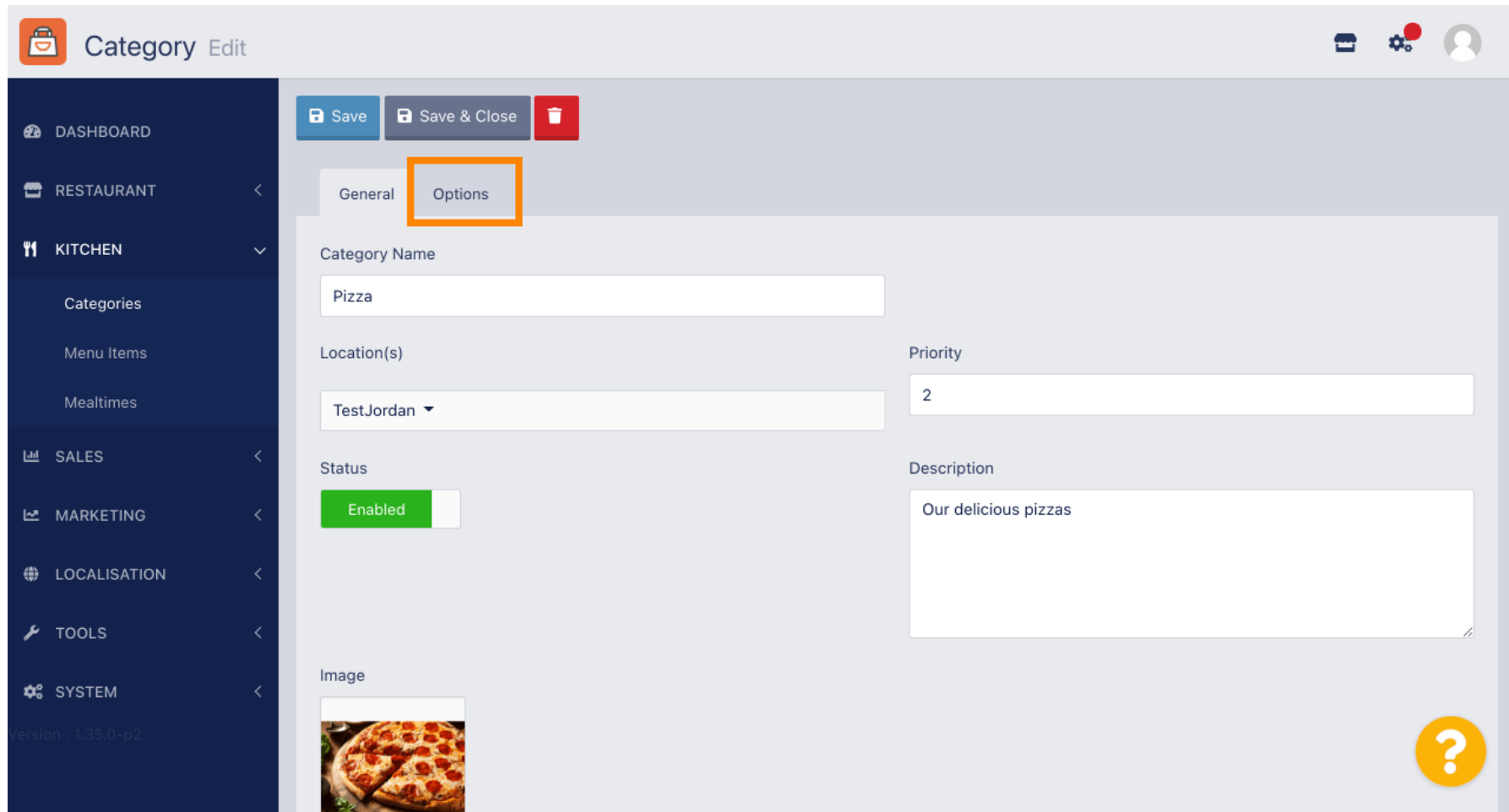
Select a file to update category image, otherwise leave blank.

?





Click on **options** to edit menu options.



**Category Edit**

Save Save & Close

General **Options**

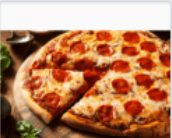
Category Name  
Pizza

Location(s)  
TestJordan

Priority  
2

Status  
Enabled

Description  
Our delicious pizzas

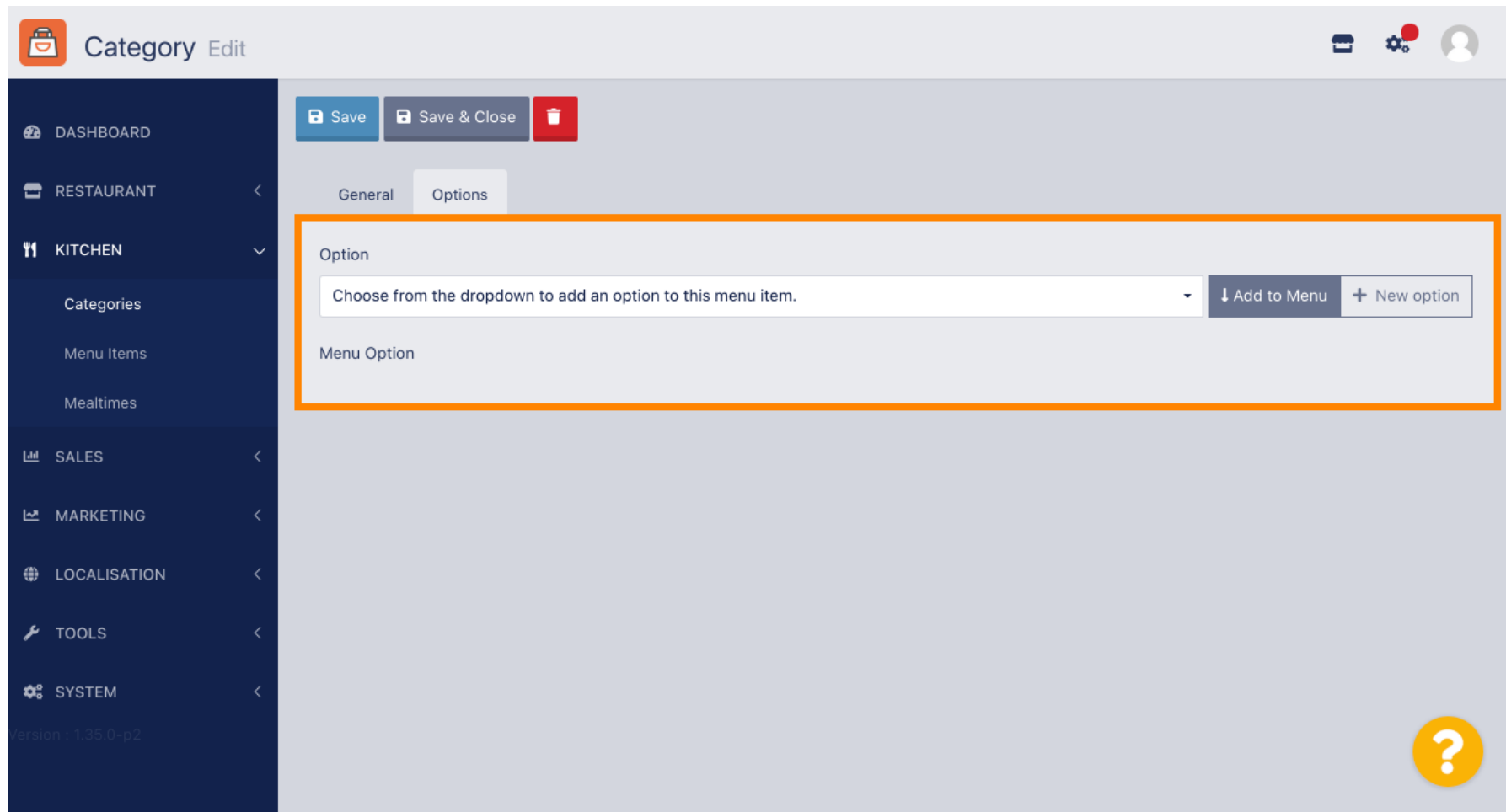
Image  


version : 1.35.0-p2

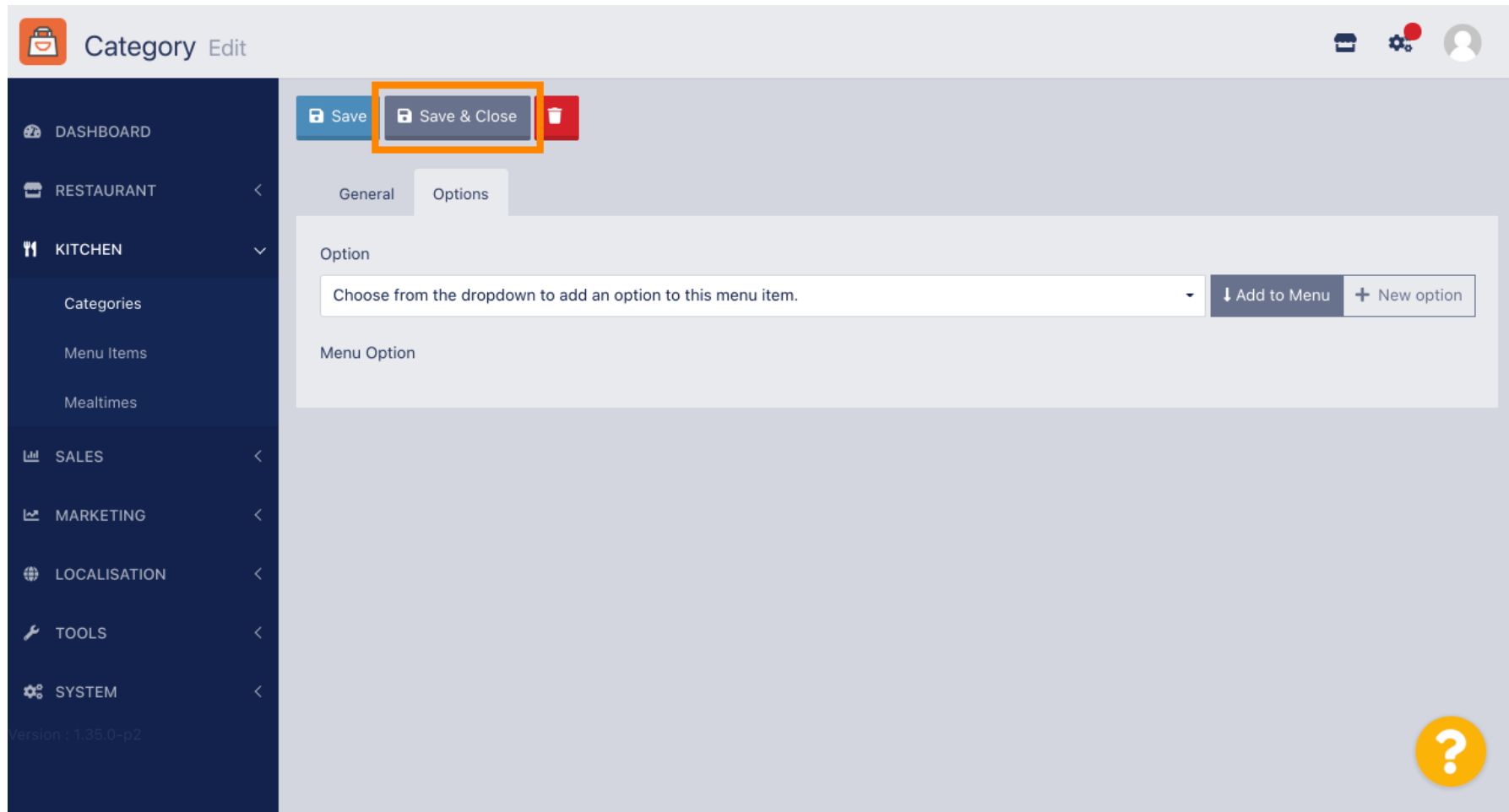
?



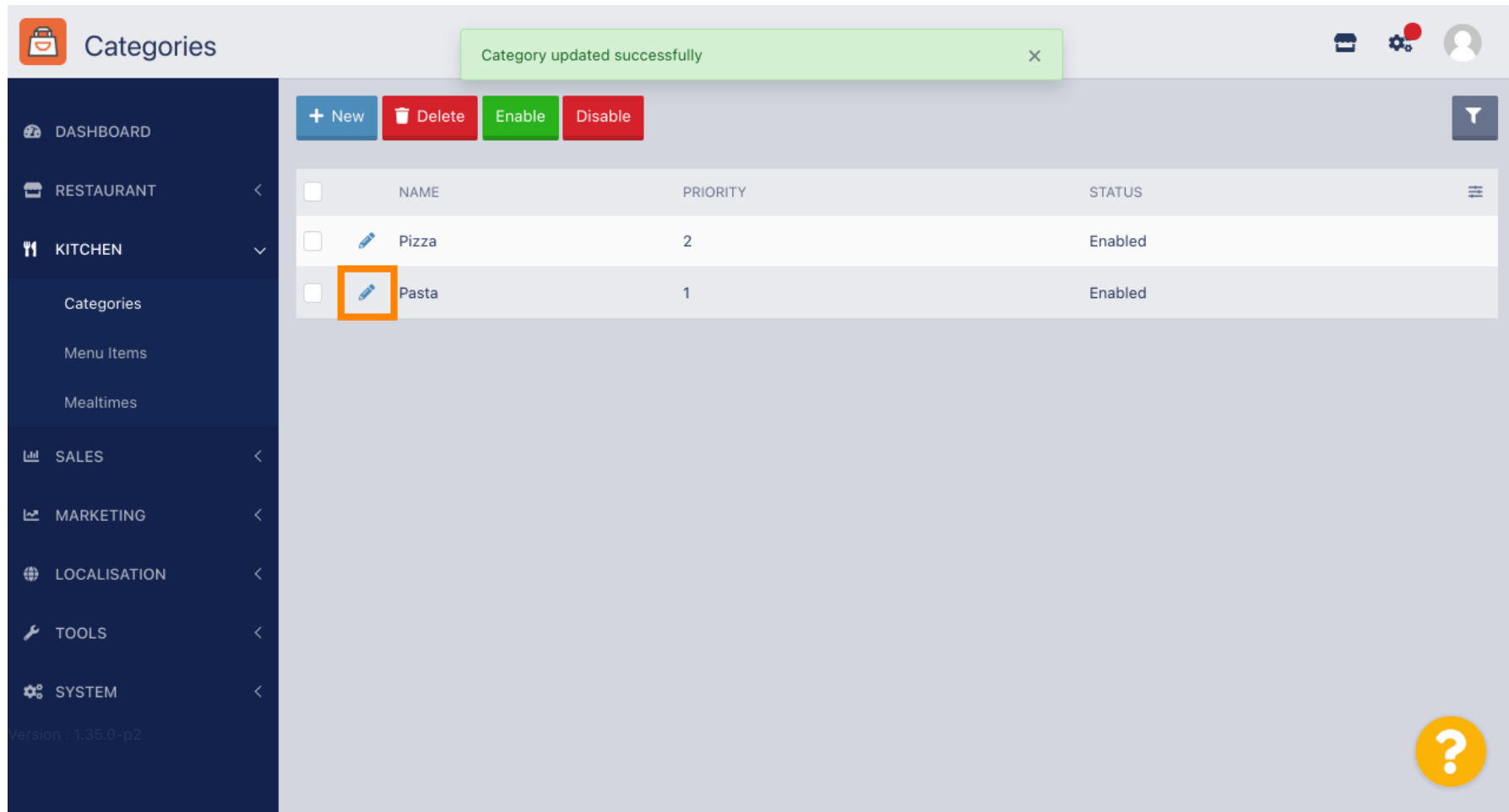
Here you can add options to the category and edit those. Please follow the [link](#) for further information on how to set up and edit options.



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

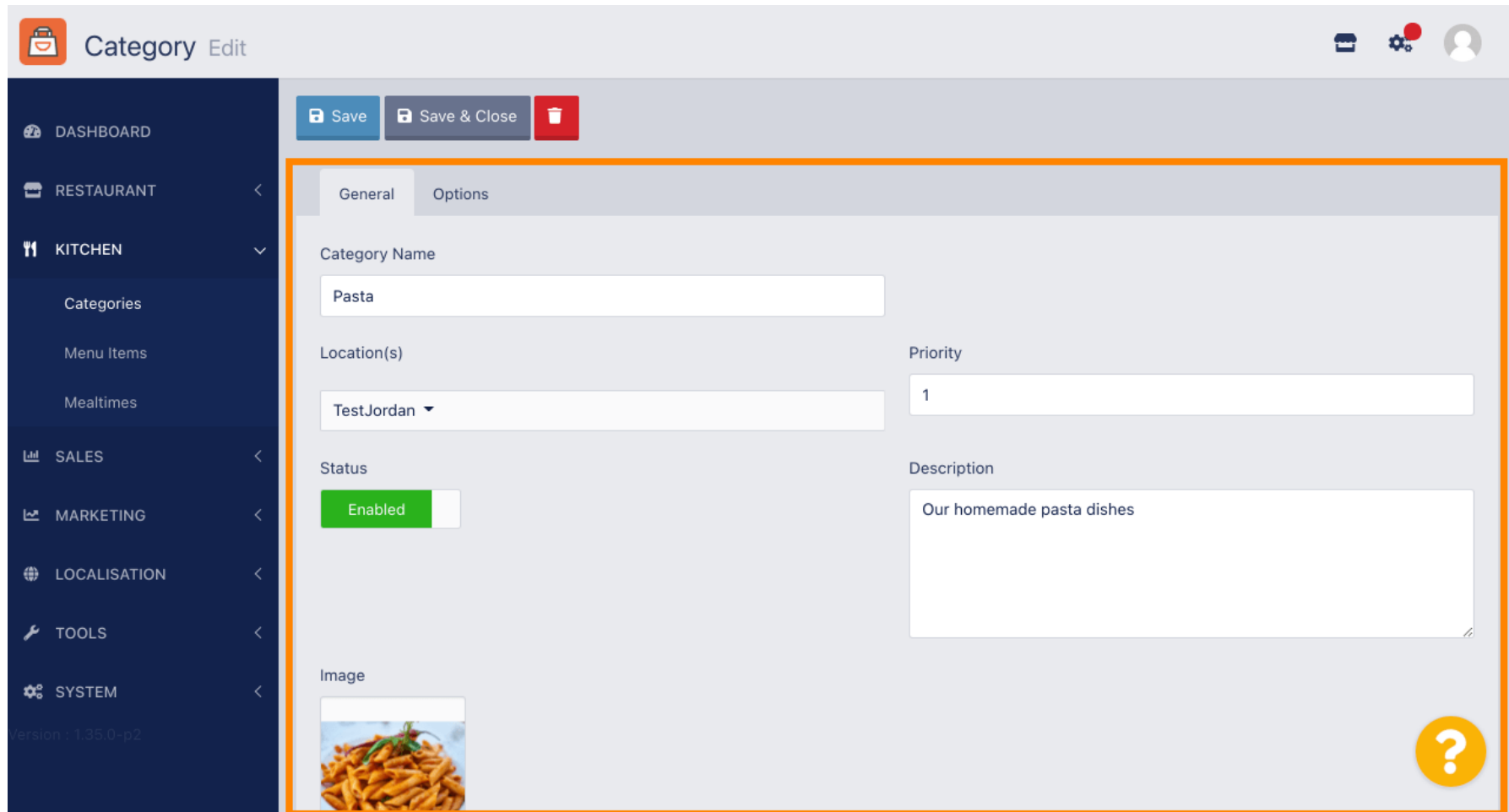


To edit an existing category click on the **pencil icon** of the desired category.



NAME	PRIORITY	STATUS
Pizza	2	Enabled
Pasta	1	Enabled

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



**Category Edit**

Save Save & Close

General Options


Category Name  
Pasta

Location(s)  
TestJordan

Priority  
1

Status  
Enabled

Description  
Our homemade pasta dishes

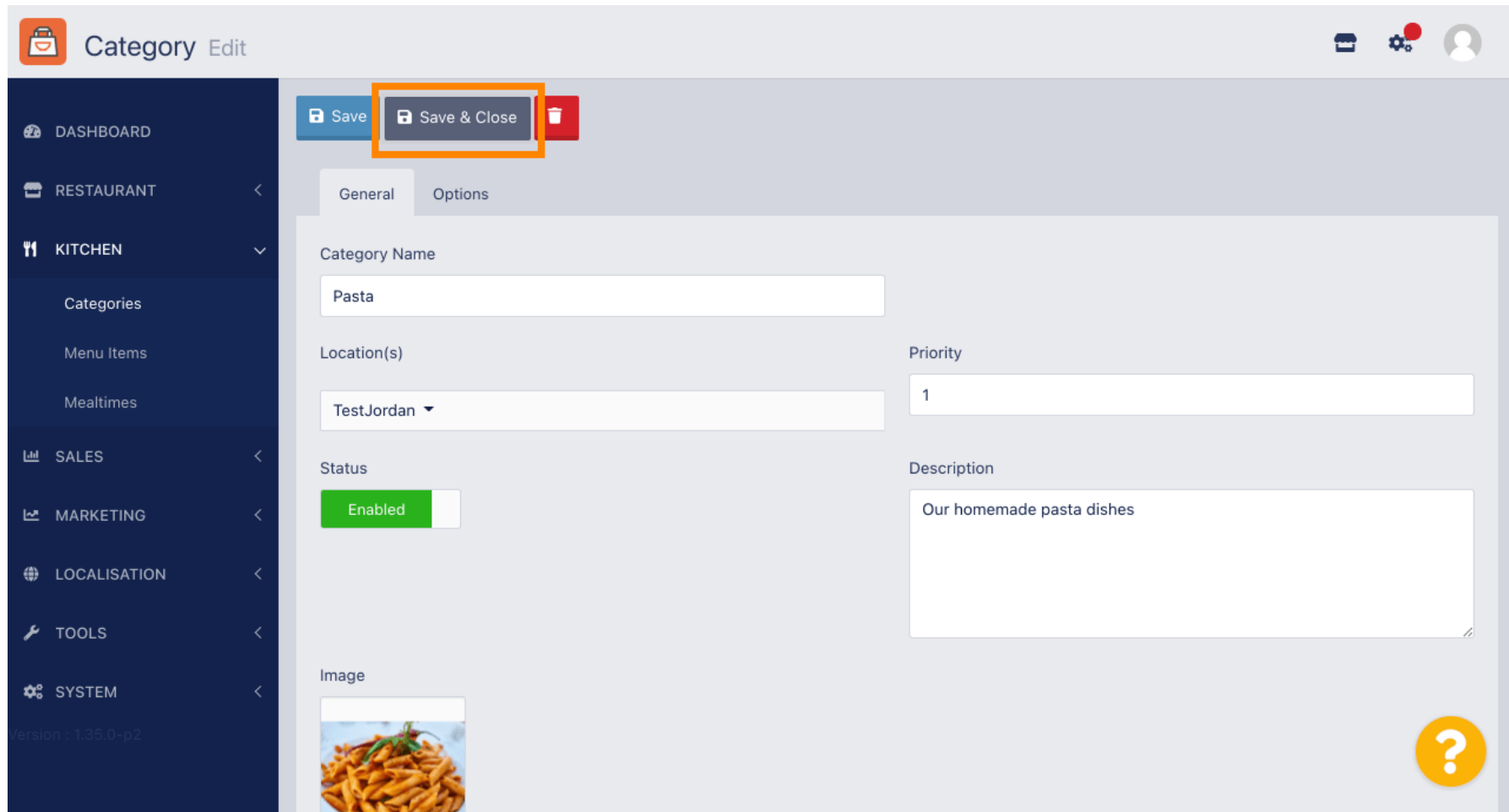
Image  


Version: 1.35.0-p2

?



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



**Category Edit**

Save Save & Close

General Options


Category Name  
Pasta

Location(s)  
TestJordan

Priority  
1

Status  
Enabled

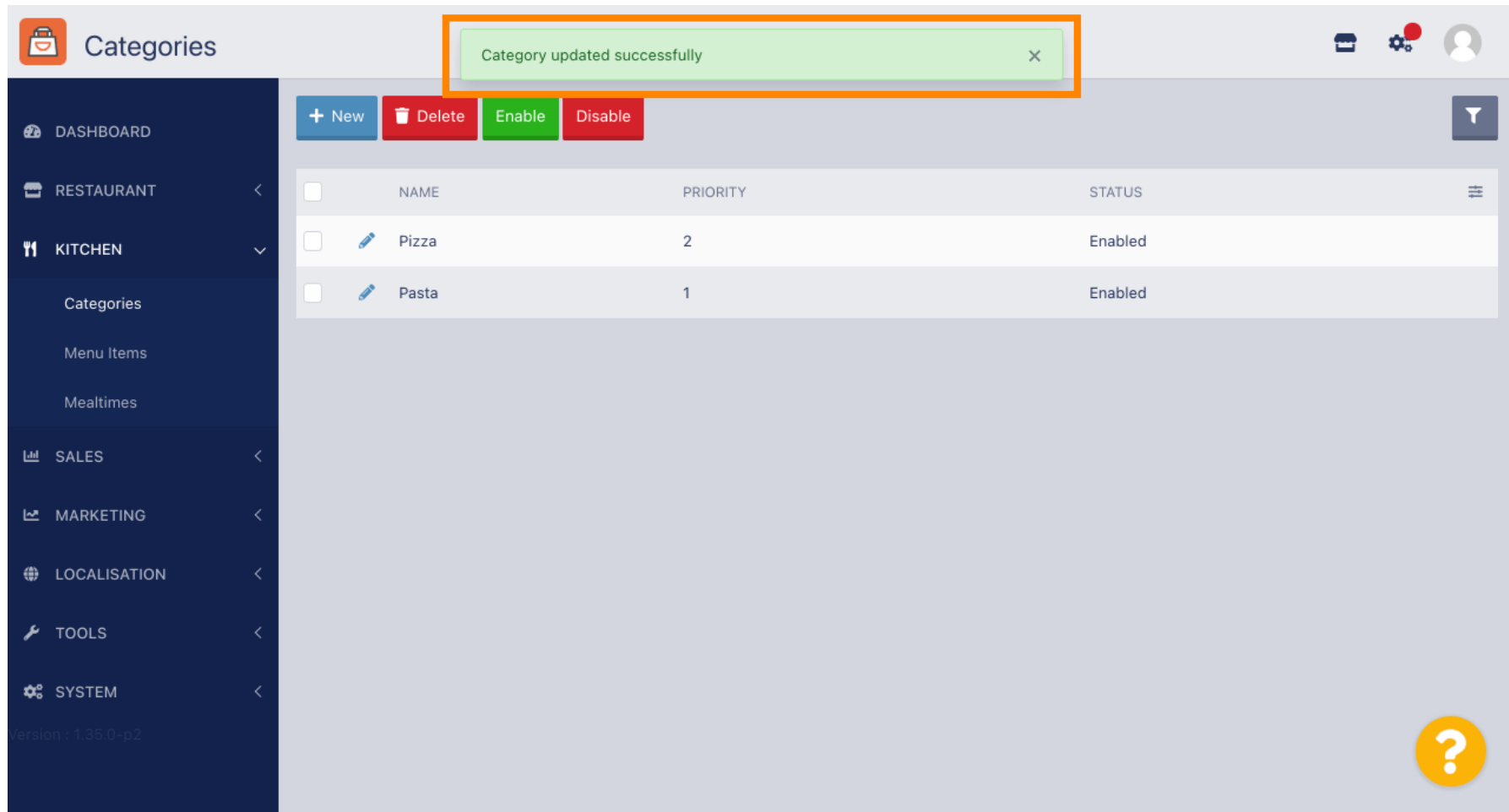
Description  
Our homemade pasta dishes

Image  


version : 1.35.0-p2

?



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



**Categories**

Category updated successfully

+ New Delete Enable Disable

	NAME	PRIORITY	STATUS
<input type="checkbox"/>	 Pizza	2	Enabled
<input type="checkbox"/>	 Pasta	1	Enabled

version : 1.35.0-p2

