

# Una vez que haya iniciado sesión, haga clic en cocina .





## A continuación, seleccione los elementos del menú.





#### (i) Ahora verá una descripción general de los elementos de menú existentes.

🖻 Menus									<b>=</b> •	
🙆 DASHBOARD		+ N	ew	Delete     Enable     Disable						۲
🚍 RESTAURANT	<			NAME OF THE DISH	CATEGORY	PRICE	STOCK QTY	SPECIAL STATUS	STATUS	#
	~		ø	Pizza Tonno	Pizza	€10.80	0		Enabled	
Categories										
Menu Items										
Mealtimes										
네 SALES	<									
	<									
OCALISATION	<									
🗲 TOOLS	<									
SYSTEM	<									
										2



En la vista general puede eliminar, habilitar o deshabilitar elementos de menú seleccionados.

🖻 Menus									=	* 0
DASHBOARD		+ New	👕 Delete 🛛	nable Disable						۲
🖀 RESTAURANT	<		NAME OF THE D	DISH	CATEGORY	PRICE	STOCK QTY	SPECIAL STATUS	STATUS	#
<b>Y1</b> KITCHEN	~		Pizza Tonno		Pizza	€10.80	0		Enabled	
Categories										
Menu Items										
Mealtimes										
ய் SALES	<									
	<									
LOCALISATION	<									
🗲 TOOLS	<									
🛠 SYSTEM	<									
Version : 1.35.0-p2										8



Para configurar un nuevo elemento de menú, haga clic en nuevo .

🖻 Menus									= *	
🙆 DASHBOARD		<b>+</b> N	ew	Delete Enable Disal	ble					T
🖶 RESTAURANT	<			NAME OF THE DISH	CATEGORY	PRICE	STOCK QTY	SPECIAL STATUS	STATUS	11
	~		<b>A</b> <sup>2</sup>	Pizza Tonno	Pizza	€10.80	0		Enabled	
Categories										
Menu Items										
Mealtimes										
ഥ SALES	<									
	<									
	<									
🗲 TOOLS	<									
😂 SYSTEM	<									
										2



# Introduzca el nombre del elemento del menú.

🖻 Menu Cr	eate			<b>=</b> 📌 🔘	
🙆 DASHBOARD		Save & Close			
🚍 RESTAURANT	<	Menu			
	~	Name of the dish	Pric	ce	
Categories			€	0.00	
Menu Items		Description	Cate	egory	
Mealtimes			N	one Selected 🔻	
네 SALES	<		Sele	ect a category in the menu under which the dish should be located.	
MARKETING	<				
LOCALISATION	<	VAT Group	Pos	ition in menu	
		Default -	0		
🔑 TOOLS	<	Select the corresponding VAT Group for the menu item	Sele	ect the position where the dish should appear in the menu.	
SYSTEM	<	Mealtime	Loc	ation(s)	
		Available all day 👻	N	one Selected -	
		Set what time of day your customers can order this menu. Mealtimes can be managed under Kitchen > Mealtimes			



#### Т

## Introduce un precio.

B Menu Create			<b>=</b> 📌 💽
🕰 DASHBOARD		Save & Close	
🖶 RESTAURANT	<	Menu	
	~	Name of the dish	Price
Categories		Pasta al Arrabiata	€ 9
Menu Items		Description	Category
Mealtimes			None Selected 🔻
யே SALES	<		Select a category in the menu under which the dish should be located.
	<	li l	
LOCALISATION	<	VAT Group	Position in menu
		Default -	0
🗲 TOOLS	<	Select the corresponding VAT Group for the menu item	Select the position where the dish should appear in the menu.
🗱 SYSTEM	<	Mealtime	Location(s)
		Available all day 🔻	None Selected -
		Set what time of day your customers can order this menu. Mealtimes can be managed under Kitchen > Mealtimes	



## **E** ingrese una descripción del elemento del menú.

🖻 Menu Cre	eate				<del>-</del> •	0
🕰 DASHBOARD		Save Save & Close				
🖶 RESTAURANT	<	Menu				
	~	Name of the dish		Price		
Categories		Pasta al Arrabiata		€	9.80	
Menu Items		Description		Categ	gory	
Mealtimes		1		Nor	ne Selected 🔻	
년 SALES	<			Select	t a category in the menu under which the dish should be located.	
🗠 MARKETING	<		te			
LOCALISATION	<	VAT Group		Positi	ion in menu	
<b>6</b>		Default	•	0		
F TOOLS	<	Select the corresponding VAT Group for the menu item		Select	t the position where the dish should appear in the menu.	
🗱 SYSTEM	<	Mealtime		Locat	tion(s)	
		Available all day 👻		Nor	ne Selected 🝷	2
		Set what time of day your customers can order this menu. Mealtimes can managed under Kitchen > Mealtimes	be			



## Ahora seleccione una categoría a la que se debe asignar el elemento del menú.

Denu Creat	te		<b>=</b> 📌 🔘
🙆 DASHBOARD		Save Save & Close	
🖶 RESTAURANT	<	Menu	
	~	Name of the dish	Price
Categories		Pasta al Arrabiata	€ 9.80
Menu Items		Description	Category
Mealtimes		Pasta with spicy tomato sauce	None Selected -
년 SALES	<		Select All
🗠 MARKETING	<	li li	Pasta
	Ł	VAT Group	Pizza Position in menu
	Ì	Default	0
🗲 TOOLS	<	Select the corresponding VAT Group for the menu item	Select the position where the dish should appear in the menu.
SYSTEM	<	Mealtime	Location(s)
		Available all day 👻	None Selected -
		Set what time of day your customers can order this menu. Mealtimes can be managed under Kitchen > Mealtimes	



Luego declare el grupo de IVA del nuevo artículo. Nota: Los grupos de IVA están predefinidos para su país y se pueden cambiar en la configuración del sistema en impuestos.

e	Menu	Create				= 🦛 🕗	
Ð	DASHBOARD			Save & Close			
•	RESTAURANT		<	Menu			
۳1	KITCHEN		~	Name of the dish	Price	9	
	Categories			Pasta al Arrabiata	€	9.80	
	Menu Items			Description	Cate	egory	
	Mealtimes			Pasta with spicy tomato sauce	Pa	sta 🔻	
611	SALES		<		Selec	ct a category in the menu under which the dish should be located.	
ы	MARKETING		<	li li			
۲	LOCALISATION		<	VAT Group	Posit	tion in menu	
¥	TOOLS		<	Select the corresponding VAT Group for the menu item	0 Selec	ct the position where the dish should appear in the menu.	
<b>¢</b> :	SYSTEM		<	Mealtime	Loca	ation(s)	
				Available all day 🔻	No	ne Selected -	
				Set what time of day your customers can order this menu. Mealtimes can be managed under Kitchen > Mealtimes			



Elija la posición en el menú asignando un número al nuevo elemento del menú. Nota: el número 1 lo mostrará como el primer elemento de la categoría.

E	Menu Create				<b>=</b> 📌 🙆
Ð	DASHBOARD		Save & Close		
•	RESTAURANT	<	Menu		
۳1	KITCHEN	~	Name of the dish	Pr	ice
	Categories		Pasta al Arrabiata		€ 9.80
	Menu Items		Description	Ca	ategory
	Mealtimes		Pasta with spicy tomato sauce		Pasta 🔻
60	SALES	<		Se	elect a category in the menu under which the dish should be located.
Ľ	MARKETING	<	4		
۲	LOCALISATION	<	VAT Group	Po	osition in menu
			Default -	Ŀ	1
¥	TOOLS	<	Select the corresponding VAT Group for the menu item	Se	lect the position where the dish should appear in the menu.
¢:	SYSTEM	<	Mealtime	Lo	ocation(s)
			Available all day 👻		None Selected -
			Set what time of day your customers can order this menu. Mealtimes can be managed under Kitchen > Mealtimes		



Para seleccionar una hora de comida, haga clic en el menú desplegable. La hora de la comida seleccionada determinará a qué hora estará disponible el artículo. Nota: Los horarios de comidas están predefinidos y se pueden gestionar en la subcategoría horarios de comidas de la categoría cocina.

Menu Create		= 📌 🕓
🙆 DASHBOARD	Menu	
🖶 RESTAURANT 🛛 <	Name of the dish Pasta al Arrabiata	Price 9.80
	Description	Category
Categories	Pasta with spicy tomato sauce	Pasta 🔻
Menu Items Mealtimes		Select a category in the menu under which the dish should be located.
네 SALES <	VAT Group	Position in menu
🗠 MARKETING 🧹	Default     Select the corresponding VAT Group for the menu item	1 Select the position where the dish should appear in the menu.
⇔ LOCALISATION <	Mealtime	Location(s)
🖌 TOOLS <	Available all day 🔻	None Selected -
¢\$ SYSTEM <	managed under Kitchen > Mealtimes	
version : 1.35.0-p.2	Minimum Quantity	Stock Quantity
2021 - 202 <mark>2 Hospitality Digital GmbH</mark>	1	U



## Seleccione una ubicación a la que se debe asignar el elemento del menú.

Denu Creat	e			= 📌 🕓
		Menu		
LASHBOARD		Name of the dish		Price
🖶 RESTAURANT	<	Pasta al Arrabiata		€ 9.80
	~	Description		Category
Categories		Pasta with spicy tomato sauce		Pasta 🔻
Menu Items				Select a category in the menu under which the dish should be located.
Mealtimes			1.	
岫 SALES	<	VAT Group		Position in menu
	<	Default	-	1
	<	Select the corresponding VAT Group for the menu item Mealtime		Select the position where the dish should appear in the menu.
🗲 TOOLS	<	Available all day 🔻		None Selected -
SYSTEM	<	Set what time of day your customers can order this menu. Mealtimes can be managed under Kitchen > Mealtimes		Select All
		Minimum Quantity		TestJordan
		1		0



# Luego establezca una cantidad mínima del elemento del menú.

Menu Create	е		= 📌 🔼
DASHBOARD		Mealtime	Location(s)
🚍 RESTAURANT	<	Available all day 👻	TestJordan 👻
	~	Set what time of day your customers can order this menu. Mealtimes can be managed under Kitchen > Mealtimes	
		Minimum Quantity	Stock Quantity
Categories		1	0
Menu Items		Enter the minimum quantity that can be ordered by customers.	Enter the amount of stock available. This amount can be set to zero to represent
Mealtimes			uniimited stock quantity.
	<	Order Restriction	Subtract Stock
		None Delivery Only Collection Only	Disabled
🗠 MARKETING	<	Whether to restrict the menu to a specific order type.	Select Yes for the ordered menu and options quantity to be subtracted from their original stock quantity.
LOCALISATION	<	Image	Status
6			Enabled
P TOOLS	<	+	
🗢 SYSTEM	<		
Version : 1.35.0-p2			<u></u>
		Select a file to update menu image, otherwise leave blank.	



Ð

Configure una cantidad de existencias si el artículo solo está disponible en una pequeña cantidad. Nota: Una cantidad de existencias de 0 declarará el artículo como infinito.

🖻 Menu	Create		= 📌 🔘
DASHBOARD		Mealtime	Location(s)
🖶 RESTAURANT	<	Available all day <ul> <li>Set what time of day your customers can order this menu. Mealtimes can be</li> </ul>	TestJordan 👻
	~	managed under Kitchen > Mealtimes	
Categories		Minimum Quantity	Stock Quantity
Menu Items		Enter the minimum quantity that can be ordered by customers.	Enter the amount of stock available. This amount can be set to zero to represent
Mealtimes			uniimited stock quantity.
迪 SALES	<	Order Restriction           None         Delivery Only         Collection Only	Subtract Stock Disabled
🗠 MARKETING	<	Whether to restrict the menu to a specific order type.	Select Yes for the ordered menu and options quantity to be subtracted from their original stock quantity.
LOCALISATION	<	Image	Status
🗲 TOOLS	<	+	Enabled
🗱 SYSTEM	<		
		Select a file to update menu image, otherwise leave blank.	<b>(</b> )



Para asignar una imagen al elemento del menú, haga clic en el cuadrado vacío con el icono más. Nota: Antes de asignar una imagen al elemento del menú, el elemento debe guardarse de antemano.

Denu Cre	eate		= 🔹 💭
월 DASHBOARD		Mealtime	Location(s)
🚍 RESTAURANT	<	Available all day ▼ Set what time of day your customers can order this menu. Mealtimes can be	TestJordan -
	~	managed under Kitchen > Mealtimes	
Categories		Minimum Quantity	Stock Quantity
Menu Items		'Enter the minimum quantity that can be ordered by customers.	Enter the amount of stock available. This amount can be set to zero to represent unlimited stock quantity.
Mealtimes		Order Restriction	Subtract Stock
迪 SALES	<	None Delivery Only Collection Only	Disabled
🗠 MARKETING	<	Whether to restrict the menu to a specific order type.	Select Yes for the ordered menu and options quantity to be subtracted from their original stock quantity.
LOCALISATION	<	Image	Status
🗲 TOOLS	<	+	Enabled
🗱 SYSTEM	<		
		Select a file to update menu image, otherwise leave blank.	?



Ahora está en el administrador de medios donde tiene acceso a sus imágenes ya cargadas. Para agregar una nueva imagen, haga clic en cargar. Nota: Su explorador de archivos se abrirá y tendrá que seleccionar una imagen.





 Una vez que haya seleccionado su imagen de su explorador de archivos, se mostrará en el administrador de medios. Nota: Para obtener el mejor resultado, sugerimos una imagen con un tamaño de 95 x 80 píxeles.





Ahora haga clic en la imagen para seleccionarla. Nota: El marco azul alrededor de la imagen indica que ha seleccionado esa imagen.





#### Haga clic en adjuntar para asignar la imagen seleccionada al elemento del menú.





## () La imagen ahora está asignada al nuevo elemento del menú y se mostrará en la tienda.

Menu Edit			= 🗢 🔘		
🔁 DASHBOARD		Mealtime	Location(s)		
🖃 RESTAURANT	<	Available all day - Set what time of day your customers can order this menu. Mealtimes can be	TestJordan 👻		
	~	managed under Kitchen > Mealtimes			
Categories		Minimum Quantity	Stock Quantity		
Categories		1	0		
Menu Items		Enter the minimum quantity that can be ordered by customers.	Enter the amount of stock available. This amount can be set to zero to represent		
Mealtimes			ummited stock quantity.		
ሠ SALES	<	Order Restriction	Subtract Stock		
		None Delivery Only Collection Only	Disabled		
🗠 MARKETING	<	Whether to restrict the menu to a specific order type.	Select Yes for the ordered menu and options quantity to be subtracted from their original stock quantity.		
LOCALISATION	<	Image	Status		
			Enabled		
🗲 TOOLS	<				
🗱 SYSTEM	<				
		beleet a me to aparte menu image, otherwise leave blank.			



0

Al deshabilitar el estado del elemento del menú, no se mostrará para la ubicación elegida. Nota: En este momento la categoría está habilitada y se mostrará.

B Menu Edit			= 📌 🔘
🕰 DASHBOARD		Mealtime	Location(s)
🖀 RESTAURANT	<	Available all day ▼ Set what time of day your customers can order this menu. Mealtimes can be	TestJordan 🔻
	~	managed under Kitchen > Mealtimes	
Categories		Minimum Quantity	Stock Quantity
Menu Items		Enter the minimum quantity that can be ordered by customers.	Enter the amount of stock available. This amount can be set to zero to represent unlimited stock quantity.
년 SALES	<	Order Restriction           None         Delivery Only         Collection Only	Subtract Stock Disabled
🗠 MARKETING	<	Whether to restrict the menu to a specific order type.	Select Yes for the ordered menu and options quantity to be subtracted from their original stock quantity.
	<	Image	Status
🖌 TOOLS	<		Enabled
<b>*: SYSTEM</b> /ersion : 1.35.0-p2	<	Select a file to update menu image, otherwise leave blank.	?



## • Haga clic en opciones para editar las opciones del elemento.

B Menu Edit		<b>=</b> 🔩 🙆
🙆 DASHBOARD	B Save & Close	
🚍 RESTAURANT	< Menu Options	
	V Name of the dish	Price
Categories	Pasta al Arrabiata	€ 9.80
Menu Items	Description	Category
Mealtimes	Pasta with spicy tomato sauce	Pasta 🔻
년 SALES	<	Select a category in the menu under which the dish should be located.
🗠 MARKETING	<	
	< VAT Group	Position in menu
🗲 TOOLS	Select the corresponding VAT Group for the menu item	Select the position where the dish should appear in the menu.
😂 SYSTEM	Kealtime	Location(s)
	Available all day 👻	TestJordan -
	Set what time of day your customers can order this menu. Mealtimes can be managed under Kitchen > Mealtimes	



Aquí puede agregar opciones a la categoría y editarlas. Siga el enlace para obtener más información sobre cómo configurar y editar opciones.

e	Menu Edit			<b>=</b> 📌 💽
B	DASHBOARD		■ Save & Close	
•	RESTAURANT	<	Menu Options	
¥1	KITCHEN	~	Option	
	Categories		Choose from the dropdown to add an option to this menu item.	Add to Menu + New option
	Menu Items		Menu Option	
	Mealtimes			
Ш	SALES	<		
M	MARKETING	<		
۲	LOCALISATION	<		
z	TOOLS	<		
<b>¢</b> °	SYSTEM	<		
				2



Cuando haya terminado, no olvide hacer clic en Guardar y cerrar.

B Menu Edit			<del>a</del> 🗢 🔘
🙆 DASHBOARD		Save Save & Close	
🖶 RESTAURANT	<	Menu Options	
	~	Option	
Categories		Choose from the dropdown to add an option to this menu item.	← ↓ Add to Menu + New option
Menu Items		Menu Option	
Mealtimes			
迪 SALES	<		
🗠 MARKETING	<		
LOCALISATION	<		
🗲 TOOLS	<		
🛠 SYSTEM	<		
			2



Para editar un elemento de menú existente, haga clic en el icono de lápiz del elemento deseado.

🖻 Menus		= 📌 🙁
🙆 DASHBOARD	+ New Total Disable Disable	۲
🖀 RESTAURANT	NAME OF THE DISH         CATEGORY         PRICE         STOCK QTY         SPECIAL STATUS         STATE	rus 幸
	✓ Pasta al Arrabiata Pasta €9.80 0 Ena	bled
Categories	Pizza Tonno Pizza €10.80 0 Ena	bled
Menu Items		
Mealtimes		
년 SALES		
MARKETING		
LOCALISATION		
🗲 TOOLS		
🚓 SYSTEM		
Version : 1.35.0-p2		?



# A continuación, podrá editar la configuración del elemento de menú elegido.

B Menu Edit		= 📌 🕓
🙆 DASHBOARD	🖬 Save & Close 🧻	
🖶 RESTAURANT	< Menu Options	
	Name of the dish	Price
Categories	Pizza Tonno	€ 10.80
Menu Items	Description	Category
Mealtimes	Pizza with tuna	Pizza 🔻
ய் SALES		Select a category in the menu under which the dish should be located.
	<	<i>k</i>
LOCALISATION	VAT Group	Position in menu
	Speisen -	1
🗲 TOOLS	Select the corresponding VAT Group for the menu item	Select the position where the dish should appear in the menu.
🛠 SYSTEM	< Mealtime	Location(s)
	Available all day 👻	TestJordan -
	Set what time of day your customers can order this menu. Mealtimes can be managed under Kitchen > Mealtimes	



# Cuando haya terminado de editar la configuración, no olvide hacer clic en Guardar y cerrar.

Denu Edit			= 🔹 🕗
🙆 DASHBOARD		■ Save Save & Close	
🗃 RESTAURANT	<	Menu Options	
<b>YI</b> KITCHEN	~	Name of the dish	Price
Categories		Pizza Tonno	€ 10.80
Menu Items		Description	Category
Mealtimes		Pizza with tuna	Pizza 🔻
ய SALES	<		Select a category in the menu under which the dish should be located.
🗠 MARKETING	<	6	
LOCALISATION	<	VAT Group	Position in menu
6 70010		Speisen -	1
F TOOLS		Select the corresponding VAT Group for the menu item	Select the position where the dish should appear in the menu.
SYSTEM	<	Mealtime	Location(s)
		Available all day 👻	TestJordan -
		Set what time of day your customers can order this menu. Mealtimes can be managed under Kitchen > Mealtimes	



**(**)

El mensaje emergente verde en la parte superior indica que actualizó correctamente el elemento del menú.

Denus		Menu updated success	sfully		×		<b>—</b> •	9
🙆 DASHBOARD	+ New 📋 Dele	te Enable Disable						۲
🗃 RESTAURANT		OF THE DISH	CATEGORY	PRICE	STOCK QTY	SPECIAL STATUS	STATUS	11
	🗸 🗌 🖋 Pasta a	al Arrabiata	Pasta	€9.80	0		Enabled	
Categories	📄 🥒 Pizza 1	ōnno	Pizza	€10.80	0		Enabled	
Menu Items								
Mealtimes								
년 SALES	<							
	<							
	< -							
🗲 TOOLS	< -							
😂 SYSTEM	<							
								8