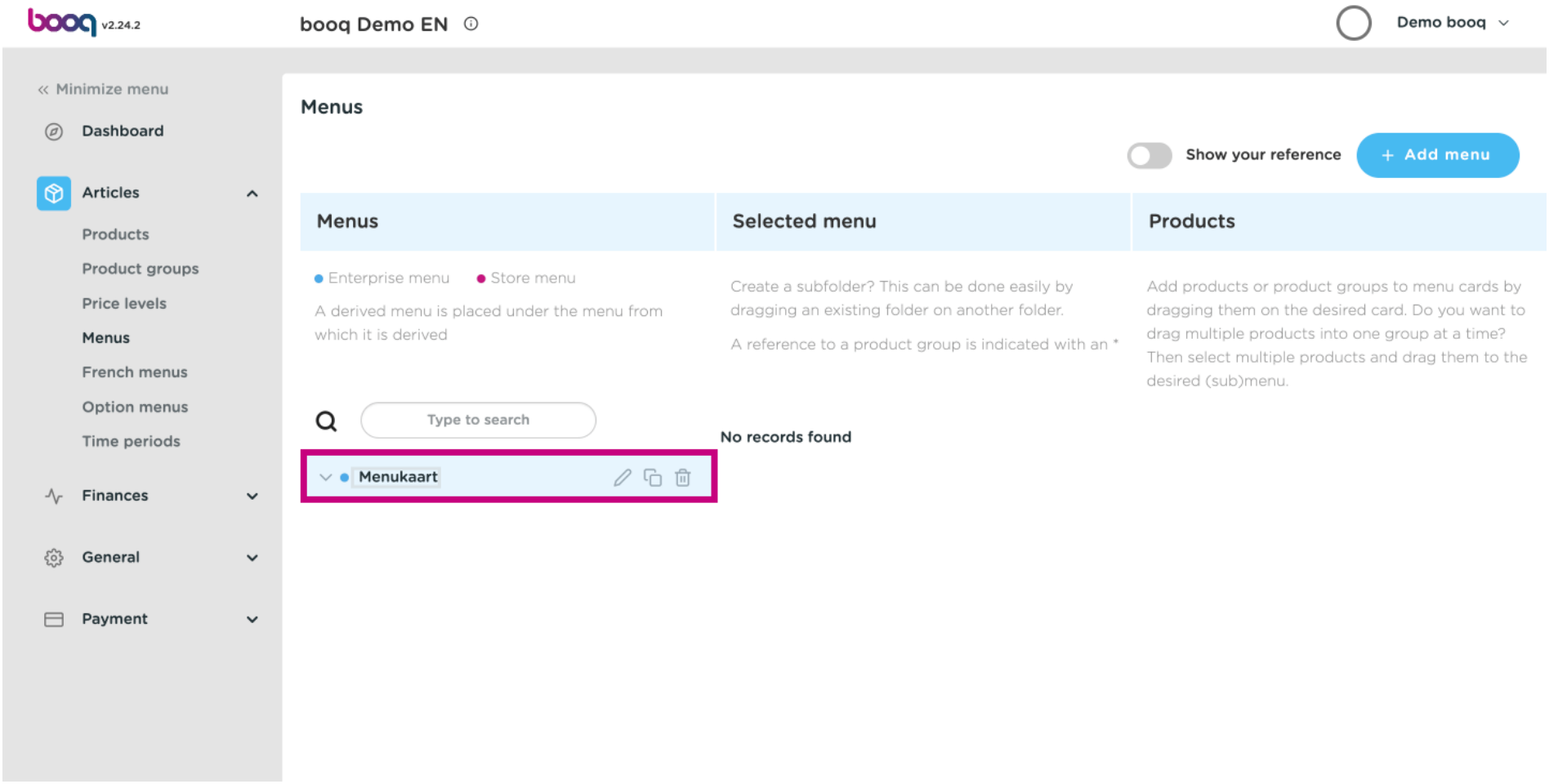
Open the platform and click Menukaart.



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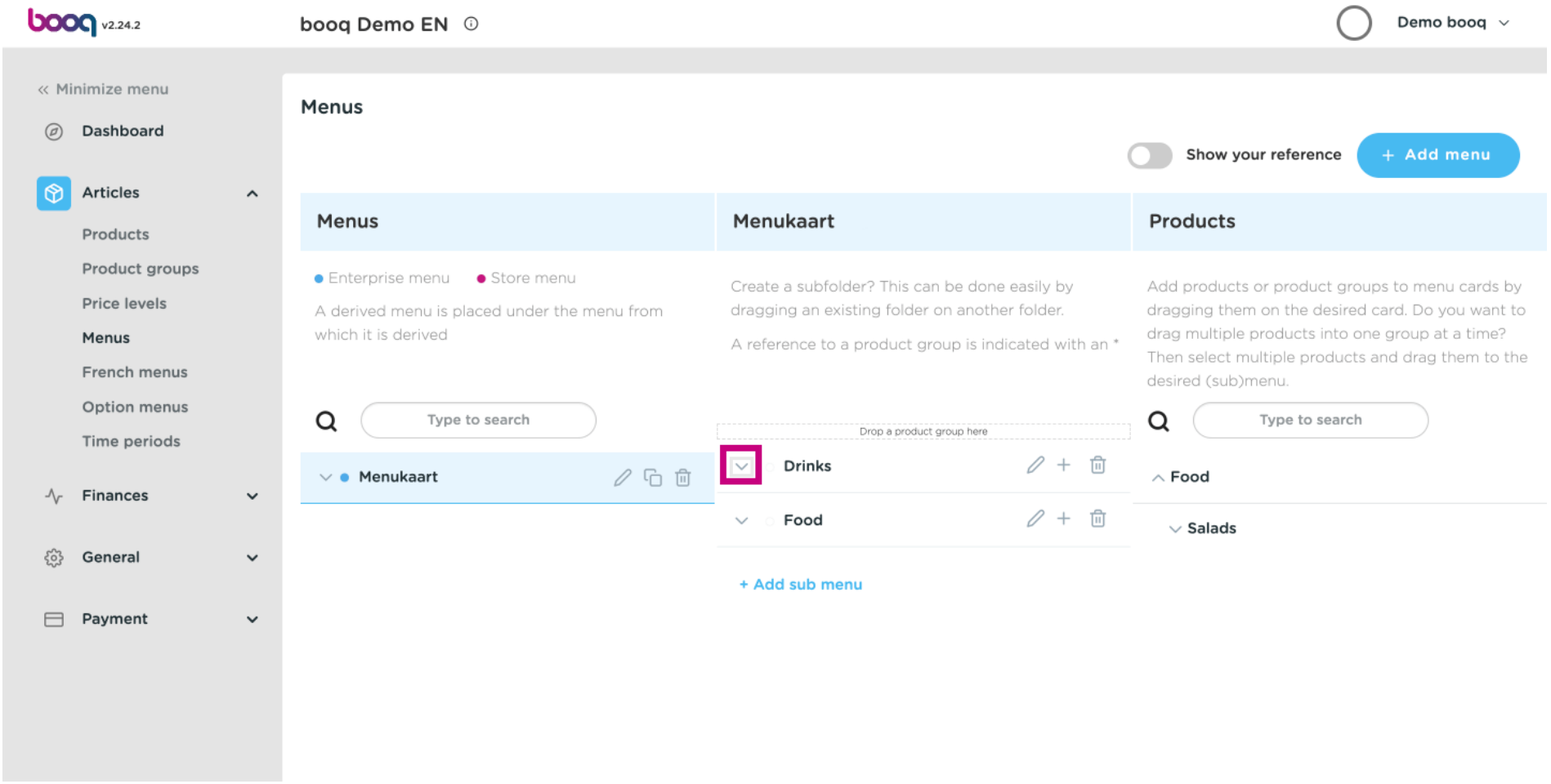
Click the arrow next to Drinks categories.



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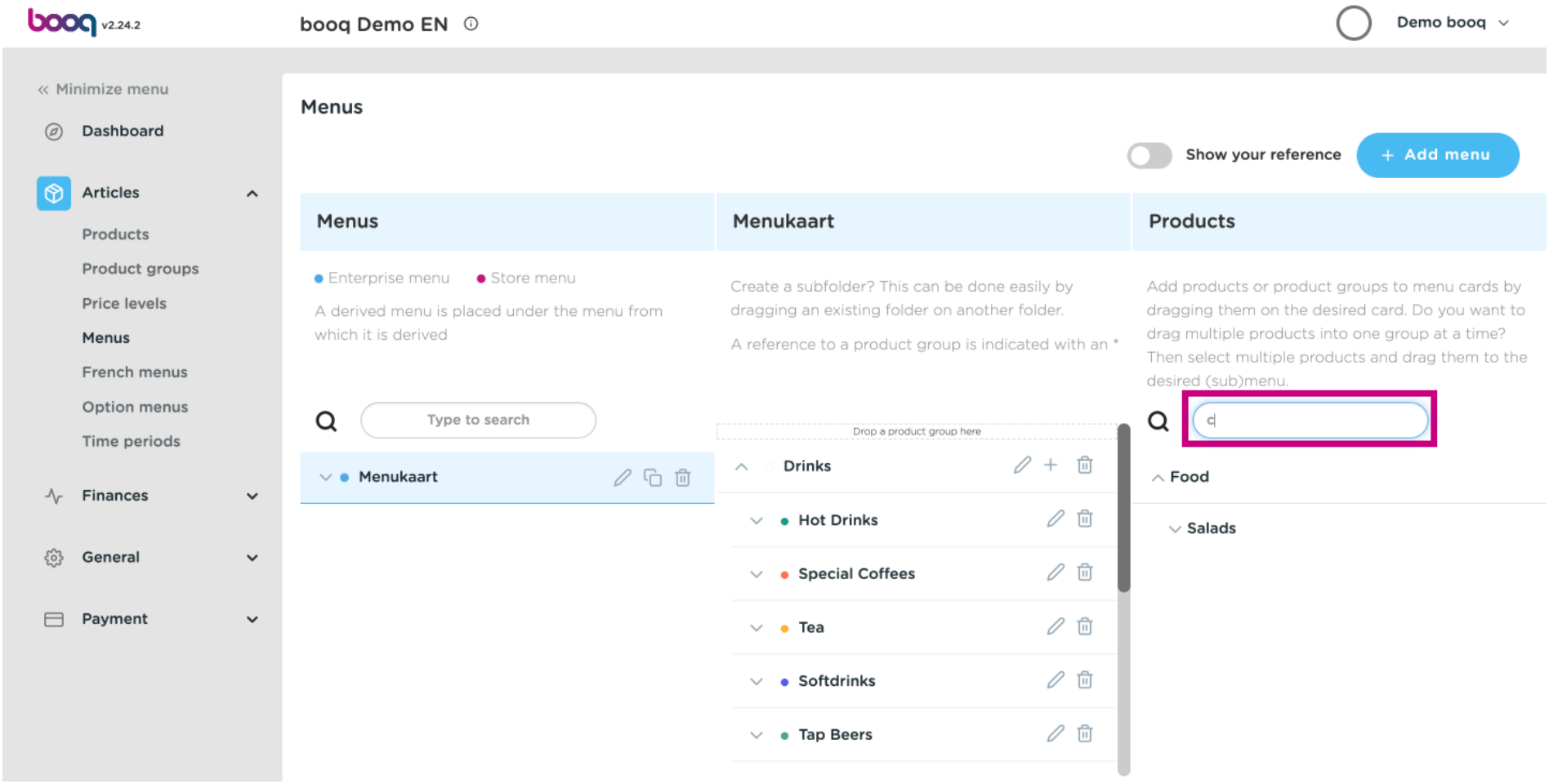
Click Type to search and type in your desired drink. In this case cola.



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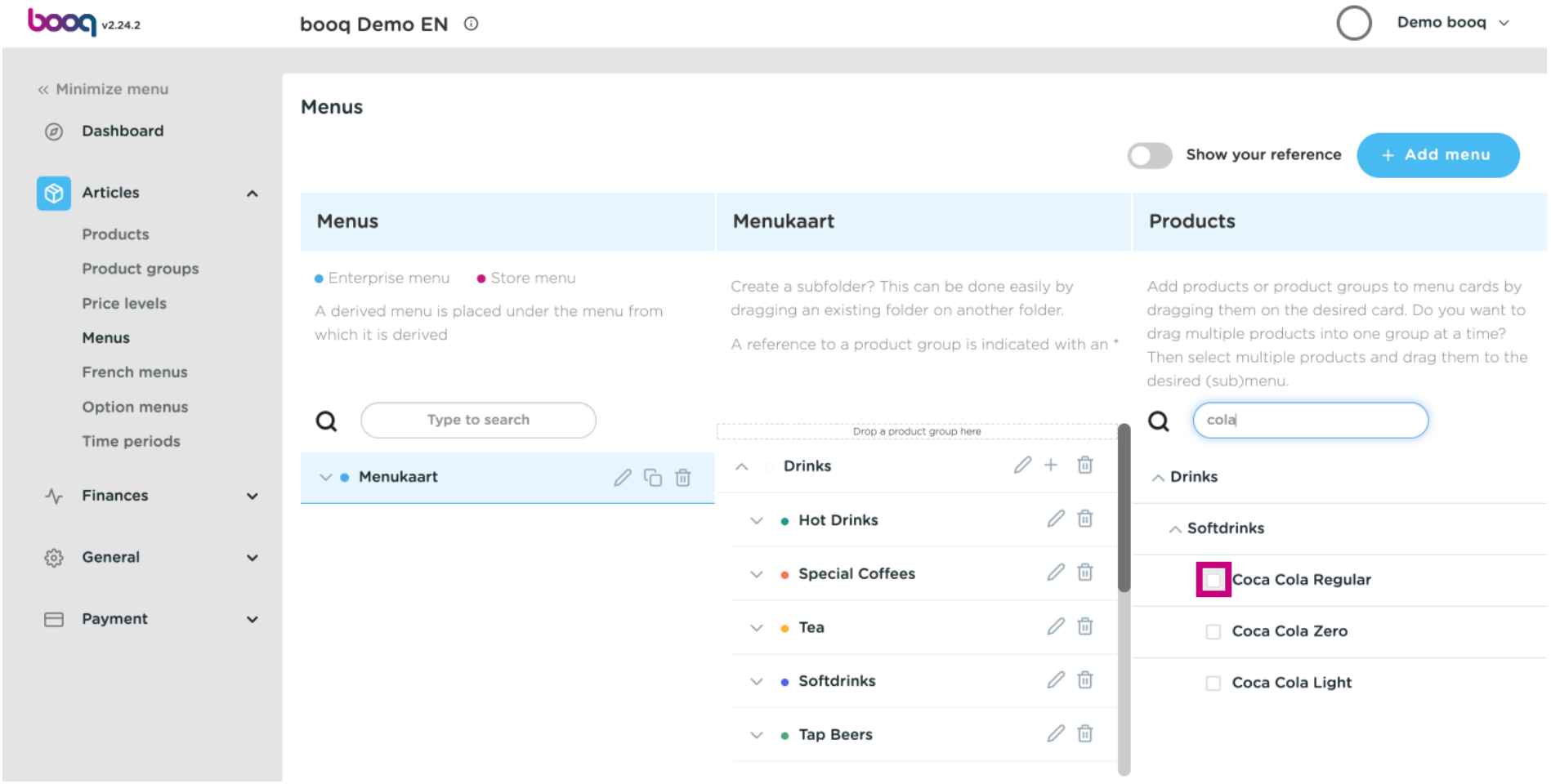
Tick the box Coca Cola Regular.



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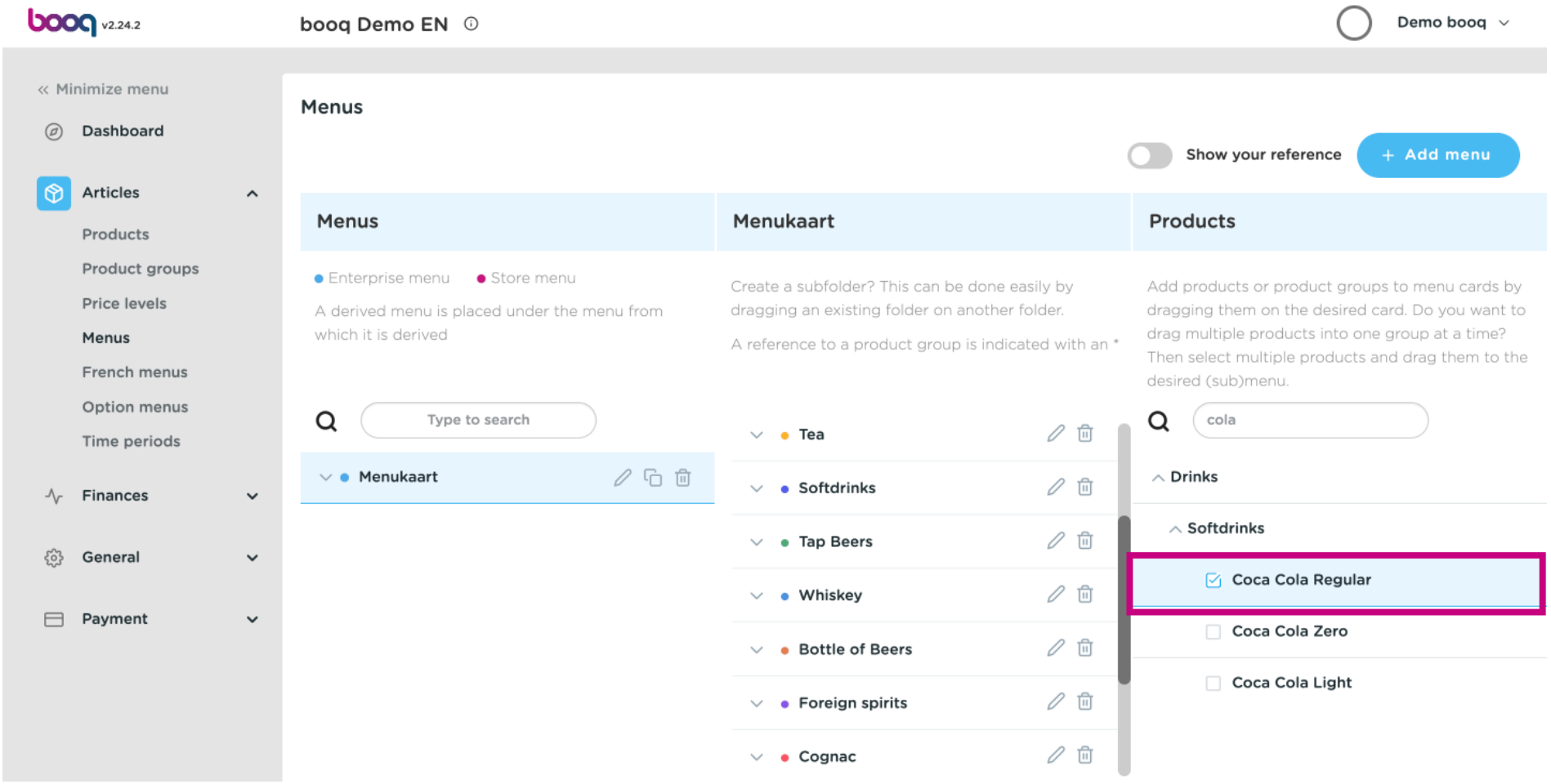
After selecting Coca Cola Regular drag it and drop it into the category Softdrinks.



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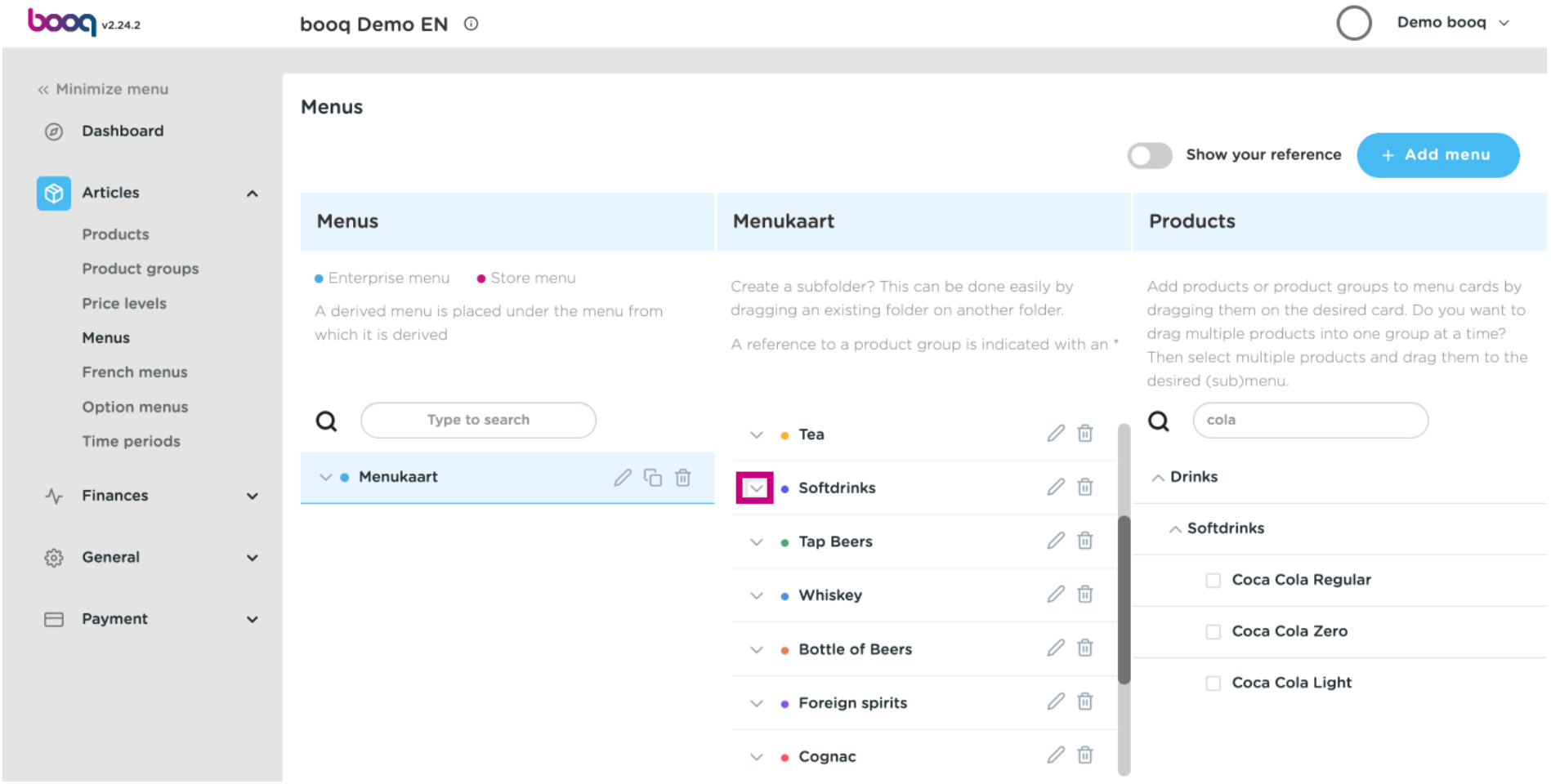
Click on the arrow and scroll down to see the added drinks.



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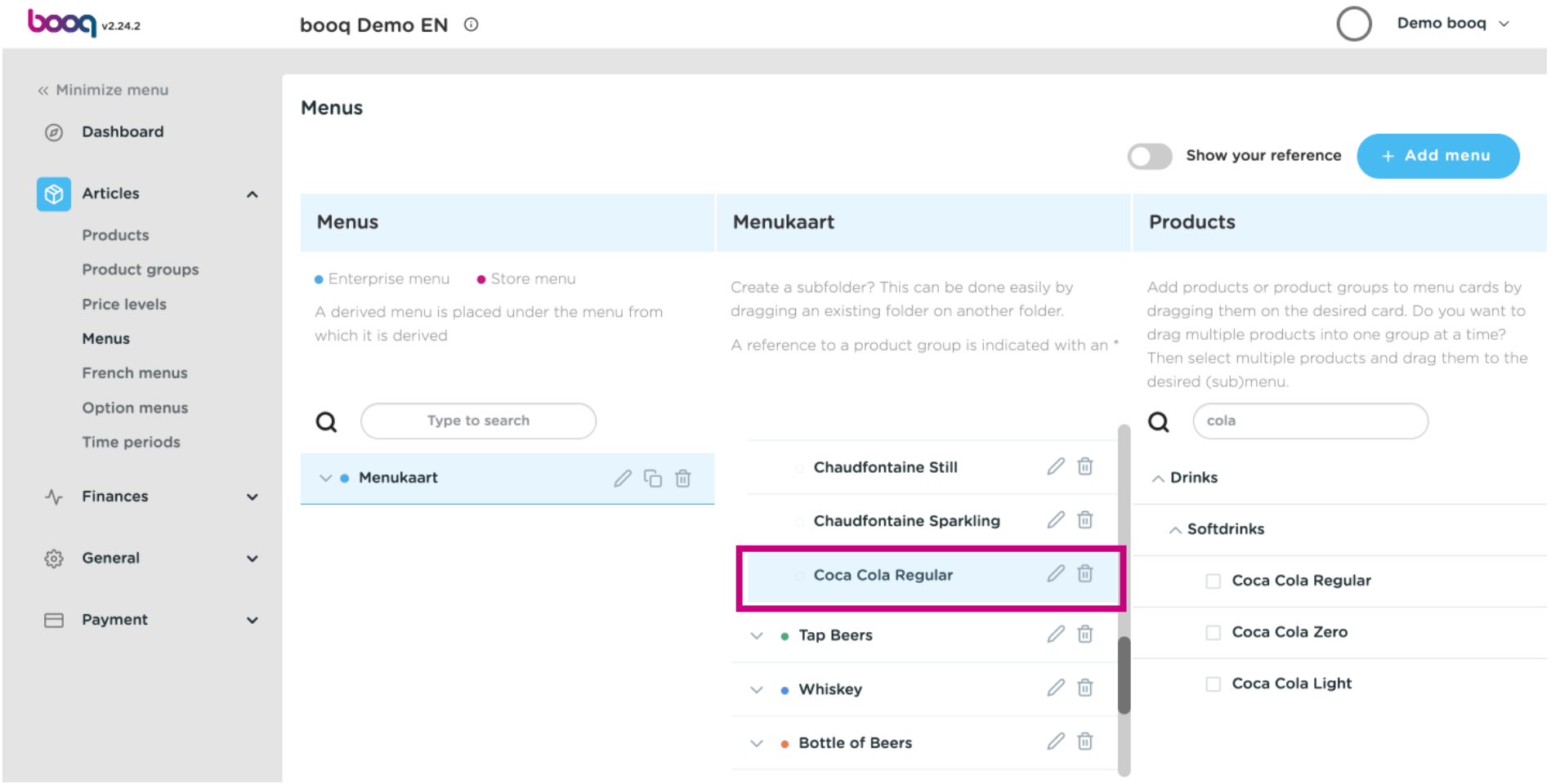
To change the position of your added drink drag Coca Cola Regular to your preferred position. Note: A blue line appears on top of your selected item when dragging it up to your preferred position.



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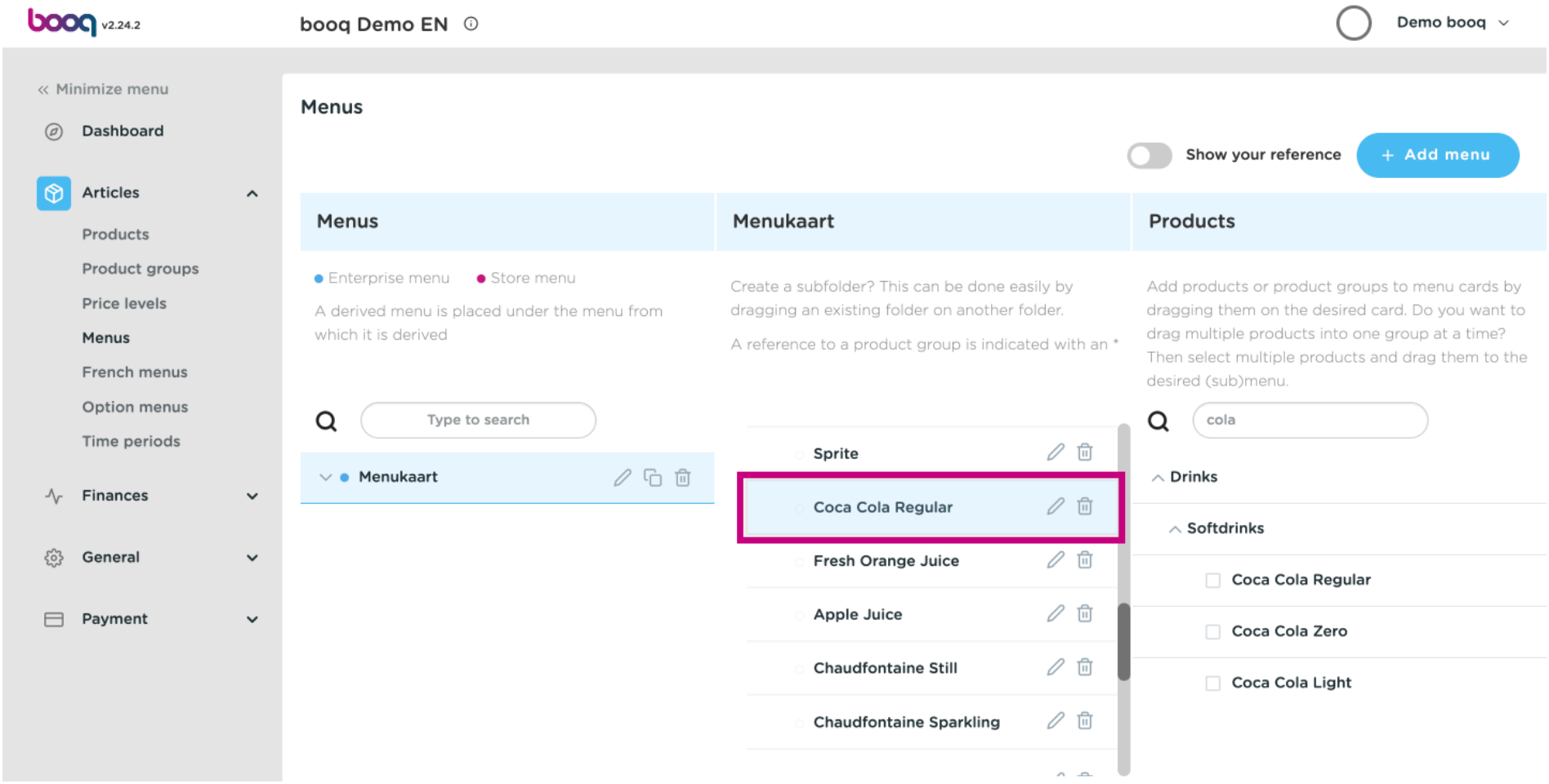
Step 1 is done. You have successfully added a drink to your preferred category and have positioned it.



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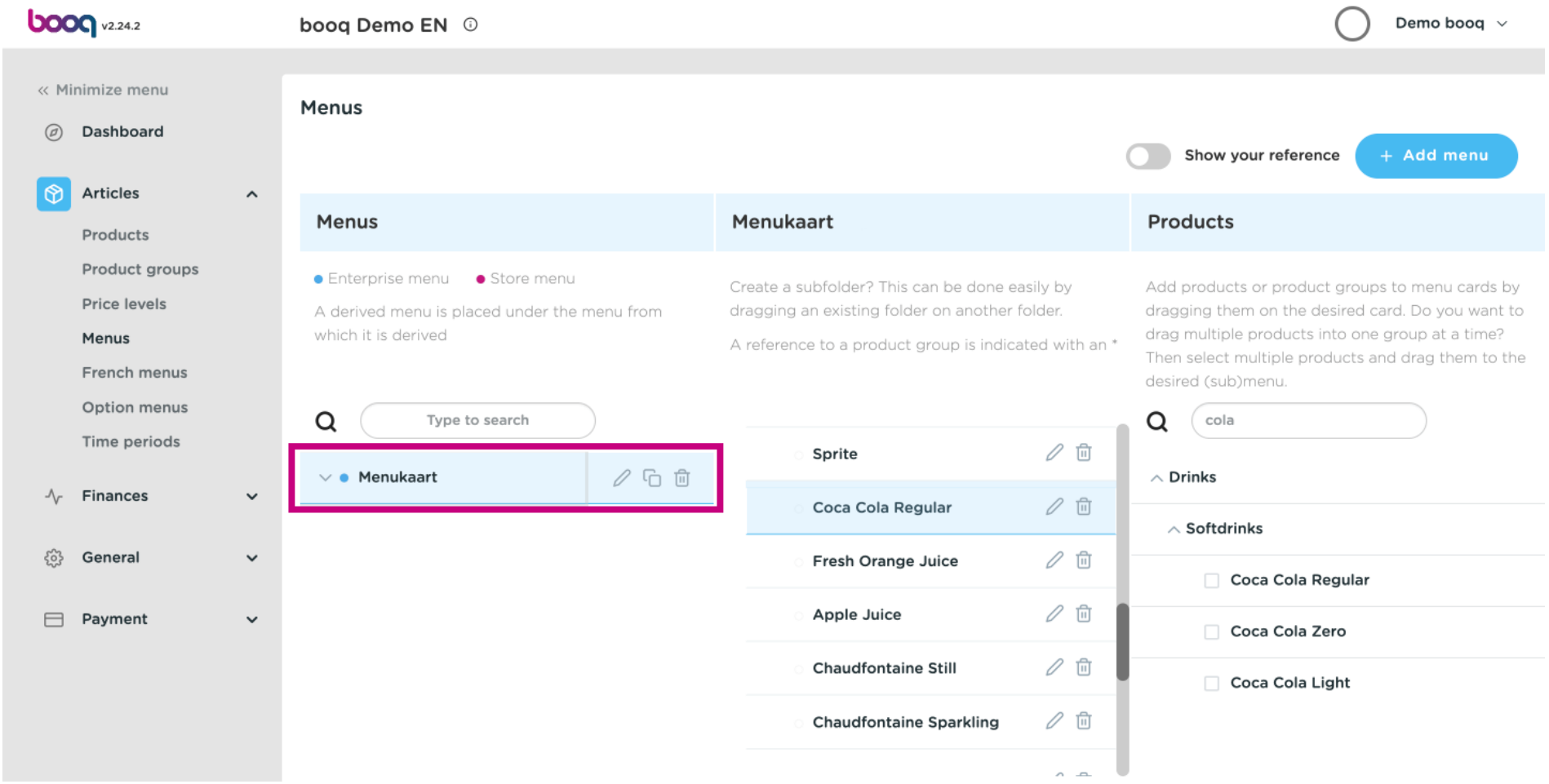
Click on Menukaart.



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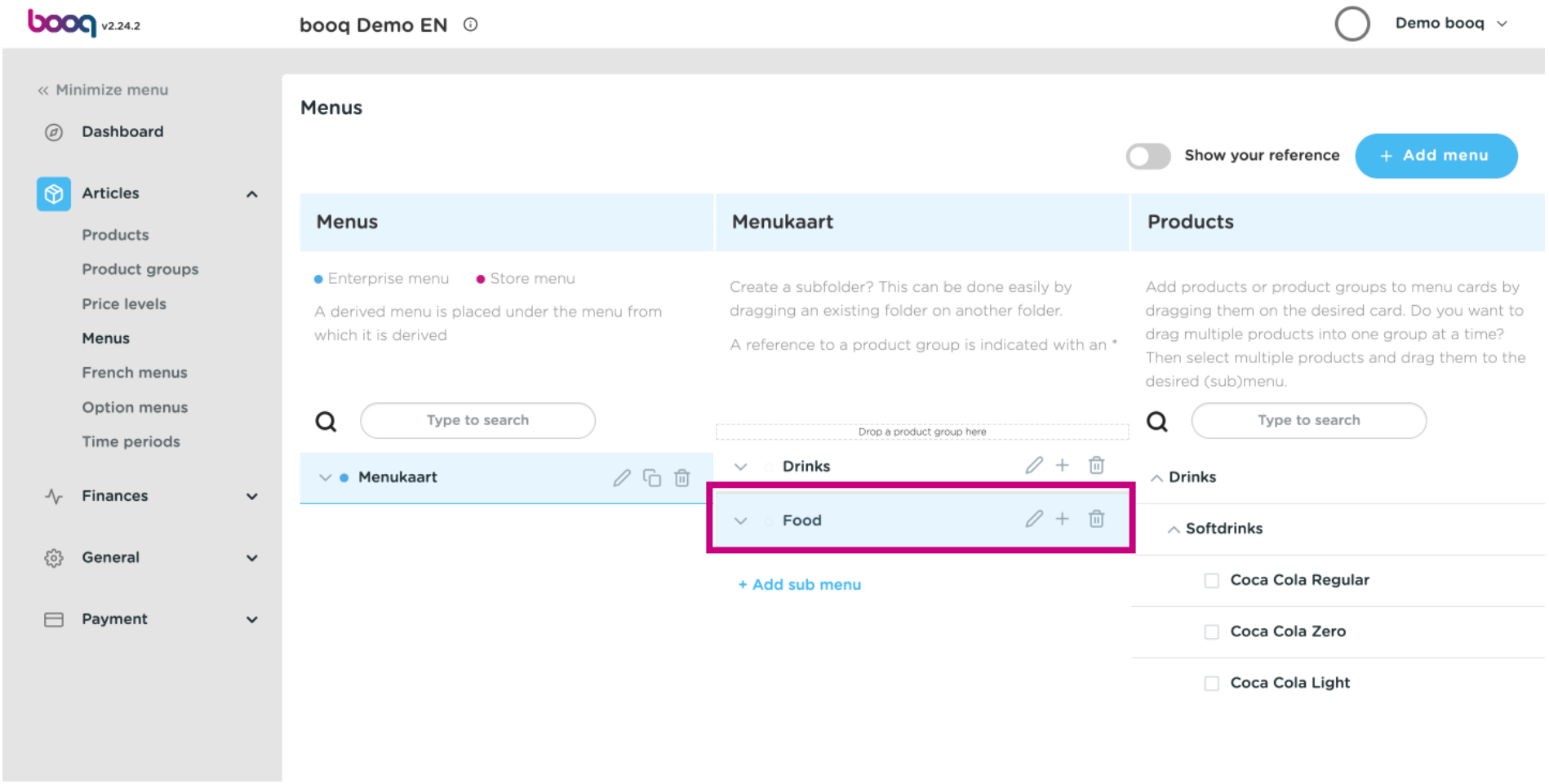
Click on Food.



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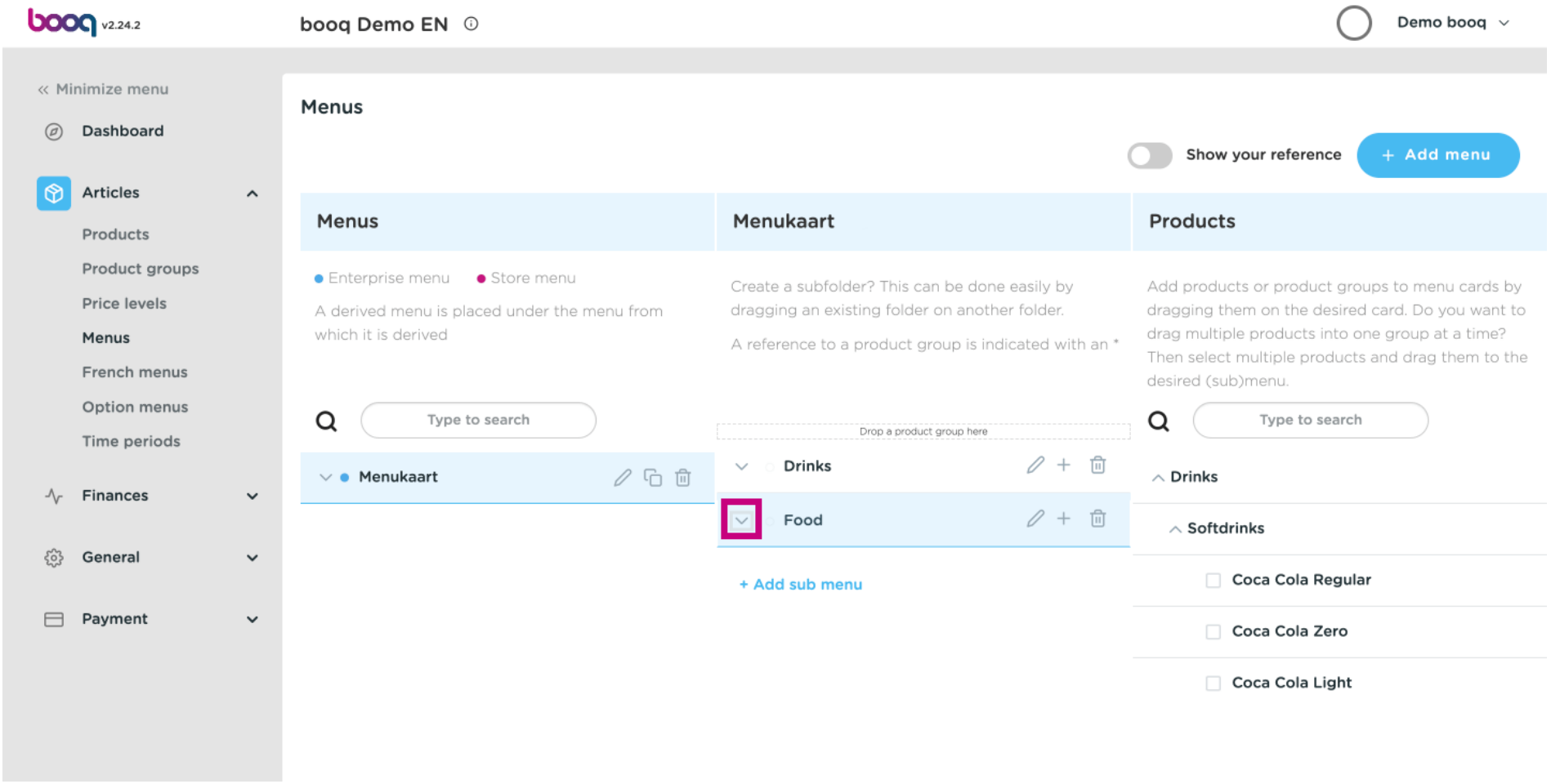
Click on the arrow to view the different categories.



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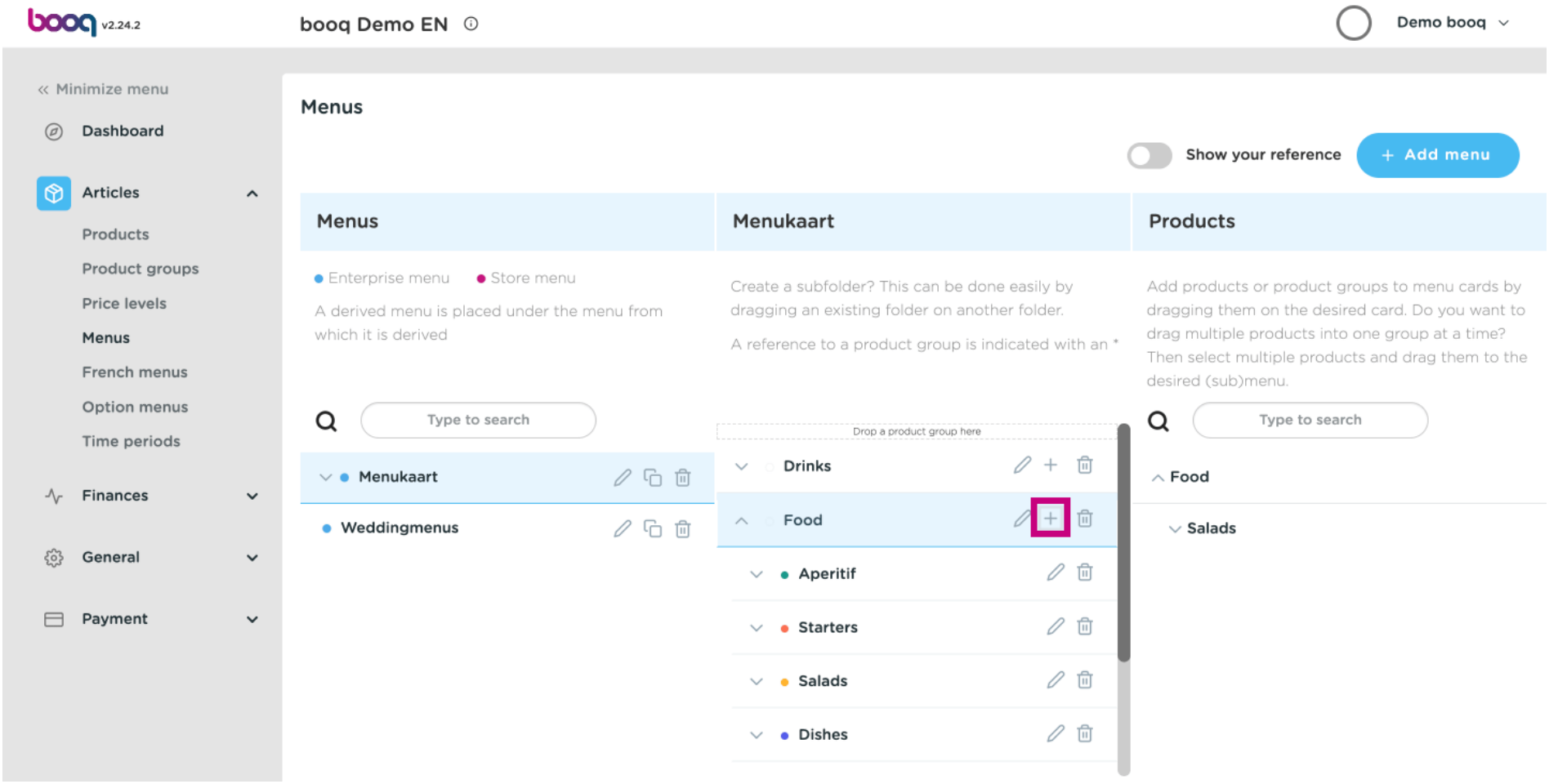
Click on the Plus to add a sub-category to the main category food.



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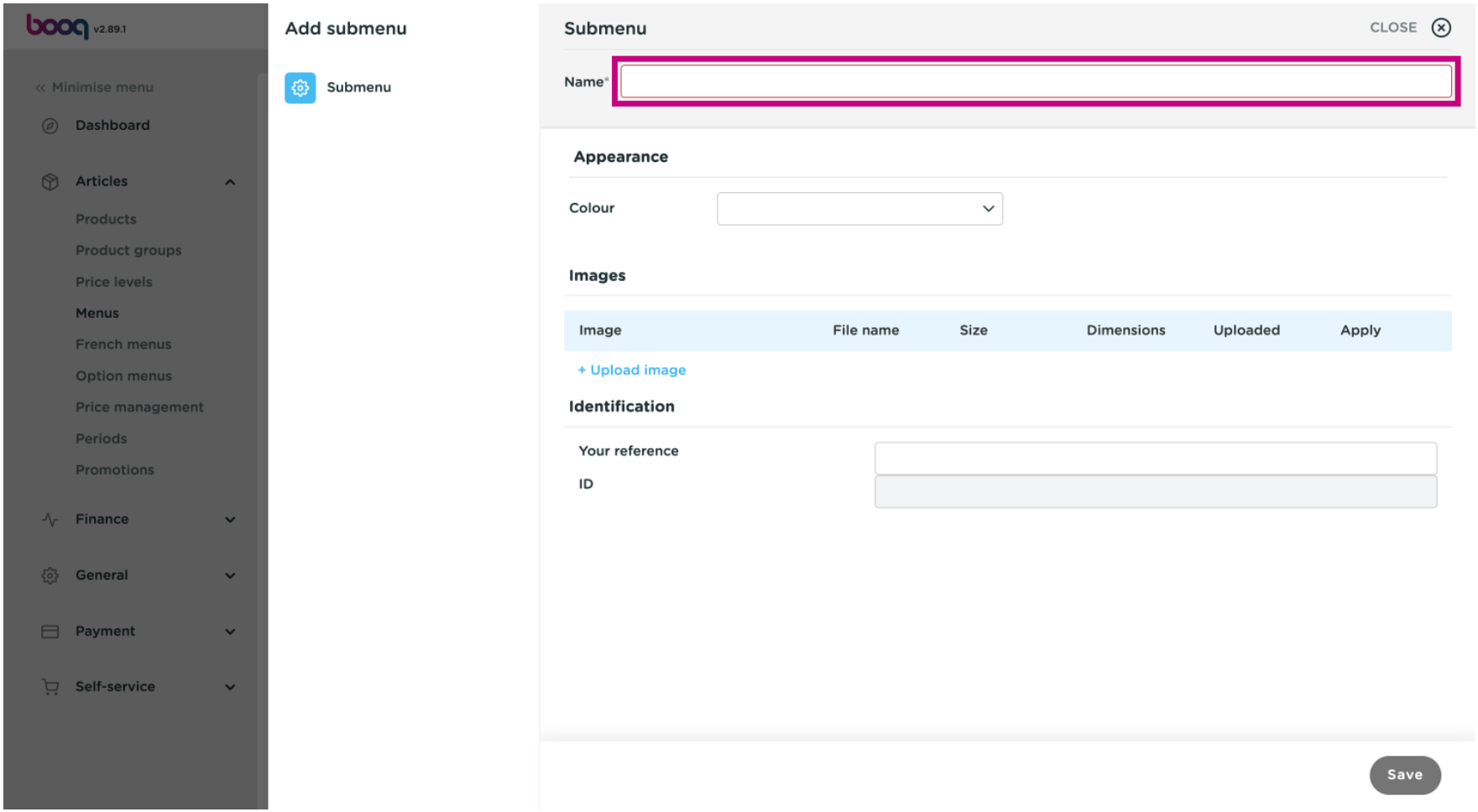
Click on Name to give your sub-category a title.



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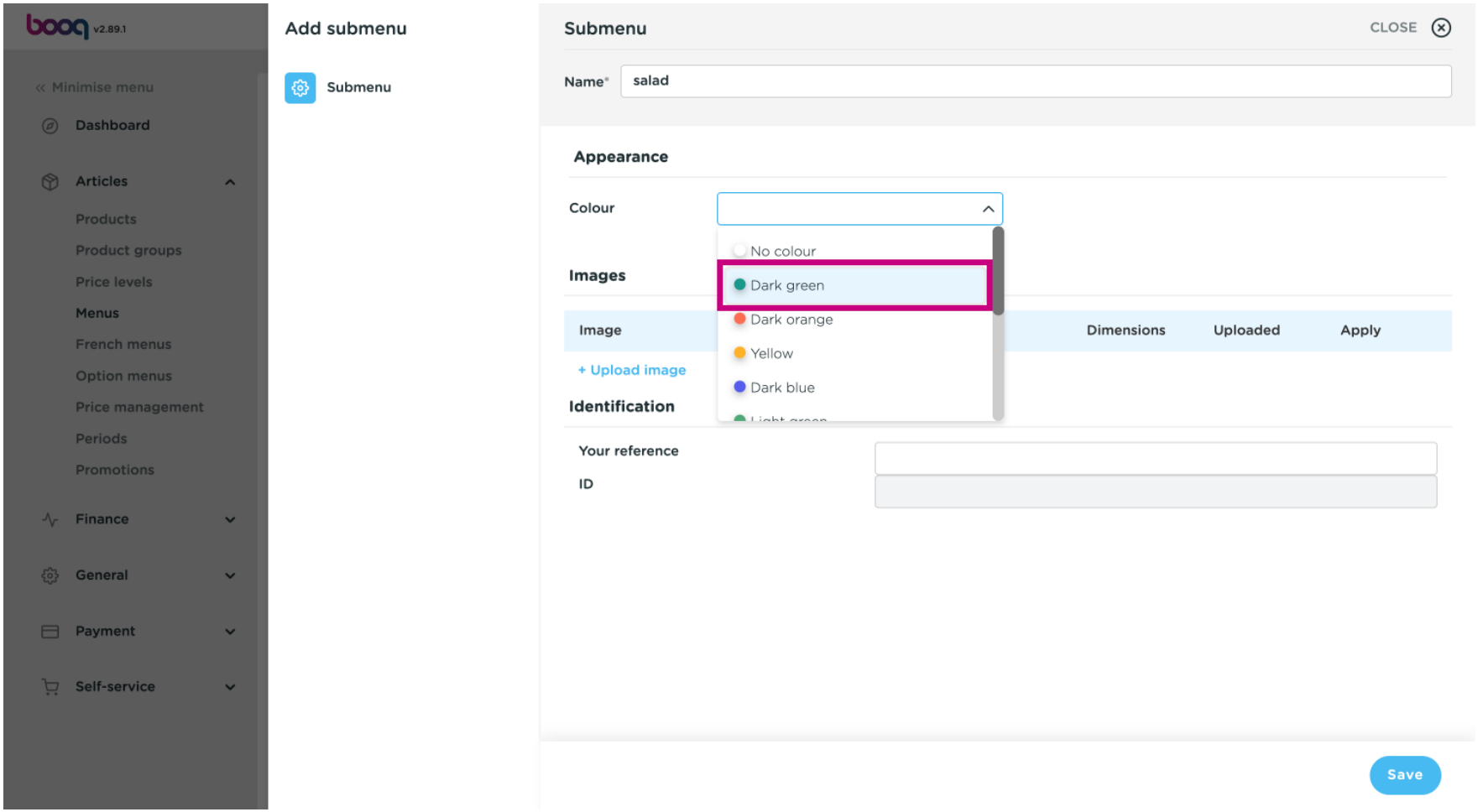
Select your preferred colour.



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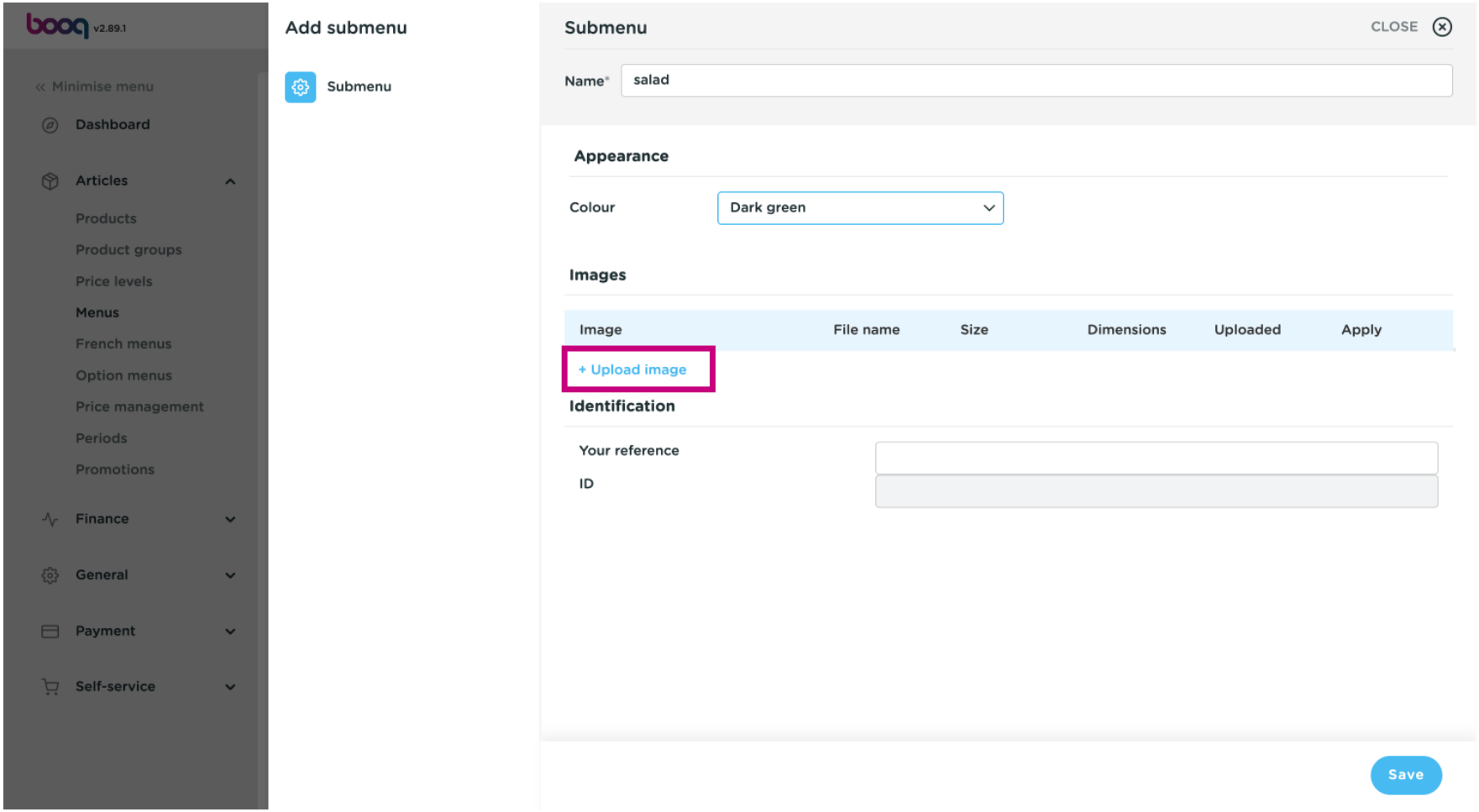
Press + Upload image in order to upload your desired image. Note: Only .jpg, .png, .jpeg extensions of maximum 4 MB are supported. Drag and drop your fle or browse.



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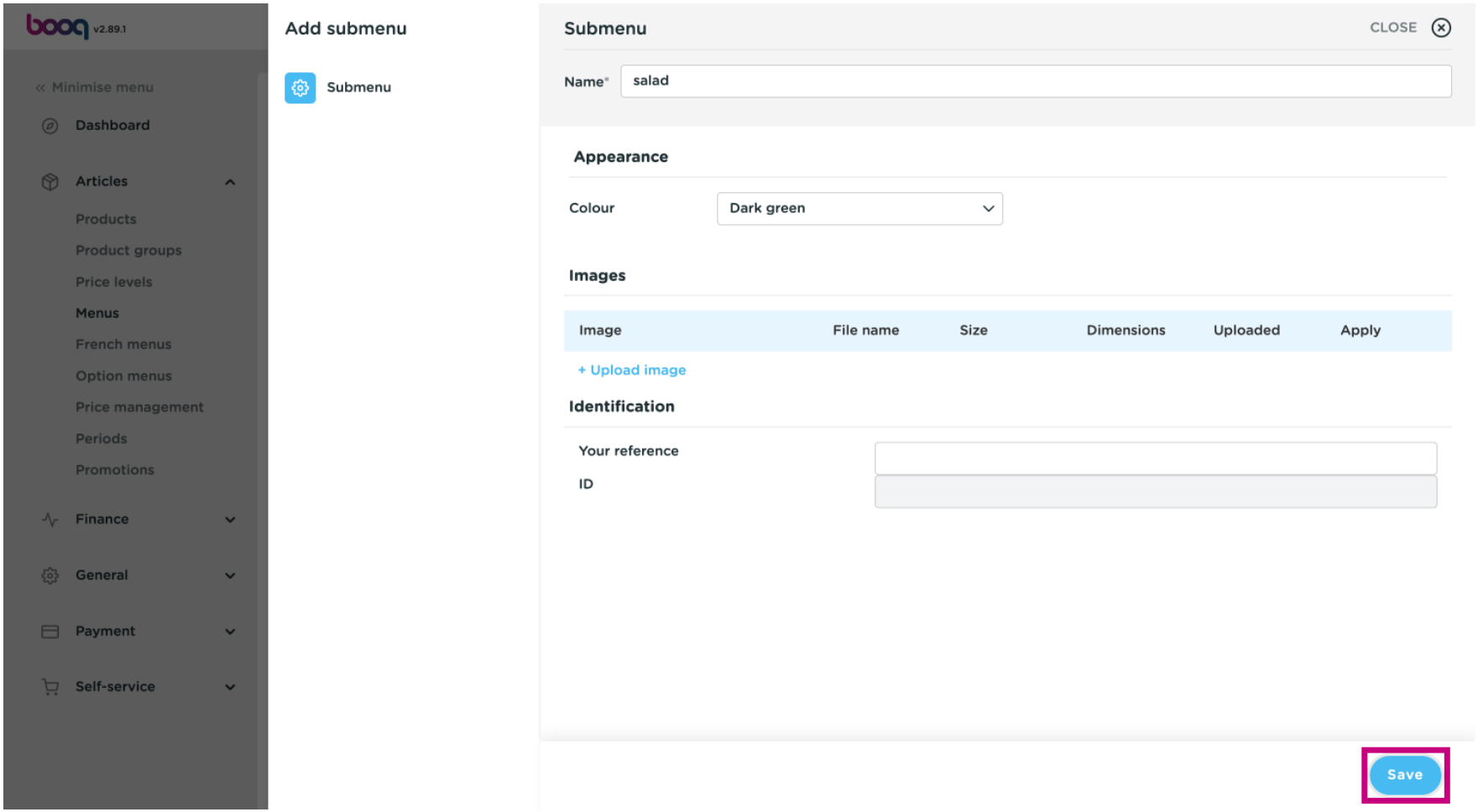
Click on Save.



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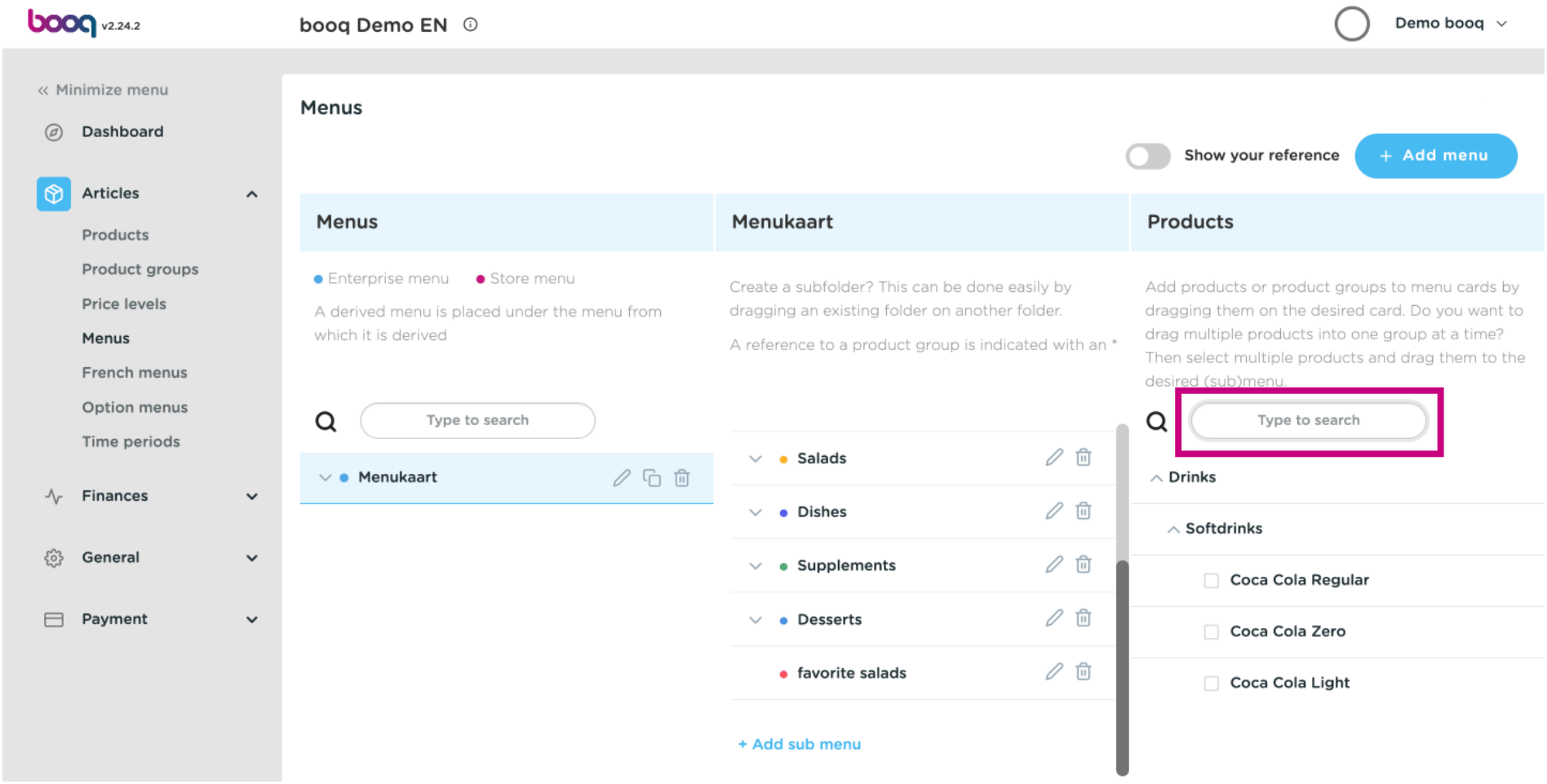
Click on Type to search.



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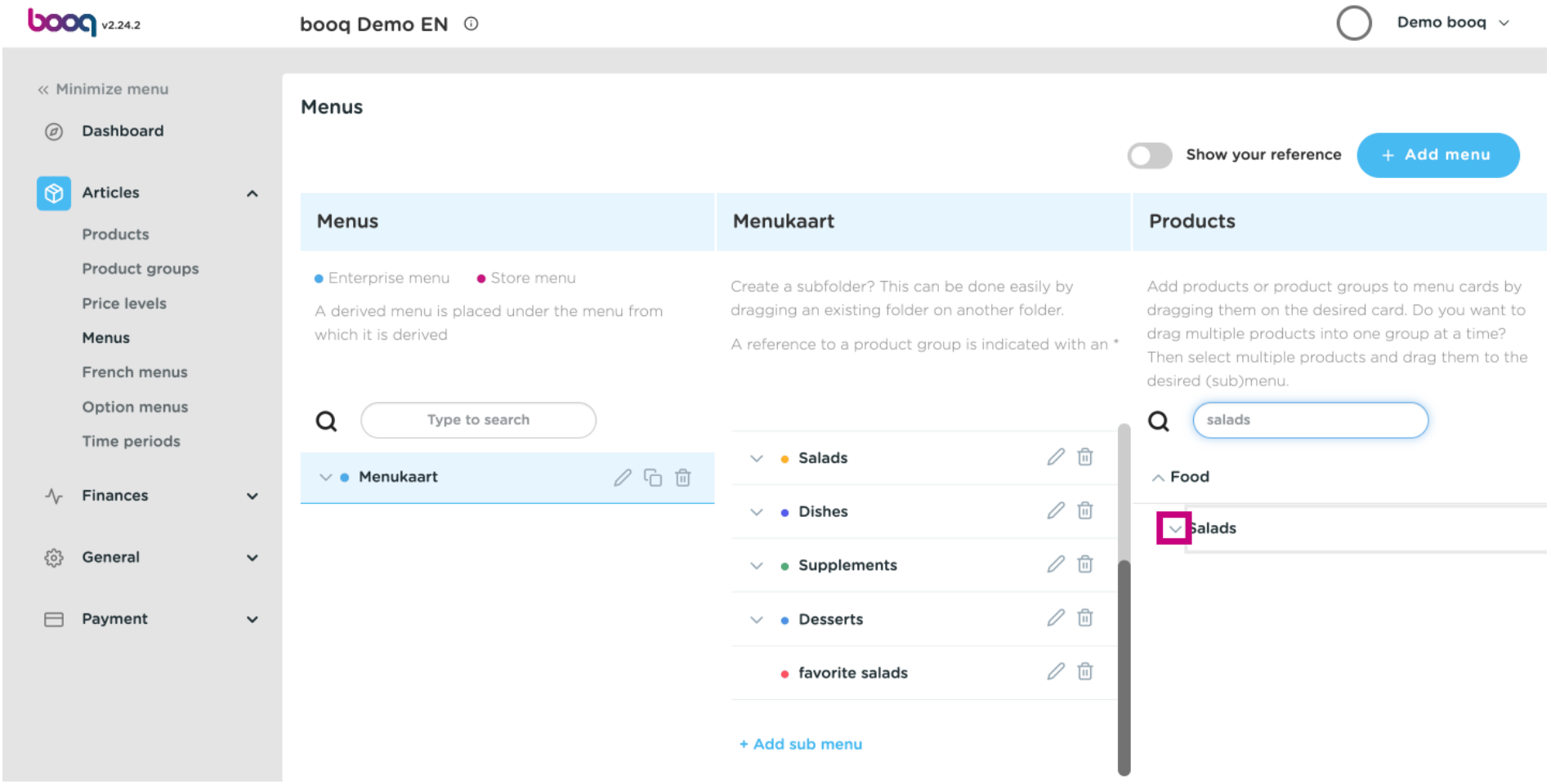
Click on the arrow next to the product group.



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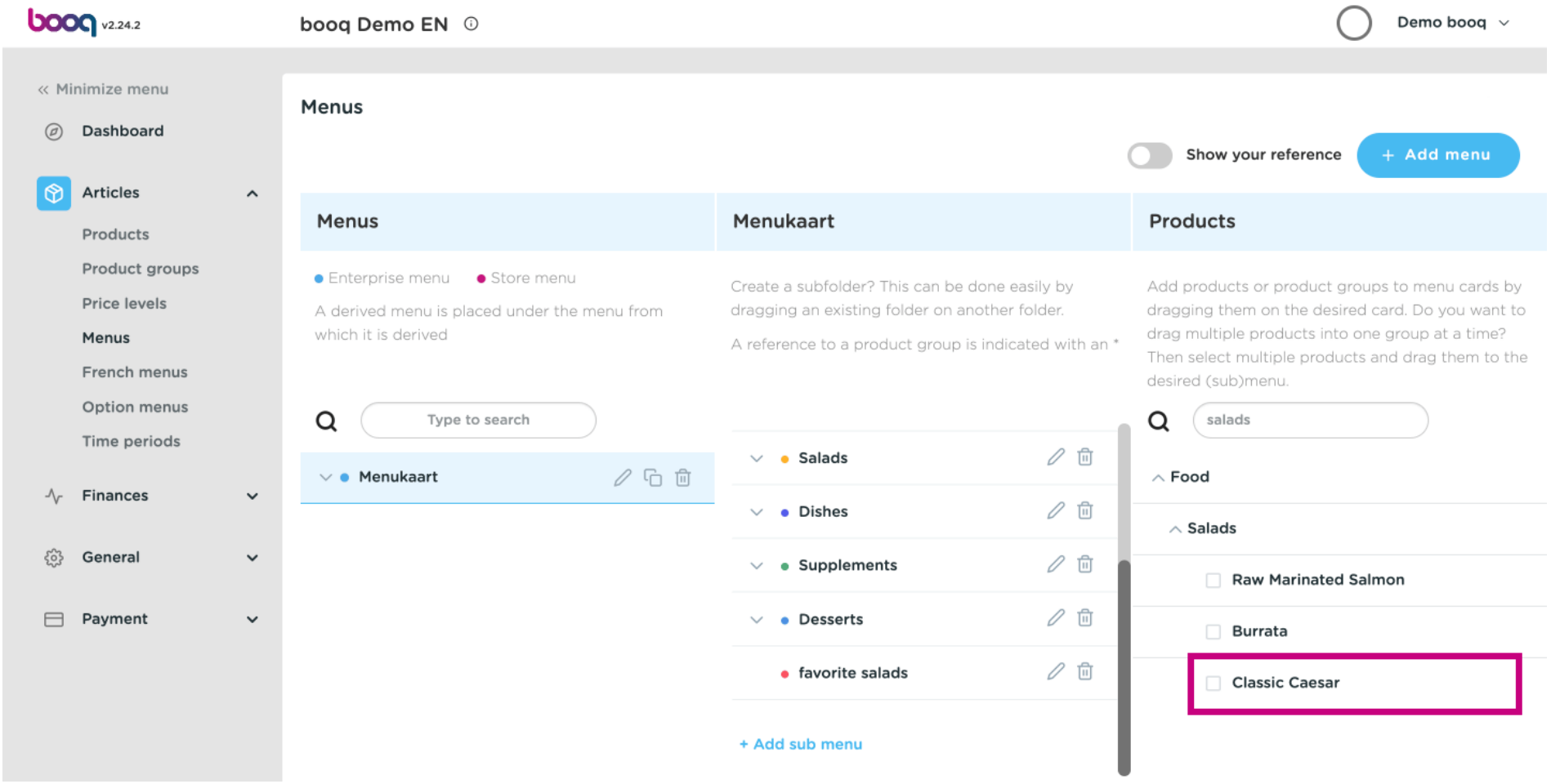
Click and drag Classic Caesar and drop it in the sub-category favourite salads.



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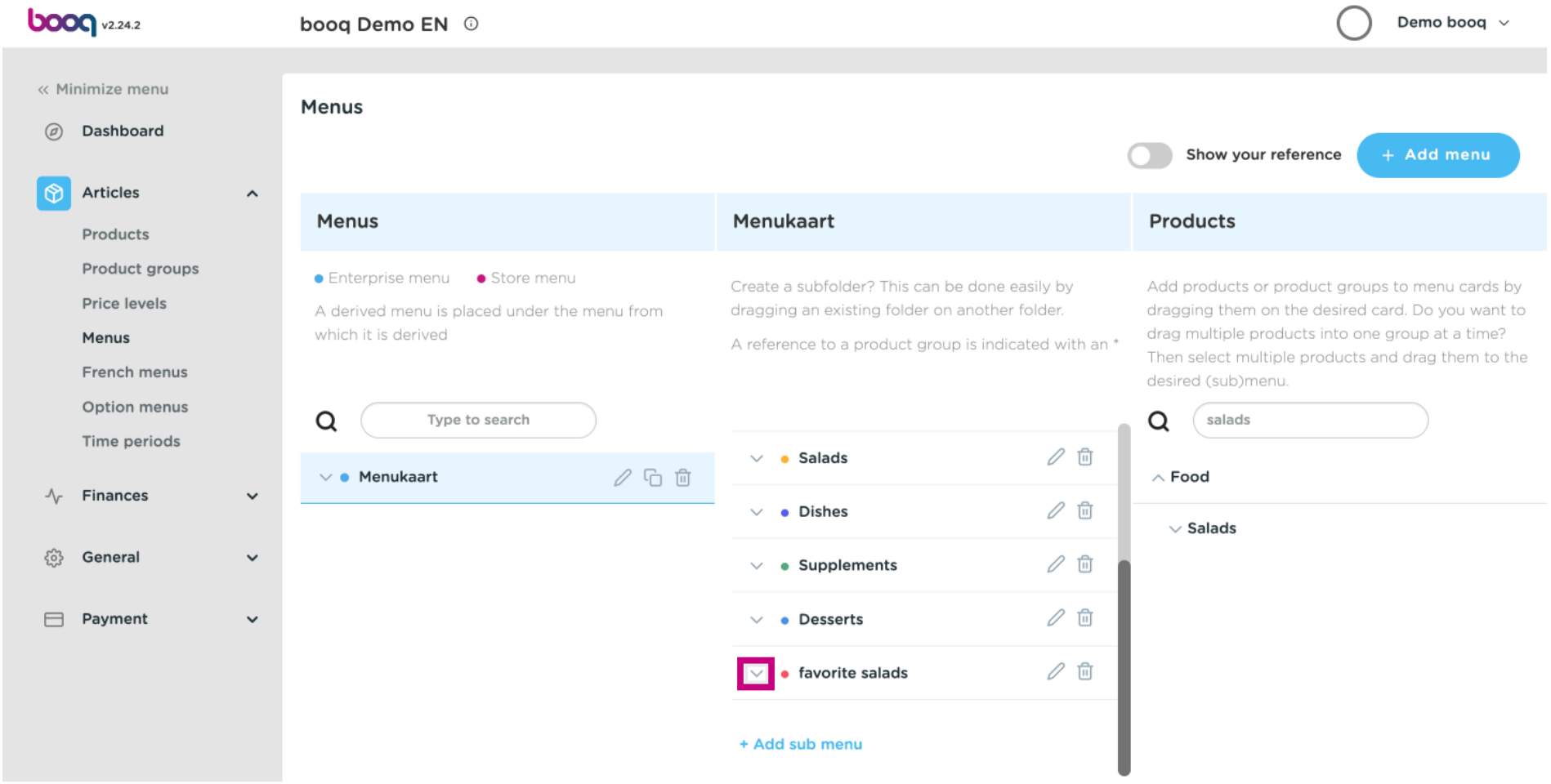
Click on the arrow to check if the product was added to your sub-category.



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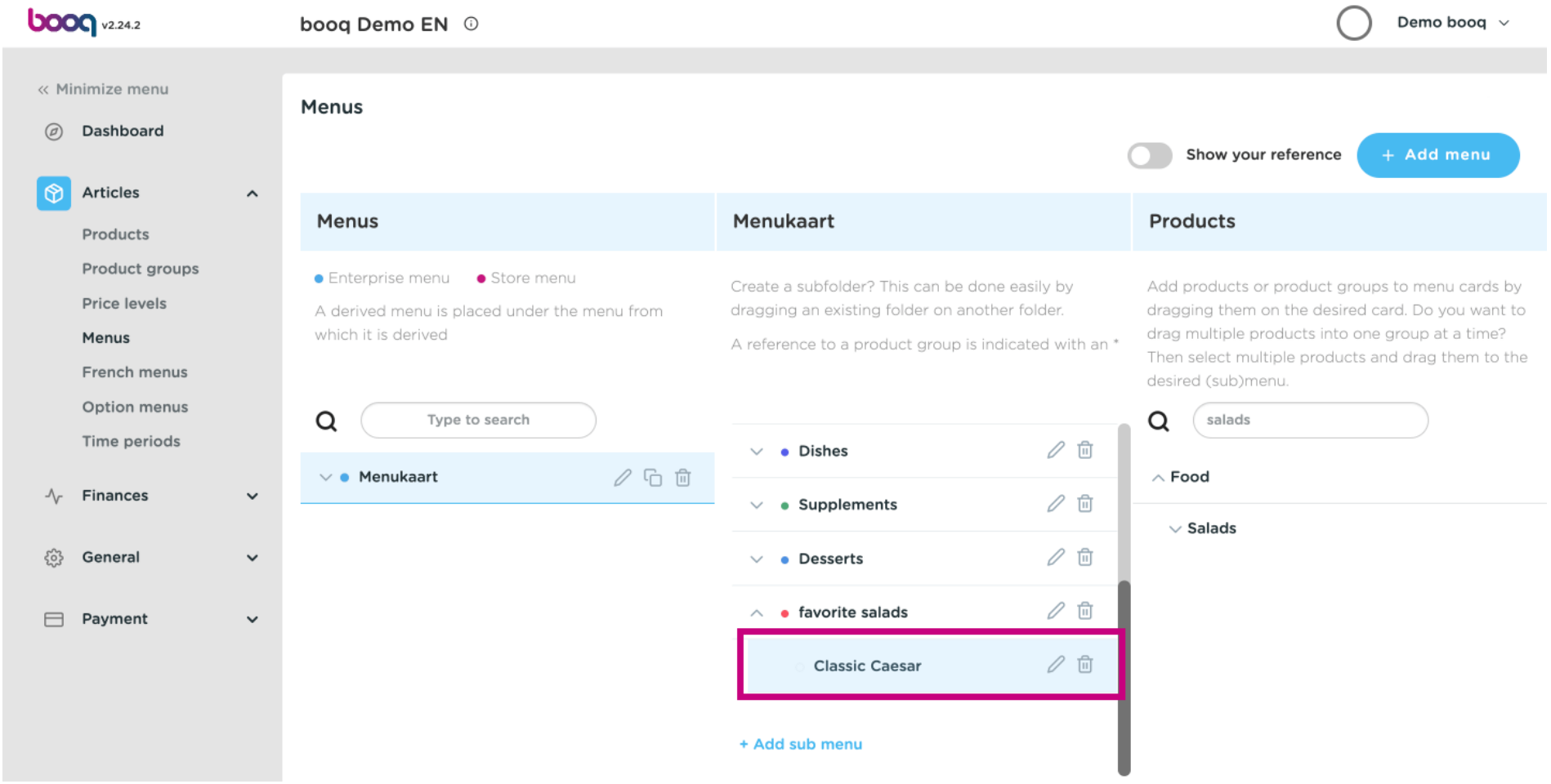
That's it. Classic Caesar Salad was added to your sub-category.



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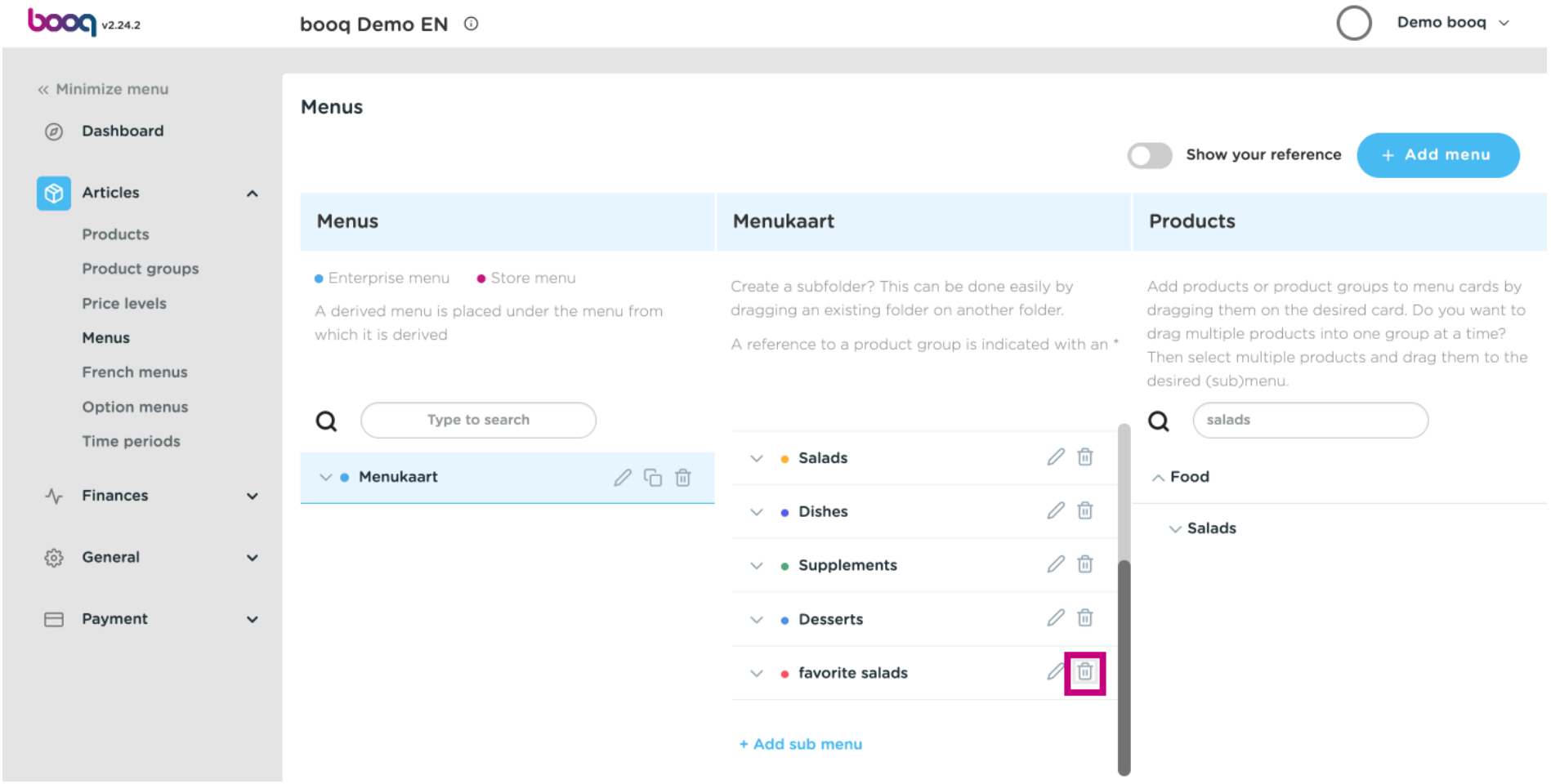
If you wish to delete your added sub-category favourite salads. Click the bin icon.



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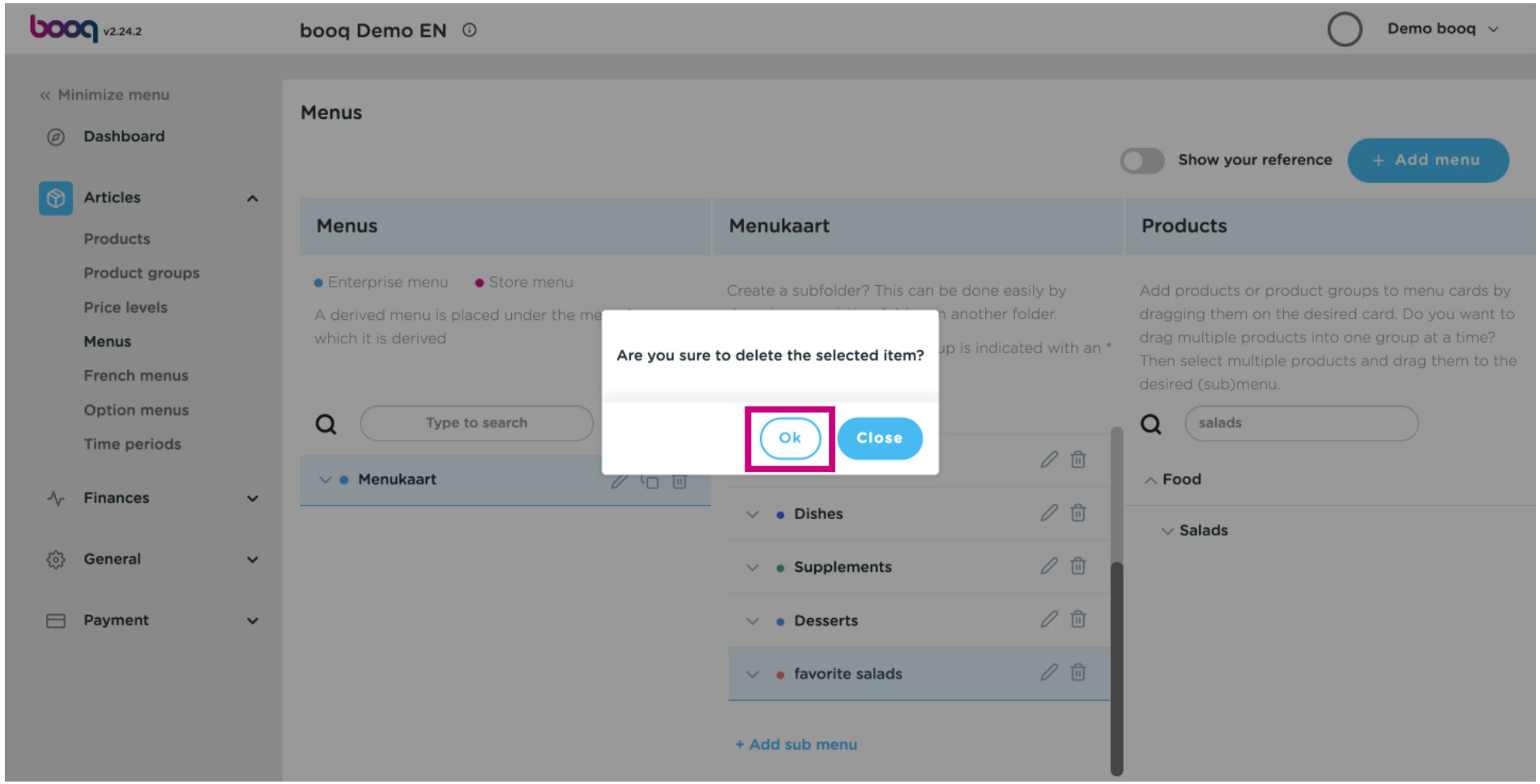
Click Ok to save it.



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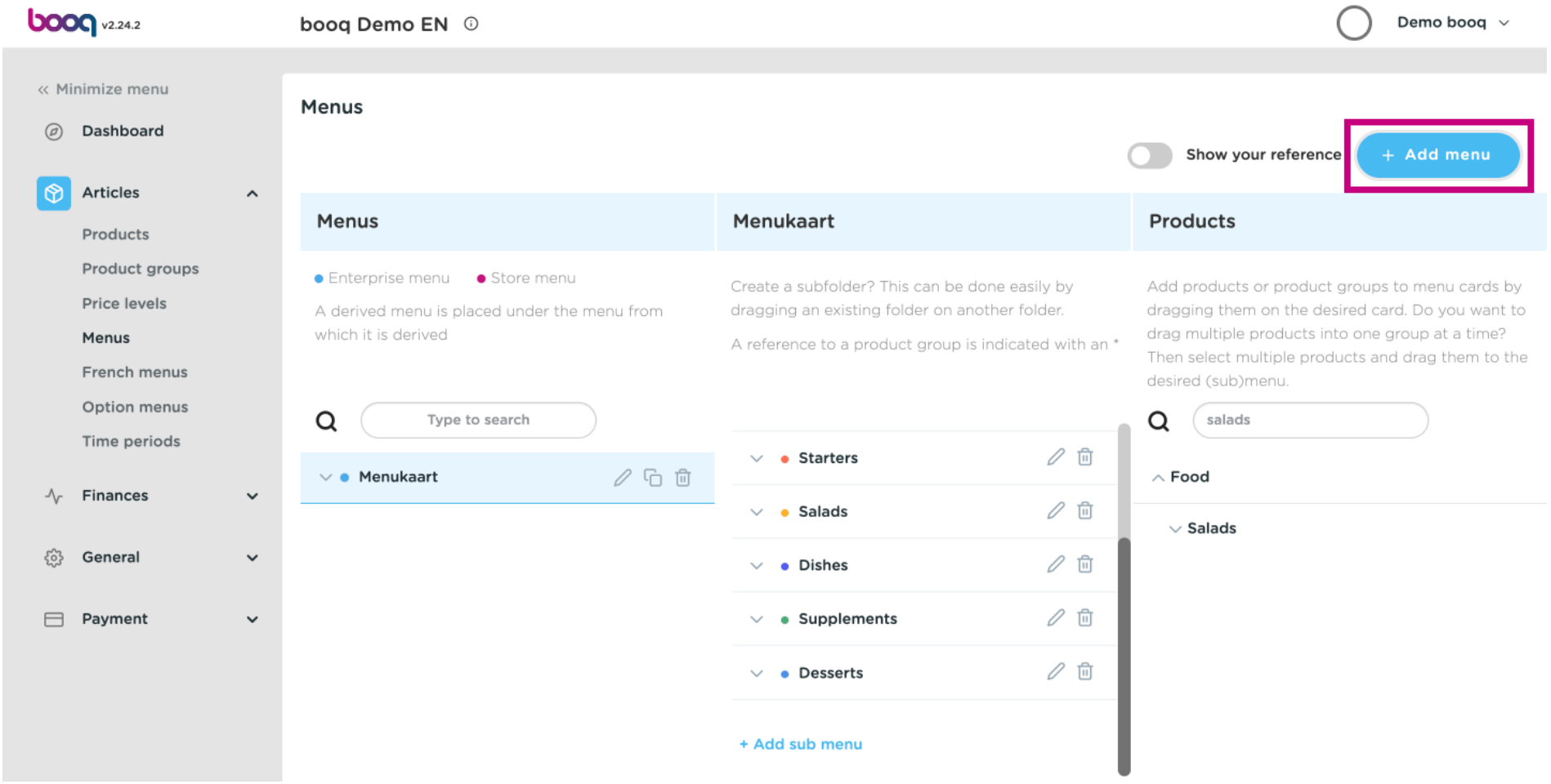
Add a new menu by clicking on the Add menu button.



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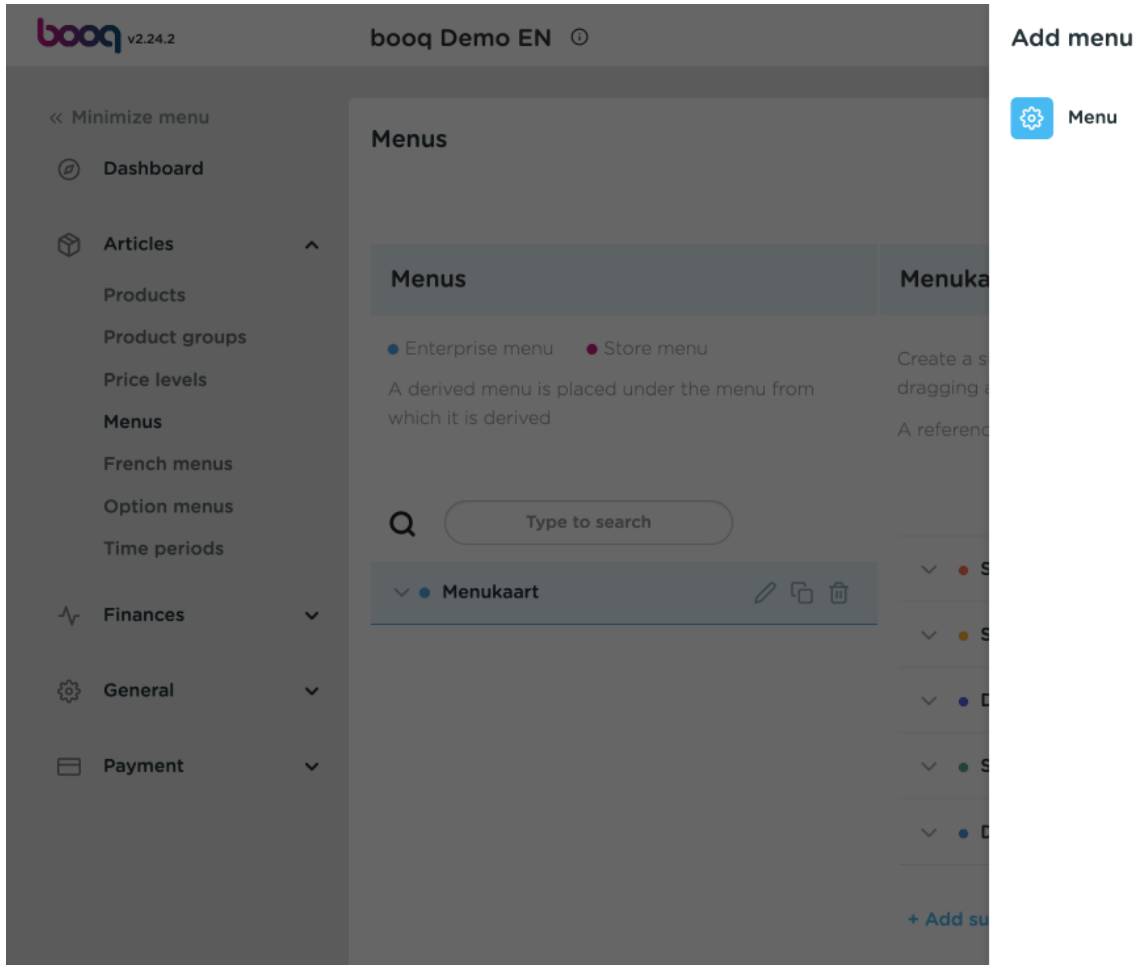
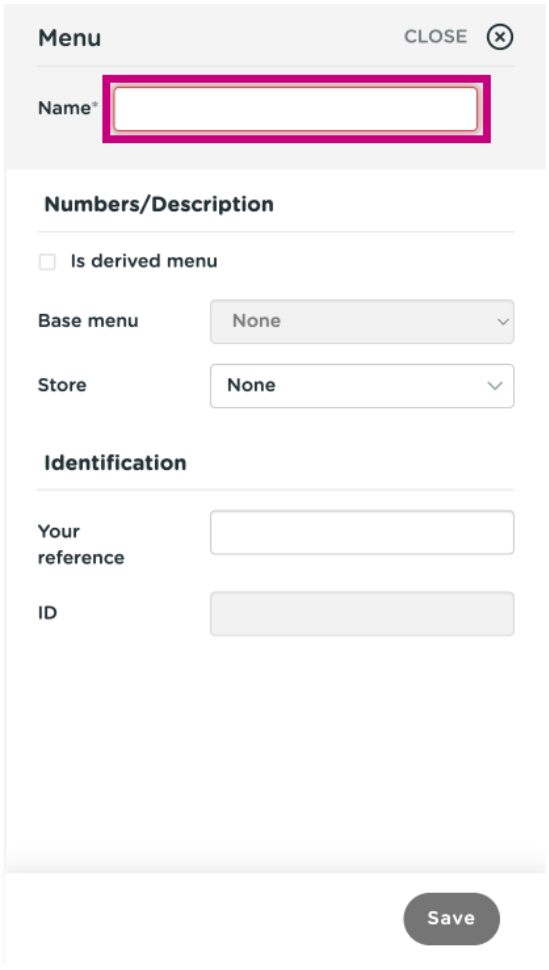
Click on Name and give your Menu a title.





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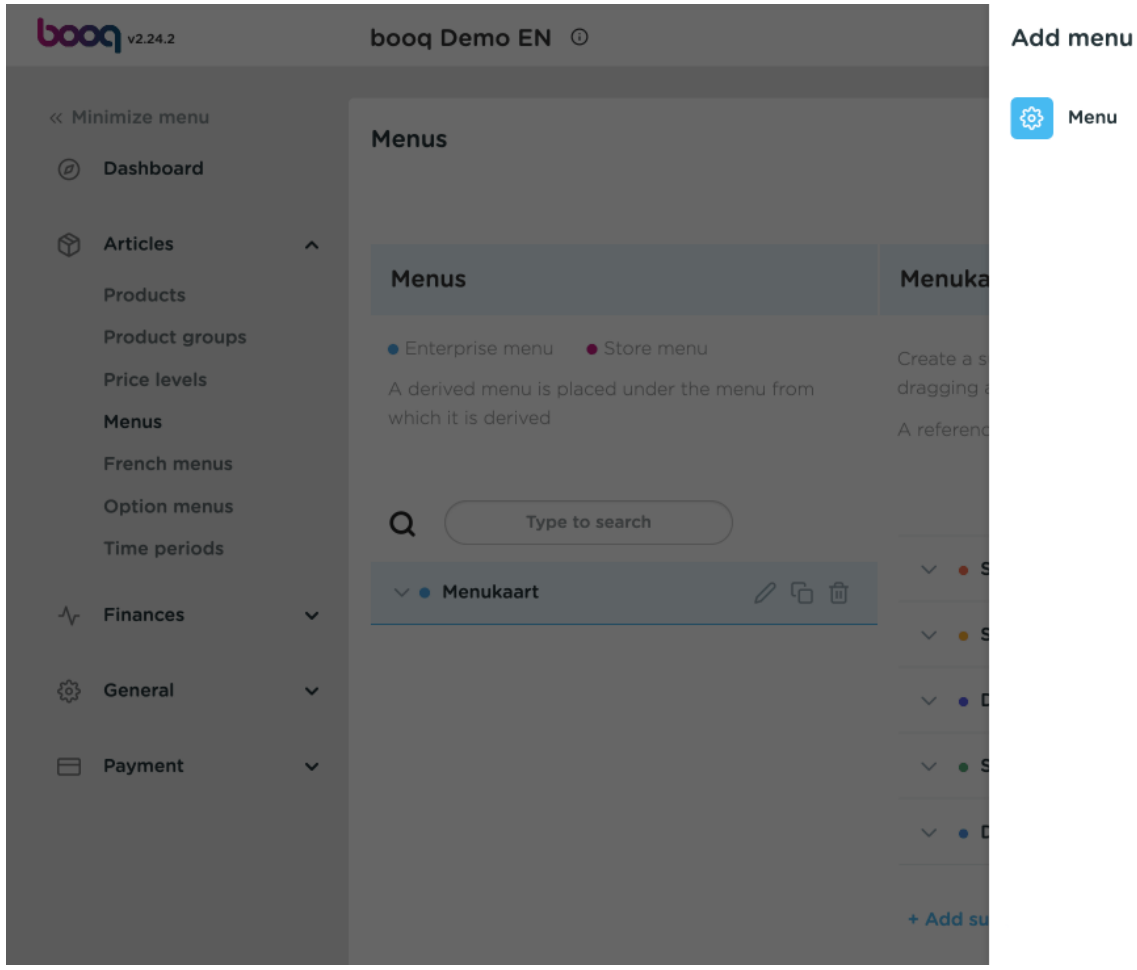
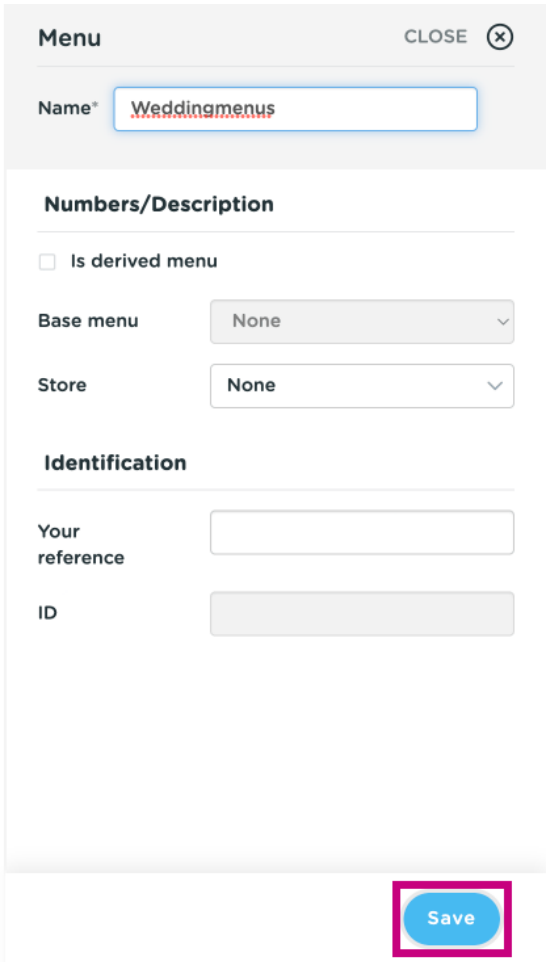
Click on Save.





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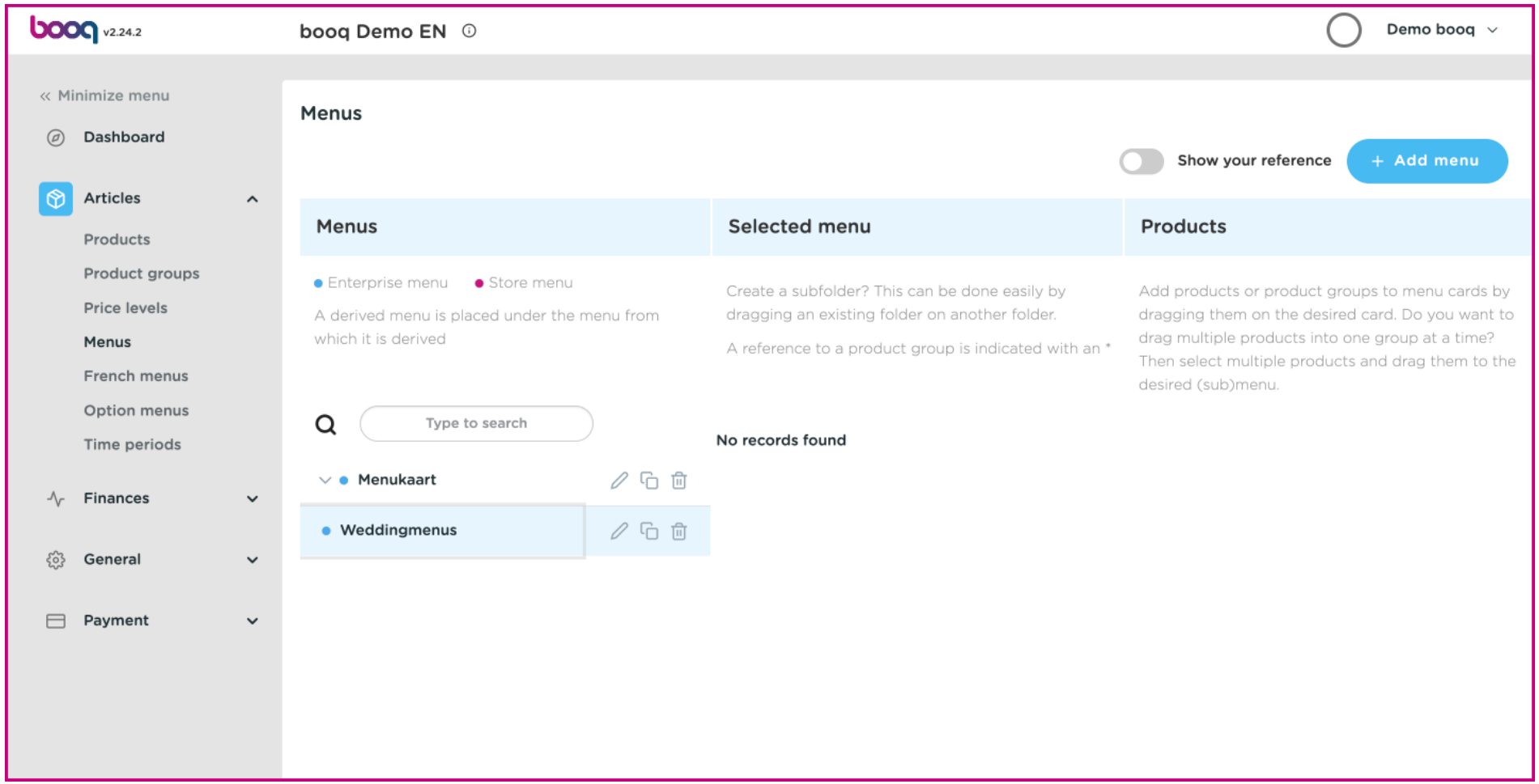
That's it. You're done.



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