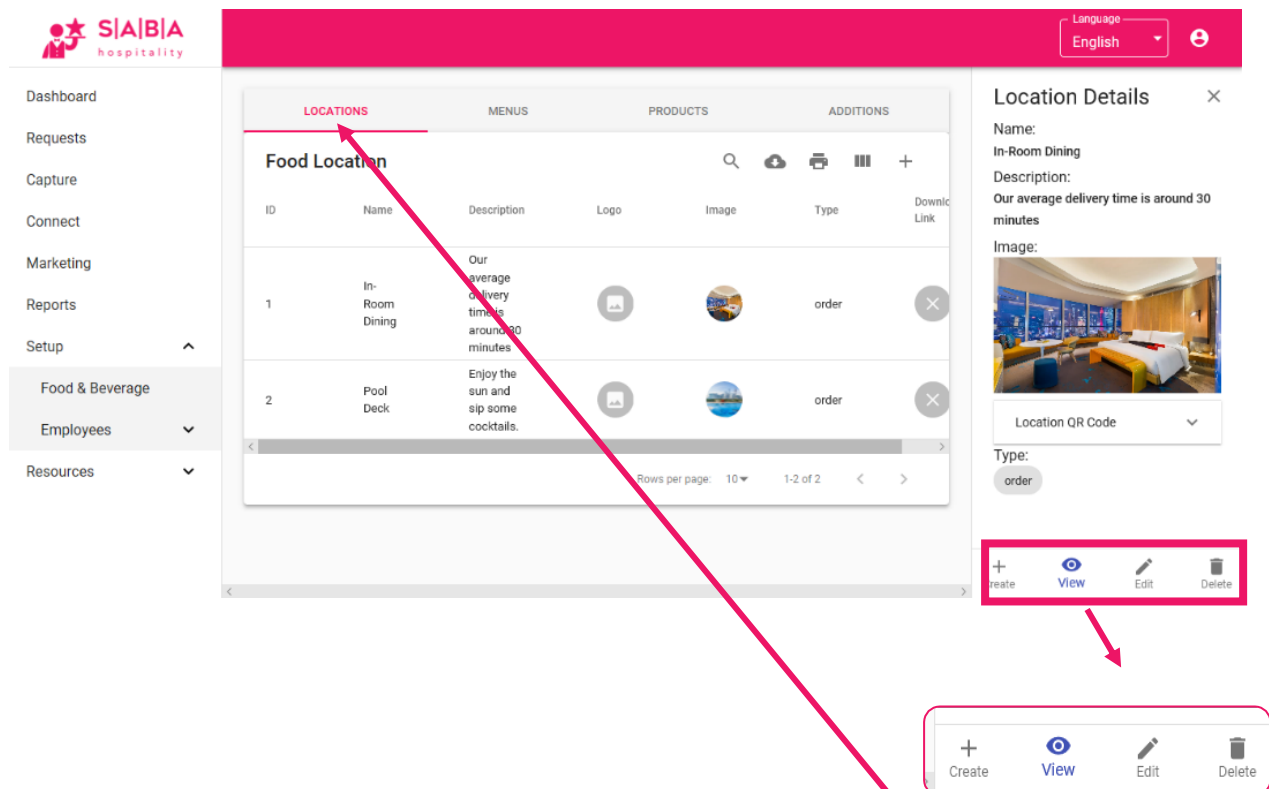


F&B Console - Editing and Deleting Items

In this job aid, you will learn how to edit or delete the different menus, products and categories in the F&B module.

Locations and Products



The screenshot displays the S|A|B|A Hospitality F&B Console interface. The sidebar on the left contains navigation options: Dashboard, Requests, Capture, Connect, Marketing, Reports, Setup, Food & Beverage, Employees, and Resources. The main content area features tabs for LOCATIONS, MENUS, PRODUCTS, and ADDITIONS. The 'LOCATIONS' tab is selected, showing a table of food locations. A red arrow points from the 'LOCATIONS' tab to the 'Edit' button in the 'Location Details' window. The 'Location Details' window displays information for two locations: 'In-Room Dining' and 'Pool Deck'. Each location entry includes an ID, Name, Description, Logo, Image, Type, and a Download Link. The 'In-Room Dining' location has a description of 'Our average delivery time is around 30 minutes' and a type of 'order'. The 'Pool Deck' location has a description of 'Enjoy the sun and sip some cocktails.' and a type of 'order'. The 'Location Details' window also shows the location's name, description, image, and QR code. At the bottom of the window, there are buttons for '+ Create', 'View', 'Edit', and 'Delete'.

To edit or delete a location or a particular product, click either the 'LOCATIONS' or 'PRODUCTS' button in the menu headings, then select the specific location or product you wish to alter. When you do this, the information of the location or product will appear in a window on the right hand side of the screen. At the bottom of this window you will have the option to 'edit' or 'delete' the product or location. You have selected. If you are editing, ensure you click 'Update' after you have completed the changes.

Menus and Additions

BREAKFAST MENU				
Categories				
ID	Name	Description	Start Time	End Time
6	PLATES			
7	PLATES & EGGS			
8	LIGHT ADDITIONS			
Rows per page: 10 1-3 of 3 < >				
				VIEW

To edit or delete a 'MENU' or 'ADDITION', click the corresponding button on the main menu and then open the menu or addition you wish to alter by clicking the button on the right hand side of the page. Then click the 'VIEW' button in the bottom right hand corner of the menu. This will open a window on the right side of the page. At the bottom of this window you will have the options to edit or delete the menu or addition. If editing, please ensure you press 'Update' to save the changes you have made.

Menu Categories and Addition Options

BREAKFAST MENU				
Categories				
ID	Name	Description	Start Time	End Time
6	PLATES			
7	PLATES & EGGS			
8	LIGHT ADDITIONS			
Rows per page: 10 1-3 of 3 < >				
				VIEW

If you wish to edit or delete a category within a menu, or a particular option within the additions menu, click the corresponding button on the main menu and then open the menu or addition under which the particular menu category or options is found by clicking the button on the right hand side of the page. This will display the various 'categories' or 'options' attached to the menu or addition you have selected. Then click on the category or option you wish to alter to open a window on the right hand side of

the page which outlines the details attached to that particular item. At the bottom of this window you will have the option to edit or delete the category or option you have selected.