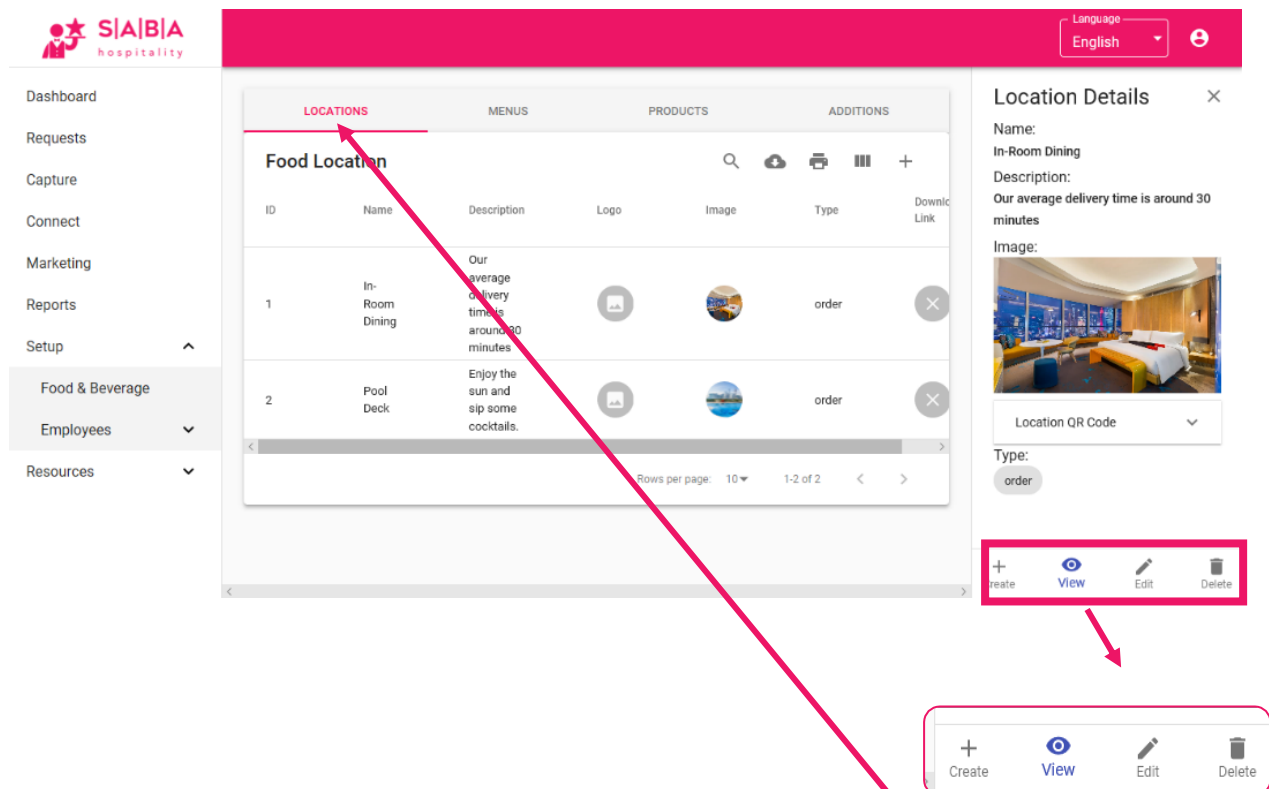# F&B Console - Editing and Deleting Items

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

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

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

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.