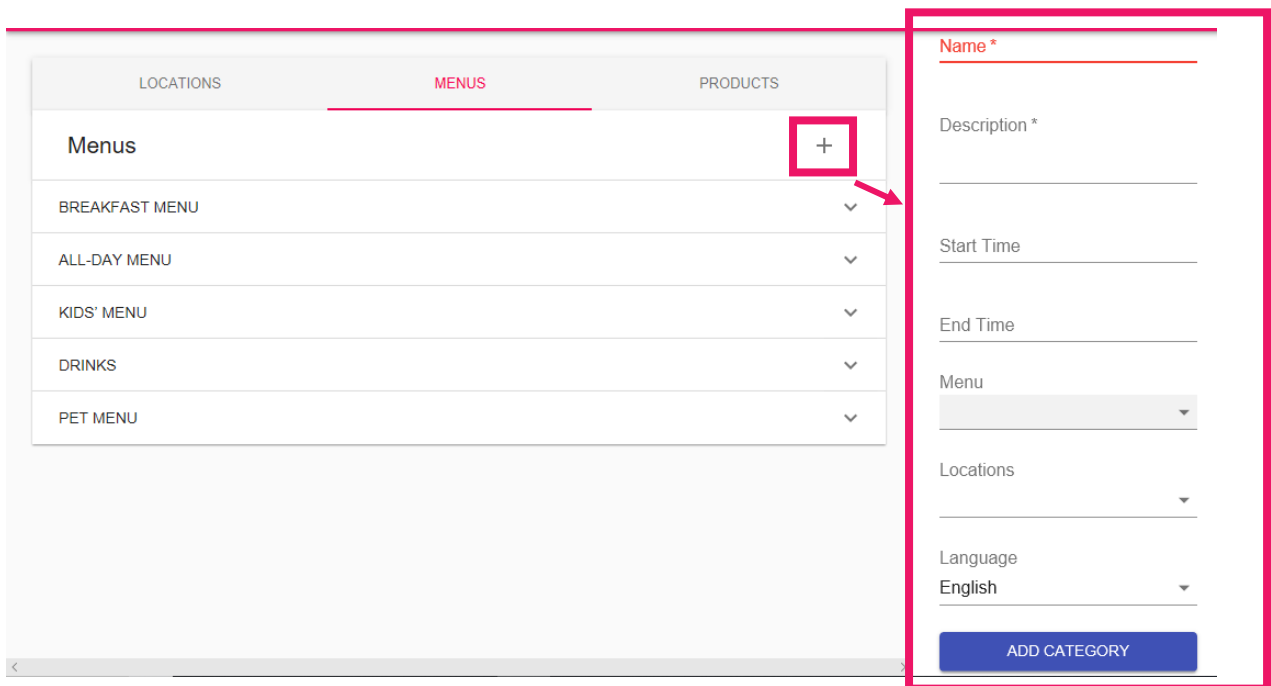# S|A|B|A
hospitality

F&B Console - Adding Menus

In this job aid, you will learn how to add different menus into the F&B dashboard. You will learn how to attach the diffident menus to various locations, and how to break the menus into different categories so it is easier and quicker for the guest to navigate.
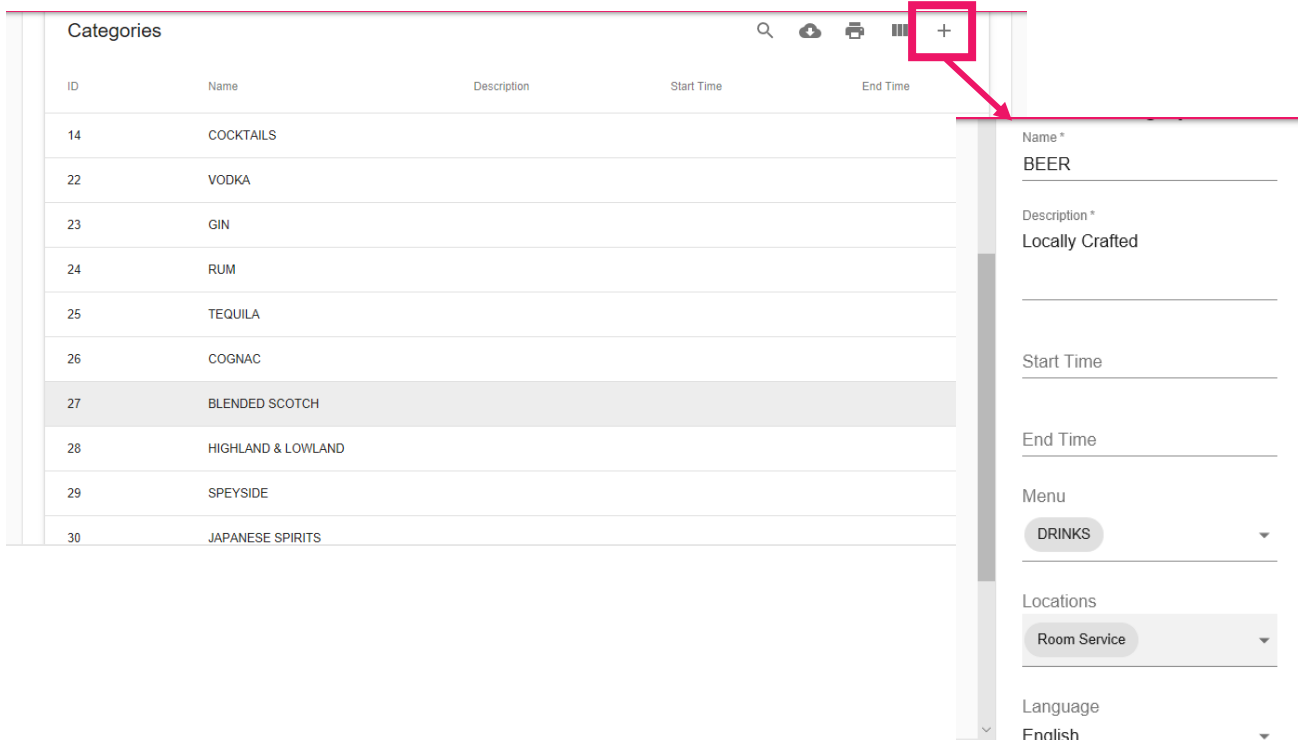
Once you have added all the F&B locations at your property, it's time to start building your menus. These are the major categories under which your individual food and drink items will fall. The below is an example of a menu breakdown for in-room dining only. If the property has a pool deck menu or a lounge menu, the elements of those menus would be added here as well. You can add a menu by clicking the '+' symbol on the top right corner of the Menu table and fill out the form which appears to the right of the table. To add a menu simply fill in the 'Name', 'Start Time', 'End Time', 'Location' and Language'.

Once the different menu elements have been added, you may wish to break those elements into categories to make it easier for guests to browse. To do this simply click the arrow on the right hand side of the menu to which you want to add categories and click the '+' button in the top right hand corner of the window and fill out the form that appears on the right side of the screen.

In the above example, locally crafted beer is being added as a category on the drinks section of the room service menu. So the name 'Beer' has been entered, with the description 'Locally Crafted'. To connect the category to the drinks menu, simply select 'DRINKS' in the Menu drop down, and select 'Room Service' in the Locations dropdown to add it to the room servoce location. The below shows how this information is displayed on the User Interface.

Location

Main menu items

Subcategories