Toast Classroom

Basic Menu Configuration

Thank you for joining Toast Classroom today! Below is a summary of the topics discussed with links to additional content you can use.

Agenda Topics:

- Menu Structure and Hierarchy (Toastweb: Advanced Properties & Toast Application)
  - Menu
  - Group
    - Subgroup
  - Item
  - Modifier
    - Nested Modifier(s)
- Adding Items
  - Add New Item
  - Add Existing
  - Alphabetize & Re-Order
  - Bulk Add New Items
- Pricing Strategies
  - Base Price
  - Size Price
  - Menu Specific Price
  - Time Specific Price
  - Open Price
  - Location Specific Price
- Create Modifier Group
  - Group Level
  - Item Level
- Modifier Behavior
  - Required
  - Optional - Force Show
  - Optional
- Allow Duplicate Modifiers and Same Modifier More than Once
- Price Editor
- Advanced Properties
- Items Database

Agenda Topics (Continued):

- Quick Edit
  - Add Items
  - Price and Inventory
- Item Tags
- Prep Station Assignment
- Reporting Overview
  - Analytics
- Toast Reporting Guide

Tips & Tricks:

- Subgroups can make a menu look nice and feel organized. When you don't use subgroups, it leaves all menus and groups visible from the item selection screen, meaning if I'm done selecting an item from the group, I can move to the food menu without having to click out of the menu I'm viewing.
- Subgroups unravel with Online Ordering -- for example, if we have pizza sizes in subgroups, they would be broken out of them online and be a messy group of pizza sizes jumbled together, which could be less thrilling for online ordering customers.
- Item Details and Images can show to Toast users as well to help describe or show a guest an item on the Toast Go!
- You can create a QR code for free on sites like https://www.qr-code-generator.com/ and link your Online Menu to it so that guests can have a contactless experience when they sit down and scan a sticker on the table to see menus.
- You can add Android Emoji to Menus, Groups, Items and Modifiers.

Using Toast Central for Information:

- Menu 101 Training

Powering successful restaurants.

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