



Toast Classroom

Multi-Location Management

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:

- [Target & Owner](#)
- [Restaurant Groups](#)
 - Sub Groups
- [Versioning](#) [Local Replacement]
 - Good Examples of Versioning: Discounts (Staff), Cash Drawer Starting Balance, Prep Stations, Taxes)
- [Inheritance](#)
- Bumping Inheritance
- [Guardrails](#)
- [Location Specific Pricing](#) and [Local Menu Edit](#)
- [Printers & Prep Stations](#)
- [Taxes Setup](#)
- [Publish vs. Publish All](#)
- Add Group Restaurant Permissions
- Golden Image & Test Locations
- Restaurant Copy

Tips & Tricks:

- **Bumping Inheritance** - Imagine you've got a power strip and you've got three devices plugged in like a lamp, TV and radio. All three get power when the power strip is turned on - that's your MMM setup when it's inherited. If you remove inheritance, it's like unplugging the two other devices in the power strip and leaving one device plugged in.



- Also, imagine the “You are Viewing” tool as a means to see all the plugs on the strip, if you’re only viewing ports 1-2, when you unplug the strip, you’ll think you’re only unplugging the lamp and TV, but the other devices will be unplugged also.
- If you need to view multiple locations at once, use an [Incognito Window](#).
- Need to check if a version has been created? Look for the [Version Symbol on the Menu or Number](#).
- The top level name on the Location Picker tool comes from the Management Group name.

Looking for more information? Don't forget about the [Toast Reporting Guide](#) and the [Toast Administrator's](#)

Q&A:

Q. Can you change the name of a version?

A. Yes, once a version has been created, all elements can be changed without affecting the other versions.

Q. That's a great tool! Is that visibility anywhere else besides inside the menu or item itself? (the version indicator icon)

A. I believe the version icon is only visible on the detail of that particular menu entity. To see if something has versions you either see the same number in Advanced properties, or use that icon.

Q. If we wanted to do tiered pricing structure would we need to create restaurant groups for those?

A. Yes, restaurant groups for pricing tiers would be an excellent way to do that.

You would create them as “TIER 1” or Tier ABC under the parent group, and assign the stores that would see that pricing. Then on the items themselves you can add a location specific price to those price tiers. Perhaps all tier A well liquors are \$5, and all



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Q&A (continued):

tier B well liquors are \$7. All locations in tier A would see \$5 and all locations within the tier B group would see \$7.

Q. So team members can have different permissions at different stores?

A. It is possible to change someone's permissions from store to store. Generally speaking a user receives their permission from their job and best practice would call for a GM having GM level permissions at all locations they have access to, though you could go in on the particular user and take away individual permissions from a user for a particular location. [Check out this article for more information.](#)

Q. Is there a way to bulk change pricing strategy on items/menus?

A. The price editor tool does allow you to change items in bulk to menu specific, or to location specific, or adjust base pricing of items. There is unfortunately no way to bulk change to size pricing, etc. I might suggest looking into price levels, however. [Check out this article for more information.](#)

Q. So if I had a manager at a particular location. And I versioned out the item to that location, can I give him specific permissions to switch it on or off?

A. Yes, if the user has "local menu edit" and the menu entity that they would like to edit is "owned" by that location, the user would be able to make any adjustments that they would like to that item. [Check out this article for more information.](#)

Q. How would that affect reporting? Ultimately reporting is by item number right? (versions of menu items, or other entities in the menu)

A. That's correct, toast reports all things that are versions of each other as one entity. The easiest way that I have found to think of this is we may call a discount employee discount at one location, and version that discount to another location and call it staff comp, (or maybe you change the percentage to 10% from 25%) but toast is seeing it as the same discount, so when you run the report at the end of the year it will see those two versions as one discount.

Q. So will these pricing tiers need to be included as sub groups under the main menu?

A. Yes, 99.999997% of all sub restaurant groups that we create will need to be included under the main parent restaurant group. One thing to note is that you can put sub groups inside of other sub groups. If you are creating 10 price tier groups for all your locations, you may list those inside another sub group called "PRICING TIER GROUPS) to keep your drop downs nice and clean.