

How to create menus and sub menus in myPOS

Example on the front screen is a menu called 'Services':

On the 'Services' menu is an item called 'Nails'

On the 'Nails' menu is an item 'Acrylic A' for £10

1. Log in to myPOS Back office
2. Go to 'System Setup' and then 'PLU / Item Management' and then 'Item keys'
3. Click on 'New record' and add an entry description = 'Nails', firstline = 'Nails'
4. Use Ctrl+S to save the record, or on the pulldown menus go to 'Data' and then 'Save record'
5. Save the record and exit
6. Go to 'Departments'
7. Check a department called 'Menu Only' exists, if not add it
8. To add the department, click on 'New Record' add an entry Department = 'Menu Only' and level = 2
9. Use Ctrl+S to save the record, or on the pulldown menus go to 'Data' and then 'Save record'
10. Save the record and exit
11. Go to 'Items / Plus'
12. Click on 'New record' and add a sub item menu e.g.
 - Long Desc = 'Nails menu'
 - Department1 = 'Manager'
 - Department2='Menu Only'
 - Firstline = 'Nails'
13. Use Ctrl+S to save the record, or on the pulldown menus go to 'Data' and then 'Save record'
14. Save the record and if asked add it to the Services menu
15. Click on 'New record' and add an item e.g. 'Acrylic A' for £10
 - Long Desc = 'Acrylic A'
 - Department1 = 'Services'
 - Department2= 'Whatever'
 - Firstline= 'Acrylic'
 - Secondline= 'A'
 - Price01 = 10

16. Use Ctrl+S to save the record, or on the pulldown menus go to 'Data' and then 'Save record'

17. If asked, add it to the 'Nails Menu' (added in 12 above)