

# Admin Center - Menu - How to Create a Schedule

19 Steps [View most recent version](#) 

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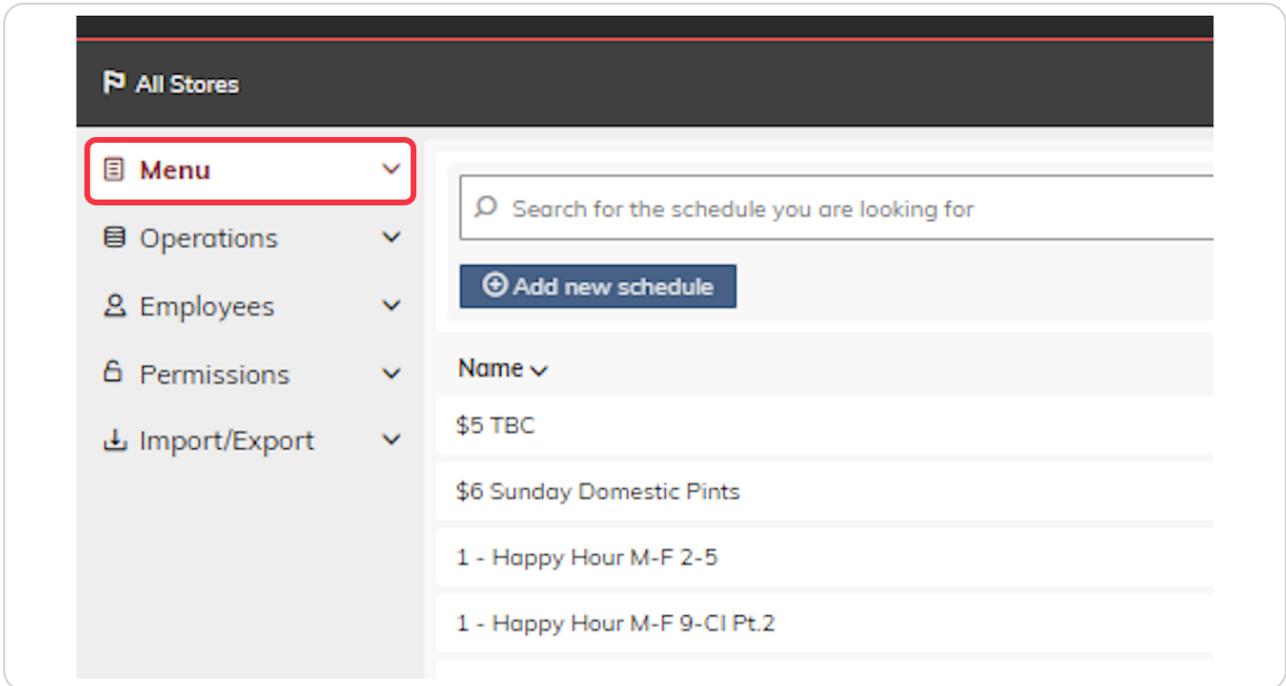
Created by  
Thomson Tang

Creation Date  
May 8, 2023

Last Updated  
May 29, 2023

STEP 1

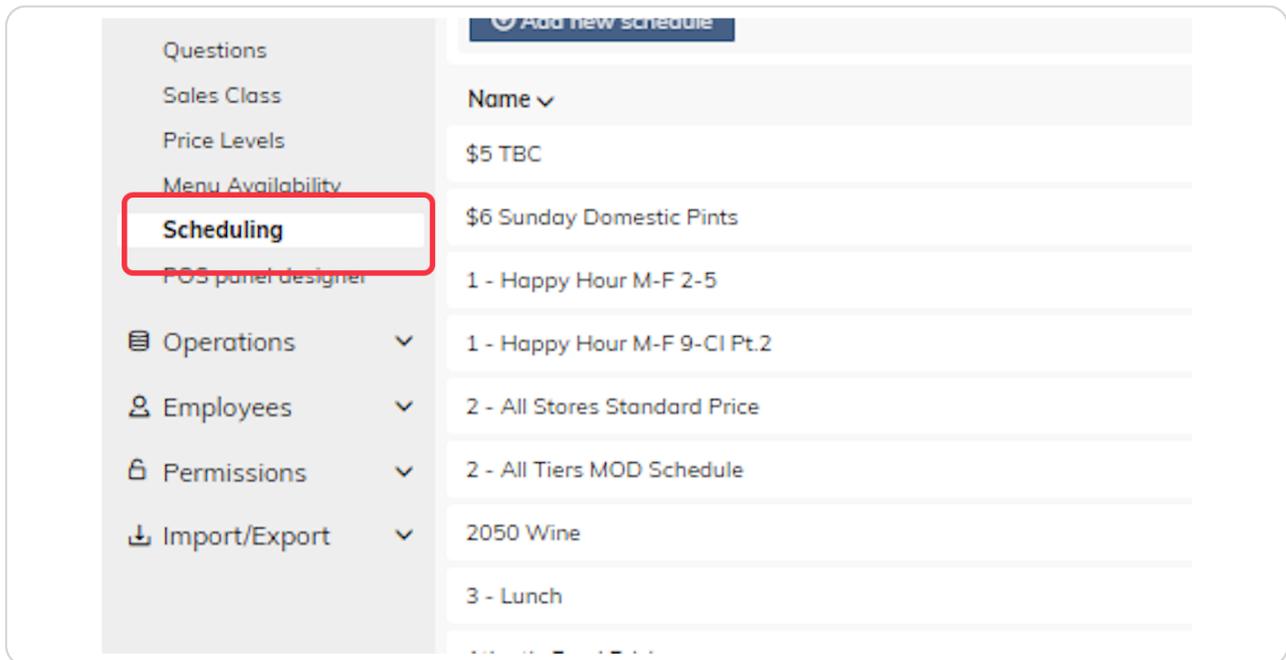
Click on Menu



The screenshot displays the Silverwarepos interface. On the left, a sidebar contains navigation options: 'All Stores', 'Menu', 'Operations', 'Employees', 'Permissions', and 'Import/Export'. The 'Menu' option is highlighted with a red rectangular box. The main content area on the right features a search bar with the placeholder text 'Search for the schedule you are looking for', a blue button labeled 'Add new schedule', and a list of schedule items under the heading 'Name'. The visible items are '\$5 TBC', '\$6 Sunday Domestic Pints', '1 - Happy Hour M-F 2-5', and '1 - Happy Hour M-F 9-CI Pt.2'.

## STEP 2

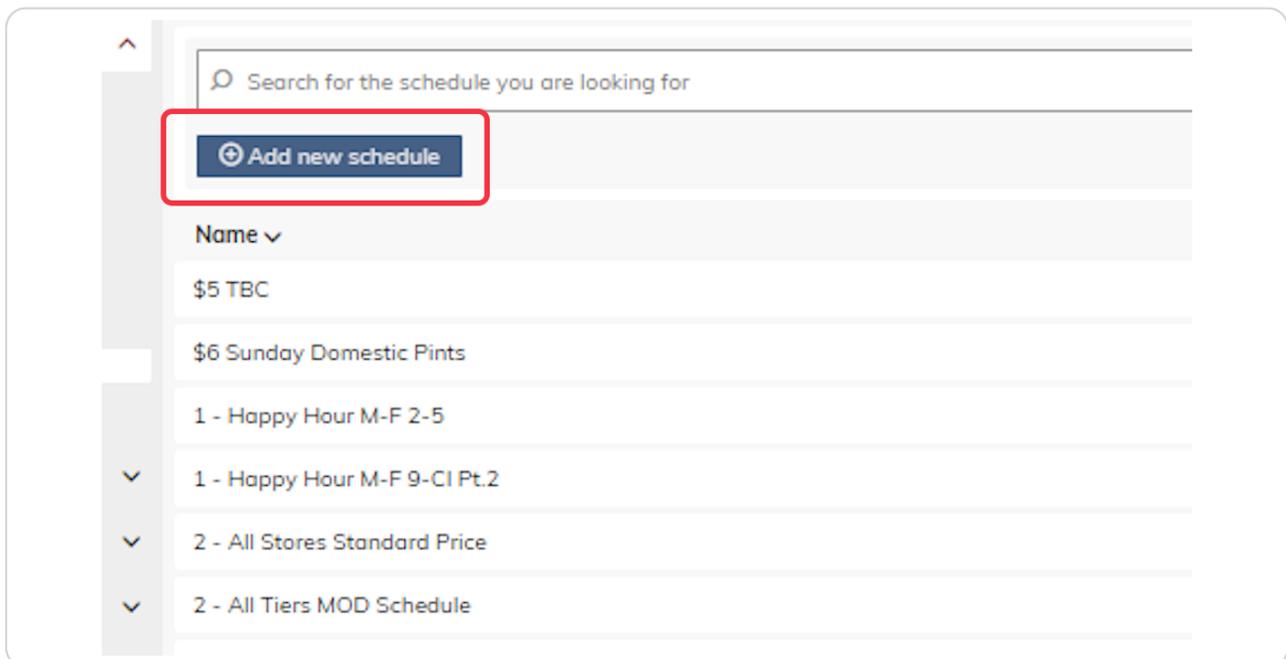
### Click on Scheduling



A screenshot of a software interface showing a sidebar menu on the left and a main content area on the right. The sidebar menu includes items like Questions, Sales Class, Price Levels, Menu Availability, POS panel designer, Operations, Employees, Permissions, and Import/Export. The 'Scheduling' item is highlighted with a red rectangular box. The main content area features a blue button labeled 'Add new schedule' at the top, followed by a list of schedule entries under a 'Name' header. The entries include '\$5 TBC', '\$6 Sunday Domestic Pints', '1 - Happy Hour M-F 2-5', '1 - Happy Hour M-F 9-CI Pt.2', '2 - All Stores Standard Price', '2 - All Tiers MOD Schedule', '2050 Wine', and '3 - Lunch'.

## STEP 3

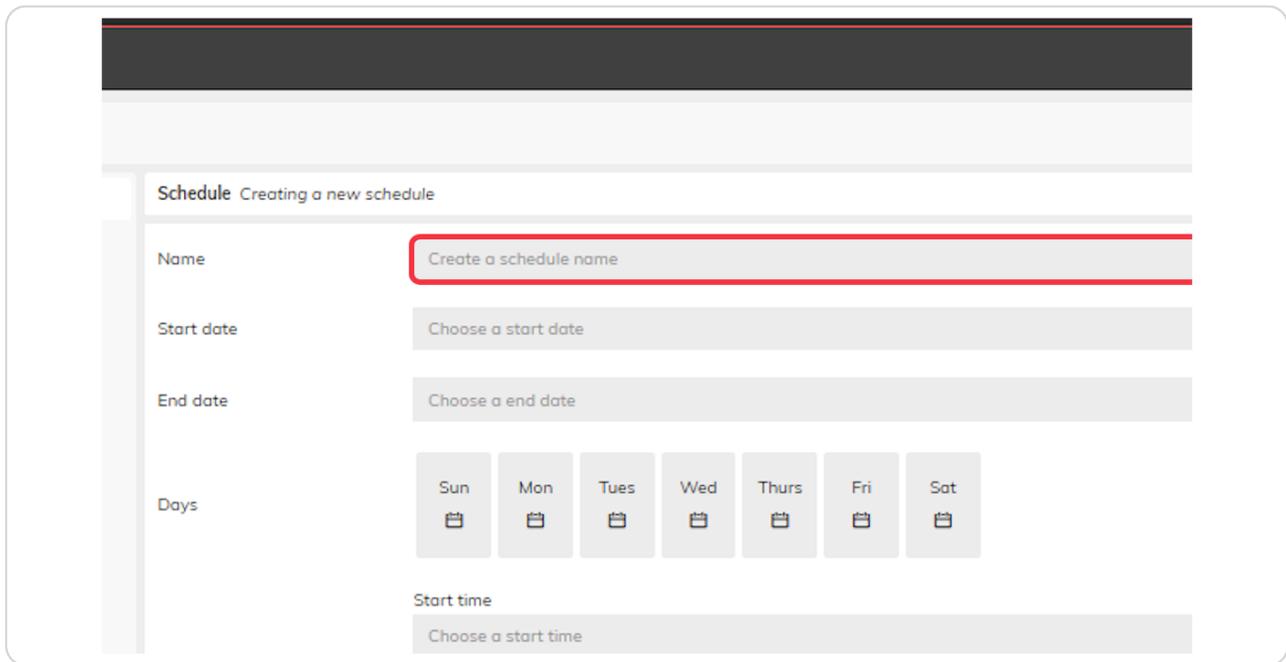
### Click on Add new schedule



A screenshot of the same software interface, focusing on the 'Add new schedule' button. The button is highlighted with a red rectangular box. Above the button is a search bar with the placeholder text 'Search for the schedule you are looking for'. Below the button, the same list of schedule entries is visible, including '\$5 TBC', '\$6 Sunday Domestic Pints', '1 - Happy Hour M-F 2-5', '1 - Happy Hour M-F 9-CI Pt.2', '2 - All Stores Standard Price', and '2 - All Tiers MOD Schedule'.

## STEP 4

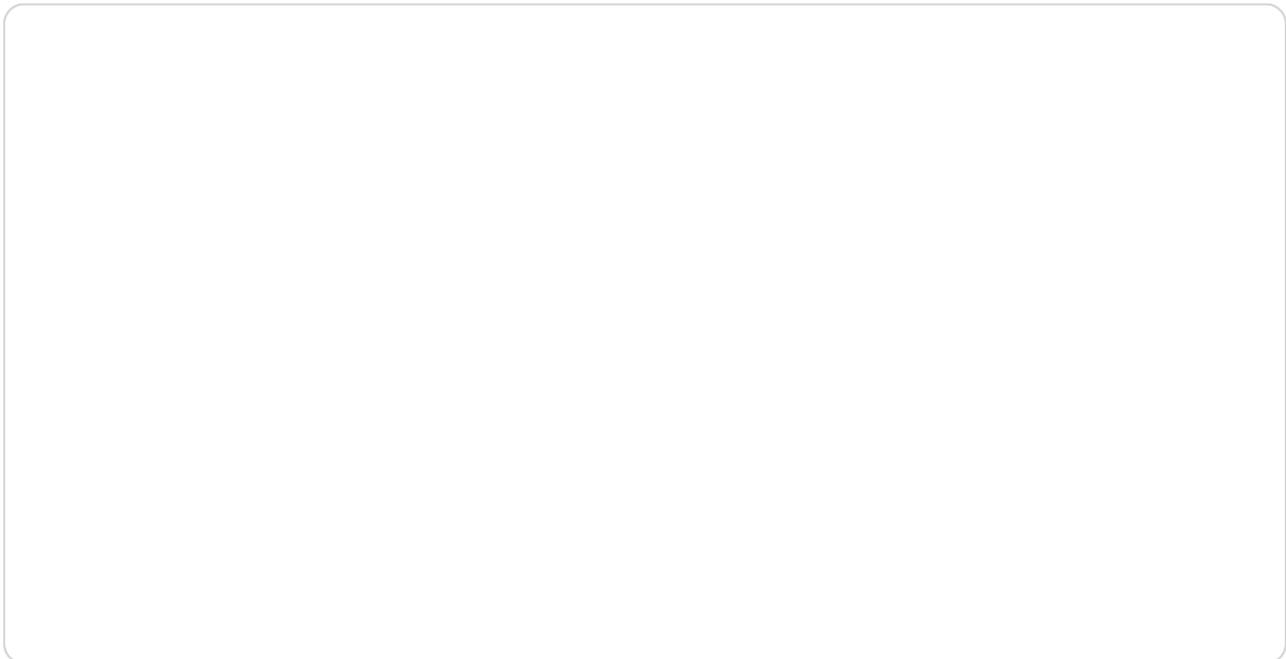
Click on Create a schedule name



The screenshot shows a web interface for creating a new schedule. The title is "Schedule Creating a new schedule". The form has several fields: "Name" (highlighted with a red border and containing the text "Create a schedule name"), "Start date" (containing "Choose a start date"), "End date" (containing "Choose an end date"), "Days" (a row of seven buttons for Sun, Mon, Tues, Wed, Thurs, Fri, Sat, each with a calendar icon), and "Start time" (containing "Choose a start time").

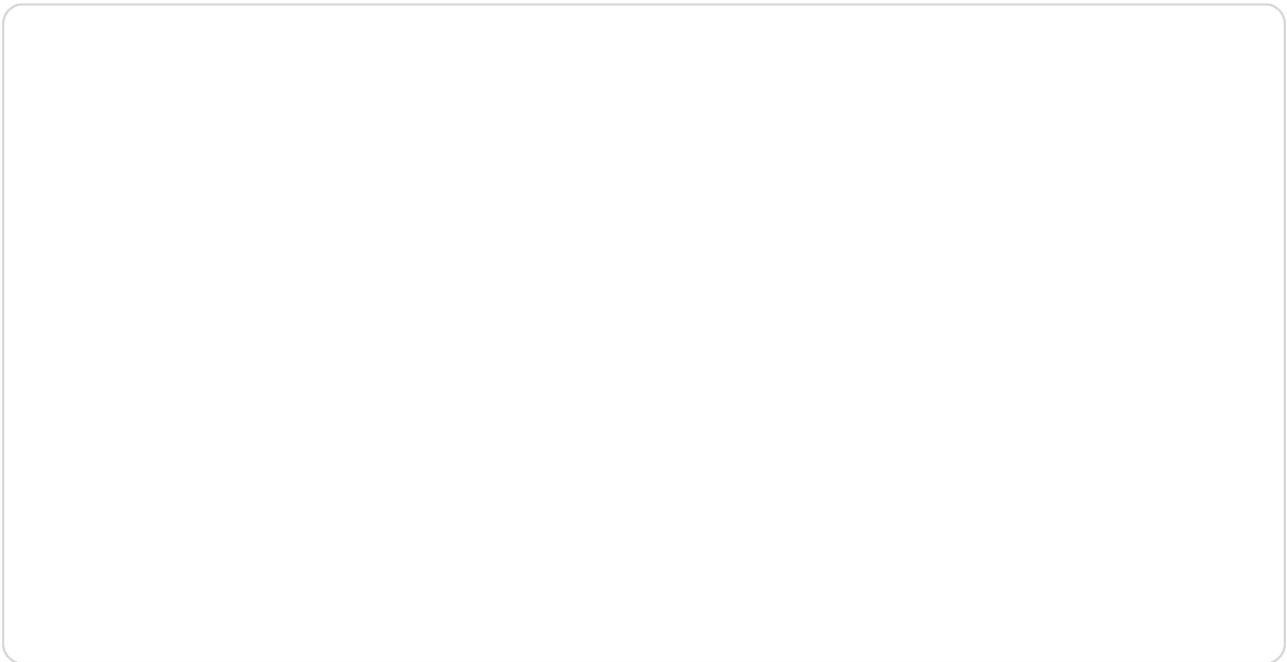
## STEP 5

Click on Choose a start date



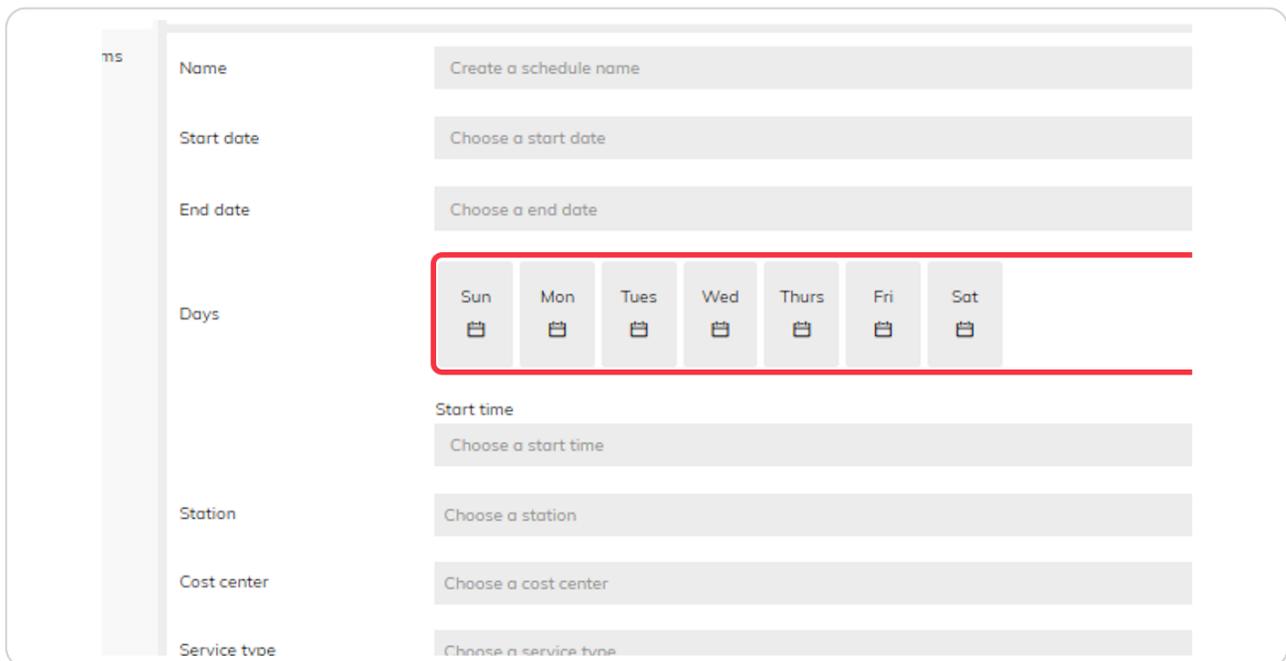
## STEP 6

Click on Choose a end date



## STEP 7

Select Which Days of The Week



Name	Create a schedule name
Start date	Choose a start date
End date	Choose a end date
Days	Sun Mon Tues Wed Thurs Fri Sat ☞ ☞ ☞ ☞ ☞ ☞ ☞
Start time	Choose a start time
Station	Choose a station
Cost center	Choose a cost center
Service type	Choose a service type

## STEP 8

### Click on Choose a start time

Choose a end date

Sun Mon Tues Wed Thurs Fri Sat

Start time

Choose a start time

OnTime is required

Choose a station

Choose a cost center

Choose a service type

## STEP 9

### Click on Choose a End time

End time

Choose a End time

OffTime is required

## STEP 10

### Click on Choose a station

If applicable, choose which station this schedule will affect

The screenshot shows a scheduling form with the following fields:

- End date: Choose a end date
- Days: Sun, Mon, Tues, Wed, Thurs, Fri, Sat (each with a calendar icon)
- Start time: Choose a start time (with a clock icon) and a red note "OnTime is required"
- Station: Choose a station (highlighted with a red box)
- Cost center: Choose a cost center
- Service type: Choose a service type
- Active:
- Permission level: Cloud Admin Permission Set - (CM\_StLouisBarGrill\_Database)

## STEP 11

### Click on Choose a cost center

If applicable, choose which cost center this schedule will affect

The screenshot shows a scheduling form with the following fields:

- Days: Sun, Mon, Tues, Wed, Thurs, Fri, Sat (each with a calendar icon)
- Start time: Choose a start time (with a clock icon) and a red note "OnTime is required"
- Station: Choose a station
- Cost center: Choose a cost center (highlighted with a red box)
- Service type: Choose a service type
- Active:
- Permission level: Cloud Admin Permission Set - (CM\_StLouisBarGrill\_Database)

## STEP 12

### Click on Choose a service type

If applicable, choose which service type this schedule will affect

	Start time	Choose a start time
		OnTime is required
Station		Choose a station
Cost center		Choose a cost center
Service type		Choose a service type
Active		<input checked="" type="checkbox"/>
Permission level		Cloud Admin Permission Set - (CM_StLouisBarGrill_Database)

## STEP 13

### Click on Active / Inactive Status

	Station	Choose a station
	Cost center	Choose a cost center
	Service type	Choose a service type
	Active	<input checked="" type="checkbox"/>
	Permission level	Cloud Admin Permission Set - (CM_StLouisBarGrill

## STEP 14

### Assign a Permission Level

Choose a start time  
OnTime is required

Station Choose a station

Cost center Choose a cost center

Service type Choose a service type

Active

Permission level **Cloud Admin Permission Set - (CM\_St.LouisBarGrill\_Database)**

## STEP 15

### Click on Affected items Tab

< Scheduling

General

**Affected items**

Schedule Creating a new schedule

Name Create a schedule name  
Name is required

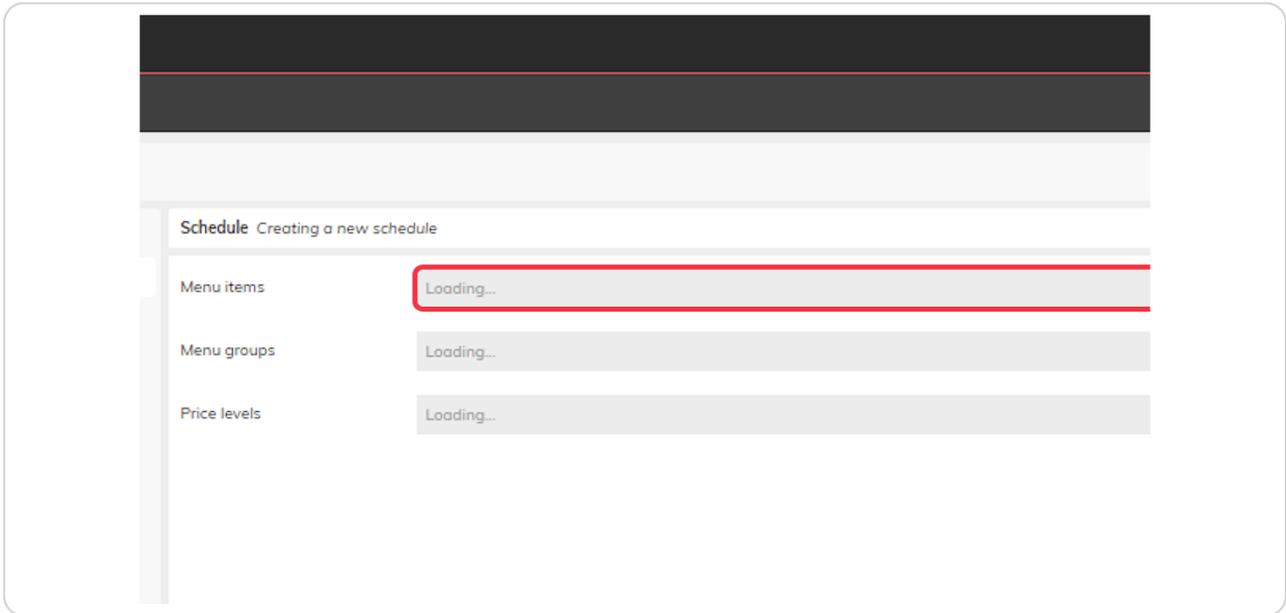
Start date Choose a start date  
StartDate is required

End date Choose a end date

## STEP 16

### Select Menu Items

If applicable, choose which menu items this schedule will affect

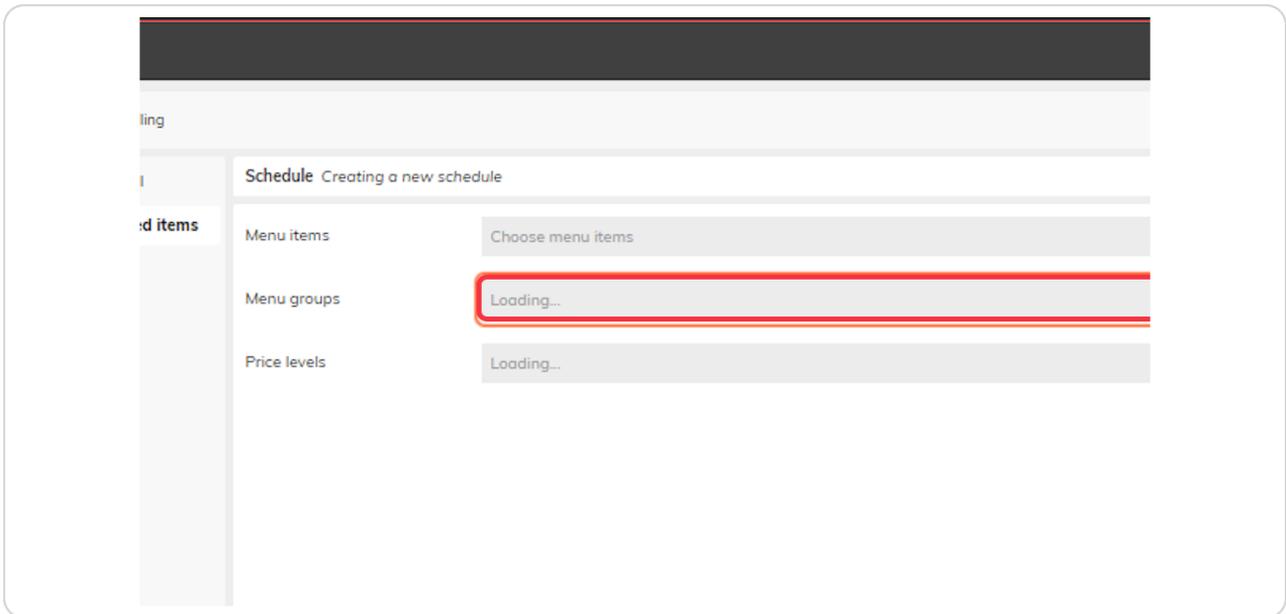


The screenshot shows a web interface for creating a new schedule. The title is "Schedule Creating a new schedule". On the left, there is a sidebar with three options: "Menu items", "Menu groups", and "Price levels". The "Menu items" option is highlighted in a light gray color. To the right of the sidebar, there are three horizontal bars representing the selection area for each option. The "Menu items" bar is highlighted with a red border and contains the text "Loading...". The "Menu groups" bar contains "Loading...". The "Price levels" bar contains "Loading...".

## STEP 17

### Select Menu Groups

If applicable, choose which menu groups this schedule will affect

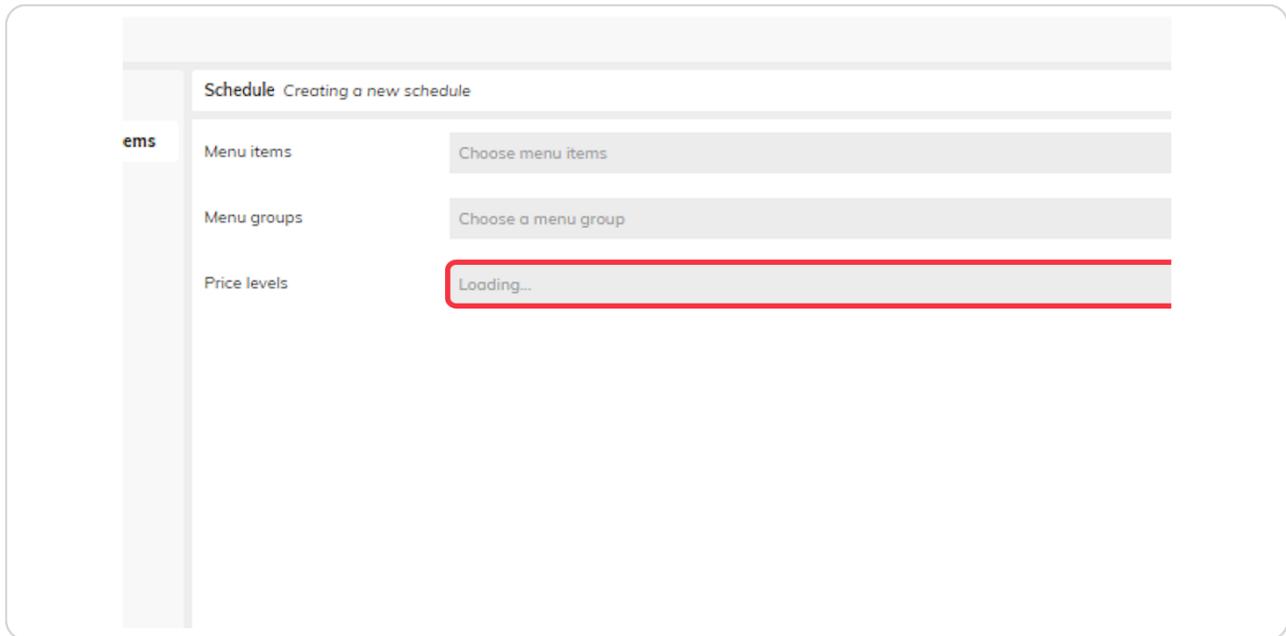


The screenshot shows the same web interface as in Step 16. The title is "Schedule Creating a new schedule". On the left, the sidebar has three options: "Menu items", "Menu groups", and "Price levels". The "Menu groups" option is highlighted in a light gray color. To the right of the sidebar, there are three horizontal bars representing the selection area for each option. The "Menu items" bar contains the text "Choose menu items". The "Menu groups" bar is highlighted with a red border and contains the text "Loading...". The "Price levels" bar contains "Loading...".

## STEP 18

### Select Price Levels

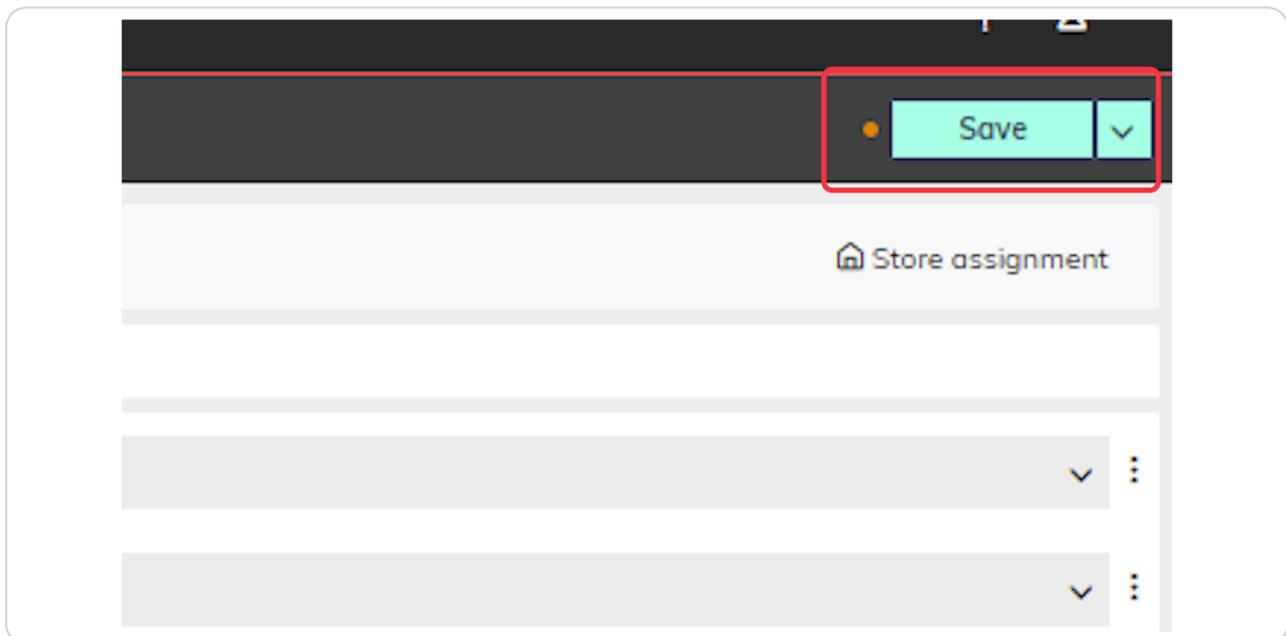
If applicable, choose which price level this schedule will affect



The screenshot shows a web interface for creating a new schedule. The title is "Schedule Creating a new schedule". On the left, there is a sidebar with the "ems" logo. The main content area has three sections: "Menu items" with a "Choose menu items" button, "Menu groups" with a "Choose a menu group" button, and "Price levels" with a "Loading..." button. The "Loading..." button is highlighted with a red rectangular border.

## STEP 19

### Click on Save



The screenshot shows a dark-themed interface. At the top right, there is a "Save" button with a dropdown arrow, highlighted with a red rectangular border. Below the button, there is a "Store assignment" section with a house icon. The interface also shows several rows of data with dropdown arrows and menu icons.

