

Admin Center - Menu - Create a New Menu Group

9 Steps [View most recent version](#) 

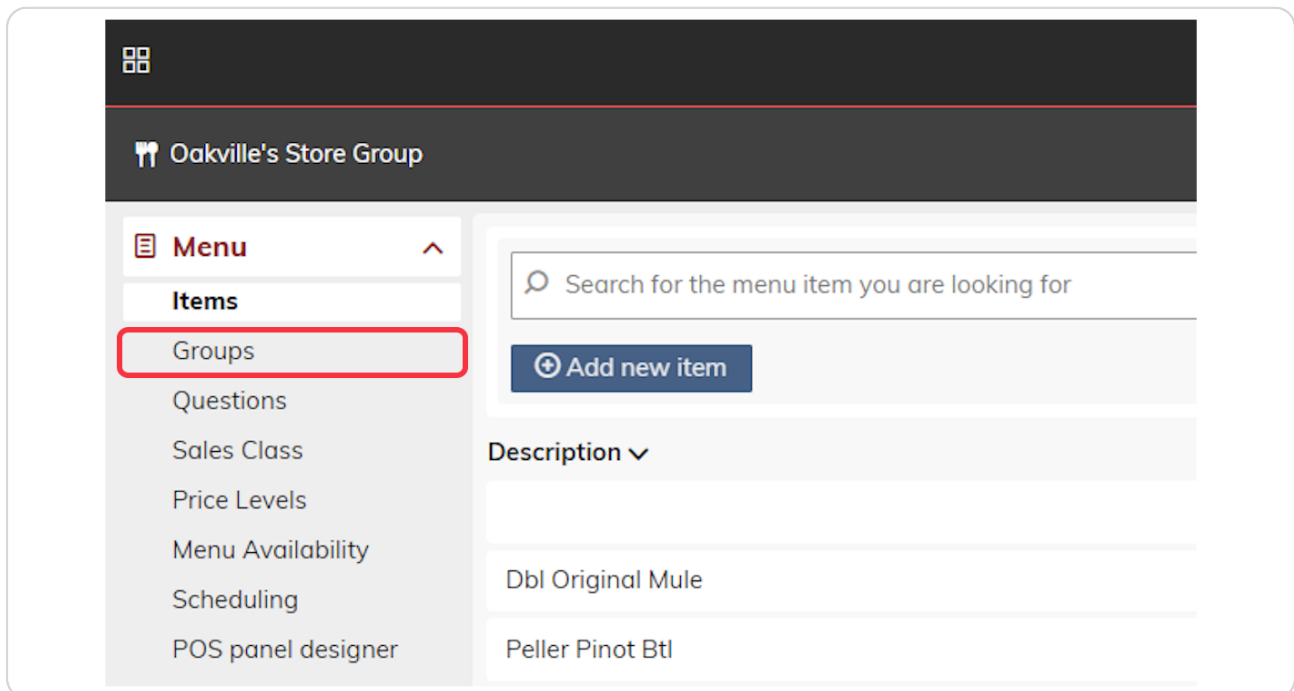
Created by	Creation Date	Last Updated
Kyle Schroer	May 2, 2023	May 17, 2023

STEP 1

[Go to staging-management.silverwarepos.com](https://staging-management.silverwarepos.com)

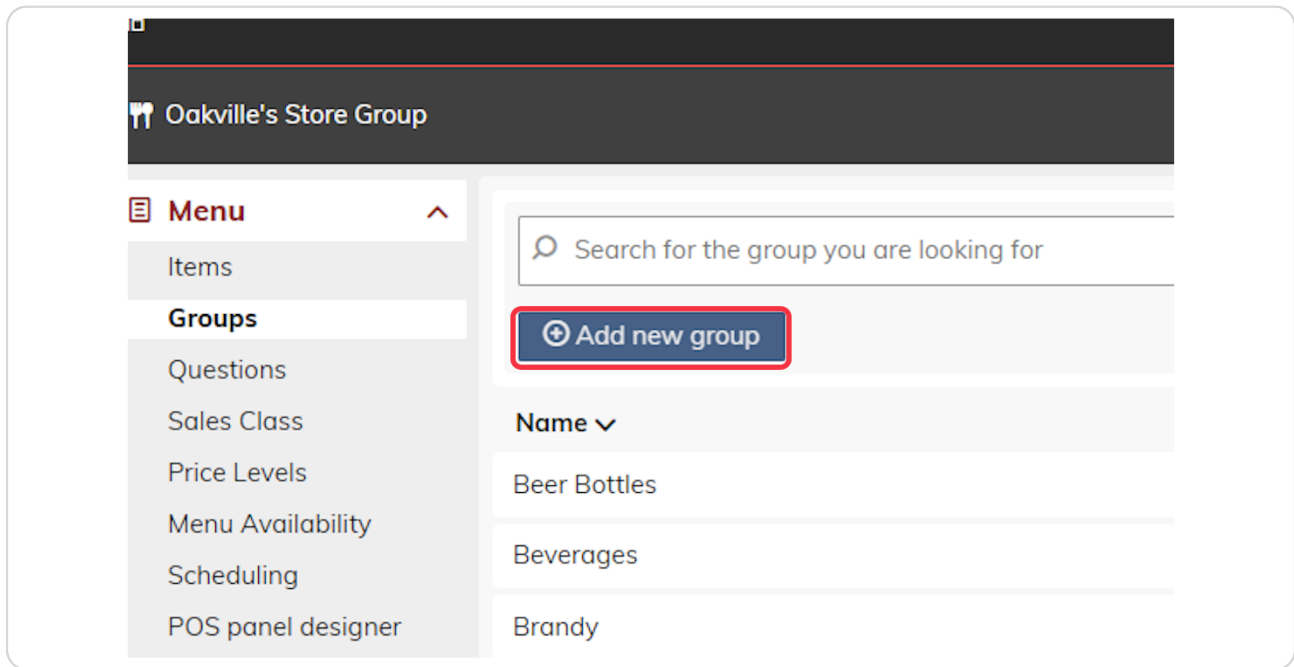
STEP 2

[Click on Groups](#)



STEP 3

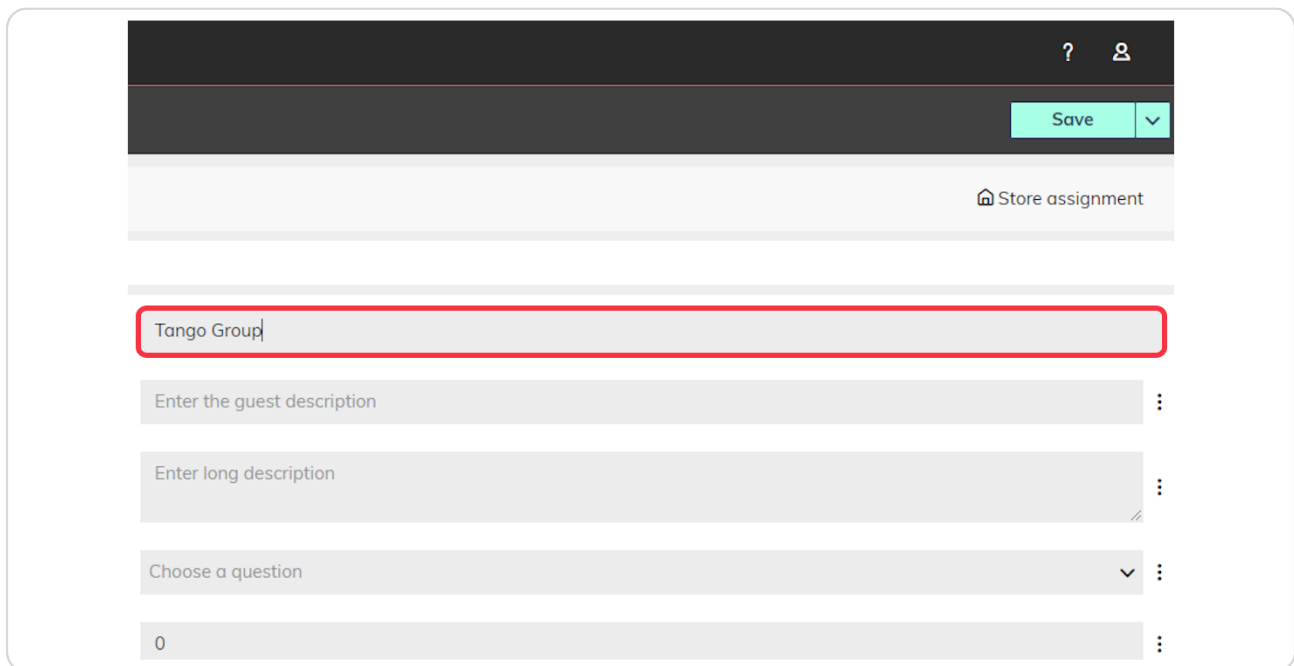
Click on **Add new group**



The screenshot shows the Silverware POS interface. At the top, there's a dark header with the text "Oakville's Store Group". Below this, a sidebar menu is visible with the "Menu" section expanded, showing options like "Items", "Groups", "Questions", "Sales Class", "Price Levels", "Menu Availability", "Scheduling", and "POS panel designer". The "Groups" option is highlighted. In the main content area, there's a search bar with the placeholder text "Search for the group you are looking for". Below the search bar, a blue button with a plus icon and the text "Add new group" is highlighted with a red box. Underneath this button, there's a section titled "Name" with a dropdown arrow, showing a list of existing groups: "Beer Bottles", "Beverages", and "Brandy".

STEP 4

Enter the name of the group



The screenshot shows the Silverware POS interface for adding a new group. At the top, there's a dark header with a question mark icon and a user icon. Below this, a light gray bar contains a "Save" button and a dropdown arrow. Underneath, there's a section titled "Store assignment" with a house icon. The main content area features a form with several fields. The first field, labeled "Name", contains the text "Tango Group" and is highlighted with a red box. Below this, there are three more fields: "Enter the guest description", "Enter long description", and "Choose a question". Each of these fields has a dropdown arrow on the right side. At the bottom, there's a field labeled "0" with a dropdown arrow on the right side.

STEP 5

Enter a guest description, if needed

Save

Store assignment

Tango Group

Here are tonight's specials!

Enter long description

Choose a question

0

☒

STEP 6

Enter a long description, if needed

Store assignment

Tango Group

Here are tonight's specials!

All items below are served with your choice of house salad or baked potato

Choose a question

0

☒

☐

STEP 7

Click on Choose a question

Tango Group

Here are tonight's specials!

All items below are served with your choice of house salad or baked potato

Choose a question ✓

0

☒

☐

STEP 8

Select a question that contains optional modifiers pertinent to this group

.Mods Bev

.Mods Dessert

.Mods Kids Menu

.Mods Liquor

.Mods Poutine & Fries

.Mods Salads

.Mods Starters

.Mods The Other Stuff

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STEP 9

Click on Save

