

Admin Center - Menu - Creating an item, Basic

This flow will walk the user through the basic steps to creating a menu item

9 Steps [View most recent version](#) 

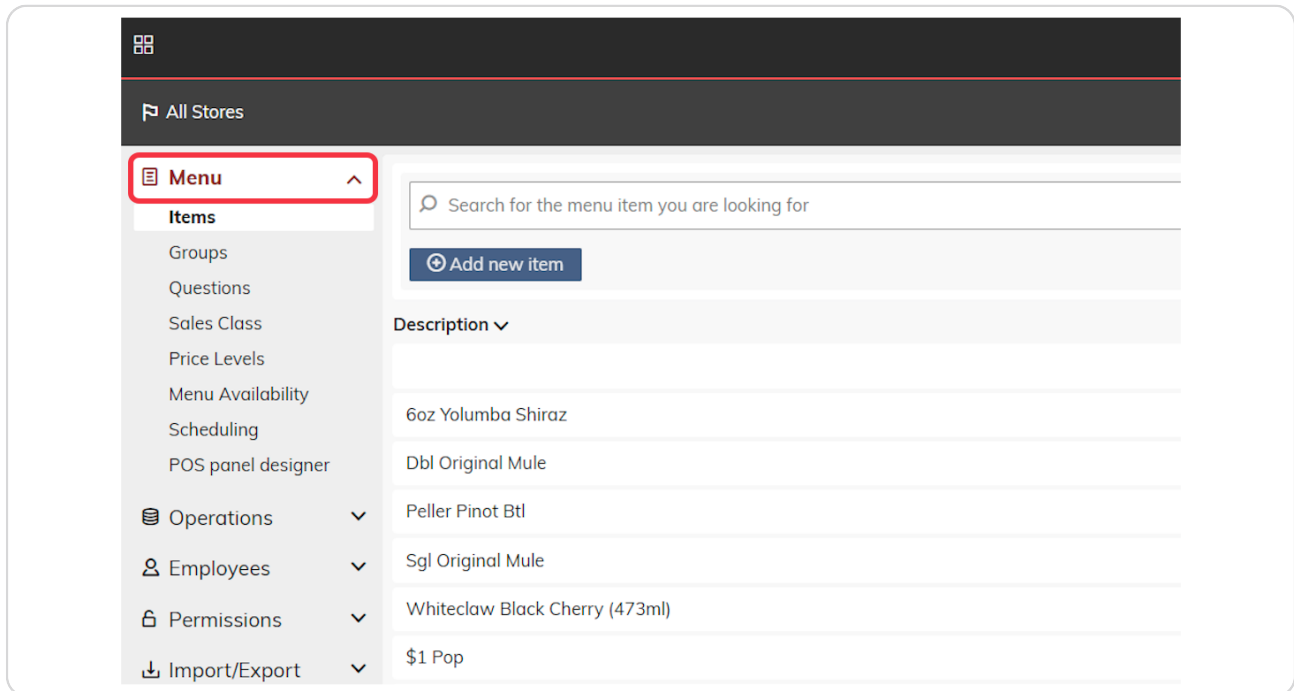
Created by	Creation Date	Last Updated
Chad Saunders	April 28, 2023	May 17, 2023

STEP 1

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

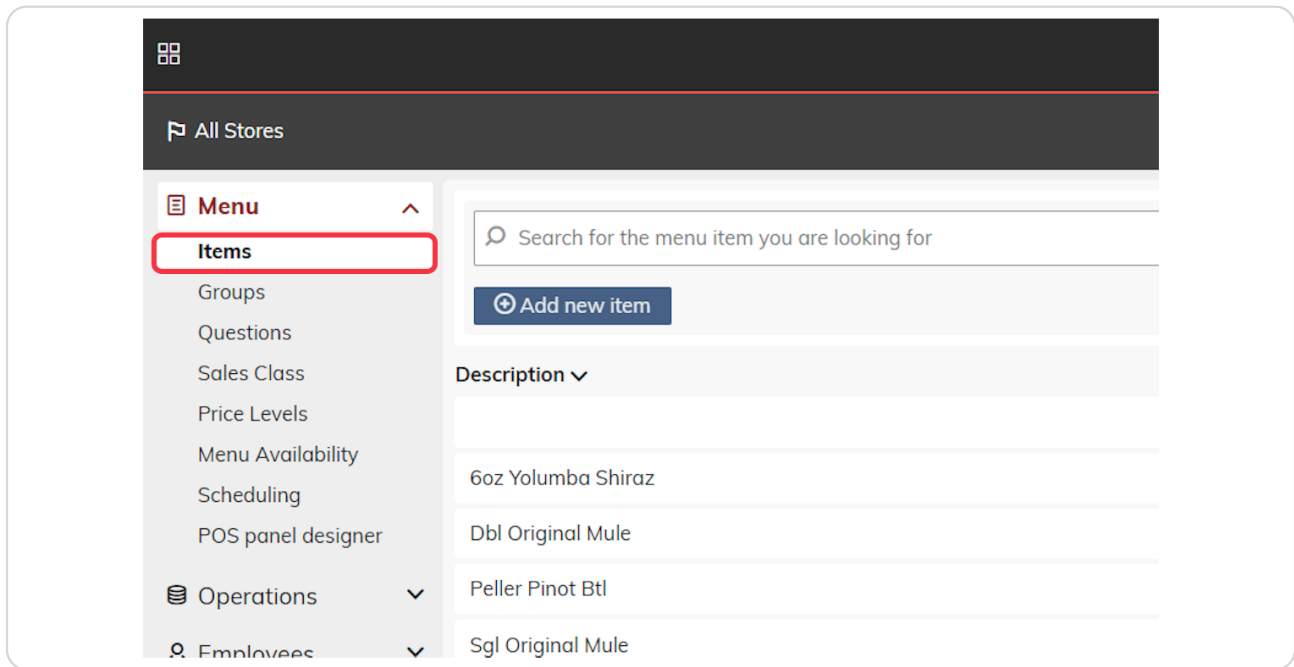
STEP 2

Click on Menu



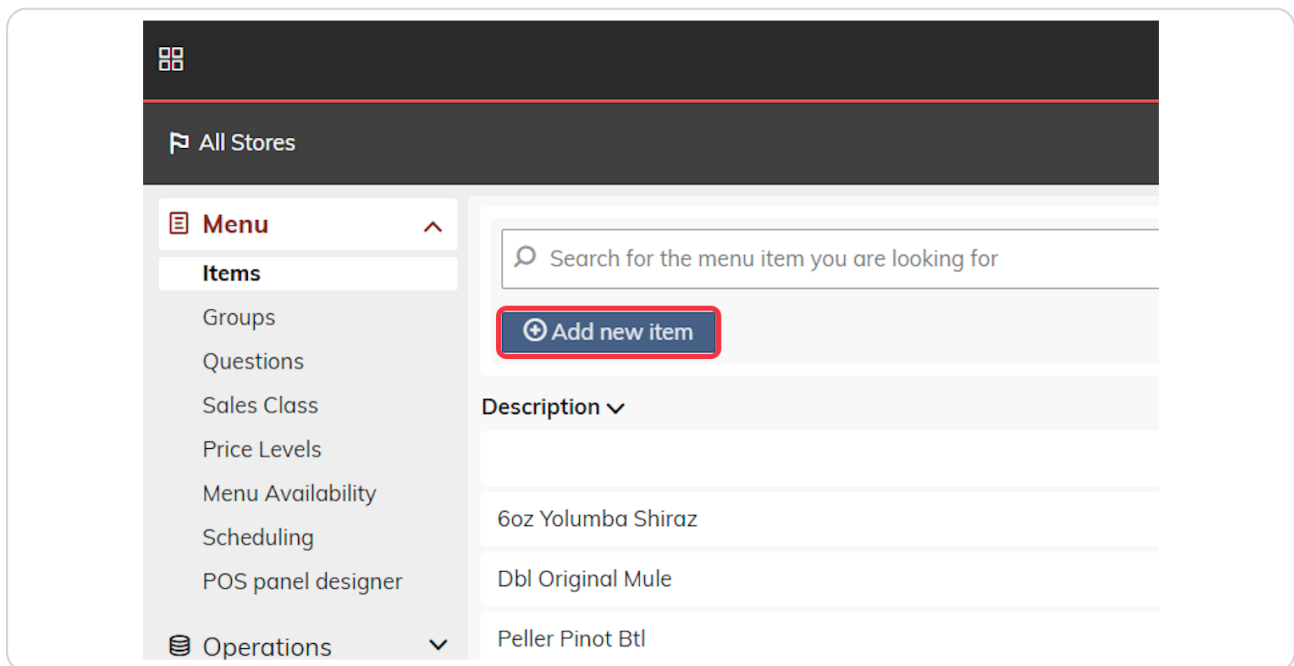
STEP 3

Click on Items



STEP 4

Click on Add new item



STEP 5

Type in the name of the menu item

?

Save

Store assignment

n

Test Menu Item

Choose a minor class

0.00

STEP 6

Click on Choose a minor class

?

Save

Store assignment

m

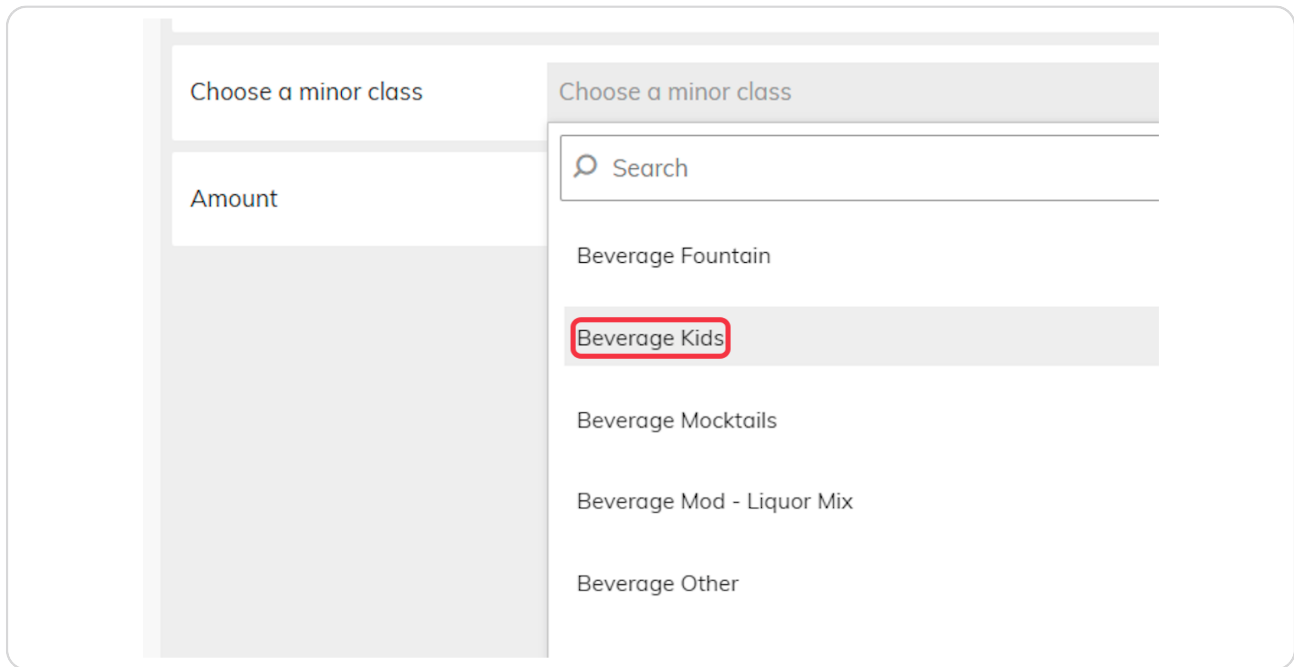
Test Menu Item

Choose a minor class

0.00

STEP 7

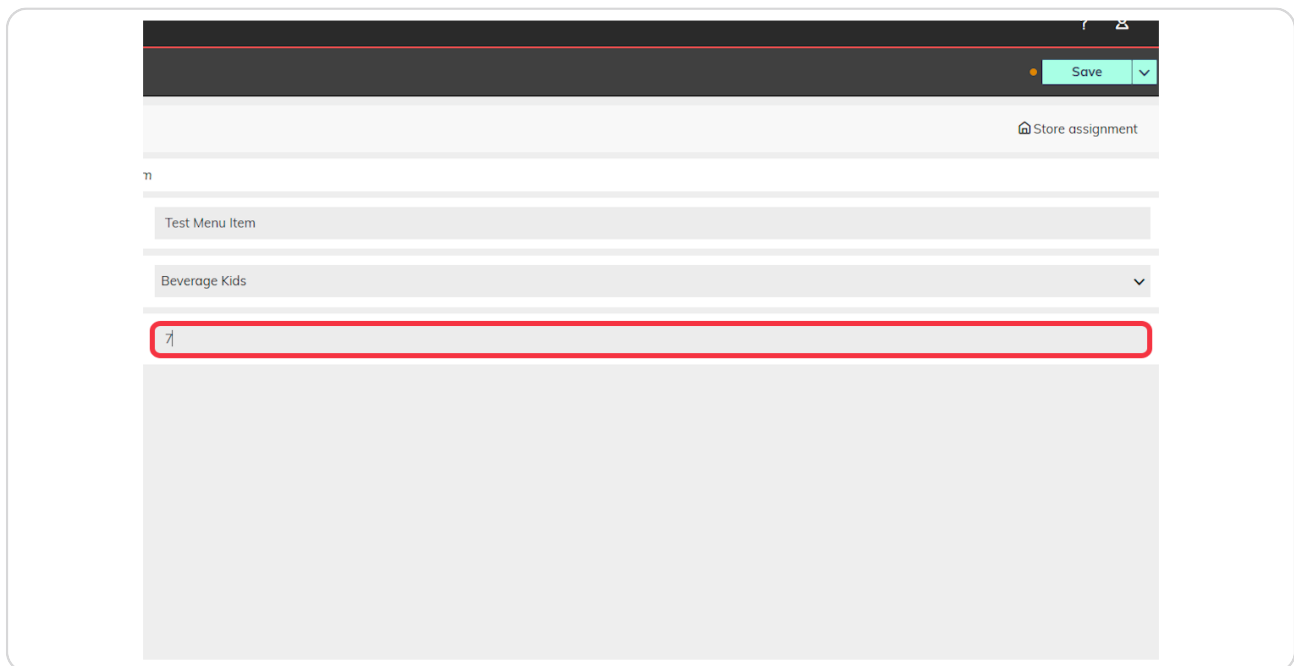
Select the Minor Class in which this menu item reports to



The screenshot shows a web interface with a form. On the left, there is a label 'Choose a minor class' above a large, empty rectangular area. To the right, a dropdown menu is open, displaying a search bar with a magnifying glass icon and the text 'Search'. Below the search bar, a list of options is shown: 'Beverage Fountain', 'Beverage Kids' (which is highlighted with a red rectangular border), 'Beverage Mocktails', 'Beverage Mod - Liquor Mix', and 'Beverage Other'.

STEP 8

Enter in the price of the item



The screenshot shows a web interface for editing a menu item. At the top, there is a dark header bar with a 'Save' button and a dropdown arrow. Below the header, there is a 'Store assignment' section. The main form area contains a 'Test Menu Item' label, a 'Beverage Kids' dropdown menu, and a price input field. The price input field is highlighted with a red rectangular border and contains the number '71'. Below the price field is a large, empty rectangular area.

STEP 9

Click on Save

