

Admin Center - Menu - How to Create Questions

31 Steps [View most recent version](#) 

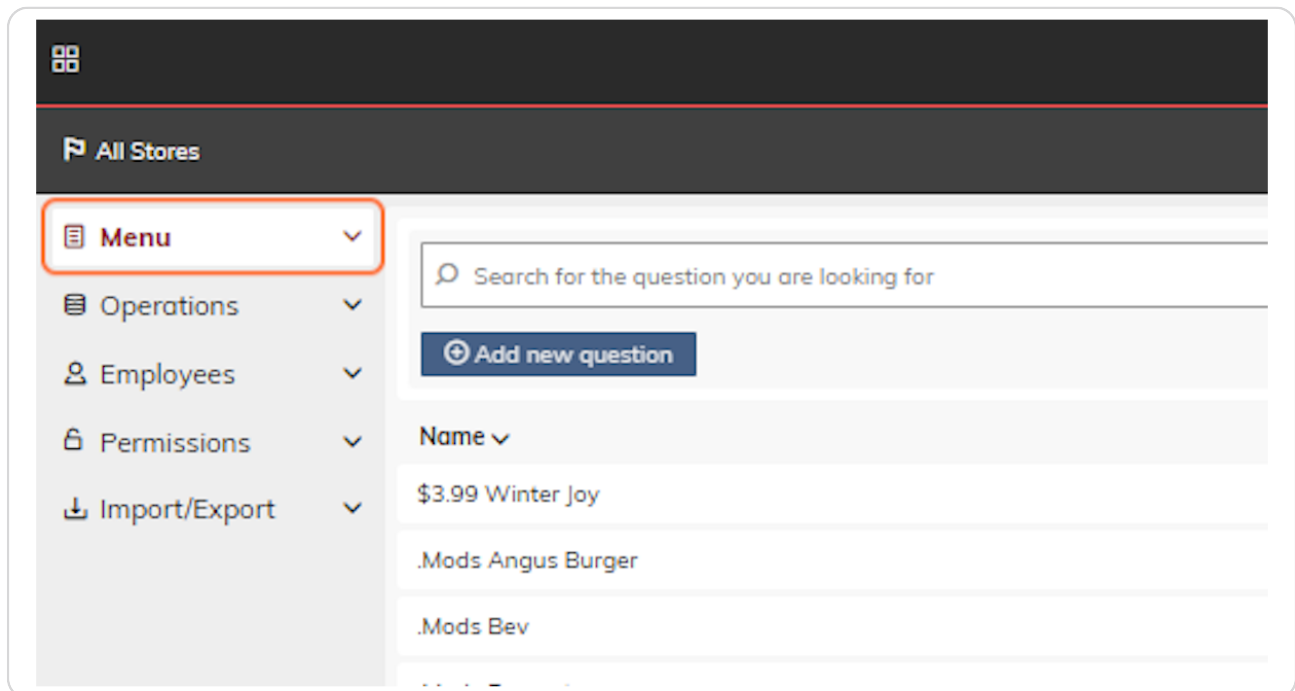
Created by	Creation Date	Last Updated
Thomson Tang	May 12, 2023	May 29, 2023

STEP 1

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

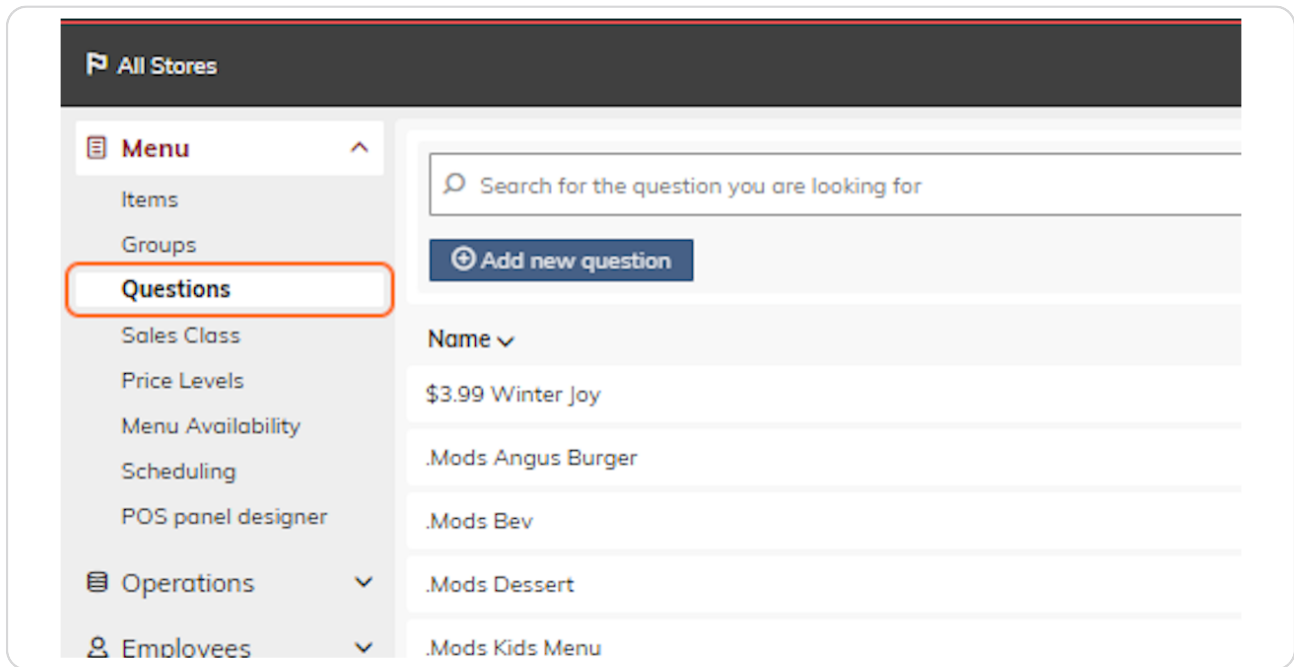
STEP 2

Click on Menu



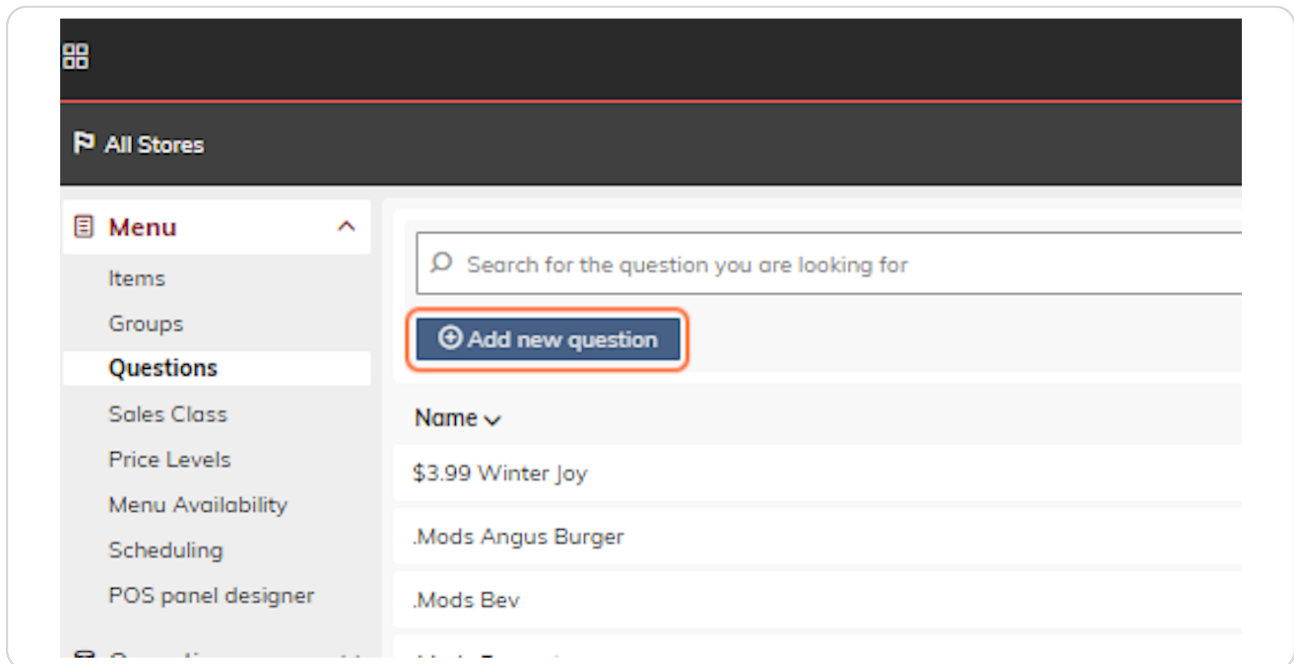
STEP 3

Click on Questions



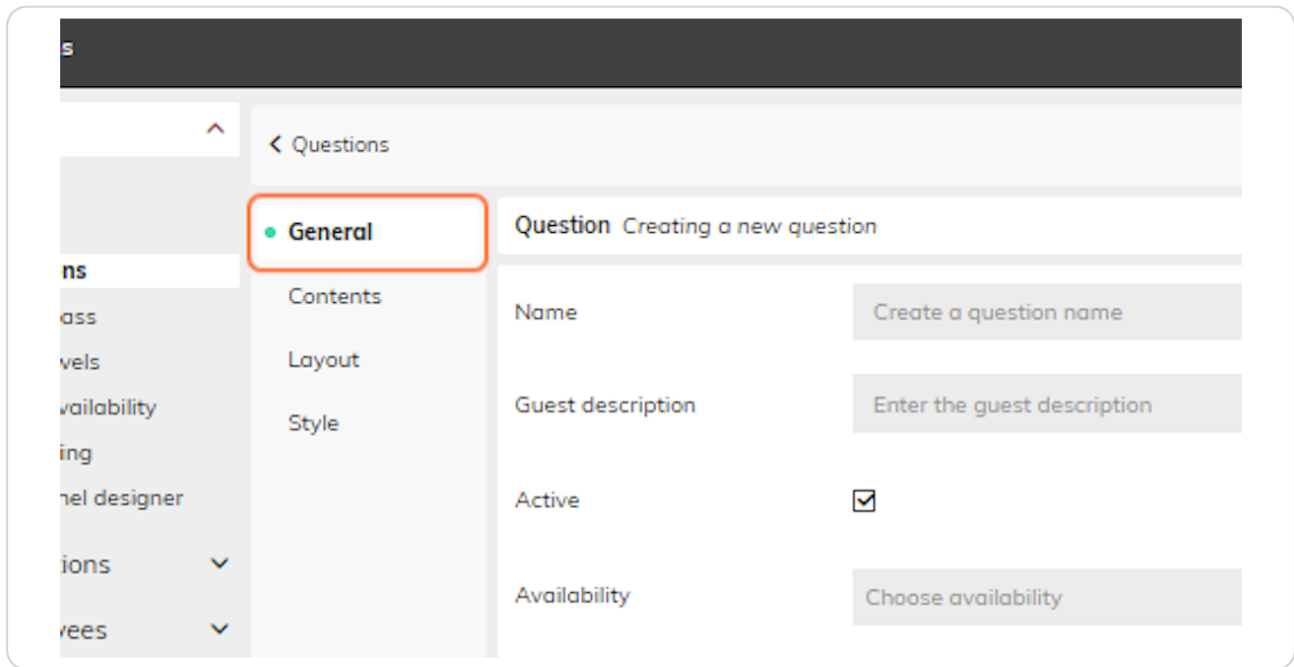
STEP 4

Click on Add new question



STEP 5

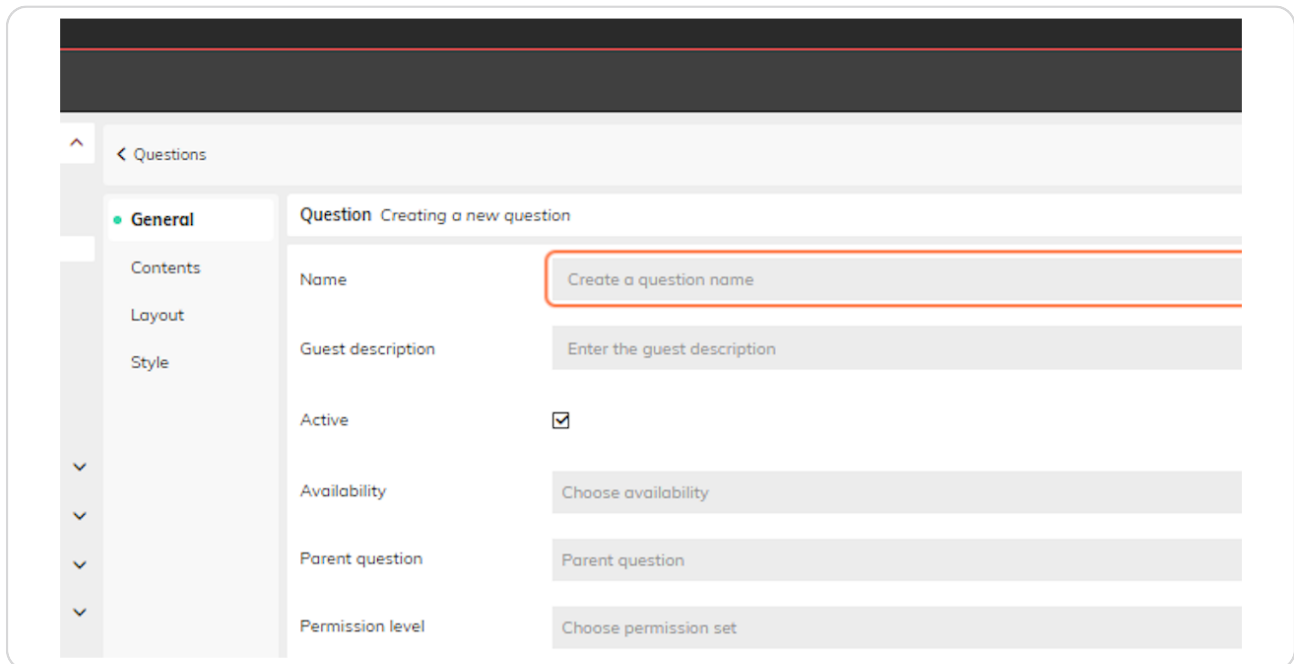
Click on General



The screenshot shows a web interface for creating a new question. On the left, there is a sidebar with a menu. The 'General' tab is highlighted with a red box. The main content area is titled 'Question Creating a new question'. It contains several input fields: 'Name' (placeholder: 'Create a question name'), 'Guest description' (placeholder: 'Enter the guest description'), 'Active' (checkbox, checked), and 'Availability' (placeholder: 'Choose availability').

STEP 6

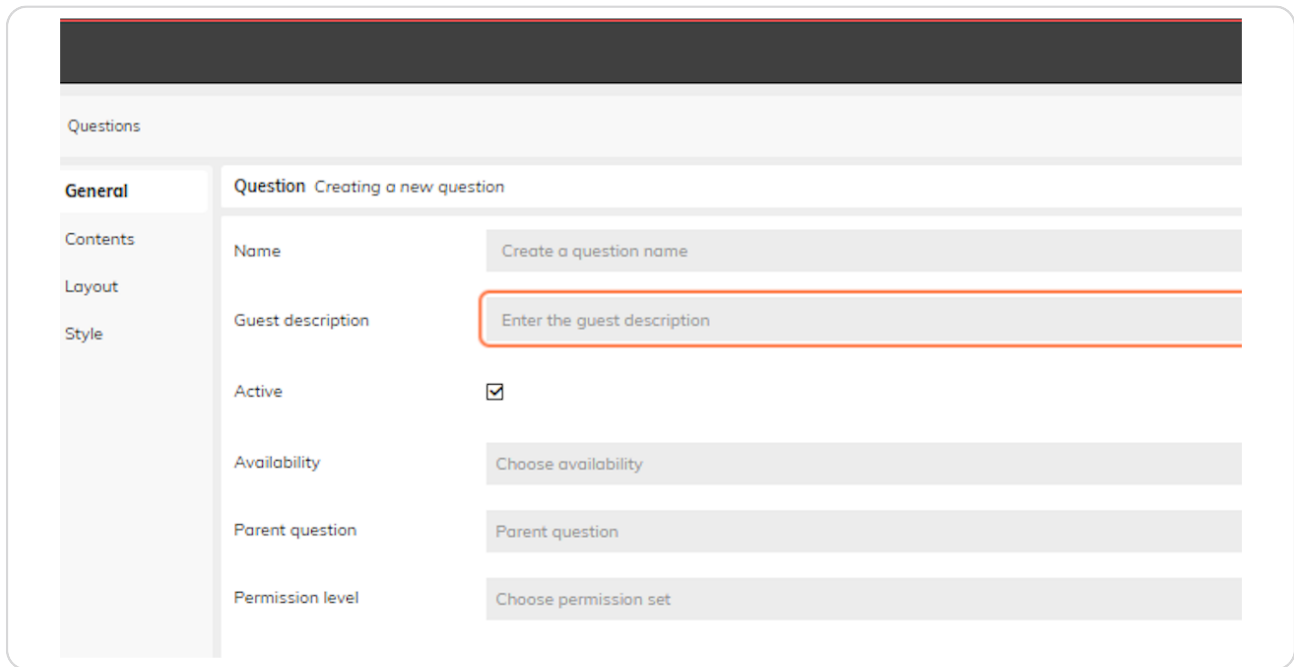
Click on Create a question name



The screenshot shows the same web interface as in Step 5. The 'General' tab is still selected. The 'Name' input field, which has the placeholder text 'Create a question name', is now highlighted with a red box. The other fields remain the same: 'Guest description' (placeholder: 'Enter the guest description'), 'Active' (checkbox, checked), and 'Availability' (placeholder: 'Choose availability').

STEP 7

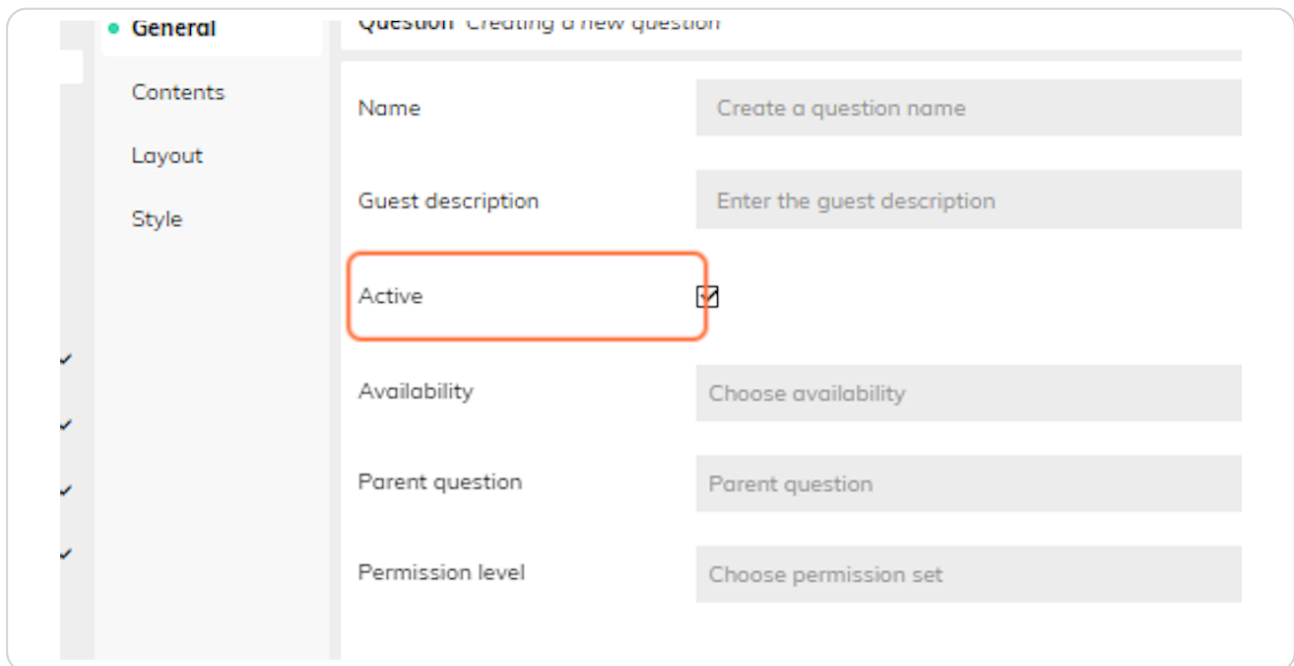
Click on Enter the guest description



The screenshot shows a web interface for creating a new question. On the left is a sidebar with a 'Questions' header and a menu containing 'General', 'Contents', 'Layout', and 'Style'. The 'General' tab is selected. The main area is titled 'Question Creating a new question' and contains several form fields: 'Name' (placeholder: 'Create a question name'), 'Guest description' (placeholder: 'Enter the guest description', highlighted with an orange border), 'Active' (checkbox, checked), 'Availability' (placeholder: 'Choose availability'), 'Parent question' (placeholder: 'Parent question'), and 'Permission level' (placeholder: 'Choose permission set').

STEP 8

Click on Active



This screenshot is similar to the previous one, but the 'Active' checkbox is now highlighted with an orange border. Additionally, the 'General' tab in the left sidebar is marked with a green dot, and there are four blue checkmarks visible in the sidebar area below the 'Style' option.

STEP 9

Click on Choose availability

Questions

General

Contents

Layout

Style

▼

▼

▼

▼

Question Creating a new question

Name

Create a question name

Guest description

Enter the guest description

Active

☒

Availability

Choose availability

Parent question

Parent question

Permission level

Choose permission set

STEP 10

Assign a Parent question

nts

it

Name

Create a question name

Guest description

Enter the guest description

Active

☒

Availability

Choose availability

Parent question

Parent question

Permission level

Choose permission set

STEP 11

Click on Choose permission set

The screenshot shows the 'Question' form in the Silverware system. The left sidebar contains a menu with 'General' selected, and 'Contents', 'Layout', and 'Style' are visible below it. The main form area is titled 'Question Creating a new question'. It contains several fields: 'Name' (placeholder: 'Create a question name'), 'Guest description' (placeholder: 'Enter the guest description'), 'Active' (checkbox, checked), 'Availability' (placeholder: 'Choose availability'), 'Parent question' (placeholder: 'Parent question'), and 'Permission level' (placeholder: 'Choose permission set'). The 'Permission level' field is highlighted with a red rectangular box.

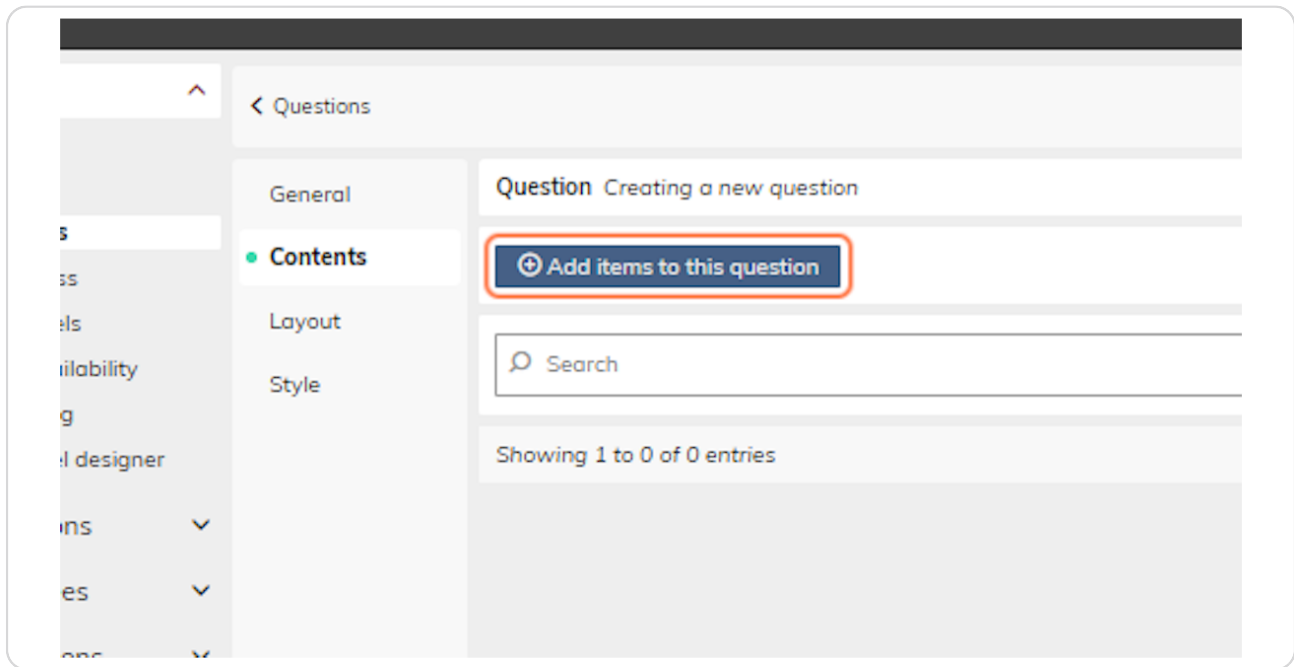
STEP 12

Click on Contents

The screenshot shows the 'Question' form in the Silverware system. The left sidebar contains a menu with 'General' selected, and 'Contents', 'Layout', and 'Style' are visible below it. The 'Contents' tab is highlighted with a red rectangular box. The main form area is titled 'Question Creating a new question'. It contains several fields: 'Name' (placeholder: 'Create a question name'), 'Guest description' (placeholder: 'Enter the guest description'), 'Active' (checkbox, checked), 'Availability' (placeholder: 'Choose availability'), and 'Parent question' (placeholder: 'Parent question').

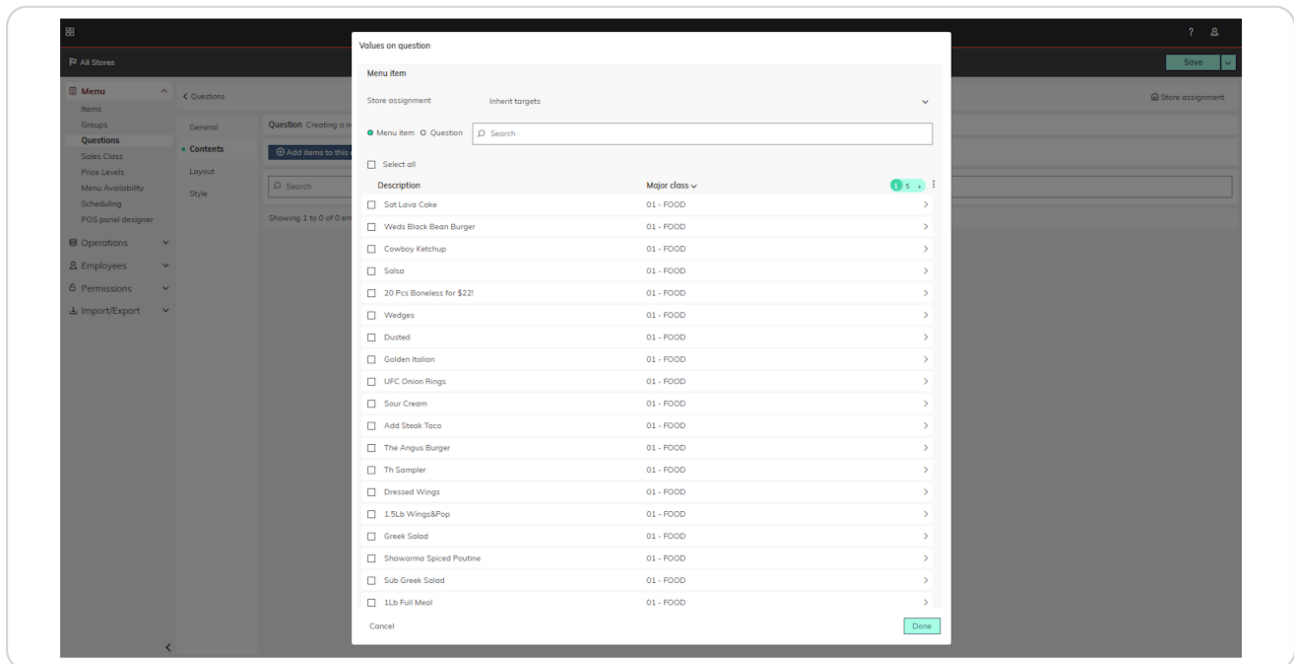
STEP 13

Click on **Add items to this question**



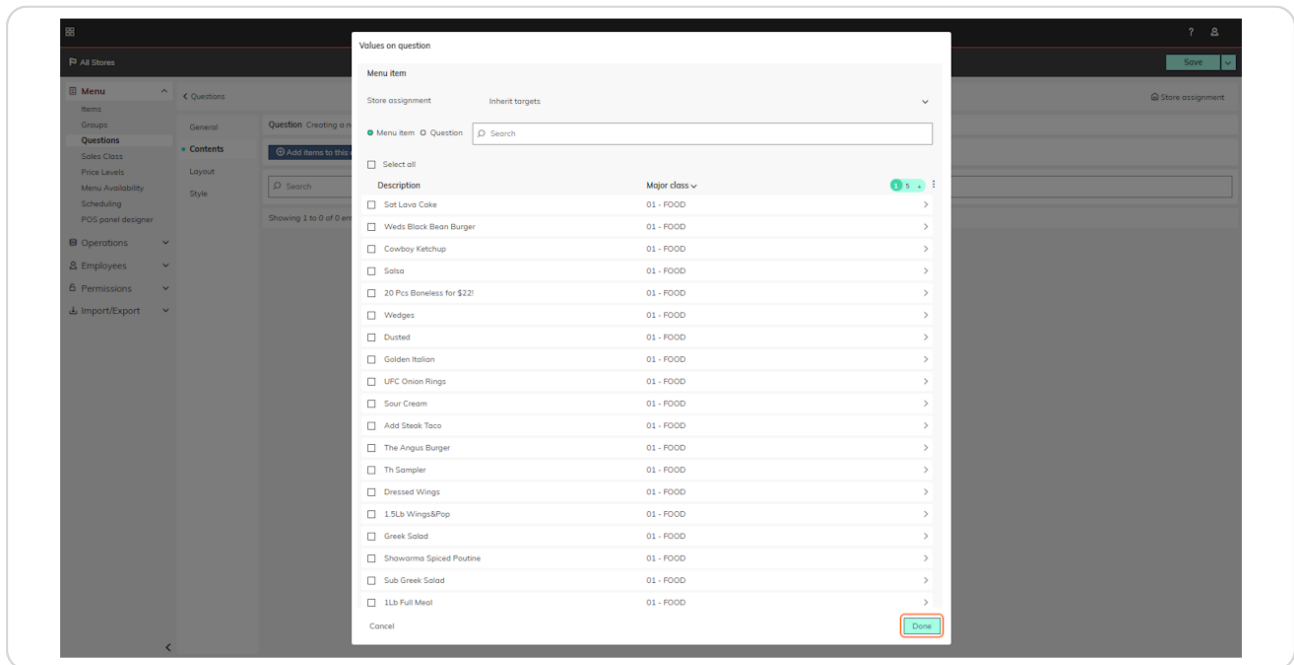
STEP 14

Add Items to Questions Window



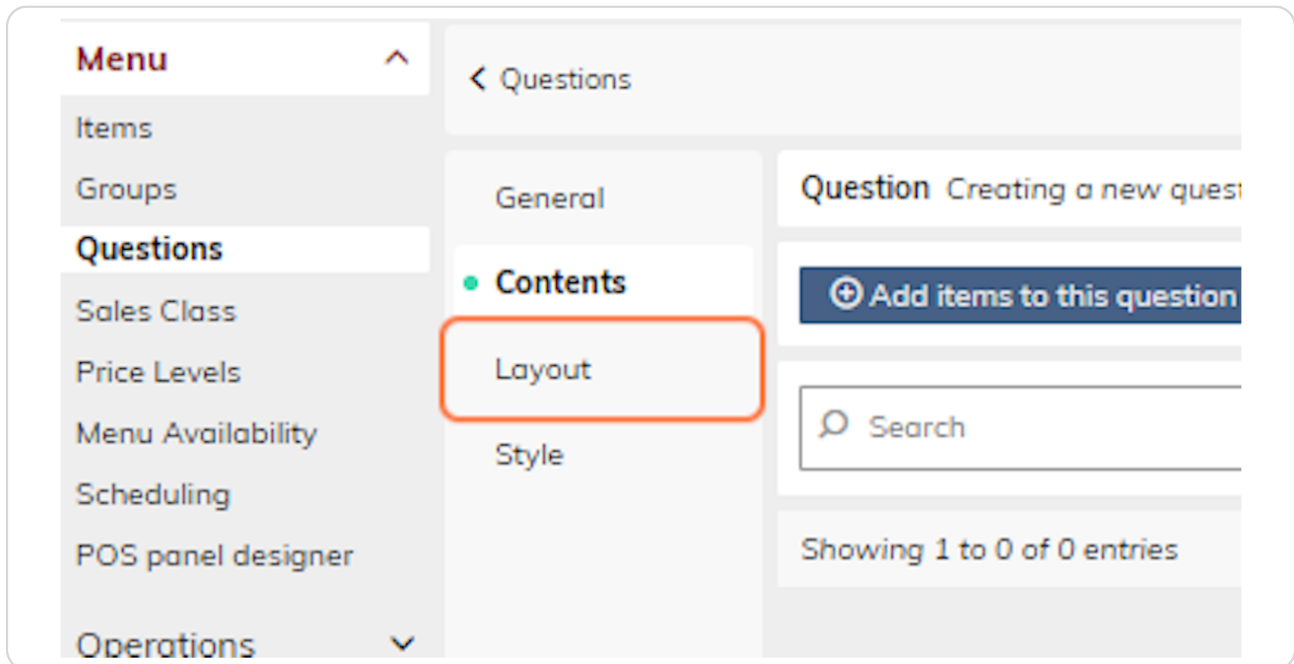
STEP 15

Click on Done



STEP 16

Click on Layout



STEP 17

Group / Jump Keys

Select location of the Group / Jump Keys

Question Creating a new question

Layout

Group/jump keys ☒ No column ☐ Left column ☐ L column ☐ Right column

Sort alphabetically ☐

Columns 6

Rows 8

Horizontal margin 0.00

Vertical margin 0.00

Snake direction Horizontal

STEP 18

Click on Sort alphabetically

Questions

General

Contents

Layout

Style

Question Creating a new question

Layout

Group/jump keys ☒ No column ☐ Left column ☐ L column ☐ Right

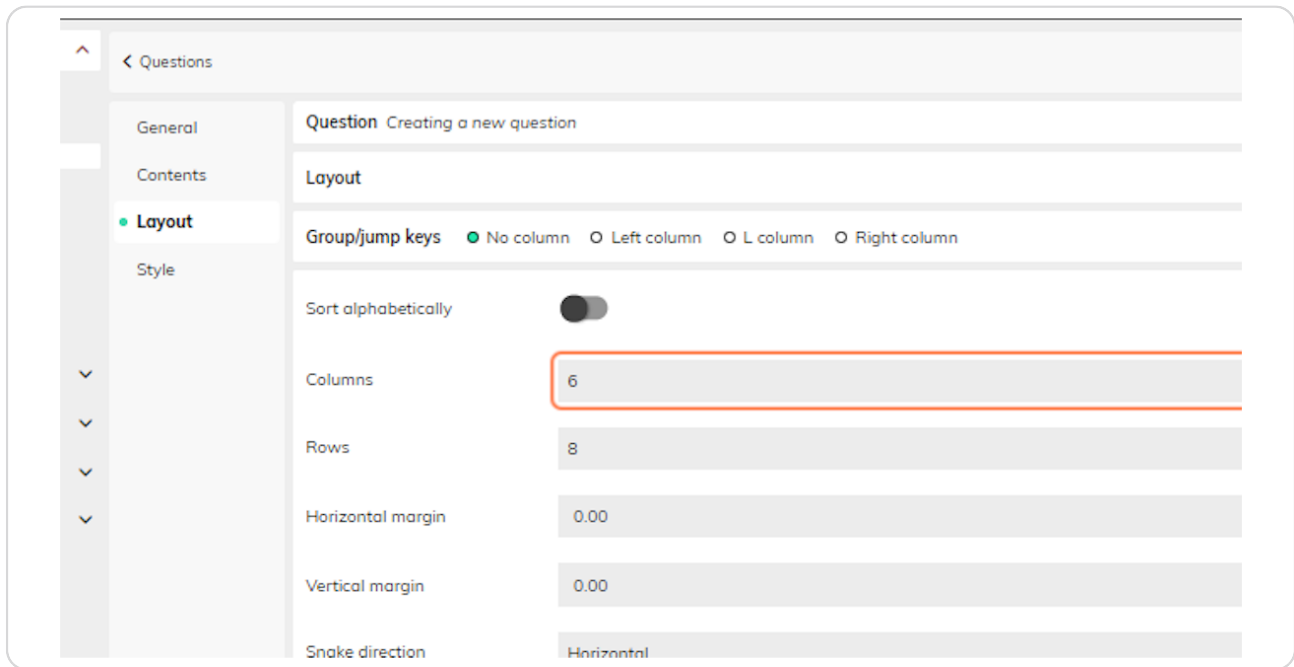
Sort alphabetically ☐

Columns 6

Rows 8

STEP 19

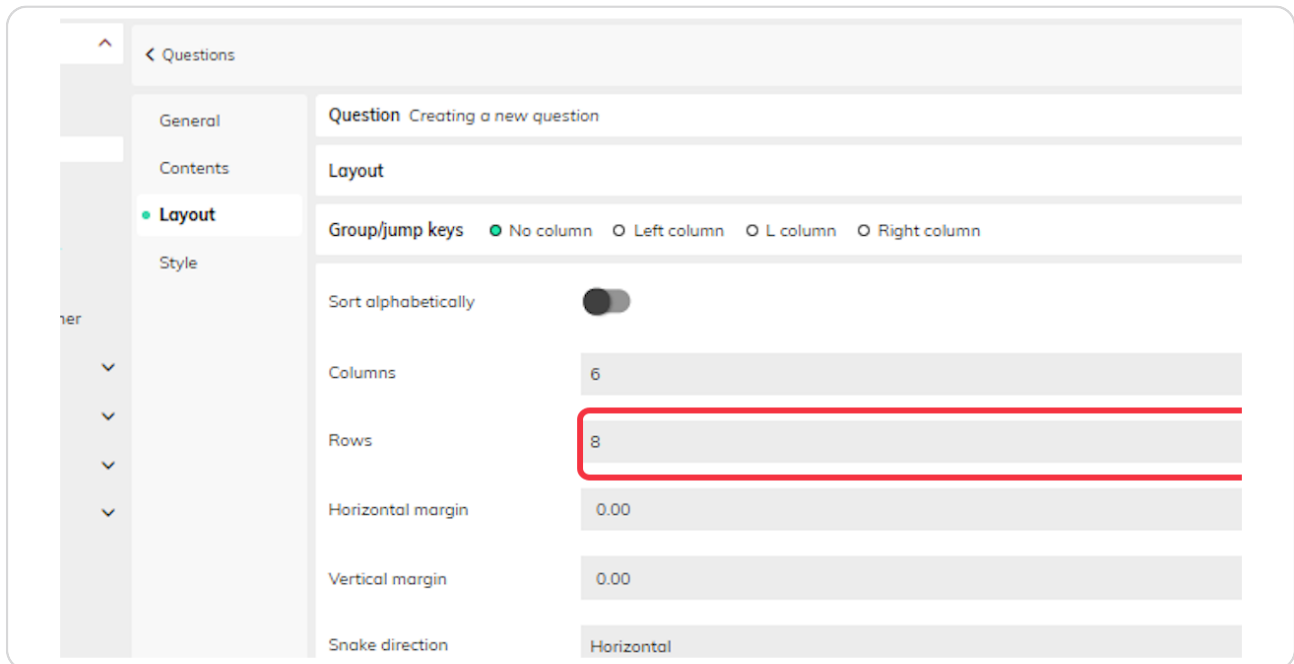
Click on Number of Columns



The screenshot shows the 'Questions' settings interface. On the left, a sidebar contains tabs: 'General', 'Contents', 'Layout' (selected), and 'Style'. The main area is titled 'Question Creating a new question' and 'Layout'. Under 'Layout', there are several settings: 'Group/jump keys' with radio buttons for 'No column' (selected), 'Left column', 'L column', and 'Right column'; 'Sort alphabetically' with a toggle switch; 'Columns' with a text input field containing '6' (highlighted with an orange border); 'Rows' with a text input field containing '8'; 'Horizontal margin' with a text input field containing '0.00'; 'Vertical margin' with a text input field containing '0.00'; and 'Snake direction' with a text input field containing 'Horizontal'.

STEP 20

Click on Number of Rows



The screenshot shows the 'Questions' settings interface, similar to the previous one. The 'Layout' tab is selected. The 'Columns' field now contains '6'. The 'Rows' field, which previously contained '8', is now highlighted with a red border. The other settings remain the same: 'Group/jump keys' (No column selected), 'Sort alphabetically' (toggle off), 'Horizontal margin' (0.00), 'Vertical margin' (0.00), and 'Snake direction' (Horizontal).

STEP 21

Click on Horizontal margin

The screenshot shows the 'Questions' settings interface. On the left, there is a sidebar with a 'Questions' header and a list of items: 'Questions', 'Classes', 'Price Levels', 'Menu Availability', 'Scheduling', 'OS panel designer', 'Operations', 'Employees', 'Permissions', and 'Import/Export'. The 'Layout' tab is selected in the sidebar. The main content area is titled 'Question Creating a new question'. Under the 'Layout' section, there are several settings: 'Group/jump keys' with radio buttons for 'No column' (selected), 'Left column', 'L column', and 'Right column'; 'Sort alphabetically' with a toggle switch; 'Columns' with a value of 6; 'Rows' with a value of 8; 'Horizontal margin' with a value of 0.00 (highlighted with a red box); 'Vertical margin' with a value of 0.00; and 'Snake direction' with a value of Horizontal.

STEP 22

Click on Vertical margin

The screenshot shows the 'Questions' settings interface. On the left, there is a sidebar with a 'Questions' header and a list of items: 'Questions', 'Classes', 'Price Levels', 'Menu Availability', 'Scheduling', 'OS panel designer', 'Operations', 'Employees', 'Permissions', and 'Import/Export'. The 'Layout' tab is selected in the sidebar. The main content area is titled 'Question Creating a new question'. Under the 'Layout' section, there are several settings: 'Group/jump keys' with radio buttons for 'No column' (selected), 'Left column', 'L column', and 'Right column'; 'Sort alphabetically' with a toggle switch; 'Columns' with a value of 6; 'Rows' with a value of 8; 'Horizontal margin' with a value of 0.00; 'Vertical margin' with a value of 0.00 (highlighted with an orange box); and 'Snake direction' with a value of Horizontal. At the bottom of the interface, there are four radio buttons.

STEP 23

Choose Snake Direction

Ability

Designer

5

5

15

port

Layout

Style

Group/jump keys

☒ No column ☐ Left column ☐ L column ☐ Right column

Sort alphabetically

☐

Columns

6

Rows

8

Horizontal margin

0.00

Vertical margin

0

Snake direction

Horizontal

☐

☐

☐

☐

☐

STEP 24

Sample Templates

Columns

6

Rows

8

Horizontal margin

0.00

Vertical margin

0

Snake direction

Horizontal

☐

2x6

☐

3x7

☐

4x8

☐

5x8

☐

4x9

☐

4x10

☐

5x9

☐

5x10

☐

6x9

☐

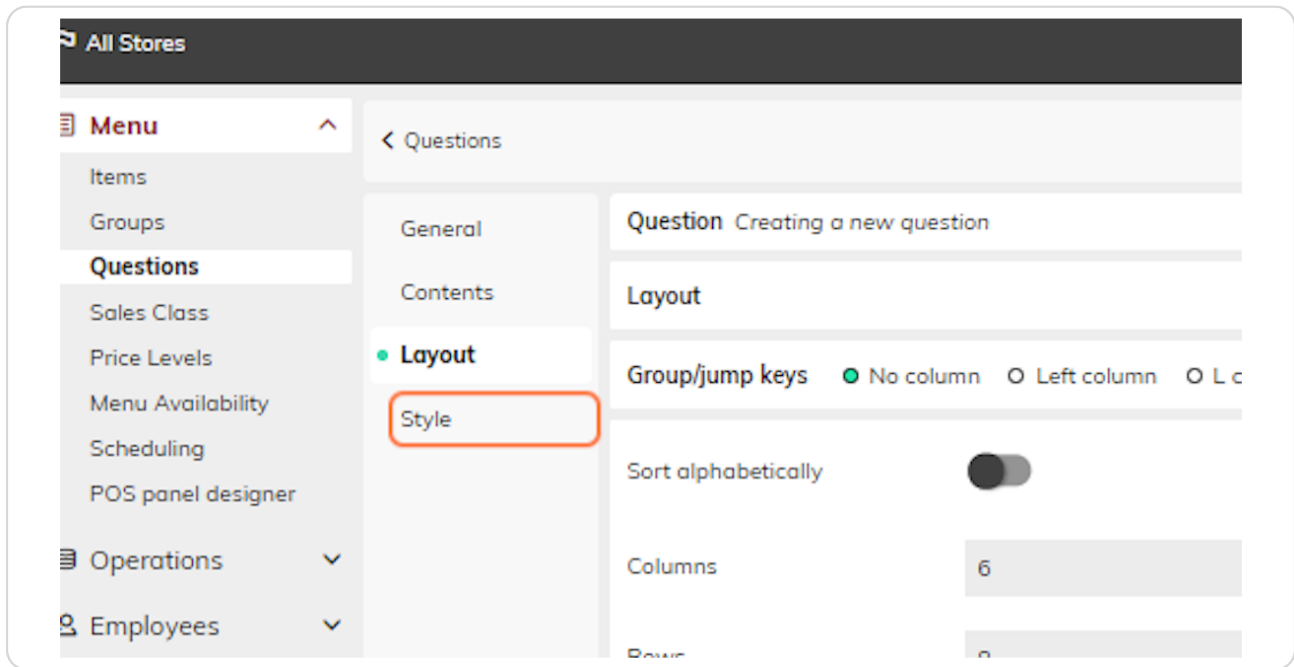
6x10

☒

6x8

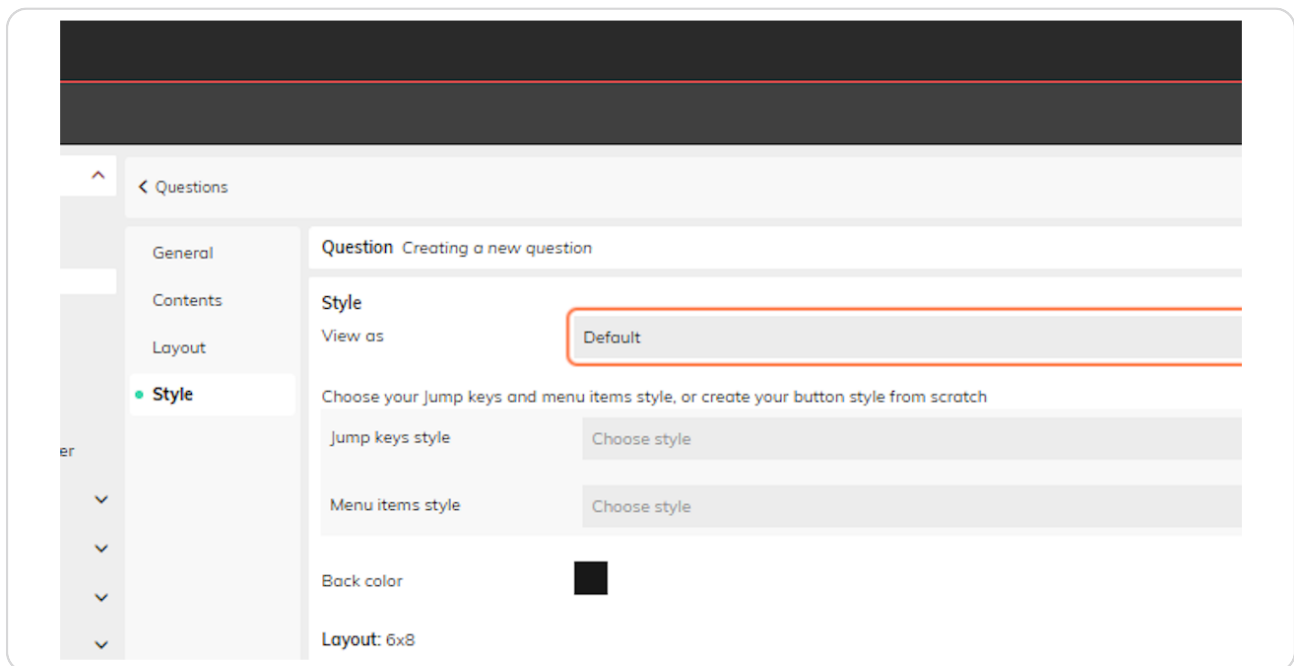
STEP 25

Click on Style



STEP 26

Style Default



STEP 27

Click on Jump Keys Style

< Questions

General

Contents

Layout

• Style

Question: Creating a new question

Style

View as: Default

Choose your jump keys and menu items style, or create your button style from scratch

Jump keys style: Choose style

Menu items style: Choose style

Back color: [Black square]

Layout: 6x8

STEP 28

Click on Menu Item Style

< Groups

General

Contents

Layout

• Style

Group: Creating a new group

Style

View as: Default

Choose your jump keys and menu items style, or create your button style from scratch

Jump keys style: Choose style

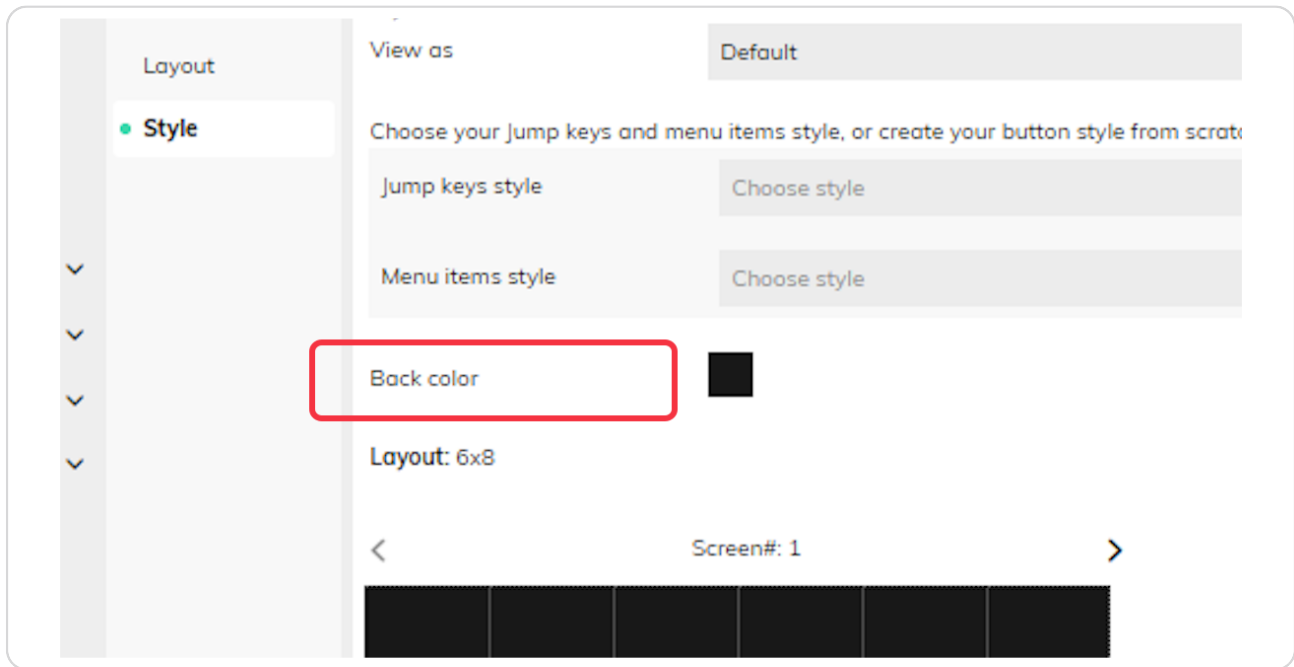
Menu items style: Choose style

Back color: [Black square]

Layout: 6x8

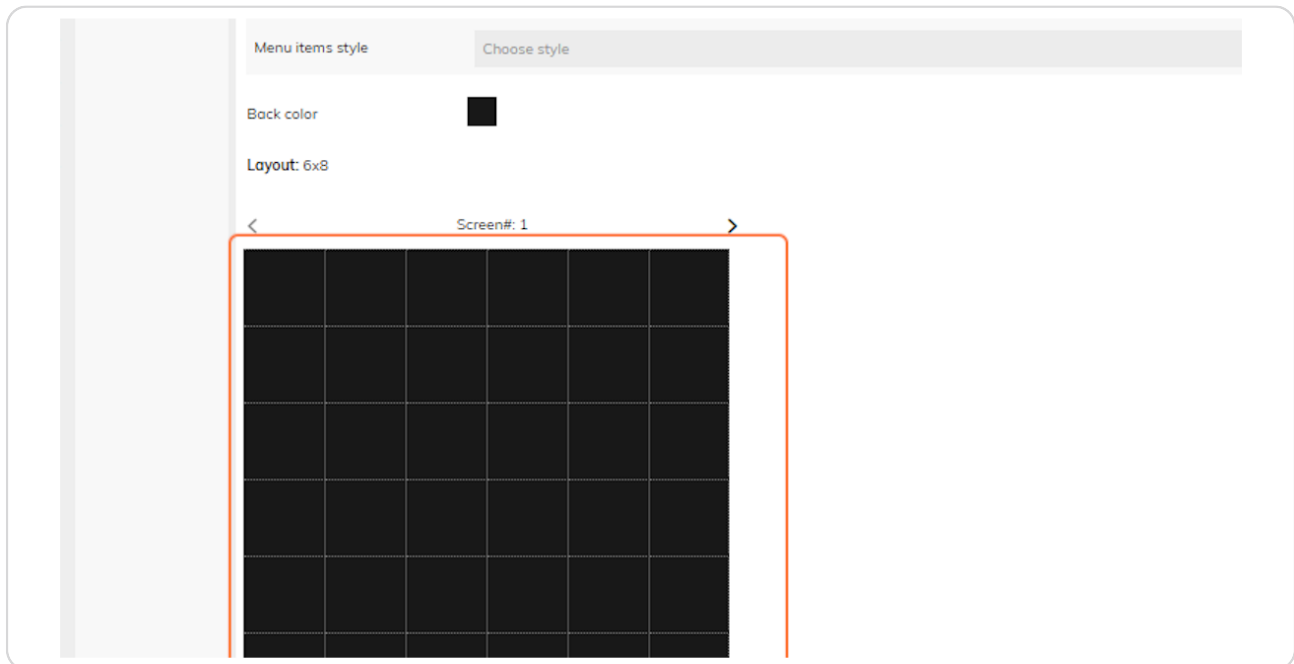
STEP 29

Click on Back color



STEP 30

Dynamic Sample Screen



STEP 31

Click on Save



