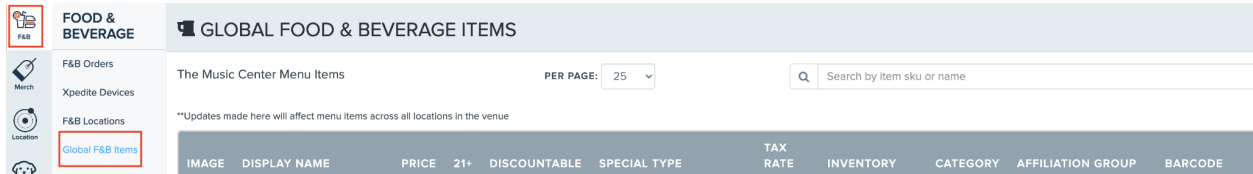


How To Add Description to Items


The following document will walk you through adding descriptions to Global Menu items.

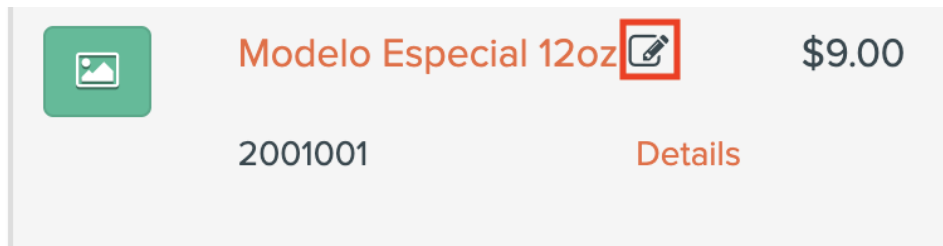
Step 1:

Go to F&B > Global F&B Items



Step 2:

Search for your item in the search bar, once located select  next to the item name to add the description



Step 3:

Here is where the item name and description can be updated and added. Select

UPDATE

once the fields are filled.

