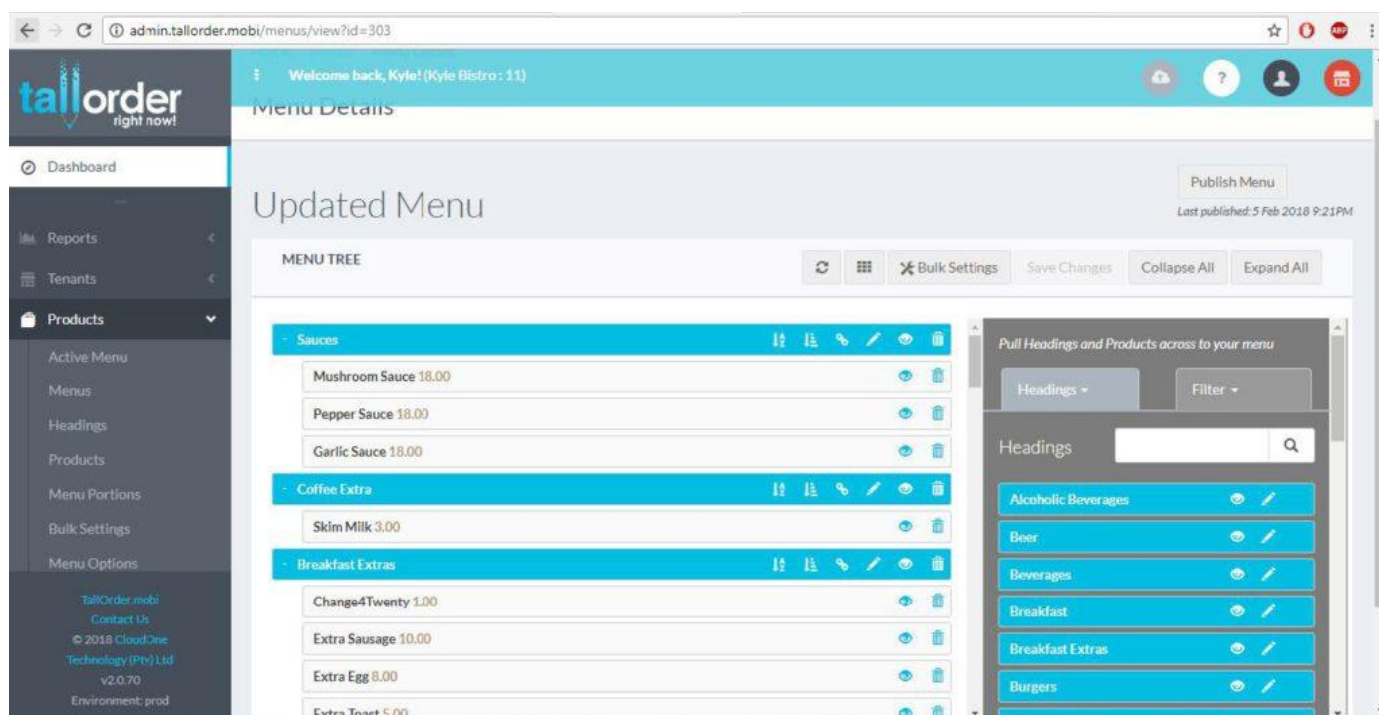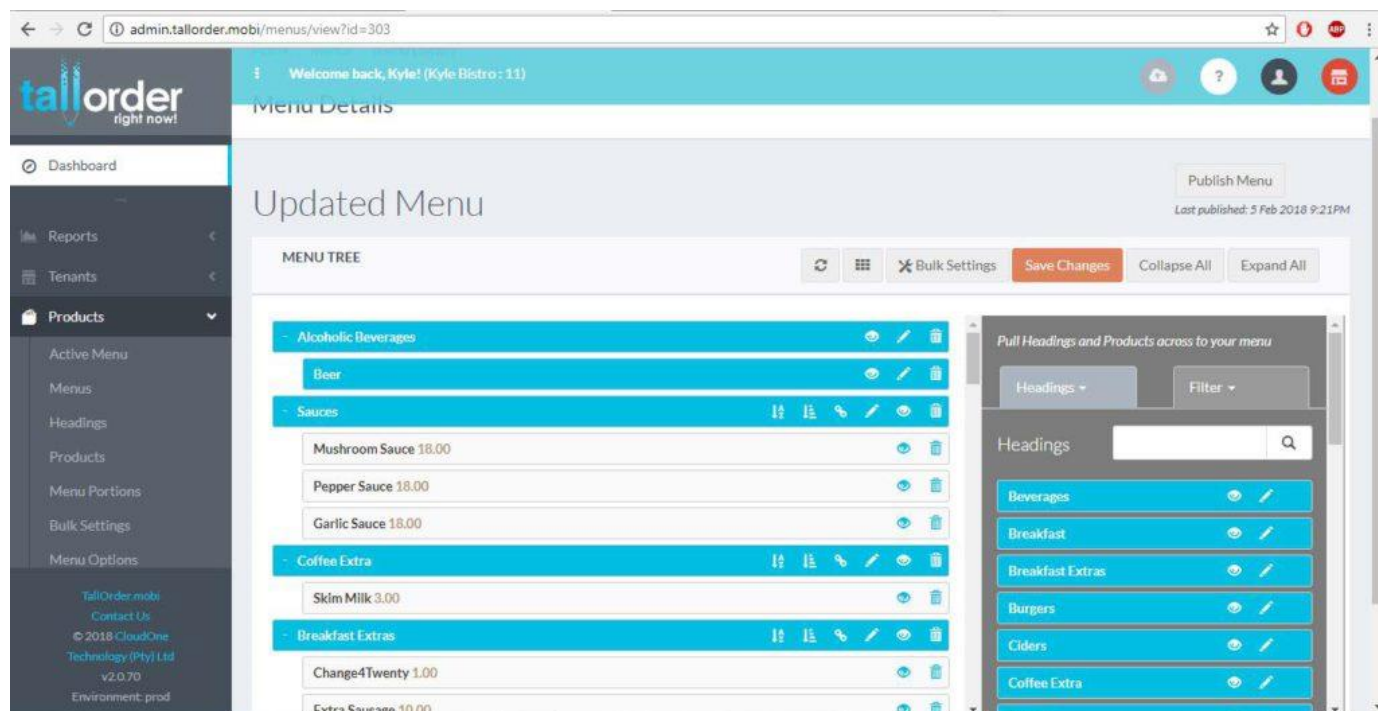# TALLORDER SOLUTIONS
CREATING A MENU

In order for the product items or menu items to be active, it needs to be added to the Active Menu Tree. By now, you will have completed adding all of your Products, Add-Ons, Options & Departments.

Click on 'Products' on the left hand side of the TallOrder admin Dashboard and it will display a dropdown list of functions related to 'Products'. To begin designing the layout of your menu or product list, click on 'Active Menu' and then select 'Headings' on the right hand side of the dashboard:

Drag and drop all your Headings into the Menu Tree. You can add Sub-Headings in the respective Heading by dragging the Sub-Heading in the main Heading and indenting the Sub-Heading.

Once you have laid out all of your Headings and Sub-Headings, click 'Save Changes':
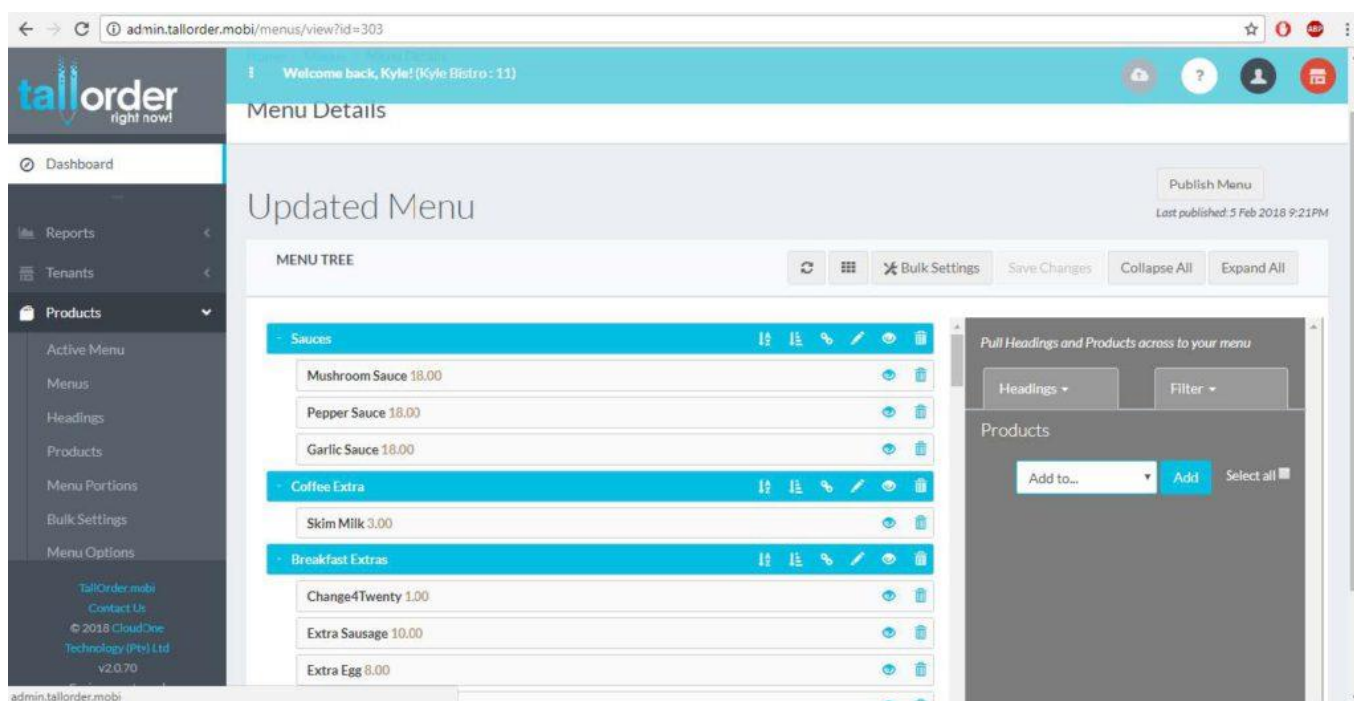
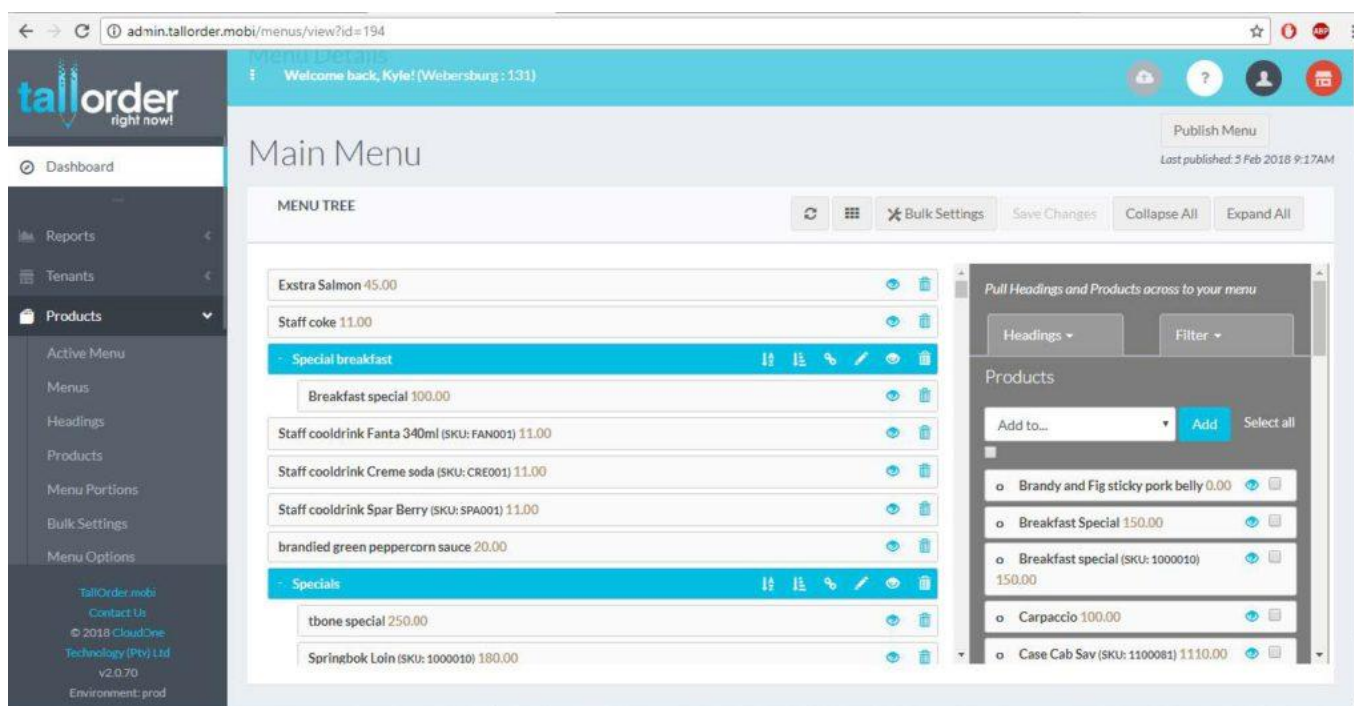You can rearrange the Headings in an order you feel is best suited for your business and POS navigation.

After adding your Headings & Sub-Headings, refresh/reload your browser. This will allow you to make use of the Bulk assignment of the product items to the Headings.

Click on the 'Headings' tab again to display your list of created products – these products are not active in the Menu Tree.

Click on the 'Add-to' tab – this will drop down your respective Headings that you have inserted into the Active Menu Tree:

Select a Heading that you want to work with. From here you will tick the box of the respective product from the list below that you want to add to the Heading:

Once you have finished selecting the respective products, simply click the Blue 'Add' button and all the respective selected products will be added to the chosen Heading in the Active Menu Tree.

Keep repeating until complete with your active menu.

NOTE: You are able to work in the product list and Active Menu without it affecting the TallOrder POS until you push the changes to the TallOrder POS, and the TallOrder POS retrieves the info from the Cloud.

NOTE: When you have made the respective changes, and want to push the changes to the TallOrder POS, simply click on Publish Menu or select the Cloud Icon – The changes will then be pushed to the TallOrder POS but not yet be updated: