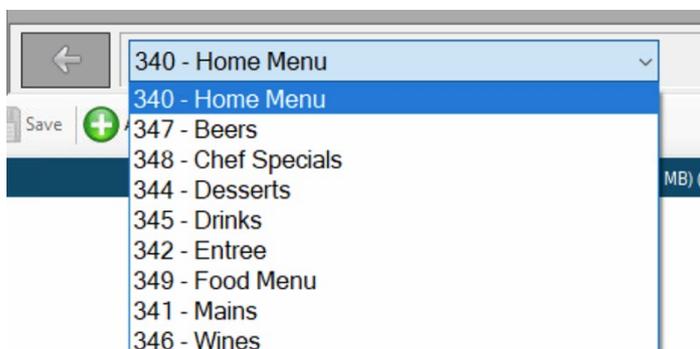


## Menu categories and subcategories

If a Keyboard represents the OrderAway menu, then the Layouts represent the menu categories and subcategories.

To create a new layout/menu, follow these steps:

- Go to "Layouts" in the top left-hand corner and select "Add new Layout"
- Name the new layout and select okay
- To access this layout, select the drop-down at the bottom of the screen to see all layouts created for this keyboard/menu.



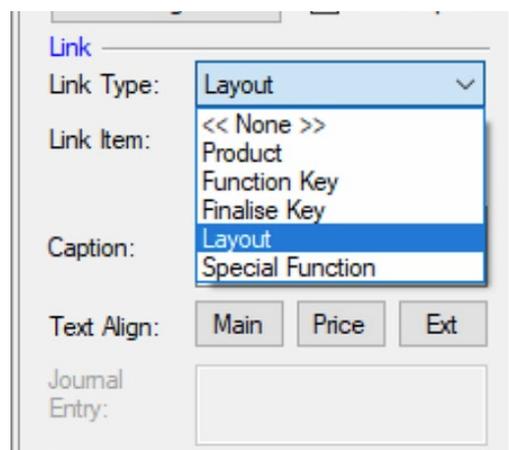
**Please note:** We will be only using two link types:

- 1 – Product
- 2 – Layout

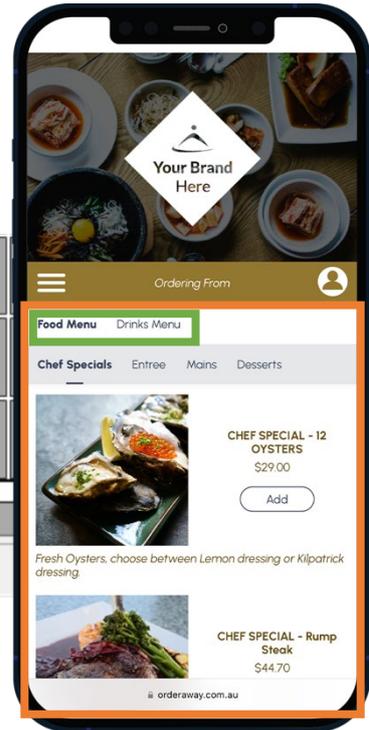
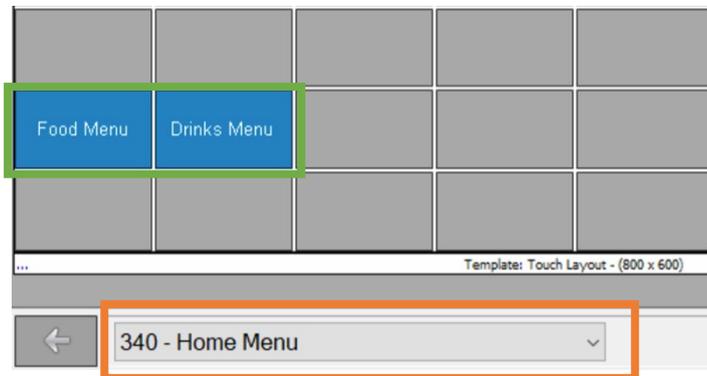
Select an individual key on the keyboard and then select "Link Type" on the right-hand side of the keyboards screen (under the heading "Link").

This lets OrderAway know whether to link this button to a product (menu item) or a layout (menu/sub-menu).

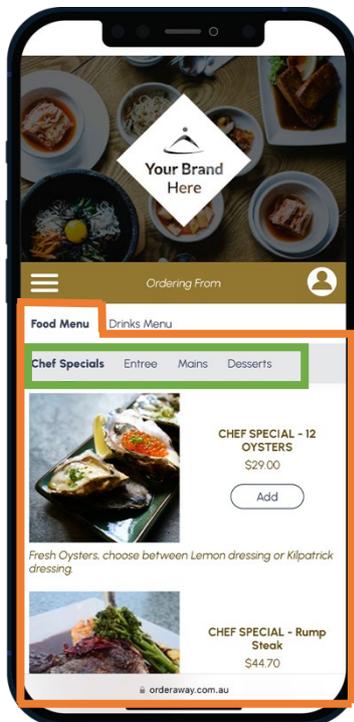
The first layout of the "home menu" will populate the OrderAway screen first. Then it will search for any additional layouts that have been added to the keyboard. There are two in this case, the "Food Menu" and the "Drinks Menu."



**Important!** If there are NO products in the keyboard within the current layout (Home Menu), OrderAway will look to the first layout present in the keyboard, in this case, the “Food Menu” and display it on the home screen.

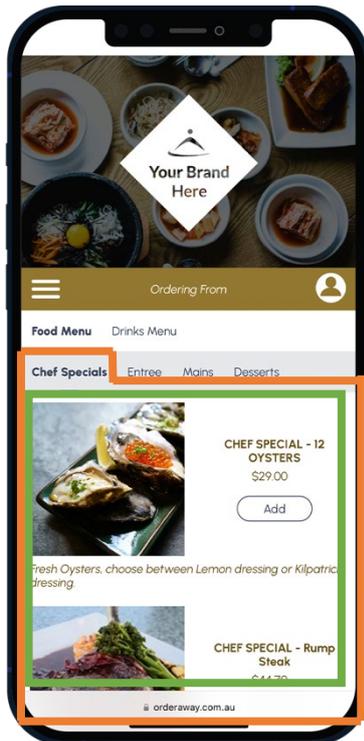


OrderAway will display Products and menu categories, added to a Keyboard Layout, in the following order - **left to right and top to bottom**



The “Food Menu” layout in the keyboard shows four more layouts or four more menu sub-categories. Again, as there are NO products listed in the “Food Menu” layout, OrderAway will look to the first layout listed (in this case it is the “Chefs Special” layout) and display that on the home screen.

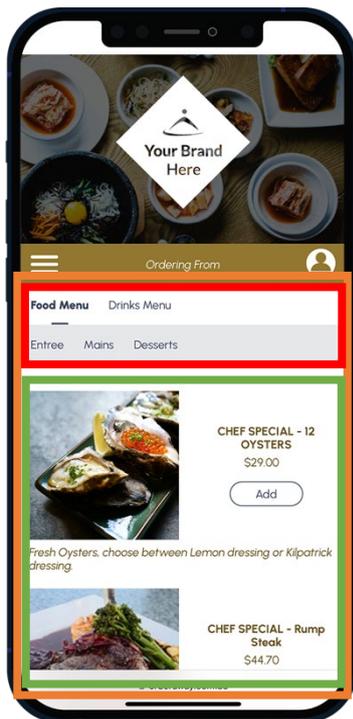




With OrderAway now showing the “Chef Specials” layout, we can see that there are now two products listed. OrderAway will now list these two products and no longer look to other layouts to populate the home screen menu.



**Reminder!** Once OrderAway finds a product in a layout, it will display that on the home screen first.

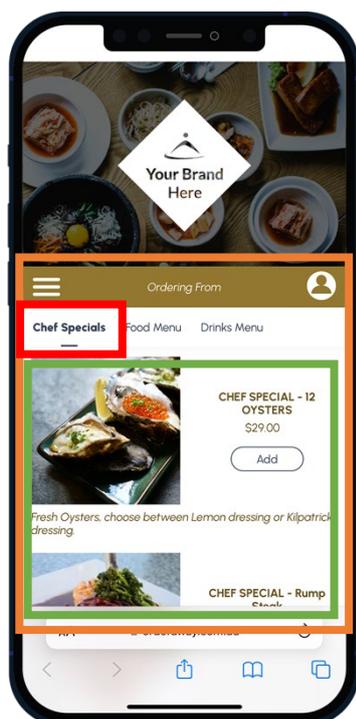


In this NEW example, we are in the Home Menu Layout and there are now the two Chef Specials products listed in the layout.

As these products display in the “Home Menu” layout, OrderAway will display these first, then show the other Layouts - “Food Menu” and “Drinks Menu”.



Because the "Food Menu" layout is listed first among the two layouts above, OrderAway will display any available sub-layouts listed within the "Food Menu" layout. Entrée, Mains, and Desserts are the sub-layouts in this example.



In this final example, you can showcase the chef's special menu without displaying any of the sub-categories in the "Food Menu" layout.

To accomplish this, return to the "Chefs Special" layout in the "Home Menu" Layout and make sure it is at the top of the list of layouts.



OrderAway will now prioritise the Chefs Specials products and layout over the "Food Menu" subcategories, hiding them from the home screen view.

### Configuring the "Home Menu" Layout to OrderAway.

Once you have built your menu, the final step is to configure OrderAway to the Home Menu layout you created earlier. This will tell OrderAway where to start when building the menu.

- Go to SwiftPOS Back Office
- Administration
- OrderAway
- Select the relevant OrderAway Client ID from the list
- Select the POS tab and enter in the "Home Menu" layout ID into the Layout ID section (as shown below)
- Select Update

