#### GETTING STARTED GUIDE FOR CLOVER STATION & MOBILE



Version 1.0

Welcome to Seed Digital Menu



Welcome to Seed Digital Menu by ITsoft and thank you for downloading Seed. We want you to know that we are here to help your business. If there are ever any questions, suggestions, or if you just need a little help, we are here to help. Feel free to call us or shoot us an email and our dedicated team will help in any way possible.

In this "getting started" guide, we will review the basics of what is needed to start using Seed Digital Menu. There are more help assets on YouTube. Just search for Seed Digital Menu and you will have access to an entire library of help videos

#### In this guide we will review:

- Installation
- Clover Settings
- Building a Table Map
- Setting You Menu's
- Menu Items

- Creating Discounts, Voids, and Promotional Codes
- Adjusting Employee Roles
- Creating Custom Tags
- Setting Tax Rates
- Setting Custom SMS messages





#### Installation Process

After you download Seed Digital Menu and open the app for the first time, Seed will begin the installation process. During this process we are importing:

- 🗆 Menu
- Menu Items
- Employee Names & Roles
- Discounts
- Tables & Seating Groups

This process is completely automated! All you have to do is open the app and let it start.





#### Importing data from Clover

Please wait. This may take a minute to complete.

#### Importing Categories ...

Importing Modifiers ... Importing Employees and Roles .. Importing Merchant Info ...

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## **Registration Code**

You should have received an email containing your registration code and some helpful getting started links. This email is sent to the email address associated with the merchant ID.

Each time you install Seed on a new device, you will need to enter this registration code. If you lose the code, use the link to obtain the code or contact support at <u>support@seeddigitalmenu.com</u>.

The registration code allows ITsoft to know what devices are being used allowing us to provide better support and to help us develop the apps you need to make your business easier to run.



#### Welcome to Seed Digital Menu!

Thank you for downloading Seed Digital Menu! We are so excited to be part of your restaurant! Our goal is simple...Give you a system that makes your business easier to run. Below you will find some quick links to help you get up and running quickly. Should you ever need any help or have any questions, please don't hesitate to give us a shout. We are here to help!

#### GETTING STARTED

To begin enhancing your menu, organizing categories, and building your table map, visit www.seeddigitalmenu.com/manage. Log in with the email address and pin found in your Clover Employees App. Below you will find a few helpful videos and guides to get you up and running in no time!

#### REGISTRATION CODE

For each additional device, you will be asked to enter your registration code. This helps us know what kind of devices are used and how we can make great updates for your business!

#### **REGISTRATION CODE**







### **Clover Settings**

Before you can begin using Seed, you will need to make a few adjustments in your Clover Settings. (This may need to be done on each device using Seed)

- Open the Setup App on your Clover. 1.
- Tap on the **Orders** tab 2.

TSU)

- Under Custom Order Numbers for Receipts: 3.
  - Make sure Automatic (rolled over) is selected. 1.





#### **Clover Settings**

Before you can begin using Seed, you will need to make a few adjustments in your Clover Settings.

- 1. Go back to the first page in the Setup App and choose **Receipts**
- 2. Choose the second tab labeled Order Receipt Options
- 3. Under Print Order Receipts, select Fire When Hitting Pay

Setup     ORDER RECEIPT OPTIONS       Customize your order receipt options for kitchen receipts below.       Order Receipt Options	G	9 MARK RAJU	:
Receipt Options         Customize your order receipt options for kitchen receipts below.           Order Receipt Options         Order Printer Added			
Customize your order receipt options for kitchen receipts below. Order Receipt Options Order Printer Added			
Order Receipt Options			
Printing Options	Order Receipt Preview		
Print order receipt:			
Printer Setup OWhen printing customer receipt			
O Print when bitting Pay			
Fire when hitting Pay			
Manually in the negister			
Order receipt reprinting			
Reprinting order receipt requires manager PIN			
Layout Options	ORDER: 46		
Group line items on order receipt			
Show modifier group name for each modifier	Server: John		
Show customer info on order receipt	26-Aug-2015 10:03:00 AM		
Show alternate inventory names on order receipt	Chicken Sandwich	0	
✓ Use large font			viss neat
Add 8 blank lines to top of receipt save	Large Beverage		icat
	Large Beverage		





# Seed Manage Site

Once you have completed the Clover Settings, you are ready to begin building your Table Map, enhancing your menus, and many other features.

#### On your PC or laptop visit: <u>www.seeddigitalmenu.com/manage</u>

Because there are certain features that work best on a PC or a laptop, <u>it is</u> <u>NOT recommended you access this on a Clover device.</u>

To login, use the email address & Clover pin that can be found in the Clover Employees App. Keep in mind, only employees with the role of a Manage or an Admin will have access to the site.







# Table Map Designer

**Table Map Features:** 

Custom view

and grid styles

Create multiple rooms

Add and remove tables

Choose from many floor

\*All tables imported from the Clover Tables

table map room. Drag your tables from the

container and place in the desired room.



The Table Map is one of the most important features of Seed Digital Menu. With a custom Table Map, your restaurant will be more organized than ever. Here you can create new tables, barstools, walls & other objects.

TABLE MAP DESIGNER





ROLES



0 SETTINGS



#### Table Map Designer





# **Table Map Designer**

On the Table Map Designer, adding new tables is a breeze. Simply drag your table to the desired location and drop it. Any table created in the Table Map Designer will also be added to the **Clover** Tables App.







### Menu Setup



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Seed Digital Menu imported your current menu from Clover. This can be found by tapping the **Menus** button on the left-hand side of the Manage Site.

Here you can edit details such as scheduled times, active date ranges, special event menus and more.

Your initial menu will be called your default menu and active for all times. To edit the times and dates, use the edit button.

<b>↓</b> Default (1 menus)			🕂 New Menu	🕼 Rename	🔟 Delete
Name	Active Week Days	Default		Edit	Delete
Default Thu Jan 1 thru Thu Dec 31 00:00:00 to 23:59:59	Mon Tue Wed Thu Fri Sat Sun	$\bigcirc$	Manage Menu Items 🔶	1	×



# Menu Setup - Subcategories

Our next step is to create your menu subcategories. To access this, click the button labeled **Master Item List.** This will bring you to all your menu items and categories. Menus



The Master Item List allows you to:

- Create/Edit Categories
- Create/Edit Subcategories
- Create/Edit Menu Items
- Prices & Scheduled Prices (lunch/happy hour)
- Pictures, Descriptions & Nutrition
- Apply Taxes and Select Printers

em		Category	Base Price	Tags	Sort	Edit	Delete
No Logo Category	Appetizers APP	APP	\$0.00		3	1	×
ltem	BBQ Shrimp BBQ SHRIMP	APP	\$15.00		1	1	×
ltem	Bruschetta Bread BRUSCHETTA BREAD	APP	\$12.99	POPAppetizers	2	1	×
Item	Cheese Fries CHEESE FRIES	APP	\$12.99	Appetizers	6	1	×
item	Chicken Wings CHICKEN WINGS	APP	\$10.90	spicy	5	1	×
ltem	Coconut Shrimp COCONUT SHRIMP	APP	\$12.99	seafood Appetizers	7	1	×
Item	Crab & Avocado Stack CRAB & AVOCADO STACK	APP	\$12.99		8	1	×



# Menus - Subcategories

To create a new subcategory, tap the button "+ New Category. + New Category.

Next you will need to give the category a name and a short name. The short name is how the category will appear on your order. So for Beverages, you might give it a short name of "BEV."

Next you need to choose what category you want it to be in. If your subcategory is Beer, then you would select your Beverage or Drinks category.

New Category		
Name		
LIQUOR		
Short Name		
LIQ		
Category		
BEVERAGES		•
	+ Create and Open	× Cancel

\*Creating a new main category is done the same way. When you choose your category from the dropdown box, choose "Main Category."





The Menu Item tree is where you can assign categories to specific menus and choose the order categories and items are shown on the Seed app. You will notice there are two different trees.

- The tree on the left of the screen are all menu categories and items. These are organized by alphabetically.
- The tree on the right will show what categories and items are on the selected menu. LEFT SIDE SHOWS ALL RIGHT SIDE SHOWS ONLY CATEGORIES AND CATEGORIES AND MENU ITEMS

Sides (9)	ADD	ORDER THESE ARE SI	
<b>RootCAT</b> (1)	ADD	HOLD AND DRAG TO	
KIDS (10)		KIDS (9)	/
ENTREES (5)	ADD	Dessert (5)	/
Dessert (6)	ADD	<b>Sides</b> (9)	1
Breakfast (5)	ADD	Specials (4)	1
BEVERAGES (4)	ADD		/



ITEMS ON THE SELECTED MENU



The menus are set up in a "Tree" format. This means the highest level will be the furthest left.







# Menu Setup – Menu Items

With Seed Digital Menu, you have more control over your menu items than ever before. Quickly edit all details of each menu item from one screen. To edit an item, tap the edit button next the to the menu item in the Master Item List

- Create Short Names
- Choose between fixed & variable pricing

- Add custom tags to any item
- Declare if an item has alcohol of not

- Select taxes
- Select menus and special pricing

Item	Bruschetta Bread BRUSCHETTA BREAD	APP	\$12.99	POP         Appetizers	2	× ×
Item	Cheese Fries CHEESE FRIES	APP	\$12.99	Appetizers	$\langle$	×
Item	Chicken Wings CHICKEN WINGS	APP	\$10.90	spicy	5	× ×





# Menu Setup – Menu Items

The menu item details page allows you to control all aspects of your item.

- Choose category/subcategory
- Adjust base price and menu prices
- Apply custom search tags
- Apply tax rates
- Choose printers
- Quickly apply item to multiple menus

egory	Name:				Short Nar	ne:		Lo	cation of Item BBQ Shrimp
	BBQ Shri	mp		×	BBQ SHE	RIMP		×	Appetizers (10)
enu	Category				Tax Rates				BBQ Shrimp
	Appetizer	s		•		Beer	9.	75%	Bruschetta B
_	Base Price	:				Liquor	15	.00%	
S	\$ 15			×		Washingto	in ai	50%	Cheese Fries
	Price Type	•			$\bigcirc$	State Tax	5.		Chicken Wing
	Fixed			•	$\bigcirc$	Wine	10	.25%	• 🔯 Coconut Shri
	Item Cont	ains Alcoh			Printers p	er Item			• Crab & Avoca
	Tags								Crab Cake
ultiple	seafood Add a tag		zers 🗙	Î					Kried Mozzar
				*					
	Menu	ng per Mer Thanks giving	SUPER BOWL	HAPPY HOUR	Breakfast	Brunch	Lunch	Dinner	
	ON/OFF				$\bigcirc$		$\bigcirc$	$\bigcirc$	
	Price Variant (\$)	0.2	0	0	0	-2	0	0	
N ON TO A	Price	\$15.20	\$15.00	\$15.00	\$15.00	\$13.00	\$15.00	\$15.00	





# Menu Setup – Menu Items

#### Give your staff and guests helpful information when viewing a new item.

	Filet General Details Pictures Modifiers
	Description
GIVE A DETAILED DESCRIPTION OF YOUR ITEMS	
PROVIDE HELPFUL NUTRITIONAL VALUES FOR YOUR GUESTS	Nutrition         Cholesterol: 288 mg         Sodium: 192 mg         Potassium: 1,124 mg         Total Carbohydrate: 0 g         Protein: 80 g         Notice
PROVIDE RECIPES TO BE VIEWED FROM THE SEED KDS	Recipe
∕ <b>₩f</b> †	E Save Cancel

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# Menu Setup – Pictures

They say a picture is worth a thousand words. Well take advantage of that! People eat with their eyes. When they can see the items, they are willing to try something new AND they are more likely to order additional items.









🗄 Save

🛚 Cancel

Modifiers are easy to add to your items. Quickly add, remove, and edit modifiers for each menu item.

et						
General	Details Pictures	Modifiers				
> ≡ (	Choose the level of co	ooking (5)			+ Add Option	Ü
	Q Side (9)				+ Add Option	Ü
	Q Choose your potatoes	; (3)			+ Add Option	Ū
• =	A French Fries			☆ Default OFF	✤ Child Question	lii
• =	A Mashed Potatoes			☆ Default OFF	♦ Child Question	lii
• =	A Baked Potato			🖈 Default OFF	🖕 Child Question	ti

\*Child questions are "responsive modifiers." When you add a child question to a modifier option, you are enabling a secondary modifier to appear when selected. So if you have a child questions applied to the option of a baked potato, then when the baked potato is selected, you can have a modifier appear asking what toppings you would like on your baked potato. These are created the same way as modifier.





# Menu – Creating Modifiers

Modifiers can be created, modified, and deleted from the Menus tab. Just select "Menu Item Modifiers" at the top of the page. All Modifiers will be listed in a list format.



**Create Modifier:** At the top of your modifier list, you will see the button labeled "+New Modifier. Tap this to create a new modifier. Once tapped, your modifier's properties page will appear. Once you have created a modifier, it can be added to any menu item or even as a child question for an existing modifier.

	Modifier
Cook Temp	+ Option IP Properties
Rare         Medium         Medium Well         Well done	





# Menu – Creating Modifiers

Once the Modifier Detail page opens, you will be able to enter the basic properties for this modifier.

- Modifier This is the official name of the modifier.
- Short Name This is how the name of the modifier will appear on the order form.
- Modifier Type
  - Required This means a selection must be made for this modifier.
  - Optional This means that the modifier is not required for the item to be ordered.

New Modifier	
Modifier	Cook Temperature - BEEF
Short Name	Cook Temp
Modifier Type	Required Optional
Multiple Choice	$\bigcirc$
	+ Create 🔇 Cancel

Multiple Choice – When turned on, this gives the ability to choose more than one option. When turned off, it will allow only one option to be selected.





# Menu – Creating Modifiers

To add options to your modifier, tap the button + Option. This will bring you to your options detail page. Here you can enter the details for the new option. Repeat this step for each additional option.

New Option for 'Co	ok Temperature - BEEF'	
Option	Rare	
Short Name	Rare	
Price	\$ 0	×
		+ Create S Cancel

- Option This is the official name of the modifier
- Short Name This is the name that will appear on the order form
- Price This is to attach a price to this option. The price that is assigned will be added to the guests bill.





### Price Adjustments

promo codes, and scheduled discounts.

+ New Reduction

Seed DASHBOARD DASHBOARD MENUS CHENEN DESIGNER CHENEN CESIGNER

ORDER LIST

 Price Adjustments (1) Reductions Discount / Void Reasons

The Price Adjustments page is where you can manage your discounts, voids,

Name 🔻	Туре	Action	Code	Reduction Amt	Public	Auto	
<b>III SPE</b> Thu Jan 1 thru Sat Dec 31	Corporate Promo	▼ Dollar Value ▼	nacho	\$3.00			1 ×
<b>!Sundae MIKET SD</b> Thu Jan 1 thru Sat Dec 31	Item Discount	▼ Percentage ▼	SundaeMIKET	20.00%			1 ×
AAA Promo Thu Jan 1 thru Sat Dec 31	House Ad	▼ Percentage ▼	APP	20.00%		$\bigcirc$	1 ×

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Video Link: https://youtu.be/uwX3SNJvFYQ



Under reductions, you can create, edit, & remove promotional codes.

#### **Features Include:**

- Automatic scheduled discounts (Happy Hour)
- Promotional Code Type (In-House, Distributor Promo)
- Define Active Dates
- Choose Automatic or Manual Discounts
- Choose Public or Private (Consumer Codes)
- Limit Items

Appetizer Promo		
Name	Appetizer Promo	
Туре	House Ad	•
Action	Percentage	•
Discount Amount	20.00	%
Public		
Auto Reduction	$\bigcirc$	
Linked Item	Appetizers	×
Customer Code	APP	
Week Days:	Mon Tue Wed Thu Fri Sat Sun	
Start Date	01/01/2015	Ê
End Date	12/31/2016	
Start Time	12:20:15 AM	
End Time	11:59:59 PM	
Comments	Radio ad offering 20% all appetizers when mentioning 850 KOA.	
	✓ Save Reduction ★ Can	cel





Create and manage your discounts and void codes. Seed will import your existing discounts from Clover. Your discount and voids will also appear in your end of day report.

	5				
Reductions	Discount / Void Reasons				
Void Reasons		+ New Reason	Discount F	Reasons	+ New Reason
ID	Reason	Delete	ID	Reason	Delete
1	Walk out	Ē	18	BE MY GST AP	Đ
2	Foreign object	Ē	19	BE MY GST DN	Ē
3	Chipped glass	Ē	20	BE MY GST LN	Ē
4	Didn't like food	Ē	21	DINNER FOR 1	Ē
5	Run out food	Ē	22	DINNER FOR 2	Đ
6	Long wait table	Ē	23	DINNER FOR 4	Ē
7	Long wait time	Ē	24	LUNCH FOR 1	Ē
3	Slow service	Ŵ	25	MGR COMP	Ū







### **Employee Roles**



ORDER LIST

SETTINGS

During installation, Seed imported all employees and their roles. Here you can adjust the main role for each employee. If you promote and employee to a manager, you can change their role here.

#### Employees o

Name	Username	Email	Role
Alex Reed	AlexR	al .com	Manager Host Server Bartender COO
Alex Sample	AlexS	alcom	Manager Host Server Bartender COO
	AmberS		Manager Host Server Bartender COC
Bartender1	Bart1	BART .com	Manager Host Server Bartender COO
Bartender2	Bart2	BART .com	Manager Host Server Bartender COO





### Order List

Seed DASHBOARD MENUS TABLE MAP DESIGNER 7 PRICE ADJUSTMENTS 0 EMPLOYEE ROLES ORDER LIST SETTINGS

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Features Include:

orders.

- Copy of receipt
- Reissue receipt
- View discount/voids applied
- View order details
- Search past day orders

Order List () Total Orders: 10,468

The orders list is a great tool. Here you can review all open and closed

All orders Open ord	ers Paid orders						
Search order ID	8			2015-08-31	- 2015-08-31	✓ Orders p	er page 10 🔻
OrderID 🔻	Status	Created	Table	Server	Party Size	Total	
1508310024	Open	Mon Aug 31, 2015 2:56 AM	T6	AlexR	5	\$211.91	Details 🔶
1508310022	Open	Mon Aug 31, 2015 2:50 AM	T14	AmberS	4		Details 🗲
1508310020	Open	Mon Aug 31, 2015 2:47 AM	Т9	Bart4	3		Details 🔶
1508310019	Open	Mon Aug 31, 2015 2:44 AM	T8	Mgr3	6	\$14.97	Details 🔶
1508310018	Paid	Mon Aug 31, 2015 2:42 AM	Т8	Mgr3	3	\$33.44	Details 🗲
1508310016	Paid	Mon Aug 31, 2015 2:28 AM	T10	Host2	7	\$13.98	Details 🔶
1508310015	Paid	Mon Aug 31, 2015 2:00 AM	T10	Host2	7	\$89.02	Details 🔶
1508310014	Open	Mon Aug 31, 2015 1:42 AM	T314	Mgr3	7	\$44.38	Details 🔶
1508310013	Open	Mon Aug 31, 2015 1:29 AM	T351	AlexR	4	\$56.93	Details 🔶
1508310012	Open	Mon Aug 31, 2015 1:21 AM	T346	Mgr3	1	\$36.38	Details 🔶
First Previous	2 Next Last						



### Settings – General Settings

Seed DASHBOARD MENUS TABLE MAP DESIGNER PRICE ADJUSTMENTS EMPLOYEE ROLES ORDER LIST ٠ SETTINGS

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tips.

In settings you will find multiple features. Here you can update your restaurant information to make sure you receive important information from ITsoft. This is used for app updates, service notices, support and training

> Seed DEMO Since Jan 19, 2015 Tax Rates Tags SMS Messages 🛖 Restaurant Info Coptions Seed DEMO Pro Server Name tj@nbots.org Owner Email 456koko Seed License Key Owner Phone Number agdagads Contact Name no@email.com Contact Email Address Valid for 0 devices 555-555-5555 Contact Phone Number 123 Fake St Address Redmond City WA State 98052 Zip USA Country ٠ Timezone



### Settings – Tax Rates

Seed will import your tax groups from clover. In the Seed Manage Site, you have the ability to add to your tax groups. This will be seen on the Restaurant End of Day Report in your tax summary.

Seed DEMO Since Jan 19, 2015 (1)						
General Settings Tax Rates Tags	SMS Messages					
+ New Tax Rate						
Tax Rates						
Type Name	Rate	Edit	Delete			
Food	8.8700%	1	Ŵ			
Liquor	2.5000%	1	<b>D</b>			
Beer	2.0000%	1	<u>i</u>			
Wine	4.7500%	1	<u>ii</u>			
NonAlcohol	1.5000%	1	Î			





# Settings – Tags

Tags are an important feature in Seed. Tags are how you can link items together, identify the printer they should fire to, and create custom search tags.

#### Features:

- Custom labels for global search – vegan, gluten-free, ect.
- Useful item pairings
- Identify the printer the item should fire to.
- \*Future Feature Will be used for custom reports







# Settings – SMS Messages

With Seed Digital Menu, you have the ability to send a custom text message to guests when their table is ready or when they make a reservation. Enjoy unlimited text message notification when using Seed.

SMS is an area where you will see exciting updates coming soon!

\* Standard text messaging rates will apply to guest







### Need More Help?

You can always go to <u>www.seeddigitalmenu.com/support</u> for a more detailed help library. Here you will find step by step instructions on many tasks.

You can also find us on YouTube where we have an entire library of step by step instructional videos.

If you still needing help, please feel free to email us at <a href="mailto:support@seeddigitalmenu.com">support@seeddigitalmenu.com</a> and let us know what the issue is.

We are here to help make running your restaurant easier and more efficient!







### Coming Soon!

Seed Digital Menu is an app created for todays FSR's. We are here to help make your business better! Keep a lookout for many new exciting apps coming for Clover.

Seed is continually adding new benefits and features. If you have a suggestion on a new app or an update on Seed or TableMapp, let us know! We want to make the best apps for your business!

#### Thank you again for downloading Seed! We cant wait to see how you grow with Seed Digital Menu!





