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

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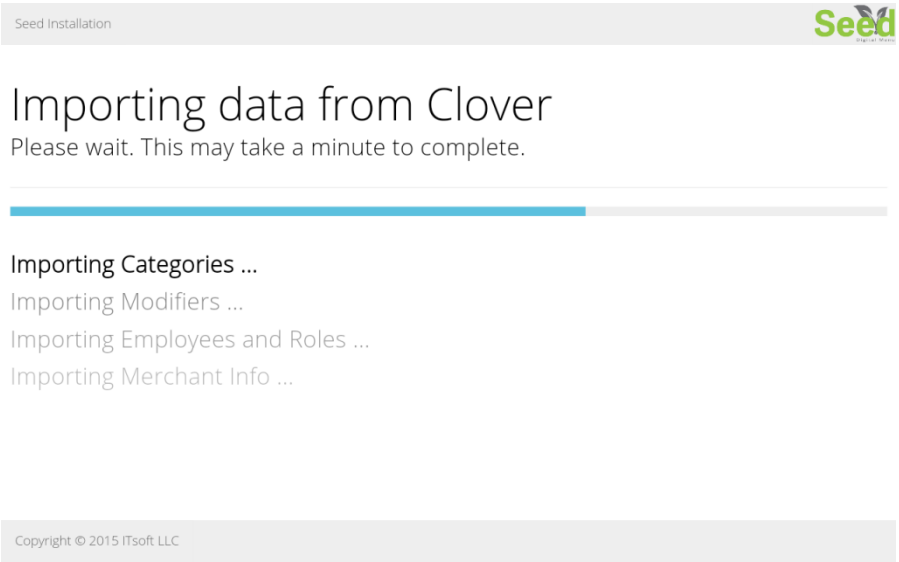
Installation Process

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.



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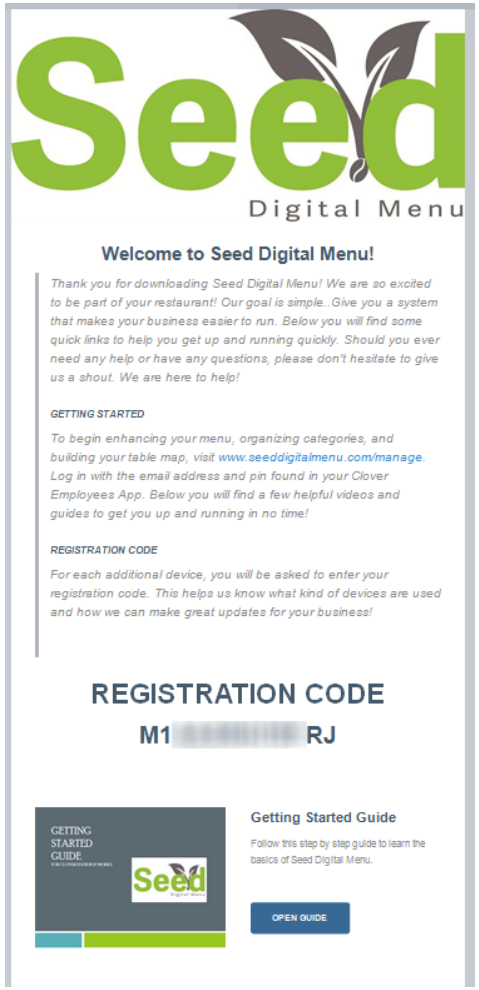
Registration Code

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 support@seeddigitalmenu.com.

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.



Seed Digital Menu

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

M1 RJ

GETTING STARTED GUIDE

Getting Started Guide

Follow this step by step guide to learn the basics of Seed Digital Menu.

OPEN GUIDE

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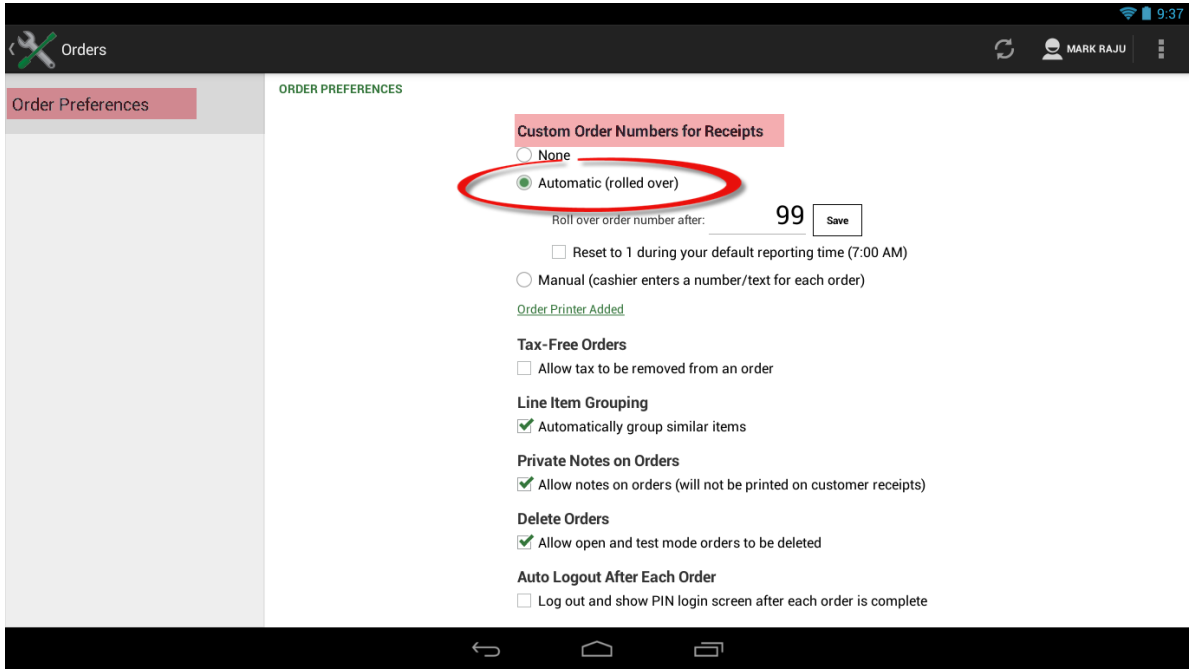
Clover Settings

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)

1. Open the **Setup App** on your Clover.
2. Tap on the **Orders** tab
3. Under Custom Order Numbers for Receipts:
    1. **Make sure Automatic (rolled over) is selected.**

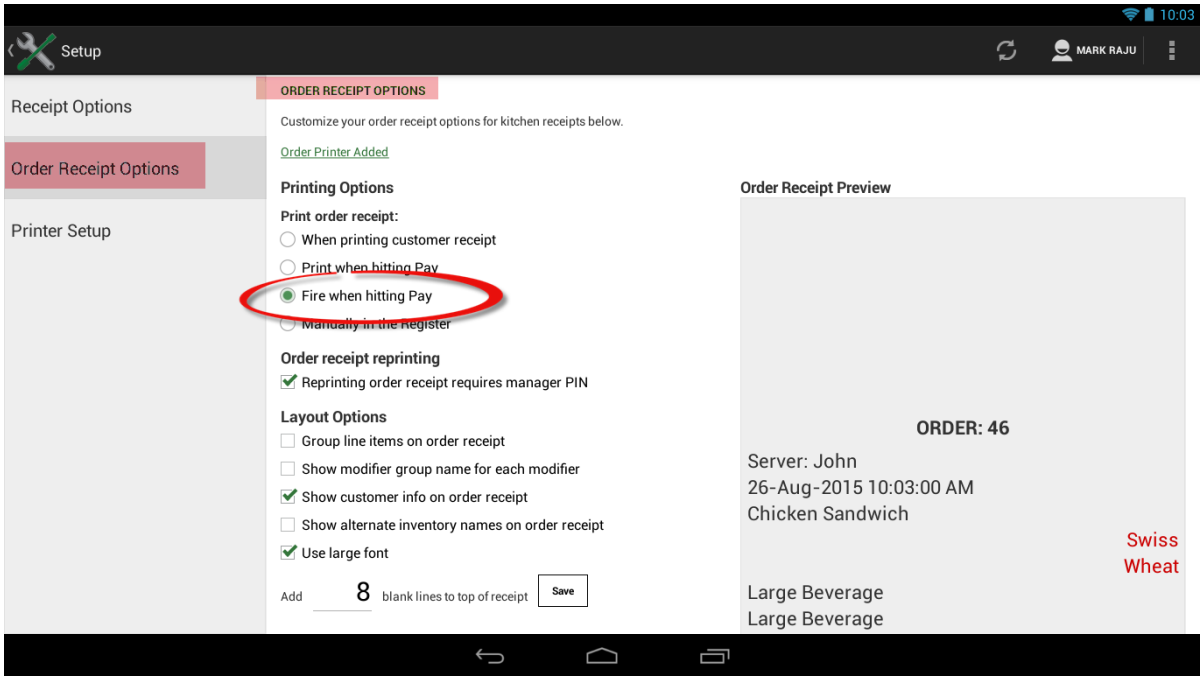


Video Link: https://youtu.be/bq2qax81kBg

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**



Video Link: https://youtu.be/bq2qax81kBg

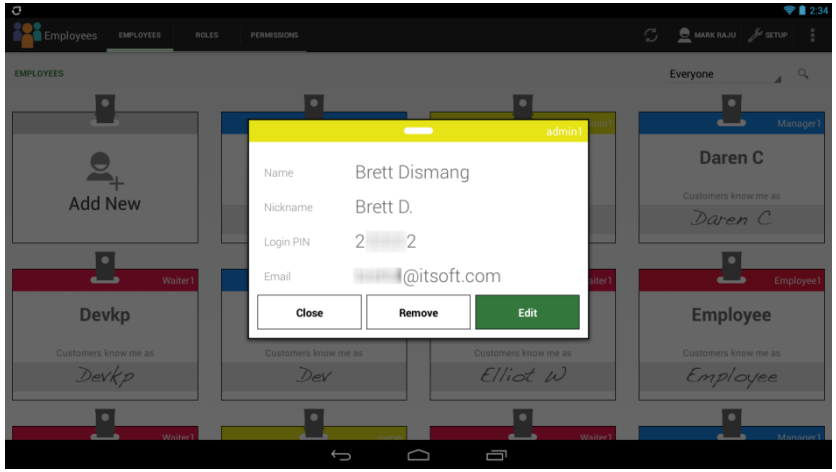
Seed Manage Site

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: www.seeddigitalmenu.com/manage

Because there are certain features that work best on a PC or a laptop, **<u>it is 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.**



Video Link:

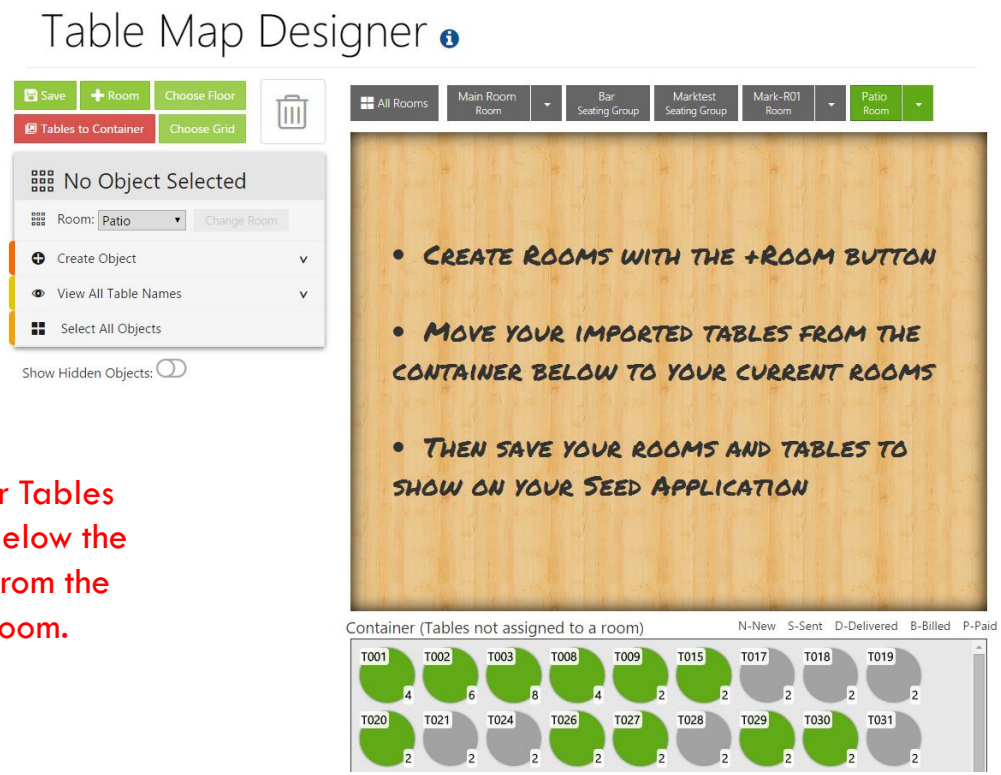
Table Map Designer

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 Features:

- Create multiple rooms
- Custom view
- Add and remove tables
- Choose from many floor and grid styles

*All tables imported from the Clover Tables App will be found in the container below the table map room. Drag your tables from the container and place in the desired room.



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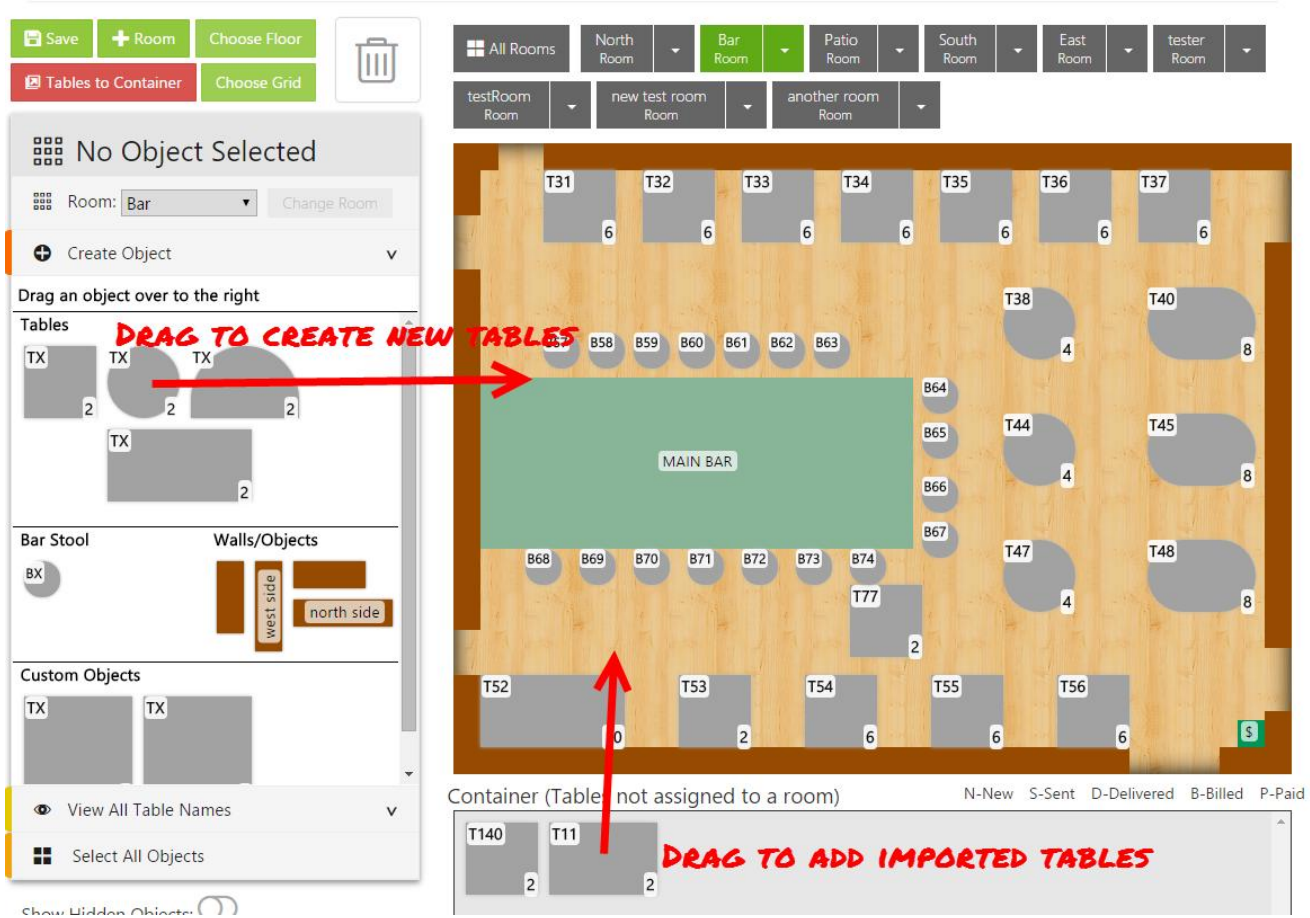
Video Link: https://youtu.be/CB7V6ezTIF0

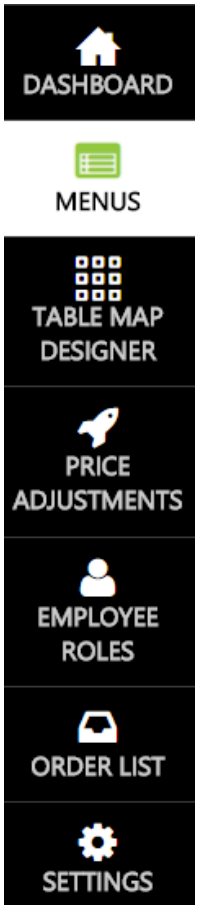
Table Map Designer

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.



Video Link: https://youtu.be/CB7V6ezTIF0

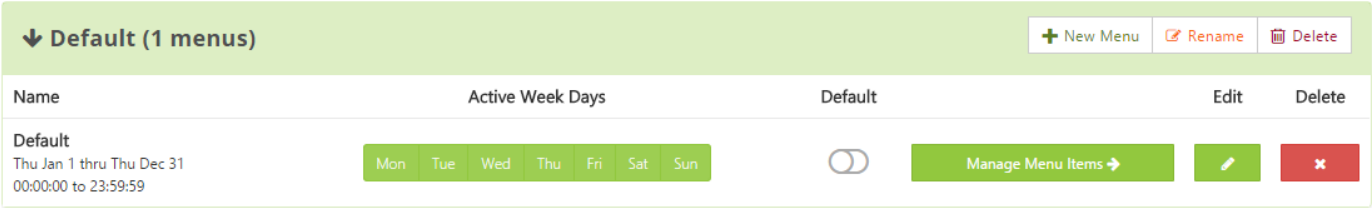
Menu Setup



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.

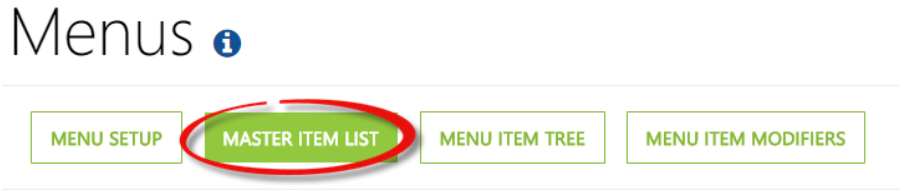
Your initial menu will be called your default menu and active for all times. To edit the times and dates, use the edit button.



Video Link: https://youtu.be/VgEm724v_jY

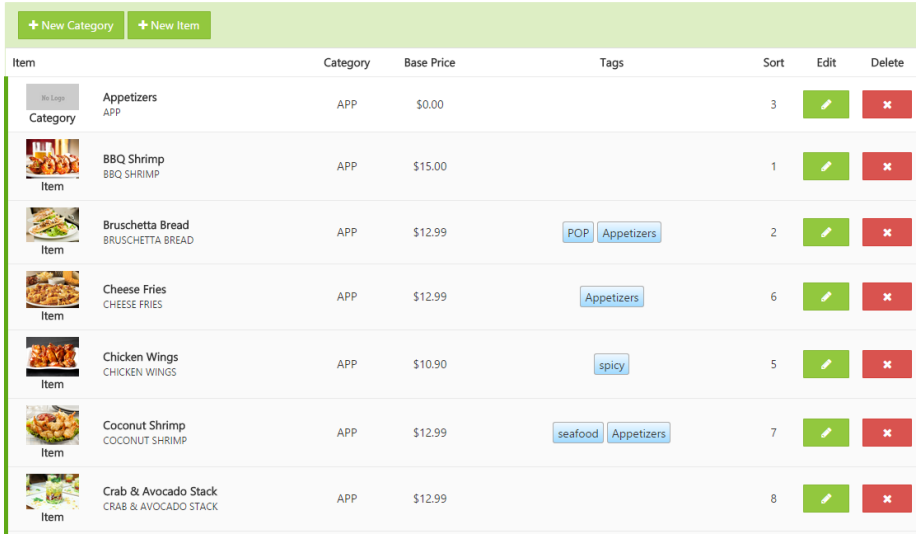
Menu Setup - Subcategories

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.



The Master Item List allows you to:

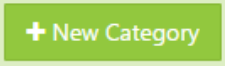
- Create/Edit Categories
- Create/Edit Subcategories
- Create/Edit Menu Items
- Prices & Scheduled Prices (lunch/happy hour)
- Pictures, Descriptions & Nutrition
- Apply Taxes and Select Printers



Video Link: https://youtu.be/ERDTy5_gTjs

Menus - Subcategories

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

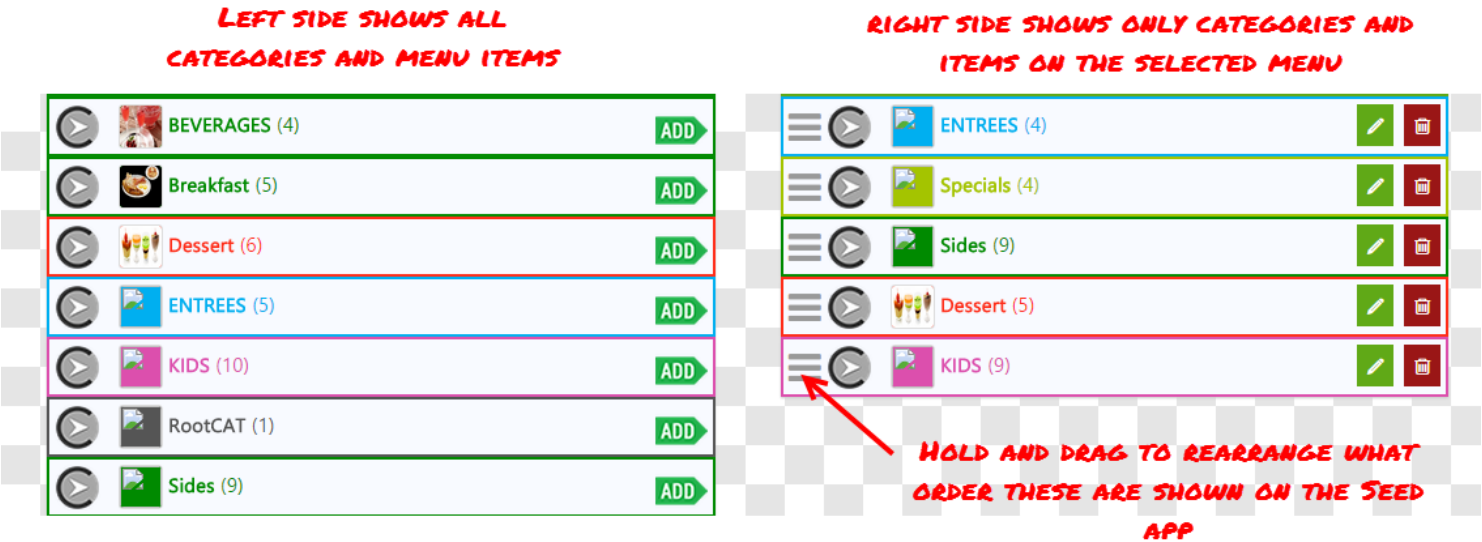
*Creating a new main category is done the same way. When you choose your category from the dropdown box, choose "Main Category."

Video Link: https://youtu.be/ERDTy5_gTjs

Menus – Menu Item Tree

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.**



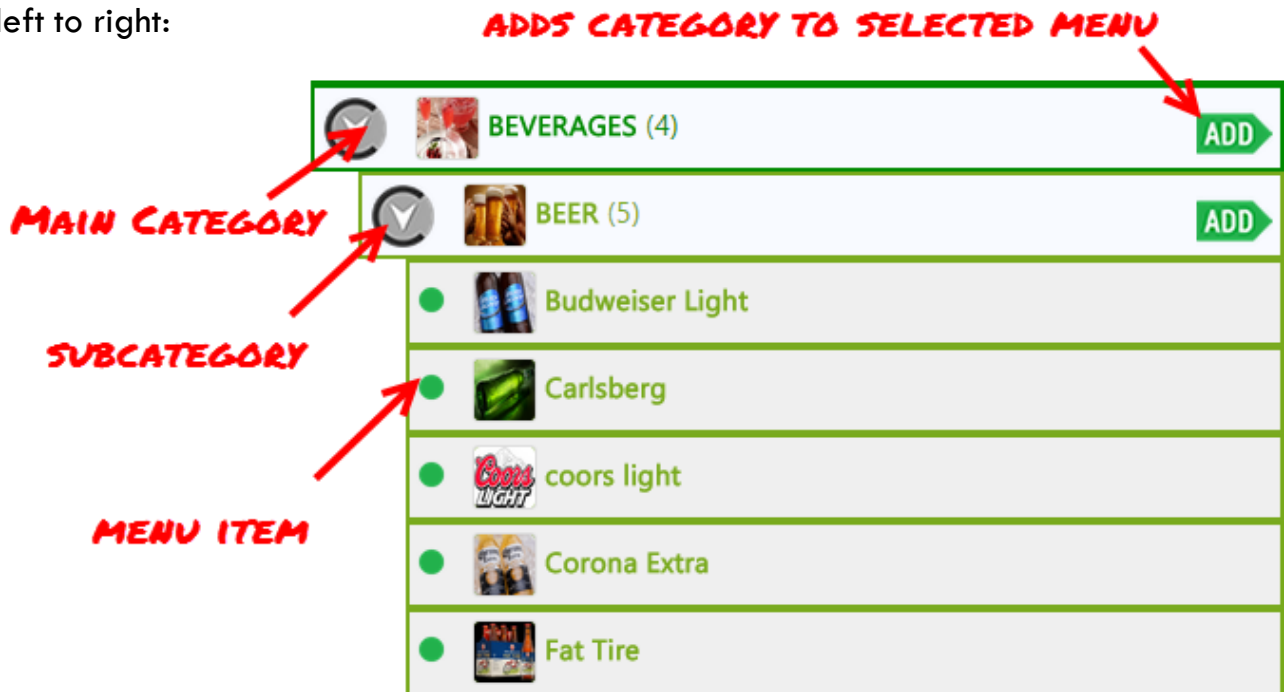
Video Link: https://youtu.be/CE5HKkGHyis

Menu Setup – Menu Item Tree

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

Order of levels from left to right:

- Main Category
- Subcategory
- Menu Item

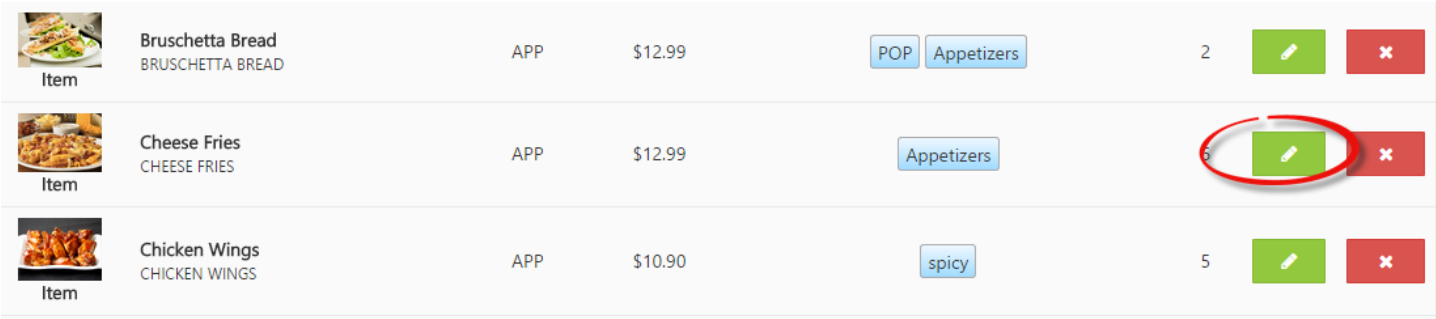


Video Link: https://youtu.be/CE5HKkGHyis

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

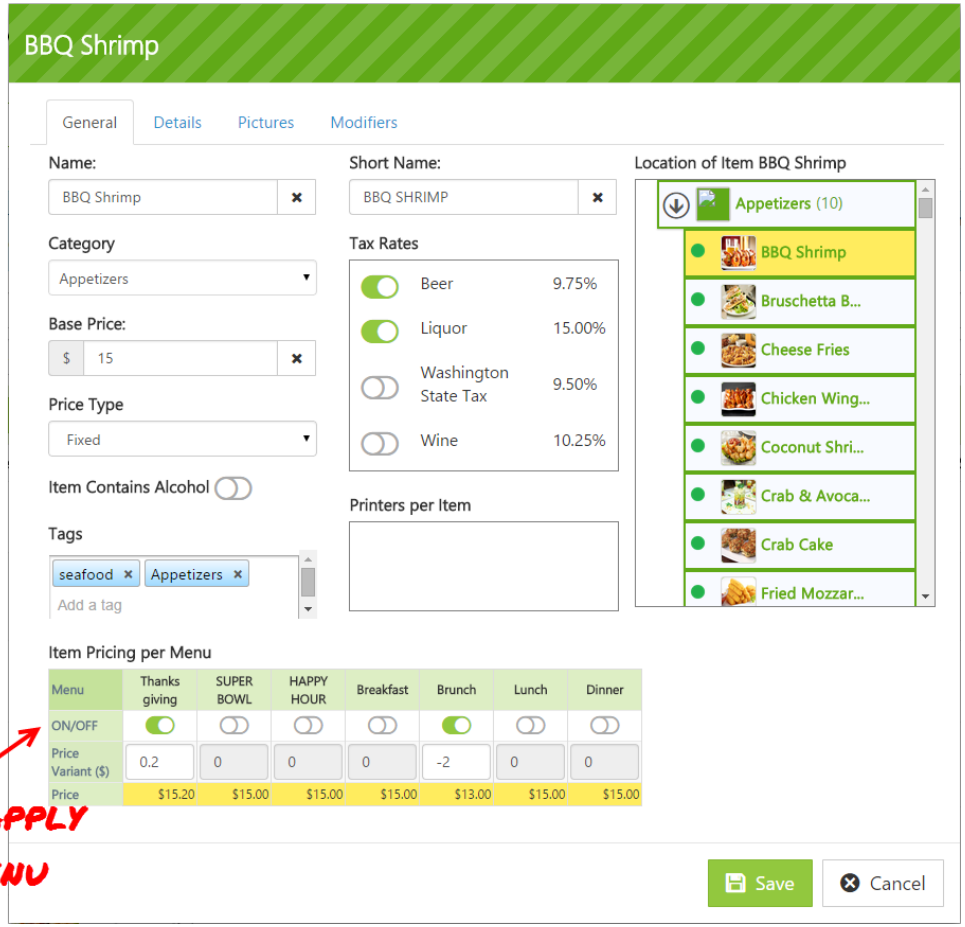


Video Link: https://youtu.be/Q38A99g6-ys

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**



TURN ON TO APPLY TO EACH MENU

Video Link: https://youtu.be/Q38A99g6-ys

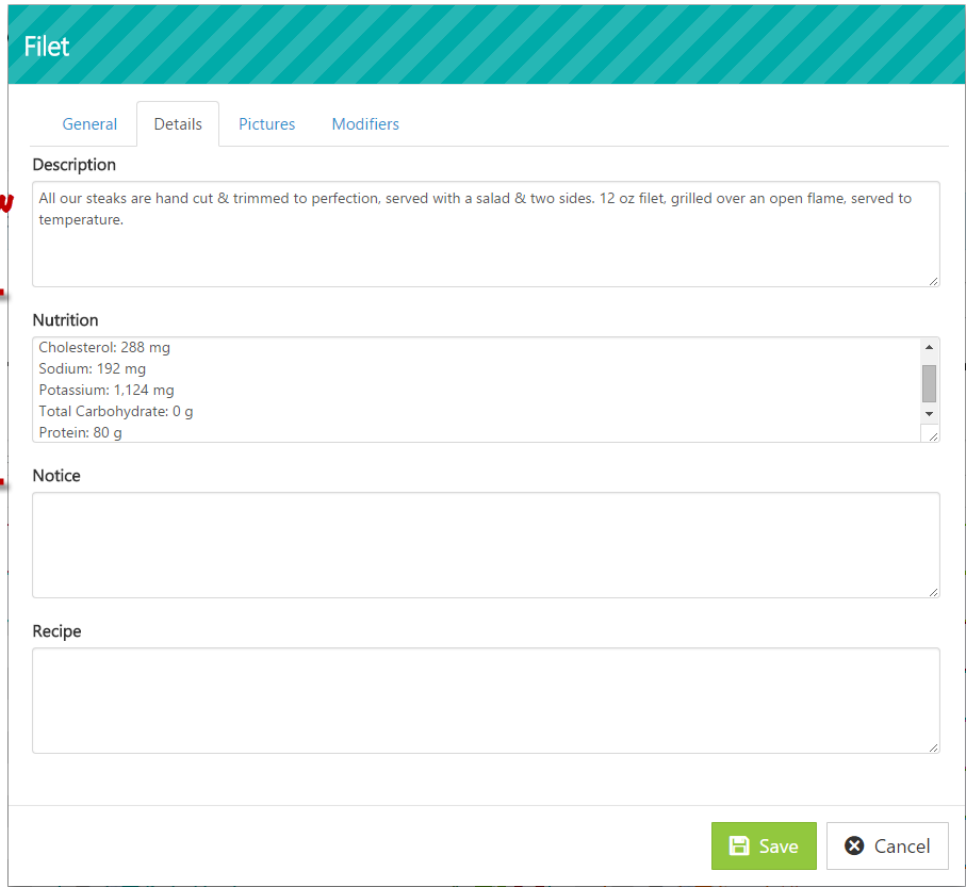
Menu Setup – Menu Items

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

GIVE A DETAILED DESCRIPTION OF YOUR ITEMS

PROVIDE HELPFUL NUTRITIONAL VALUES FOR YOUR GUESTS

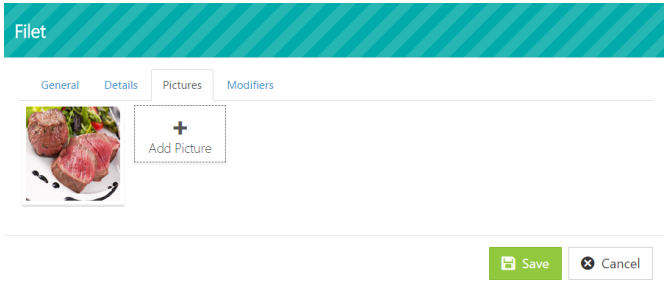
PROVIDE RECIPES TO BE VIEWED FROM THE SEED KDS

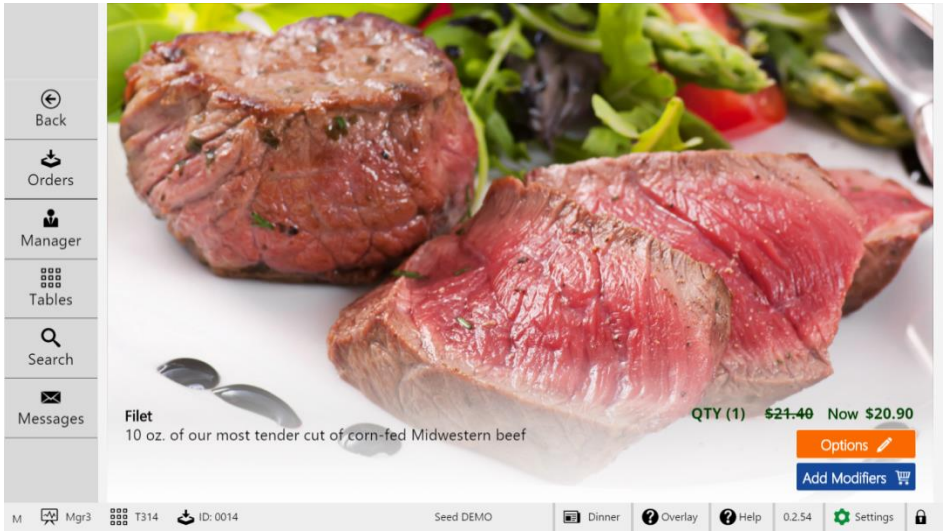


Video Link: https://youtu.be/Q38A99g6-ys

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.

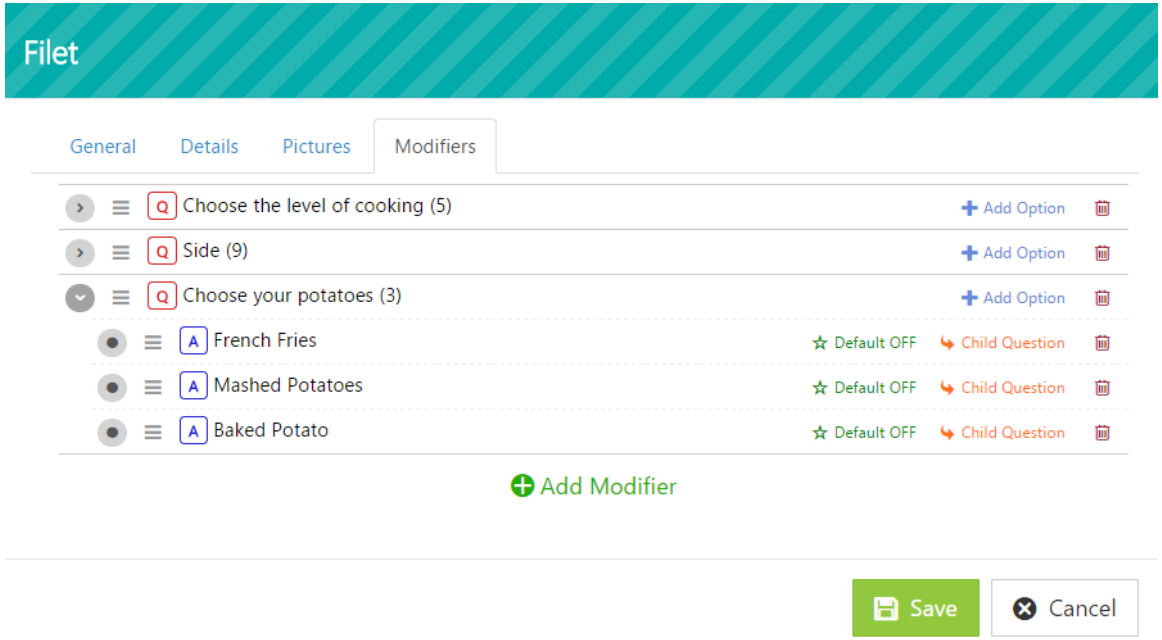




Video Link: https://youtu.be/Q38A99g6-ys

Menu Setup – Item Modifiers

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



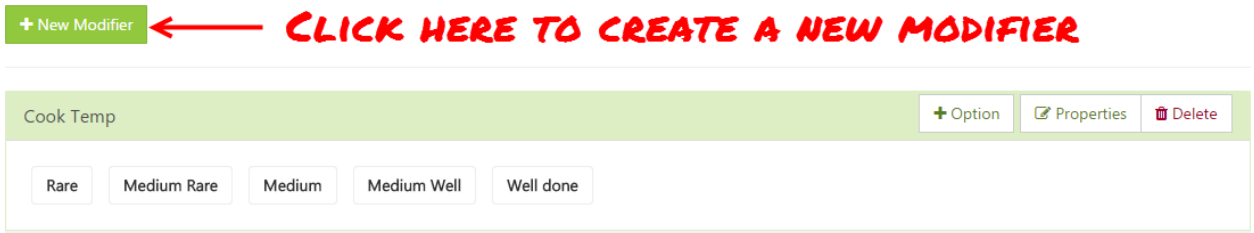
*Child questions are "responsive modifiers." When you add a child question to a modifier option, you are enabling a secondary modifier to appear when selected. So if you have a child questions applied to the option of a baked potato, then when the baked potato is selected, you can have a modifier appear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

Video Link: https://youtu.be/9ubtU3gMJyc

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.

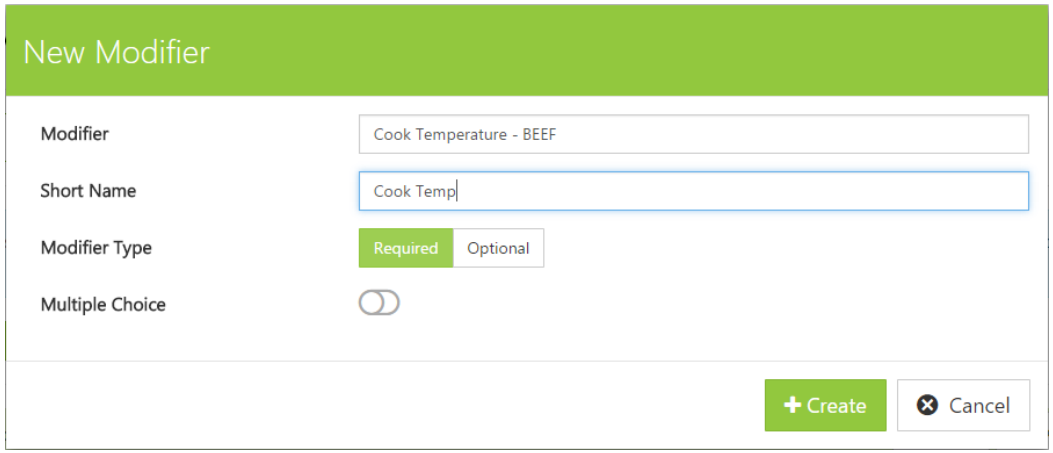


Video Link: https://youtu.be/9ubtU3gMJyc

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.**

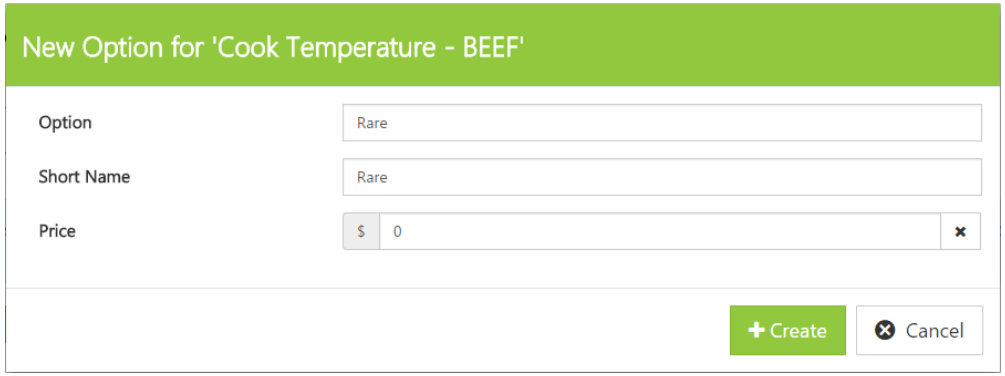


- **Multiple Choice – When turned on, this gives the ability to choose more than one option. When turned off, it will allow only one option to be selected.**

Video Link: https://youtu.be/9ubtU3gMJyc

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.

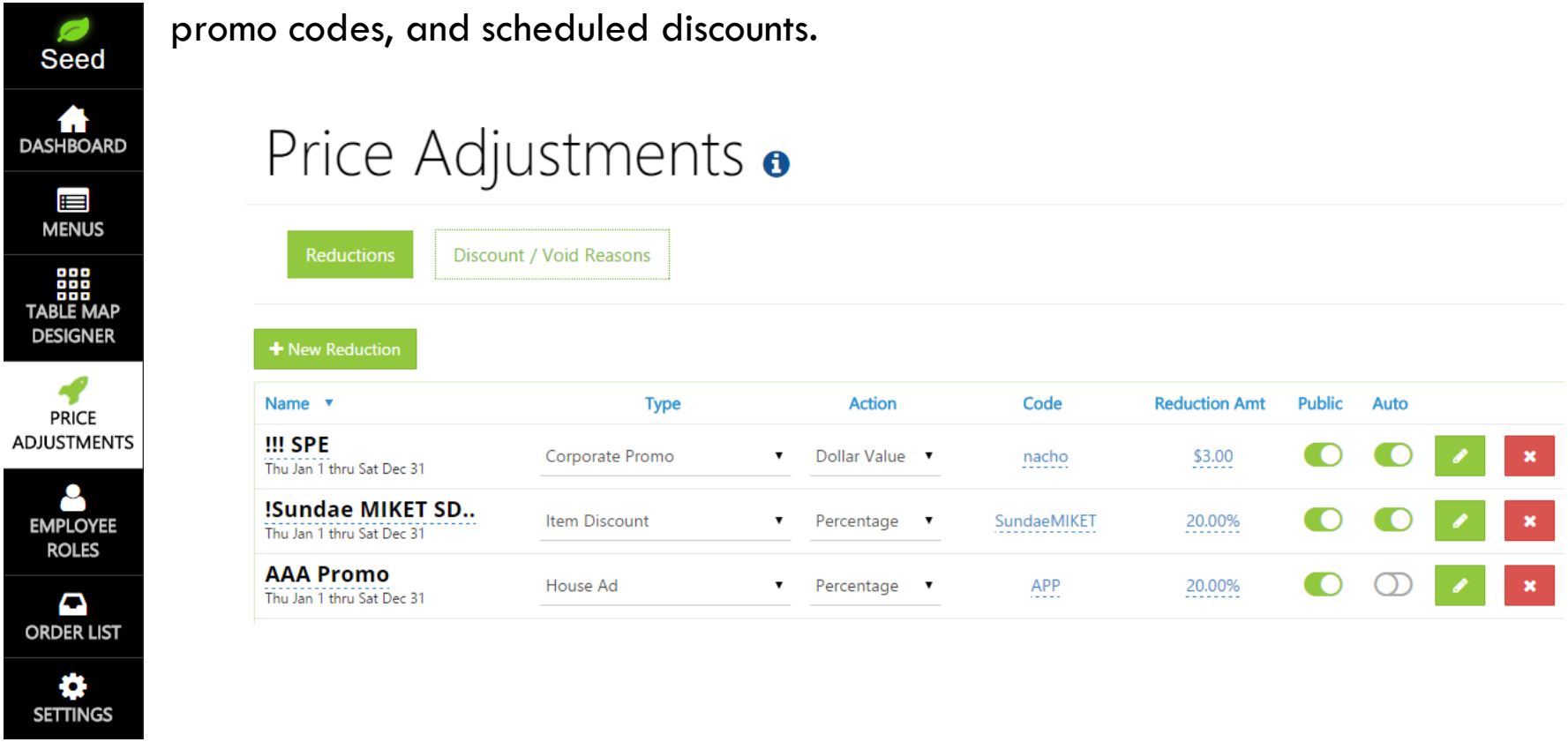


- **Option – This is the official name of the modifier**
- **Short Name – This is the name that will appear on the order form**
- **Price – This is to attach a price to this option. The price that is assigned will be added to the guests bill.**

Video Link: https://youtu.be/9ubtU3gMJyc

Price Adjustments

The Price Adjustments page is where you can manage your discounts, voids, promo codes, and scheduled discounts.



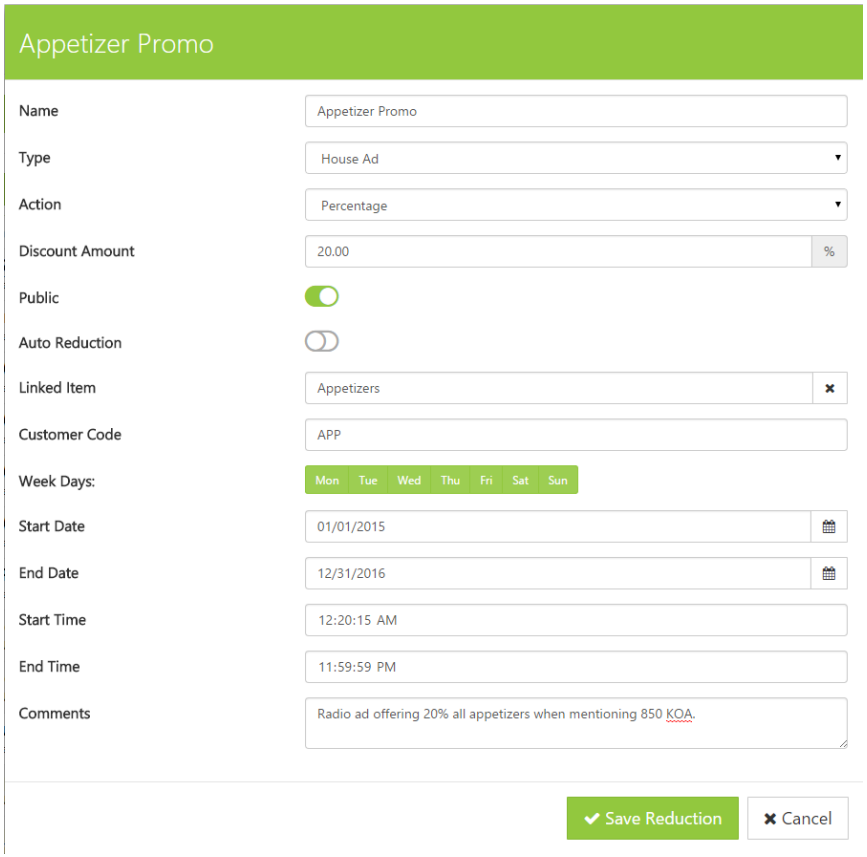
Video Link: https://youtu.be/uwX3SNJvFYQ

Price Adjustments – Promo Codes

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



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

Price Adjustments – Discounts & Voids

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.

Price Adjustments

Reductions | Discount / Void Reasons

Void Reasons + New Reason

ID	Reason	Delete
1	Walk out	
2	Foreign object	
3	Chipped glass	
4	Didn't like food	
5	Run out food	
6	Long wait table	
7	Long wait time	
8	Slow service	

Discount Reasons + New Reason

ID	Reason	Delete
18	BE MY GST AP	
19	BE MY GST DN	
20	BE MY GST LN	
21	DINNER FOR 1	
22	DINNER FOR 2	
23	DINNER FOR 4	
24	LUNCH FOR 1	
25	MGR COMP	

Video Link: https://youtu.be/uwX3SNJvFYQ?t=4m21s

Employee Roles

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

Employees: 38

Refresh Users from Clover

Name	Username	Email	Role
Alex Reed	AlexR	al[redacted].com	Manager Host **Server** Bartender COOK
Alex Sample	AlexS	al[redacted].com	Manager Host **Server** Bartender COOK
	AmberS		Manager Host **Server** Bartender COOK
Bartender1	Bart1	BART[redacted].com	Manager Host Server **Bartender** COOK
Bartender2	Bart2	BART[redacted].com	Manager Host Server **Bartender** COOK
Bartender3	Bart3	BART[redacted].com	Manager Host Server **Bartender** COOK

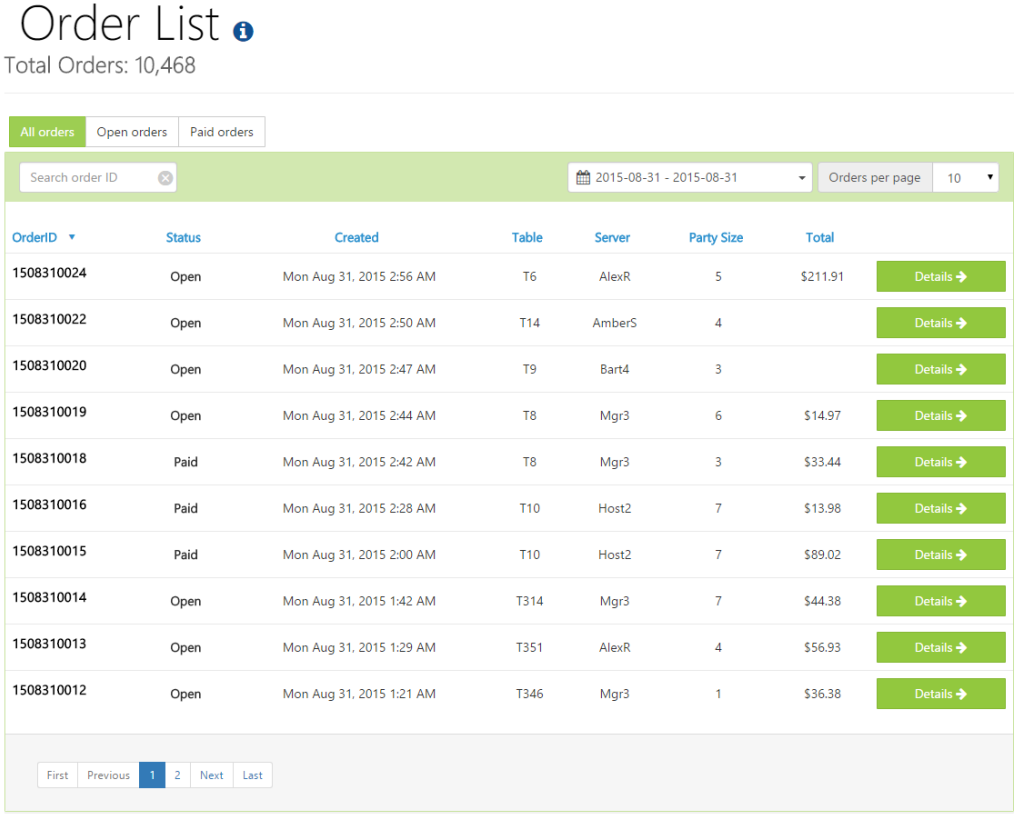
Video Link:

Order List

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

Features Include:

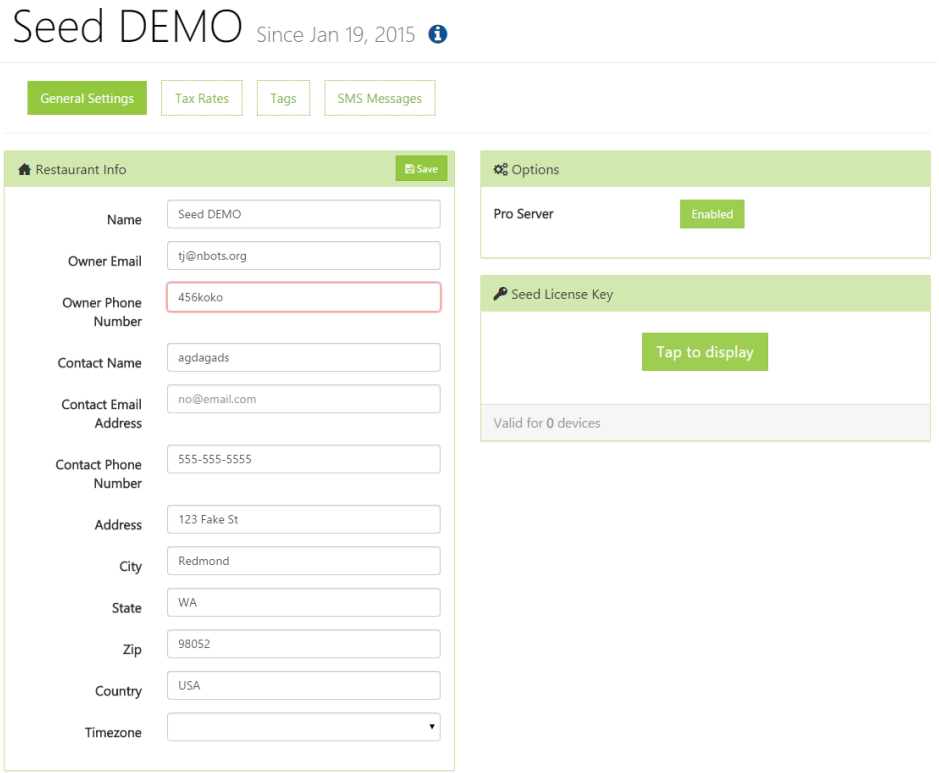
- Copy of receipt
- Reissue receipt
- View discount/voids applied
- View order details
- Search past day orders



Video Link: https://youtu.be/GAV1_5wkVMo

Settings – General Settings

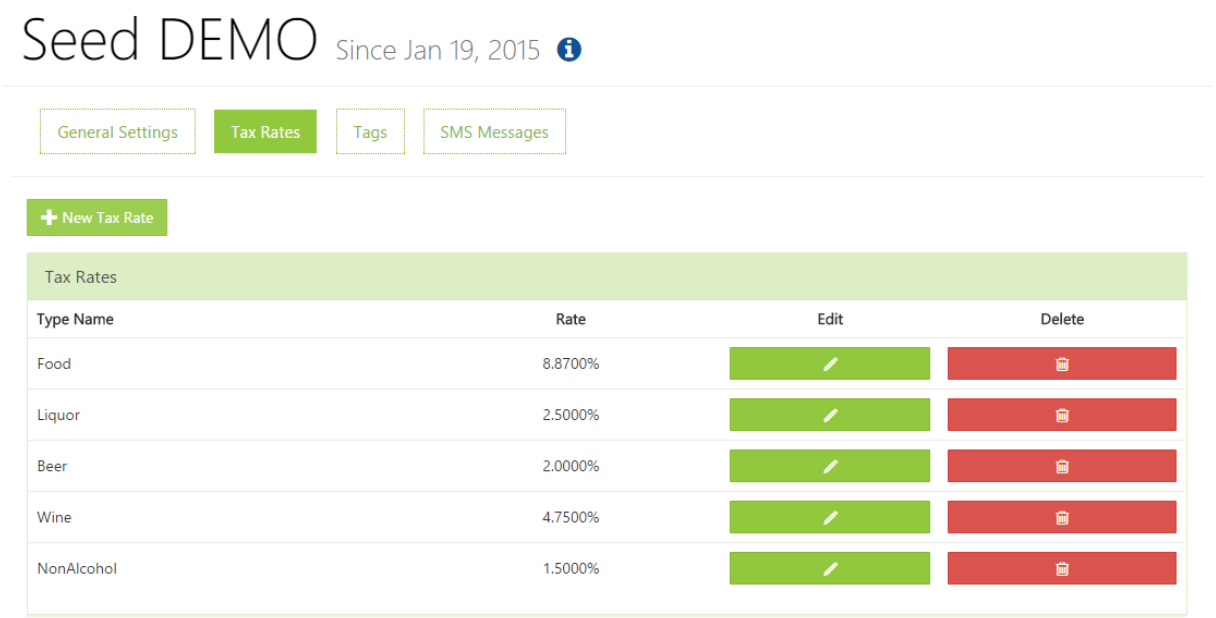
In settings you will find multiple features. Here you can update your restaurant information to make sure you receive important information from ITsoft. This is used for app updates, service notices, support and training tips.



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

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.



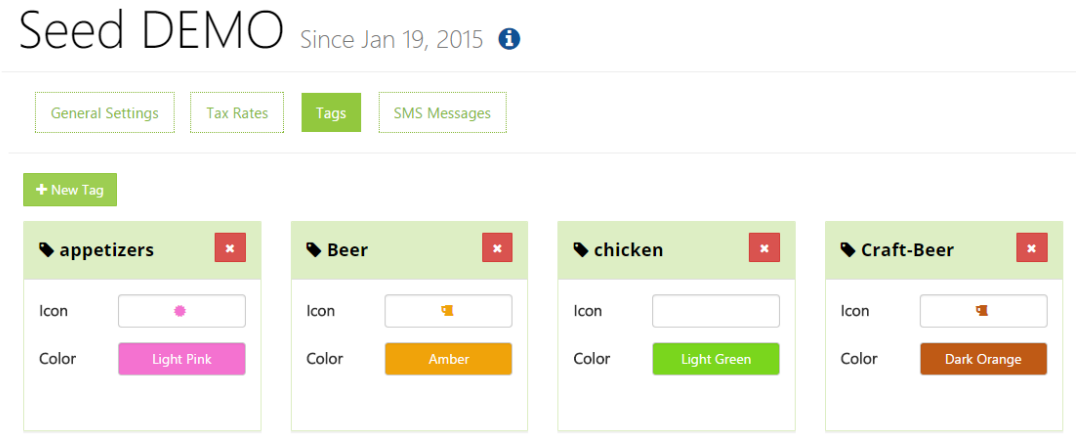
Video Link: https://youtu.be/y0LDyJ5Trkw

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

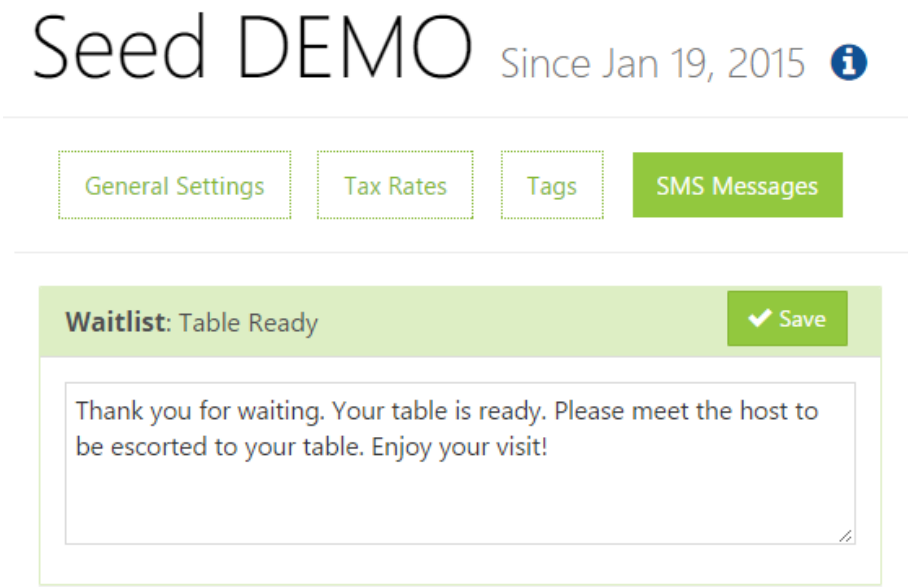


Video Link: https://youtu.be/WrpYpoMXBBc?t=2m16s

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

Video Link: https://youtu.be/WrpYpoMXBBc?t=2m16s

Need More Help?

You can always go to www.seeddigitalmenu.com/support 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 support@seeddigitalmenu.com and let us know what the issue is.

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

Seed Digital Menu

ITsoft
Simple Solutions Better Business

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!

ITsoft
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Seed Digital Menu

TableMapp