

*“From a small seed a mighty trunk  
may grow.”*

*–Aeschylus*



## Getting Started Guide

# *The Tools to Succeed*

Welcome to Seed QSR. Seed QSR was built to make the ordering process as easy as possible for Quick Serve Restaurants. Our focus is giving you the tools you need to succeed.

**Our goal is to help get you through an order in as little steps as possible.**

Consider us a partner. We are here to help you succeed. If you need help, let us know!

**24/7 EMAIL SUPPORT:**

[support@seeddigitalmenu.com](mailto:support@seeddigitalmenu.com)

**PHONE SUPPORT: Monday-Friday 7am - 7pm**  
425-296-7409

# Getting Started

Seed QSR will work right out of the box! Though you can enter orders right away, you may want to take advantage of some great features we offer.

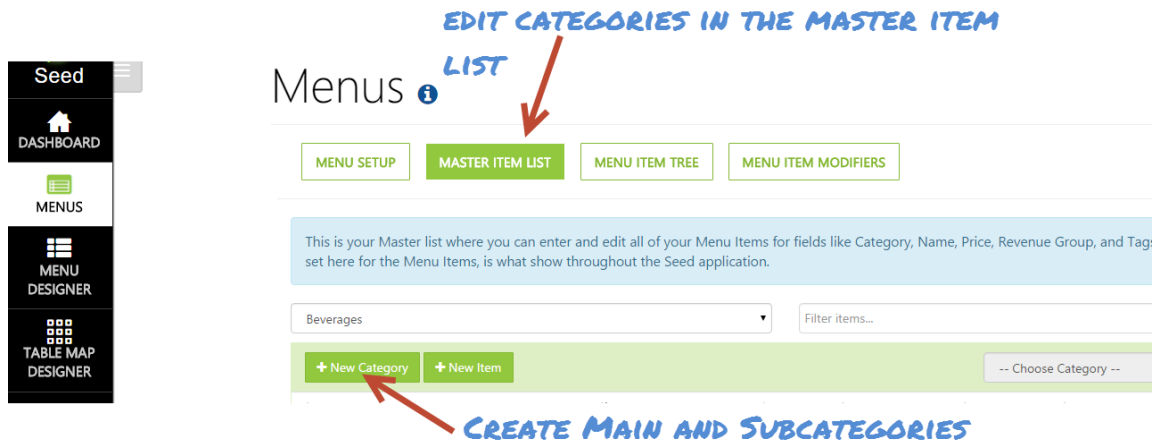
## Special Features for QSR

- Menu Subcategories
- Item Descriptions
- Item Nutrition
- Item Pictures
- Scheduled Discounts

All these features can be enabled, modified, or created from the Seed Manage Site. To do this, login to your account at [www.clover.com](http://www.clover.com). Once you are logged in, you can get to the Manage Site by opening the Seed QSR app on your laptop or PC.

# Creating Subcategories

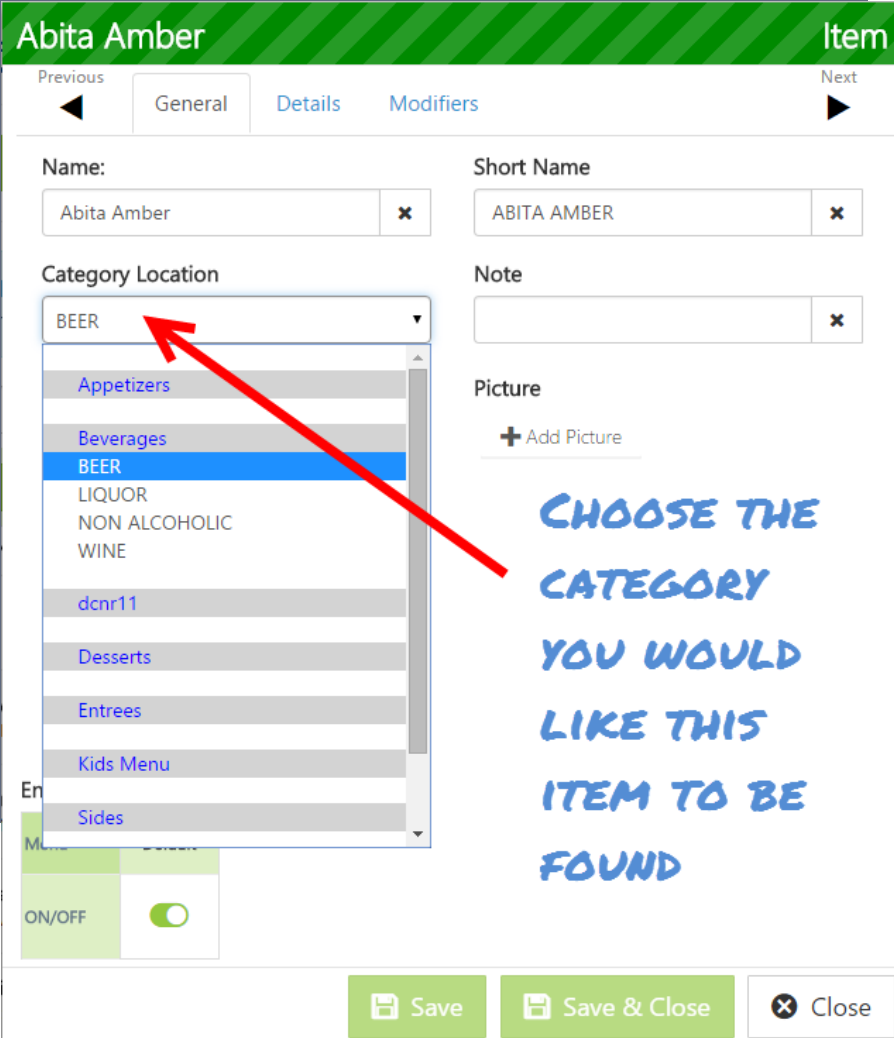
Subcategories are a great way to organize your menu items and quickly find them when ordering. Subcategories give you an easy way to customize your menu.



Keep in mind, once you create a subcategory, all items in the main category must be placed in a subcategory. If they are not, you will not see them on the QSR App.

# Adding Items to Subcategories

Once you have your subcategories setup, you can begin adding menu items to them. From the Master Item List, find the menu item you want to edit and click on the Edit button.



The screenshot shows the 'Abita Amber' item edit form. The 'Category Location' dropdown menu is open, showing a list of categories. A red arrow points to the 'BEER' category, which is highlighted in blue. The form includes fields for 'Name' (Abita Amber), 'Short Name' (ABITA AMBER), 'Category Location' (BEER), 'Note', and 'Picture'. The 'ON/OFF' toggle is currently turned on. The bottom of the form has buttons for 'Save', 'Save & Close', and 'Close'.

**CHOOSE THE CATEGORY YOU WOULD LIKE THIS ITEM TO BE FOUND**

# Adding Descriptions, Nutrition, & Pictures

Item descriptions are a great way to keep your staff informed. Whether it's a detailed description of a new item, or possible allergens, descriptions are a great way to bring your menu to life.

**Lobster Tails**Item

Previous Next

General Details Modifiers

**Tax Rates**

Liquor	5.00%	<input type="checkbox"/>
NO_TAX_APPLIED	0.00%	<input type="checkbox"/>
City Tax	4.00%	<input type="checkbox"/>
Sales Tax	10.00%	<input checked="" type="checkbox"/>

**Printers / Cook Areas**

SP700 ☒

**Tags**

SP700 x Add a tag

**Description**

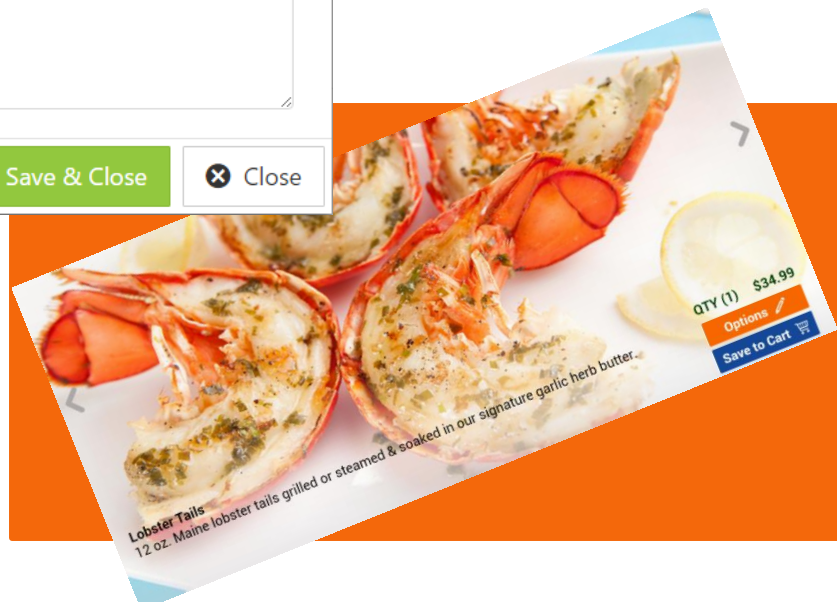
12 oz. Maine lobster tails grilled or steamed & soaked in our signature garlic herb butter.

**Nutrition**

**Nutrition Facts**  
% Daily Value 1  
Total Fat 1g 2%  
Sat. Fat 0g 0%  
Sodium 540mg 23%

Save Save & Close Close

All item details be added on the manage site. Open the menu item from the Menu Item List. All details can be managed from here.



# Get To Know Seed QSR

Seed QSR is designed to enter your order from left to right. The entire order process can be broken down into 3 steps:

- Order Types - Choose if the order is for here, to go, delivery...
- Order Entry - Add items to the order, view descriptions, pictures...
- Order Completion - Review order, payments, suspend orders

Order  
Types

Order  
Entry

Order  
Completion

The screenshot displays the Seed QSR app interface. On the left, a vertical sidebar contains order type options: Dine-In, To Go, Delivery, Pick-Up, and View Orders. The main screen is divided into sections for Order Entry and Order Completion. The Order Entry section features a grid of item categories (BEER, LIQUOR, NON ALCOHOL, WINE) and a list of specific items with their prices. The Order Completion section shows a summary of the order, including the subtotal, tax, and total amount, along with a list of items and their prices.

**Order**  
0235  
6R7JNNQJ6BV06

**Order Types:** Dine-In, To Go, Delivery, Pick-Up, View Orders

**Order Entry:**

ENT	APP	BEV	DES	KID	SID	SOU
BEER	LIQUOR	NON ALCOHOL	WINE			
ABITA AMBER Price 6.00	BOULEVARD WHEAT Price 6.00	FAT TIRE Price 6.00	PABTS BLUE RIBBON Price 4.00	RED HOOK ESB Price 6.00		
BIER BANK Price 2.00	BUDWEISER LIGHT Price 6.00	CARLSBERG Price 2.00	COORS LIGHT Price 4.00	CORONA EXTRA Price 6.00		
KEYSTONE LIGHT Price 3.00	NEW BELGIUM SEASONAL Price 9.90	ROGUE DEAD GUY ALE Price 6.00	SHINER BOCK Price 6.00	SIERRA NEVAD Price 6.00		
STEJAR Price 2.00						

**Order Completion:**

Suspend Reclaim 26  
Clear Cart Payment

Subtotal: \$80.99  
Tax: \$4.45  
**Total: \$85.44**

Items: 4 Price

**Entrees** 2

LOBSTER TAIL 34.99  
KING CRAB 36.50  
Mixed Veggies

**Beverages** 2

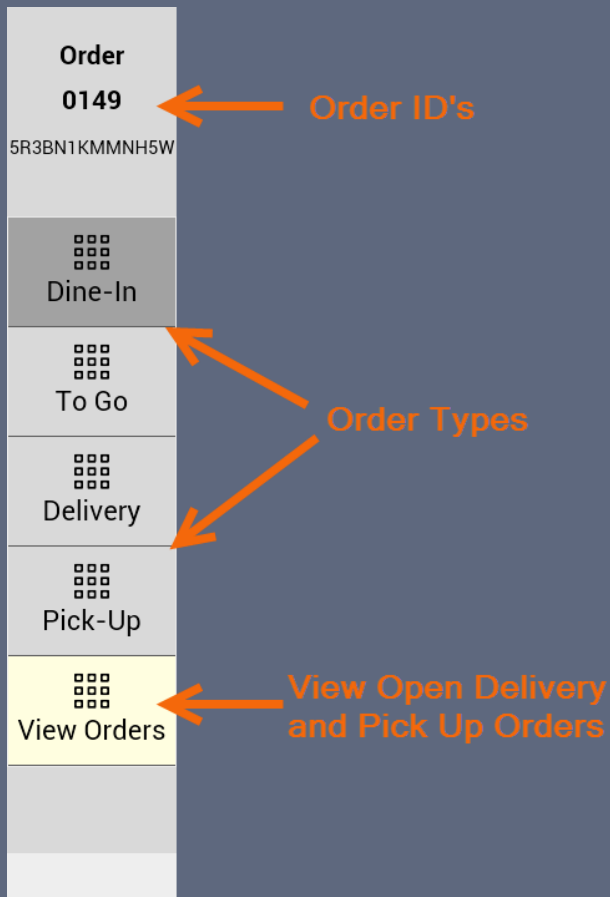
BUDWEISER LIGHT 6.00  
PINOT GRIGIO 3.50

ITsoft LLC Overlay Help 0.0.32 Settings

free for personal use

# Beginning An Order

Seed QSR will automatically create a new order once you open the app. Your order ID will appear in the upper left hand corner. You can change the order type at any time during the order.



Step 1: Choose your order type. This is for Dine-In, To Go, Delivery or Pick Up. The order type selected will print on the kitchen ticket.

If you have a Delivery or Pick Up order that has been ordered but not paid for yet, you can find it in "VIEW ORDERS."

Example: If you have a delivery order that is being paid with cash, once the driver returns, you can complete the payment by opening the order from "VIEW ORDERS."



# Entering An Order

The menu items are broken down into three sections.

- Categories
- Subcategories
- Menu Items

Subcategories must be created from the Seed Manage Site. Categories and menu items will be imported from Clover.

You can also access your menu item descriptions, pictures, and nutritional values from here. Just press and hold to access the items details.

**Order 0235**  
6R7JNNQJ6BV06

**Categories:** ENT, APP, BEV, DES, KID, SID, SOU

**Subcategories:** BEER, LIQUOR, NON ALCOHOL, WINE

**Menu Items:**

Item	Price	Item	Price	Item	Price	Item	Price	Item	Price
ABITA AMBER	6.00	BOULEVARD WHEAT	6.00	FAT TIRE	6.00	PABTS BLUE RIBBON	4.00	RED HOOK ESB	6.00
BIER BANK	2.00	BUDWEISER LIGHT	6.00	CARLSBERG	2.00	COORS LIGHT	4.00	CORONA EXTRA	6.00
KEYSTONE LIGHT	3.00	NEW BELGIUM SEASONAL	9.90	ROGUE DEAD GUY ALE	6.00	SHINER BOCK	6.00	SIERRA NEVAD	6.00
STEJAR	2.00								

**Order Options:** Dine-In, To Go, Delivery, Pick-Up, View Orders

**Footer:** free for personal use, ITsoft LLC, ? Overlay, ? Help, 0.0.32, ⚙ Settings, 🔒

# Reviewing Your Order

As you add items to your order, they will appear on the right of the screen. This will show you all menu items, the quantity ordered, the line item price, and the total for the bill. This is a great way to make sure your order is correct.

When you tap “PAYMENT” all items will be fired and the payments screen will open.

## *TIP:*

If your guest needs to step out mid-order, you can tap “SUSPEND” to save the order. When you do this, a new order will be created and the suspend order can be found again by tapping “RECLAIM.”

Suspend	Reclaim
Clear Cart	Payment
Subtotal: \$46.99	
Tax: \$4.70	
<b>Total: \$51.69</b>	
Items: 3	Price
Entrees	1
LOBSTER TAIL	34.99
Season Rice	
Beverages	2
ABITA AMBER	6.00
RED HOOK ESB	6.00

## *TIP:*

If you need to add a discount to an item or review its details, just tap on the item in your cart. An additional menu will appear showing additional features.

# Adding a Discount

With Seed QSR, you have the ability to apply a discount to a single item or to the entire order. Discounts can be applied once the item has been added to the “cart.”

Tap the item in the cart you wish to apply the discount to. A pop up menu will appear allowing you to select an “Item Discount” or an “Order Discount.” Item discounts will be applied to only the selected item. Order Discounts will apply to all items on the order.

## TIP:

Discounts are imported from the Clover Discounts App

## TIP:

If you need to remove a discount, just follow the steps to add a discount. Once you see the list of your discounts, tap the discount that is selected to remove it.

Suspend	Reclaim
Clear Cart	Payment
Subtotal: \$38.97	Tax: \$3.90
Total: \$42.87	
Burgers	3
TRIPLE TRIPLE TRIPL -	(3.00) 14.99
SEATTLE BEAST MODE	12.99
BACON AND GUAC	13.99

Detail Page

Notes

Edit Options

Item Discount

Order Discount

Delete



# Processing To Go & Pick Up Orders

Seed QSR is happy to support To Go and Pick Up orders. These order types will require specific information be entered at the start of the order.

To accommodate To Go and Pick Up orders, Seed QSR automatically creates new order types to support these features. So if you don't already have an order type for these...don't worry. We have you covered!

The screenshot displays the Seed QSR interface with a 'Delivery Details' modal form open. The modal contains the following fields and controls:

- Phone:** 425-296-7409
- Address:** 12503 Bel-Red Road
- Zip:** 98005
- City:** Bellevue
- State:** WA
- Name:** Brett D.
- Note:** Enter notes...
- Buttons:** Update (blue checkmark icon), Cancel (red X icon)
- Footer:** \* - Required fields

The background interface shows a sidebar with order types: Dine-In, To Go, Delivery, Pick-Up, and View Orders. The top right corner displays 'aim 21' and 'Total: \$0.00'. The bottom left corner has the text 'free for personal use' and 'ITsoft LLC'.


## TIP:


Once you have entered the guests phone number, a guest account will be created. The next time their phone number is entered, their name and address will automatically be entered.


# Processing To Go & Pick Up Orders


The VIEW ORDERS section is to view all open delivery and pick up orders. Once you tap PAYMENT, you will be asked to PAY NOW or PAY LATER. Pay Now will more than likely be used when accepting a credit card over the phone.


If you have an order that will be paid with cash, you can choose Pay Later. Once the driver has returned with the cash or the guest has come to pick up, you can find the order in the View Orders tab and complete it.

  
Dine-In

  
To Go

  
Delivery







  
Pick-Up

  
View Orders

Order Count : 3

Delivery

Pick Up

Open	ID ▼	Server ▲	Total ▲	Name ▲	Phone ▲	Address	Edit
	0225	Brett D.	\$72.79	Brett D.	425-296-7409	12503 Bel-Red Road Bellevue WA	
	0233	Brett D.	\$24.80	John Smith	555-555-5555	123 main street Kirkland WA	
	0235	Brett D.	\$80.99	Mike T.	425-425-5542	13630 57th ave ct Bellevue WA	

ITsoft LLC

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*TIP:*

You can edit the guests information at any point from the View Orders page. Just tap the edit button to make changes.

# *The Tools to Succeed*

For additional help, tap the “HELP” button on the app. There you will find additional FAQ’s as well as links to videos to show you how to complete many functions. If you have any questions, please don’t hesitate to give us a call or shoot us an email

If you have suggestions, experience issues, or ideas for new apps, let us know! We are here to help your restaurant run easier and more efficient!

**Our goal is to help get you through an order in as little steps as possible.**

Consider us a partner. We are here to help you succeed. If you need help, let us know!

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