ROTATIONAL MENUS

November 2023

Rotational Menus Overview

- We've implemented rotational menus to support managed food service companies and university campuses that operate on rotational menu cycles.

- These operators typically have a set of menus rotating on a schedule. Menu rotations may be a combination of weekly and daily offerings that cycle on a regular basis.

- For example, a location may be on a 3-week cycle, meaning they offer a set of menus for week 1, a different set of menus for week 2, and a different set of menus for week 3. After week 3, they will offer the menus from week 1 again.

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New Features Overview

We've added the ability for operators to:

- Define rotation cycle by location with a start date and number of weeks in the rotation

- Create and flag menus as rotational menus

- Set up menu items on the rotational schedule

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BACKOFFICE

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Add rotational menus to location

1. Go to Brands & Locations

2. Click Edit Locations

3. Go to Preferences > Menu Display

4. Select Rotational Menus

a. Enter the # of Weeks in your rotation

b. Select a start date. *The start date must always be a Sunday. The start date will be day 1, week 1 of your rotation.*

Mark menu as rotational

1. Go to Menus section in back-office

2. Select your brand and location

3. Add New Menu OR Select Edit (pencil icon)

4. Turn on Rotational menu toggle

5. Publish

- *Only Take-Out, Delivery and Dine-in Menus can be set up as rotational menus*

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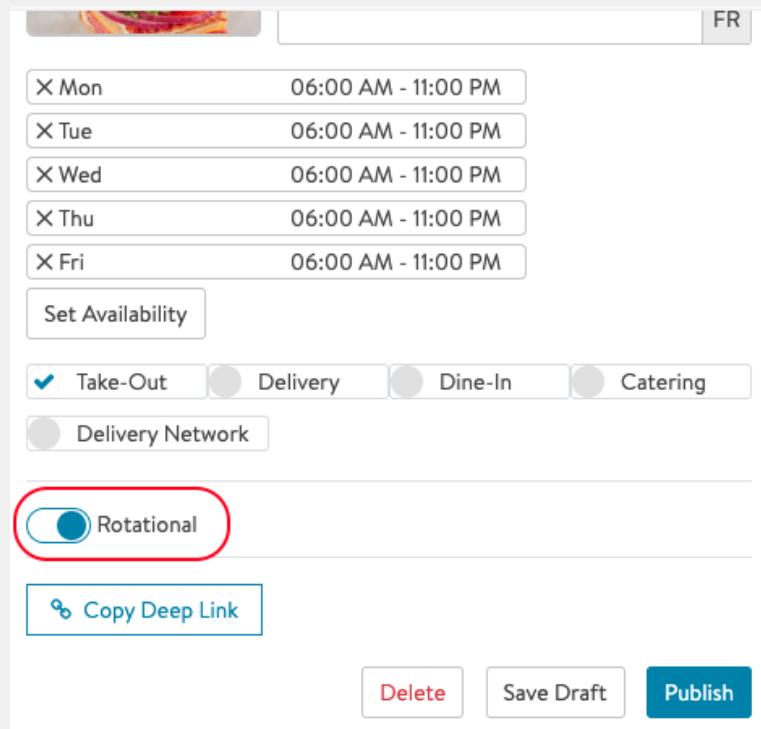
Add items to rotations

1. Go to the Rotations tab in Menu section of back office

2. Select a rotational menu to schedule items from

3. Select the week in your rotation you would like to add items to

Add items to rotations (2)

4. Click ADD ITEMS on the day you want to add items to. You can select multiple items to add at once.

5. Click SAVE

6. Once you have added all items to your rotations, click Publish.

YOUR CHANGES WILL NOT BE SAVED UNLESS YOU CLICK PUBLISH!
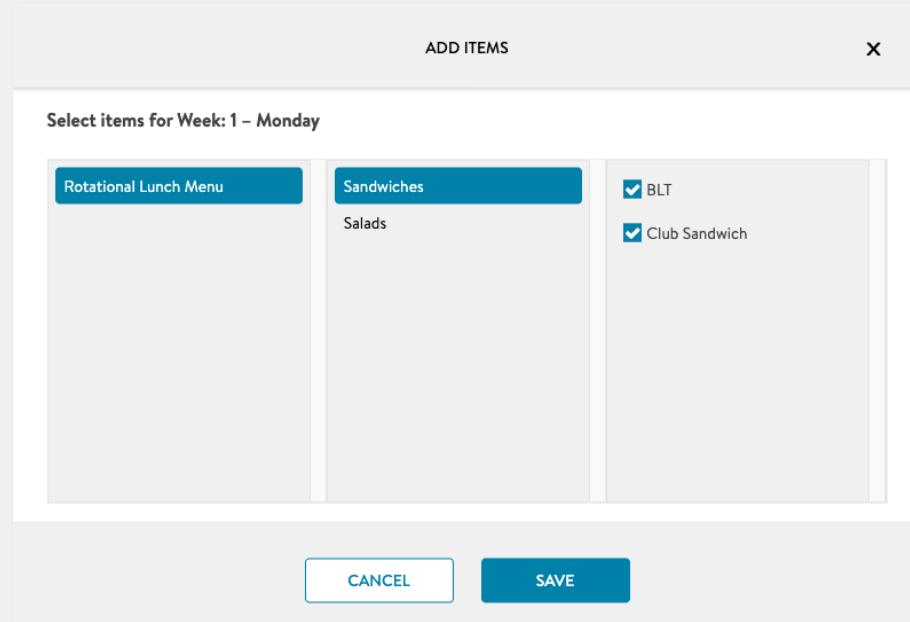
Items already added to that day will not appear in list to add

Rotational Menus

- All items in rotational menus will only be available to order on the days they are scheduled in the rotation.

- Any item that is part of a rotational menu can be scheduled in your rotations.

- Items that are not in a rotational menu <u>cannot</u> be added to rotations

Notes

- Only Take-Out, Delivery and Dine-in Menus can be set up as rotational menus

- Menu items cannot be scheduled on days where the location or the selected rotational menu is closed

- Any item that is part of a rotational menu can be scheduled as part of your rotations. Items that are not in a rotational menu **cannot** be schedule as part of rotations

- All items in rotational menus will only be available to order based on how they are scheduled in the rotation.

- Regular menus will function the same way and will be available to users based on their menu hours

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CUSTOMER EXPERIENCE

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Customer Experience

- Menu items will only be available to order on the days they are scheduled within the rotation

- If an app/website supports advanced orders, customers can order items ahead of time for the days they are available
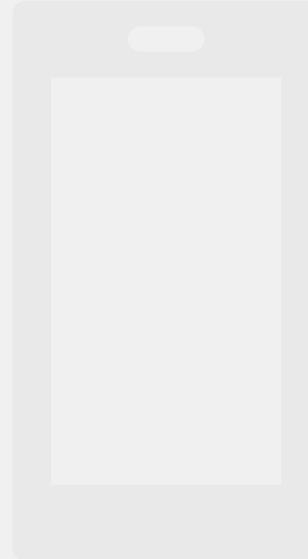
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Thank you!

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