Add a menu item

Add a new dish or drink in the cloud dashboard, with its price, VAT, allergens and options.

For Owners, managers · **Takes** 2 minutes

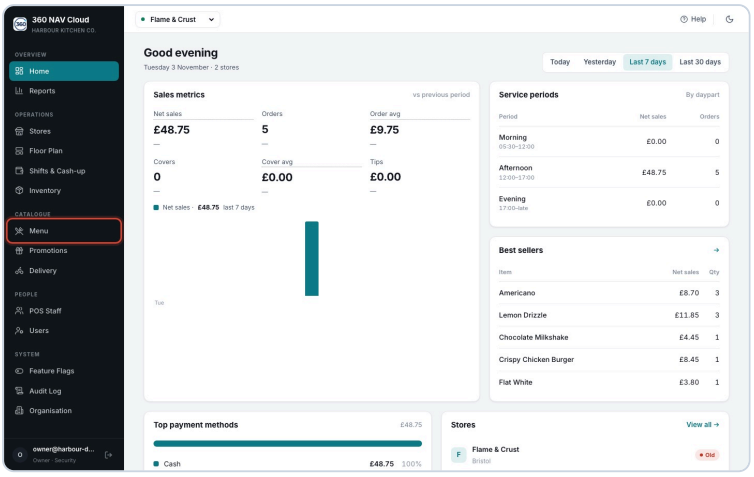
Watch the video
360navtech.com/pos/help/v/add-a-menu-item

Before you start

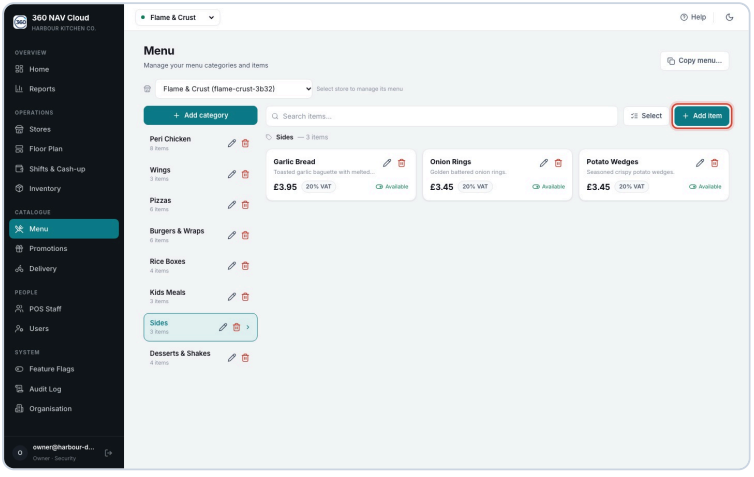
Sign in to the dashboard at **app.360navtech.com** with an owner or manager login. If you have more than one store, pick the store at the top of the page.

Steps

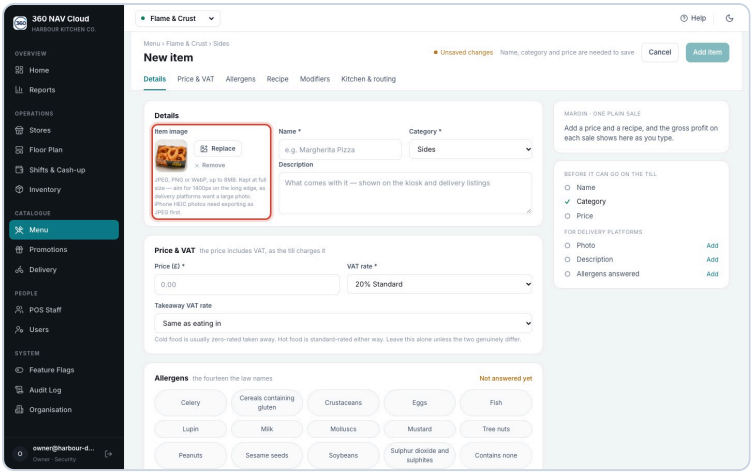
1. **Open Menu.** Click **Menu** in the left-hand list.



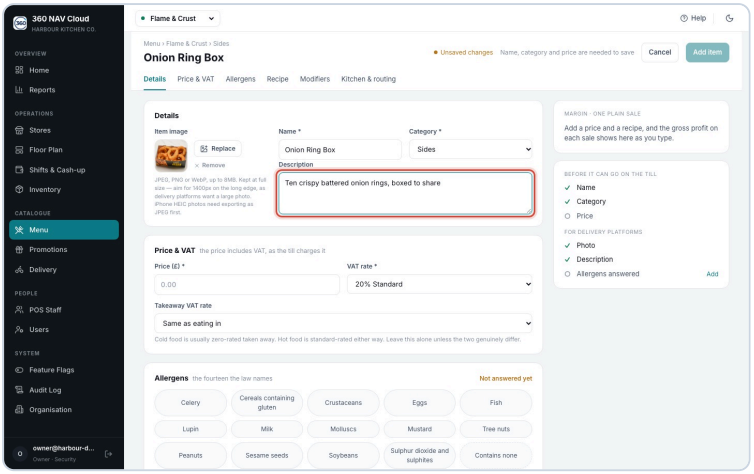
2. **Pick the category and click Add item.** Click the category the item belongs in, then **Add item** at the top right.



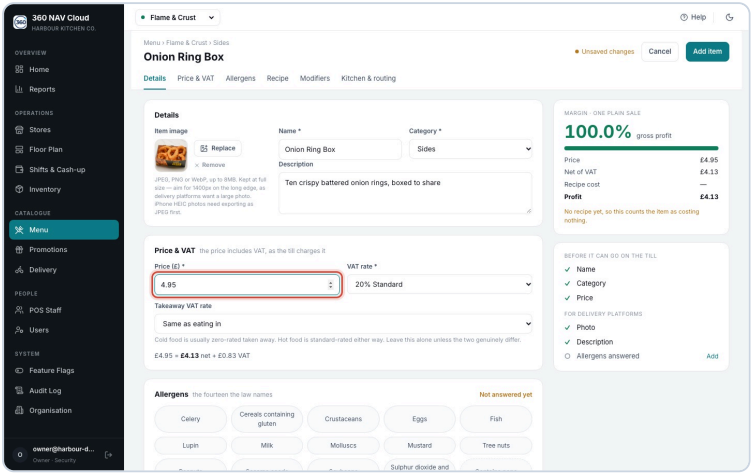
3. **Add a photo.** Click **Upload** and pick a JPEG, PNG or WebP photo (up to 8 MB). The kiosk and delivery apps show it, so a clear, well-lit photo sells more.



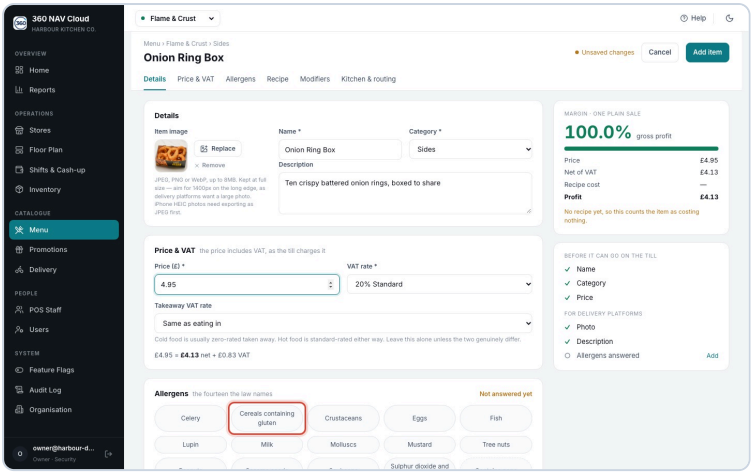
4. **Type the name and description.** The name is what staff see on the till and what prints on the receipt. The description shows on the kiosk and delivery apps.



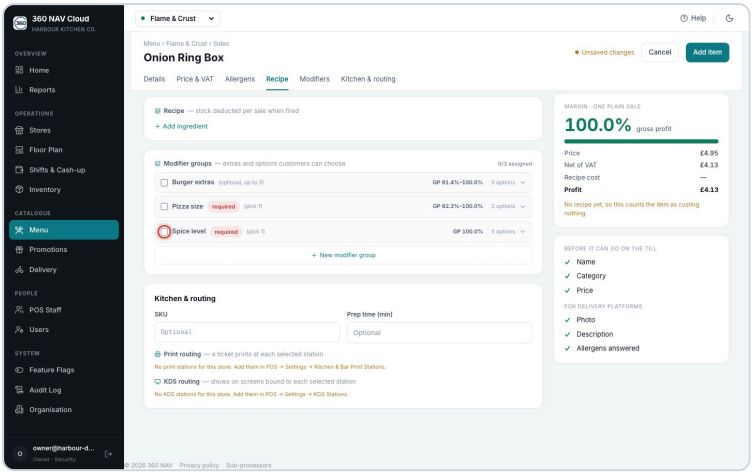
5. **Enter the price and check the VAT rate.** Type the price the customer pays, including VAT. Most food and drink is **20% Standard**. If takeaway is taxed differently, set **Takeaway VAT rate**.



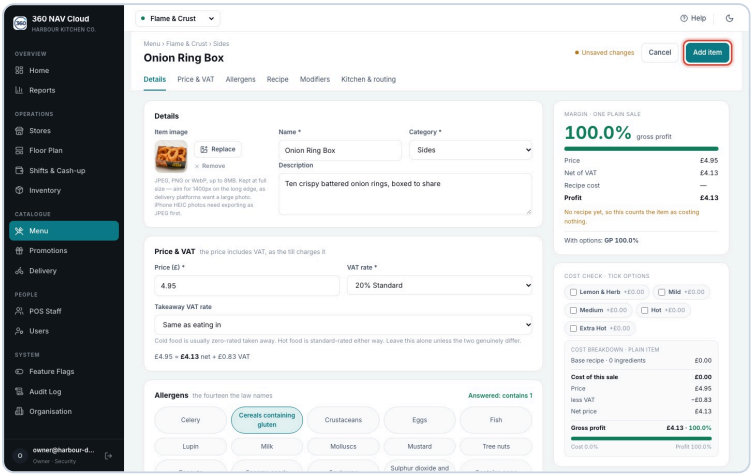
6 **Answer the allergens.** Tap each of the 14 allergens the item contains, or **Contains none**. Delivery platforms need this before they list the item.



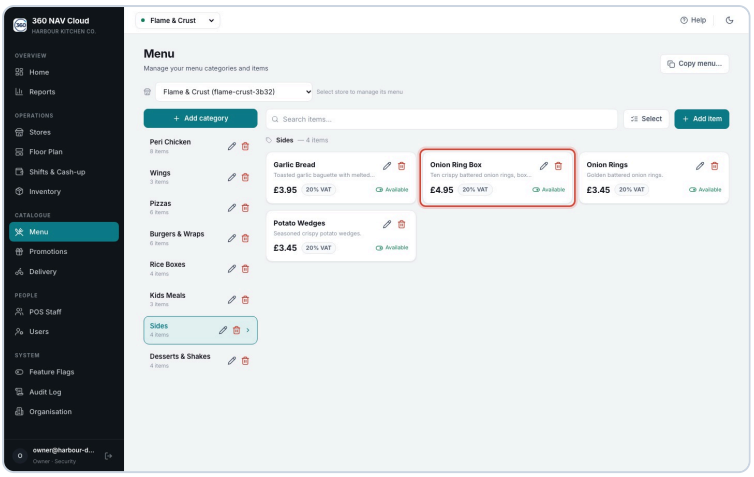
7 **Add options (optional).** Under **Modifiers**, tick any option group, such as spice level or size, that staff should be asked about.



8 **Save.** Click **Add item**. The button lights up once name, category and price are filled in.



9. **Check it.** The new item shows in the category list straight away, and on every till in the store within a minute.



Tips

- To change the price later, click the pencil on the item card.
- The bin icon on an item card hides the item from the tills and marks it **Unavailable**; its sales history is kept. Switch it back to **Available** on its card to bring it back.

If something goes wrong

- **Add item stays grey**: name, category and price are all needed.
- **It isn't on the till after a minute**: check the till shows **Online** at the top.