

MenuCommand™ by DayMark® is the web-based portal that facilitates centralized management and communication of critical menu data to foodservice locations. This guide walks you through the portal and gives detailed instructions on each of its features.

THE DIFFERENCE IS NIGHT AND DAY.™

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Welcome to MenuCommand!

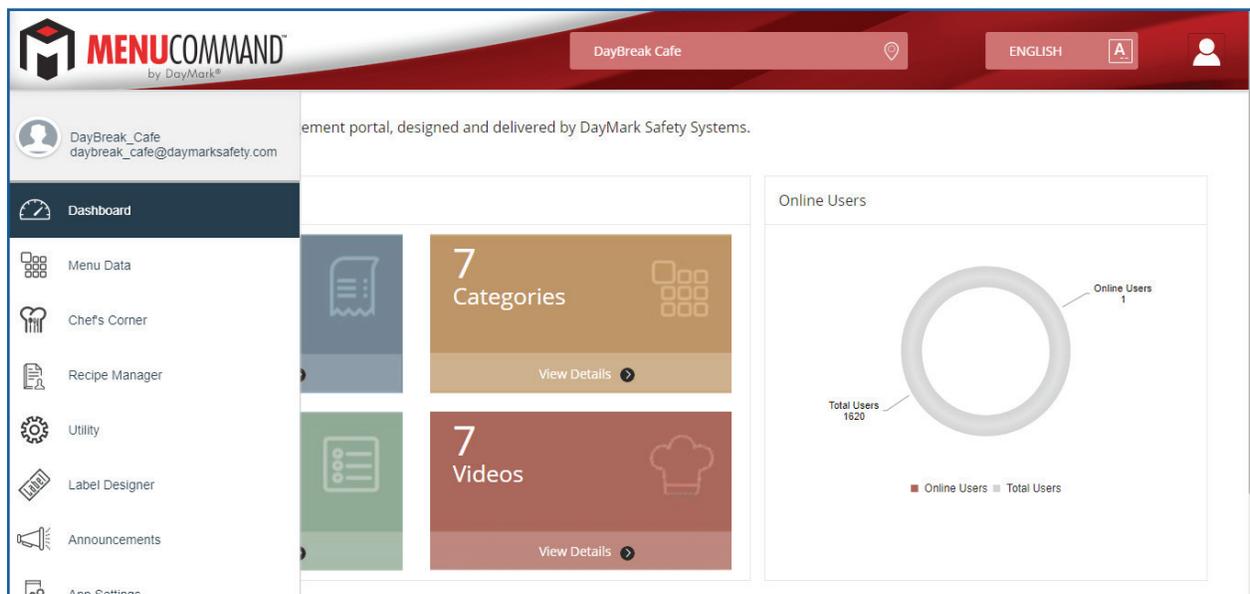
This user guide gives a detailed breakdown of all the features that this new web-based menu management system has to offer.

To get started, simply log on with your credentials that were provided to you via e-mail.

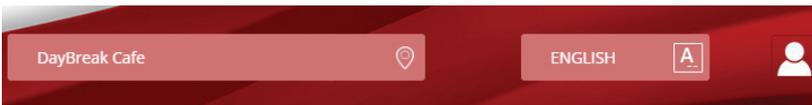
You may submit feedback directly on the site by clicking Support, then Contact within the navigational menu.

For questions and additional information access the FAQs section of the **MenuCommand** portal by clicking Support, then Solutions.

Using MenuCommand



Top Menu

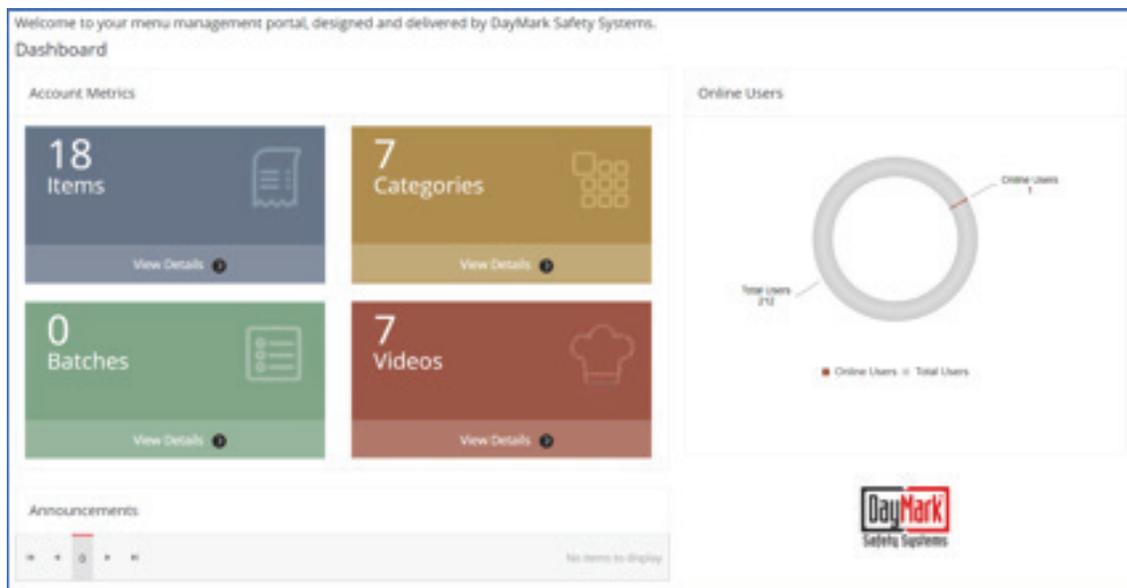
- 

Account Selector: This dropdown menu allows the user to choose between viewing and editing account information at corporate, franchise or store levels (depending on the user's access)

-  **User Options:** Accessing this area allows the user to select their default language, edit their profile information or log out.

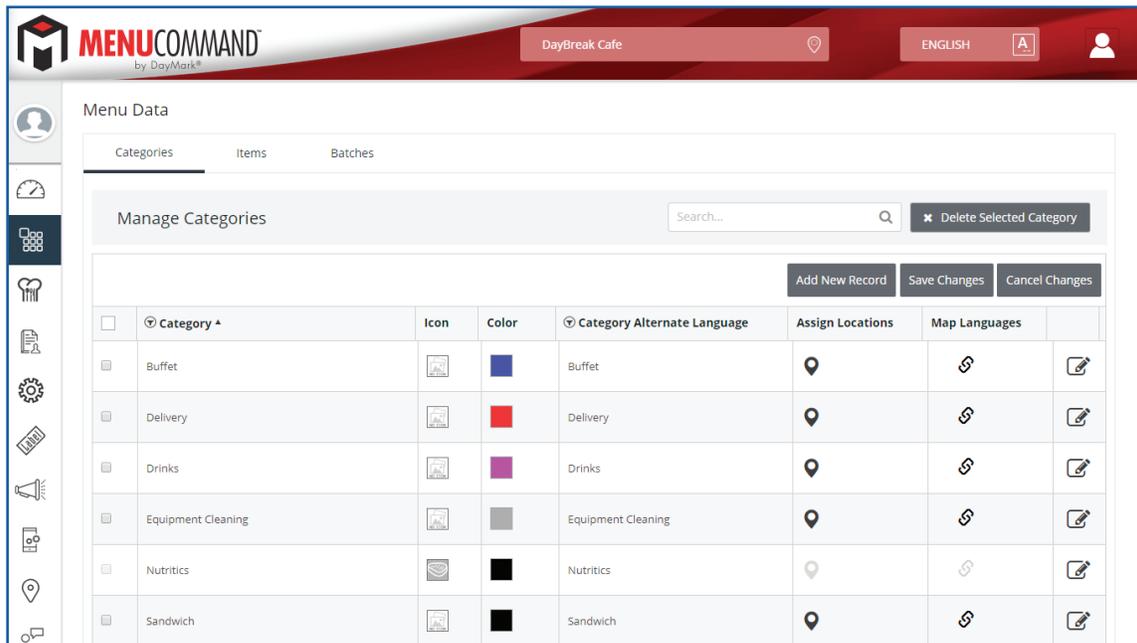
Navigation Bar

- Dashboard:** The *MenuCommand* dashboard presents a high-level view of the user's operation in one convenient location.



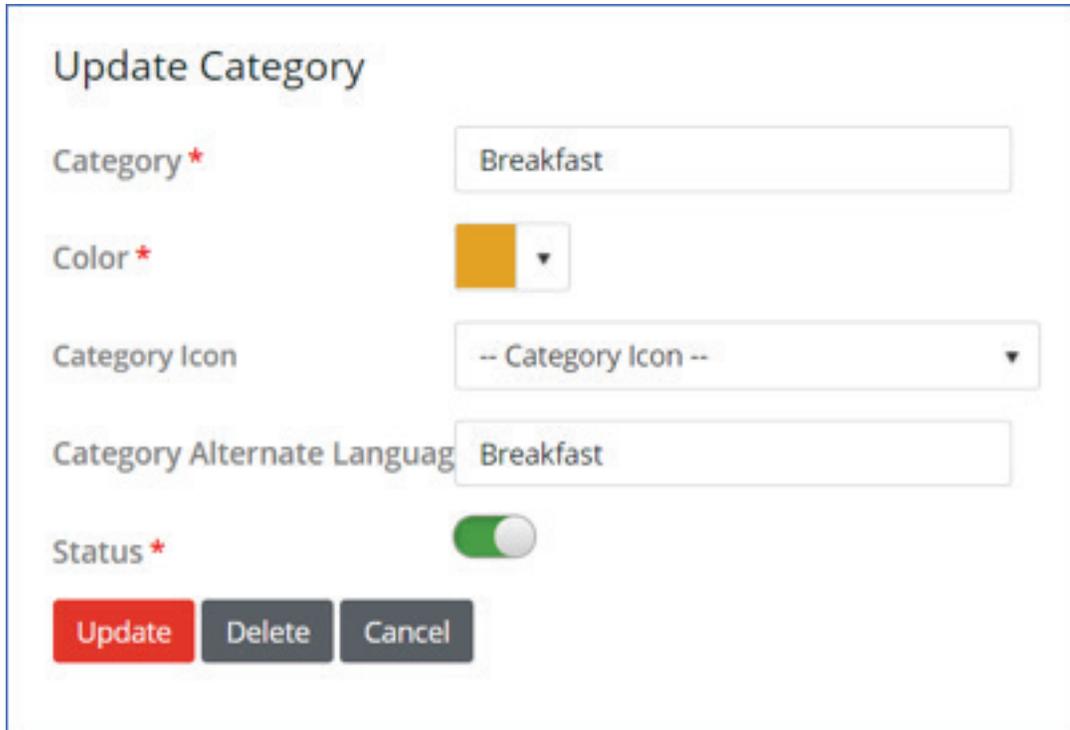
- o The **Account Metrics** section displays the number of items, categories, batches and videos currently available on the account.
- o The **Online Users** section demonstrates overall usage by comparing the number of online users with the number of total registered users.
- o At the bottom of the page, the **Announcements** section can be populated with customized messages for the corporate, franchise and store levels. For information on how to create an announcement, see the "Announcements" section later in this guide.

- **Menu Data:** The Menu Data section allows the user to create, view, edit and organize the menu items offered by their operation. Menu Data is broken into three areas, each listed as a tab at the top of the section: Categories, Items and Batches.
 - o The default area in the Menu Data section is **Manage Categories**, under the “Categories” tab. Here, different categories—which are used to organize individual items—can be created, deleted and edited. The categories appear in a grid display.



- Search box - Allows the user to search the list to locate a created category.
- Delete Selected Category – Permanently removes selected categories from list.
- Add New Record button – Selecting this button adds a blank line to the grid display that can be filled in with information for a new category.
- Save Changes button – Saves all changes the user has made to new and existing categories
- Cancel Changes button – Discards all changes the user has made to new and existing items
- Grid display – Contains information for new and existing categories
 - *Name* - Enter a name for the category. (field is required)
 - *Icon* – This selection cannot be filled in until after category is created (see “Update Category” section below).
 - *Color* – Select a color to be associated with the category. (field is required)
 - *Category Alternate Language* – Enter the name of the category in an alternate language. This will only be used if the app is set to an alternate language.
 - *Assign Locations* – Opens a pop-up box that allows the user to assign categories to different locations at the corporate, franchise and store levels.
 - *Map Languages* – Opens a menu that allows the user to assign the category to a specific language

- o In the last column of the grid display, an edit icon appears. Clicking this icon allows the user to access the **Update Category** page.



Update Category

Category *

Color *

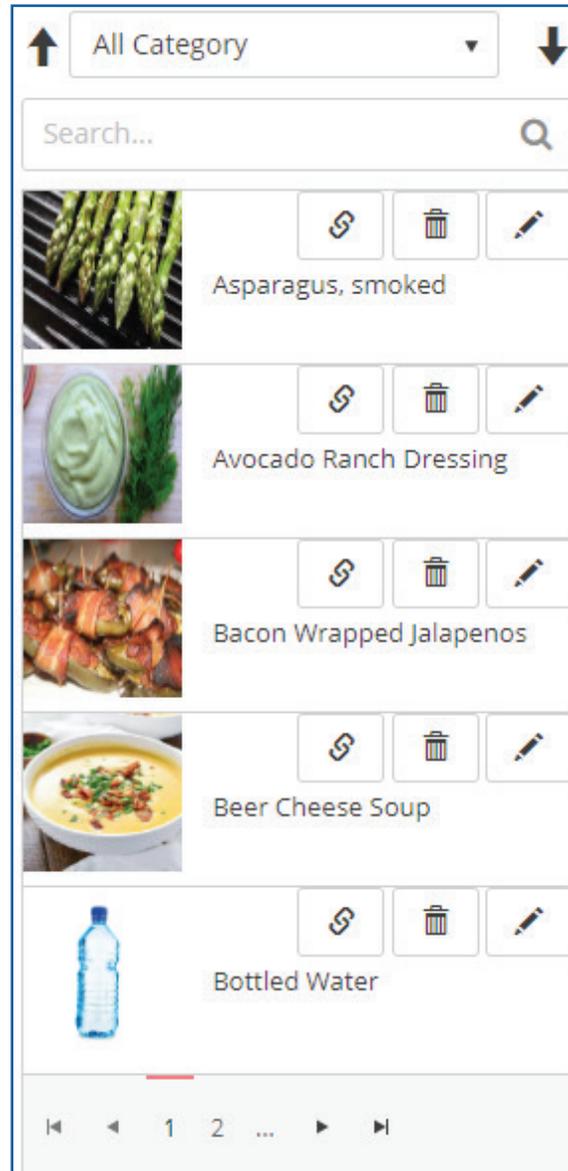
Category Icon

Category Alternate Language

Status *

- Category – Edit the name of the category. (field is required)
- Color – Change the color to be associated with the category. (field is required)
- Category Icon – Select an icon that most closely matches the category.
- Category Alternate Language – Edit the name of the category in an alternate language. This will only be used if the app is set to an alternate language.
- Status – Toggle switch to make category active or inactive. Note: Setting category to “inactive” will exclude it from syncing in the MenuPilot app.
- Right and left arrows (not picture above) – Allows the user to scroll through categories
- Update – Saves all changes and returns user to the Manage Categories page
- Delete – Permanently removes category from list and returns user to the Manage Categories page
- Cancel - Discards all changes the user has made and returns user to the Manage Categories page

- o Clicking the “Items” tab on the main Menu Data page takes the user to the **Manage Items** section. Here, different menu items can be created, deleted and edited.
 - Items Bar – A list of items that have been created for the location appears on the left side of the page.

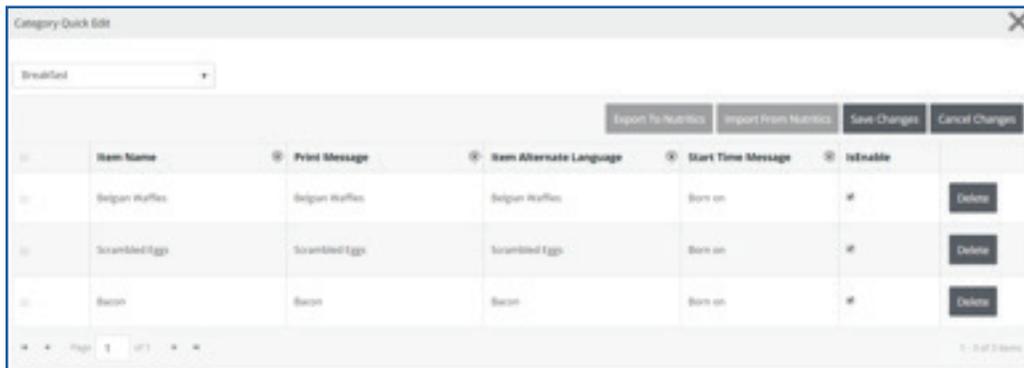
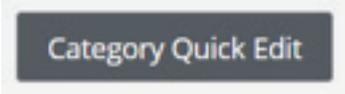


- *Search bar* – Allows the user to search the list for a specific item
- *Map Language Icon* – Drop down menu that selects the language in which the items will appear
- *Delete (trash can) icon* – Permanently deletes item from the list
- *Edit (pencil) icon* – Opens the item information screens to the right and gives the user the ability to edit the item’s attributes (see “Add New” section below)

- o *Save As Copy button* – Located at the bottom of the edit screen, this button saves the item as a “clone” or copy of original item



- *Arrows* – Move the user through the list page by page
- Category Quick Edit – Easily edit the name, print message, alternate language, start time message and status, on existing items from a grid-style list. For more information on these fields, see the “Add New” section below.



- *Select Category drop-down menu* – Specifies which category’s items appear in the list
- *Export to Nutritics* – Exports item information into the Nutritics system (subscription required)
- *Import from Nutritics* – Imports menu data from the Nutritics system (subscription required)
- *Save Changes* – Saves all changes and returns user to the Manage Items page
- *Cancel Changes* - Discards all changes the user has made and returns user to the Manage Items page
- *Delete* – Permanently removes item from list
- Shelf Life Quick Edit - Easily edit the name, end time days, end time hours, end time minutes and end time message on existing items from a grid-style list. For more information on these fields, see the “Add New” section below.

Shelf Life Quick Edit

Item Name	End Time Days	End Time Hours	End Time Mins	End Time Message	
Cheeseburger	1	1	1	Use by	Delete
Hot Dog	2	2	2	Use by	Delete
Grilled Cheese	2	0	0	Use by	Delete

- *Select Category drop-down menu* – Specifies which category's items appear in the list
- *Save Changes* – Saves all changes and returns user to the Manage Items page
- *Cancel Changes* - Discards all changes the user has made and returns user to the Manage Items page
- *Delete* – *Permanently removes item from list*
- Sync Nutritics Items – Syncs items with Nutritics system (subscription required)

Sync Nutritics Items

- Add New – Adds a new item to the Menu Data section.

+ Add New

- *Item/Category section*

- o Item Name – Name of item being added (required)
- o Assigned Category – Selects the category that the item will be assigned (required)
- o Item Name on Label – The name of the item as it will appear on the printed label
- o Location – Opens a box that allows the user to assign the item to one or more locations (required)
- o Upload Picture – Image can be uploaded to act as a visual representation of item
- o Status Enable/Disable – Selecting “enable” makes the item viewable in the list of active items; selecting “disable” makes it invisible.
- o Item Alternate Language - The name of the item as it would appear in an alternate language. This will only be used if the app is set to an alternate language.
- o Select Layout – Sets a default label layout for the item

- *Shelf Life/Hold Time*

- o Start Time Message – Text entered here will appear on the printed label as the message that specifies when shelf life/hold time begins.
- o Start Delay Days/Hours/Minutes – Sets the number of days, hours and minutes until the item's shelf life/hold time begins (required)
- o End Time Message – Text entered here will appear on the printed label as the message that specifies when shelf life/hold time expires.
- o End Time Days/Hours/Minutes – Sets the number of days, hours and minutes until the item's shelf life/hold time expires (required)
- o Custom Time Stamp Message – Allows the user to enter a message that further specifies/defines selected time stamp

- *Ingredient/Pricing Information*

- o Barcode Types – Selects the type of barcode that will print on the label
- o Price – The price of the item as it will appear on the label
- o Net Weight – The weight of the item as it will appear on the label
- o Barcode – The barcode number that is assigned to the item
- o Ingredients – The list of ingredients in the item as it will appear on the label

- *Nutritional Information* – A series of fields where the user will enter the nutritional information for each item.

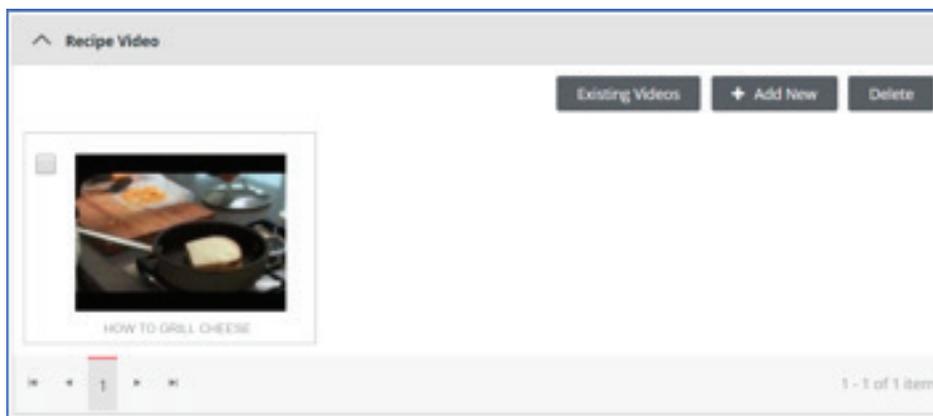
- o Fields in grams – Entry should be formatted as “(number)g
- o Fields in milligrams – Entry should be formatted as “(number)mg”
- o Fields in micrograms - Entry should be formatted as “(number)mcg”
- o Allergens field – List of allergens contained in the item
- o All other fields – Entry should be in number format

*****After clicking ‘Save’, three additional sections will appear:**

- *Preparation Stages* – This area provides the ability to address multiple processes, such as the pull/thaw process.

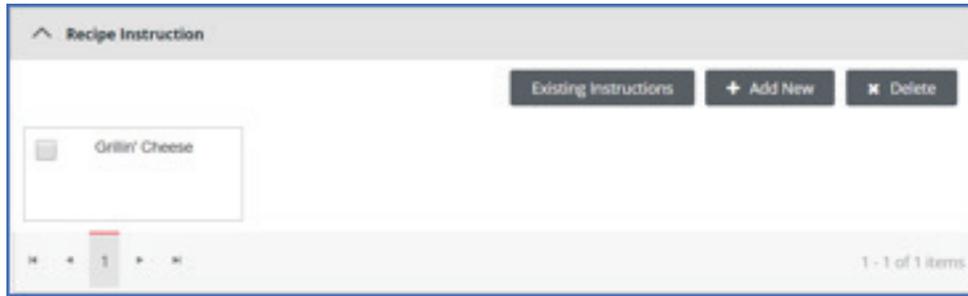
- o Existing Prep Stages – Displays prep stages that have previously been created
- o Add New – Creates a new prep stage
 - Prep Stage Name – Enter the name of the prep stage
 - Start/End Time Message – Allows the user to enter a message that further specifies/defines selected start/end time
 - Start Delay Days/Hours/Mins – Sets the number of days, hours and minutes until the prep stage begins
 - End Time Days/Hours/Minutes – Sets the number of days, hours and minutes until the prep stage ends
 - Save – Saves the prep stage
- o Delete – Removes the selected prep stage
- o Edit icon (on prep stage box) – Allows the user to make changes to prep stage

- *Recipe Video*

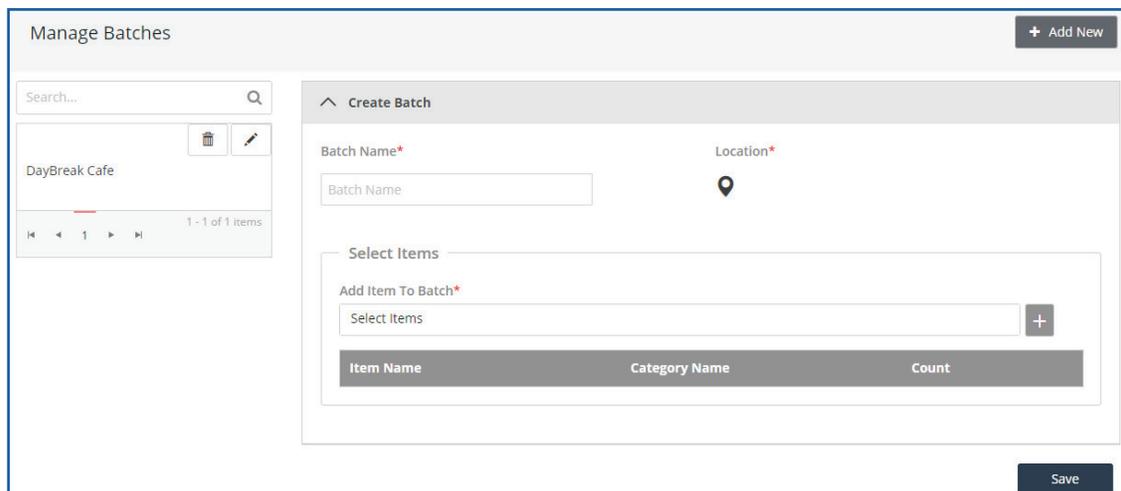


- o Existing Videos – Displays videos that have previously been uploaded to **Chef's Corner** section and mapped to the item.
- o Add New – Opens a window that allows the user to “map” (or connect) a video to the item (*Note: videos must be uploaded to **Chef's Corner** section before they can be mapped to an item*)
 - *Select Topic* – Choose a topic for the video (required) (see “Topics” in **Chef's Corner** section)
 - *Title* – Enter a title for the video (required)
 - *URL* – Enter the URL from the browser address bar of the YouTube video that will be mapped (required)
 - *Note: DO NOT* use the link generated by the “Share” option under the video
 - *Keywords* – List any keywords that will make the video easily searchable (required)
 - *Save* – Maps the video
- o Delete – Removes the selected video

- *Recipe Instruction*



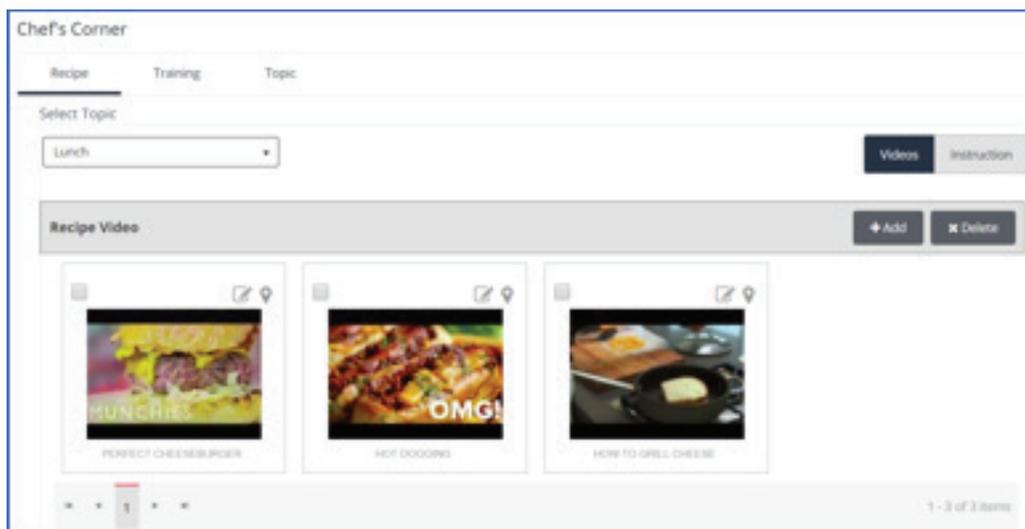
- o Existing Instructions – Displays instructions that have previously been created in **Chef’s Corner** section and mapped to the item.
 - o Add New – Opens a window that allows the user to “map” (or connect) a video to the item (Note: instructions must be uploaded to **Chef’s Corner** section *before* they can be mapped to an item)
 - *Select Topic* – Choose a topic for the instructions (required) (see “Topics” in **Chef’s Corner** section)
 - *Title* – Enter a title for the instructions (required)
 - *Text window* – Type out the instructions associated with the item
 - *Save* – Creates the instructions
 - o Delete – Removes the selected instructions
- o The **Manage Batches** selection, found under the “Batches” tab, is where Batch processing is created. Batch processing allows for the grouping of items together from various categories and printing them all in one operation.



- Search Box – Allows the user to search for a specific created batch

- Add New button – Clicking this button activates the create batch grid. From the grid, the user can name the batch, add items, and assign the created batch to locations.
 - Select Items – Selecting an item from the “Add Item To Batch” drop down menu and clicking the “plus” sign will add items to the batch
 - Assign Locations – Allows the user to assign the item to one or more locations.
- Batches Bar – As the user creates batches they appear in the box on the left side of the display with DELETE and EDIT buttons
- **Chef’s Corner:** This area is where the chef or kitchen manager can load recipe or training information in the form of written documentation, images, and/or videos to provide the system end user with tools to perform their job. This information is organized by topics, which are assigned to each piece of information. *(Note: **topic must be created before a recipe or training can be added, as the topic is assigned during the creation of recipe and training materials.**)*

- o **Recipe**



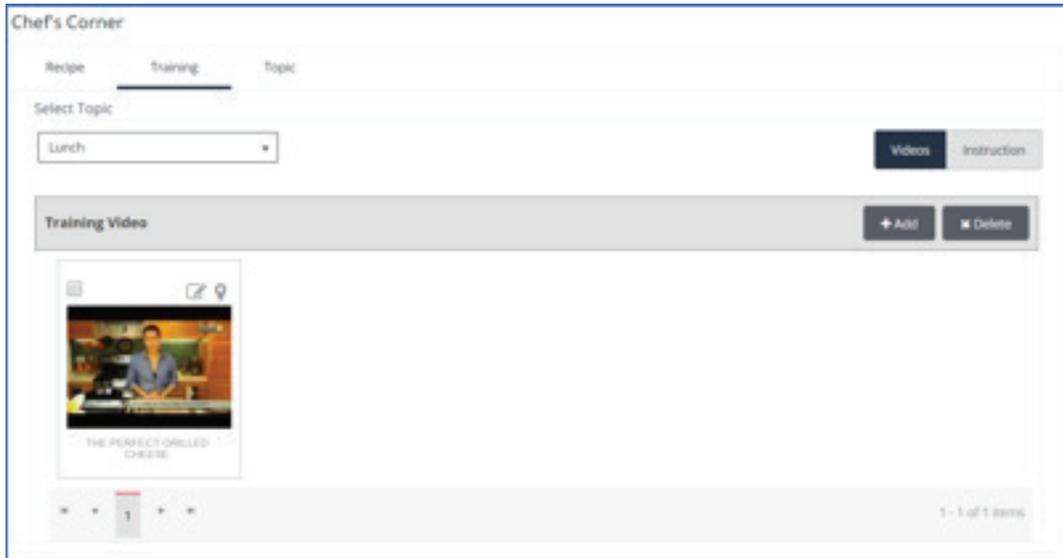
- Select Topic - The user selects a topic (as defined above) that closely matches the information being provided.
- Video/Instruction selection – Selects what type of information is being provided—written documentation or video content. Depending on how this is set, the Add and Delete buttons serve different functions.
 - When “Video” is selected:
 - o Add button – Opens a window that allows the user to upload a video that can later be “mapped” (or connected) to the item

- *Select Topic* – Choose a topic for the video (required)
(see “Topics” in **Chef’s Corner** section)
- *Title* – Enter a title for the video (required)
- *URL* – Enter the URL from the browser address bar of the YouTube video that will be mapped (required)
 - *Note: DO NOT use the link generated by the “Share” option under the video*
- *Keywords* – List any keywords that will make the video easily searchable (required)
- *Save* – Maps the video
 - o Delete button – Removes the selected video
- When “Instruction” is selected:
 - o Add button – Opens a window that allows the user to create text-based recipe instructions that can later be “mapped” (or connected) to the item
 - *Select Topic* – Choose a topic for the instructions (required)
(see “Topics” in **Chef’s Corner** section)
 - *Title* – Enter a title for the instructions (required)
 - *Text window* – Type out the instructions associated with the item
 - *Save* – Creates the instructions
 - o Delete button – Removes the selected instruction
- Information boxes



Allow the user to view the piece of information, edit it, or assign it to different locations.

- o **Training**



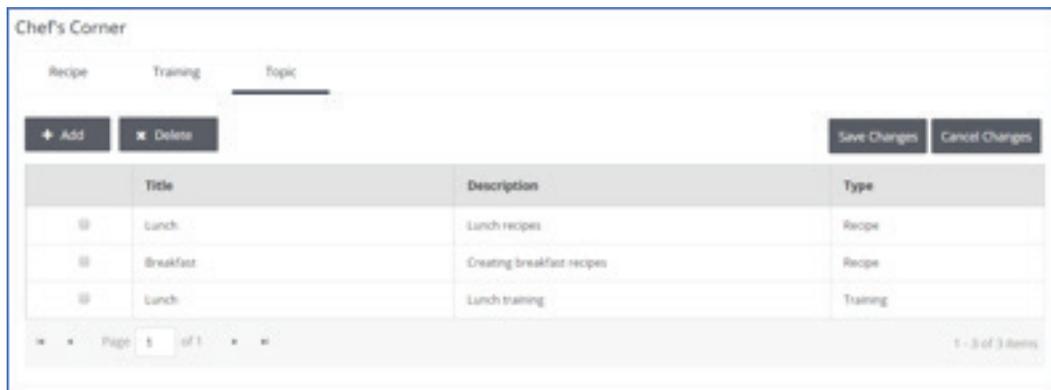
- Select Topic - The user selects a topic (as defined above) that closely matches the information being provided.
- Video/Instruction selection – Selects what type of information is being provided—written documentation or video content. Depending on how this is set, the Add and Delete buttons serve different functions.
 - When “Video” is selected:
 - o Add button – Opens a window that allows the user to upload a video that can later be “mapped” (or connected) to the item
 - *Select Topic* – Choose a topic for the video (required) (see “Topics” in **Chef’s Corner** section)
 - *Title* – Enter a title for the video (required)
 - *URL* – Enter the URL from the browser address bar of the YouTube video that will be mapped (required)
 - *Note: DO NOT use the link generated by the “Share” option under the video*
 - *Keywords* – List any keywords that will make the video easily searchable (required)
 - *Save* – Maps the video
 - o Delete button – Removes the selected video
 - When “Instruction” is selected:
 - o Add button – Opens a window that allows the user to create text-based recipe instructions that can later be “mapped” (or connected) to the item

- *Select Topic* – Choose a topic for the instructions (required) (see “Topics” in **Chef’s Corner** section)
- *Title* – Enter a title for the instructions (required)
- *Text window* – Type out the instructions associated with the item
- *Save* – Creates the instructions
- o Delete button – Removes the selected instruction
- Information boxes



Allow the user to view the piece of information, edit it, or assign it to different locations.

o **Topic**



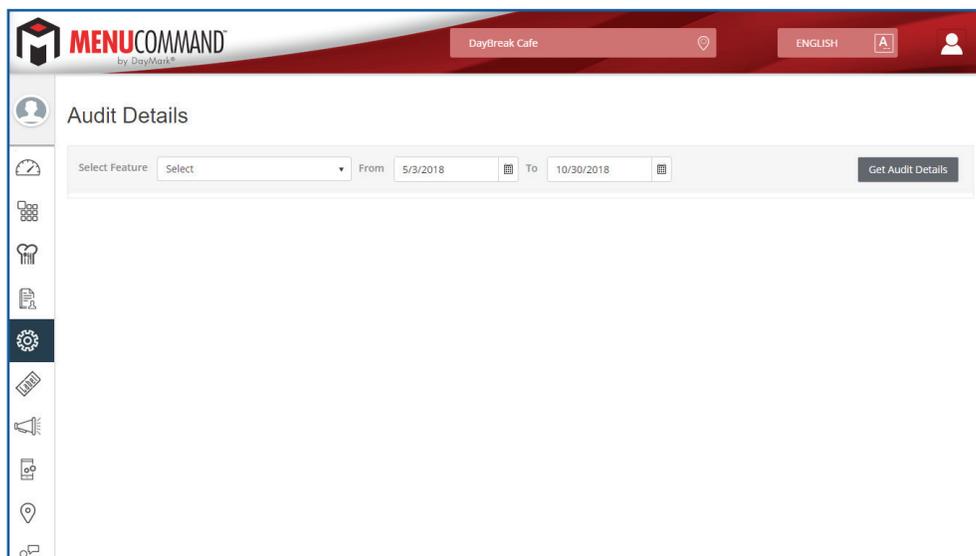
- Add/Delete – Creates or removes topics
 - Save Changes/Cancel Changes – Saves or cancels any changes made to existing topics in the grid display below
 - Grid display – Lists the titles, descriptions and types of existing topics
- **Recipe Manager:** DayMark has partnered with Nutritics to offer an advanced, cloud-based recipe analysis system that leverages a robust database of ingredients to quickly and easily build and manage recipes and menu data.

The Nutritics solution, available in North America exclusively from DayMark, also offers:

- Menu cost analysis
- Regulation-ready nutrition facts
- Ability to collaborate with other users
- Support and training
- Supplier data imports
- Traceability and shelf-life tools
- Branded reports

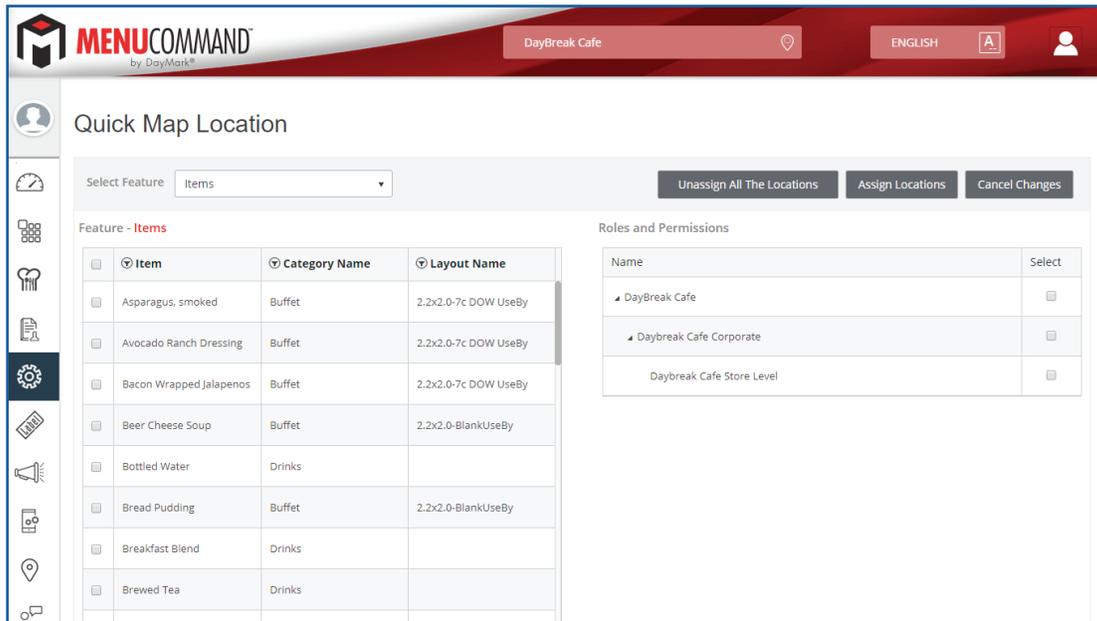
For more information, please contact your DayMark sales representative.

- **Utility:** This section gives the user the ability to make and view changes to many pieces of data at one time in an efficient, convenient manner.
 - o The **Audit Details** section displays changes that have been made to various areas of MenuCommand, including information on when the change was made and who made it.



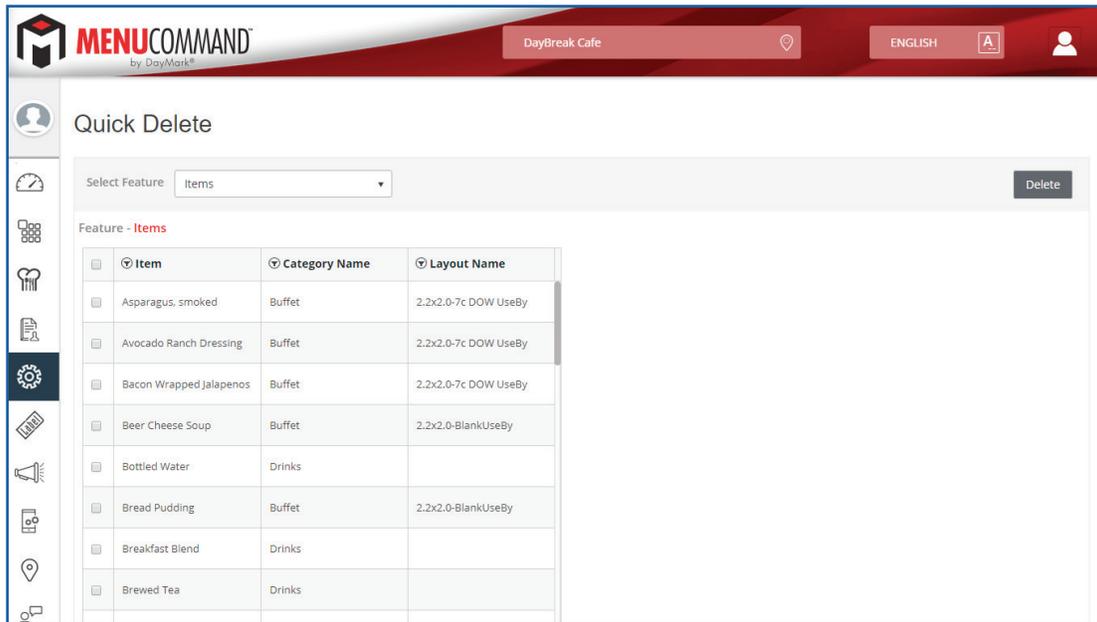
- *Select Feature* – Selects the feature for which changes will be displayed
 - *Activity stream* - Shows all changes
- *From* (date selection): Lets the user specify a date range
- *Get Audit Details* – Refreshes results based on date selection

- o The **Quick Map Locations** section assigns existing setup data to a new location.



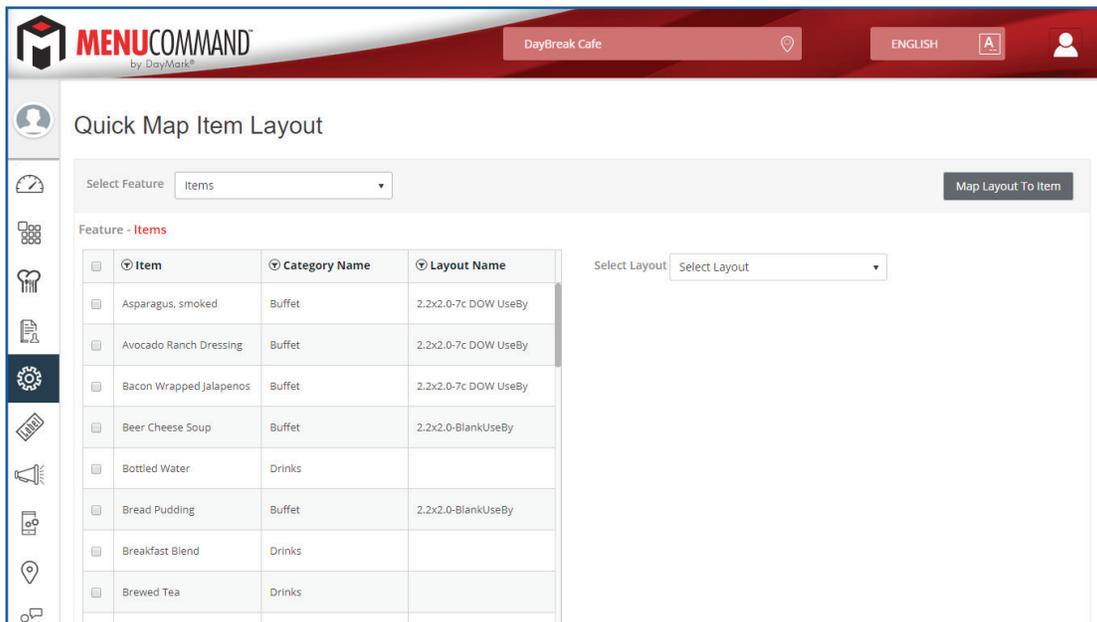
- *Select Feature* – Selects the data that will be applied to the specified locations
- *Unassign All the Locations* – Will unassign all currently mapped locations
- *Assign Locations* – Assigns data to locations based on the selections made in the grid display
- *Cancel Changes* – Clears out any selections made in the grid display

- o **Quick Delete** allows users to perform a mass deletion of specific data



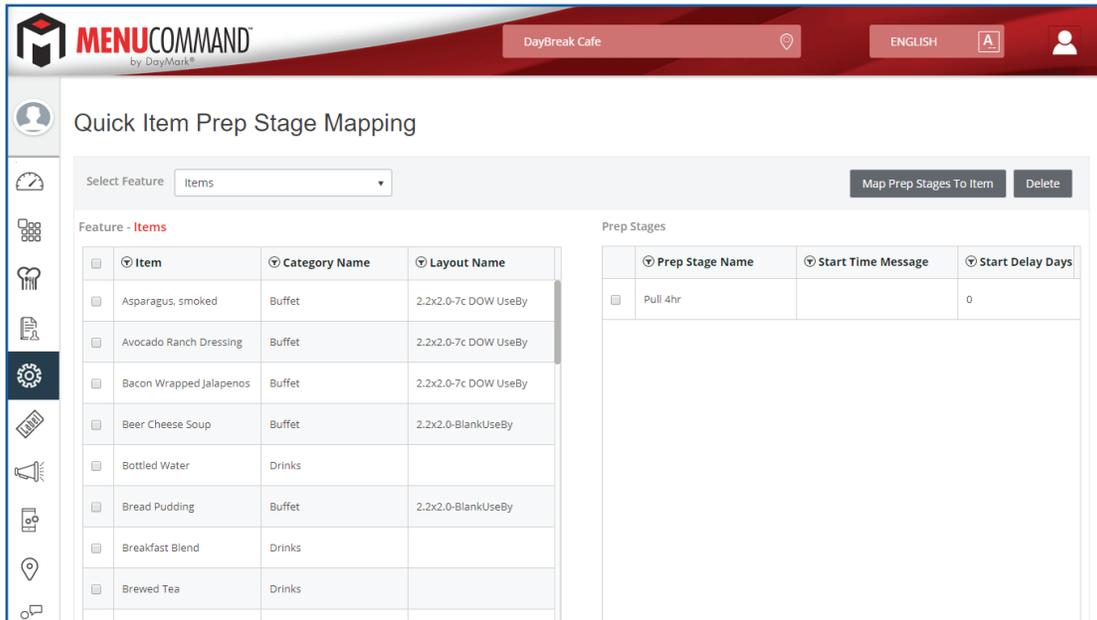
- *Select Feature* – Selects what info is to be deleted
- *Delete* – Performs the delete function on whatever features are selected in the grid display

- o The **Quick Map Item Layout** section allows the user to set a default label layout for multiple items



- *Select Feature* – Select “Item” to populate all available items
- *Map Layout to Item* – Sets the default label layout for the items selected in the grid display to the layout selected in the drop down menu to the right

- o The **Quick Item Prep Stage Mapping** section allows the user to set prep stages for multiple items



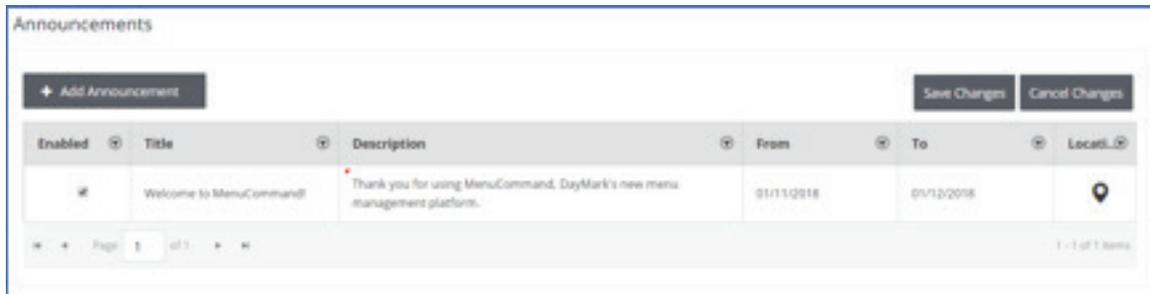
- *Select Feature* – Select “Item” to populate all available items
- *Map Prep Stages to Item* – Sets the selected prep stages in the grid display on the right for the items selected in the grid display on the left
- *Delete* – Deletes the mapping that is set between item selected in the grid display on the left and the prep stage selected in the grid display on the right

- **Label Designer:** Allows the user to select what label layouts are available for printing. Serving several functions, it allows the user to select the default label layout for their account from a list of available standard label layout templates. Additionally the user can also download the Label Designer Setup application to their PC and either design a new customized label layout or edit an existing label layout to fit their printing needs.



- o The **Download Label Designer Setup** button downloads the Label Designer Setup application to the user's PC, allowing them to either design a new customized label layout or edit an existing label layout to fit their printing needs.
- o The **Label Templates** area shows the standard pre-designed label layout templates available for selection. Within each template is a Location Selection button and a checkbox.
 - *Location Selection button* – Lets the user specify to which locations the label template should be assigned
 - *Checkbox* – Selects the label template; clicking the Assign Templates button at the bottom of the page then assigns all selected templates to specified locations.

- **Announcements:** This section allows the user to disseminate pertinent information to account locations. Information entered and saved is available for viewing within the MenuPilot app after the syncing, provided it is enabled for viewing.



- o Clicking the **Add Announcement** button opens an inset window containing the following fields (all fields are required):

- *Title* - Announcement name
- *Description* – Content for the announcement. The data entry is limited to text only and contains no formatting features.
- *Valid From* – Used to set the date the announcement will become visible
- *Valid Till* – Used to set the date the announcement expires and no longer appears
- *Is Enabled* – Allows the user to program access to the announcement. If **NO** is set, the announcement will not be available to be synced to **MenuPilot**. This allows the user to work on the content or scope of the announcement prior to release.
- *Location* – Selects the locations that are able to see the announcement

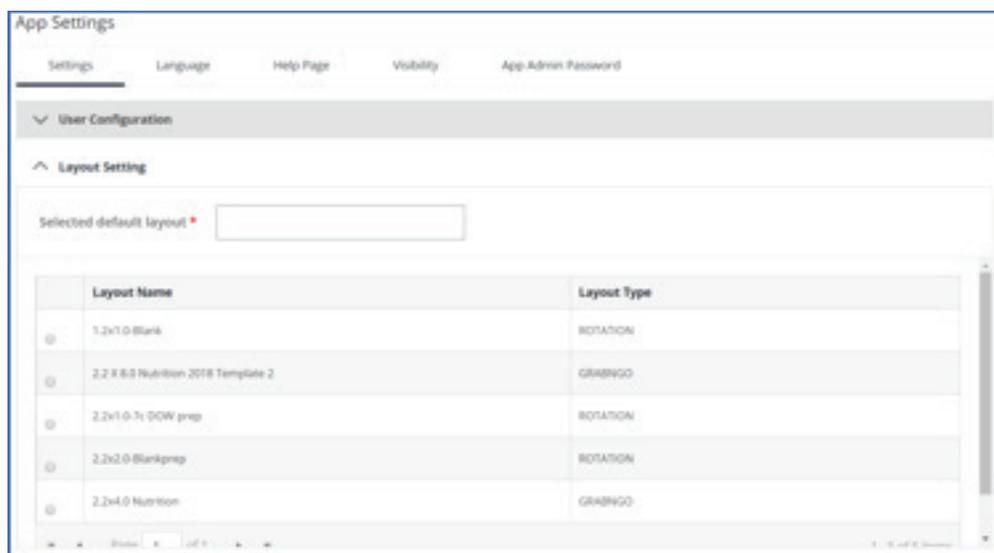
- o **Save Changes** saves all changes to existing announcements after editing.
- o **Cancel Changes** cancels changes to existing announcements prior to saving.
- o The **Display Grid** displays created announcements and allows the user to make edits to the previously entered information and select which locations should receive the message.
 - *Location* - Clicking this button opens an inset window where the user can assign the announcement to specific locations.
- **AppSettings:** Enables the user setup and control features such as admin password, user ID, manager on duty, and default label layouts within DayMark’s tablet-based MenuPilot app.
 - o The **Settings** tab manages the general settings of the app
 - *User Configuration menu*

The screenshot shows the 'App Settings' interface with a navigation bar at the top containing tabs: Settings, Default Settings, Language, Help Page, Visibility, and App Admin Password. Below the navigation bar is a section titled 'Location Configuration' with a dropdown arrow. This section contains several configuration options arranged in a grid:

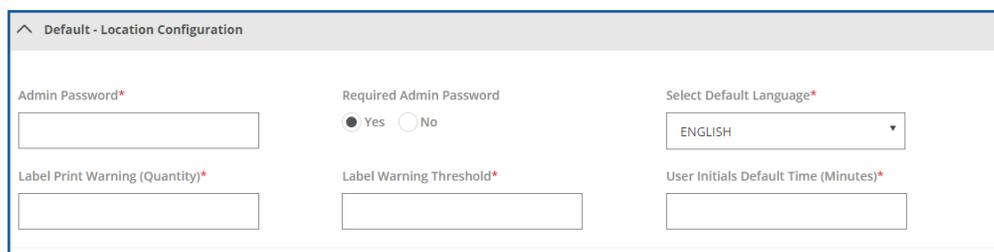
- Admin Password***: A text input field.
- Required Admin Password**: Radio buttons for 'Yes' (selected) and 'No'.
- Required ID**: Radio buttons for 'Yes' (selected) and 'No'.
- Select Default Language***: A dropdown menu currently showing 'ENGLISH'.
- Enter Location**: A text input field.
- Manager on Duty**: A text input field.
- Label Print Warning (Quantity)***: A text input field.
- Label Warning Threshold***: A text input field.
- User Initials Default Time (Minutes)***: A text input field.

- o Required Admin Password – Sets the requirement condition of admin password. Selecting “Yes” forces the app user to enter the admin password in order to access secured areas within the **MenuPilot** app.
- o Admin Password – Sets the actual admin password (required)
- o Select Default Language – Selects what language the app text appears in (required)
- o Enter Location – The location address to be printed on labels when required
- o Required ID – This setting is used to set the requirement of entering user initials. Selecting “Yes” forces the app user to enter their initials in order to print a label.
- o Label Print Warning (Quantity) – When a label print quantity request is greater than this value, the print process will be paused and the user will be asked to confirm to continue. This feature is designed to save label supplies when an invalid quantity of labels is entered to print. (required)
- o Label Warning Threshold – The number of labels remaining in the printer when the user is alerted that the printer is low on labels (required)
- o Manager On Duty – Identifies the manager on duty for customer label layouts the require this information.

- *Layout Settings menu*



- o Selected default layout – This value is the label layout that is selected by default when label printing occurs. The value can be changed at the time of printing to a different label layout. (required)
- o Display Grid
 - *Layout Name* – The names of the label print layouts available for selection.
 - *Layout Type* – Specifies the label layout classification
- o The selections made in the **Default Settings** tab override those that are made in the Settings tab and are applied to all locations.
 - *Default - Location Configuration*



- o Admin Password – Sets the admin password for MenuPilot
- o Label Print Warning (Quantity) – Requested print quantity that will prompt the app to request confirmation from the user
- o Required Admin Password – Decides whether an admin password is needed to make changes to MenuPilot settings.
- o Label Warning Threshold - The number of labels remaining in the printer when the user is alerted that the printer is low on labels
- o User Initials Default Time (Minutes) - the amount of time before user has to re-enter initials
- o Select Default Language – Selects the language in which the app text will appear

- *Default - Layout Setting*

	Layout Name	Layout Type
<input checked="" type="radio"/>	2.2x2.0-7c DOW UseBy	ROTATION
<input type="radio"/>	2.2 X 4.0 Nutrition Template 1	GRABNGO
<input type="radio"/>	2.2 x 6.0 Nutrition 2018	GRABNGO
<input type="radio"/>	2.2x1.0-Blank UseBy	ROTATION

- o Selected default layout – Sets the default label layout used in the app
- o The **MenuCommand** portal and **MenuPilot** app were designed to support multiple languages. To ensure proper and accurate translation, the **Language** section is provided to the user to customize the operational user interface with the necessary translation content.
 - *Add Language* – selecting this button opens a pop-up window.

- o Enter Language – The name of the language being added (required)
- o Clicking “Save” presents the user with a display grid
 - **Language** – Language name
 - **Page** – Page name within the portal where the field is located
 - **Title** – Field name on the page above
 - **Value** – Translated value
- o The user can provide help documentation on the **Help Page** tab. This is a data entry function that contains standard text entry tools, (*free form typing, insert images, table creation, alignment tools, etc.*) that allows the user to customize help content to the specific account.

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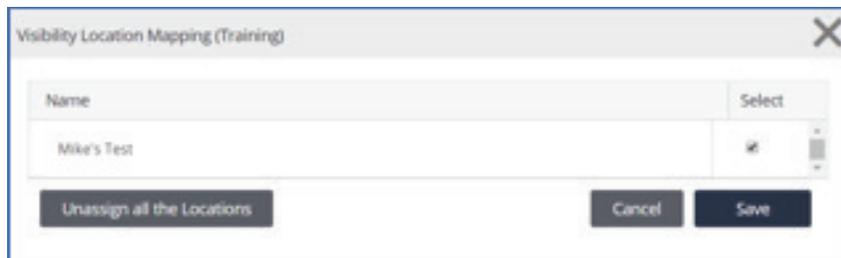


- o The **Visibility** section is used in conjunction with the **MenuPilot** app to control what features and content the location's user can access within the app. This section allows to the user to customize access.

Visible	Page Name	Location
<input type="checkbox"/>	Training	<input type="checkbox"/>
<input type="checkbox"/>	History	<input type="checkbox"/>
<input type="checkbox"/>	Recipe Instructions	<input type="checkbox"/>
<input type="checkbox"/>	Video	<input type="checkbox"/>
<input type="checkbox"/>	Print	<input type="checkbox"/>
<input type="checkbox"/>	Settings	<input type="checkbox"/>
<input type="checkbox"/>	Help	<input type="checkbox"/>
<input type="checkbox"/>	About	<input type="checkbox"/>
<input type="checkbox"/>	Logout	<input type="checkbox"/>
<input type="checkbox"/>	Batch Print	<input type="checkbox"/>

- *Display Grid* – Displayed in this grid are the various sections that can be made available on the left Nav Bar within the **MenuPilot** app. Access to each section below can be customized for specific locations.
- o *Page 1:*
 - Training
 - History
 - Recipe Instructions
 - Video

- Print
 - Settings
 - Help
 - About
 - Logout
 - Batch Print
- o *Page 2:*
 - Add Item
 - Modify Item
 - User Initial
 - Nutrition
 - Reprint
 - Item Video
 - Item Instruction
- o *Location* – Clicking this icon opens a pop-up window where the user can assign the corresponding section to users at specific locations.



- o In the **App Admin Password** section, the user can specify the sections within the *MenuPilot* app to which access should be restricted with an admin password.

App Settings	
Settings Default Settings Language Help Page Visibility App Admin Password	
Page Name	Location
Settings	
Add new item	
Add new batch	
Modify item	
Create category	
Reprint	

Page 1 of 1 1 - 6 of 6 items

- *Display Grid* – Lists the actions that can be selected for restriction. In the “Location” column, access can be allowed based on specific locations.

- **Locations:** This section defines locations, franchises or stores that are associated with the main corporate account.
 - o The **Manage Locations** area is the default screen under Locations.

Manage Locations

<input type="checkbox"/>	Name	Description	Location Type	Contact Name	Contact Number	City	State	Country
<input type="checkbox"/>	Daybreak Cafe Corporate		Franchise	John Smith				
<input type="checkbox"/>	Daybreak Cafe Store Level		Store	Ricky Bobby				

Items per page
 1 - 2 of 2 Items

- Search Box – Allows the user to search for a specific created location
- Add Store button – Creates new store location in “Store Details” section

Store Details

Name *

Description

Franchise

Contact Name

Contact Number

Email Id

Address Line 1

Address Line 2

City

State

Country

Zipcode

- *Name* – Name of store (required)
- *Description* – User-created store description

- *Franchise* – Drop-down menu assigns store to a pre-defined franchise
- *Contact Name, Contact Number and Email ID* – Information related to main contact for the store
- *Address Line 1, Address Line 2, City, State, Country and Zipcode* – Physical store details
- Add Franchise button – Creates new franchise location

Franchise Details

Name *	<input type="text" value="Full Name"/>
Description	<input type="text"/>
Contact Name	<input type="text" value="Full Name"/>
Contact Number	<input type="text"/>
Email Id	<input type="text" value="email@example.com"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Country	<input type="text" value="Select Country"/>
Zipcode	<input type="text"/>

- *Name* – Name of franchise (required)
- *Description* – User-created franchise description
- *Contact Name, Contact Number and Email ID* – Information related to main contact for the franchise
- *Address Line 1, Address Line 2, City, State, Country and Zipcode* – Physical franchise details
- Delete button – Deletes currently selected location
- Display Grid

- *Selection Box* – when checked, this specific location is the focus of subsequent commands
 - *Name* – Location name
 - *Description* – User-created location description
 - *Location Type* – Specifies whether location is a franchise or a store
 - *Contact Name* – Contact person at the location
 - *Contact number* – Contact person's phone number
 - *City, State, Zip* – Physical location details
- o Note that after a location has successfully been defined, its name becomes a hyperlink. Selecting this hyperlink will display the **Store Details** page. From this page, more detailed information can be viewed/edited. See “Add Store button” or “Add Franchise button” above for information on this screen.

- **User Details:** In this section, the account administrator can add additional users to manage the account's content and setup.
 - o The **Manage Users** area is the default screen under User Details.

<input type="checkbox"/>	Name ▲	Email	Location Type	Company	Notes	Status	Locked	Send reset link to
<input type="checkbox"/>	DayBreak_Cafe	daybreak_cafe@daymarksafety.com	Corporate User	Daymark Safety System	NRA Account	Enabled	UnLocked	

- Search Box – Allows the user to search for a specific created user
- Lock/Unlock button – Restricts specific users' access to MenuCommand
- Add button – Adds a new user in the “User Details” screen

- *Store Number/Name* – Name of the user or identification number of store at which the user is located (required)
- *Status* – Enables/disables the user (required)

- *Email* – Email address to which system communication will be routed (required)
 - *Company* – Name of the user’s company
 - *Notes* – Any further relevant information about the user
 - *Roles and Permissions* – Selects which the locations to which the user is assigned
- Delete button – Deletes selected user
 - Display Grid
 - *Selection Box* – when checked this specific user is the focus of subsequent commands
 - *Name* – User’s name
 - *Email* – Email address to which system communication will be routed
 - *Company* – Name of the account
 - *Notes* – Any further relevant information about the user
 - *Status* – Enabled/disabled status of the user
 - *Locked* – Status of user’s access to MenuCommand
 - *Send Reset Link* – Clicking this sends an email to the user letting them know that they need to reset their password
- o Note that, after a user has successfully been defined, their name becomes a hyperlink. Selecting this hyperlink will display the **Users Detail Page**. From this page, more detailed information can be viewed/edited. See “Add button” above for information on this screen.

- **Import/Export:** This section allows external content to be imported or internal content to be exported from the **MenuCommand** portal.

Import/Export

Export

Document Type

Menu Data
 Batches

File

XML
 XLS
 XLSX
 CSV

Language Preference

Include All Languages

Export

Import/Export

Export

Import

Document Type

Menu Data
 Batches

Duplicates Handling Preference

Override Duplicates
 Skip Duplicates

Location Preference

Location

Browse drop files here to upload

- o The **Export** function allows the user to export internal data from the account's **MenuCommand** portal to several different file types. This enables the user to perform bulk adds, edits and deletions which can then be imported back into the portal.
 - Document types – Two sets of account information can be exported: ITEMS or BATCHES.
 - File Type – There are four distinct file types available for export. Note: each file type is compatible with different software; the user should select the file type that best fits their system.
 - XML - Stands for eXtensible Markup Language
 - XLS - Microsoft Excel 97-2003 Worksheet file
 - XLSX - An open XML spreadsheet file format
 - CSV - Comma separated values file which allows data to be saved in a table structured format

- o The **Import** function allows the user to import external data to the **MenuCommand** portal.
 - Document Type - Two sets of account information can be imported: ITEMS or BATCHES.
 - Duplicates Handling Preference – Specifies how to handle duplicate information that is identified during the import process:
 - *Override Duplicates* – Replace existing data with data found in the imported file
 - *Skip Duplicates* – Retain existing data and do not import the duplicate data identified.
- **Support:** This drop-down menu provides access to various contact and help areas.
 - o Submit questions or issues directly to DayMark technical support in the **Contact** section. Users will fill out the required fields (highlighted by a red asterisk) and any relevant optional fields, providing detail related to the request or incident, then select **Submit** to send the ticket. Users can also use the search field on the right side of the screen to access the knowledge base and search for solutions to common issues or questions.
 - o The **Solutions** section offers digital access to the **User Guide**, and a selection of frequently asked questions and access to the knowledge base that allows the user to search for solutions to common issues or questions
 - o Legal requirements of using this product can be found under **Terms of Use**.



Safety Systems

Technical Support

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THE DIFFERENCE IS NIGHT AND DAY.™