



The MenuPilot™ app by DayMark® allows kitchen staff to quickly and easily manage food rotation, grab & go labeling, staff training and date code compliance. This guide provides a thorough overview of the app and each of its many functions.

THE DIFFERENCE IS NIGHT AND DAY.™

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MENUPILOT

USER GUIDE

TABLE OF CONTENTS

Introduction – Welcome to Menu Pilot!

Using MenuPilot

Top Menu

Navigation Bar

Training

History

Recipe

Utility Label

Settings

Help

About

Support

Logout

Welcome to *MenuPilot!*

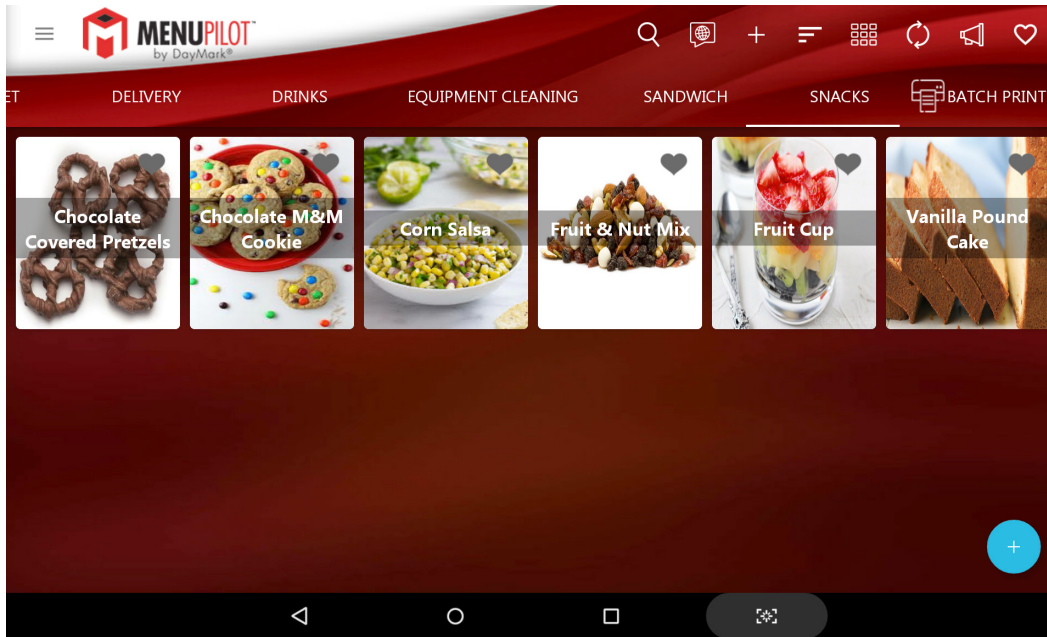
This user guide gives a detailed breakdown of all the features that this new tablet-based kitchen management system has to offer. To get started, using an Android-based tablet with an internet connection, simply log on with the credentials that were provided to you via e-mail.

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

MENUPILOT

USER GUIDE

Using MenuPilot



Top Menu: Located in the upper right hand corner of the screen, the top menu provides access to some of the app's basic functions.



Search : The search field can be used to search *MenuPilot* for various terms.



Language: Selecting this allows the user to change the language used in *MenuPilot* to any predefined language.



Add/Delete Category: Selecting this allows the user to add or delete a Category in the *MenuPilot* locally on the tablet. These temporary changes are **not** transmitted back to the *MenuCommand* portal.



Sort: Tapping this icon organizes items in alphabetical order and toggles between ascending and descending.



View Icons: Tapping this icon allows the user to change the tile size of the displayed items.



Sync: Selecting this allows the user to sync their tablet's data content with the latest updates made in the *MenuCommand* portal using web services. Data that is sent from corporate via *MenuCommand* cannot be modified or deleted in *MenuPilot*.

MENUPILOT

USER GUIDE

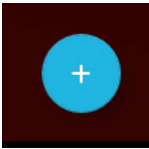


Favorites: This mode allows the user to select “favorite” items and move them to the top of the item list. This function requires the app admin password.



Announcements: Selecting this displays all active announcements that have been created thru the **MenuCommand** portal. This feature allows the account administrator to communicate information out to the various locations within the account. A blue icon indicates unread messages.

Add Item icon: Creates new menu item (Note: item will be added to whichever category is selected in the category ribbon when this icon is tapped)



← Add New

Item Name *
Item Name

Item Name on label *
Item Name on label

Barcode Type
Select Barcode Type ▼

Barcode
Barcode

Price
Price

Start Time Message
Prepared ▼

End Time Message
Discard By ▼

Custom Message
Custom Message

Use Current Date & Time When Printed

Start Time With Delay

Custom Time Stamp Message
EOD Message

Start Time (Days,Hours,Minutes)
- 0 + Hours | Minutes

End Time (Days,Hours,Minutes)
- 0 + Hours | Minutes

MENUPILOT

USER GUIDE

- Item Name – Name of item being added (required)
- Item Name on Label – The name of the item as it will appear on the printed label (required)
- Price – The price of the item as it will appear on the label
- Barcode – The barcode number that is assigned to the item
- Start Time Message – Text entered here will appear on the printed label as the message that specifies when shelf life/hold time begins.
- End Time Message – Text entered here will appear on the printed label as the message that specifies when shelf life/hold time expires.
- Custom Time Stamp Message – Allows the user to add a custom message to the timestamp
- Start Time (Days/Hours/Minutes) – Sets the number of days, hours and minutes until the item's shelf life/hold time begins
- End Time (Days/Hours/Minutes) – Sets the number of days, hours and minutes until the item's shelf life/hold time expired

Category Ribbon: Located in the top left section of the app screen, the category ribbon displays each of the available categories as well as the batch print area. If the amount of categories is too great for the screen, the ribbon can be swiped back and forth to scroll.

- **Categories:** Select a pre-defined category to view its available items



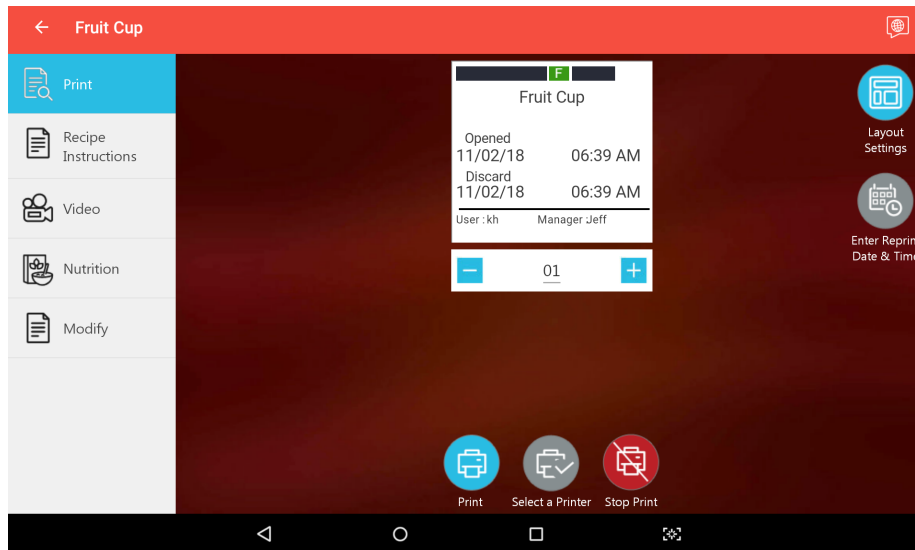
- o Items – Tapping on one of the items in a category gives the user several options located in the bar on the left side of the screen.



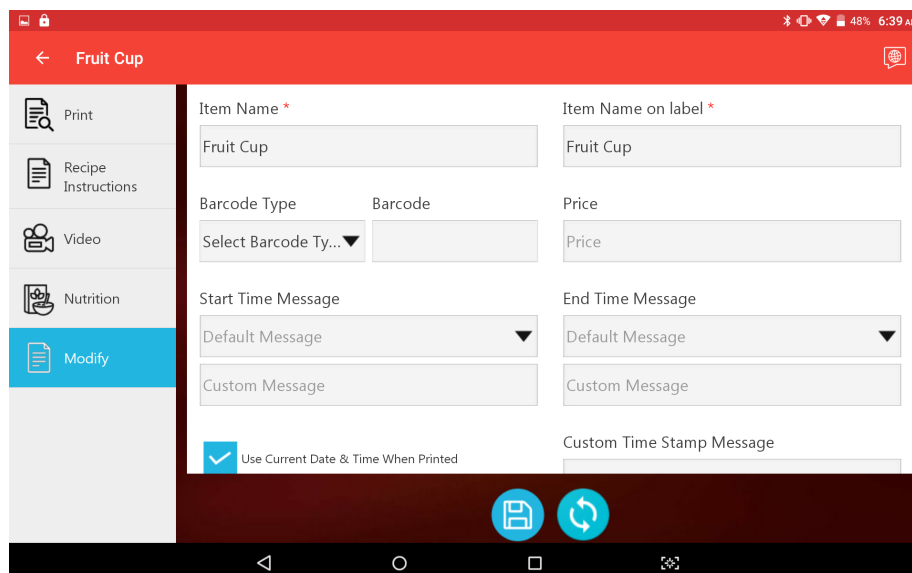
MENUPILOT

USER GUIDE

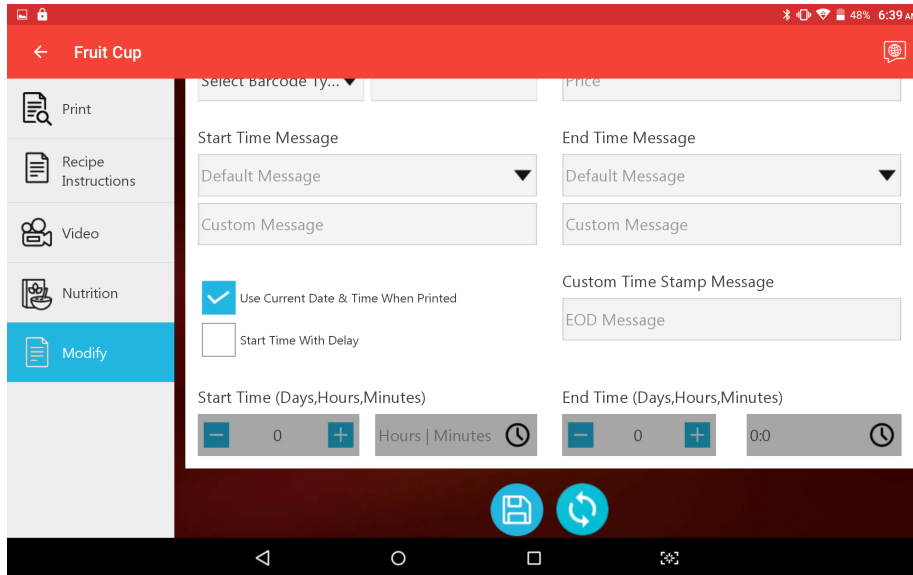
- Print – Controls the print settings for the item's label



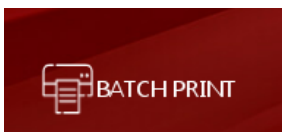
- Print – Prints the label
 - Select printer – Chooses the printer that will be used to print the label
 - Stop Print – Cancels an in-progress print
 - Layout Settings – Chooses which pre-defined label layout will be used for the label
 - Enter Reprint Date and Time – Allows the user to enter an earlier date and time in order to reprint labels from a previous run
- Recipe Instructions – Lists any Recipe Instructions that have been created for the item using the **MenuCommand** portal
 - Video - Lists any videos that have been created for the item using the **MenuCommand** portal
 - Nutrition – Displays nutritional information for current item. (*Note: this information is strictly a reference for staff at the location level; the format does not meet current labeling requirements*)
 - Modify – Allows the user to make changes to the information that will print on the label



MENUPILOT USER GUIDE

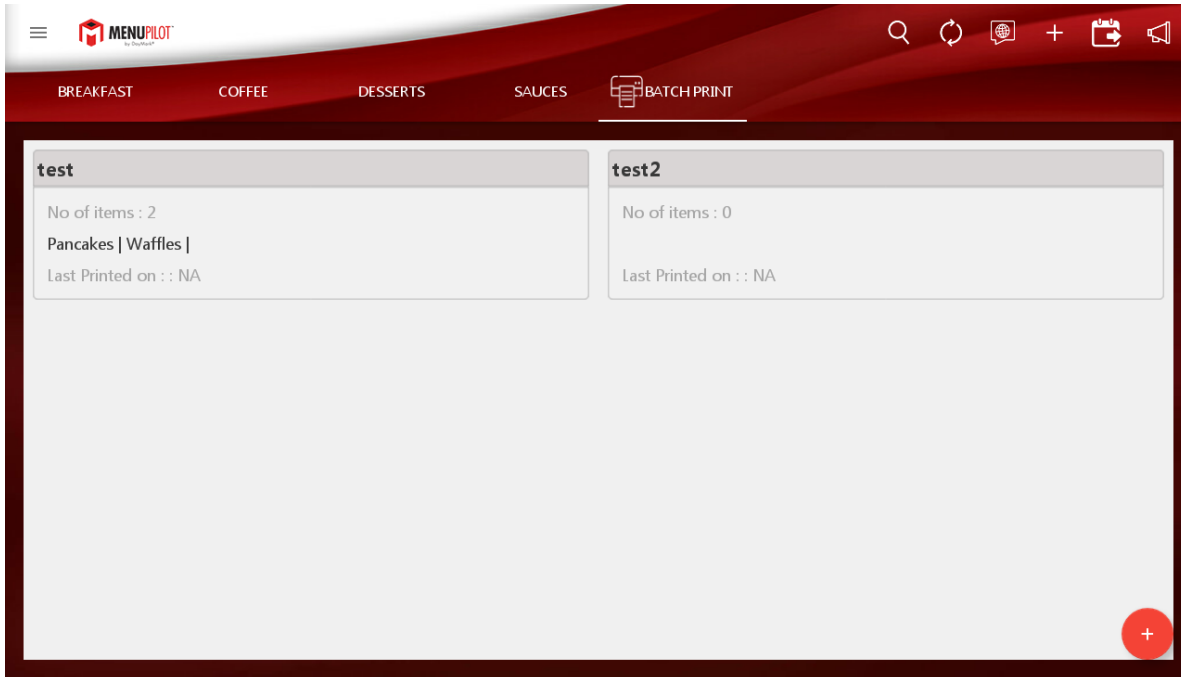


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-
- **Batch print:** Allows the user to create batches in which groups of labels can be printed at the same time.

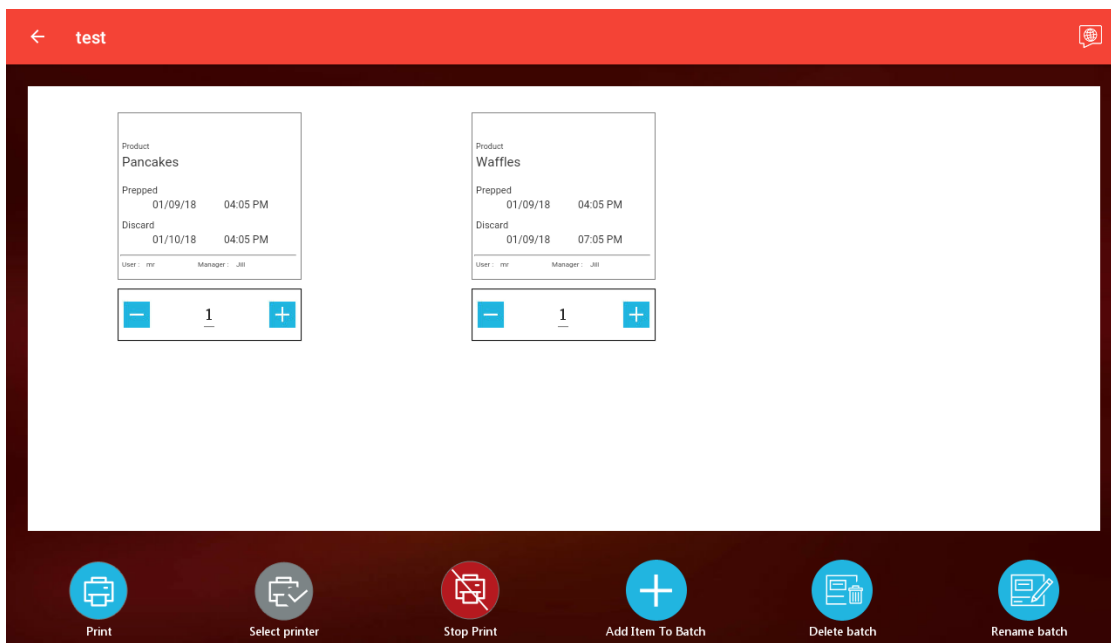


MENUPILOT

USER GUIDE



- o Red plus sign – Creates a new batch; user is prompted to enter the batch name and click the Save icon
- o Existing batch box – Opens the specified batch



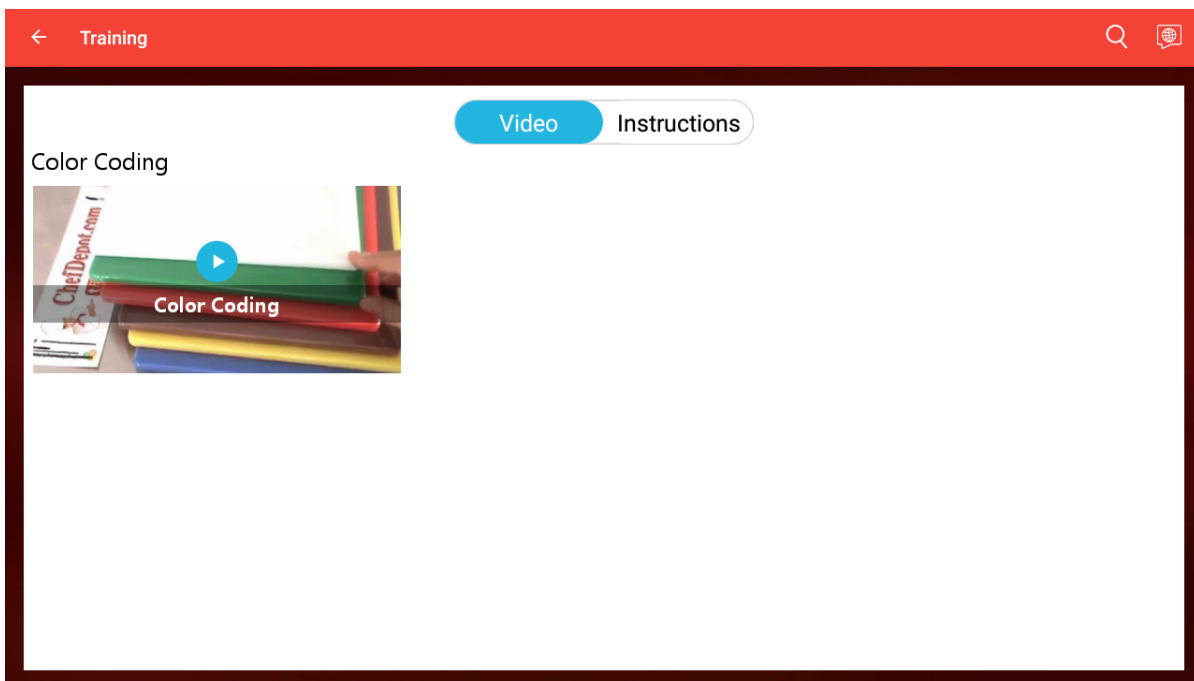
MENUPILOT

USER GUIDE

- Print – Prints all labels within the batch
- Select printer – Chooses the printer that will be used to print the labels
- Stop Print – Cancels an in-progress print
- Add Item To Batch – Adds a label to the batch
 - Select Category – Chooses the category in which the item appears
 - Select Item – Chooses item
- Delete batch – Deletes currently selected batch
- Rename batch – Allows the user to rename currently selected batch

Navigation Bar

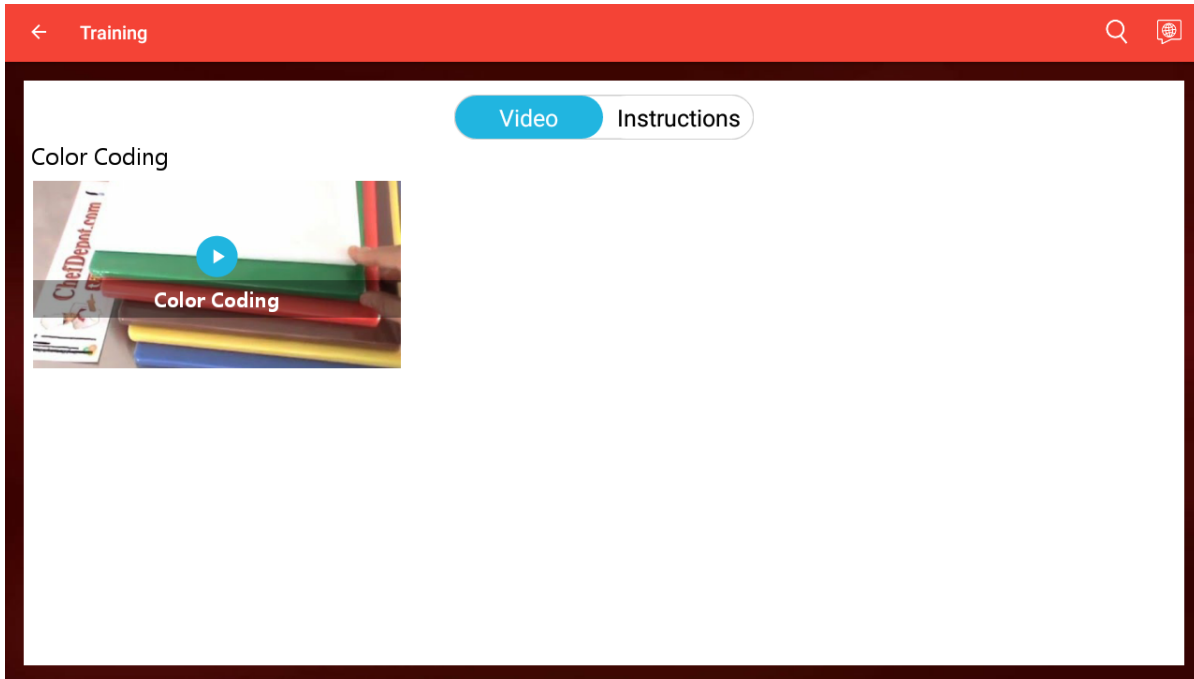
- **Training:** This accesses the area where the account administrator or a user with authorized access within the **MenuCommand** portal can provide training information in the form of written documentation, images, and/or videos to provide the end user with tools to perform their job.



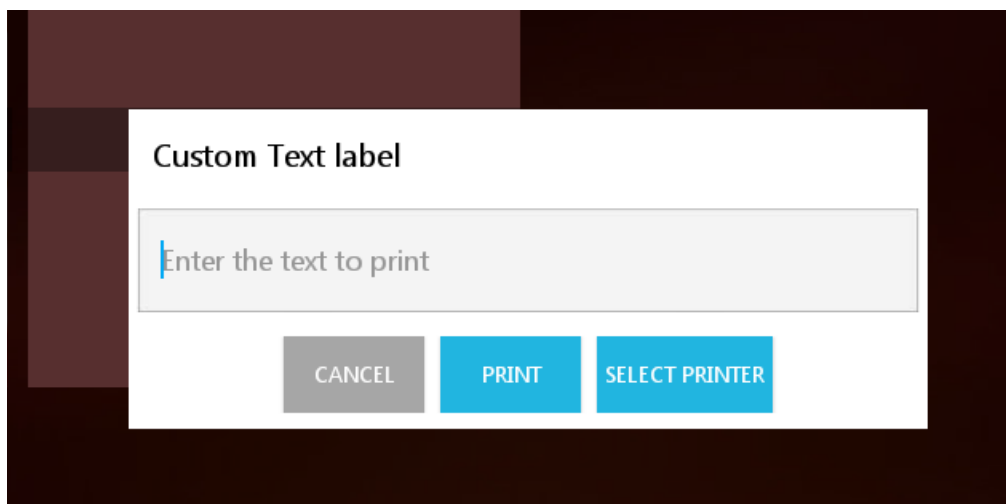
- o Video/Instruction selection – Selects what type of information is being provided—written documentation or video content
- **History:** With this option, the user can create a label usage report based on time period and staff member. The report provides the date, user initials provided at print time, and number of labels printed.
 - o Date Range - Specifies a specific range of time for the report.
- **Recipe:** Selecting this option accesses the area where the account administrator or a user with authorized access within the **MenuCommand** portal can provide recipe information in the form of written documentation, images, and/or videos to provide the system end user with tools to perform their job.

MENUPILOT

USER GUIDE



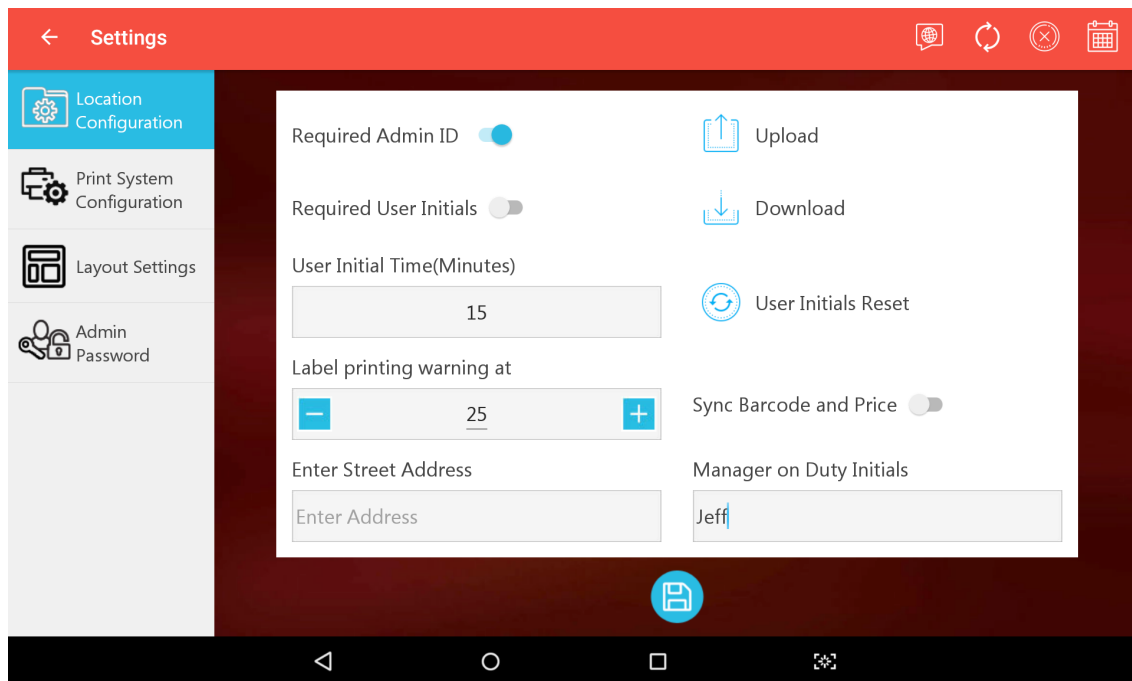
- o Video/Instruction selection – Selects what type of information is being provided—written documentation or video content.
- **Utility:** Selecting this option provides the end user the ability to print a custom text label such 'USE FIRST' or 'RECEIVED 2/1/18' depending on the end user requirement.



MENUPILOT

USER GUIDE

- o Enter Text – This is where the end user types in the Custom text
- o There are three button selections:
 - Cancel – cancels the request and returns the end user back to the HOME screen
 - Print – initiates the print request
 - Select Printer – requires the user to direct the print operation to the desired printer.
- **Settings:** Selecting this option provides the end user the ability to customize the application to their specific needs. There are three areas for customization: *User Configuration*, *Print System Configuration*, and *Layout Settings*.
 - o Location Configuration provides access to the following settings:



- Required Admin ID: sets the requirement for access to certain areas of the application that are password protected
- Required user initials: sets the requirement that the end user must enter their initials prior to printing
- User Initial Time (Minutes): sets the amount of time between when a user enters their initials and when they are prompted to re-enter this information
- Admin Password: sets the admin password that is requested when accessing certain password protected areas of the application (the default is admin)
- Label Print Warning at: sets the maximum number of labels that can be printed without being prompted for confirmation (this feature is provided to prevent label waste due to incorrect data entry at print time)
- Enter Street Address: sets the location's street address when this data is requested on the printed label layout
- Upload: uploads data from tablet to the cloud, where it will be stored for 15 days (system will ask the user to set up a PIN to access this data)

- Download: downloads data that was previously uploaded to the cloud (user will be prompted to enter previously created PIN)
 - Manager on Duty Initials: sets the current manager on duty when this data is requested on the printed label layout.
 - Save icon: saves all changes to the User Configuration settings
 - User Initials Reset: resets the User Initial Time (see above)
 - Sync Barcode and Price: disables barcode and pricing in case a location uses a different barcode or price for an item than corporate
 - Manager on Duty Initials: sets the current manager on duty when this data is requested on the printed label layout.
 - Save icon: saves all changes to the User Configuration settings
- **Support:** This section provides links to support documents, including user guides, frequently asked questions and video tutorials (internet connection required).
 - **About:** This area contains technical information about the MenuPilot app, including OS version, app version, date of last sync and serial number.



Safety Systems

Technical Support

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