

Menu Designer in depth

Everything in the Menu Designer: how to lay out the till menu, edit every detail of a product, share modifiers and sizes across products, and run a different menu online.

Screenshots taken on a demo store at app.posso.co.uk, 11 October 2026. Your menu, staff, printers and prices will be different.

The short version

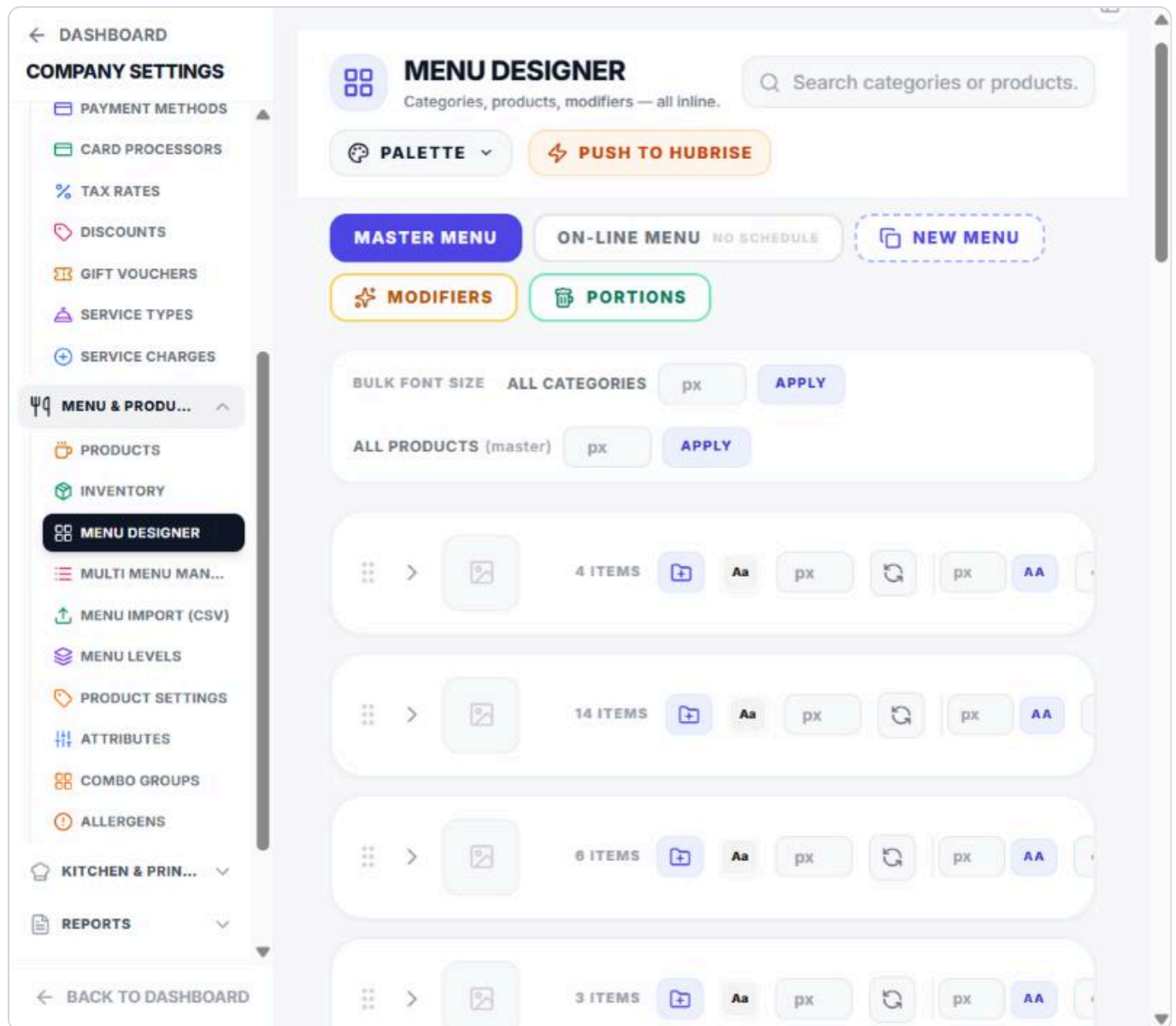
- Go to **Settings**, then **Menu & Products**, then **Menu Designer**.
- Each category is a row. Tap the arrow to open it and edit products in place. Changes save as you go.
- Use **Modifiers** and **Portions** for options and sizes shared by many products, and **NEW MENU** for a separate menu such as an online menu.

1 Open the Menu Designer

From the **Dashboard**, tap **Settings** in the left-hand menu. Company Settings opens with its own menu down the left.

Open **Menu & Products** and tap **Menu Designer**. Along the top are the menus (**Master Menu** is the full till menu), **MODIFIERS**, **PORTIONS**, **Palette**, **PUSH TO HUBRISE** and a search box for finding any category or product.

- **Bulk font size:** set a size for all categories or all products and tap **APPLY**.
- **Palette:** choose a colour scheme (Bold POS, Warm Earth, Ocean Breeze, Soft Pastel or Mono Dark). Tick **Apply to products too** to colour the products as well.



Tip. On a narrow screen, collapse the left-hand menu with the arrow at the top to give the Designer more room. Category and product names then show in full.

2

Work with categories

Each category row has, from left to right:

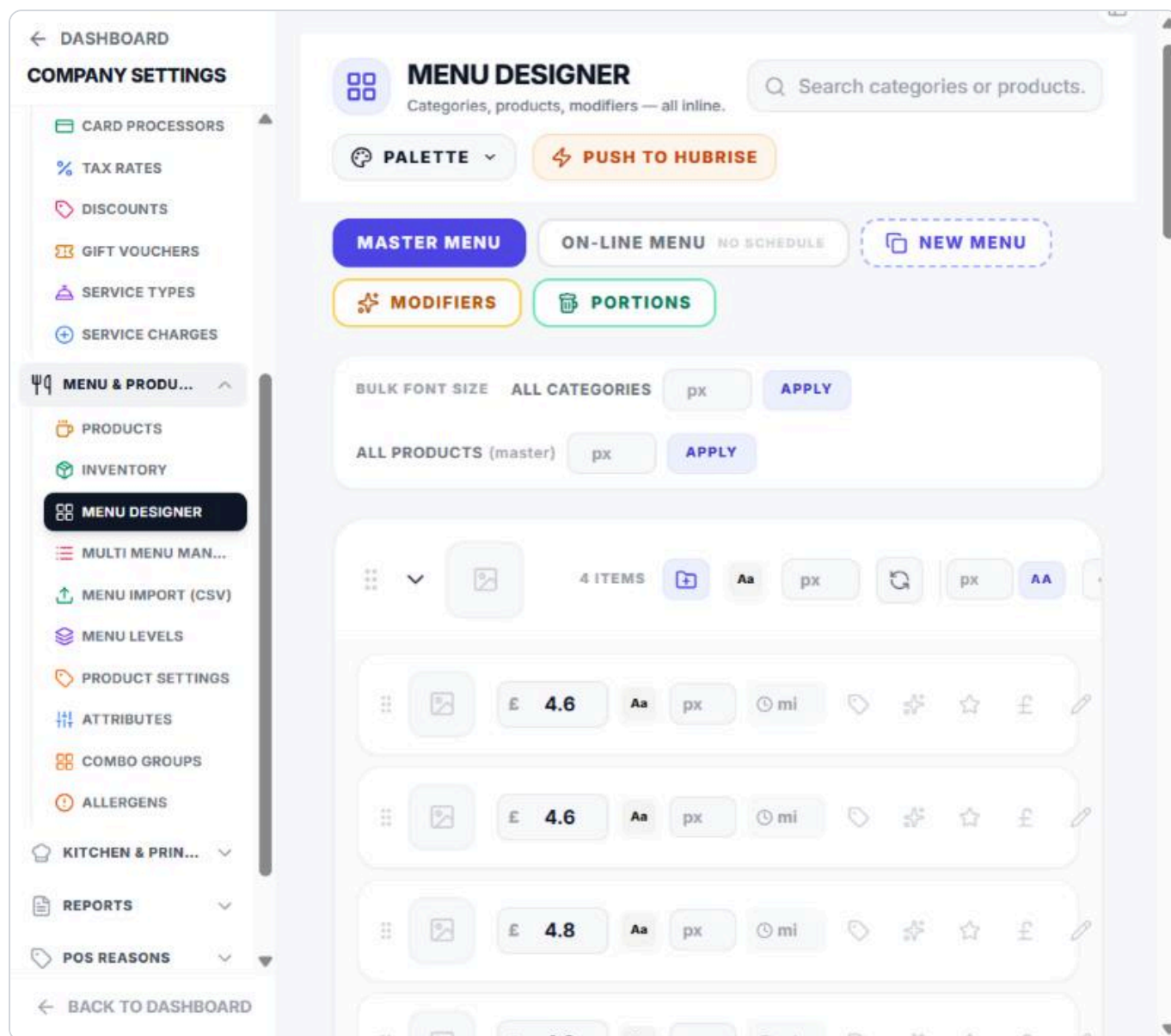
- A drag handle to move it up or down, and an arrow to open it.
- An image box: tap to upload a category picture.
- The category name and how many items it holds.
- Add a subcategory, choose a colour, and set a font size for the category tile.
- Apply this category colour, or a font size, to every product in it.
- **Pizza** switch: marks a pizza category.
- **Parent category**: leave on Top level, or pick a category to make this a subcategory.
- The eye hides the category on all menus. The sliders icon edits it and the bin deletes it.

Tap **ADD CATEGORY** at the bottom of the list for a new one.

3 Edit products in place

Open a category to see its products. Each row lets you change the name and price straight away, plus:

- Colour, font size and preparation minutes.
- **Upcharge**, **Suggested add-on** and **Popular** markers.
- **Price shown on the tile**: switch off to hide the price on the till button.
- **Open Food**: the till asks for a name and price when it is sold.
- **86**: marks it out of stock. The eye hides it.
- How many modifier groups are attached, the edit icon and the bin.



Use **ADD PRODUCT** or **ADD SUBCATEGORY** at the bottom of an open category.

Tip. Row changes save automatically. You will see **Saving** under the title.

4 The product editor

Tap the sliders icon on a product to open the full editor. The header shows switches that **save straight away**:

- **Menu:** On or Hidden.
- **Sale:** Available, or 86 for sold out.
- **Show on:** Till, Kiosk, Online and Board. Tap each to switch it.

The screenshot shows the 'EDIT PRODUCT' interface for 'Chicken & Mushroom Soup'. At the top, the price is £4.60 and the category is Soup. Below this are toggle switches for 'MENU' (ON), 'SALE' (AVAILABLE), and 'SHOW ON' (TILL, KIOSK, ONLINE, BOARD). A horizontal menu bar contains tabs for PRODUCT, PRICING, TIMED, PRINTING, PORTIONS, MODIFIERS, and ATTRIBUTES. The main content area is divided into two columns. The left column, under the 'DETAILS' heading, includes a text field for the product name (filled with 'Chicken & Mushroom Soup'), a category dropdown (set to 'Soup'), and a description field. The right column, under the 'IMAGE' heading, features a large dashed box with a camera icon and the text 'CLICK OR DRAG TO UPLOAD' and 'JPG, PNG OR WEBP (MAX 5MB)'. Below this is an 'APPEARANCE' section with labels for 'BACKGROUND' and 'TEXT COLOUR', each with a corresponding color selection box. At the bottom right, there are 'CANCEL' and 'SAVE PRODUCT' buttons.

The **Product** tab holds the name, category, description, calories, product type (Standard, Variant or Combo), allergens, image and tile colours. Under **Till behaviour** there are **Pizza**, **Upcharge extra** and **Can be a main** switches. Leave these off unless they apply.

5 Pricing and VAT

The **Pricing** tab sets the **Base price**, an optional **Discount price**, a shorter **POS name** and a **POS price** for the till. UK menu prices include VAT, so the till never adds tax on top.

- **Variable price** and **Open food** buttons.
- **Tax rate**: store default, or **No VAT** for zero-rated items.
- **Price levels**: a different price for a named list such as lunch, takeaway or online. Leave blank to use the base price.

The screenshot shows the 'EDIT PRODUCT' interface for 'Chicken & Mushroom Soup'. The product is currently £4.60. The 'PRICING' tab is selected, showing fields for 'BASE PRICE (£)' (4.6), 'DISCOUNT PRICE (£)' (Optional), 'POS NAME' (Shorter name on the till tile), and 'POS PRICE (£)' (4.6). There are also buttons for '% VARIABLE PRICE' and 'OPEN FOOD'. At the bottom, there is a 'VAT' section and 'CANCEL' and 'SAVE PRODUCT' buttons.

EDIT PRODUCT ×

Chicken & Mushroom Soup

£4.60 - Soup

MENU **ON** HIDDEN SALE **AVAILABLE** 86 SHOW ON **TILL** KIOSK ONLINE BOARD

PRICING TIMED PRINTING PORTIONS MODIFIERS ATTRIBUTES

SELL PRICE
UK menu prices are VAT-inclusive. The till does not add tax on top.

BASE PRICE (£)	DISCOUNT PRICE (£)
4.6	Optional
POS NAME	POS PRICE (£)
Shorter name on the till tile	4.6

% VARIABLE PRICE **OPEN FOOD**

VAT

CANCEL **SAVE PRODUCT**

6 The other product tabs

- **Timed:** the product only appears between its start and stop times, on tills, kiosks, online ordering and the menu board.
- **Printing:** which kitchen print group it goes to.
- **Portions:** sizes and their prices.
- **Modifiers:** tap **ATTACH MODIFIER GROUP** to add options such as sauces or extras.
- **Attributes:** for Variant products sold by size, colour or strength.
- **Recipe:** what one sale uses from stock.
- **Stock:** levels, purchases and deliveries.
- **Codes:** SKU and barcode.

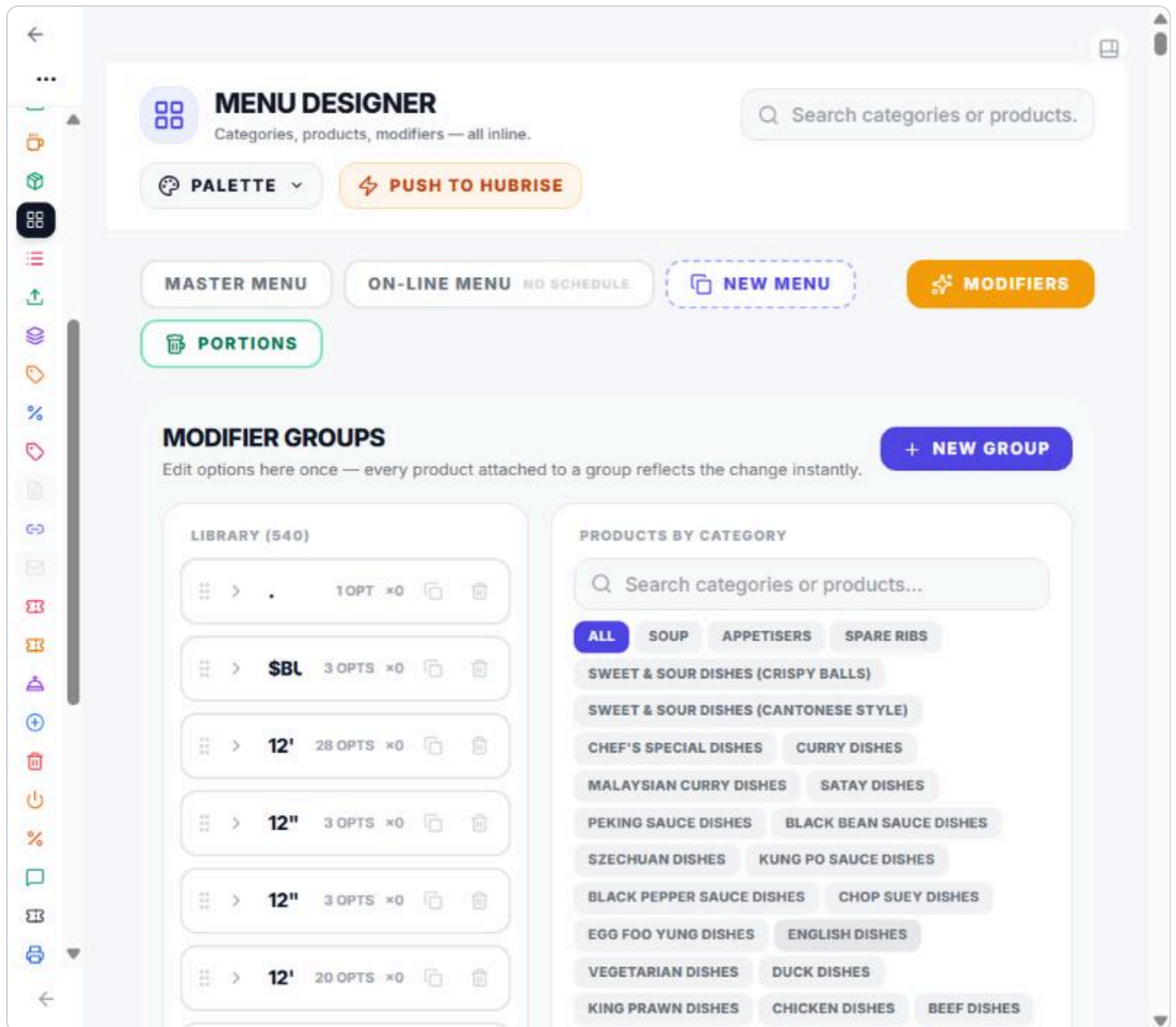
The screenshot shows the 'EDIT PRODUCT' interface for 'Chicken & Mushroom Soup'. At the top, the product name is displayed in large bold text, with a close button (X) to the right. Below the name, the price '£4.60 - Soup' is shown. A row of tabs includes 'MENU' (with sub-tabs 'ON' and 'HIDDEN'), 'SALE' (with sub-tab 'AVAILABLE' and a value of '86'), and 'SHOW ON' (with sub-tabs 'TILL', 'KIOSK', 'ONLINE', and 'BOARD'). Below this is a horizontal scrollable menu with icons and labels: 'PRODUCT', 'PRICING', 'TIMED', 'PRINTING', 'PORTIONS', 'MODIFIERS' (which is highlighted in dark blue), and 'ATTRIBUTES'. The main content area is titled 'ON THIS PRODUCT (0)' and contains the text 'No modifier groups attached directly to this product.' Below this text is a dashed rectangular box with a blue plus icon and the text '+ ATTACH MODIFIER GROUP'. At the bottom right, there are two buttons: 'CANCEL' and a green 'SAVE PRODUCT' button.

Tap **SAVE PRODUCT** when finished, or **CANCEL** to discard.

7

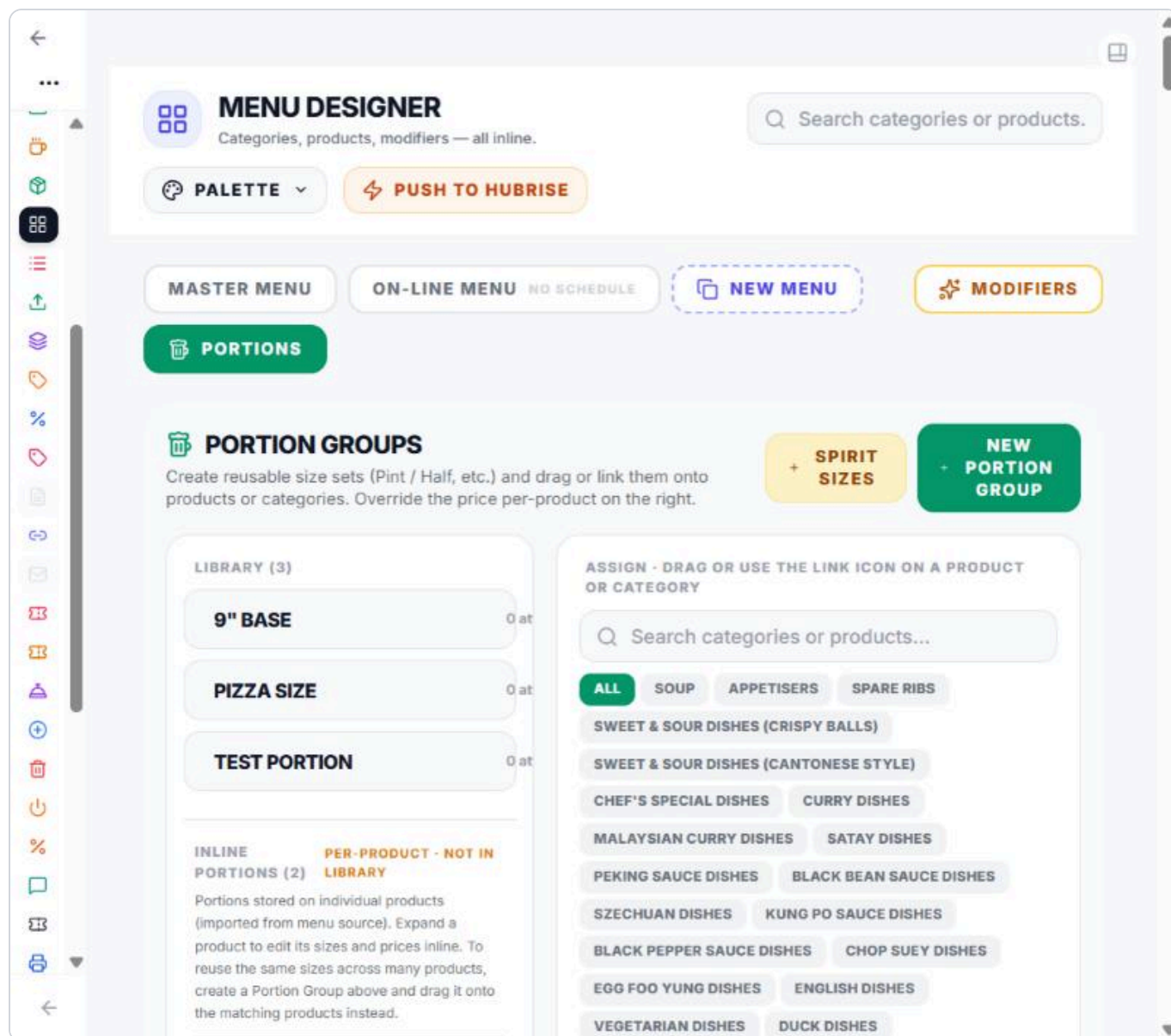
Modifier groups

Tap **MODIFIERS** at the top. The **Library** lists every group with its number of options and how many products use it. Edit a group once and every product attached to it changes too. Tap **NEW GROUP** to make one, then drag it onto products or categories in **Products by category** on the right.



8 Portion groups

Tap **PORTIONS**. A portion group is a reusable set of sizes, such as Pint and Half, or pizza sizes. Tap **NEW PORTION GROUP**, or **SPIRIT SIZES** for a ready-made spirits set, then drag or link it onto products or categories. You can still change the price on each product.

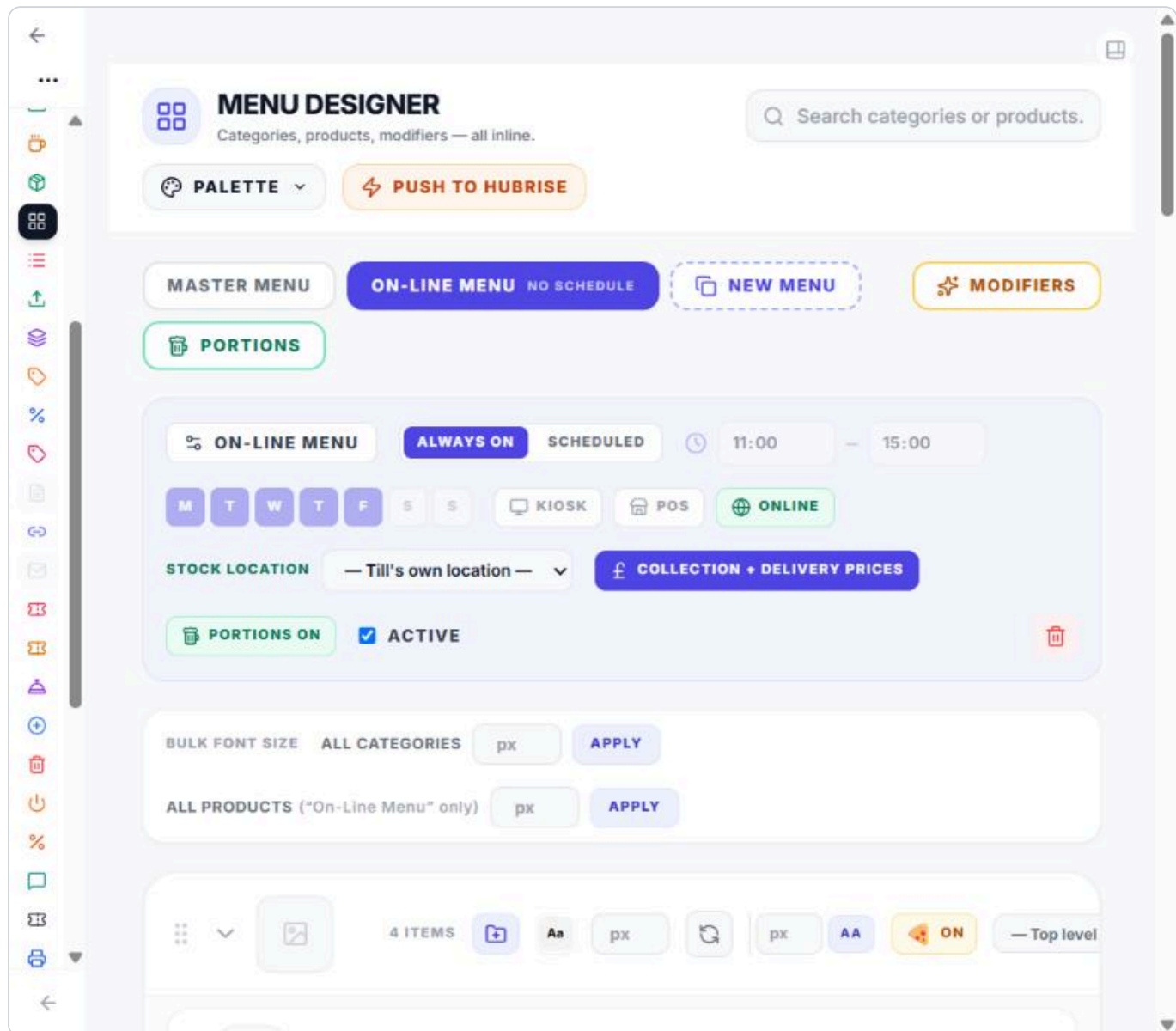


Tip. Inline portions are sizes stored on one product only. If several products use the same sizes, make a portion group instead.

9 A separate online menu

Each extra menu, such as **On-line Menu**, has its own settings bar.

- **Always on** or **Scheduled**, with times and days.
- Where it is used: **Kiosk**, **POS** and **Online**.
- **Stock location** and **Collection + delivery prices**.
- **Portions on** and **Active**.



Tap **NEW MENU** to make another menu.

If something is not right

A product has vanished from the till

Open it and check **Menu** is **On**, **Sale** is **Available** and **Till** is switched on under **Show on**.

A product shows online but not on the till, or the other way round

Check the **Show on** switches in the product editor.

Changing a modifier changed several products

Modifier groups are shared. Make a new group for an option that only one product should have.

Names are cut short in the Designer

Collapse the left-hand menu or use a wider screen.

Need a hand? Call Posso support free on 0808 175 3956, Monday to Friday, 9am to 9:30pm, or see posso.co.uk/support. More guides: posso.co.uk/downloads.