

Menu set-up and the kitchen screen

Categories and sub categories, prices, portions, modifiers, the Menu Designer, and how to reach and operate the kitchen display (KDS).

Screenshots taken on app.posso.co.uk, 9 October 2026, on a live site's login. Your own menu, categories and menu names will be different.

What is in this guide

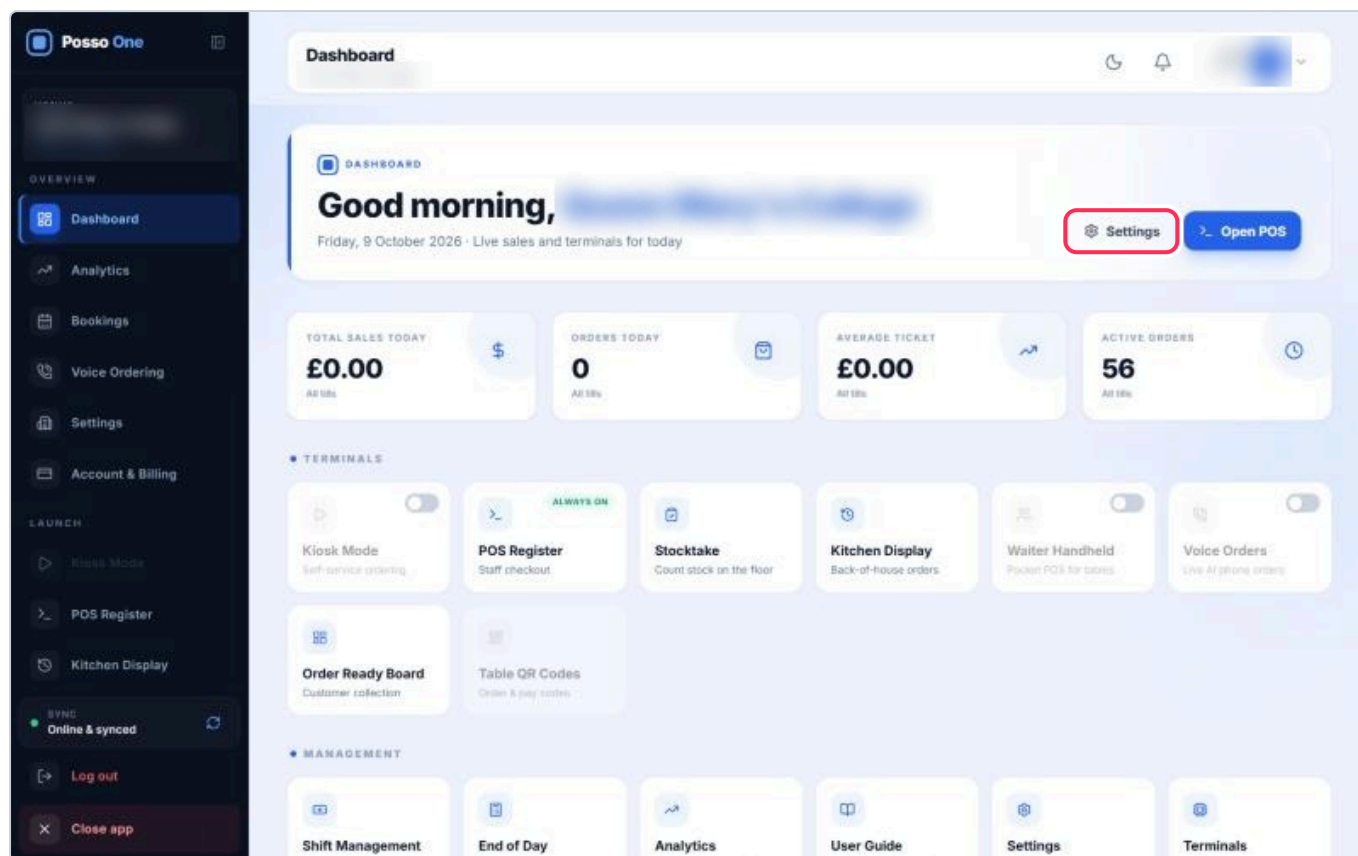
1	Where the menu settings are
2	Categories and sub categories
3	Editing prices
4	Portions and modifiers: the difference
5	Adding portions
6	Adding modifiers
7	Using the Menu Designer
8	The kitchen screen (KDS): getting there and using it

Menu changes are live

A saved change reaches the tills, kiosks and online ordering shortly afterwards. Make menu changes outside service where you can, and check the till once you have saved.

1 • Where the menu settings are

Menu set-up is done from the **Dashboard**, not from the till screen. If you are on the till, tap the three dots (...) at the top right, then **RETURN TO DASHBOARD**.



On the Dashboard tap **Settings**. In the list on the left open **Menu & Products**. The two screens you will use most are **Products** and **Menu Designer**.

← DASHBOARD

COMPANY SETTINGS

STORE & APP

STORE DETAILS

APP SETTINGS

FLOOR PLAN

MANAGER SECURITY

TEAM & ACCESS

PAYMENTS

MENU & PRODUCTS

PRODUCTS

INVENTORY

MENU DESIGNER

MULTI-MENU MANAGER

MENU IMPORT (CSV)

MENU LEVELS

PRODUCT SETTINGS

ATTRIBUTES

COMBO GROUPS

ALLERGENS

← BACK TO DASHBOARD

Products

Browse by category, manage in bulk, and edit individual items.

EXPORT

IMPORT

+ ADD PRODUCT

CATEGORIES

All products238

Bakery Treats13

Meal of the Day34

Breakfast & Bakery20

Soups3

Wraps11

Grab & Go24

Hot Food17

Paninis12

Crisps & Snacks16

Confectionery18

Sharing Sweets15

Coffee2

Hot Drinks9

Cold Drinks38

Iced Drinks4

2 · Categories and sub categories

A **category** is a button in the middle of the till (Hot Food, Cold Drinks). A **sub category** is a category that sits inside another one, for example Draught and Bottles inside Beer. On the till a sub category shows as a ribbon under its parent.

1 Start a new category

Go to **Settings** ► **Menu & Products** ► **Products**. At the top right of the **Categories** panel tap the small folder icon with a plus. To change an existing category, tap the pencil at the end of its row instead.

The screenshot displays the 'Products' management interface. On the left is a sidebar with navigation options: DASHBOARD, COMPANY SETTINGS, STORE & APP, TEAM & ACCESS, PAYMENTS, MENU & PRODUCTS (selected), and BACK TO DASHBOARD. Under 'MENU & PRODUCTS', 'PRODUCTS' is highlighted. The main area is titled 'Products' and includes buttons for EXPORT, IMPORT, and ADD PRODUCT. Below this is a 'CATEGORIES' section with a list of categories and their counts. A red box highlights a folder icon with a plus sign in the top right corner of the categories list.

CATEGORIES	
All products	236
Bakery Treats	13
Meal of the Day	34
Breakfast & Bakery	20
Soups	3
Wraps	11
Grab & Go	24
Hot Food	17
Paninis	12
Crisps & Snacks	16
Confectionery	18
Sharing Sweets	15
Coffee	2
Hot Drinks	9
Cold Drinks	38
Iced Drinks	4

2 Name it and choose where it sits

- **Category name:** what staff and customers see.
- **Parent category:** leave on **None — top-level category** for a normal category. To make a **sub category**, pick the category it belongs under.
- **Show on:** the Till, Kiosk and Online buttons at the top choose where it appears.
- An image and tile colours are optional.

Tap **CREATE CATEGORY**.

The screenshot shows a 'NEW CATEGORY' form with the following sections:

- Header:** 'NEW CATEGORY' and 'Untitled' (Top-level category). A close button (X) is in the top right.
- Menu Selection:** A row of buttons: 'MENU' (selected), 'ON', 'HIDDEN', 'SHOW ON', 'TILL', 'KIOSK', 'ONLINE'.
- Navigation Bar:** 'CATEGORY' (selected), 'PRINTING', 'HOURS', 'MODIFIERS', 'NAMES'.
- DETAILS Section:**
 - CATEGORY NAME:** A text input field containing 'e.g. Burgers'.
 - PARENT CATEGORY:** A dropdown menu showing 'None — top-level category'.
 - Pick a parent (e.g. Drinks) to show this as a ribbon under that category on the till. Leave blank for a normal top-level category.
- APPEARANCE Section:**
 - BACKGROUND:** A color selection area.
 - TEXT:** A text input field.
- IMAGE Section:** A large dashed box with a camera icon and the text 'CLICK OR DRAG TO UPLOAD' and '.JPG, PNG OR WEBP (MAX 5MB)'.
- Footer:** 'CANCEL' and 'CREATE CATEGORY' buttons.

A category does not show on the till?

If your site uses more than one menu (for example a menu per outlet or per time of day), a new category also has to be switched on for each menu in the Menu Designer (section 7). A category with no products in it is not shown either.

3 · Editing prices

1 Open the product

In **Products**, tap a category to narrow the list, then tap the **pencil** at the end of the product's row. Keep clear of the bin next to it: that deletes the product.

← DASHBOARD COMPANY SETTINGS STORE & APP STORE DETAILS APP SETTINGS FLOOR PLAN MANAGER SECURITY TEAM & ACCESS PAYMENTS MENU & PRODUCTS PRODUCTS INVENTORY MENU DESIGNER MULTI MENU MANAGER MENU IMPORT (CSV) MENU LEVELS PRODUCT SETTINGS ATTRIBUTES COMBO GROUPS ALL PRODUCTS ← BACK TO DASHBOARD	☐		2 hash browns	Breakfast & Bakery	£1.30		YES		
	☐		3 hash browns	Breakfast & Bakery	£1.80		YES		
	☐		4 hash browns	Breakfast & Bakery	£2.30		YES		
	☐		5 item b/fast - contains 1 meat item	Breakfast & Bakery	£4.20		YES		
	☐		Add cheese	Grab & Go	£0.60		YES		
	☐		Add cheese & garlic bread	Grab & Go	£0.90		YES		
	☐		Add garlic bread	Grab & Go	£0.60		YES		
	☐		Add small hot drink	Breakfast & Bakery	£1.10		YES		
	☐		Add soup to s/roll	Soups	£1.00		YES		
	☐		Americano	Hot Drinks	£2.50		YES		
	☐		Biscuits	Bakery Treats	£1.95		YES		
	☐		Breakfast bap	Breakfast & Bakery	£2.95		YES		
	☐		Brownie	Bakery Treats	£1.95		YES		
	☐		Burger in a bun beef	Hot Food	£3.70		YES		
	☐								

2

Change the price on the Pricing tab

Tap the **Pricing** tab. Change **Base price**, and **POS price** if it is filled in, so both show the new price. Prices are entered **including VAT**. Then tap **SAVE PRODUCT**.

EDIT PRODUCT

Brownie

£1.95 • Bakery Treats

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

PRODUCT **PRICING** TIMED PRINTING PORTIONS MODIFIERS ATTRIBUTES RECIPE STOCK CODES

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

BASE PRICE (£)
1.95

DISCOUNT PRICE (£)
Optional

POS NAME
Shorter name on the till tile

POS PRICE (£)
1.95

% VARIABLE PRICE OPEN FOOD

VAT
Standard-rated items use the tax rate. Zero-rated / no-VAT items skip tax analysis.

TAX RATE

CANCEL SAVE & ADD NEW **SAVE PRODUCT**

- **Discount price** is optional: a temporary lower price.
- Further down the tab you can set the **VAT rate** and separate prices for named price lists (dine-in, takeaway, online). Leave those blank to use the base price.
- If the product has **portions**, each size has its own price on the Portions tab (section 5).

For many price changes at once, the Menu Designer is quicker (section 7).

4 · Portions and modifiers: the difference

	Portion	Modifier
What it is	A size of the same product.	An option or extra added to the product.
Examples	Small / Medium / Large. Pint / Half. Glass / Bottle. Single / Double.	Milk choice. Add a syrup. Extra cheese. Add a drink. No onions. Choose your sauce.
Price	Each size has its own full price . The size's price is the price of the item.	Each option is free or adds an amount to the item's price.
How many	The customer picks one size.	You set the least and most they may pick: none, one or several.
Where it lives	On the product, or in a reusable portion group .	In a reusable modifier group that you attach to products or to a whole category.

A quick test

If the answer changes **how much of the same thing** they get, it is a **portion**. If it changes **what goes in or with it**, it is a **modifier**. A large latte with oat milk and a vanilla syrup is one portion (Large) and two modifiers (oat milk, vanilla).

This is what modifiers look like to the cashier on the till:

BROWNIE

CONFIGURE OPTIONS

£3.25

ADD A DRINK OPTIONAL • MAX 6

CAN COKE

+£1.30

−

×1

+

CAN DIET COKE

+£1.25

CAN COKE ZERO

+£1.25

CAN FANTA ORANGE

+£1.25

CAN FANTA GRAPE

+£1.25

CAN PEPSI MAX

+£1.25

CAN PEPSI MAX CHERRY

+£1.25

WATER (CAN)

+£0.80

CAN DR PEPPER

+£1.25

CANCEL

ADD TO CART

5 · Adding portions

1 On one product

Open the product (pencil), tap the **Portions** tab, then **+ ADD PORTION SIZE** once for each size. Type the size name (Small, Large) and its full price. The bin at the end of a row removes that size. Tap **SAVE PRODUCT**.

EDIT PRODUCT

Brownie

E1.95 · Bakery Treats

MENU

ON

HIDDEN

SALE

AVAILABLE

BB

SHOW ON

TLL

KIOSK

ONLINE

BOARD

PRODUCT

PRICING

TIMED

PRINTING

PORTIONS

MODIFIERS

ATTRIBUTES

RECIPE

STOCK

CODES

PORTION SIZES

No portion group

Add per-size prices (e.g. Bottle / Glass), or leave empty for a single price.

e.g. Bottle

£ 0

e.g. Bottle

£ 0

+ ADD PORTION SIZE

CANCEL

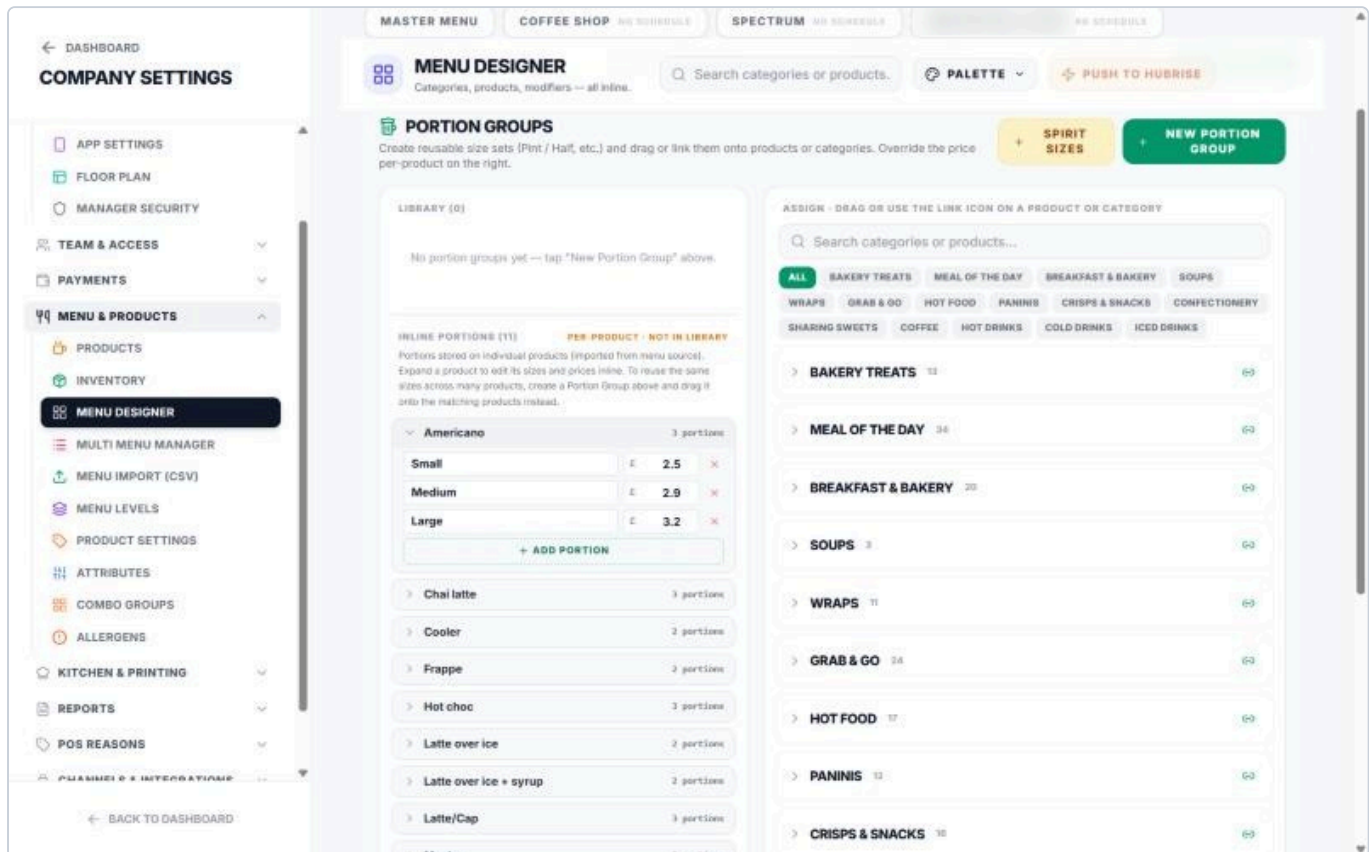
SAVE & ADD NEW

SAVE PRODUCT

2 The same sizes on many products

Go to **Menu Designer** and tap the green **PORTIONS** button. The left side lists products that already have sizes: tap one to see or change them, as with Americano below (Small £2.50, Medium £2.90, Large £3.20).

To reuse one set of sizes, tap **NEW PORTION GROUP**, name the sizes once, then link the group to products or to a whole category on the right using the link icon. You can still set a different price per product. **Spirit Sizes** makes a ready-made group for single and double measures.

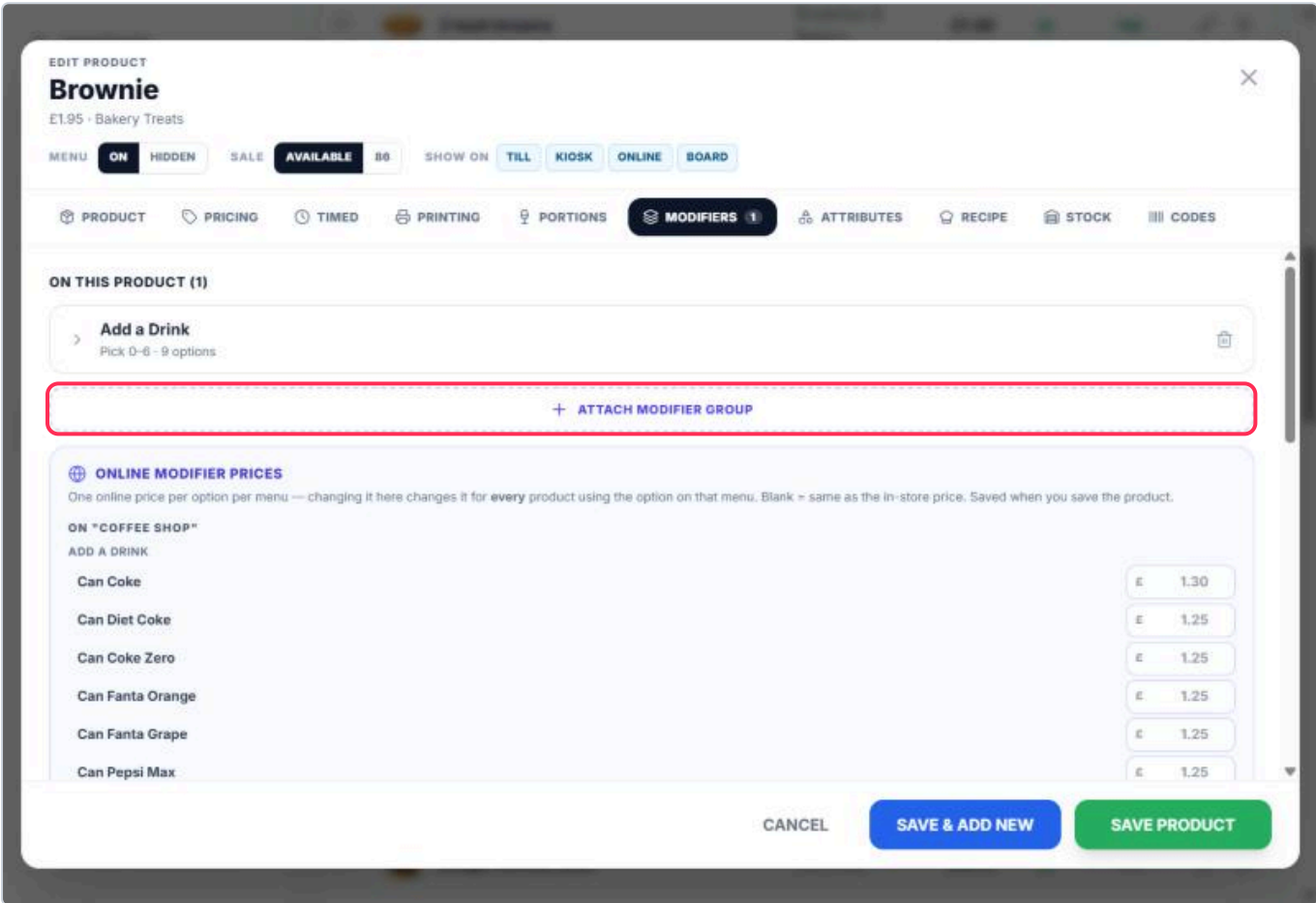


6 • Adding modifiers

Modifiers are kept in **groups**. A group is one question, such as "Add a drink" or "Milk choice", with its list of options. You make the group once and attach it to every product that needs it.

1 Attach a group to a product

Open the product (pencil) and tap the **Modifiers** tab. Groups already on the product are listed at the top. Tap **+ ATTACH MODIFIER GROUP**.



2 Pick a group, or make a new one

Choose a group from the list to attach it. If the one you need is not there, tap + **CREATE NEW GROUP** at the top of the list.

The screenshot shows the 'EDIT PRODUCT' interface for a product named 'Brownie' (E1.95 - Bakery Treats). The 'MODIFIERS' tab is active, displaying a list of modifier groups. The '+ CREATE NEW GROUP' option is highlighted with a red box. Below this, several modifier groups are listed with their respective options and counts:

Modifier Group	Options
Choose your cooler	2 opts
Add syrup	1 opts
Add a coffee shot	1 opts
Choose your frappe	4 opts
Hot Drink Extras	3 opts
Can Fanta Grape	€ 1.25
Can Pepsi Max	€ 1.25

At the bottom of the screen, there are three buttons: 'CANCEL', 'SAVE & ADD NEW', and 'SAVE PRODUCT'.

3

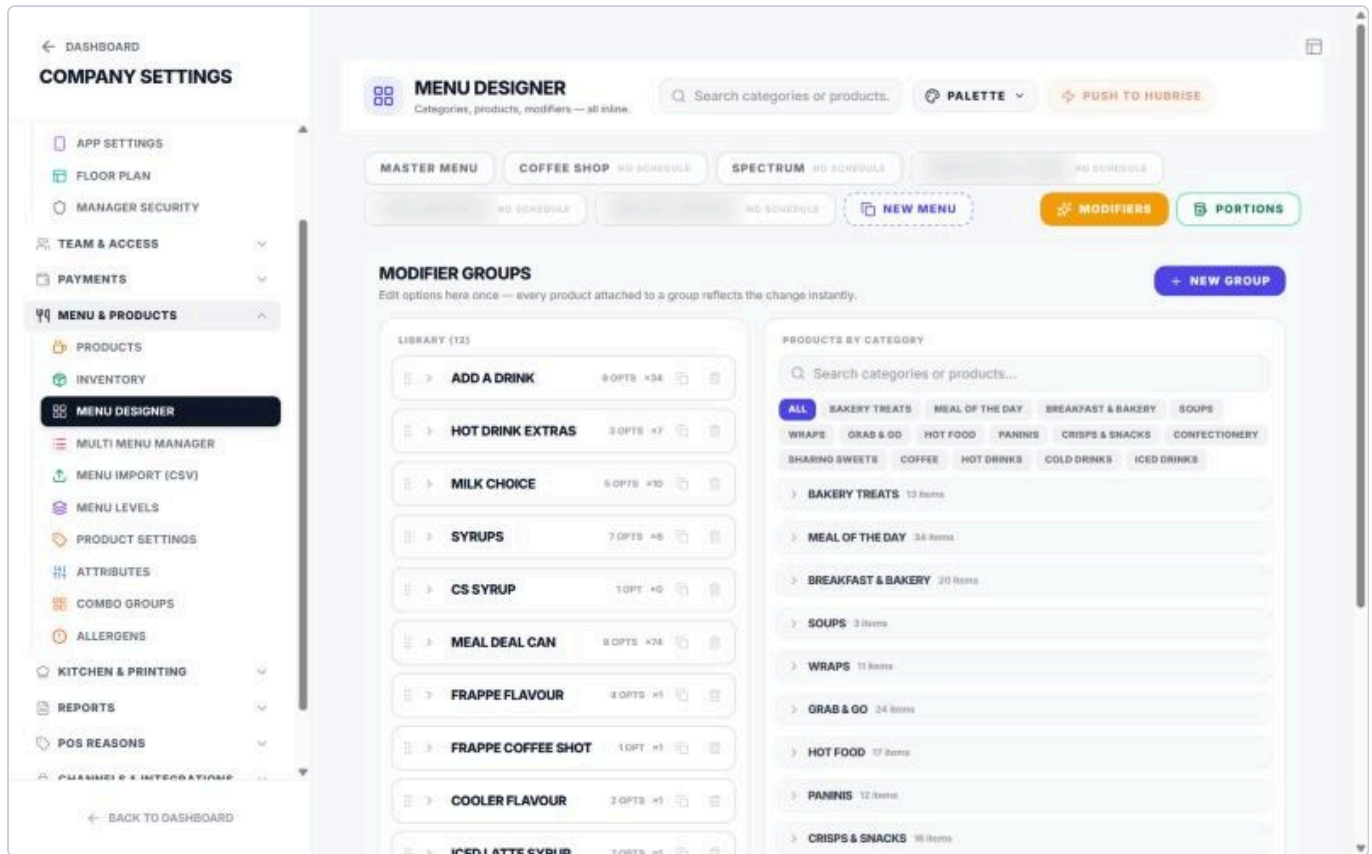
Fill in a new group

Group name (internal)	Your own name for it, for example "Pizza Base".
Display name	What the customer sees, for example "Choose your crust".
Min selection	The fewest options to pick. 0 = optional. 1 = they should choose at least one.
Max selection	The most they may pick. 1 = choose one only.
Pricing type	No Additional Charge , Additional Charge by Modifier (each option has its own price) or Additional Charge by Group .
+ Add option	Add each choice with its name and, if charged, its price.

Tap **SAVE GROUP**, then **SAVE PRODUCT**.

4 Manage all your groups in one place

In **Menu Designer** tap the orange **MODIFIERS** button. The left side is your library of groups, with how many options each has and how many products use it. Tap a group to edit its options. The right side lets you attach a group to products by category. **+ NEW GROUP** starts a new one.



One group, many products

Editing a group here changes it on **every** product that uses it, straight away. That is the point of a group, but check how many products use it before you rename or remove an option.

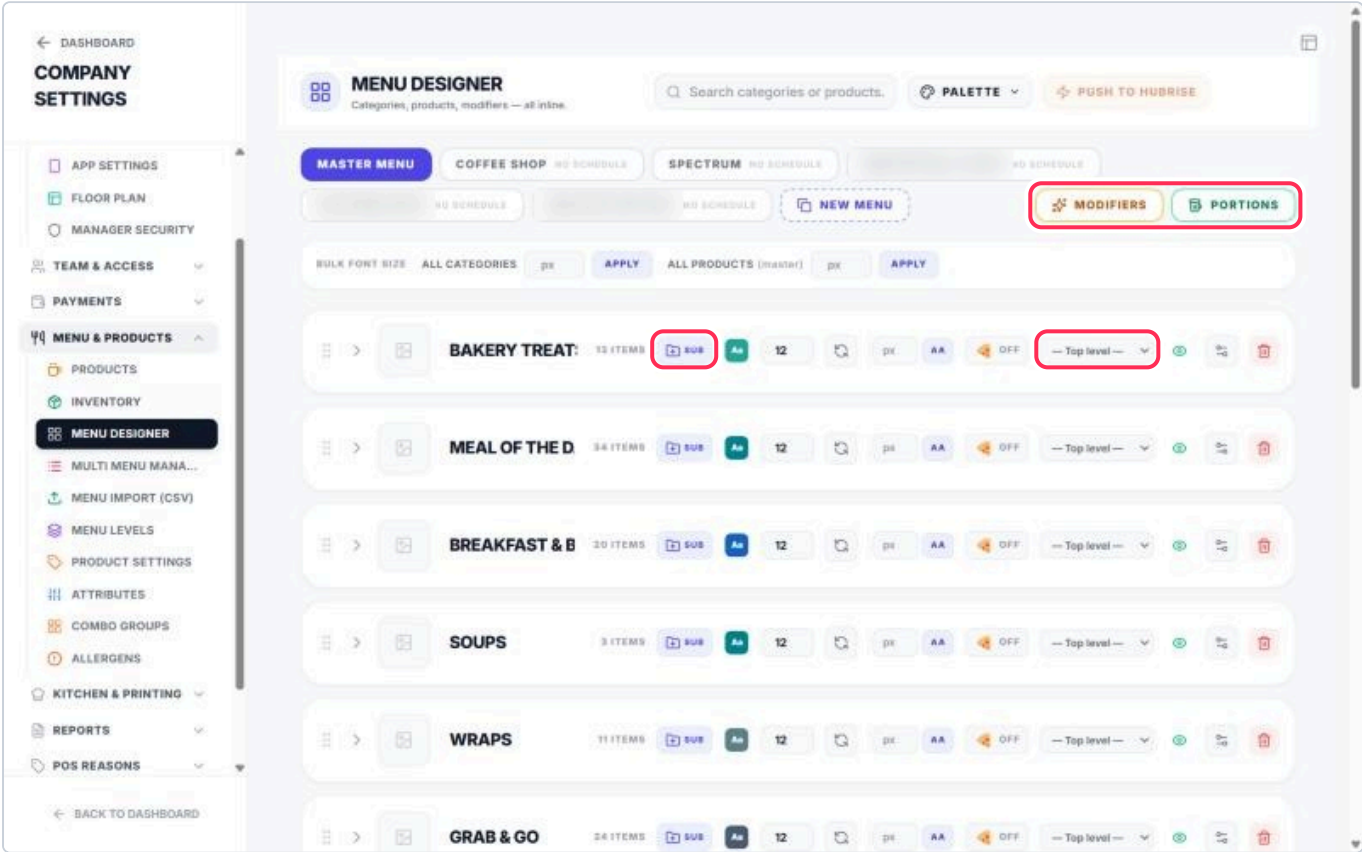
To put a group on every product in a category, open the category (pencil in the Categories panel) and use its **Modifiers** tab.

7 · Using the Menu Designer

Settings ▶ Menu & Products ▶ Menu Designer shows the whole menu on one screen: every category, and inside it every product, with the most used settings on each row.

There is no Save button here

The Menu Designer saves each change as you make it. Go steadily, and keep clear of the red bin at the end of a row: it deletes that category or product.



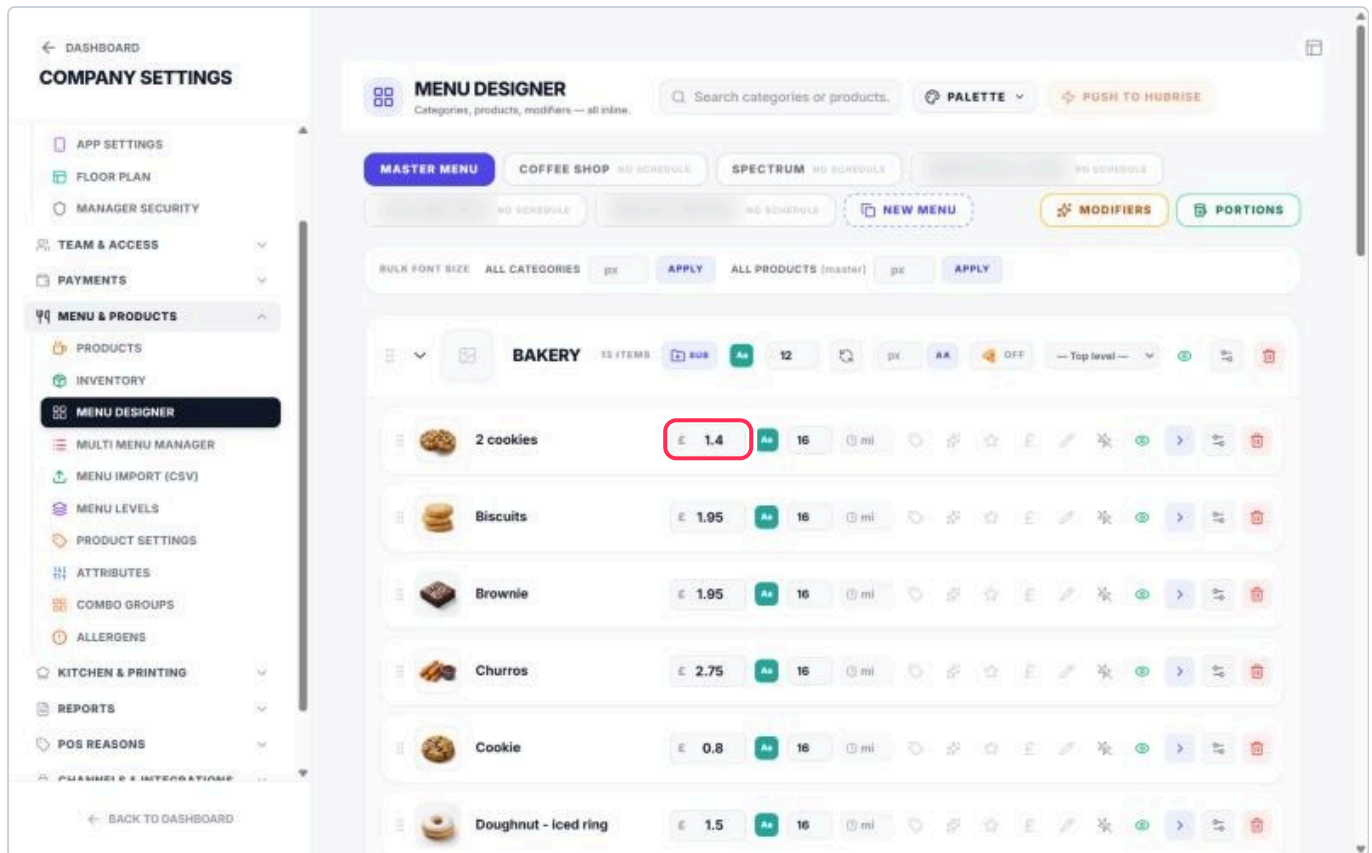
Menu tabs (top)	Master Menu holds everything. Any other tabs are your extra menus (per outlet, or per time of day). New Menu copies the master into a new one.
Six dots (left of a row)	Drag to change the order of categories or products. The till follows this order.
Arrow	Opens a category to show its products.
Name box	Tap the name to rename the category.
+ SUB	Adds a sub category inside this category.
"— Top level —" list	Moves an existing category under another one, making it a sub category. Top level puts it back.
Colour and number boxes	The till tile colour and text size.

Eye	Hides or shows the category or product without deleting it.
Sliders icon	Opens the full editor for that category or product.
MODIFIERS / PORTIONS	Open the two libraries described in sections 5 and 6.



Quick price changes

Tap the arrow to open a category. Each product row has a **£ price box**: tap it, type the new price and tap away. This is the fastest way to reprice a whole category.



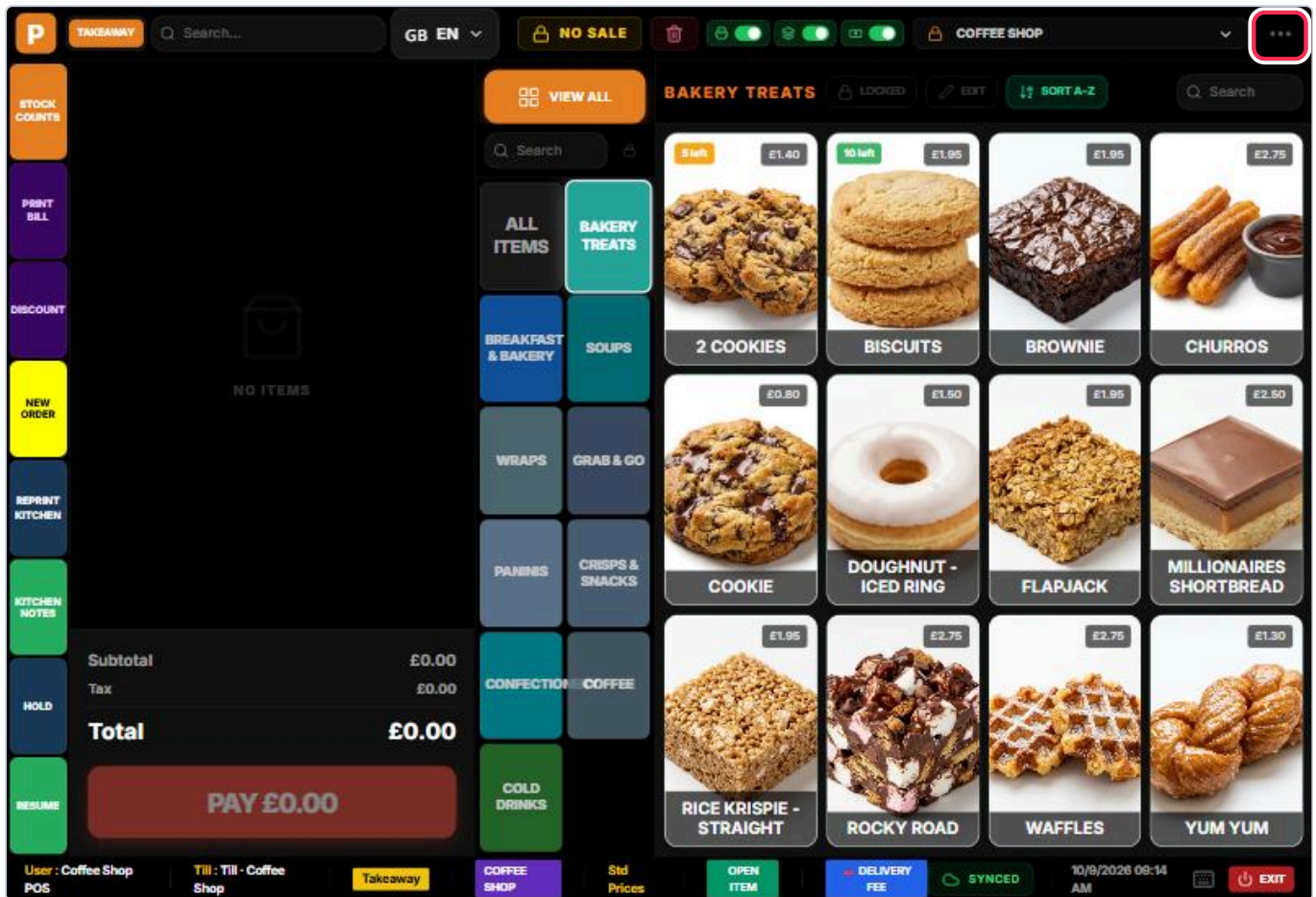
If you have more than one menu, check which **menu tab** is selected first: on the Master Menu you change the product for everyone; on another menu's tab you are working on that menu only.

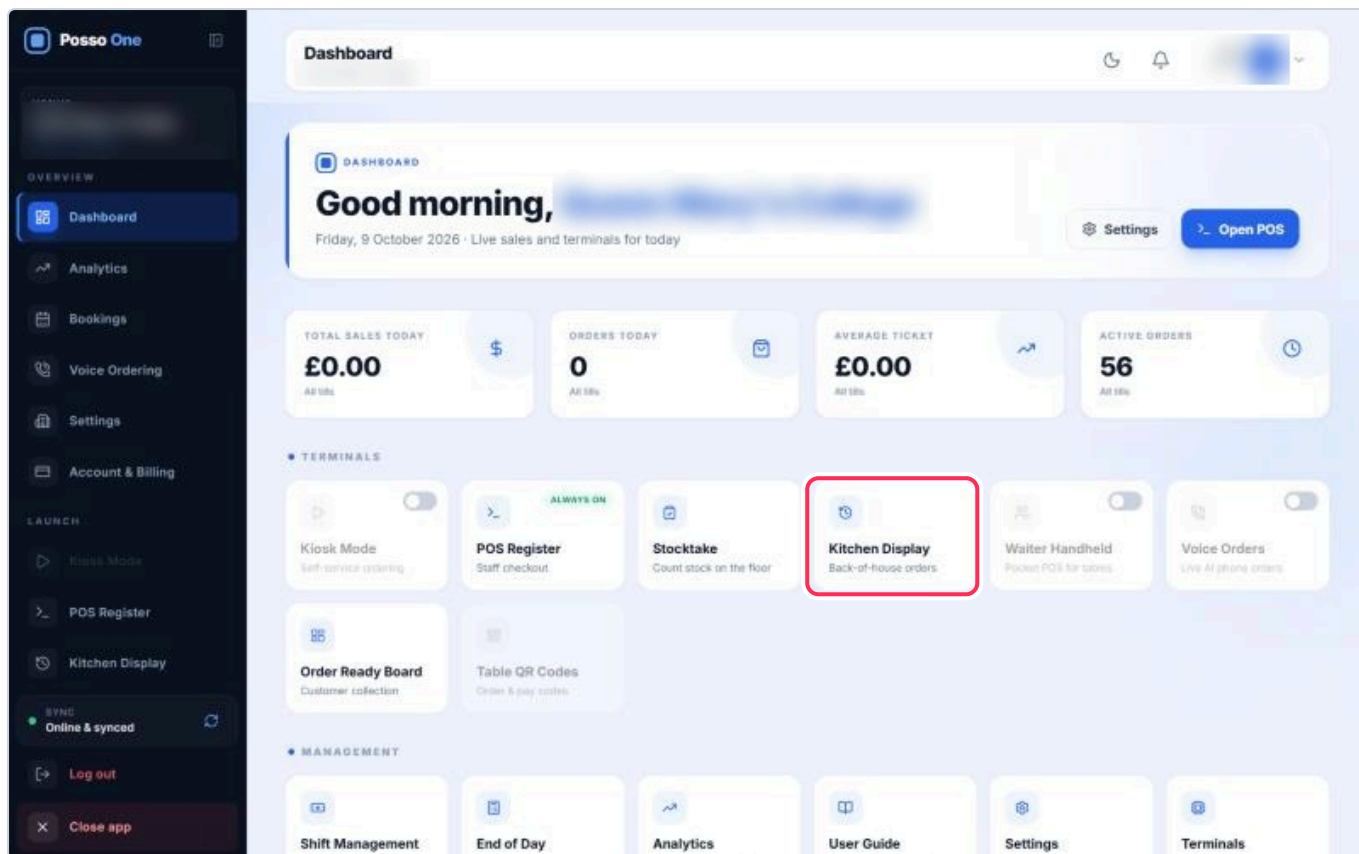
8 • The kitchen screen (KDS)

The Kitchen Display shows each order sent to the kitchen as a card. Kitchen staff tick items off and move the order on when it is ready.

1 Getting to the KDS from the till

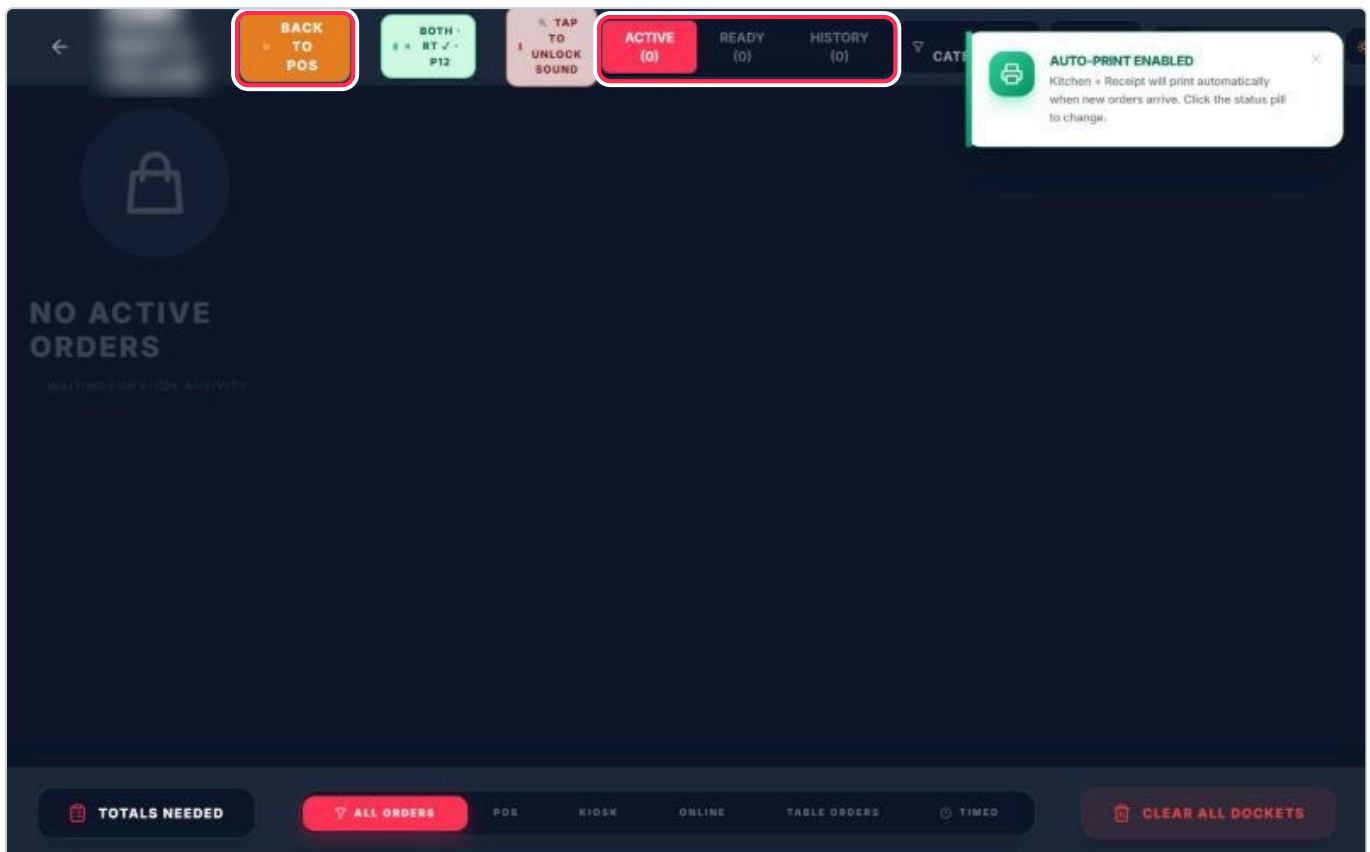
- **Quickest:** if your till's left side bar has a **VIEW KDS** button, tap it. (A manager can show or hide this button under App Settings ► Status Keys.)
- **Otherwise:** tap the three dots (...) at the top right of the till, tap **RETURN TO DASHBOARD**, then tap the **Kitchen Display** tile.





To go back, tap the orange **BACK TO POS** button at the top left of the kitchen screen.

2 Finding your way around



Active / Ready / History	The three lists. Active = to be made. Ready = made, waiting to go out. History = finished. The number in brackets is how many orders are in each.
Tap to unlock sound	Tap this once when the screen is first opened, or the new-order alert will be silent.
All Categories / All Tills	Show only some categories, or only the orders from certain tills or kiosks. Use these when a station makes only part of the menu.
Oldest First	The order the cards are sorted in.
Bottom row	Show All Orders , or only POS , Kiosk , Online , Table Orders or Timed orders.
Totals Needed	One combined list of everything to prepare across all active orders, for example "6 × Chips".

The picture shows an empty kitchen: "No Active Orders". When an order arrives it appears as a card with the order number, where it came from, the time and its items.

3

Working an order

1	A new order appears under Active . Tap Bump: Start Prep to show it is being made.
2	Tap each item as it is finished. It is ticked off. Tap it again to untick.
3	When the last item is ticked the order moves to Ready by itself. You can also tap Bump: Mark Ready at any time.
4	When the food has gone out, open Ready and tap Bump: Complete . The order moves to History .

Recall	Bumped it by mistake? Find the order under Ready or History and tap Recall to bring it back.
Kitchen / Print Both	Reprints the kitchen ticket, or the kitchen ticket and the receipt, for that order.

Clear All Dockets is for managers

Clear All Dockets (bottom right) removes every order from the screen at once. Do not use it to tidy up during service, and do not clear the History list unless a manager asks you to.