

Accessing the Manage Plates Option

- 1. Log into Touch
- 2. Access "Settings" under Service Tools
- 3. Select "Manage Plates"

Creating a Plate

- 1. Start by selecting the below for the plate you want to create:
 - a. The Menu
 - b. The Week
 - c. The Day
 - d. The Meal
 - e. The Texture
- 2. Press **Go** to view any previously created plates
- 3. Press Create New Plate to create a new plate
- 4. Next, Select the food items you want to include in your plate.
- 5. Name your plate
- 6. Tap on **Take or Select a New Photo** to add your plate photo.
- 7. Tap on **Save & Upload** to add your plate photo.

Using your Plate Photos with Instant Ordering

- 1. Now when you place an order with Instant Ordering, you will see a "Category" called **Plates**.
- 2. Select **Plates** to view any plates created for that day.
- 3. The plate will show a thumbnail of the photo and list all food items within the plate.
- 4. Tapping on the thumbnail will enlarge the photo.
- 5. Tap on **Add** to add all items from the plate to the order.









MealSuite ♦ 5001 Lyndon B. Johnson Fwy., Suite 525, Farmers Branch, Texas 75244 ♦ 972-238-7200 ♦ www.mealsuite.com

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