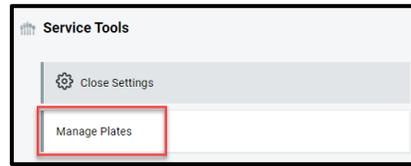


How to Add Plate Photos using Manage Plates

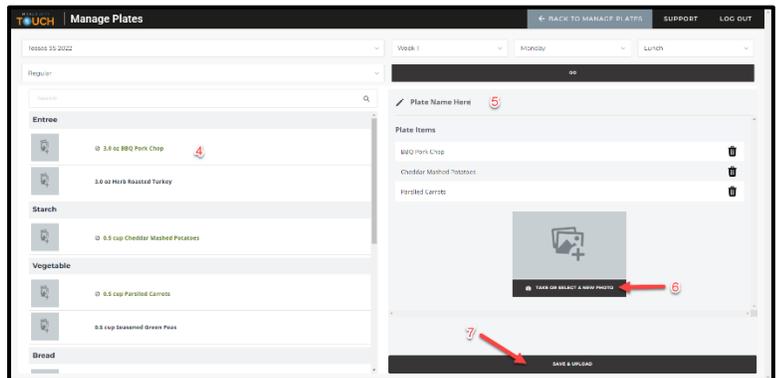
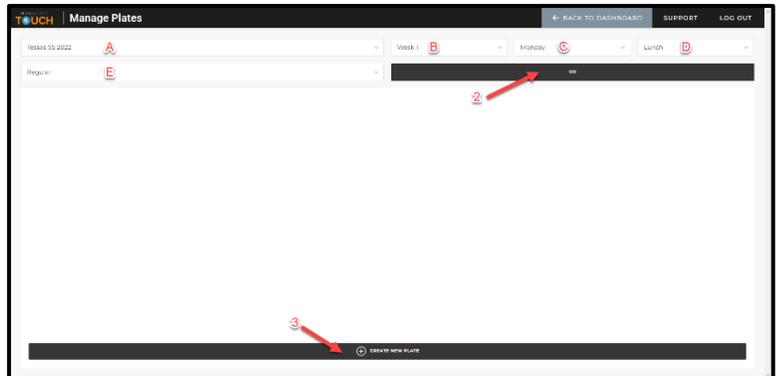
Accessing the Manage Plates Option

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.

