



How to Set Up a Meal Period

QUESTION

How do I set up a new meal period?

ANSWER

1. Go to **Revenues** → **Cash Setup** → **Meal Period** → **Add**.
2. Input the number you are assigning to the meal period.
 - a. The user determines the meal period number.
 - b. This number can be between 1 and 99.
3. Input the name you are assigning to the meal period.
 - a. The user determines the meal period description.
 - b. The description can be up to 30 characters long.
4. Click on **Save**.
5. Click **OK** to the confirmation message.
6. Click **Cancel** when all needed meal periods have been added.