



# Quick Start Guide

MenuBoss Quick Start - Web service

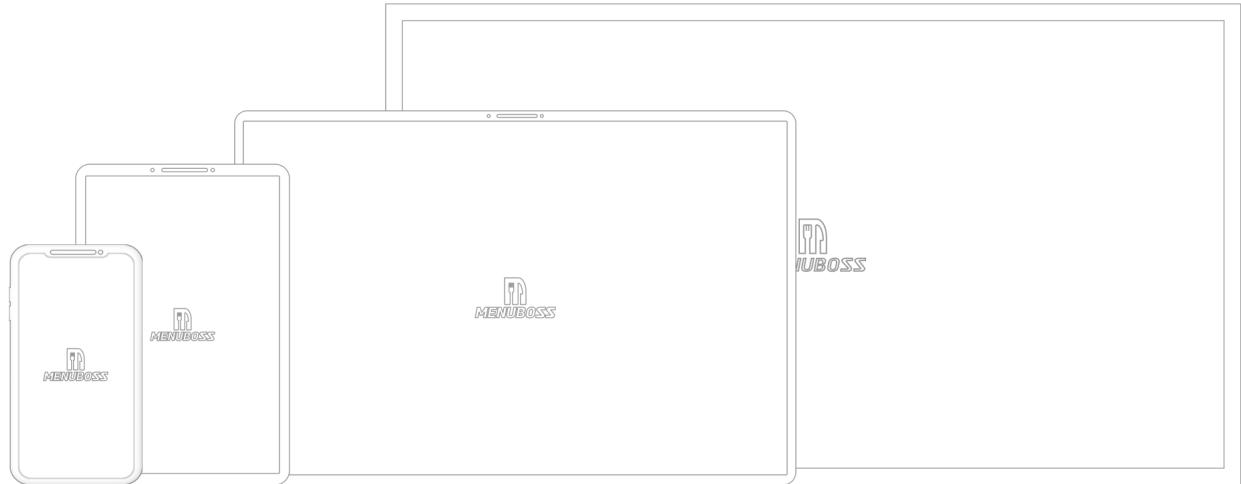
# Table of Contents

1	Guide to Using Screen and Mobile Applications	1
	How to Download the MenuBoss App	1
	• Screen App Download : Amazon App Store	
	• Mobile App Download: Google Play Store / App Store	
2	MenuBoss: How to Use the Digital Menu Web Service	2
	Sign Up / Log In	2
	Getting Started with MenuBoss	3
	• Guide on How to Use MenuBoss Web Service	
3	MenuBoss web service	2
	Screen	4
	• 3-1 Screen Connection : PIN code	
	• 3-2 Display Screen Name	
	Schedules	5
	• 4-1 Creating and Editing Schedule	
	• 4-2 Screen Connection	
	Playlists	7
	• 5-1 Creating and Editing Playlists	
	• 5-2 Preview	
	• 5-3 Screen Connection	
	Canvas	10
	• 6-1 Creating and Editing Canvas	
	• 6-2 Preview	
	• 6-3 How to Use Templates	
	Media	12
	• 7-1 File Upload	
	• 7-2 Viewing Media File Details	
	• 7-3 Creating Folders and Adding Files	
	• 7-4 Moving Media Files	
	Setting	14
	• 8-1 Creating and Editing Team Member	
	• 8-2 Creating and Editing Role settings	
	My account	16
	• 9-1 Profile Settings and Log Out	
	• 9-2 Delete Account	
	• 9-3 Business Information	
	• 9-4 Plan & Pricing	
	• 9-5 Billing	
	• 9-6 Add Payment Methods	

# Before Starting

The MenuBoss App Usage Guide is a guidebook that helps you use the service easily and quickly

- A PC and TV are required to use this service. (MenuBoss also supports app service on mobile phones and tablets). Please prepare according to the information below



1 Linked Services: PC, or Mobile Phone, Tablet

2 Digital Signage : Screen

- To utilize the TV app service, connecting to a TV screen is mandatory

To access the app, kindly download [MenuBossTV - Digital Signage All in one Service] from the Amazon App Store for your TV

- Using this web service requires a computer or laptop

To use the web service, please open Chrome or Safari and search for [ ], then access the website

- The mobile app service is available on Android and iPhone smartphones as well as tablets, providing functionality

To use the app, please download [MenuBoss: Digital Signage Pro] from the Google Play Store for Android or from the App Store for Apple devices

## App download

Transform your Screen into a state-of-the-art digital menu display using MenuBoss. From a dedicated Screen app to web services, MenuBoss offers a one-stop solution for easily utilizing all digital signage

Screen : Google Play Store

<https://www.amazon.com/gp/product/B0CKYWBP62>

Controller(Android) : Google Play Store

<https://play.google.com/store/apps/details?id=com.orot.menuboss>

Controller(Apple) : App Store

<https://apps.apple.com/us/app/menuboss-digital-signage-pro/id6467700525>



Amazon App Store  
(Screen)



Google Play Store(App)



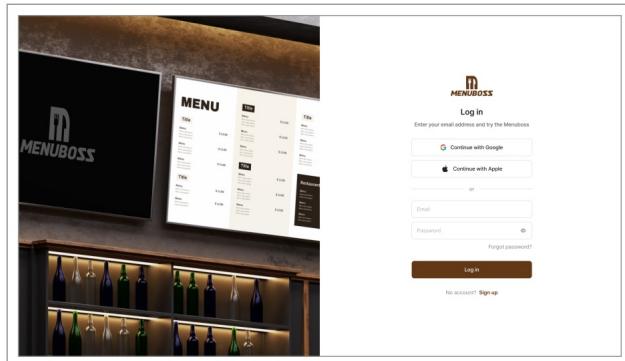
App Store(App)

# #1 How to Use the Digital Signage Web Service

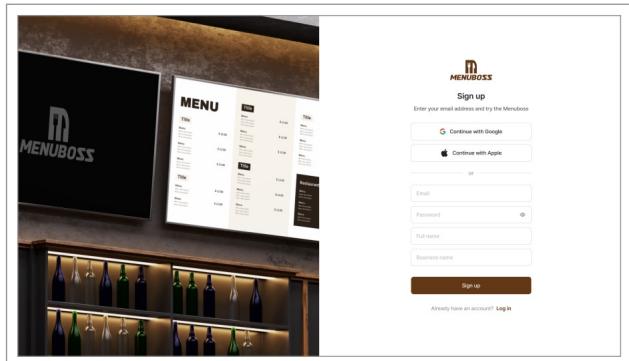
The MenuBoss service can be used after registering through the web or app

If you do not have an account initially, you first proceed with signing up, and then log in using social login or the registered email

## 1-1 Sign Up with [Email]

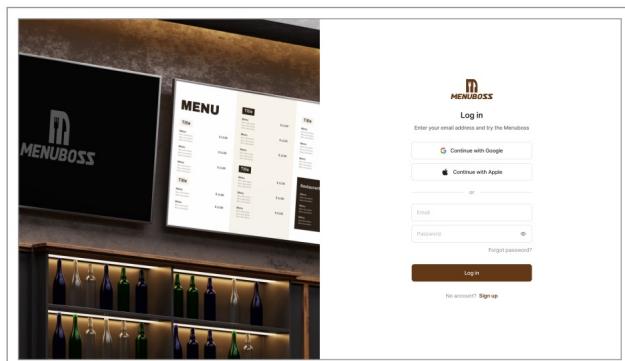


1 Select [Sign Up] at the bottom

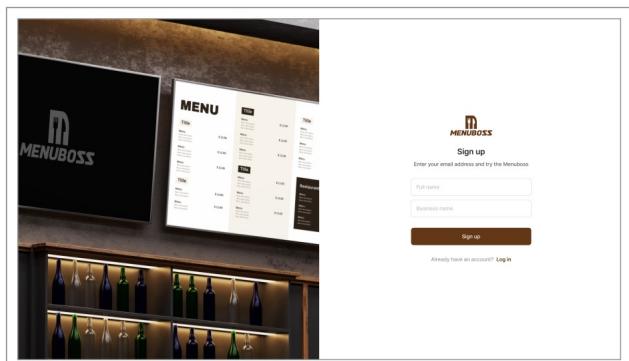


2 After entering your email, password, name, and business name, proceed to sign up

## 1-1 Sign Up with [Social Login]

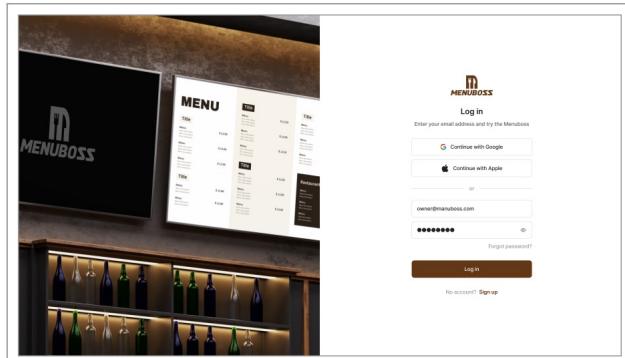


1 Select [Social Login] at the top



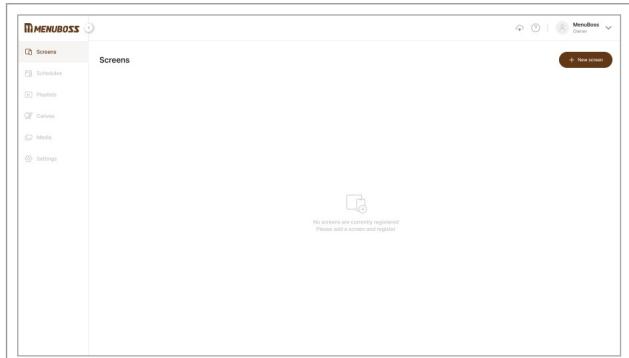
2 After entering your name and business information, proceed with the registration

## 1-2 Log in



1 Enter your login information

(If you choose social login, you can log in directly with the selected social login)



2 Main Screen Menu

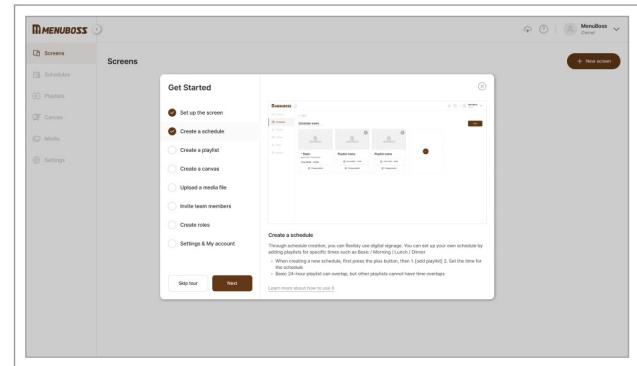
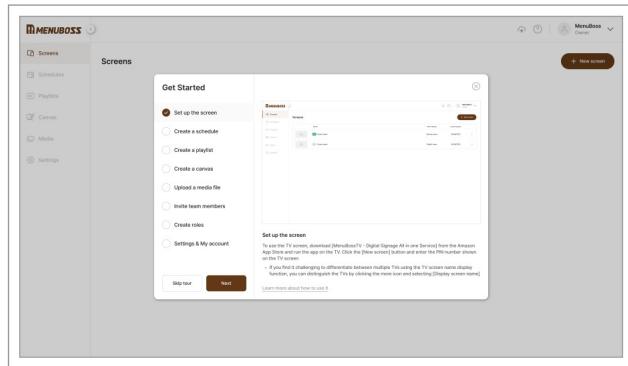
# #2 Getting Started with MenuBoss

To ensure smooth usage of the web service, you can check the MenuBoss usage instructions after logging in for the first time

This tutorial consists of videos for each menu that demonstrate the corresponding content. When you complete a menu, it will be marked with a checkmark

- To review the usage instructions again, you can select the [?] icon at the top to access the instructions

## 2-1 [Get Started]

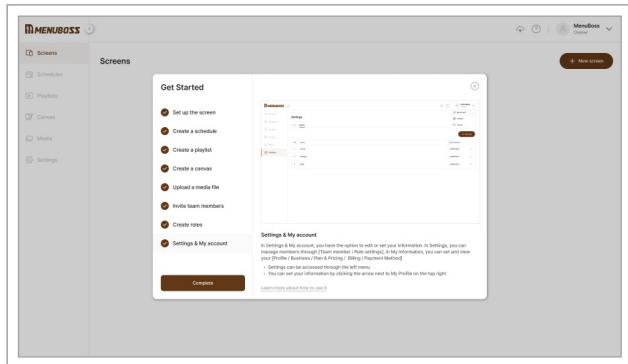


- 1 After logging in, the [Get Started] screen plays automatically

(You can proceed to the next description by clicking [Next])

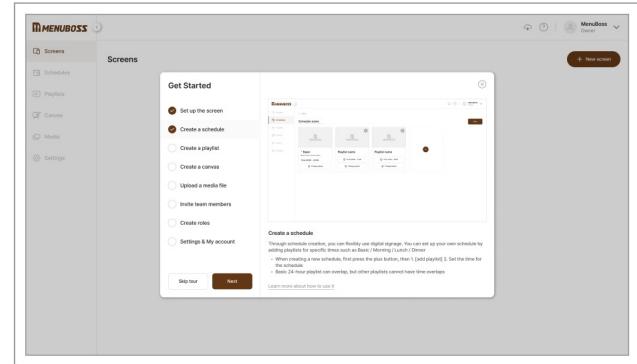
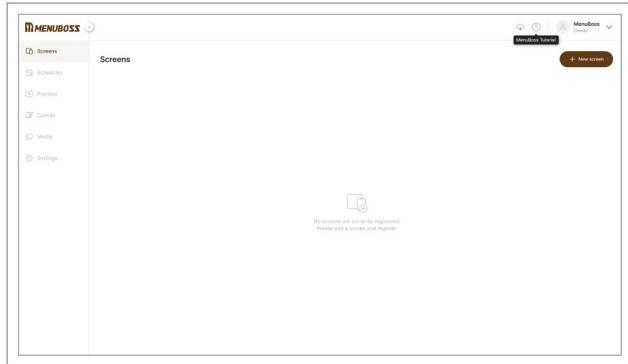
- 2 You can review the usage instructions for each menu through both videos and descriptions

(If you select [Learn more], you can view the [Quick Start guide] PDF file)



- 3 A checkmark will be displayed when you have completed the respective menu

## 2-2 How to see [Get started] again



- 1 Select the [?] icon at the top of the screen

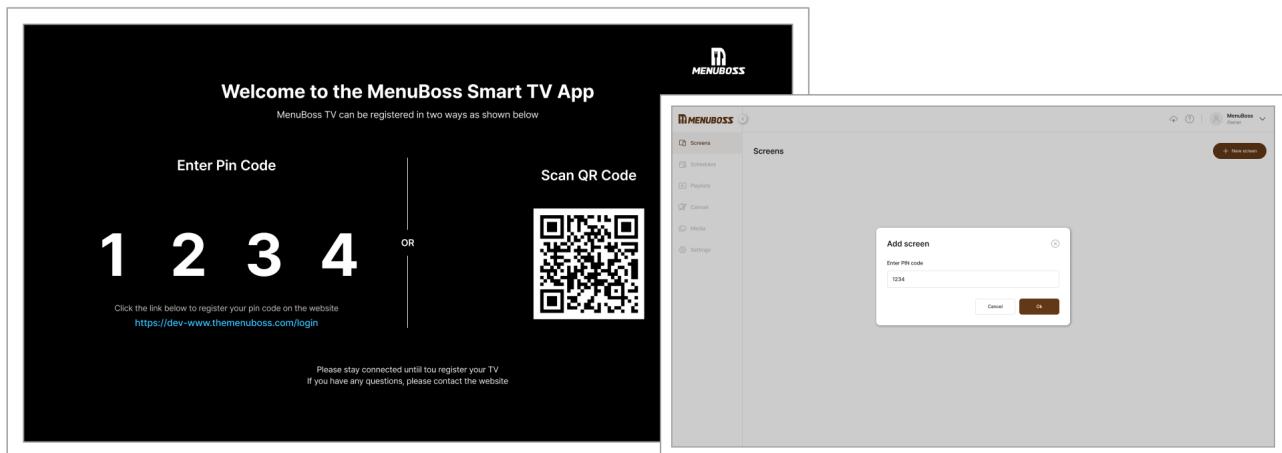
- 2 You can review [Get started] again

# #3 Screen Connection - PIN code

To use the Screen, please download [MenuBossTV - Digital Signage All in one Service] from the Google Play Store and run the app on your Screen

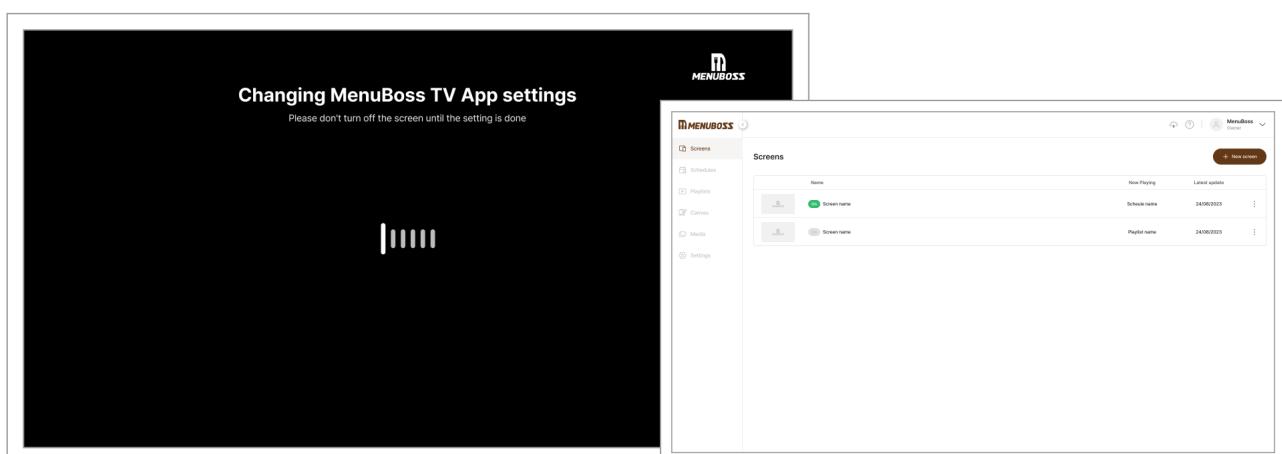
At the top of the main Screen, select the [New screen] button. Enter the PIN number displayed on the Screen to connect it

## 3-1 Connect Screen [Enter PIN Number]



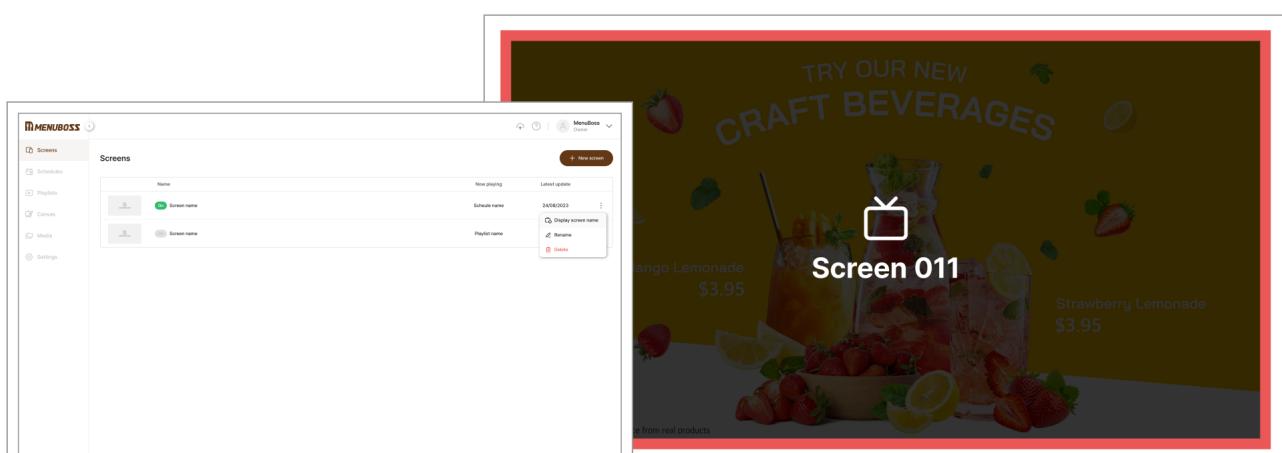
- After pressing the [New screen] button, enter the PIN number displayed on the TV screen  
(In the mobile app, there are two ways to connect to the TV : 1. QR code recognition 2. PIN code input)

## 3-1 TV 연결 로딩



- Please wait until the Screen connection is completed
- Screen connection completed

## 3-2 TV 이름 표시 방법



- Select [Display screen name] under More Options
- If it's difficult to distinguish between multiple Screens, you can display names on the TV screens to identify them easily

# #4 Schedules

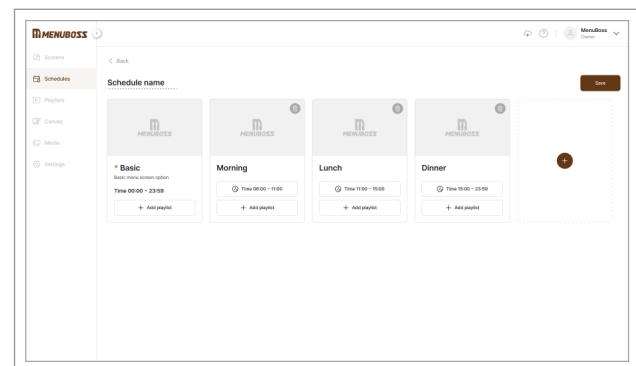
By adding a [schedule] you can set different screens to appear at specific times, allowing you to use a digital signage effectively

- You can create a schedule by adding playlists directly, using examples such as [Default/Morning Lunch/Dinner]
- When adding a schedule, select the [+] button at the bottom, then 1. Choose a playlist and 2. Set the playlist's timing
- Except for the default 24-hour option, overlapping times for other playlists are not allowed

## 4-1 New Schedule

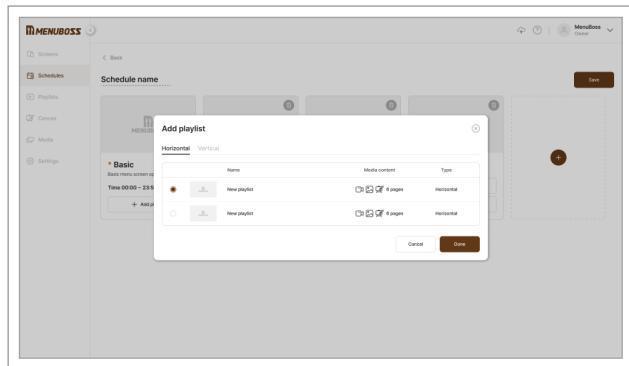


1 Select the [New schedule] button



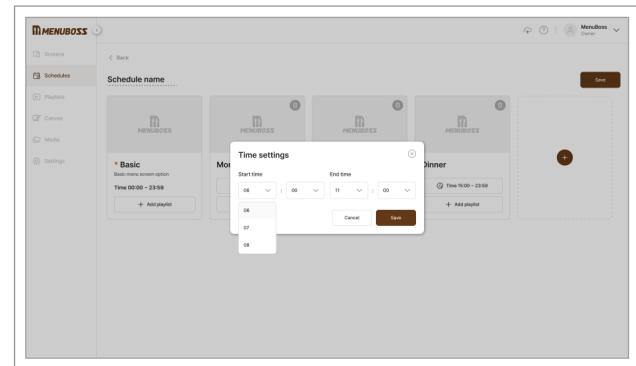
2 Enter a title and then add playlists while setting the timing

(Except for the default option, you can create new schedule settings using the [+] button at the bottom of the main screen)



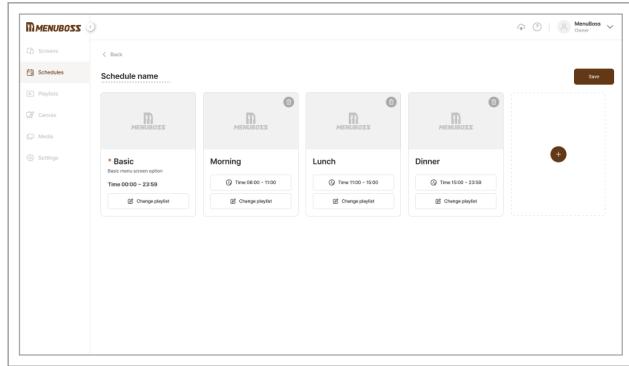
3 Select the playlist you want to add

(You can check playlist options through the playlist's orientation [horizontal/vertical] or type)



4 Set the time

(Except for the default 24-hour option, overlapping times are not allowed)



5 Schedule creation complete

## 4-1 Edit schedule

1 Select the schedule you want to edit on the screen

2 Choose the [Edit] icon on the schedule's detailed view

3 You can edit, create, and delete playlists

4 Once you save, the editing is complete

## 4-2 Screen connection

1 Select [Apply to screens] on the schedule screen

2 Choose On TV and press Done

(It can be challenging to connect screens that are powered off)

3 Read the instructions and select the [Ok] button

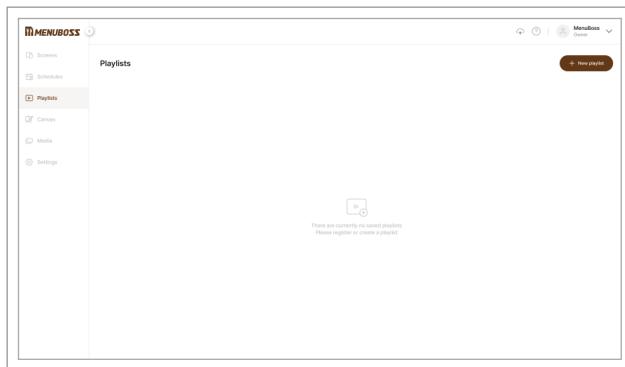
4 Screen application complete

# #4 Playlists

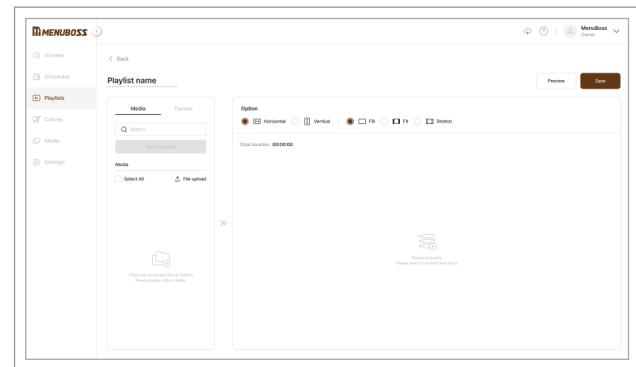
[Playlist] allows you to create a digital menu by organizing the content you want and setting the time

- Through the options, you can set the [Horizontal/Vertical] orientation and [Fill/Fit/Stretch] settings of the digital signage
- You can check the screen through a preview before completing the playlist(Options can be set even in the preview)
- **Video cannot have its time set (however, time settings are possible for images and canvas)**

## 5-1 New playlist

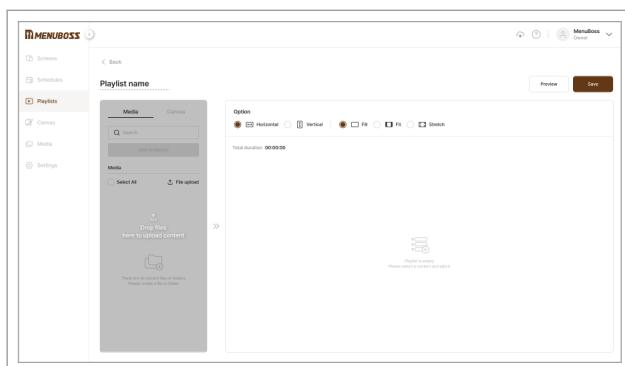


1 Select the [New playlist] button



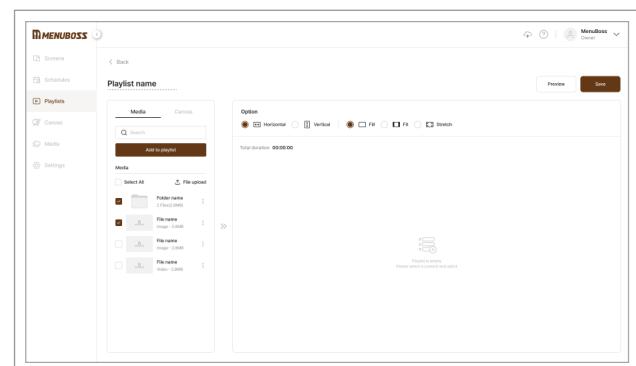
2 Create a new playlist

(You can select files previously uploaded to the repository or use the [Add Content] button at the bottom to modify the content time and arrange the playlist)



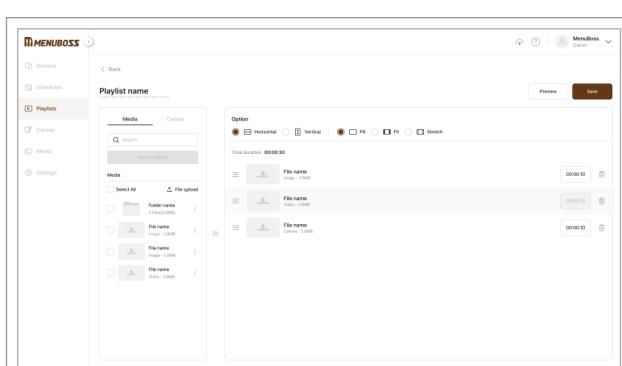
3 You can drag and drop files to upload them in the left menu

(You can add a new folder, upload files, rename files, and delete files from the menu on the left)

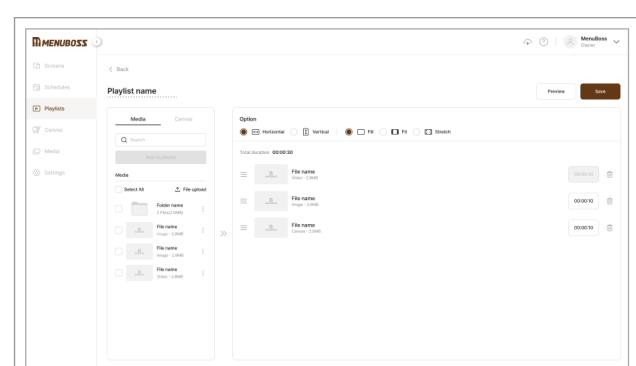


4 Add the uploaded file to the playlist

(You can select a folder and add all the files inside the folder to the playlist at once)



5 Change and arrange the order of contents



6 Set the content duration

(You can set the duration for images and canvases, but it is not possible to set the duration for videos.)

## 5-1 Edit playlist

1 Select the playlist you want to edit on the screen

2 Select the [Edit] button in the playlist's detailed view

((You can also preview the specific playlist in the detail screen))

3 Modification of the playlist or change of time is possible

## 5-2 Option [Preview]

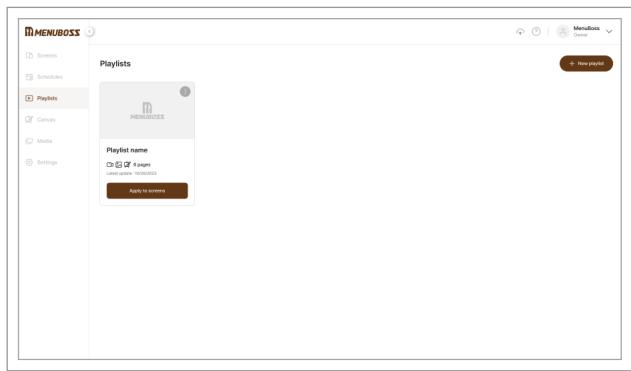
1 Option to [Preview] when creating a playlist

2 After creating a playlist, [Preview] is also available in the detailed screen

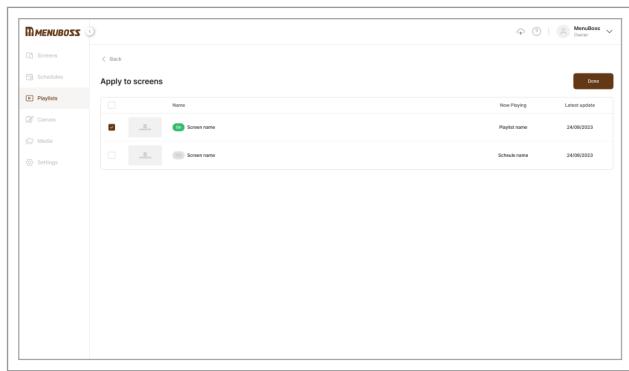
3 Through [Preview], you can preview the screen as it will appear on the screen

(Even during the preview, you can change the screen to the desired appearance by selecting options)

## 5-3 Screen connection

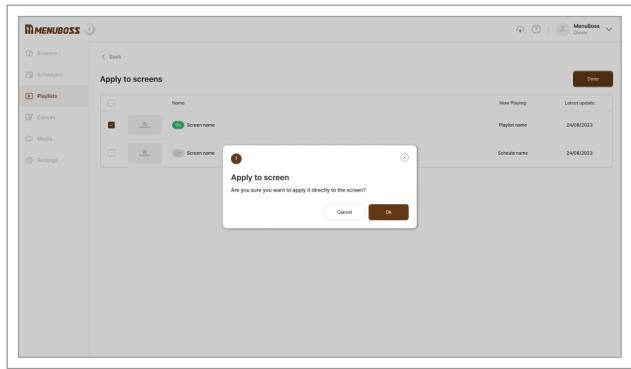


- 1 Select [Apply to screens] from the playlist screen

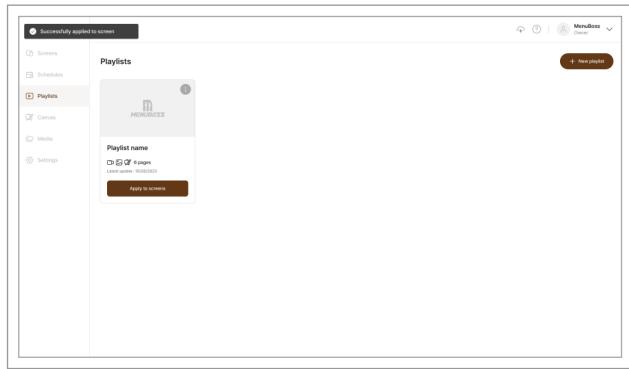


- 2 Choose On TV and press Done

(It can be challenging to connect screens that are powered off)



- 3 Read the instructions and select the [Ok] button



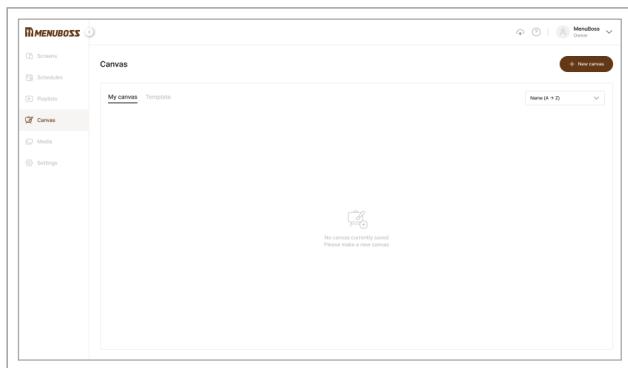
- 4 Screen application complete

# #6 Canvas

You can create a template with [Canvas] and use your own design or category-specific templates to create a professional digital signage

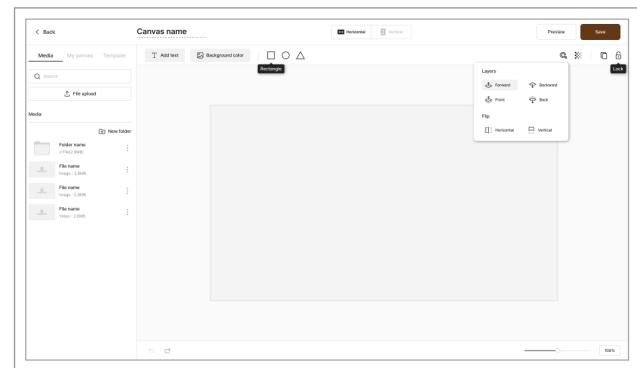
- In addition to the templates of the Basic plan, subscribing to the [Premium/Premium+] plan allows you to use a wider variety of templates
- The created template can be used by adding it to the playlist in the [Canvas] tab of the playlist
- **You can check the change history through the canvas change history (the history storage period varies depending on the plan)**

## 6-1 Add and edit canvas



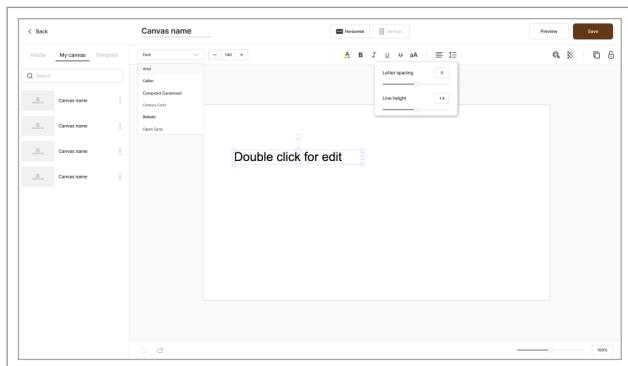
- 1 Select the [New Canvas] button

(Create your own design by adding a canvas or You can use category-specific templates to create professional designs)



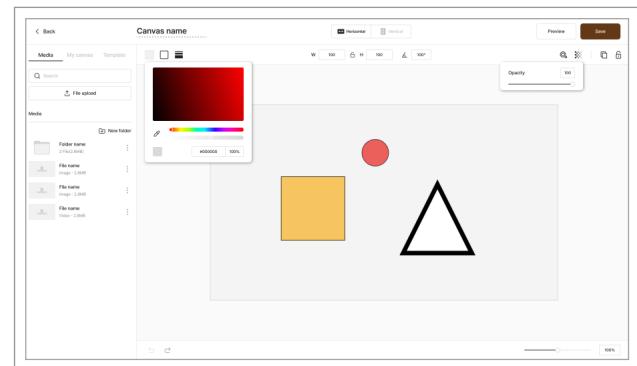
- 2 After entering the title, you can design using the canvas function

(In the main menu, you can select [Add text], [Background color] or [Shape])

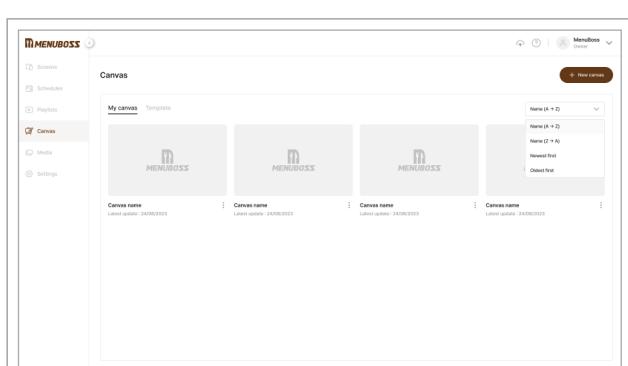


- 3 In the text menu, you can set [Change font] [Adjust size] and [Text option settings]

(The menu at the top changes depending on the object selection. The default menu is the first menu you see, When you select text or a shape within the canvas, a menu appropriate for the selected object is displayed)

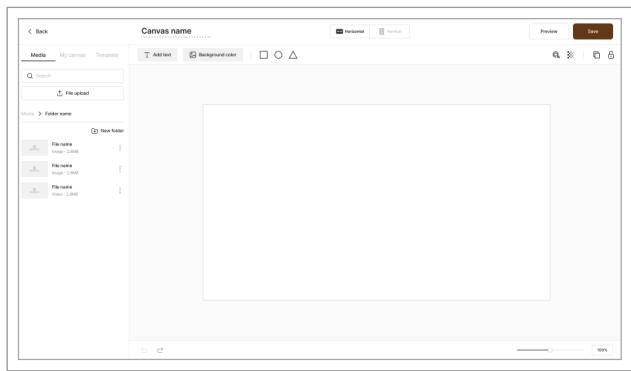


- 4 In the shape menu, you can set [Change color] [Line color] and [Line thickness]



- 5 After saving the canvas, you can sort the order of the canvas using the filter function

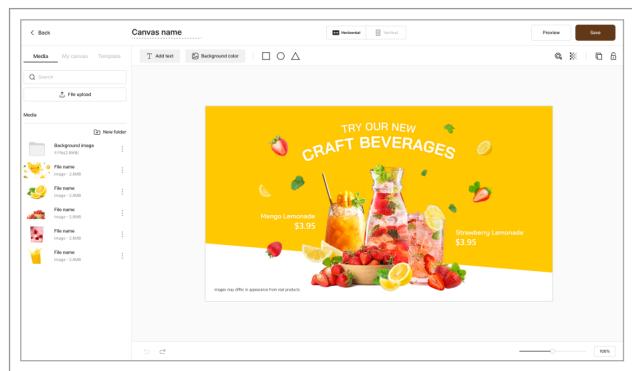
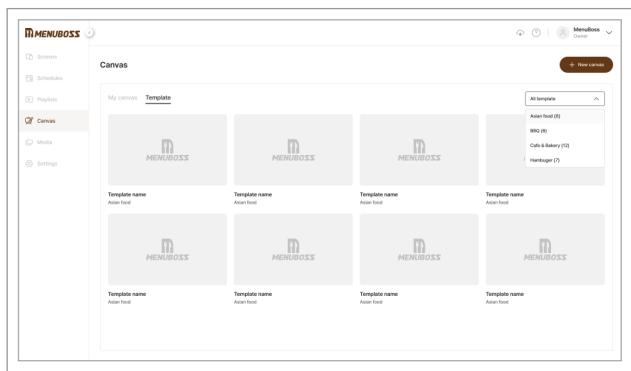
## 6-2 [Preview]



1 Select [Preview] at the top of the canvas

2 You can preview the screen that will be displayed on TV through [Preview]

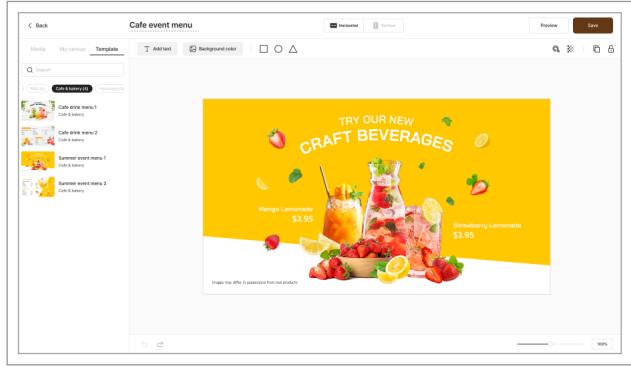
## 6-3 [Template]



1 Templates can be selected by category through [Template]

2 You can change the title or change the text and design within the canvas

(You can restore the design to the previous design history by clicking back at the bottom.  
You can also enlarge or reduce the canvas by adjusting the screen size)



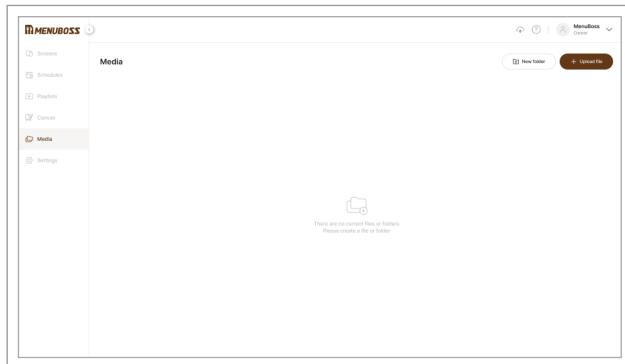
3 You can also select [My Canvas] or [Template] within the canvas

# #7 Media

In the [Media], you can upload your image and video files or organize them through folders

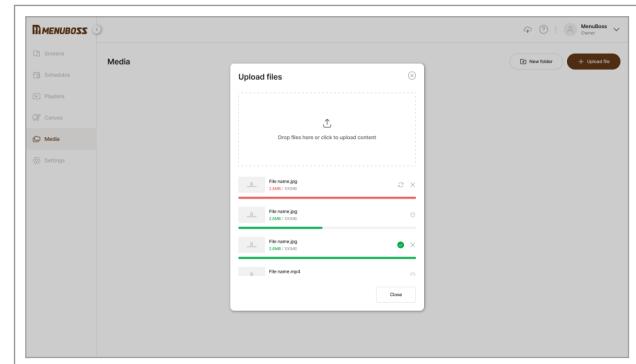
- You can create a folder by selecting the [+] icon at the top. Also, files can be deleted or moved through the [✓] check icon
- Currently, file uploads are possible one at a time (multiple selection and multiple uploads are not available)
- **Creating folders within folders is not possible. Newly added folders are always positioned at the top**

## 7-1 File upload



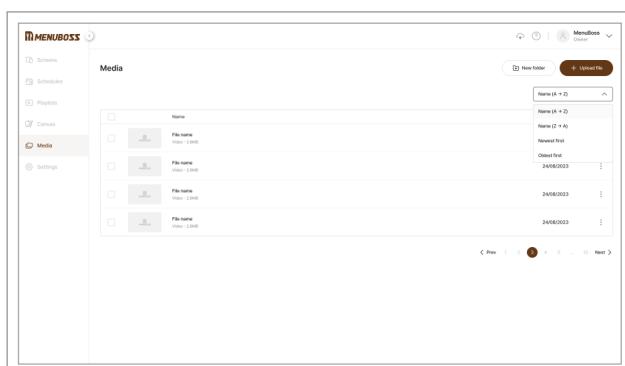
### 1 Select the [Upload file] button

(you can upload a file by selecting the [Upload file] button, or by dragging and dropping the file into the storage screen or a folder)

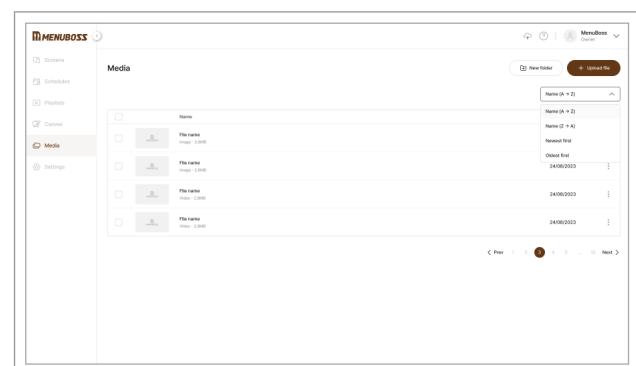


### 2 Upload a file

(If there is an error during file upload, you can retry the upload)

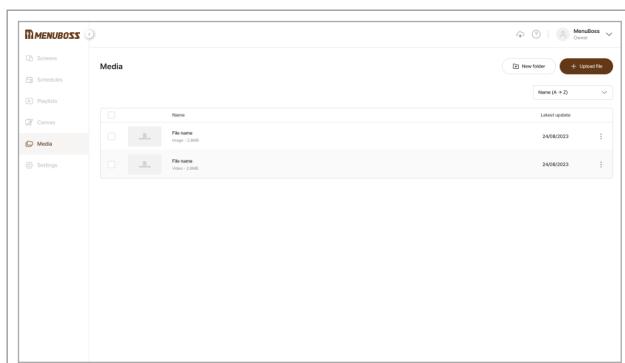


### 3 You can check the list of uploaded files through [Upload file] or the [Upload] icon at the top

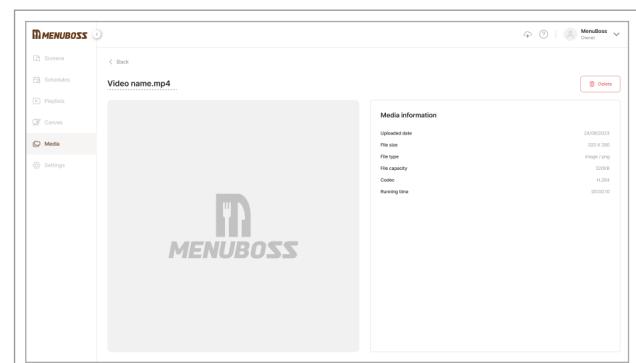


### 4 You can sort files using the [filter function] at the top

## 7-2 View media file details



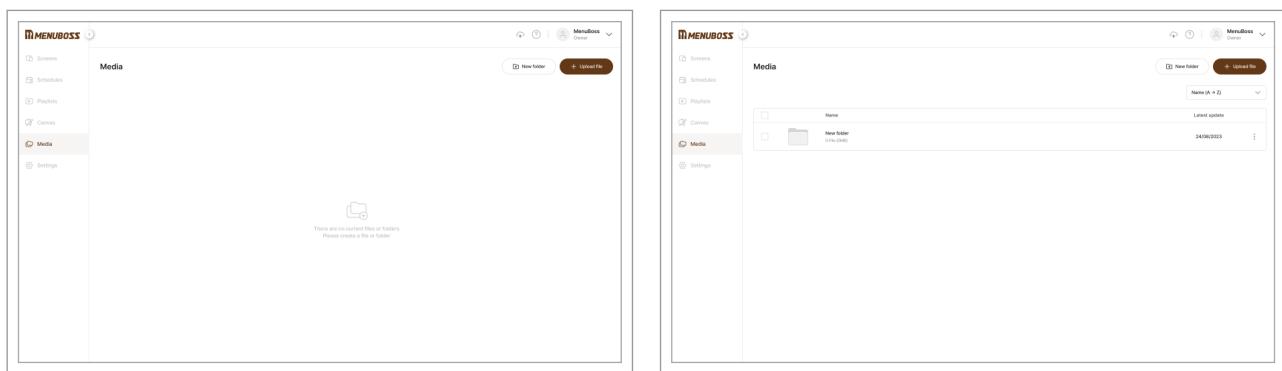
### 1 Select the relevant file on the screen



### 2 Through the detailed view, you can modify the file name or delete it

(The detailed information for images and video files is displayed differently)

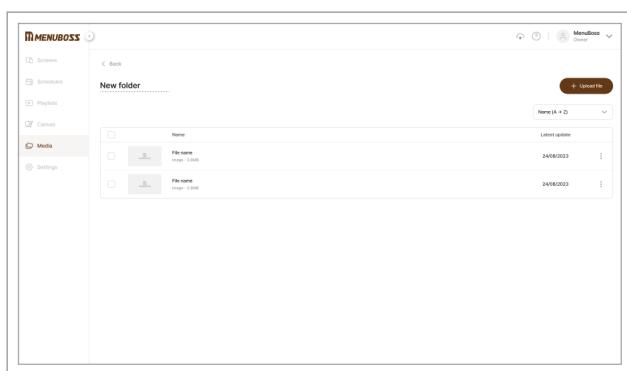
## 7-3 Create a folder and add files



- 1** Select the [New Folder] button at the top of the screen

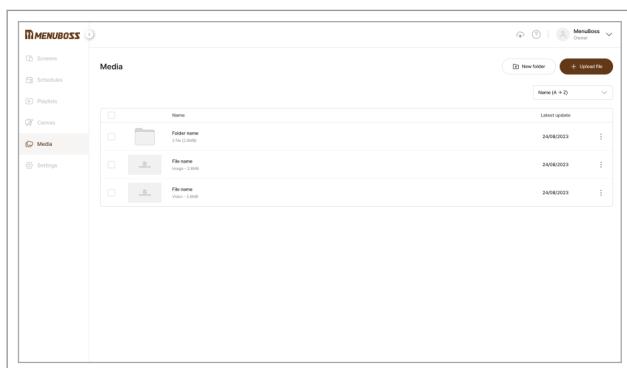
(The name of the created folder is generated as [New Folder] automatically. It is not possible to create folders within folders)

- 2** New folder creation completed

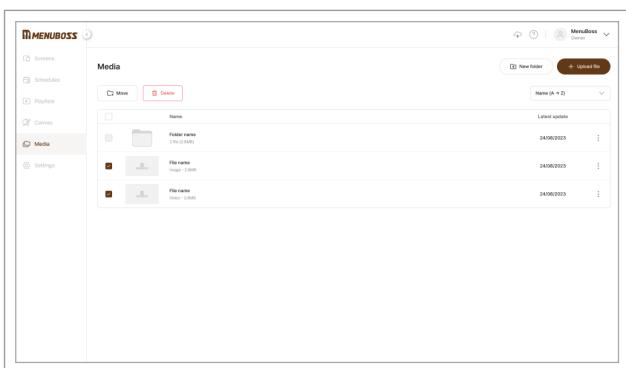


- 3** You can organize files through folders

## 7-4 Method to move files

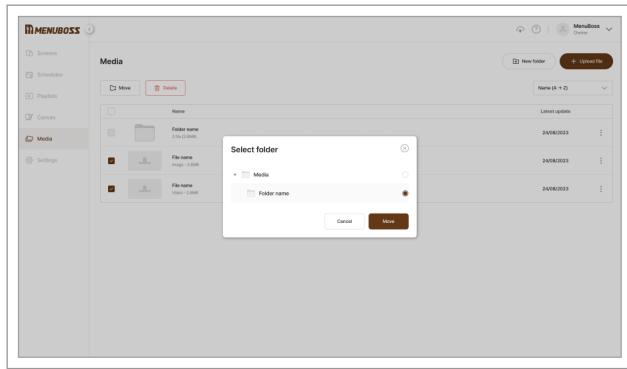


- 1** Select the [check icon] at the beginning of the file list



- 2** Select the file to move and select the [Move] button

(You can select multiple files excluding the folder they are in)



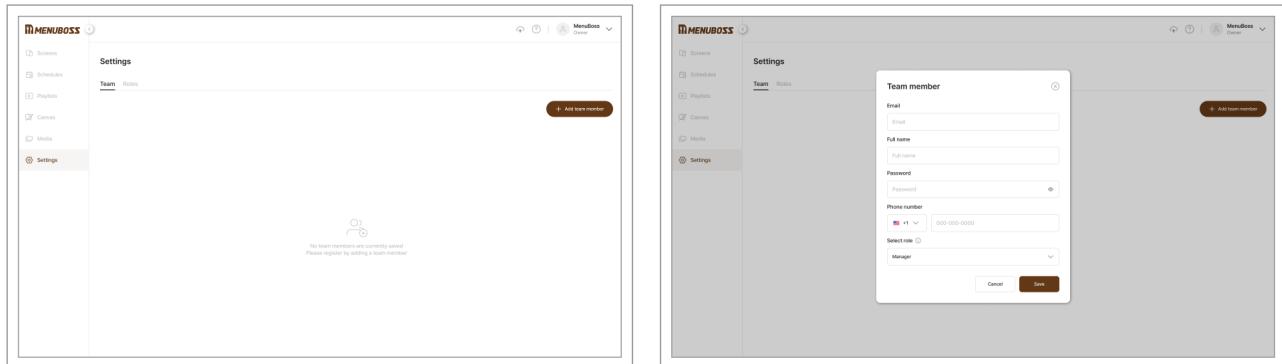
- 3** Select the folder and choose [Move here], and the selected file will be moved to the chosen folder

# #8 Settings

In [Settings], you can systematically manage by adding role permissions to members by adding [members] and setting [roles]

- By adding [members], you can manage employees by setting emails, passwords, and roles
- Since the permissions given to each [role] are different, there are menus or edit and delete options that can only be viewed by members with the relevant permissions

## 8-1 Settings [Team]



1 Select the [Add Member] button

2 You can add members through member creation

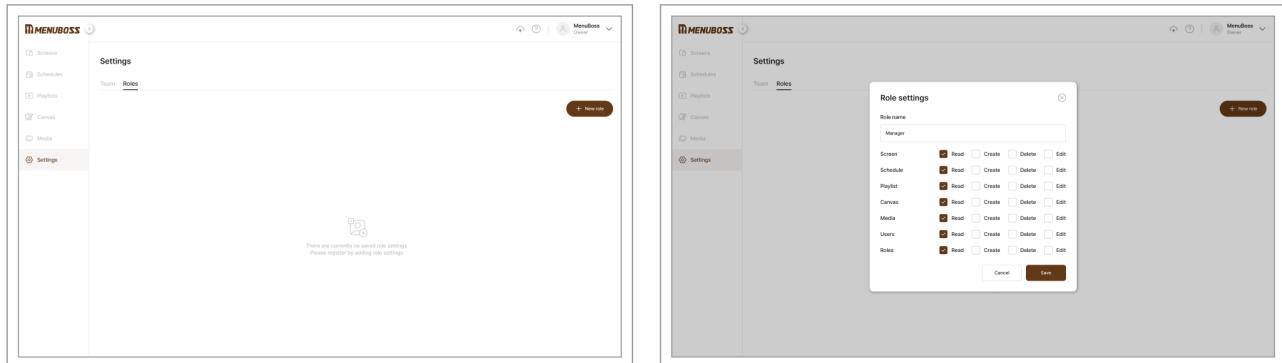
(The default role, [Manager], can be modified and deleted in [Roles], and you can also register new roles in [Roles])



3 You can modify and delete stored member lists through the stored member list

(The number of members you can add varies depending on the subscription plan)

## 8-2 Settings [Roles]



1 Select the [Roles] button

2 You can set roles for each member through role creation

(Member access permissions vary based on permission settings)



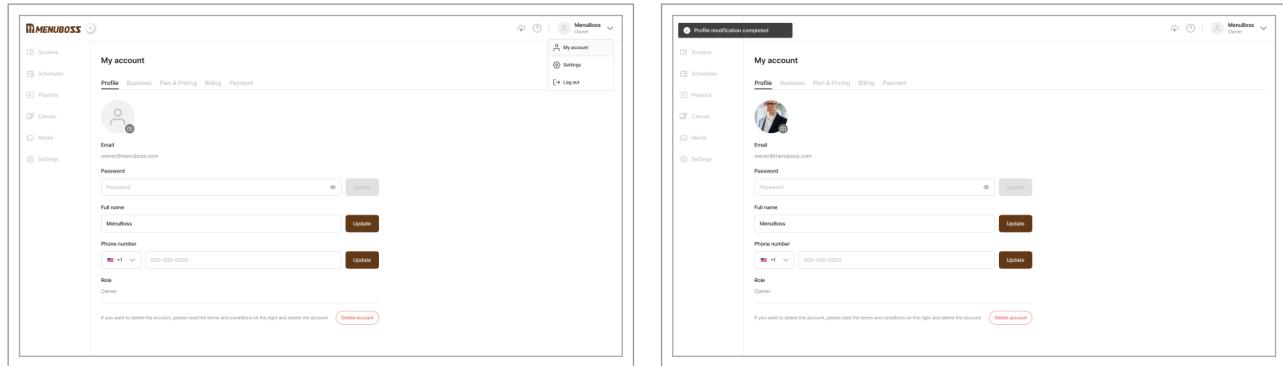
- 1 You can modify and delete roles through the list of stored roles

# #9 My account

In My Information, you can check and edit [Profile] [Business] [Rate Plan] [Billing] [Payment] information

- You can delete your account via [Delete account] in the profile (deleted accounts cannot be recovered)
- Administrators can check all menus in the My Information menu, and employees can only check profile settings
- You can check your subscription service and check the payment amount through [Plan & Pricing] (Please be careful when changing your plan)

## 9-1 [Profile] Settings



The image consists of two side-by-side screenshots of a web application interface. Both screenshots show a header with the 'MENUBOSS' logo and a top navigation bar with links for 'Sistema', 'Schedules', 'Playas', 'Canvas', 'Media', and 'Settings'. Below this is a secondary navigation bar with 'My account' selected, followed by 'Profile', 'Business', 'Plan & Pricing', 'Billing', and 'Payment'. The main content area is titled 'My account' and contains a 'Profile' section. It includes fields for 'Email' (owner@menuboss.com), 'Password', 'Full name', 'Menuboss' (with a dropdown menu), 'Phone number' (with a dropdown menu and input field showing '+1 000-000-0000'), and 'Role' (Owner). At the bottom of the profile section is a red button labeled 'Delete account'. A note at the bottom of the page says: 'If you want to delete the account, please read the terms and conditions on the right and delete the account' with a red 'Delete account' button.

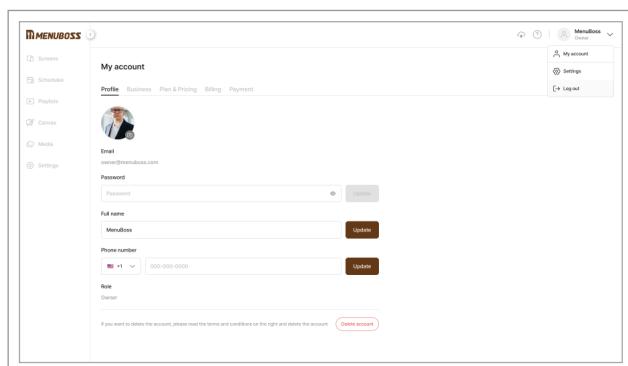
- 1 Select [v] at the top and select [My Information]

(You can check your information through [v] at the top, not the left menu)

- 2 You can change your profile picture and update your information

(You cannot change your email address)

## 9-1 [Log out]

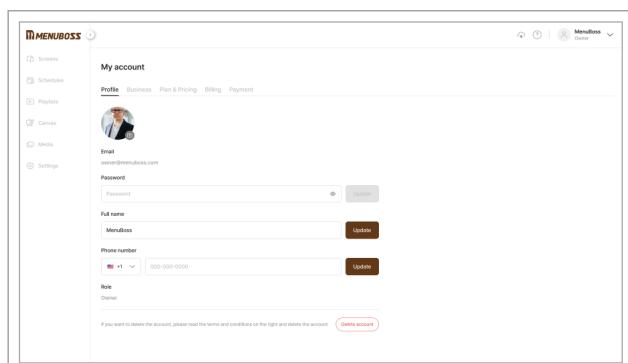


The image is a screenshot of the 'My account' profile settings page. It features a header with the 'MENUBOSS' logo and a top navigation bar with links for 'Sistema', 'Schedules', 'Playas', 'Canvas', 'Media', and 'Settings'. Below this is a secondary navigation bar with 'My account' selected, followed by 'Profile', 'Business', 'Plan & Pricing', 'Billing', and 'Payment'. The main content area is titled 'My account' and contains a 'Profile' section. It includes fields for 'Email' (owner@menuboss.com), 'Password', 'Full name', 'Menuboss' (with a dropdown menu), 'Phone number' (with a dropdown menu and input field showing '+1 000-000-0000'), and 'Role' (Owner). At the bottom of the profile section is a red button labeled 'Delete account'. A note at the bottom of the page says: 'If you want to delete the account, please read the terms and conditions on the right and delete the account' with a red 'Delete account' button.

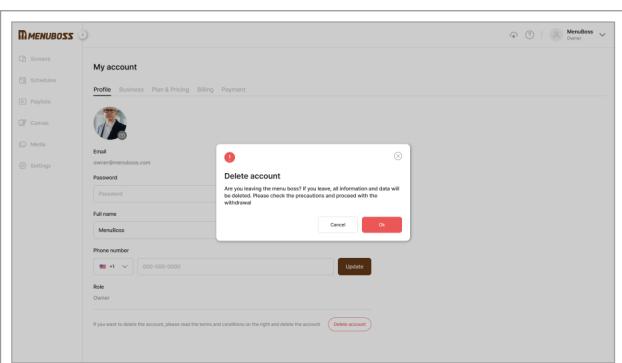
- 1 Select [v] at the top and select [Logout]

(Logout occurs automatically without further instructions)

## 9-2 [Delete account]



The image is a screenshot of the 'My account' profile settings page. It features a header with the 'MENUBOSS' logo and a top navigation bar with links for 'Sistema', 'Schedules', 'Playas', 'Canvas', 'Media', and 'Settings'. Below this is a secondary navigation bar with 'My account' selected, followed by 'Profile', 'Business', 'Plan & Pricing', 'Billing', and 'Payment'. The main content area is titled 'My account' and contains a 'Profile' section. It includes fields for 'Email' (owner@menuboss.com), 'Password', 'Full name', 'Menuboss' (with a dropdown menu), 'Phone number' (with a dropdown menu and input field showing '+1 000-000-0000'), and 'Role' (Owner). At the bottom of the profile section is a red button labeled 'Delete account'. A note at the bottom of the page says: 'If you want to delete the account, please read the terms and conditions on the right and delete the account' with a red 'Delete account' button.



The image is a screenshot of the 'My account' profile settings page. It features a header with the 'MENUBOSS' logo and a top navigation bar with links for 'Sistema', 'Schedules', 'Playas', 'Canvas', 'Media', and 'Settings'. Below this is a secondary navigation bar with 'My account' selected, followed by 'Profile', 'Business', 'Plan & Pricing', 'Billing', and 'Payment'. The main content area is titled 'My account' and contains a 'Profile' section. It includes fields for 'Email' (owner@menuboss.com), 'Password', 'Full name', 'Menuboss' (with a dropdown menu), 'Phone number' (with a dropdown menu and input field showing '+1 000-000-0000'), and 'Role' (Owner). A red modal dialog box is open in the center of the page, asking 'Delete account' with the message: 'Are you leaving the menuboss? If you leave, all information and data will be deleted. Please check the precautions and proceed with the withdrawal.' There are 'Cancel' and 'Delete' buttons at the bottom of the dialog. A note at the bottom of the page says: 'If you want to delete the account, please read the terms and conditions on the right and delete the account' with a red 'Delete account' button.

- 1 Select [Delete account] at the bottom of the profile settings

- 2 Please review the precautions regarding delete account

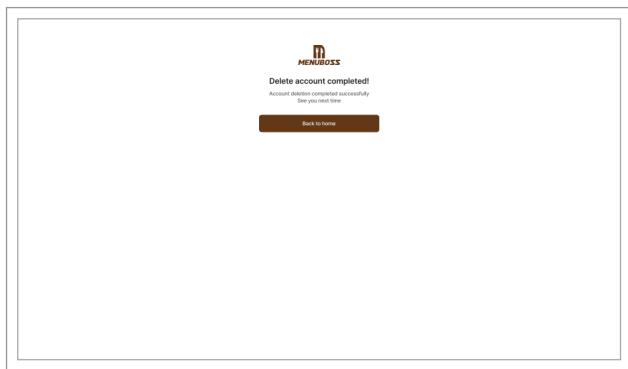
**MENUBOSS**

Reason for deleting your account

- I don't use the service very often
- Service is inconvenient
- It's hard to use
- Other

Please tell me why you want to quit.

Delete account



### 3 Select the reason for delete account

((If you choose [Other] please provide details about the reason for your selection)

### 4 When the Account delete complete screen is displayed, the account delete is complete

(After delete account, account recovery is not possible)

## 9-3 [Business] Information

**MENUBOSS**

My account

Profile Business Plan & Pricing Billing Payment

Business name  
Menuboss Restaurant Update

Address  
Address  
Apartment, Suite, etc.

City  
City

Region / State  
CA

Postal / Zip code  
Zip / Postal code or Block number

Country  
United States

Phone number

**MENUBOSS**

My account

Profile Business Plan & Pricing Billing Payment

Business name  
Menuboss Restaurant Update

Address  
0000 Sycamore Ave #400  
Menuboss Restaurant

City  
Los Angeles

Region / State  
California

Postal / Zip code  
Menuboss Restaurant

Country  
United States

Phone number

### 1 Select [Business] from the tab menu

### 2 You can confirm and modify business information

## 9-4 [Plan & Pricing] and subscription management

**MENUBOSS**

My account

Profile Business Plan & Pricing Billing Payment

My plan

Plan	Payment	Next payment date
Free	-	-

Subscription Screen

Billed monthly      Billed yearly

Basic	Premium	Premium+	Enterprise
\$ 8 per screen / month Best for users getting started with digital signage	\$ 16 per screen / month Best for growing teams managing a lot of content	\$ 24 per screen / month Best for growing teams managing a lot of content	Contact sales
<input type="checkbox"/> Schedule & Playlists <input type="checkbox"/> 100MB max file size upload <input type="checkbox"/> 20 templates <input type="checkbox"/> 1 year	<input type="checkbox"/> Using of basic plan <input type="checkbox"/> Custom User Roles <input type="checkbox"/> 400MB max file size upload <input type="checkbox"/> 50 templates	<input type="checkbox"/> Using of premium plan <input type="checkbox"/> Audit Logs <input type="checkbox"/> Single Sign-on (SSO) <input type="checkbox"/> 500MB max file size upload <input type="checkbox"/> 100 templates	<input type="checkbox"/> Single Sign-on (SSO) <input type="checkbox"/> Audit Logs <input type="checkbox"/> Screen Device Lockdown <input type="checkbox"/> Screen Storage Encryption

Choose plan

**MENUBOSS**

My account

Profile Business Plan & Pricing Billing Payment

My plan

Plan	Payment	Next payment date
Premium+	\$576 / year	24/08/2023

Subscription Screen

Billed monthly      Billed yearly

Basic	Premium	Premium+	Enterprise
\$ 8 per screen / month Best for users getting started with digital signage	\$ 16 per screen / month Best for growing teams managing a lot of content	\$ 24 per screen / month Best for growing teams managing a lot of content	Contact sales
<input type="checkbox"/> Schedule & Playlists <input type="checkbox"/> 100MB max file size upload <input type="checkbox"/> 20 templates <input type="checkbox"/> 1 year	<input type="checkbox"/> Using of basic plan <input type="checkbox"/> Custom User Roles <input type="checkbox"/> 400MB max file size upload <input type="checkbox"/> 50 templates	<input type="checkbox"/> Using of premium plan <input type="checkbox"/> Audit Logs <input type="checkbox"/> Single Sign-on (SSO) <input type="checkbox"/> 500MB max file size upload <input type="checkbox"/> 100 templates	<input type="checkbox"/> Single Sign-on (SSO) <input type="checkbox"/> Audit Logs <input type="checkbox"/> Screen Device Lockdown <input type="checkbox"/> Screen Storage Encryption

Choose plan

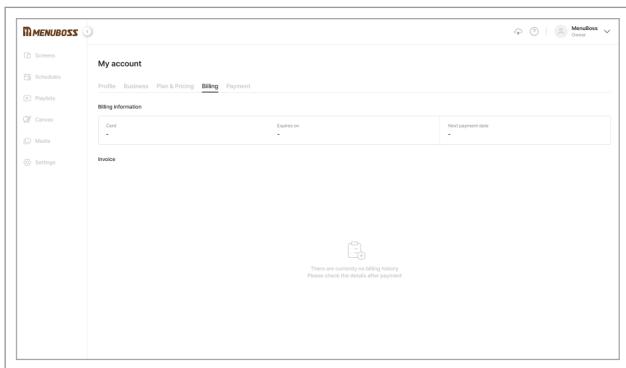
### 1 You can check subscribed service information and payment information by selecting [Plan] in the tab item

(Annual billing is available at a discount from monthly billing. Detailed plan information and features can be found in the [Price Plan] menu on the main website)

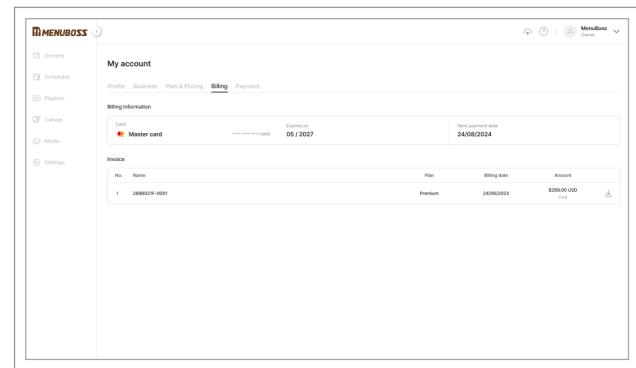
### 2 After payment is completed, you can check the rate plan/payment amount/next payment date

(You can change to a different plan after paying for the plan, but please check the precautions before changing)

## 9-5 [Billing] Details



The screenshot shows the 'My account' section with the 'Billing' tab selected. On the left, there's a sidebar with icons for Screen, Schedules, Payees, Cards, Media, and Settings. The main area displays 'Billing Information' with fields for 'Card' (Master card), 'Expire on' (05/2027), and 'Next payment date' (24/06/2024). Below this is an 'Invoice' table with one row: No. 1, Name 288802W-0001, Plan Premium, Billing date 24/06/2023, and Amount \$200.00 USD.



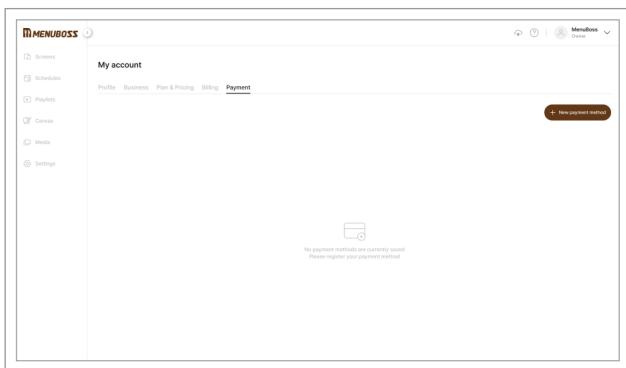
This screenshot is similar to the first one but includes a message at the bottom: 'There are currently no billing history. Please check the details after payment.'

1 Select [Billing] from the tab menu

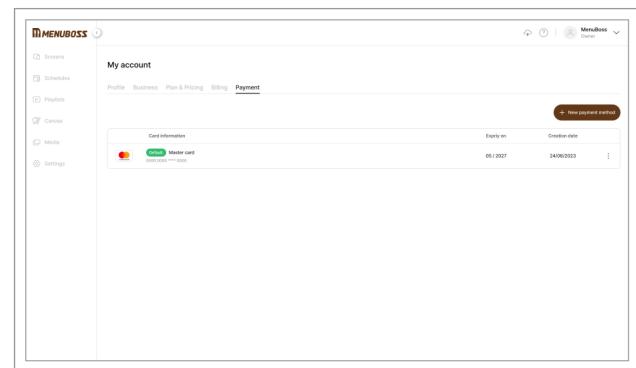
2 You can check the billing details after paying the plan

(You can download the PDF file of the invoice by selecting the [Download] icon)

## 9-6 [Payment] Method management



The screenshot shows the 'My account' section with the 'Payment' tab selected. The sidebar is identical to the previous screenshots. The main area displays a message: 'No payment methods are currently saved. Please register your payment method.' A '+ New payment method' button is visible.



This screenshot shows the same interface but with a registered card: 'Card information' (Master card), 'Expire on' (05/2027), and 'Created date' (24/06/2023).

1 Select [Payment] from the tab item

2 Card information and registration date can be confirmed

(Card details can be checked after payment)



## MenuBoss Quick Start Guide

Through the QR code at the bottom, you can download and use the MenuBoss service



Amazon App Store  
(Screen)



Google Play Store (App)



App Store (App)