

Menu Management on Expo

Through Expo, brands can update the item availability as needed. This includes the ability to:

- View menu categories and products
- Make products unavailable or available by entering a PIN
- Make modifiers unavailable or available by entering a PIN
- See daily reports of 86'd items
- Set dates for products and modifiers to automatically become available
- Audit all actions in the menu audit log

Overview

- [Enabling Menu Management on Expo](#)
- [Accessing Menu Management in Expo](#)
- [Navigating the Menu](#)
- [Searching the Menu](#)
- [86ing an Item](#)
- [68ing an Item](#)
- [Menu Filters Display](#)
- [Daily Report of 86ed Items](#)

Enabling Menu Management on Expo

- Brand managers should log into Dashboard and navigate to Expo > Brand Settings > Menu Management Settings
- Select the "Select Stores" / "Edit Stores" button and select the stores you want to be able to complete 86ing and 68ing from the Expo tablet
- Select "Save"
- Completing this step will enable the menu management feature to display on Expo. An Expo user with the 86ing permission will need to be set up in order to 86/68 items on Expo

OLO DASHBOARD
Welcome expoteam@olo.com!
Need Help?
Log Off

Home
Menus
Menu Audit Logs
Settings
Rails
Orders
Reports
Expo
Brand Settings
Location Settings
Brand
POS

All Locations

Customize the settings for all Expo devices linked to your brand.

General Settings

Set a default "Large Order" value for all of your locations.

The "Large Order" badge will display for values equal to or greater than the amount entered. Leaving this field blank, or entering \$0, will turn this feature off.

Large Order Price
\$0

Menu Management Settings

Select stores that can 86

Granting this permission will allow store managers to grant the ability to 86 to Expo users.

[Edit Stores \(1\)](#)

Dispatch Settings

Select stores that can re-request Dispatch deliveries.

Granting this permission will allow store managers to grant the ability to request new Dispatch deliveries.

[Select Stores](#)

Cancel
Save

- Navigate to Expo Settings > Location Settings > Users
- If you already have a user set up you want to add the 86ing permission to, click the user name to edit their details
- If you want to create a new user to grant the 86ing permission to, click "Add User"
- Configure the permissions and select "Save"

OLO DASHBOARD

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Need Help? ▾

Log Off ↗

Home

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Menu Audit Logs

Settings ▾

Rails ▾

Orders

Reports ▾

Expo ▾

Brand Settings

Location Settings

Expo Settings

Device Settings

Devices

Users

Change Store Selection >

Add User

1-4 of 4 users

<input type="checkbox"/> Name ▾	Status ▾	Last Updated ▾
<input type="checkbox"/> Aerial Test	Active	8 weeks ago
<input type="checkbox"/> Aerial Test	Archived	8 weeks ago
<input type="checkbox"/> Tracy Dalick	Archived	8 weeks ago
<input type="checkbox"/> Tracy Test	Archived	8 weeks ago

[Device Settings](#)

[Devices](#)

Users

[Back to all users](#)

Edit User

User Details

First Name
Aerial

Last Name
Test

User Permissions

Issue refunds



86 menu items



Reset Pin

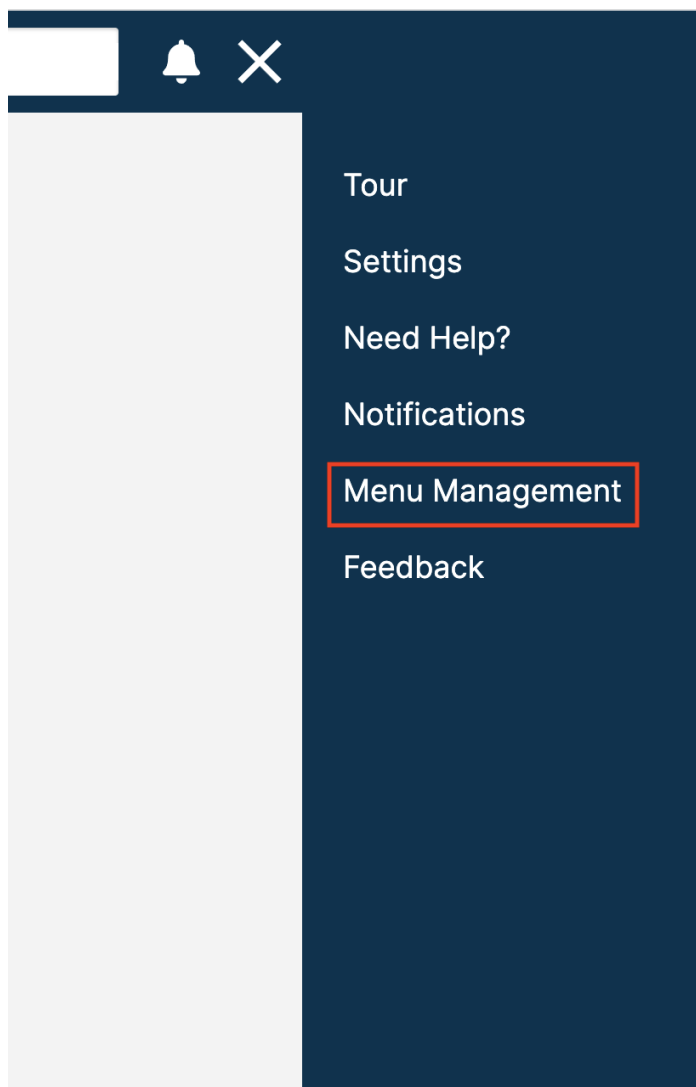
[Archive User](#)

Cancel

✓ Save

Accessing Menu Management in Expo

- Click the menu cog and select **Menu Management**
- You will be taken to the Menu Management page
 - All vendors associated with the location
 - Menu categories for each vendor
 - Any currently 86ed items



Single location example

< Back to Orders

Search products or modifier choices

Menu Management

Manage availability of your store's menu items.

Unavailable Items

FLAT-TOP DOGS
Chili Cheese Dog

Demo Vendor

Demo Vendor

Burgers & Chicken

Flat-Top Dogs

Breakfast ('til 10:30am)

Crinkle Cut Fries

Retail

Shakes & Frozen Custard

Drinks

Beer & Wine

Two location example

Menu Management

Manage availability of your store's menu items.

Buca Florida Mall

Buca Catering Florida Mall

Buca Florida Mall

Seasonal Promotions

Family Meals

Salads

Appetizers

Specialty Pastas

Entrees

Stuffed Pastas

Traditional Pastas

Pizzas

Sides

Desserts

Lunch Salads

Lunch Entrees

Lunch Pastas

Lunch Sandwiches

Lunch Desserts

Buca Catering Florida Mall

Celebration Packages

Salads

Specialty Lasagna

Pasta

Entrees

Sides

Four or more location example

Menu Management

Manage availability of your store's menu items.

"Unavailable Items"

"Foosburger" Menu Categories "

"Foosburger - Catering"

"Foosburger - Sw >

View All ▾

Unavailable Items

SOUPS

Tomato Basil Bisque

Foosburger

"Foosburger" Menu Categories

Pizza

Salads

Appetizers + Small
Plates

Soups

Navigating the Menu

- On click of a category, you will be directed to a page that lists the products within that category
- You will be able to travel down the menu tree to find the item you are looking for
- You will be able to navigate all the way down to modifiers associated with that product
- You can always see where you are in the menu via the notation at the top of the page

< Back to Orders

Q Search products or modifier choices

[Menu Items](#) > ["Foosburger" Soups](#) > ["TOMATO BASIL BISQUE" Modifiers](#) > "Size" Choices

"Size" Choices

TOMATO BASIL BISQUE
Cup (+\$6.99)

Foosburger

TOMATO BASIL BISQUE
Bowl (+\$8.99)

Foosburger

Searching the menu

- Enter a term in the search bar
- All associated results will display in the product or modifier section
- If more than one vendor is associated with the search term, all will display within the given vendor section
- Filters and navigation should be helpful for finding items quickly on a long list

[< Back to Orders](#)

×

Pepperoni (16 Results)

☒ Products (14)
 ☒ Modifier Choices (2)

["Foosburger" Products](#)
["Foosburger" Modifier Choices](#)
[View All](#)

"Foosburger" Products (14 Results)

PIZZAS Pepperoni	Foosburger	CPKIDS Kids Pepperoni Pizza	Foosburger
TAKE AND BAKE PIZZAS Take and Bake Pepperoni	Foosburger	CERTIFIED GLUTEN-FREE PIZZAS Gluten-Free Pepperoni	Foosburger
PIZZAS Mushroom Pepperoni Sausage	Foosburger	CERTIFIED GLUTEN-FREE PIZZAS Gluten-Free Kids Pepperoni Pizza	Foosburger
CPKIDS Kids Mushroom Pepperoni Sausage Pizza	Foosburger	Lunch Duos 7" Pepperoni Pizza Lunch Duo	Foosburger
Lunch Duos 7" Mushroom Pepperoni Sausage Pizza Lunch Duo	Foosburger	TAKE AND BAKE PIZZAS Take and Bake Mushroom Pepperoni Sausage	Foosburger
TAKE AND BAKE PIZZAS Gluten-Free Take and Bake Pepperoni	Foosburger	CERTIFIED GLUTEN-FREE PIZZAS Gluten-Free Pepperoni	Foosburger
PIZZAS Mushroom Pepperoni Sausage	Foosburger	CERTIFIED GLUTEN-FREE PIZZAS Gluten-Free Kids Pepperoni Pizza	Foosburger

"Foosburger" Modifier Choices (2 Results)

535 Instances of Rustic Penneroni	Foosburger	535 Instances of Snicy Penneroni	Foosburger
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86ing an item

- The process is the same for both products and modifiers
- Select the item or item(s) you want to 86
- Click "make unavailable"

One item selected:

[Menu Items](#) > Crinkle Cut Fries

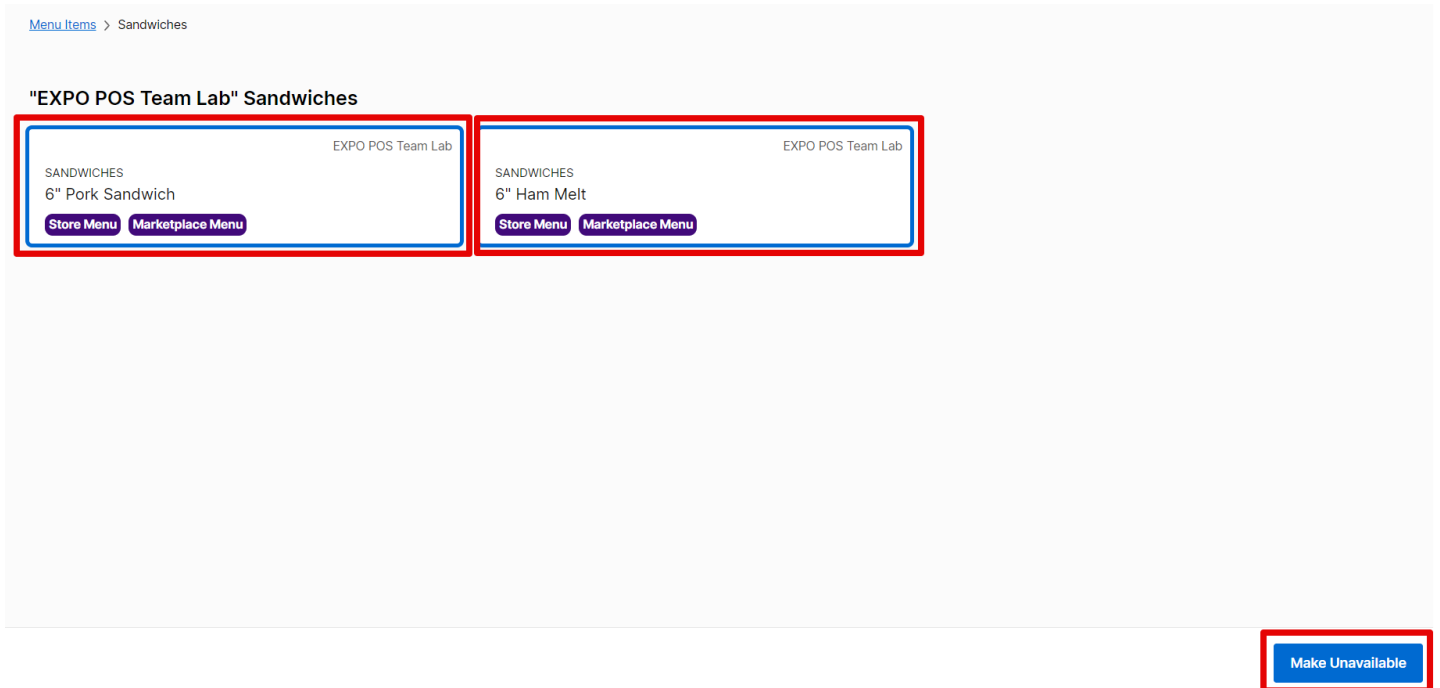
"Demo Vendor" Crinkle Cut Fries

CRINKLE CUT FRIES Chili Cheese Fries	Demo Vendor	CRINKLE CUT FRIES Fries	Demo Vendor
CRINKLE CUT FRIES Cheese Fries	Demo Vendor	CRINKLE CUT FRIES Cup of Chili	Demo Vendor

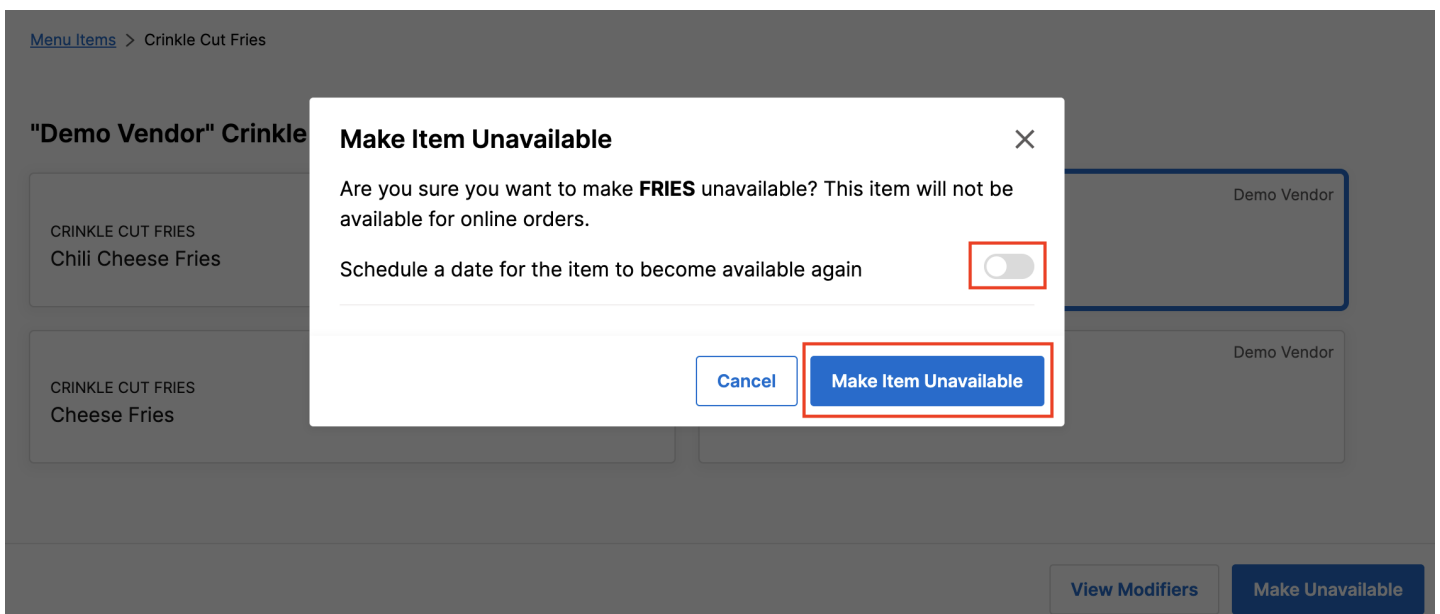
[View Modifiers](#) [Make Unavailable](#)

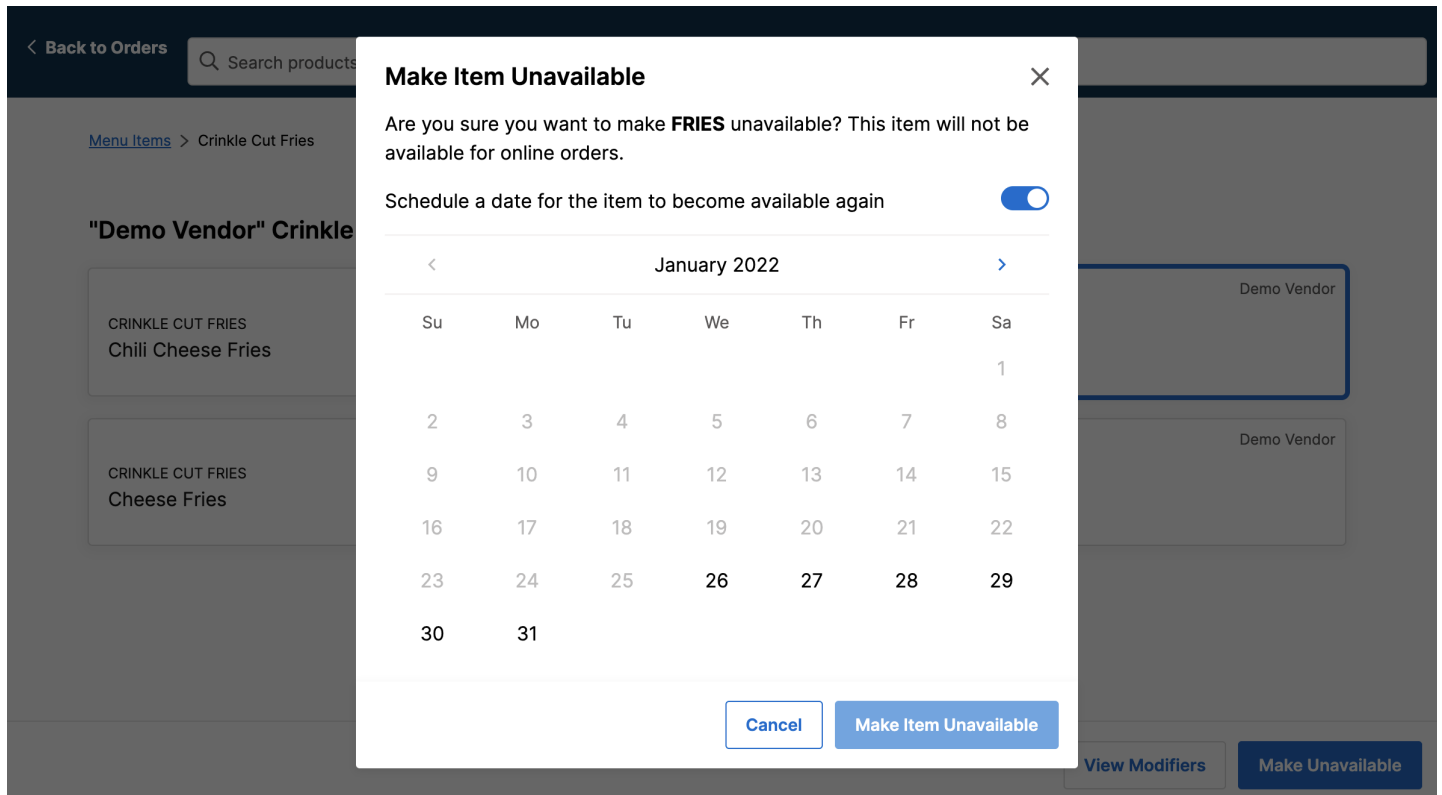
Multiple items selected:

Menu Management on Expo

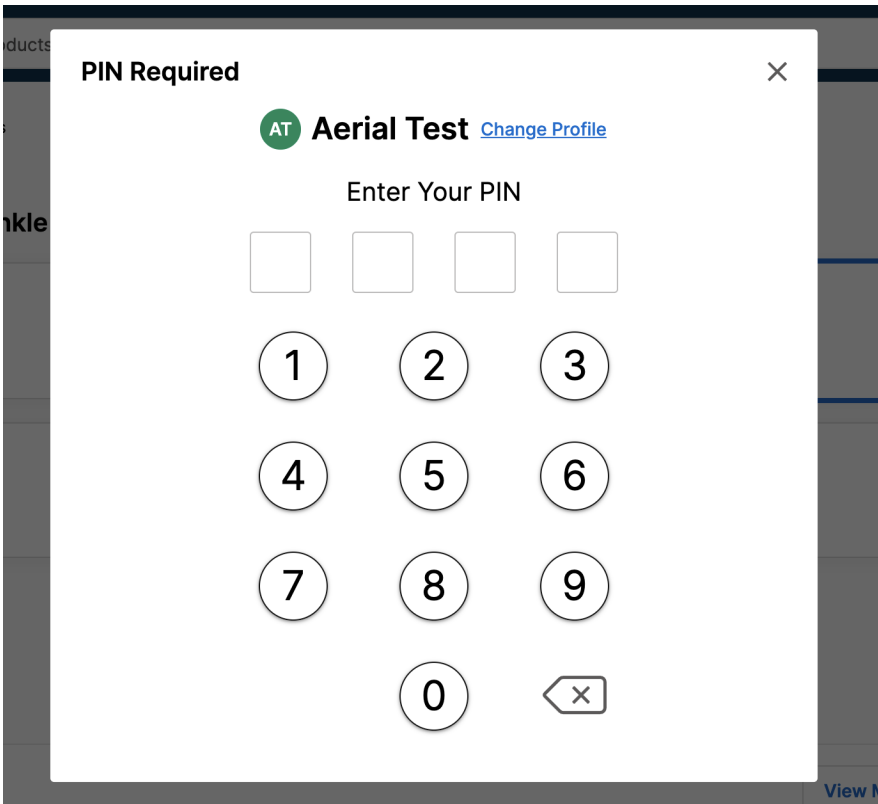
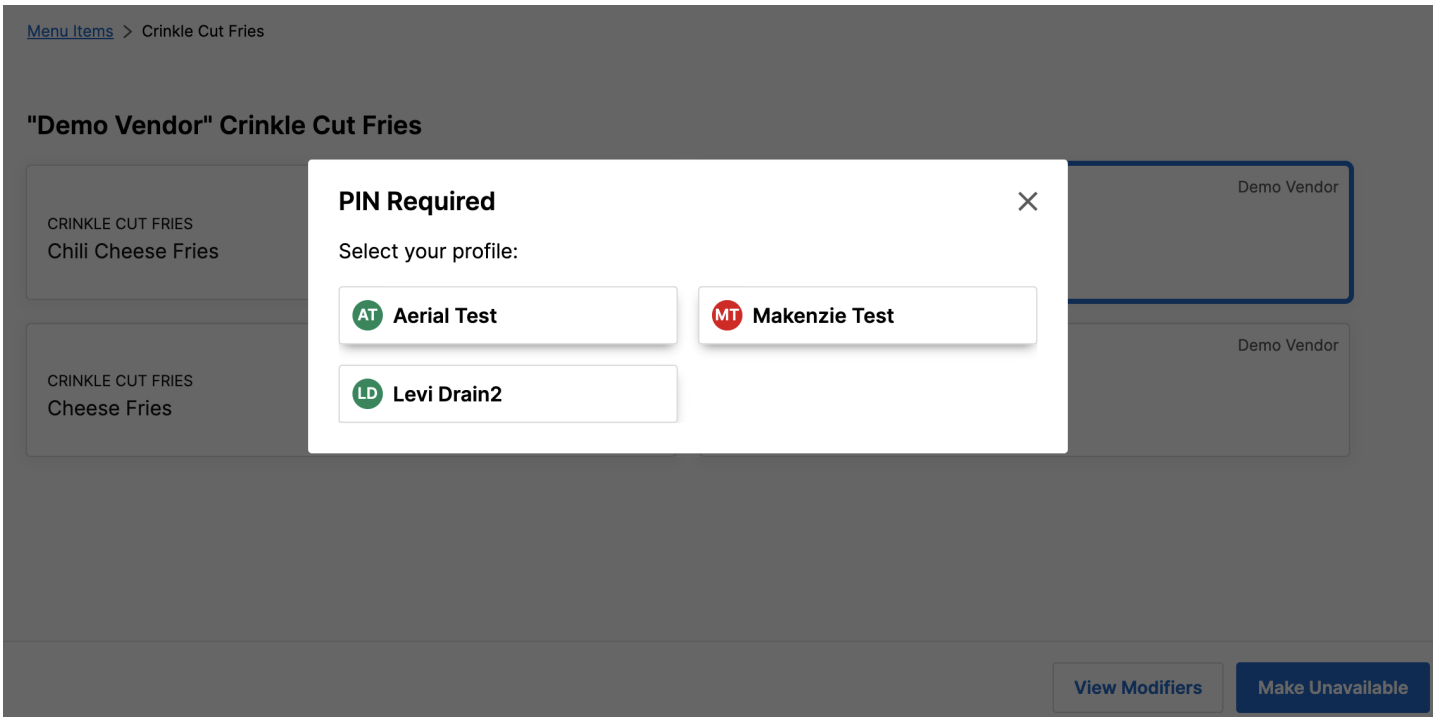


- If you don't know when the item(s) will be back in stock, click "make item unavailable"
- If you do want to set an auto 68, click the "schedule a date for the item to become available again" toggle
 - If you click the toggle, a calendar will display. Select the date the item(s) will be back in stock and click "make item unavailable"





- You will then be prompted to enter a PIN for one of the Expo users created in Dashboard



- Once a PIN is entered successfully, you will be:
 - Directed back to the menu management landing page
 - See a green success banner that the item or items have been made unavailable
 - See the item in a red treatment in the "unavailable" section of the page

"FRIES" is now unavailable

< Back to Orders

Search products or modifier choices

Menu Management

Manage availability of your store's menu items.

Unavailable Items

FLAT-TOP DOGS
Chili Cheese Dog

Demo Vendor

CRINKLE CUT FRIES
Fries

Demo Vendor

Un-86ing an item

- Un-86ing largely behaves the same as 86ing. Navigate to the item or items you want to make available
- Click the item, then click "make available"
- You will need to go through the PIN flow again

One item selected:

Menu Management

Manage availability of your store's menu items.

Unavailable Items

FLAT-TOP DOGS
Chili Cheese Dog

Demo Vendor

CRINKLE CUT FRIES
Fries

Demo Vendor

Demo Vendor

Burgers & Chicken

Flat-Top Dogs

Breakfast ('til 10:30am)

Crinkle Cut Fries

Edit Item

Make Available

Multiple items selected:

Menu Management

Manage availability of your store's menu items.

Unavailable Items

EXPO POS Team Lab

Expo Lab-linked

Unavailable Items

SANDWICHES
6" Pork Sandwich

EXPO POS Team Lab

Store Menu Marketplace Menu

SANDWICHES
6" Ham Melt

EXPO POS Team Lab

Store Menu Marketplace Menu

EXPO POS Team Lab

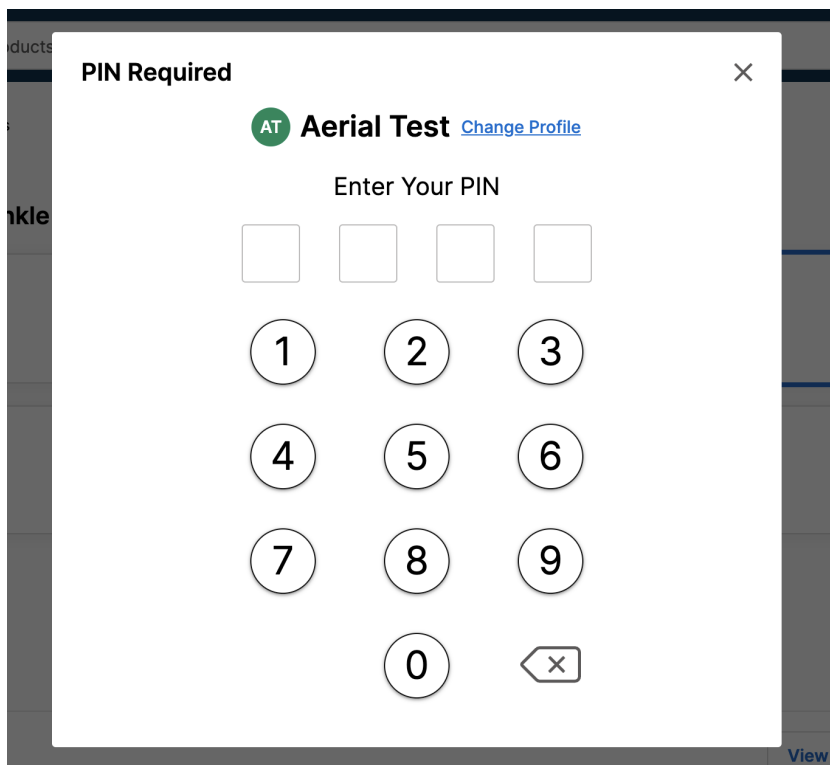
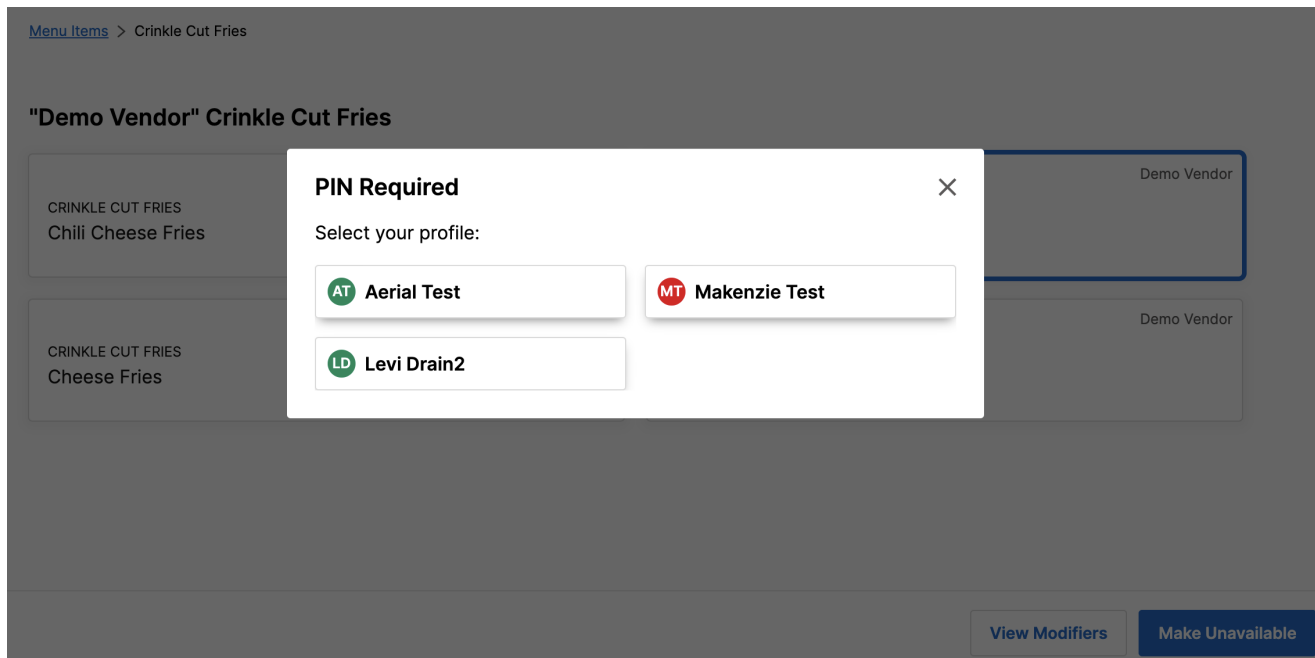
Sandwiches

Casey Test Category

Make Available

Exported from Guru (getguru.com)

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- Once a PIN is entered successfully, you will be:
 - Directed back to the menu management landing page
 - See a green success banner that the item or items has been made available

- The item will no longer display in the unavailable section or have the red treatment

"FRIES" is now available



- You can also edit when an unavailable item becomes available. This can be done by selecting the unavailable item > clicking edit item

Menu Management

Manage availability of your store's menu items.

Unavailable Items

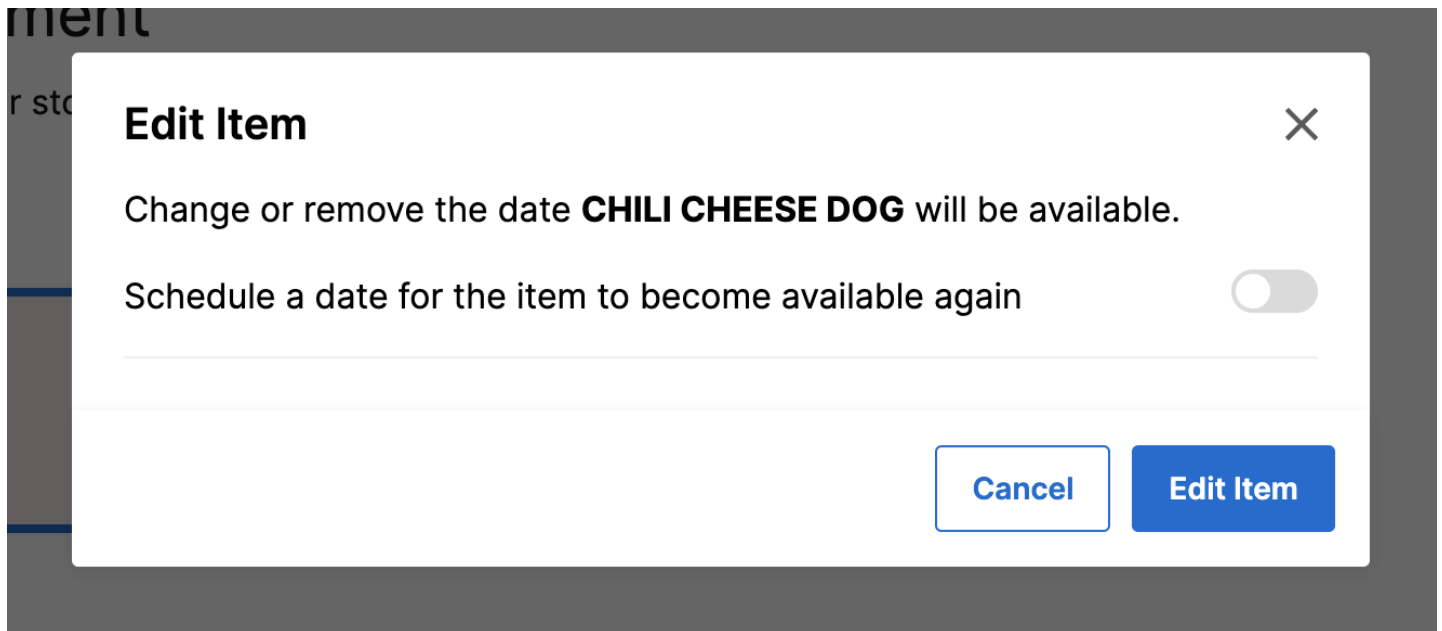
FLAT-TOP DOGS
Chili Cheese Dog

Demo Vendor

Demo Vendor

Edit Item

Make Available



Menu filter display

- If your vendor is using menu filters, you will see a purple icon on each item indicating the menu they display on.
- If it is on a Rails menu, you can click on the "view menu or modifiers" button to view all marketplaces associated with the menu.

Back to Orders

Search products or modifier choices

Menu Management

Manage availability of your store's menu items.

"Unavailable Items"

"Foosburger" Menu Categories "

"Foosburger - Catering"

"Foosburger - \$5.00 >

View All

Unavailable Items

SOUPS

Tomato Basil Bisque

Marketplace Menus

Store Menu

Switchboard Menu

Foosburger

SOUPS

Tomato Basil Bisque

Store Menu

Foosburger

"Foosburger" Menu Categories

Pizza

Salads

Appetizers + Small Plates

Soups

Main Plates + Pastas

Lunch Duos

Certified Gluten-Free Pizzas

Take And Bake Pizzas

View Menus or Modifiers

Make Available

Daily report of 86ed items

- Each morning a pop-up notification will display on Expo indicating the items that are currently 86ed

The screenshot displays the Expo menu management interface. At the top, there's a search bar and navigation tabs for 'Upcoming' (6), 'Active' (0), and 'Past' (0). A large banner indicates 'Ready for Dispatch at 5:35PM'. Below this, a list of orders is visible, including one for Robert B. (\$40.10) and another for Mark R. (\$5.25). A modal titled '2 Unavailable Items' is open, listing two items: 'SOUPS Tomato Basil Bisque' and 'TOMATO BASIL BISQUE Cup (+\$6.99)'. Both items are marked as unavailable on 02/28/2021. The modal includes 'Ok' and 'View Unavailable Items' buttons. The background shows a detailed view of a 'Family (16 inches)' pizza with various toppings and a special instruction: 'Gluten Allergy!'.

Expo Search customer's name or order ID

6 Upcoming 0 Active 0 Past

View Today's Orders Filter Orders

Ready for Dispatch at 5:35PM

Dispatch Robert B. • \$40.10

5:35PM

Pick Up **6:05PM** Balance Due

Curbside **6:10PM** Order Failed

Pick Up Mark R. • \$5.25 **6:40PM** Balance Due Large Order

Dispatch Corey J. • \$5.25

2 Unavailable Items

SOUPS Tomato Basil Bisque Foosburger 02/28/2021

TOMATO BASIL BISQUE Cup (+\$6.99) Foosburger - Catering

Ok View Unavailable Items

Family (16 inches)

- Original
- Customize Whole
- Traditional Red
- Regular Sauce

Special Instruction: "Gluten Allergy!"