
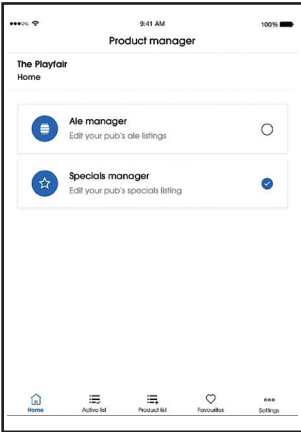
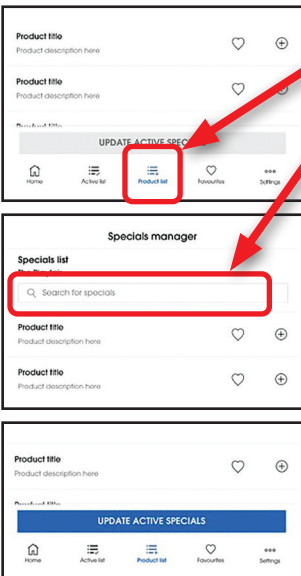
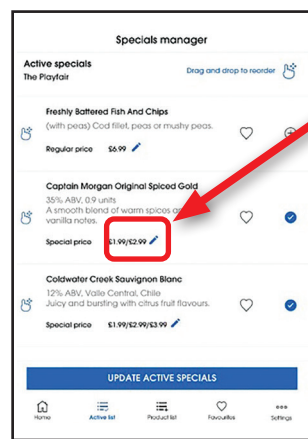


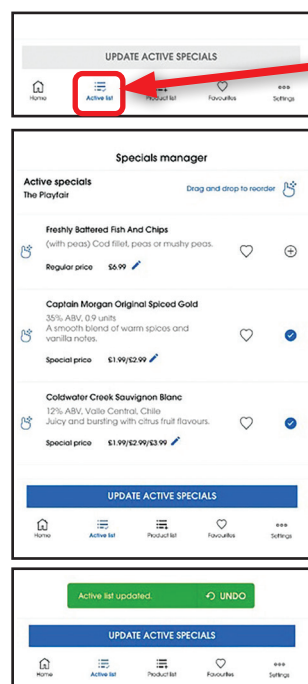
<b>Cloth</b>	Blue
<b>PPE</b>	N/A
<b>Chemicals</b>	• Sanitiser
<b>Reference</b>	• Risk Assessment manual • Chemical Safety Manual • SOP - OF0088 - Dealing with short shelf life, delisted or slow moving stock
<b>Equipment</b>	• eDMLB tablet

<b>Step 1</b>		<ul style="list-style-type: none"> <li>• Open the Product Manager app on the tablet.</li> </ul>
<b>Step 2</b>		<ul style="list-style-type: none"> <li>• Enter the pub email address for the username.</li> <li>• Enter the product manager password.</li> <li>• Press 'SIGN IN'.</li> <li>• Press the 'Specials manager' option.</li> <li>• If the password is not known, press 'FORGOT PASSWORD?' and follow the instructions to reset the password.</li> </ul>
<b>Step 3</b>		<p><b>To add a special to the app:</b></p> <ul style="list-style-type: none"> <li>• Tap on 'Product list' at the bottom of the screen.</li> <li>• All of the products will be listed alphabetically.</li> <li>• Tap in the 'Search for specials' box at the top of the screen and start typing in the name of product to be added as a food special.</li> <li>• A list of all products which match the text entered into the search box will be displayed.</li> <li>• Press the '+' icon next to the product to be added as a special.</li> <li>• Select the required discount to be applied. A blue tick will be displayed next to the discount amount once selected.</li> <li>• Press 'CONFIRM'.</li> <li>• Once a discount amount has been selected, a blue tick will be displayed next to the product name.</li> <li>• Press 'UPDATE ACTIVE SPECIALS'.</li> <li>• The 'Active list updated' message will be displayed.</li> <li>• Repeat the process for each product to be put on special.</li> <li>• This special should show almost immediately on the app. The product will show in a 'SPECIALS' menu on the main page of the app as well as the price being updated in the relevant section of the menu.</li> <li>• <b>Once all stock of an item on special has been sold, the item must either be placed out of stock on the tills or returned to full price.</b></li> </ul>

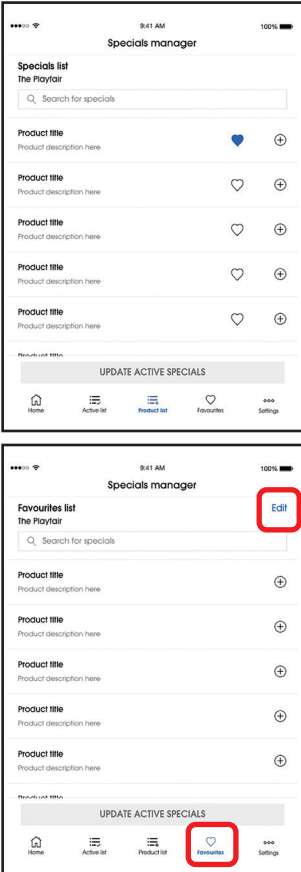


Private and confidential – for internal use only

**Step  
4****To change the discount of an active special on the app:**

- Press the 'Active list' button at the bottom of the screen.
- Press the blue pencil icon next to the product which requires the discount amount changing.
- Select the required discount amount. A blue tick will be displayed next to the price once selected.
- Press 'CONFIRM'.
- Once a discount amount has been selected, a blue tick will be displayed next to the product name.
- Press 'UPDATE ACTIVE SPECIALS'.
- The 'Active list updated' message will be displayed.

**Step  
5****To remove specials from the app:**

- Press the 'Active list' button at the bottom of the screen.
- Press the blue tick next to the special to be removed. Once selected, the blue tick will change to a '+' icon.
- Press 'UPDATE ACTIVE SPECIALS'.
- The 'Active list updated' message will be displayed.
- Repeat the process for each special to be removed.
- The product(s) will be removed from the 'SPECIALS' menu on the app and the price will return to the standard price in the relevant section of the menu.

<b>Step 6</b>		<p>Updating 'favourite' specials:</p> <ul style="list-style-type: none"> <li>• Products which are frequently sold as specials in the pub can be added to the favourites list.</li> <li>• Follow the search process in Step 3 to find the required product.</li> <li>• Press the heart icon next to the product to be added to the favourites list.</li> <li>• The 'Added to favourites' message will be displayed.</li> <li>• To view the favourites list and add favourite menu items to the app, press the 'Favourites' button at the bottom of the screen.</li> <li>• Press the '+' icon next to the product to be added as a special.</li> <li>• Select the required discount amount. A blue tick will be displayed next to the price once selected.</li> <li>• Press 'CONFIRM'.</li> <li>• Once a discount amount has been selected, a blue tick will be displayed next to the product name.</li> <li>• Press 'UPDATE ACTIVE SPECIALS'.</li> <li>• The 'Active list updated' message will be displayed.</li> <li>• To remove products from the favourites list, press 'Edit'.</li> <li>• Press the blue heart next to any product to be removed from the favourites list.</li> <li>• The heart icon will now be filled white.</li> <li>• Press 'UPDATE FAVOURITES'.</li> <li>• The 'Favourites updated' message will be displayed.</li> </ul>
<b>Step 7</b>		<ul style="list-style-type: none"> <li>• The tablet must be wiped using a blue cloth sprayed with sanitiser after each use.</li> </ul>
<b>Step 8</b>		<ul style="list-style-type: none"> <li>• If there are any issues with the tablet, contact Peak Ryzex on 0845 126 2810 or email <a href="mailto:uk.helpdesk@peak-ryzex.com">uk.helpdesk@peak-ryzex.com</a> to request a replacement. Peak Ryzex support hours are: 07:00 – 19:00.</li> <li>• If there are any issues with missing products, contact EPOS.</li> <li>• If there are any issues logging on to the Product Manager app, send an email to <a href="mailto:support@nn4m.com">support@nn4m.com</a></li> </ul>