Live Menu

Menu boards your staff keep up to date from an iPad or phone. Mark a dish sold out and every screen shows it within seconds.

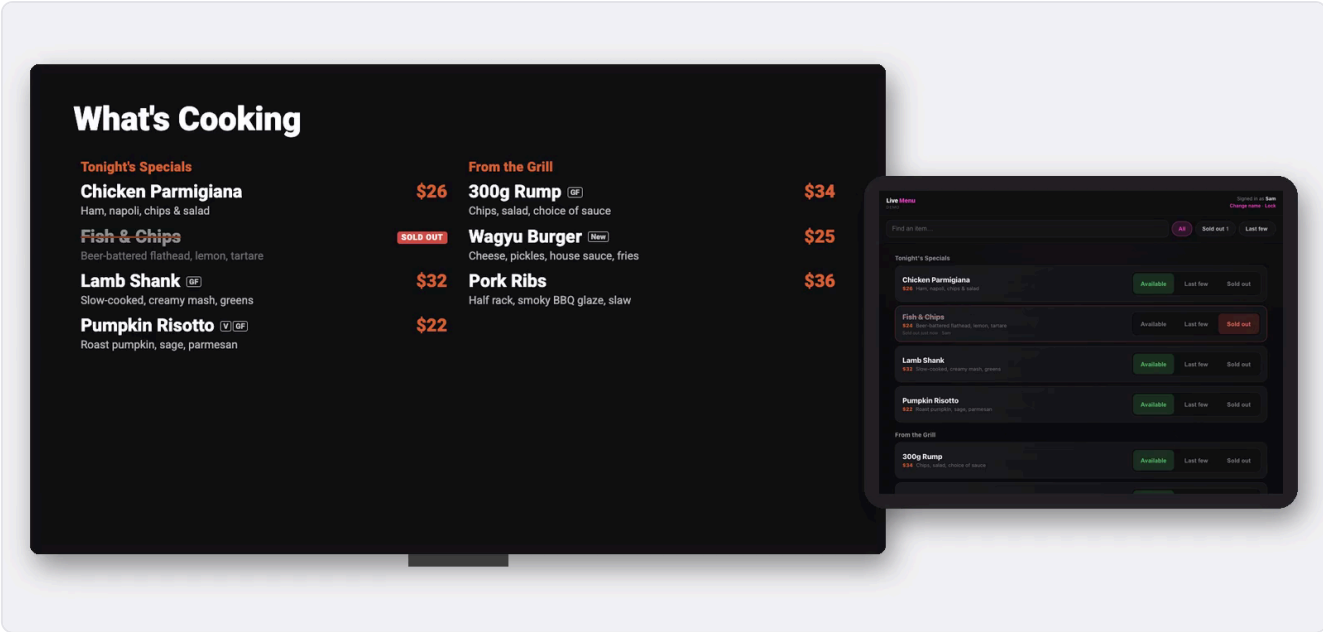
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2s.venueos.jjjk.com.au/signage/menu
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How Live Menu works

The whole idea in 30 seconds.

1. **Staff tap, screens update**

   Your menu boards show dishes from the **Live Menu** tab. When a staff member taps **Sold out** on the iPad, every board crosses that dish out within a couple of seconds — nobody needs to touch the design or the dashboard.



Tapping Sold out and Last few on the staff iPad (right) updates the menu board (left) straight away.

2. **Three statuses**

   Every dish is `Available`, `Last few` (an amber tag, for when there are only a couple of portions left) or `Sold out`.

3. **Who does what**

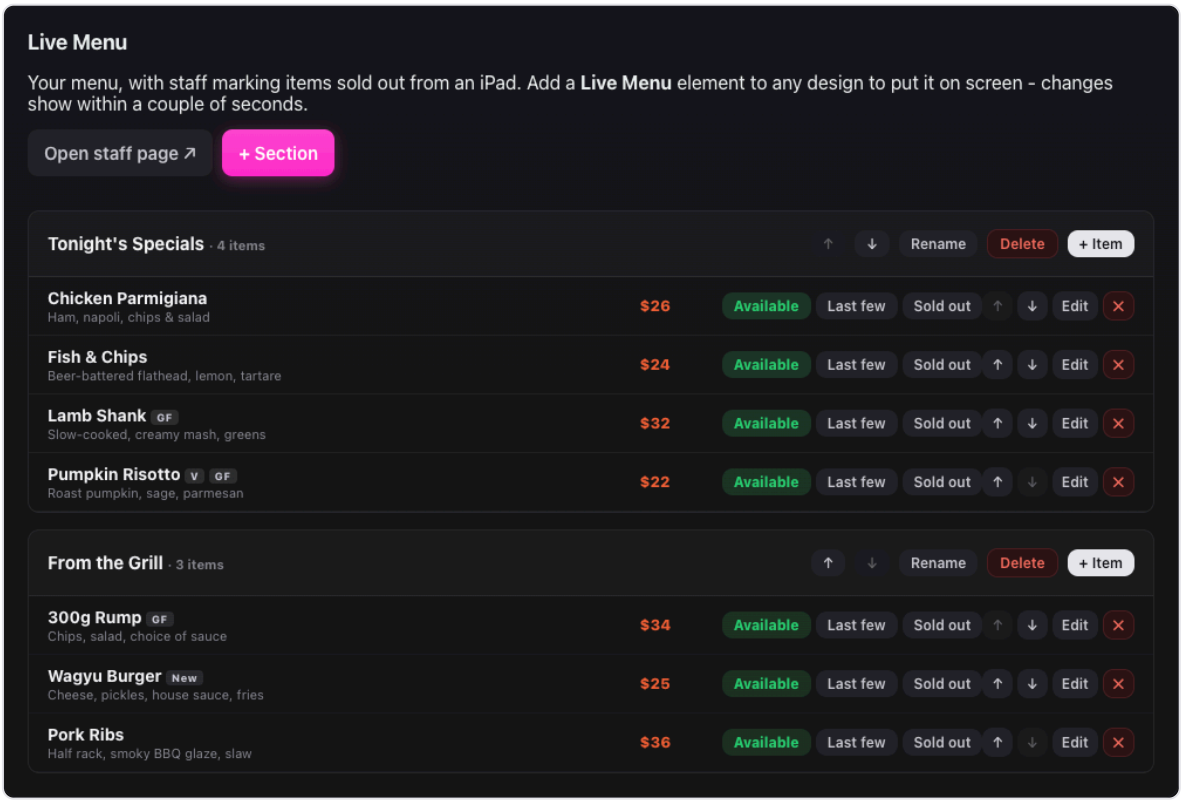
   Managers build the menu and the screen design in VenueOS. Staff change availability from the iPad or a phone. If a manager allows it, staff can also add and edit dishes — sections and menus always stay with managers.

Build your menu

Add your sections and dishes once in the Signage dashboard.

1. **Open the Live Menu tab**

   In `Signage`, click `Live Menu` in the sidebar. If it's not there, the add-on isn't switched on for your venue yet — ask JJJK.



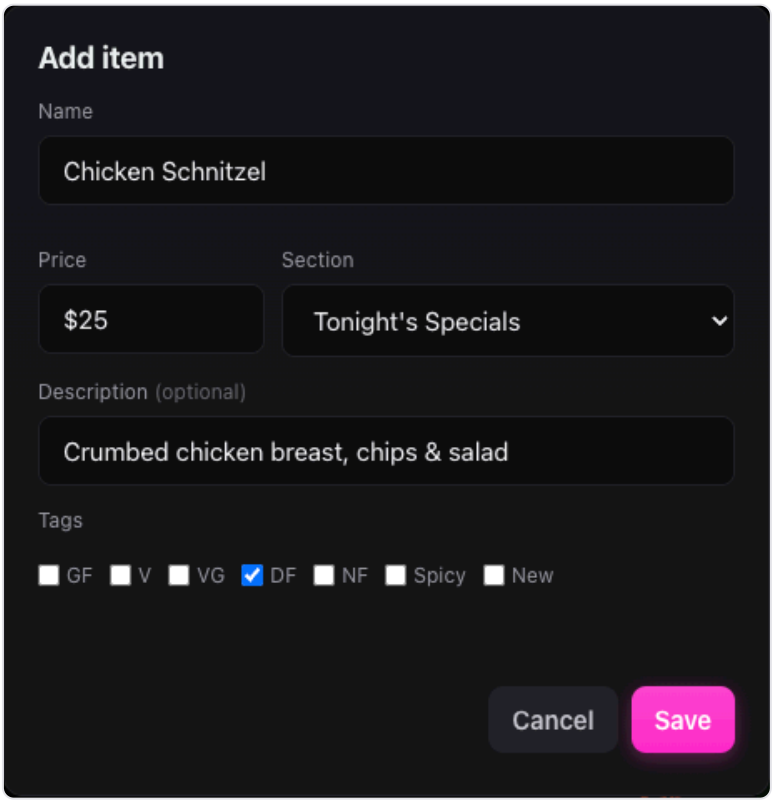
The Live Menu tab with two sections.

2. **Add sections**

   Click `+ Section` for each group, like *Tonight's Specials* or *From the Grill*. Use the arrows to put them in order. Headings show on screen exactly as you type them.

3. **Add dishes**

   Click `+ Item` on a section and fill in the name, price, a short description and any tags (GF, V, VG, DF, NF, Spicy, New).



Adding a dish.

4. **Edit any time**

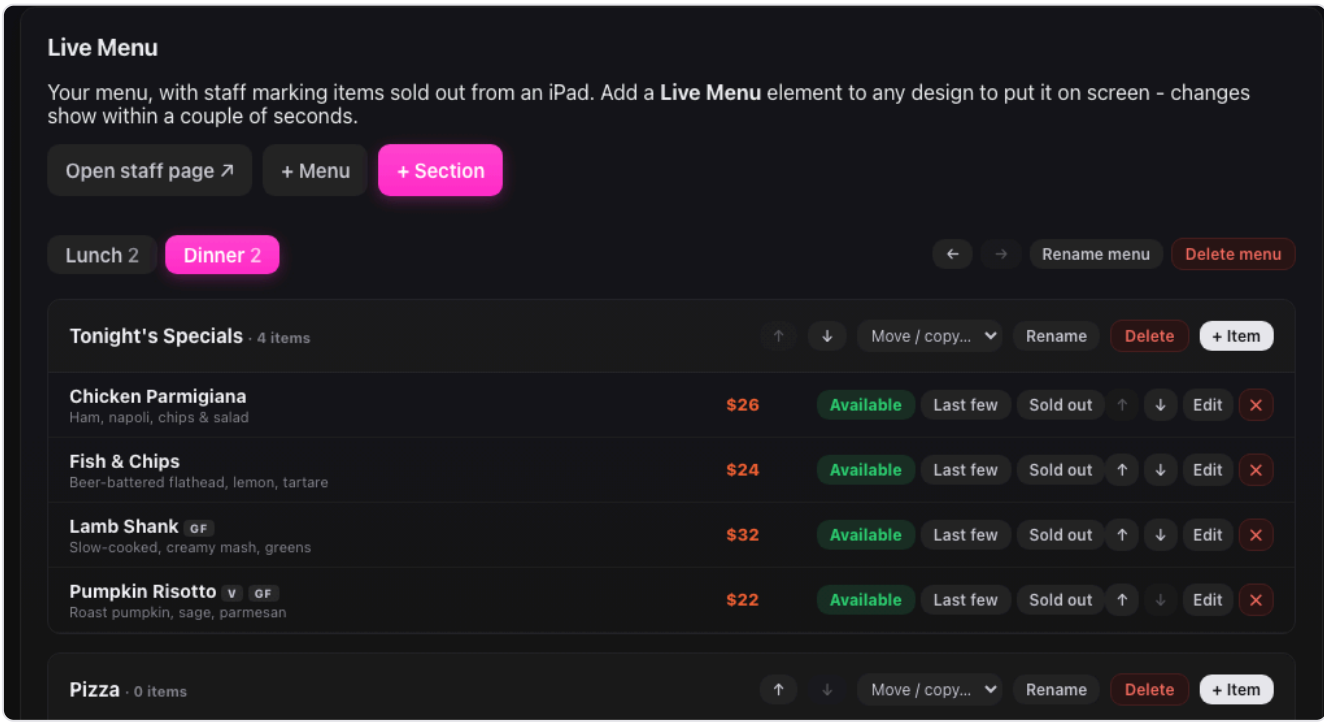
   Use `Edit`, the arrows or × on a dish. Menu changes reach the boards straight away — you don't need to Push.

Lunch, dinner and other menus

Group your sections into separate menus, like Lunch and Dinner, and show the right one on each board.

1. **Add a menu**

   On the Live Menu tab, click `+ Menu` and name it, e.g. `Lunch`. The sections you already have move into this first menu, so nothing goes missing. Add another, e.g. `Dinner`.



Menu tabs across the top. Click a tab to see and edit that menu's sections.

2. **Add sections to each menu**

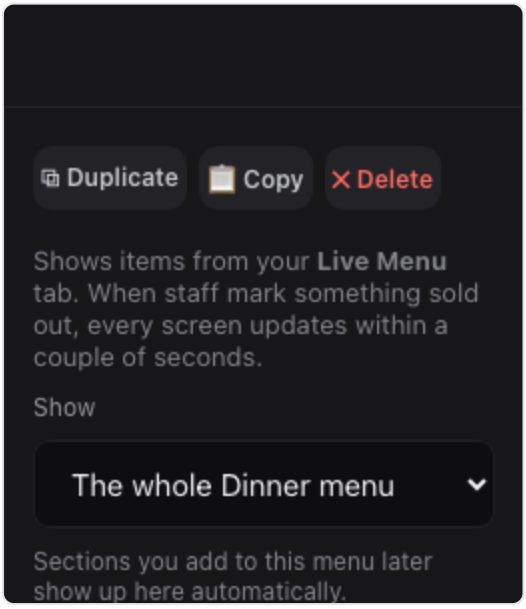
   Click a menu's tab, then `+ Section`. The new section goes into the menu that's open, e.g. Pasta and Pizza under Dinner.

3. **Move or copy a section**

   Each section has a `Move / copy` menu. **Move to** puts it in another menu. **Copy to** makes a separate copy with all its dishes, handy when Lunch and Dinner share most of the pasta. A copy is separate: a sold-out on one doesn't carry to the other.

4. **Put a whole menu on a screen**

   Select the Live Menu element in a design and set `Show` to e.g. `The whole Dinner menu`. Sections you add to that menu later appear on the board by themselves. Choose `Pick sections` instead to hand-pick sections from any menu.



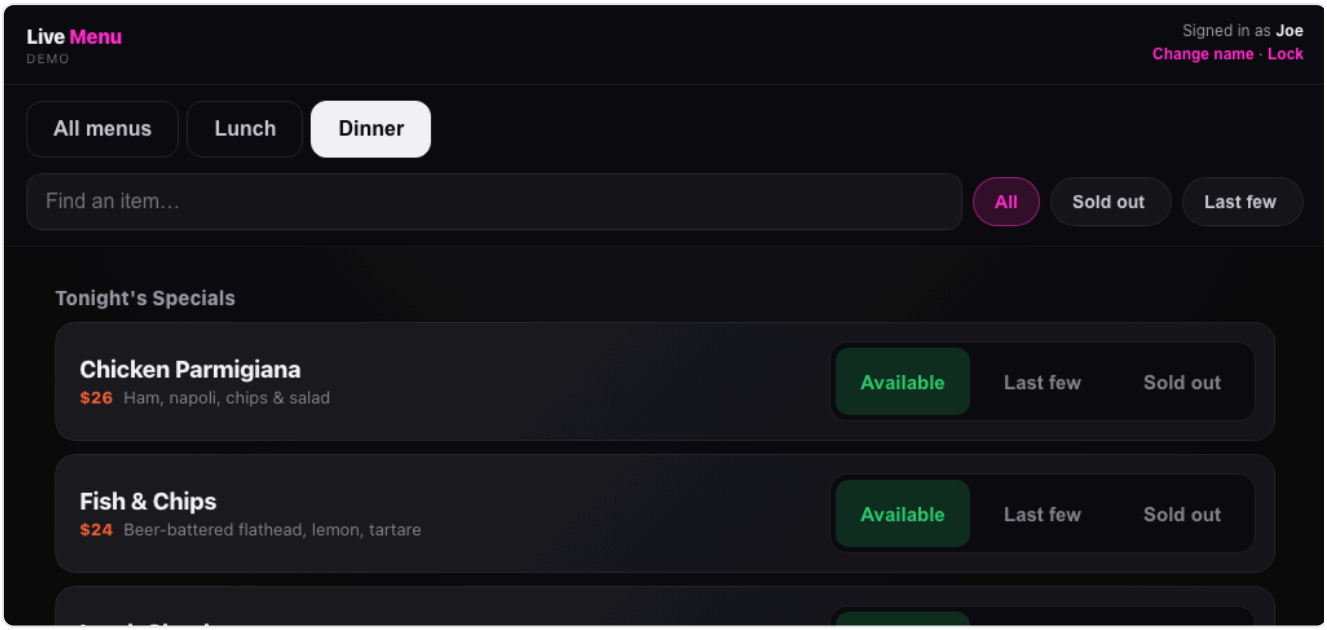
The element showing the whole Dinner menu.

5. **Switch boards at lunch and dinner**

   Make one design for each menu (Duplicate the first one and change `Show`), then use the playlist's day and time scheduling so the Lunch design plays until, say, 5pm and the Dinner design after.

6. **Staff see menu tabs too**

   On the iPad, staff get the same tabs: `All menus`, `Lunch`, `Dinner`. The iPad remembers which one they had open.



The staff page on the Dinner tab.

7. **Tidy up**

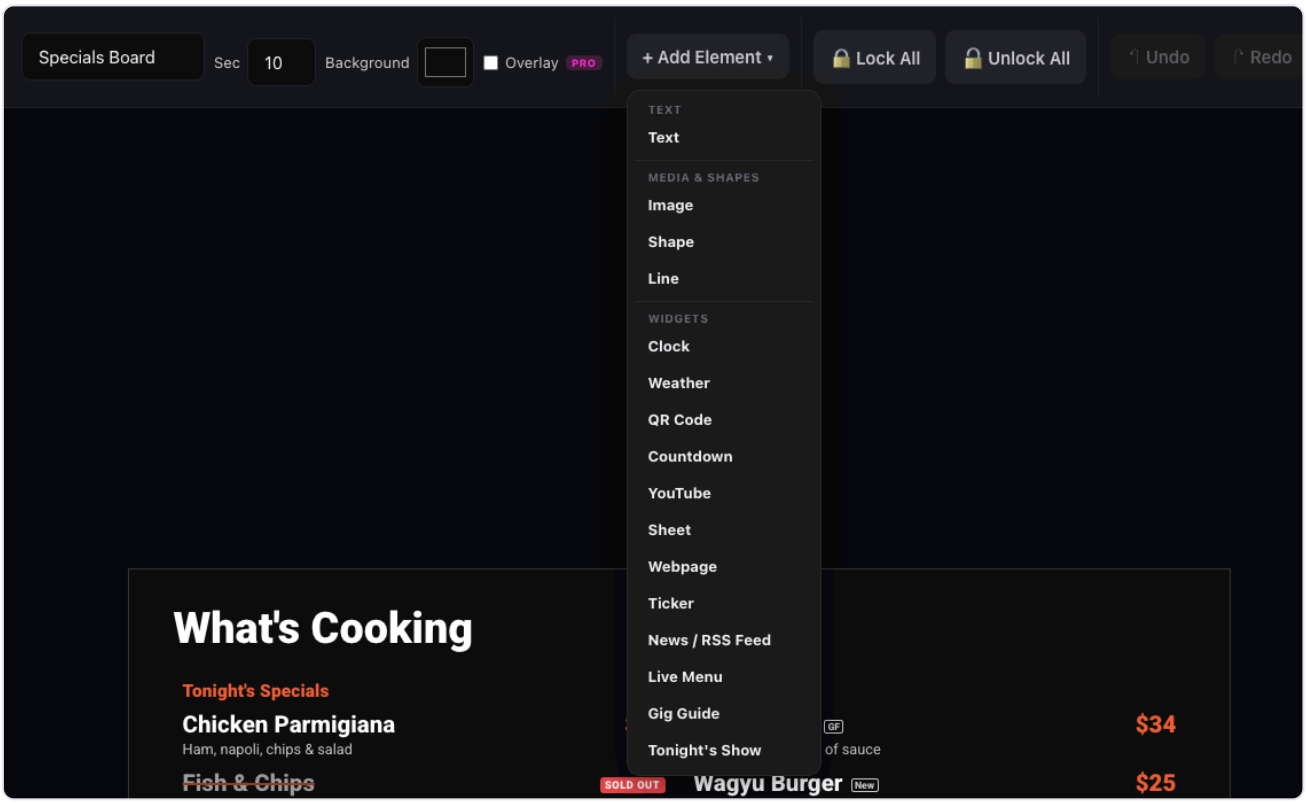
   Rename or reorder menus with the buttons at the right of the tabs. A menu can only be deleted once it's empty: move or delete its sections first. Delete the last menu and your sections go back to a single list.

Put the menu on a screen

Add a Live Menu element to any design and style it to match your venue.

1. **Add the element**

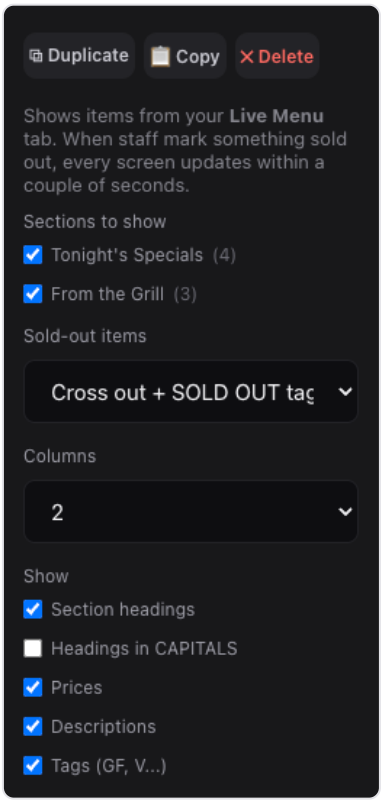
   In `Design`, open or create a design, then `+ Add Element` → `Live Menu`. Drag and resize the box where the menu should go.



Live Menu is near the bottom of the Add Element list.

2. **Choose what it shows**

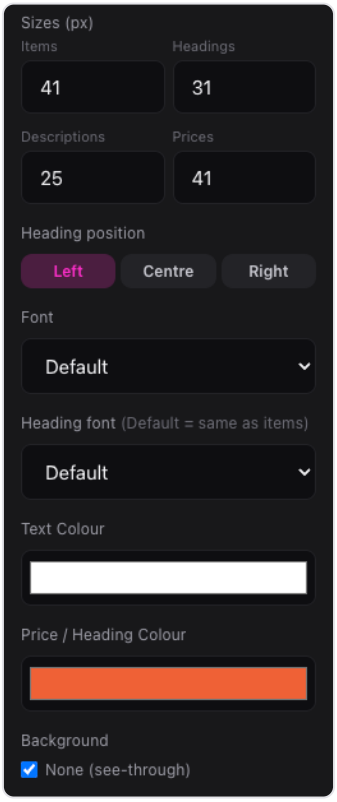
   With the element selected, tick the `Sections to show`, pick 1–3 `Columns` and how sold-out dishes look: `Cross out + SOLD OUT tag`, `Fade out` or `Hide completely`.



What the element shows.

3. **Style it**

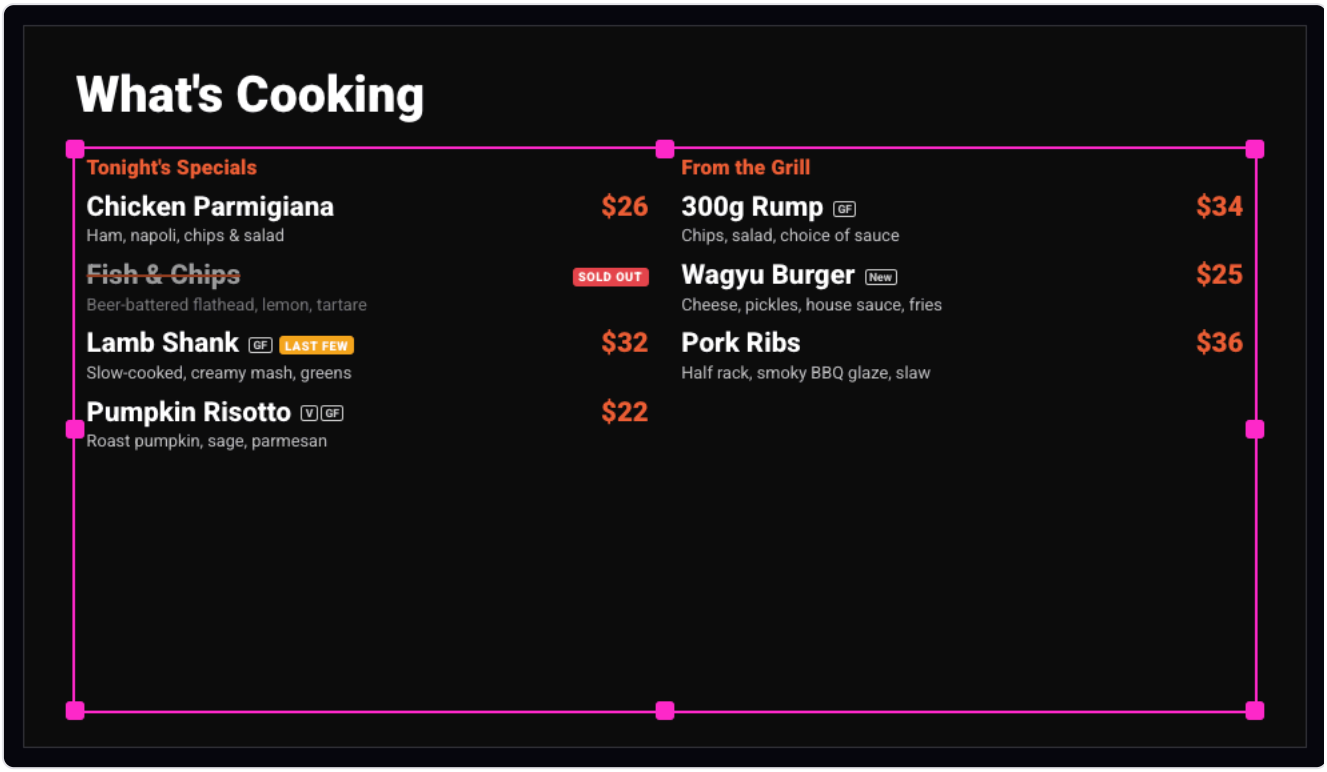
   Set separate `Sizes` for items, headings, descriptions and prices, the `Heading position` (Left, Centre or Right), a `Font` and `Heading font`, and colours. Tick `Headings in CAPITALS` if you want headings in caps.



Sizes, heading position, fonts and colours.

4. **Check the preview**

   The canvas shows your real dishes, so what you see is what goes on the TV.



The design editor shows the live menu as it'll appear.

5. **Save and push**

   Save the design, add it to the screen's playlist and hit `Push`. A screen that was already running needs one `Refresh` (Screens tab) the first time.



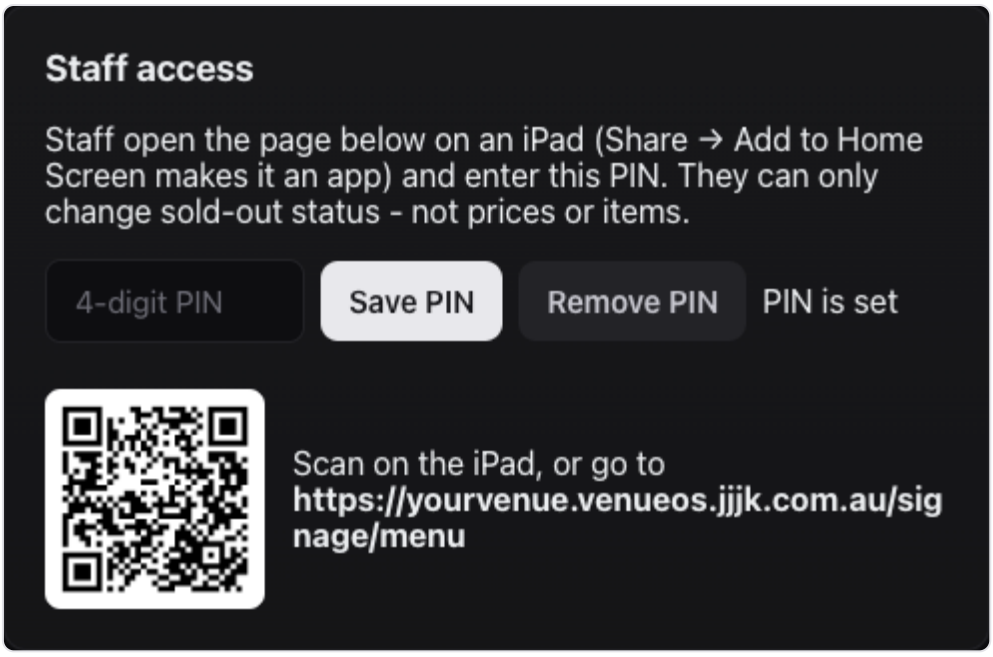
The finished menu board on screen.

Set up the staff iPad or phone

Give staff a one-tap way to mark dishes sold out.

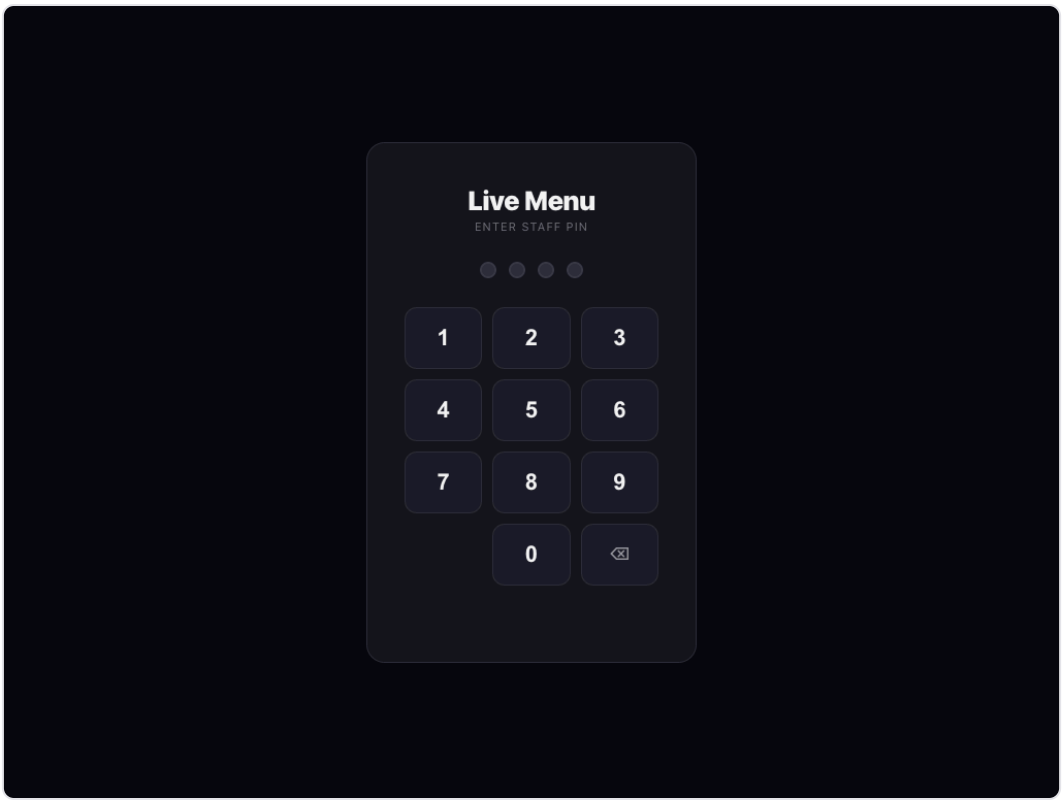
1. **Set a staff PIN**

   On the Live Menu tab, under `Staff access`, type 4 digits and click `Save PIN`.



Staff access, with the QR code for the iPad.

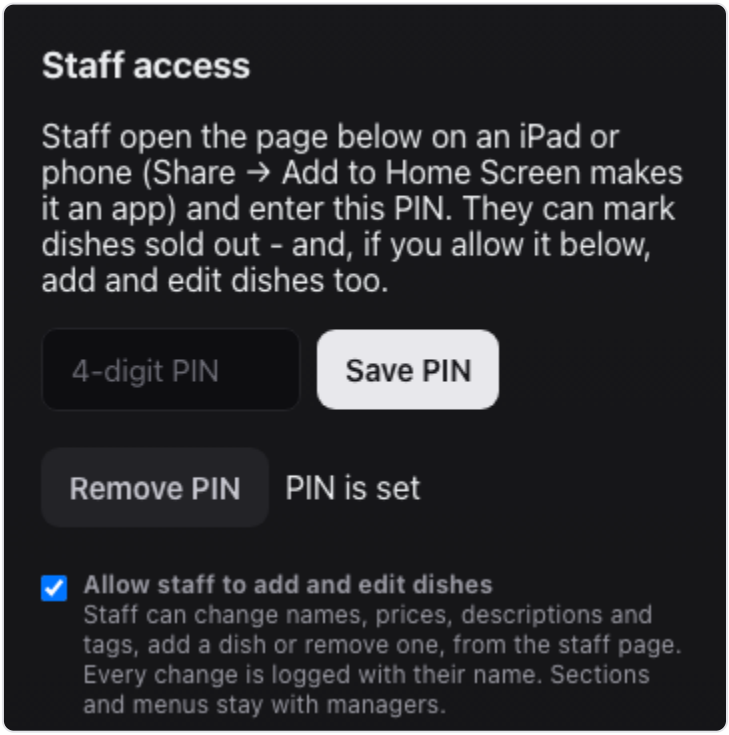
2. **Open the staff page**
   Scan the QR code with the iPad's camera, or go to `<your venue>.venueos.jjjk.com.au/signage/menu` in Safari.
3. **Add it to the Home Screen**
   In Safari, tap Share → `Add to Home Screen`. It then opens full screen, like an app.
4. **Sign in**
   Enter the PIN, then the staff member's first name. The name is shown in the change log so managers can see who changed what.



The PIN pad on the iPad.

5. **Let staff edit dishes (optional)**

   Under `Staff access`, tick `Allow staff to add and edit dishes`. Staff then get an `Edit` button on every dish and `+ Add dish` under each section on the staff page. Untick it any time to go back to sold-out only.



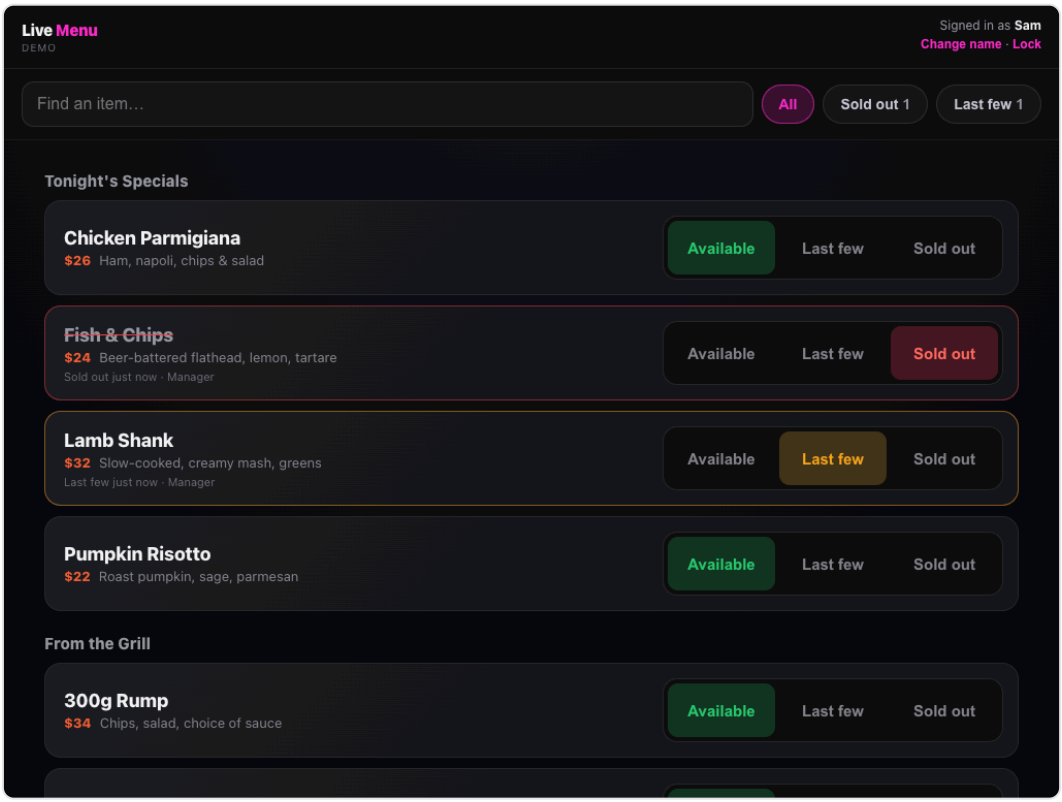
The Allow staff to add and edit dishes tick box.

Mark dishes sold out during service

Keep the boards honest while the kitchen's running.

1. **Find the dish**

   Scroll, or type in the search box at the top. The `Sold out` and `Last few` buttons filter to just those dishes.



   The staff page on an iPad.

2. **Tap the status**

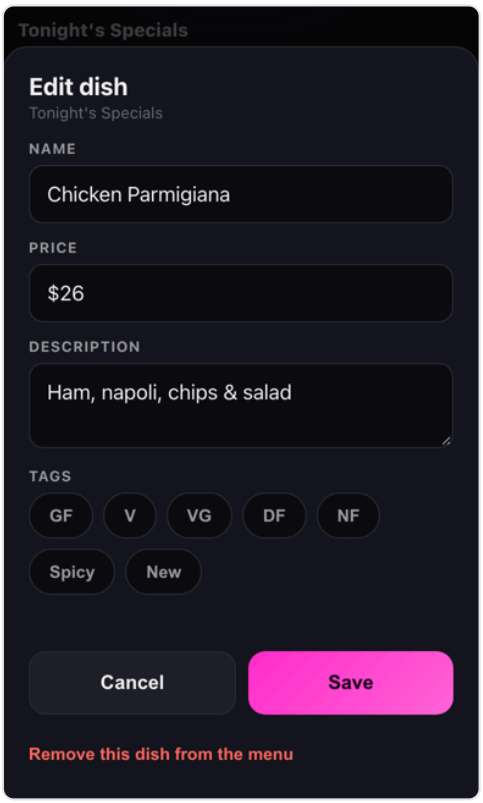
   Each dish has three big buttons: `Available`, `Last few` and `Sold out`. Every menu board updates within a couple of seconds.

3. **Bring it back**

   Tap `Available` when the dish is back on. Sold-out dishes also come back automatically at the daily reset.

4. **Fix a price or add a special**

   If your manager has switched it on, tap `Edit` next to a dish to change its name, price, description or tags, or tap `+ Add dish` under a section for tonight's special. `Remove this dish from the menu` is at the bottom of the edit form. The boards update in a few seconds, and the change shows in the log with your name.



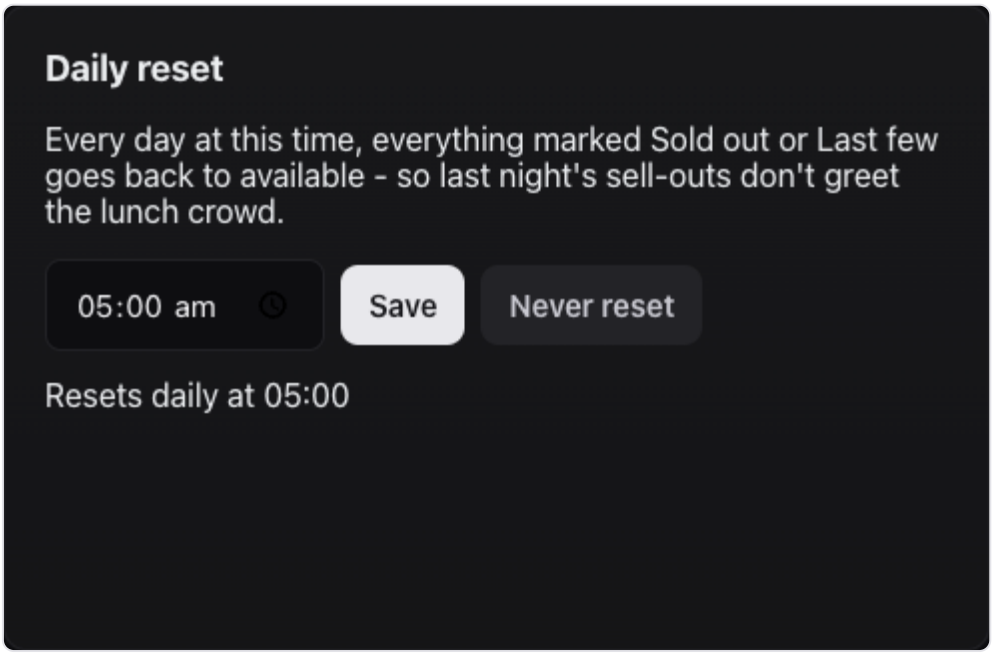
Editing a dish on a phone.

Daily reset and change log

Start every service with a clean board, and see who changed what.

1. **Automatic reset**

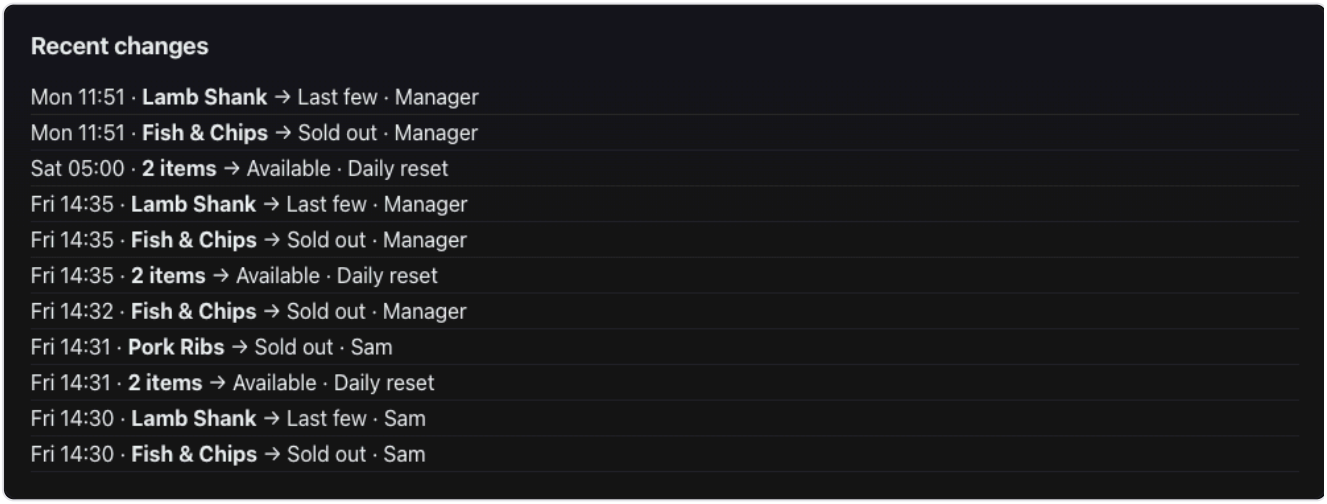
   Every day at the `Daily reset` time (5:00am unless you change it), every dish goes back to Available. Change the time and click `Save`, or click `Never reset` to clear things yourself.



Daily reset setting.

2. **See who changed what**

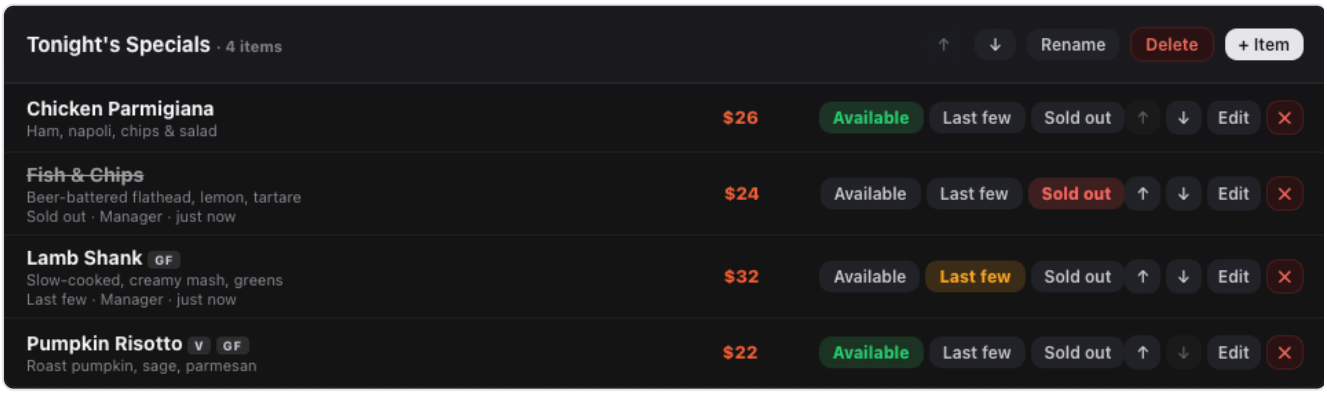
   `Recent changes` on the Live Menu tab lists every change with the time and the staff member's name.



The change log.

3. **Managers can change status too**

   The `Available / Last few / Sold out` buttons on each dish in the Live Menu tab work the same as the iPad.



Status buttons in the dashboard.

4. **Change the PIN**

   Saving a new PIN signs every iPad out — handy when staff leave.

Good to know

- **Live Menu is an add-on.** If there's no Live Menu tab in Signage, ask JJJK to switch it on for your venue.
- **Menu edits are instant.** Adding or changing a dish shows on the boards straight away — you only Push when you change the design itself.
- **One Refresh the first time.** A screen that was running before Live Menu was added needs one Refresh from the Screens tab.
- **Staff editing is up to you.** By default staff only mark dishes sold out. Tick Allow staff to add and edit dishes if you want them fixing prices or adding specials too.

Frequently asked questions

A waiter marked something sold out but the board didn't change. Why?
Check that the board's Live Menu element includes that dish's section (Sections to show), and that the screen has been refreshed once since Live Menu was switched on. An offline screen catches up as soon as it reconnects.

Can staff change prices from the iPad?
Only if you allow it. Tick Allow staff to add and edit dishes under Staff access on the Live Menu tab, and staff can change names, prices, descriptions and tags, add dishes or remove them. Every change is logged with their name. Sections and menus stay manager-only.

Why is everything back to available this morning?
That's the Daily reset. Change the time or click Never reset on the Live Menu tab.

Can one menu show on several screens?
Yes. Use the Live Menu element in as many designs as you like - they all update together.

My headings are in capitals. How do I change that?
Select the Live Menu element in the design and untick Headings in CAPITALS. Headings then show exactly as you typed them.

The iPad keeps asking for the PIN.
The PIN was changed, which signs every iPad out. Enter the new PIN once and it stays signed in.

Can I have separate lunch and dinner menus?
Yes. Click + Menu on the Live Menu tab to add menus like Lunch and Dinner, each with their own sections. Then set each board's Live Menu element to show the whole menu it needs.

Still stuck? Submit a ticket at help.jjjk.com.au