

1. LOG IN TO YOUR OLO PORTAL AND CLICK MENUS.

The screenshot shows the OLO Dashboard interface. At the top, there is a navigation bar with 'OLO DASHBOARD', 'Interactive Guidance', a filter for 'Friendly's', a welcome message for 'pos_support@brixholdings.com!', and options for 'Need Help?' and 'Log Off'. Below the navigation bar, there are four summary cards: 'FRIENDLY'S: 417 ORDERS CLOSED (Last 30 days)', '\$12,093 SALES (Last 30 days)', '\$29.00 AVG TICKET (Last 30 days)', and '\$12,093 SALES/STORE (Last 30 days)'. A left-hand navigation menu is visible, with the 'Menus' option highlighted with a red box. Below the navigation menu, there are tabs for 'Open Orders', 'Offline Stores', 'Disabled Stores', and 'Orders Placed'. The 'Open Orders' section shows '0 Open Orders' and a 'Refresh Now' button. Below this, there is a table with columns: ORDER ID, STORE NAME, HANDOFF, TIME PLACED, CUSTOMER NAME, TOTAL, TIME WANTED, STATUS, and CHANNEL NAME. The table currently displays 'No data available in table'. At the bottom, there are pagination controls: 'Showing 0 to 0 of 0 entries', 'First', 'Previous', 'Next', and 'Last'.

2. CLICK MANAGE STORES.

The screenshot shows the OLO Menu Admin interface. At the top, there is a navigation bar with 'OLO MENU ADMIN', 'Back to Dashboard', and 'Log Off'. Below the navigation bar, there is a 'Menu Admin' section. Underneath, there is a 'Friendly's' label and a 'Manage Stores' button, which is highlighted with a red box.

3. Search Menu's for Items

The screenshot shows the OLO Menu Admin interface. At the top, there is a navigation bar with 'OLO MENU ADMIN', 'Back to Dashboard', and 'Log Off'. Below the navigation bar, there is a 'Menu Admin' section. Underneath, there is a 'Friendly's' label and a 'Manage Stores' button, which is highlighted with a red box. Below the 'Manage Stores' button, there is a 'Search Menu' button, which is also highlighted with a red box. Below the 'Search Menu' button, there is a 'Reindex Menu' button.

4. Using the Menu Search Button choose these options and then search.

- This will bring up all instances of the product
- Make sure to choose Fuzzy Match, options and Active.
- This will show you all instances of the product, for example above 130 instances of American Cheese. Use the check box next to title to click all of them.

Menu Search
✕

You are currently searching the menu for 1 store

Last Menu Reindex for Search: 1/24/2024 5:31:02 PM UTC

Search Type: Exact match Fuzzy match

Search: Products Modifier Groups Options

State: Active Inactive (not on menu)

Ignore 86 status 86'd items only Not 86'd items only

Include results only when parent item is active

Find:

Results: 130 instances found

Bulk Availability
 Full Hierarchy

130 Items Selected

Title

<input checked="" type="checkbox"/>	(1/1) American Cheese (+\$1.09)	<input type="button" value="86 Availability"/>	<input type="button" value="1"/>	<input type="button" value="Remove"/>
Revel - Burgers / Bacon Cheeseburger / REVEL - Burger Additions				
<input checked="" type="checkbox"/>	(1/1) American Cheese	<input type="button" value="86 Availability"/>	<input type="button" value="1"/>	<input type="button" value="Remove"/>
Revel - SuperMelt® & Sandwiches / Turkey Club SuperMelt / REVEL - Turkey Club SuperMelt - Customize				
<input checked="" type="checkbox"/>	(1/1) American Cheese	<input type="button" value="86 Availability"/>	<input type="button" value="1"/>	<input type="button" value="Remove"/>
REVEL - Happy Ending Menu / Fishamajig SuperMelt - HE / REVEL - Fishamajig SuperMelt - Customize				
<input checked="" type="checkbox"/>	(1/1) American Cheese	<input type="button" value="86 Availability"/>	<input type="button" value="1"/>	<input type="button" value="Remove"/>
Revel - Burgers / Bacon Mac N Cheese Burger / REVEL - Bacon Mac & Cheeseburger - Custom				
<input checked="" type="checkbox"/>	(1/1) American Cheese	<input type="button" value="86 Availability"/>	<input type="button" value="1"/>	<input type="button" value="Remove"/>
Revel - SuperMelt® & Sandwiches / Philly Steak & Cheese SuperMelt / REVEL - Philly Steak & Cheese SuperMelt - Customize				

5. Mark the item as 86'd

- Using Bulk 86 Availability you can 86 or un-86 this item.

Note: we recommend choosing the third option to schedule and un-86 date so that you don't have to remember to come back and un-86 the product.

(86) Availability Actions
✕

Availability of Multiple Items

Select the desired modification to the selected Multiple Items.

Actions

Mark the item(s) as un-86'd ⓘ

- Restore the item back on to the guest menu per the item's availability schedule.

Mark the item(s) as 86'd ⓘ

- Item will no longer be available for ordering.

- Item availability may be manually restored.

- Item availability may be systematically restored by POS (if supported).

Mark the item(s) as 86'd and schedule an un-86'd date ⓘ

- Item will no longer be available for ordering until the scheduled date.

- Item availability will be automatically restored on the selected date.

- Item availability may be systematically restored by POS (if supported).

Date:

Date is according to Coordinated Universal Time (UTC)