

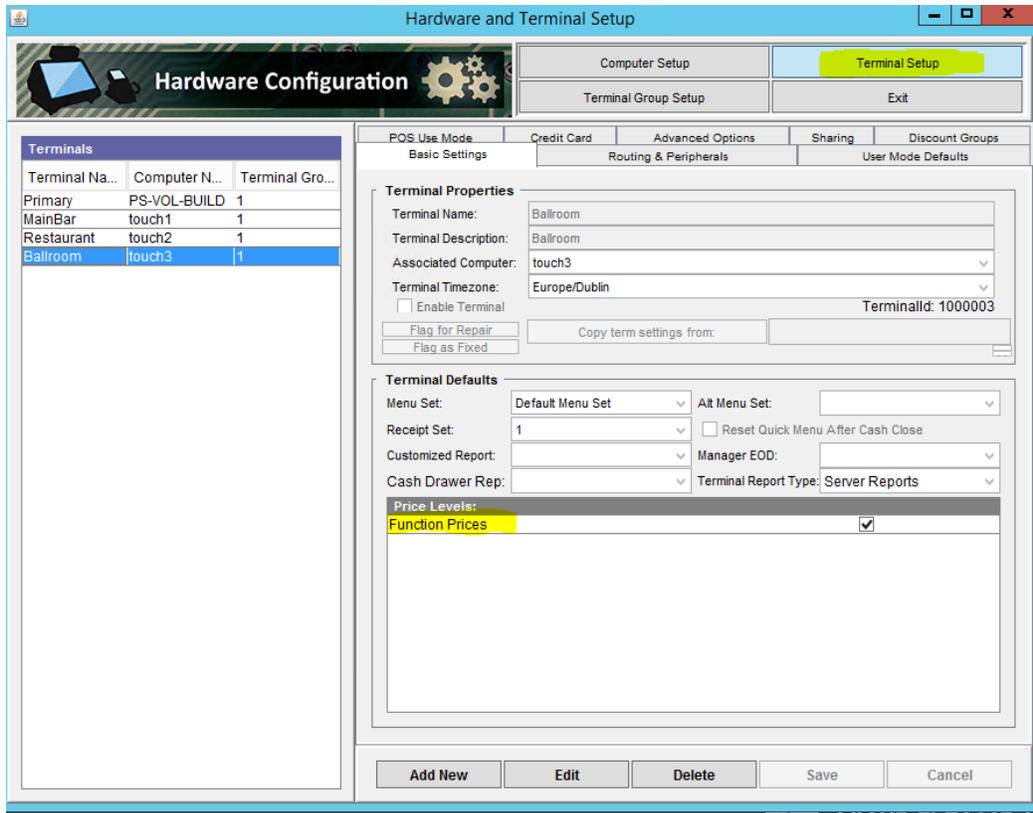
Volante VAT Change - Pricing Stage 1

To be completed on the 30th September 2021.

1. To change prices on menu items, select 'Menu Setup' from the Volante BackOffice main menu.
2. Select the 1st Menu Item that will have a price change applied. Select 'Edit' & then select the 'Price History' tab.
3. Select 'Add' and set 'Effective Date' as 1-Oct-2021 & set the price to what it will be as of the 15th of July

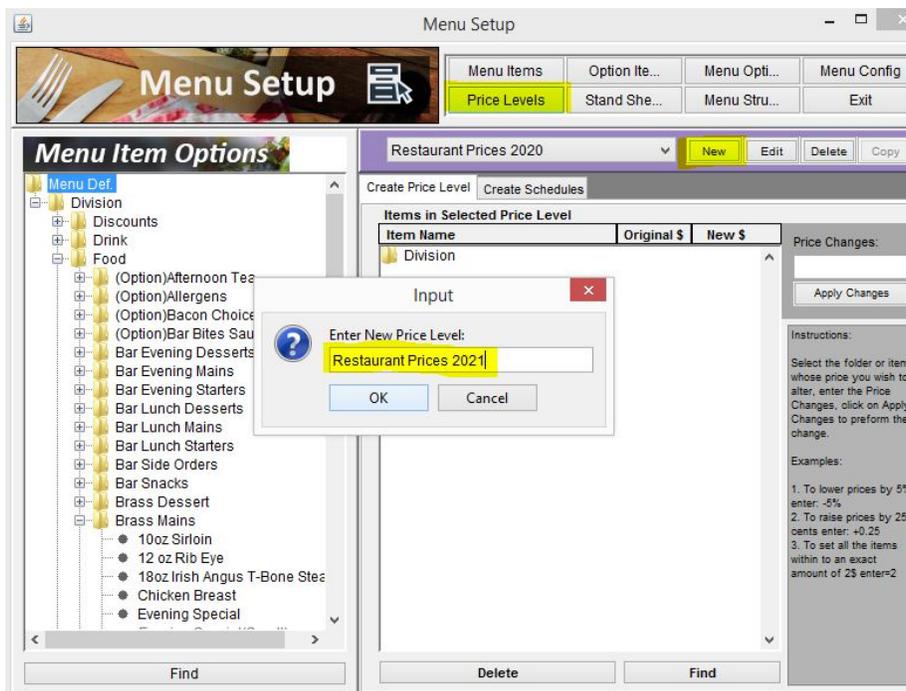
The screenshot displays the 'Menu Setup' application window. The main window has a title bar 'Menu Setup' and a menu bar with options: 'Menu Items', 'Option It...', 'Menu Opti...', 'Menu Config', 'Price Levels', 'Stand She...', 'Menu Stru...', and 'Exit'. Below the menu bar is a toolbar with buttons: 'New', 'Edit', 'Delete', 'Save', and 'Cancel'. The 'Edit' button is highlighted in yellow. The main area is divided into a left sidebar and a right pane. The sidebar shows a tree view of menu items, with '10oz Sirloin' selected. The right pane shows the 'Price History' tab with a table containing one row: '2013-10-29', '23.5', and '£'. An 'Add Price' dialog box is open in the foreground, with 'Effective Date' set to '01-Oct-2021' and 'Price' set to '24.50'. The 'Add' button in the dialog is highlighted in yellow. At the bottom of the main window, there is a status bar with the text 'Prices take effect at 5:00 AM in POS.' and buttons for 'Add', 'Edit', and 'Remove'. The 'Add' button is highlighted in yellow.

4. This will need to be done for all menu items individually.
5. Check if using Price Levels, in the Volante BackOffice main menu, select 'Hardware' & then 'Terminal Setup'. Check all terminals to see if any price levels are ticked.



If using Price Levels continue to Step 6, if not go to Step 12

6. In 'Menu Setup' select 'Price Levels' & click 'New'
7. Create a new Price Level (e.g. Restaurant Prices 2021)

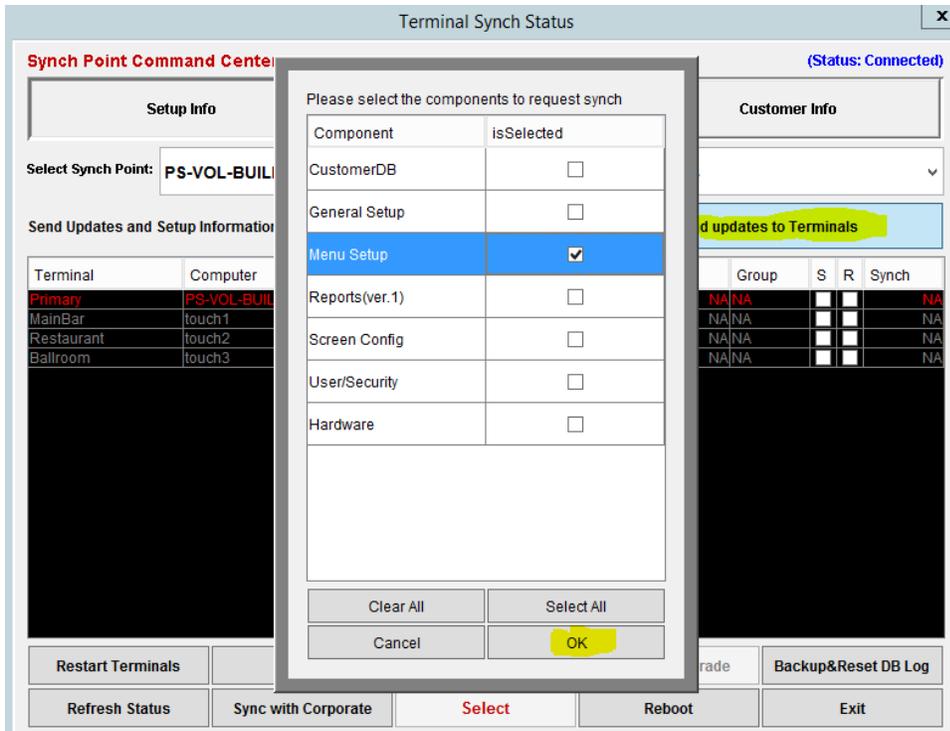


8. Make the items available in the Price Level by dragging the 'Division' folder from the left hand side to the box on the right hand side.
9. Expand the 'Division' folder in the box & navigate to the 1st menu item to be adjusted.
10. Highlight the item & in the 'Price Change' box add the price that the item will be as of 1st October 2021, click on 'Apply Changes' & click 'Yes'. Use the = symbol before the price to set the required price. e.g =15.00

The screenshot shows the 'Menu Setup' application window. The title bar reads 'Menu Setup'. The main interface is divided into several sections:

- Top Bar:** Contains a 'Menu Setup' logo and a navigation menu with buttons: 'Menu Items', 'Option It...', 'Menu Opti...', 'Menu Config', 'Price Levels', 'Stand She...', 'Menu Stru...', and 'Exit'.
- Left Panel (Menu Item Options):** A tree view under 'Menu Def.' showing folders for 'Division', 'Drink', 'Food', and 'Bar Mains'. The 'Food' folder is expanded, showing a list of menu items like 'Bacon & Cabbage', 'Breakfast', etc.
- Right Panel (Items in Selected Price Level):** A table with columns 'Item Name', 'Original \$', and 'New \$'. The 'Bar Mains' folder is selected, and 'Bacon & Cabbage' is highlighted. The 'New \$' column shows '=15.00'.
- Price Changes:** A small box on the right with a text input field containing '=15.00' and an 'Apply Changes' button.
- Attention Dialog Box:** A modal dialog box in the foreground with a yellow warning icon and the text: 'Are you sure you want to apply the price level changes?'. It has 'Yes' and 'No' buttons.

10. This will need to be done for all menu items individually.
11. Check the Price Level Schedule for the Price Level(s) that is being replaced & replicate this on the new Price Level(s)
12. Exit to the main menu in Volante BackOffice
13. Select 'Data Synchronisation'
14. Select 'Send updates to Terminals' & choose 'Menu Setup' & click OK



The Price Level will be associated with the terminals as part of Stage 2