

# Clover: Getting Started with GRUBBRR Kiosk

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## Introduction

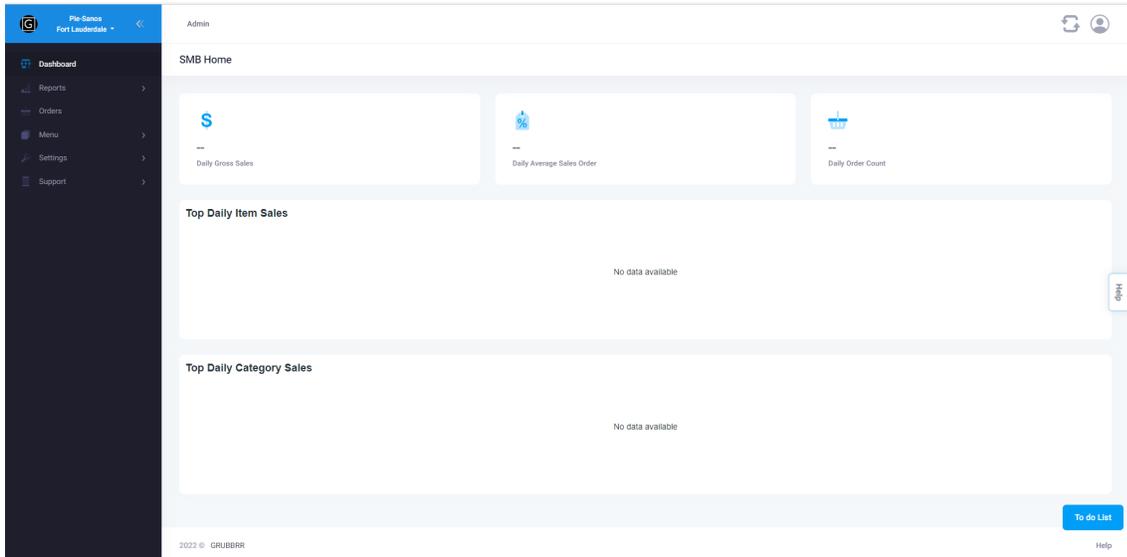
This guide is intended to be used post-initial setup on your POS device. If you have not yet installed the GRUBBRR Kiosk Setup app onto your POS, please revisit the [GRUBBRR Kiosk Quickstart Guide](#).

To log into the [GRUBBRR Kiosk Management Portal](#), use the username and password you received by email during the setup process.

### Note

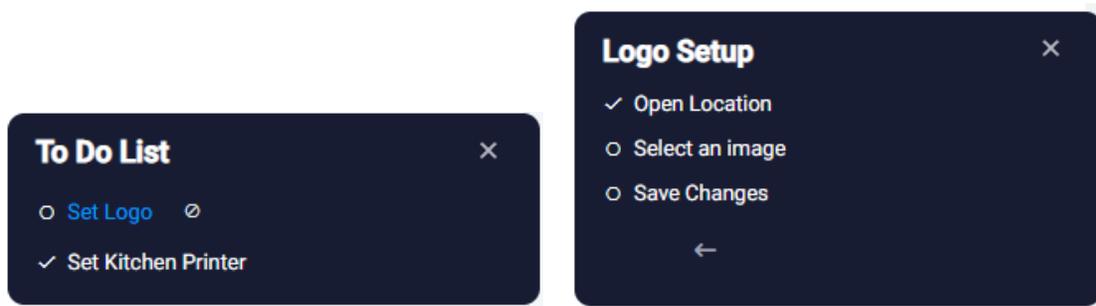
On any page, if you're lost, click the Help tab at the center-right of the page. You'll also see  icons throughout the GRUBBRR Kiosk Management Portal; these will provide additional hints on using specific tools and features.

When you are first setting up a location, a **To Do List** will appear in the bottom right corner of the screen. This list will help walk you through the process of configuring the GRUBBRR Kiosk Management Portal.



Clicking on an item in the list will navigate you to the appropriate page in the Kiosk Portal to complete that action item. It will also show you more detailed steps to complete that task.

## ① Add a Logo

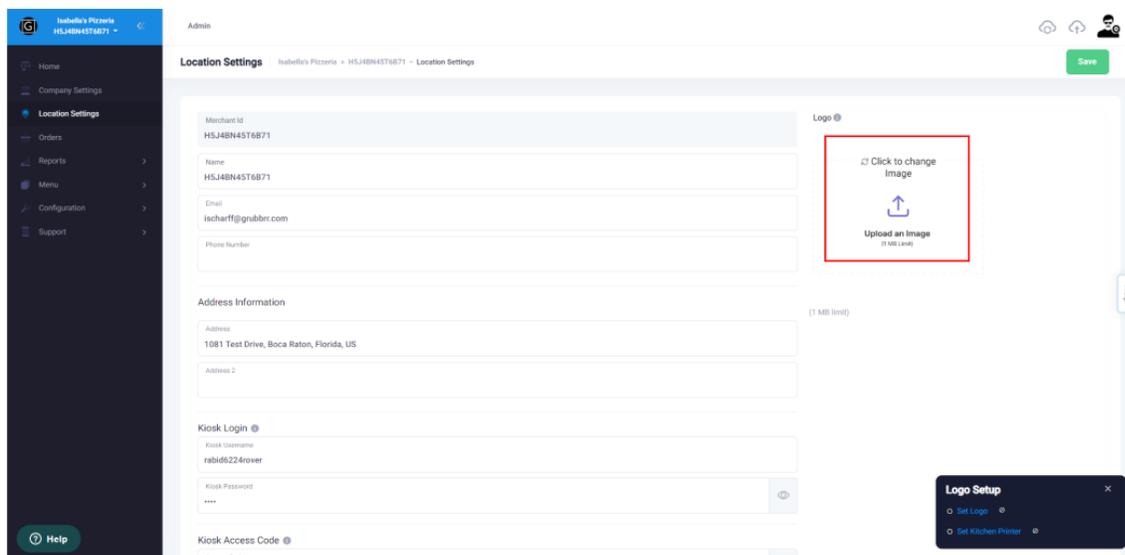


The To Do list showing the steps to choose a logo.

This logo will appear in the top left corner of the ordering screens on your kiosk.

To upload a logo, **Settings > Location Settings** on the left sidebar or select **Set Logo** from the To Do list. The logo must be a PNG or JPG, and cannot be larger than 1mb.

To **add** an image, click '**Upload an Image**' under Logo and select your logo file from the dialog box.

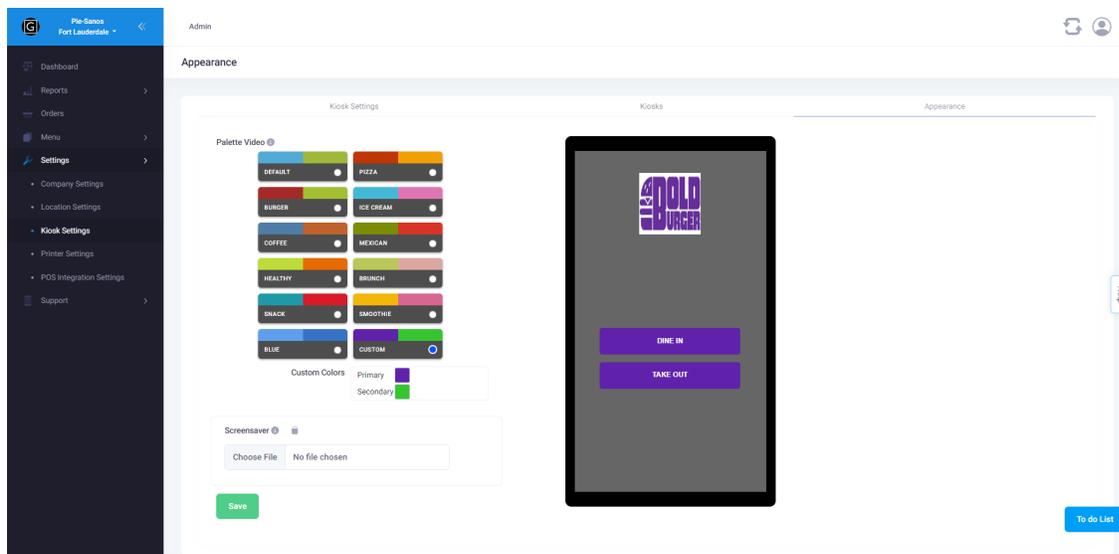


To **remove** a logo, put your mouse over the image and click the trashcan in the center. On mobile, tap the trash can icon just below the image.

## ② Add a Screensaver

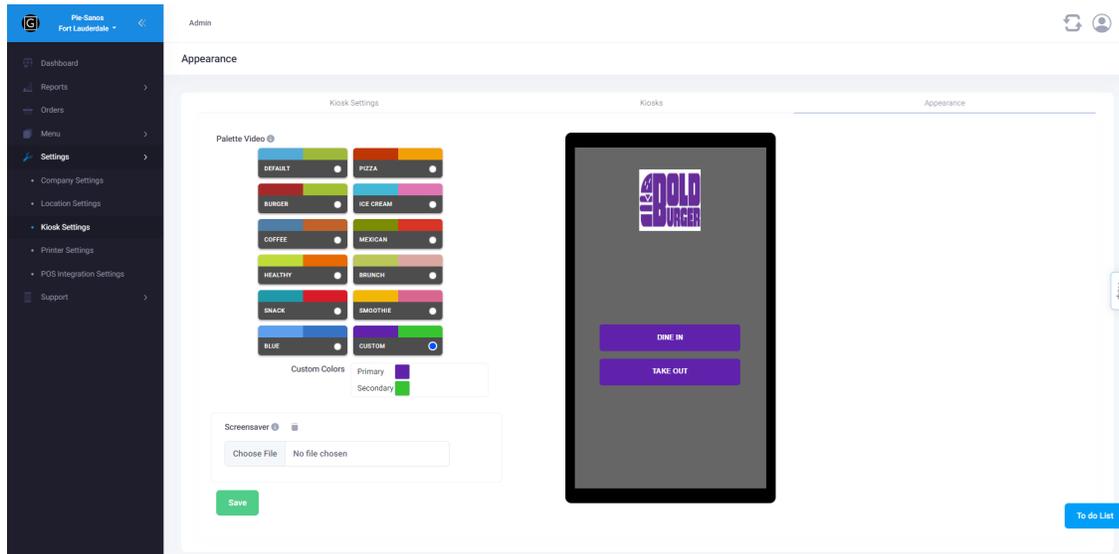
Screensavers are images or videos that show on the Kiosk during inactive periods. Screensavers can be set under **Settings > Kiosk Settings > Appearance**.

To upload an image, click **Choose File**, then select your image. The system currently supports JPG and PNG images. They should have a resolution of 1080x1920 and can be no larger than 1MB. If an image is too small, it will be stretched to cover the Kiosk screen. If it's too big, it will be scaled so that its smaller dimension will cover the Kiosk screen; portions of the image will be cut off by the sides or the top and bottom of the screen.



To **remove** a screensaver, select the gray trashcan next to **'Screensaver.'**

### ③ Customize Your Kiosk Colors



From the backend, you can select a predefined two-color color scheme or create your own.

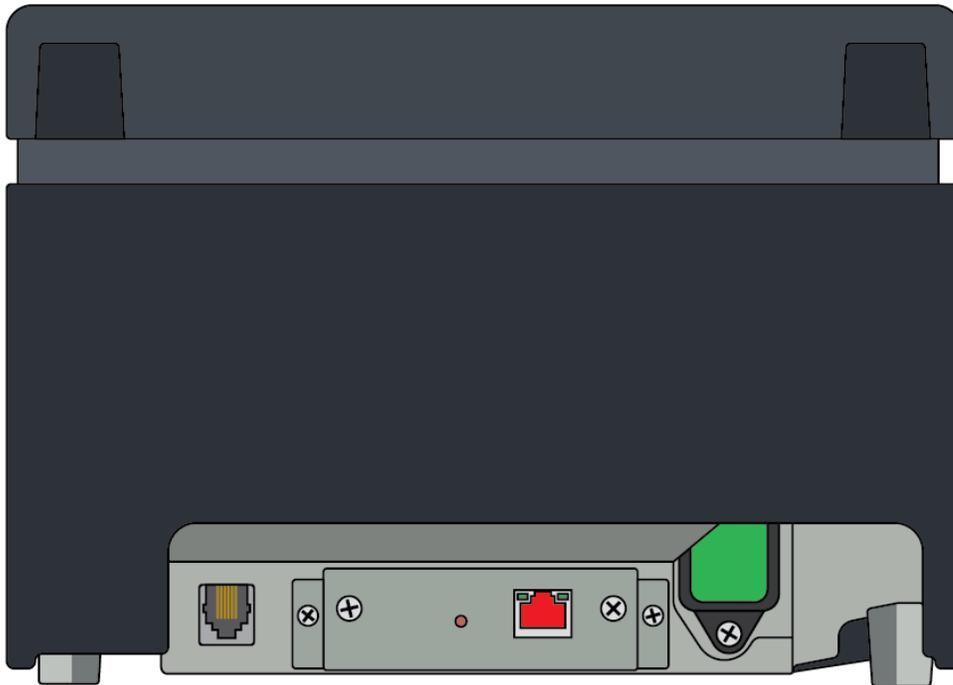
Color palettes can be set under **Settings > Kiosk Settings > Appearance**.

From here, you can select one of the color schemes shown or click the custom color scheme to define your own.

## ④ Setting up Your Kitchen Printer

The kiosk system can only connect to Star SP700-series printers. Each location is limited to one kitchen printer.

Setting up your printer is simple:



1. Plug the power cord into the back of the printer, into the green-shaded area shown on the right
2. Plug the other end of the power cable into an outlet
3. Plug either end of the ethernet cable into the port indicated by the red rectangle
4. Plug the other end of the ethernet cord into your router
  - a. In order for the kiosk to detect the printer, they need to be connected to the same router



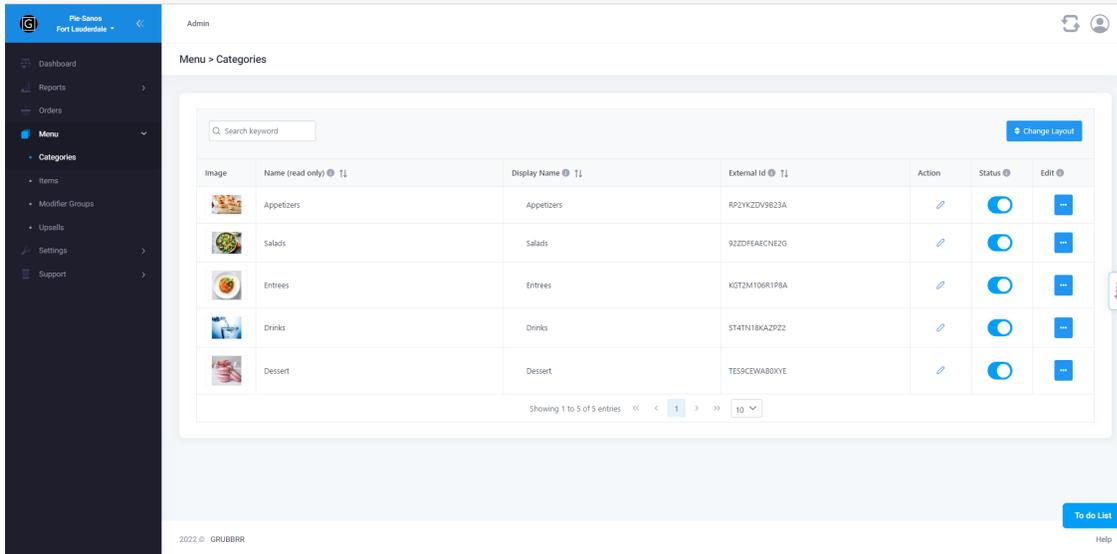
5. To complete the setup process, you'll need to know your printer's IP address
  - a. To find the IP address, first, turn your printer off. The on/off switch is on the side, marked above in blue
  - b. Hold down the FEED button at the front of the printer (marked in pink) and turn the printer back on
  - c. Keep the FEED button pressed until the printer begins to print. It will print two slips of paper: the second will include its IP address. The IP address will be near the bottom

## ⑤ Setting up Categories

Categories can be customized by going to **Menu > Categories**.

### Turning Categories On/Off on Kiosk

To toggle item and category visibility on the kiosk, click the blue toggle switch.



The screenshot shows the GRUBBRR Admin interface. The main content area is titled "Menu > Categories" and contains a table with the following data:

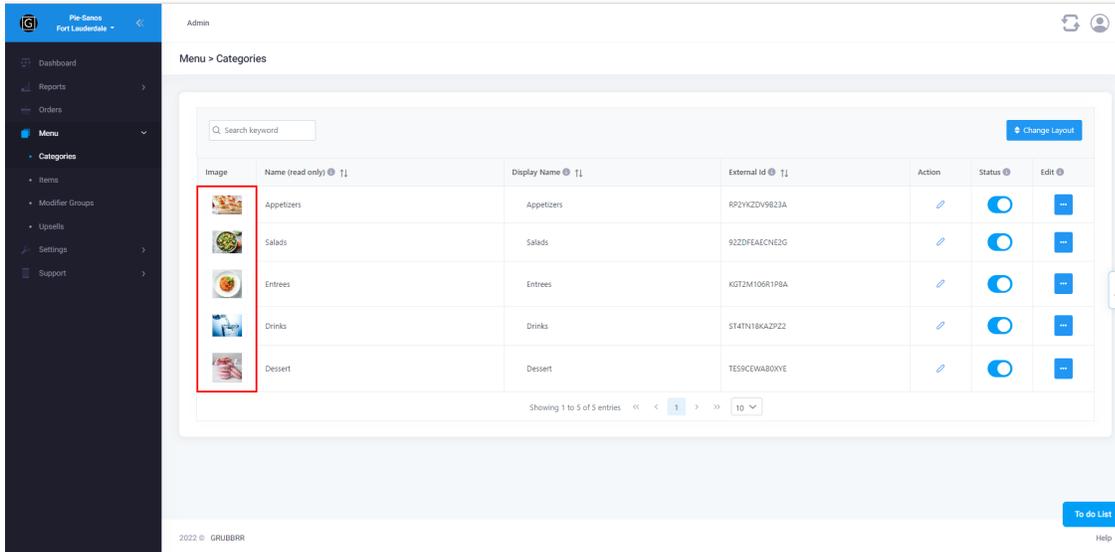
Image	Name (read only) [1]	Display Name [1]	External Id [1]	Action	Status [1]	Edit [1]
	Appetizers	Appetizers	RP2YKZDV9823A		<input checked="" type="checkbox"/>	
	Salads	Salads	93ZDFEASCNEZG		<input checked="" type="checkbox"/>	
	Entrees	Entrees	KOT2M106R1P6A		<input checked="" type="checkbox"/>	
	Drinks	Drinks	ST47N18KA2PZ2		<input checked="" type="checkbox"/>	
	Dessert	Dessert	TES9CEWAB0XVE		<input checked="" type="checkbox"/>	

At the bottom of the table, it says "Showing 1 to 5 of 5 entries" with pagination controls. A "Change Layout" button is in the top right of the table area. The sidebar on the left shows the navigation menu with "Menu" and "Categories" highlighted. The footer of the page says "2022 © GRUBBRR" and "Help".

If a category is shown, it will appear in the sidebar; any items in that category will be shown to the user in the main section. Hidden categories and images will not be displayed to the user, although they will still be editable in the GRUBBRR Kiosk Management Portal and on the Clover site.

## Adding Category Images

To **add** an image to a category that doesn't have one, or to change a category's image, click the image icon.



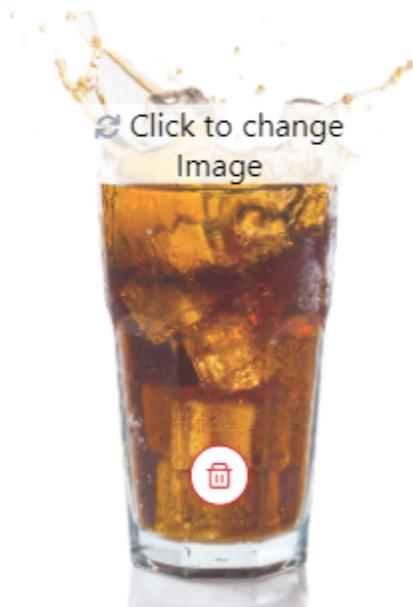
Then, click '**Upload an Image**,' and select an image that is less than 1MB. If your image is too large, try running it through a compressor like [Short Pixel](#).



Hover over the image, then click the green checkmark to confirm your choice.

To **remove** an image, first, select the image icon to bring up the pop-up. Then hover over the image and select the red trash can icon.

Drinks



(1 MB limit)

## Adding Category Display Names

Display names are the names shown on the kiosk for menu items. They can be different from the item's actual name.

Image	Name (read only) ⓘ ⌵	Display Name ⓘ ⌵	External Id ⓘ ⌵	Action	Status ⓘ	Edit ⓘ
	Appetizers	Appetizers	RP2YKZDV9823A			

To change a category's display name, click the blue pencil in the Action column. Type the name you want to use for the category on the kiosk and click the green checkmark; to cancel, click the red X.

## ⑥ Setting up Items

Items can be customized by going to **Menu > Items** in the Kiosk Portal.

### Turning Items On/Off on Kiosk

Image	Name (read only) ⓘ ⓘ	Display Name ⓘ ⓘ	External id ⓘ ⓘ	Action	Status ⓘ	Edit ⓘ
	Appetizers	Appetizers	RP2YKZDV9823A			

In the Kiosk Portal, you can independently change item status to determine whether an item will appear on the Kiosk. This is unrelated to item status in the Clover portal.

To toggle item visibility on the kiosk, click the blue switch shown above.

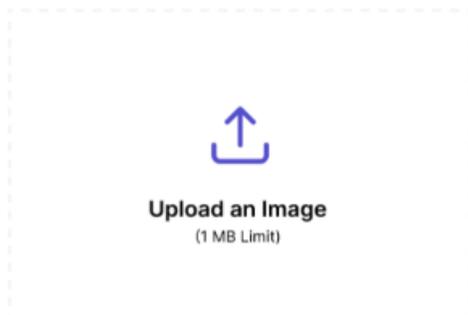
### Adding Item Images

To **add** an image to an item that doesn't have one, or to change an item's image, click the image icon. Click the white box that appears in order to upload your image.

Drinks



Drinks



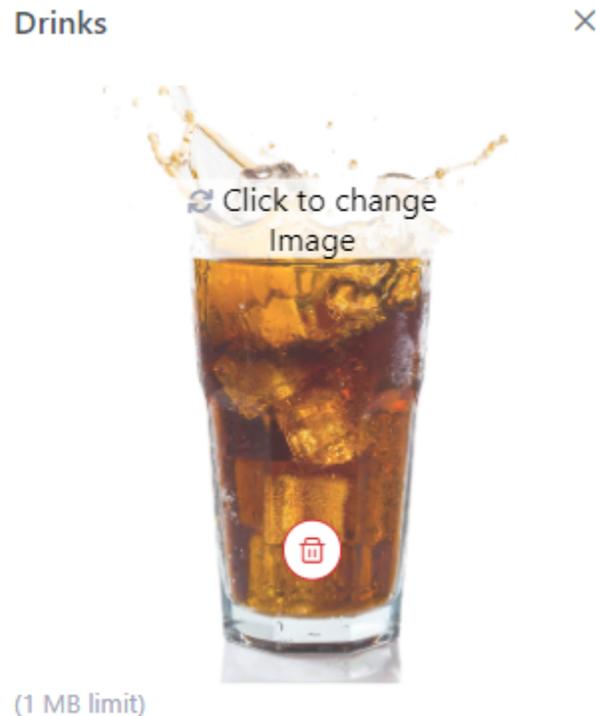
(1 MB limit)



(1 MB limit)

Select a PNG or JPG image that's less than 1mb, then click the green checkmark to confirm your choice.

To **remove** an image, click the image, then click the red trash can icon that appears over the image.



## Adding Item Display Names

Display names are the names shown on the kiosk for menu items. They can be different from the item's actual name.

Image	Name (read only) ⓘ ⓘ	Display Name ⓘ ⓘ	External id ⓘ ⓘ	Action	Status ⓘ	Edit ⓘ
	Appetizers	Appetizers	RP2YKZDV9823A			

Items can be customized by going to **Menu > Items** in the Kiosk Portal.

To change an item's display name, click the blue pencil in the action column. Type the name you want in the display name text field that appears and click the green checkmark; to cancel the change, click the red X.

## ⑦ Setting up Modifiers

Modifiers can be customized by going to **Menu > Modifier Groups**.

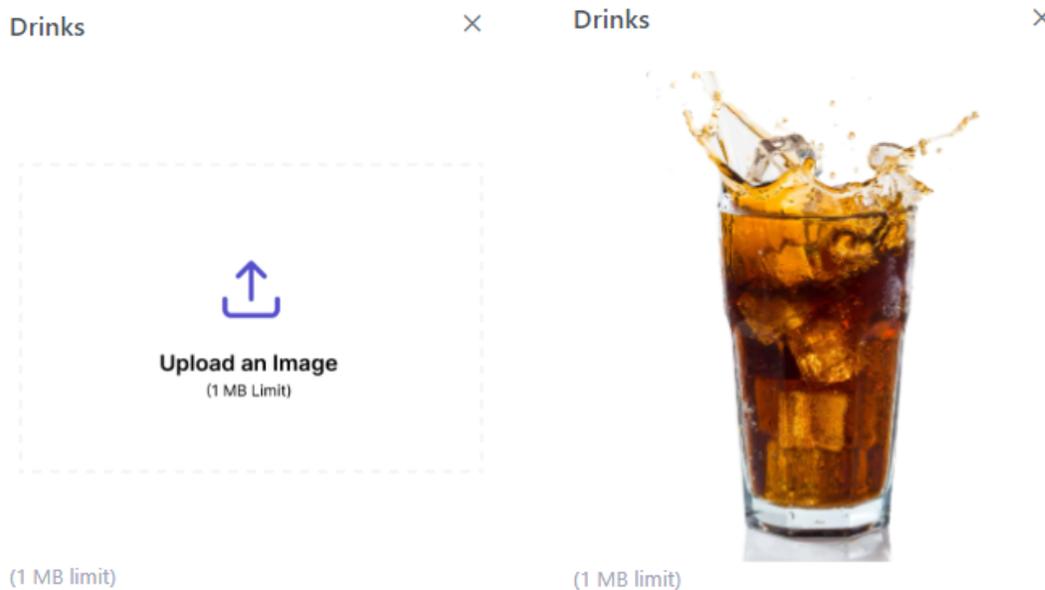
## Turning Modifier Groups On/Off on Kiosk

Name (read only) [↑]	Display Name [↑]	Min [↑]	Max [↑]	External Id [↑]	Status [⊕]	Action	View Items
Dressing	Dressing			N8W1SFESSG53A	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">☰</a>

To toggle modifier visibility on the kiosk, click the blue toggle switch.

## Adding Modifier Images

To **add** an image to a modifier that doesn't have one, or to change an item's image, click the image icon. Click the white box that appears in order to upload your image.



Select a PNG or JPG image that's less than 5mb, then click the green checkmark to confirm your choice.

To **remove** an image, click the image, then click the red trash can icon.

## Drinks



Click to change Image



(1 MB limit)

## Adding Modifier Display Names

Name (read only)	Display Name	Min	Max	External Id	Status	Action	View Items
Dressing	Dressing			N8W1SFESGG3A	<input checked="" type="checkbox"/>		

Image	Name (read only)	Display Name	External Id	Price	Default	Status	Action
	Bleu Cheese	Bleu Cheese	KJE49QZJVSWAA	\$0.00		<input checked="" type="checkbox"/>	

To change a modifier's display name, expand the relevant modifier group and click the blue pencil to the right of the table. Type the name you want to use for the modifier on the kiosk and click the green checkmark. To cancel, click the red X.

## ⑧ Adding Tip Pre-Set Options

Tip levels are set by going to **Settings > Kiosk Settings > Kiosk Settings**. Customers will see these offered as options when they pay.

**Tip Settings**

Choose the tip percentages offered to the customer during the checkout process

Ask for Tip

	DEFAULT	AMOUNT (%)	ACTIONS
Tip Header Text	<input checked="" type="checkbox"/>	10 %	
<input type="text" value="Add Tip?"/>	<input type="checkbox"/>	8 %	
Tip Description	<input type="checkbox"/>	5 %	
<input type="text" value="Select the amount of tip you would like to add"/>	<a href="#">Add Preset Tip +</a>		

To add a new tip option, click the plus sign by **Add Preset Tip**. To edit or remove a tip option, click the blue pencil icon or the trash can icon.

## ⑨ Adding an Upsell

Upsells allow you to offer an additional item to your customers.

To create a new upsell group, click the **Create Upsell** button.

**Order Upsells**

Upsell Name  
Dessert upsell

Available Items	Selected Items
<input type="text" value="Coffee"/>	<input type="text" value="Cannoli"/>
<input type="text" value="Sweet potato fries"/>	<input type="text" value="Tiramisu"/>

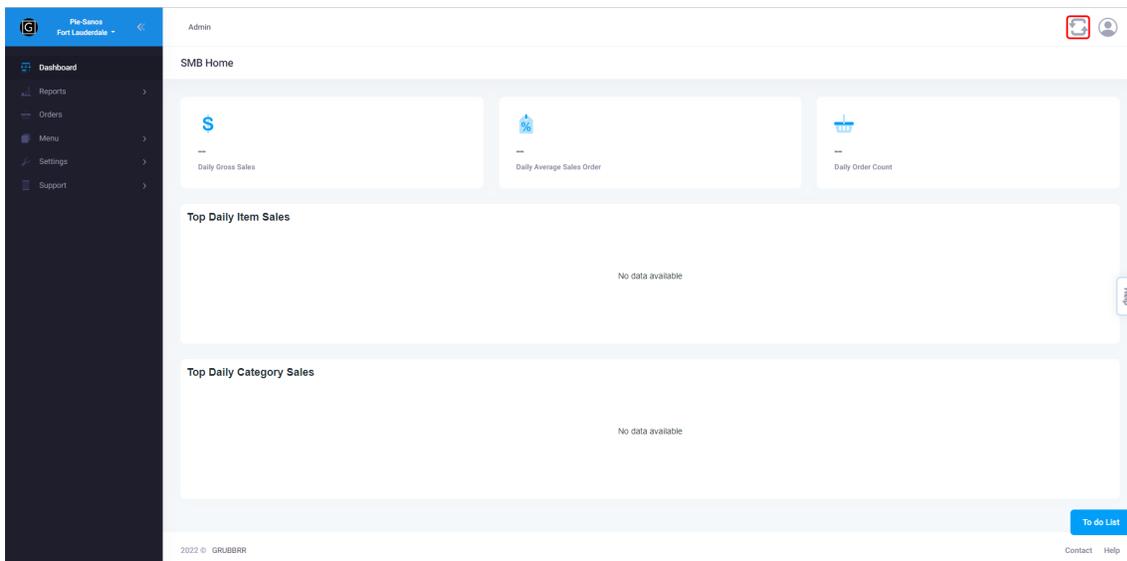
On the group configuration screen, click or drag items from one column to the other to add or remove them from an upsell group.

Name	Items		
Dessert upsell	Cannoli,Tiramisu		

To edit or delete an existing group, click the pencil or trash can icons.

## ⑩ Syncing Your Menu

After updating your menu, you'll need to refresh it. That can be done by clicking the circular arrow button on every page in the Kiosk Portal, as well as through the Admin Settings screen on the kiosk.



The Sync buttons in the Kiosk Portal can send your data from Clover to the Kiosk Portal and download it onto the kiosk. If there's a conflict between the menu you created in Clover and your menu in the Kiosk Portal, the Kiosk Portal takes priority.