Sprwt Admin Manual

Notes
- Ordering Systems
  - Meals are Meal Recipe items for A La Carte, Meal Pack, or Subscriptions purchases.
  - Automatic meal selection only selects meals within the customer's profile preferences that will not incur a surcharge or upgrade charge.
  - Subtotal excludes delivery fee, bag fee, and tax percentage.
  - Subscriptions' renewal and meal selection (price: upgrade and surcharge) are separate orders. (Except in the initial purchase, if meals are selected.)
- Kitchen and Date
  - Reports are Kitchen-Specific and Date-Specific (Except Bag Report; not Date-Specific).
  - Subscriptions, Meal Prep Menu, and Pickup Locations are Kitchen-Specific.
- Tables
  - On any table of information, click a column title to filter.
- Home Page is the front-end page users are directed to from your domain URL.
- **Bolded Text** → Text: click **Bolded Text** to go to Text / cause Text to occur

Website, Setup Checklist, YouTube, Facebook, LinkedIn, Instagram

Site Navigation

About Us   View Menu   **Order ⌄**   🍃 **sprwt** Meal Prep Software   Contact Us   My Subscription   Blog   🛍   👤   [🖨]   ⏻

- **second to last icon in navigation bar header** → Admin Dashboard
  - ○ You must be logged in to an admin account
- Use the left-hand side sidebar to navigate Admin Dashboard

🍃 **sprwt**
Meal Prep Software

Welcome
Crystal Wen

⏻ Sign Out

📅 Dashboard

📅 POS

📄 Cooking Reports

📄 Fulfilment Reports

🥕 Kitchen

👥 Subscriptions

🛒 Sales

💬 SMS

📇 Users

⚙ Delivery Settings

⚙ Kitchen Settings

⚙ Business Settings

📄 Customer Orders

Active Subscriptions

Base

Addons

Help

FAQs

- (if on Dashboard) **Logo** → Home Page
- (if on a different Admin page) **Logo** → Dashboard

- **Name** → your front-end profile page

- **Sign Out** → Home Page, & you'll be logged out

Following is the content of each tab:
- Dashboard: overviews & production management
- POS: retail management
- Cooking Reports: cooking/preparation of purchased items
- Fulfillment Reports: packaging/distribution of purchased items
- Kitchen: creation of items that can be purchased
- Subscriptions: specific to customer subscriptions management
- Sales: financial statistics
- SMS: customer notification & contact
- Users: account management
- Delivery Settings: available reception options for purchases
- Kitchen Settings: meal/ingredient categorization & grouping
- Business Settings: site display, promotions, & other config
- Customer Orders: order information & refunds

If a page you need is not in your navigation sidebar, check Business Settings > Users Profiles, then contact your sales representative if to add the feature to your system.
- Active Subscriptions/Subscription/Addons: purchase additional Sprwt modules to add to your system
- Help (or the floating green Help button): reach Sprwt support
- FAQS: view Sprwt Knowledge Base

Website, Setup Checklist, YouTube, Facebook, LinkedIn, Instagram

Dashboard

Overview of orders from a particular Kitchen to be received on a particular date.
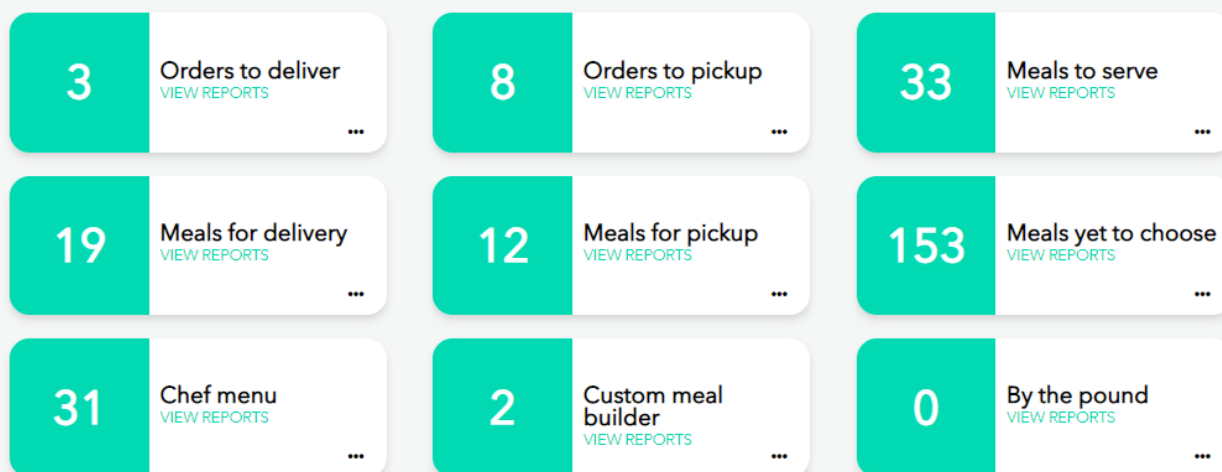
- **Orders to deliver** / **Meals for Delivery** → Delivery Report
- **Orders to pickup** / **Meals for Pickup** → Pickup Report
- **Meals to serve** / **Chef Menu** → Meals Report
- **Meals yet to choose** → unselected meals included in active subscriptions (with **Subscription IDs** → Subscriptions page)
- **Custom meal builder** → Custom Meals Report
- **By the pound** → By Pounds report

Checkouts & Subscriptions Renewing Tables with **IDs** → Customer Orders page

Manage production & meal selection with the clickable cards below the overview.
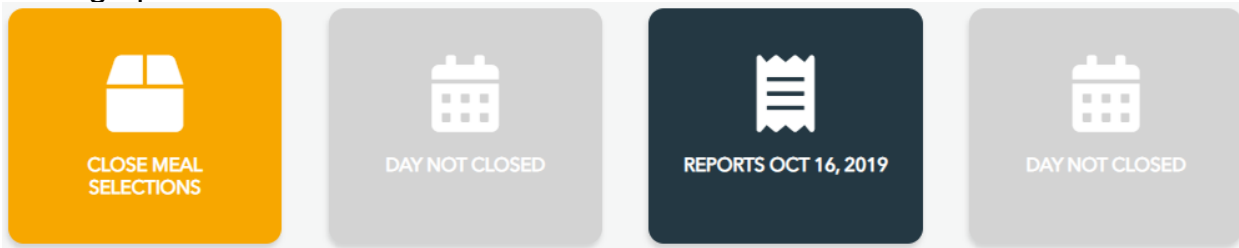
- If meal selections are open, this date & its menu are shown on front-end pages, & customers can place new orders to receive on this date.
  - Meal selections automatically close on your system's weekly cutoff (Business Settings).
  - At any time, you can manually Close Meal Selections, overriding the automatic cutoff (Business Settings) for this date.

- If meal selections are closed, no new orders can be placed for this date.
  - At any time, you can manually Re-Open, overriding the automatic cutoff for this date & allowing new orders to be placed for this date.
  - Once meal selections are closed, Meals yet to choose should be subscribers who do not wish to select specific meals. Auto Choose Meals to automatically make those selections.
    - Make sure meals are auto-selected before downloading reports. Use overview cards to navigate to their reports, or the Reports card to navigate to the Inventory Shopping List.

  - Finish Production to mark that this date is complete.
    The Admin Dashboard, defaults to the first unfinished date.
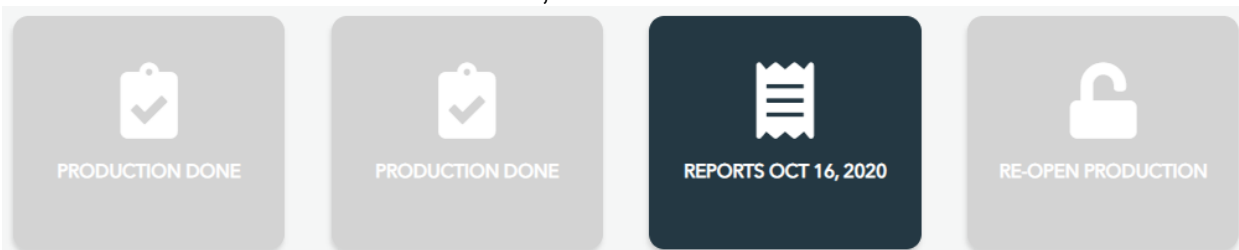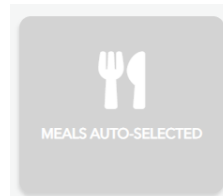
- At any time, you can Re-Open Production.

On the Calendar, view the status of other dates, or choose a date to manage.

- Each date customers can receive an order on (set in Business Settings > Kitchen Locations) has a circle on the calendar.
- Blue: which date's info the dashboard currently shows. (click to select)
- Meal selections open
  - Green: customers can place orders
  - Grey: no menu to select from
- Meal selections closed
  - Yellow: production in progress
  - Red: production finished

Quick links, as set in Business Settings > Configuration > Business: Dashboard

Available dates

< October 2019 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 ●	3	4	5
6 ●	7	8	9 ●	10	11	12
13 ●	14	15	16 ●	17	18	19
20 ●	21	22	23 ●	24	25	26
27 ●	28	29	30 ●	31		

● Current day ● Open Dates ● In Progress ● Finished ● No Menu

Quick links

🔗 Cooking Report
🔗 Generate Labels
🔗 Delivery Report
🔗 Create Ingredient
🔗 Create Receipe
🔗 Set Menu

POS

Manage retail location information.

Cooking Reports

Production details for certain types/parts of items purchased from a particular Kitchen to be received on a particular date
Note: same calendar key as dashboard

Inventory Shopping List
Meals Report
Custom Meals Report
By Pounds Report
Cooking Report
Sub-Recipe Report

Inventory Shopping List
All Ingredients (and Sub-Recipes with no Ingredients listed) needed to build the items purchased for this date.

Ingredients will be categorized by the Ingredient category it belongs to.
Each ingredient will have one row of information:
- **Ingredient Name** → opens the ingredient page in a new tab
- Amount needed to fulfill all the items purchased for this date, as calculated by what the recipes call for and how many of the recipes were purchased
  - This amount is shown in the unit as listed in Kitchen, as well as a larger unit, if applicable.
- Price, as listed on the ingredient page, and as needed for the total amount
- Vendor, as listed on the ingredient page

Meals Report
All meals purchased for this date.

Each meal with its specific portion size will have one row of information:
- Meal Name and Portion Size
- Quantity of this item purchased for this date
- Orders' **IDs** → Customer Orders page

Custom Meals Report
All Custom Meal Builder orders purchased for this date.

Each custom meal combo will have one row of information:
- Customer Name and Order **ID** → Customer Orders page
- CMB item and quantity selected for each category of the custom meal

By Pounds Report
All By the Pound orders purchased for this date.

CLIENT	QNT	PROTEINS	SAUCES
0 Order#5585	1 Lbs	House Tilapia	
0 Order#5585	1 Lbs	House Chicken	
0 Order#5585	1 Lbs	House Brown Rice	
0 Order#5731	1 Lbs	House Chicken	
0 Order#5731	1 Lbs	House Green Beans	
0 Order#5731	1 Lbs	House Sweet Potato	

Copy CSV Excel PDF Print
Search:

Each by the pound combo will have one row of information:
- Customer Name and Order **ID** → Customer Orders page
- BTP item and quantity selected for each category of the by the pound meal

Cooking Report
Comprehensive recipes scaled for the items purchased for this date.
First, decide how to display sub-recipes included in items' recipes:
- Show Sub-recipes:
  Ingredients required by the sub-recipe are included, as necessary for each item. (You build each item separate from other items.)
  - Show Subreceips

Ingredient Name	Measure per portion	Total measurements (Trimmed)	Conversion	Prep
turnip mash (*)	5 oz	15 oz	0.9375 Lbs	
almond milk	0.5 oz	1.5 oz	0.0938 Lbs	almond milk vanilla (unsweetened)
olive oil	0.0104 cup	0.0313 cup	0.002 gal	Olive Oil, extra virgin
pepper	0.0417 tbsp	0.125 tbsp	0.0078 cup	Spices, pepper, black
salt	0.0417 tbsp	0.125 tbsp	0.0078 cup	Salt, table
Turnips Peeled	0.2604 lb	0.7813 lb	0.7813 Lbs	
Minced Garlic	0.0078 lb	0.0234 lb	0.0234 Lbs	
milanese topping (*)	4 oz	12 oz	0.75 Lbs	
Balsamic Vinegar	1.5626 oz	4.6877 oz	0.293 Lbs	Vinegar, balsamic
basil	0.0696 oz	0.2089 oz	0.0131 Lbs	Basil, fresh
Shaved red onion (*)	0.1393 oz	0.4178 oz	0.0261 Lbs	Onion, Red
red onion	0.1393 oz	0.4178 oz	0.0261 Lbs	
diced tomatoes (*)	2.2285 oz	6.6855 oz	0.4178 Lbs	Diced Tomatoes, in juice
roma tomato	2.2285 oz	6.6855 oz	0.4178 Lbs	Tomatoes, Roma, Plum #2

- Hide Sub-recipes: Ingredients required by the sub-recipe are not included. (You assemble meals from sub-recipes prepared ahead of time with the Sub-Recipe Report.)
  - Show Subreceips

Ingredient Name	Measure per portion	Total measurements (Trimmed)	Conversion	Prep
turnip mash (*)	5 oz	15 oz	0.9375 Lbs	
milanese topping (*)	4 oz	12 oz	0.75 Lbs	

Meals

CHICKEN MILANESE (LOW CARB) - 3 UNITS (3 - REGULAR,)

Ingredient Name	Measure per portion	Total measurements (Trimmed)	Conversion	Prep
turnip mash (*)	5 oz	15 oz	0.9375 Lbs	
milanese topping (*)	4 oz	12 oz	0.75 Lbs	
Chicken Ind. Breast (raw)	1 pc	3 pc	3 pc	
Arugula	0.5 oz	1.5 oz	0.0938 Lbs	Arugula (baby), raw
Cooking instructions				

CHICKEN SALAD WRAP - 7 UNITS (6 - REGULAR, 1 - LARGE,)

Ingredient Name	Measure per portion	Total measurements (Trimmed)	Conversion	Prep
House Chicken Salad (*)	Regular: 4 oz Large: 6 oz	30 oz	1.875 Lbs	
mixed fruit (*)	Regular: 4 oz Large: 6 oz	30 oz	1.875 Lbs	
Honey Mustard (1.5 oz souf) (*)	Regular: 1.5 oz Large: 2.25 oz	11.25 oz	0.7031 Lbs	
wheat tortilla	Regular: 1 pc	7.5 pc	7.5 pc	Whole Wheat tortilla 10"

Each meal will have one section:

- **Meal Name** → Meal Recipe page
- Quantity purchased (total and per portion size)
- **Ingredients and Sub-Recipes (and possibly sub-recipes' ingredients, see above) used to build this meal** → Ingredient/Sub-Recipe page
  - Amounts shown in the unit as listed in Kitchen, as well as a larger unit, if applicable.
    - Quantity called for by one unit of this meal's recipe
    - Quantity needed to fulfill all of this meal's orders for the date
- Cooking Instructions from the Ingredient/Sub-Recipe/Meal Recipe pages

By the Pound

PROTEINS	MEASURE PER 1 LBS	QUANTITY IN LBS	TOTAL NEEDED	CONVERSION	PREP
House Tilapia (*)	16 un	1 Lbs	16 un	16 un	Tilapia
House Chicken (*)	16 un	4 Lbs	64 un	64 un	Chicken, Breast, Random
House Brown Rice (*)	16 oz	2 Lbs	32 oz	2 Lbs	Rice, Brown, long-grain
House Green Beans (*)	16 oz	1 Lbs	16 oz	1 Lbs	
House Sweet Potato	16 oz	3 Lbs	48 oz	3 Lbs	
House Salmon (*)	16 un	2 Lbs	32 un	32 un	Salmon, Fresh
House Brussel Sprouts (*)	16 oz	1 Lbs	16 oz	1 Lbs	brussel sprouts fresh
House USDA Prime Flank Steak (*)	16 oz	1 Lbs	16 oz	1 Lbs	
House Ground Turkey (*)	16 oz	1 Lbs	16 oz	1 Lbs	
House Shrimp (*)	26 pc	1 Lbs	26 pc	26 pc	
House Broccoli (*)	16 oz	1 Lbs	16 oz	1 Lbs	Broccoli, raw
House Mixed Vegetables (*)	16 oz	1 Lbs	16 oz	1 Lbs	equal parts: zucchini, squash, broccoli, red bell, onion
SAUCES	MEASURE PER 1 LBS	QUANTITY IN LBS	TOTAL NEEDED	CONVERSION	PREP

Separated by categories of the BTP meal, each BTP option will have one row:

- **BTP Option Name** → Ingredient/Sub-Recipe page
- Quantity called for by one BTP order
- Quantity in pounds (how many BTP combos selected this option)
- Quantity needed to fulfill all of this option's order for the date (as listed in Kitchen, as well as a larger unit, if applicable)
- Cooking Instructions from the Ingredient/Sub-Recipe page

Custom Meal Builder

PROTEINS	MEASURE	QUANTITY	TOTAL NEEDED	CONVERSION	PREP
Turkey Burger	1 pc	1	1 pc	1 pc	
House Chicken (*)	1 un	10	10 un	10 un	Chicken, Breast, Random
House Ground Turkey (*)	1 oz	6	6 oz	0.375 Lbs	
House Salmon (*)	1 un	1	1 un	1 un	Salmon, Fresh
House Tilapia (*)	1 un	2	2 un	2 un	Tilapia
House Shrimp (*)	1 pc	2	2 pc	2 pc	

CARBS	MEASURE	QUANTITY	TOTAL NEEDED	CONVERSION	PREP
House Sweet Potato	1 oz	7	7 oz	0.4375 Lbs	
House Zucchini Noodles (no carb) (*)	1 oz	2	2 oz	0.125 Lbs	
House Brown Rice (*)	1 oz	4	4 oz	0.25 Lbs	Rice, Brown, long-grain
House Wheat Pasta Angel Hair (*)	1 oz	4	4 oz	0.25 Lbs	Whole Wheat Pasta, Cooked
House Quinoa (*)	1 oz	6	6 oz	0.375 Lbs	Quinoa, cooked

VEGETABLES	MEASURE	QUANTITY	TOTAL NEEDED	CONVERSION	PREP
House Green Beans (*)	4 oz	1	4 oz	0.25 Lbs	
House Broccoli (*)	4 oz	6	24 oz	1.5 Lbs	Broccoli, raw
House Asparagus (*)	4 oz	2	8 oz	0.5 Lbs	Asparagus, fresh
House Snap Peas (*)	4 oz	2	8 oz	0.5 Lbs	
House Brussel Sprouts (*)	4 oz	2	8 oz	0.5 Lbs	brussel sprouts fresh
House Cauliflower (*)	4 oz	2	8 oz	0.5 Lbs	
House Mixed Vegetables (*)	4 oz	2	8 oz	0.5 Lbs	equal parts: zucchini, squash, broccoli, red bell, onion
House Sauteed Garlic Spinach (*)	1 oz	4	4 oz	0.25 Lbs	

SAUCES	MEASURE	QUANTITY	TOTAL NEEDED	CONVERSION	PREP
Hickory Sauce	1.5 oz	2	3 oz	0.1875 Lbs	
Teriyaki Sauce	1.5 oz	4	6 oz	0.375 Lbs	Teriyaki Glaze
Huli Huli Sauce (*)	1.5 oz	2	3 oz	0.1875 Lbs	
Agave Lime Sauce (*)	1.5 oz	1	1.5 oz	0.0938 Lbs	

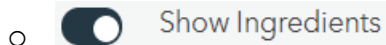Separated by categories of the CMB meal, each CMB option will have one row:
- **CMB Option Name** → Ingredient/Sub-Recipe page
- Quantity set as one measure
- Quantity of measures selected
- Quantity needed to fulfill all of this option's order for the date (as listed in Kitchen, as well as a larger unit, if applicable)
- Cooking Instructions from the Ingredient/Sub-Recipe page

Sub-Recipe Report
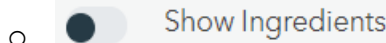Comprehensive sub-recipes scaled for the items purchased for this date.
First, decide how to display sub-recipes:
- Show Ingredients: You want to see exact numbers.
  -
- Hide Ingredients: You just want to see the total amount of the sub-recipe needed.
  -

Each Sub-Recipe (and possibly Ingredient) will have one row:
- **Ingredient/Sub-Recipe Name** → Ingredient/Sub-Recipe page
- Quantity needed to fulfill all purchased items for the date (as listed in Kitchen, as well as a larger unit, if applicable)
- Cooking Instructions from the Ingredient/Sub-Recipe page

Fulfillment Reports

Fulfillment details for certain types/parts of orders purchased from a particular Kitchen to be received on a particular date
Note: same calendar key as dashboard

Customer Meals Report
Labels
Packaging Report
Pick-up Report and Delivery Report
Extras Report
Subscriptions Report
Bags By Delivery Date and Bag Report
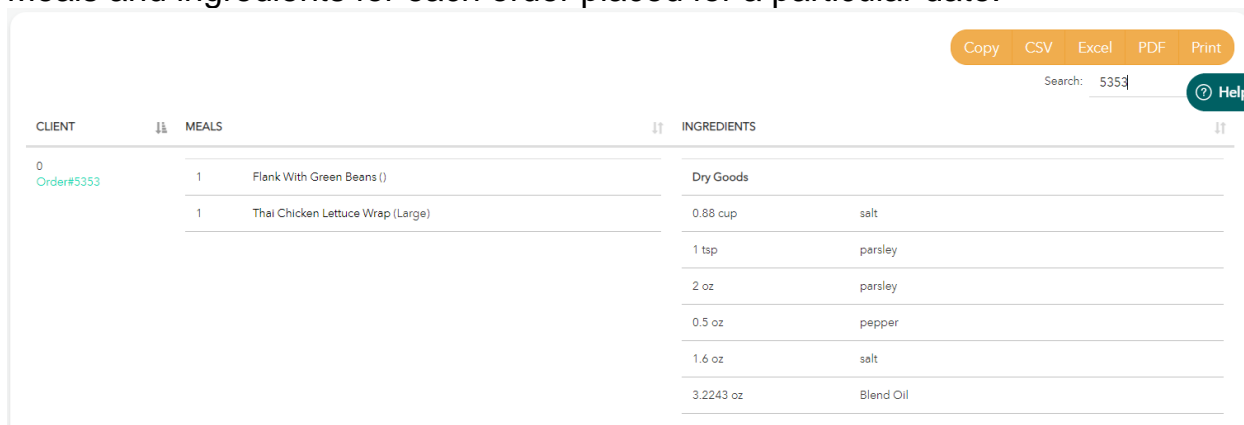
Customer Meals Report
Meals and ingredients for each order placed for a particular date.
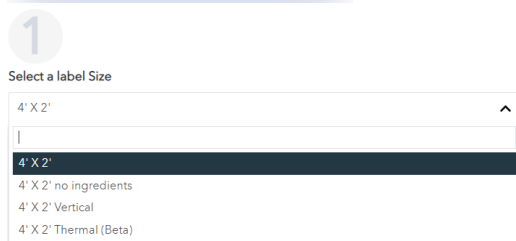
Each checkout will have one row:
- Customer name and **Order #** → Customer Orders page
- Meals and portion upgrades if applicable, and quantity
- Ingredients separated by Ingredient Category, and quantity

Labels
Sheet of labels for meals, bags, and/or orders to be received on a particular date.

Manage display in Business Settings > Configuration > Business: Label

1
Select a label size.
The labels can be printed with any traditional printer onto A4 sheets.

2

Select the labels you want print

Containers (4' X 2')
- Chef Menu
- By the Pound
- Custom Meal Builder
- Extra

Bags (4' X 2')
- Bag Fee
- Fedex Bag
- All Bags Types

Delivery (4' X 2')
- Local Deliveries
- New York Deliveries
- All Delivery

Pickups (4' X 2')
- Demo Location
- Here
- Outside
- Pickup location 2
- There
- All Pickups

2

Select as many types of labels as you'd like to print at once.

• Containers (per item): info, customer, order #, and expiration date; separated by ordering module (Chef Menu: Meals)

• Bags (per order): customer contact, order #, bag #, QR code → Customer Orders page - meals and tracking; separated by Bag Type

• Delivery and Pickups (per order): customer contact, order #, QR code → Customer Orders page - meals and tracking; separated by Delivery Routes or Pickup Location

o FedEx shipping label included with integration.

3

Order by

Meal Name

and then by

Customer Name

and then by

Ordering System (Chef Menu, BTP, CMB)

Order by

Meal Name

--Select Option--
Customer Name
Meal Name
Checkout Number
Label Type (Container, Pickup, Delivery)
Ordering System (Chef Menu, BTP, CMB)

3

Determine how labels are organized as they print. (Set based on how you have your meals grouped when applying labels.)

4

There are 2 columns in a 4x2 Label and 5 Rows. If you want to start in the middle of a page, specify which to start i.e. The 3rd row and 2nd column. This will print on the 5th label on the sheet.
(only change if needed)

Column you want to start

1

Row you want to start

1

4

Decide if you need to start printing from a particular column or row. (Example: first three labels on a sheet with 2 columns already used, so start on column 2 and row 2. This will shift the labels when they print to avoid wasting remaining labels on your sheet.

Packaging Report
Packaging details for each item purchased, and included sub-recipes/ingredients

BLACKENED CHICKEN -
1 MEALS

Packaging instructions: please pack like this

1 Regular

Ingredient	Measure	Unit	Preparation Instructions
SWEET POTATO WEDGES	4.4	oz	
House Broccoli	4.4	oz	Broccoli, raw
Blackened Chicken	4	oz	DICED
Honey Mustard (1.5 oz souf)	1.5	oz	
1/2 & 1/2	1	cup	
BBQ Veggie Pizza	1	pc	

Each meal will have one section:
- Meal Name, Quantity of meal purchased (total and per portion size), Packaging Instructions listed on the Meal Recipe page
- Ingredients needed for each portion
  - Name, Quantity, and Cooking Instructions listed on the Ingredient/Sub-Recipe page

By the Pound

PROTEINS	SAUCES	QNT IN PLATE
House Tilapia		1 Lbs
House Chicken		1 Lbs
House Brown Rice		1 Lbs
House Chicken		1 Lbs

Each By the Pound combo will have one row:
- Option name and quantity purchased

Custom Meal Builder

Copy CSV Excel PDF Print

Show 10 entries

Search:

CLIENT	PROTEINS	PROTEINS QNT	CARBS	CARBS QNT	VEGETABLES	VEGETABLES QNT	SAUCES	SAUCES QNT
0 Order#4671	Turkey Burger	1 pc	House Sweet Potato	1 oz	House Green Beans	4 oz	Hickory Sauce	1.5 oz
0 Order#5722	House Chicken	2 un	House Zucchini Noodles (no carb)	1 oz	House Broccoli	4 oz		
0 Order#5722	House Chicken	2 un	House Zucchini Noodles (no carb)	1 oz	House Broccoli	4 oz		
0	House Chicken	2 un	House Brown Rice	2 oz	House Asparagus	8 oz	Hickory Sauce	1.5 oz

Each Custom Meal Builder combo will have one row:
- Customer Name, **Order #** → Customer Orders page
- Option name and quantity purchased

Pick-up Report & Delivery Report

Comprehensive table of each pick-up order or of each delivery order placed for a particular date and the relevant customer and meal information. Scroll left and right with your mousepad.

There will be one section for each Pickup Location or Delivery Route & Method that you've created in Delivery Settings.

Each order will have been placed in its appropriate report according to which pickup location the customer has chosen at checkout or according to the zip code it belongs to, and the route the zip code belongs to.

Demo Location

117 Main St, 10025 New York

Monday-Friday 7-7 Saturday & Sunday 8-4

PDF   Excel

Show 10 entries   Search:

CLIENT	MEALS	TOTAL	EMAIL	PHONE NUMB
0 - Order#5459	Meals | Total: 4 [1] Roasted Chick Peas And Vegetable Cous Cous (P: Regular - C: Entree - G: The Vegetarian Plan - T: Subscription Meal Selection), [1] Vegan Meatball Marinara (P: Regular - C: Entree - G: The Vegetarian Plan - T: Subscription Meal Selection), [1] Vegan Powerhouse Chili (P: Regular - C: Entree - G: The Vegetarian Plan - T: Subscription Meal Selection), [1] Thai Asian Tofu Lettuce Wrap (P: Regular - C: Entree - G: The Vegetarian Plan - T: Subscription Meal Selection),	4	0	5046459587
0 - Order#5533	Meals | Total: 2 [1] Romesco Chicken (Low Carb) (P: Large - T: À la Carte), [1] Beef Stirfry (Low Carb) (P: Large - T: À la Carte),	2	0	9857893237
0 - Order#5570	Meals | Total: 2 [1] Baked Salmon With Green Beans (P: Regular - C: Entree - G: The Lifestyle Plan - T: Subscription Meal Selection), [1] Flank With Green Beans (P: Regular - C: Entree - G: The Lifestyle Plan - T: Subscription Meal Selection),	2	0	5043903316
0 - Order#5742	By the Pound Meal | Total: 5 1 Lbs [16 un] House Chicken, , 1 Lbs [16 oz] House Sweet Potato, , 1 Lbs [16 oz] House Broccoli	5	0	9857145297

Each checkout order will have one row:

- Customer Name and Contact ((Address, Gate Code,) Email, Phone #)
- **Order #** → Customer Orders page
- Items purchased, (total and separated by Ordering Module)
  - Each item will have its own line, with quantity & the following details:
    - Plan: Meal (P: Portion Size - C: Category - G: Plan - T: Weekly Subscriptions)
    - ALC: Meal (P: Portion Size - T: A La Carte)
    - Packs: Meal (P: Portion Size - T: Meal Packs)
    - CMB: Option, Option, Option, Option
    - BTP: Option, Option
- Notes

Using your routing system, you can import our Delivery Reports, or contact your Sales representative to learn about the Sprwt Root Planner.

Extras Report
3rd party items purchased for this date.

	PDF	Excel

Show 10 entries   Search:

EXTRA	QTY	ORDERS
Small Bite: Carrot, Dark Choc Trail Mix, Hardboiled Egg, Grape Bento	1	#5537,
Small Bite: Cranberry Energy Bites (3 ind)	2	#5585,
Small Bite: Mozzarella, Dark Choc Trail Mix, Hummus, Cucumber Bento	2	#5521, #5537,
EXTRA	TOTAL: 5	ORDERS

Showing 1 to 3 of 3 entries

Previous 1 Next

Each Extra item will have one row:
- Extra name, Quantity purchased, and **Orders #s** → Customer Orders page

Subscriptions Report
Active subscriptions that should receive meals on a particular date, grouped by renewal type.

Automatic Renewal

⑦ Help

	PDF	Excel

Show 10 entries   Search:

ID	SUBSCRIPTION	USER	PLAN GROUP	MEALS TO DELIVER	MEALS SELECTED	END
#355	1 Week Plan with Breakfast	Sprwt Support support@sprwt.io 999999999	The Low Carb Plan	6	1	Nov 26, 2019

Showing 1 to 1 of 1 entries

Previous 1 Next

Manual Renewal

	PDF	Excel

Show 10 entries   Search:

ID	SUBSCRIPTION	USER	PLAN GROUP	MEALS TO DELIVER	MEALS SELECTED	END
#23	2 Week Plan without Breakfast - 2% Discount	name email 5048580186	The Lifestyle Plan	4	4	Oct 07, 2019
#28	2 Week Plan with Breakfast - 2% Discount	0	The Lifestyle Plan	9	9	Oct 14, 2019

Each Subscription will have one row:
- **ID** → Subscriptions page
- Subscription information: Internal subscription name, group name, last included date of subscription
- Date information: # meals included, # meals selected,
- Customer name, email, and phone number

Bags By Delivery Date and Bag Report
Bag tracking system, for bags used on orders for a particular date (Bags by Delivery Date), or for all bags that have not been marked returned (Bag Report)

ID	ORDER	CLIENT	TRACKING NUMBER	BAG	METHOD	PICKUP/ROUTE	STATUS	ACTIONS
#961	#7215	Tim		Bag Fee	Pickup	Demo Location	Returned	
#1115	#7370	Leon		Bag Fee	Pickup	Demo Location	En Route	Mark Bag Delivered
#1116	#7370	Leon		Bag Fee	Pickup	Demo Location	En Route	Mark Bag Delivered
#1117	#7371	Leon		Bag Fee	Delivery	Local Deliveries	En Route	Mark Bag Delivered

PDF Excel
Show 10 entries   Search:

ID	DELIVERY DATE	ORDER	CLIENT	TRACKING	STATUS	ACTIONS
#579	Oct 06, 2019	#6830	Austin Sherman		Delivered	Mark Bag Returned
#580	Oct 06, 2019	#6831	Alexis Sherman		En Route	Mark Bag Delivered
#581	Oct 06, 2019	#6832	Sacha Owens		En Route	Mark Bag Delivered
#582	Oct 06, 2019	#6833	Mark Owens		En Route	Mark Bag Delivered

Each bag will have one row:
- **Order ID#** → Customer Orders page, Tracking # if applicable
- Customer name, Bag type, Pickup/Delivery + Location/Route
- The Bag Report also includes Date
- Bag ID#, tracking status and buttons
- Select the checkboxes to change the status of multiple bags at once or print multiple labels at once.

Generate Carrier Labels

Click an option to apply to all bags selected.

Mark Bag Delivered   Mark Bag Returned

ID
☑ #868
☐ #958
☑ #959
☑ #963
☐ #1114
☑ #1115

Kitchen

Details about the actual items customers can purchase

Ingredients and Sub-Recipes
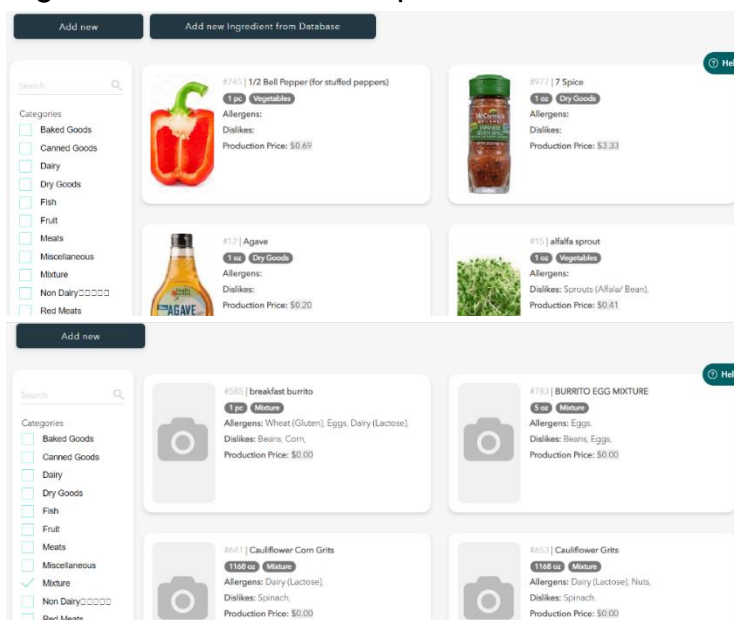
Ingredients & Sub-Recipes (food you do not sell as meals) are not required, but can be used to **build other items**, calculate information for those items, and **populate reports accordingly**.

Ingredients should be food you purchase directly and use as-is.

Sub-Recipes should be food you build in your kitchen (and need on cooking reports).

To start with a copy of an Ingredient in the Sprwt database (name, category, unit, allergens, dislikes, macros), click Add new ingredient from database and select the item with the unit you need. See below for details on the different fields.

- Photo: internal display
- **Name**: allows ingredient/sub-recipe to be added to items & displayed
- Category (Kitchen Settings): internal identification and sorting

- Vendor (Ingredients only): shopping list display
- Cost per QTY for Base Weight Base Unit; (Sub-Recipes: Auto Cost to calculate based on included Ingredients)

- **Base Info**: allows ingredient to be added to items in accurate amounts and populate cooking reports accordingly
  - **Base Unit** in which recipes call for this ingredient (Kitchen Settings)
  - **Base Weight** (amount of Base Unit relevant to the Cost and Macros)
  - **Trim/Shrinkage Percentage** (% lost during cooking process): calculated for in the inventory shopping list
- Cooking Instructions: report display

- **Custom Meal Builder**: makes ingredient/sub-recipe a CMB option
  - **Show as** CMB category (Kitchen Settings)
  - **1 measure**: increment in which this option can be added
  - **Min Custom Quantity** & **Max Custom Quantity**: minimum & maximum number of measures that can be in one CMB combo
  - **Base Price**: price to select this as a CMB option
  - **Quantity Pricing**: charge a different Price Increase for each measure after Product Quantity number of measures

By the Pound

- Show as Proteins
- Show as Sauces

Price per Lbs ❓   Measure (per Lbs) ❓

Cup

- **By the Pound**: makes ingredient/sub-recipe a BTP option
    - **Show as** BTP category (Kitchen Settings)
    - **Price per Lbs**: price for each pound of this option
    - **Measure (per Lbs)**: informs your cooking reports

Allergens and Dislikes

Allergens ❓   Dislikes ❓

Select Some Options   Select Some Options

Underline Allergens and Dislikes (Kitchen Settings): the system should account for. Items can add, display, and be filtered by these.

Macros (Kitchen Settings) for Base Weight Base Unit; (Sub-Recipes: Auto Cost to calculate based on included Ingredients)

Auto Macros?

Macro	Qnt	Daily %
Calories	0 cal	0 %
Total Fat	0 gr	0 %
Saturated Fat	0 gr	0 %

Sub-recipe (to make 1 Cup) (Prod. Price: $0.00)

Add Ingredient

Sub-recipe (Sub-Recipes only): click Add Ingredient, click to add, then enter the amount needed to create Base Weight Base Unit of the Sub-Recipe.

Cost and Macros can be auto calculated based on the ingredients & amounts, and the sub-recipe can be added to an item in lieu of each individual ingredient.

Success! Ingredient added (please choose qty below).

Avocado (1 oz) (Prod. Price: $0.00)

Quantity
1   oz

Go to Ingredient | Delete

Add Ingredient

Convert to Subrecipe   Convert to Ingredient

SAVE   Convert to Subrecipe   Clone

Once saved, you can convert between Ingredient & Sub-Recipe or clone the page to start a new item with a copy.

Meal Recipes and Meal Prices
Build out all the items that you might put on a menu to sell to customers.

- Photo (up to 4): menu display
- **Name**: allows meal to be placed on a menu and purchased
- **Category** (Kitchen Settings): allows meal filtering and identification for sets
- Premium & Custom Toggle (Configuration): add a banner to draw attention

- Description (up to 400 characters): menu display

- **Prices**: A La Carte Price; Surcharge (extra fee this meal would incur to the cost of a pack/plan); Upgrade Price (price difference from default portion size to this larger size. Turn on the Active toggle before saving.)
- Can be set directly on the Meal Prices tab, to compare among other meals.

↑ Meal	Small Price	Small Surcharge	Medium Surcharge	Medium Upgrade	Large Surcharge	Large Upgrade	Body Building Surcharge	Body Building Upgrade
Yellow Potato and Chicken Breast Baked with Spices	8	0	1	9	2	10	3	11
Vegetarian meatloaf	7	0	0.5	7.5	1	8	1.5	8.5
Tuna Salads	7	0	0.5	7.5	1	8	1.5	8.5

Information

Heating instructions

Enter the instructions to heat this meal.

Packaging instructions

Instructions for the plating team.

Cooking Instructions

Instructions for the Chef

- Information: Heating Instructions (menu and label display), Packaging Instructions (packaging report), Cooking Instructions (Cooking Report)

Build this Meal (Prod. Price: $0.00)

Add Ingredient or Sub-Recipe

Choose Ingredient ×

Search

Sub-recipe

1/2 & 1/2

Trim: 0.00000   Per each: 1 oz   Price: $0.06

Categories

Baked Goods

7 Spice

Trim: 2.00000   Per each: 1 oz   Price: $3.33

Build this Meal (Prod. Price: $0.00)

Asian Chicken (1.00 oz) (Prod. Price: $0.00)

Regular		Large		Extra Large		Family Size	
1	OZ	1	OZ	1	OZ	1	OZ

Go to Ingredient | ⊗ Delete

Add Ingredient or Sub-Recipe

Build this meal: click Add Ingredient or Sub-Recipe, click to add, then enter the amount needed to create each portion size of this meal.

Macros (Kitchen Settings) per portion size: auto calculate from ingredients & amounts, or enter directly.

Once saved, click Clone to start a new meal from a copy of this page.

Auto Macros?   Regular ⌄

Macro	Qnt	Daily %
Calories	0 cal	0 %
Total Fat	0.00 gr	0 %
Saturated Fat	0.00 gr	0 %

SAVE   Clone

Extras

Use Extras to create 3rd party items that you don't build in your kitchen, to allow customers to add extras as a direct purchase, or when in the cart during checkout, through a pop-up upsell or cross-selling functionality capability you can add to checkout pages (set in Configuration).

Add a Name, Price, and Photo. Include a description if you'd like, then hit Save.

Meal Prep Menu
Specify which meal items customers can order for a particular date. If a menu exists and is visible (set in Configuration), a customer can make a purchase to be received on any date.
Note: same calendar key as dashboard

To add meals to a Menu, **Select Meals for this day** → a popup with all the meal recipes in your system:

Search by typing or filtering by category, portion size, or meals already selected. When you find the meal you want to add to the day's menu, click the green Add to menu button.

To remove meals from a menu, click Remove from menu in the meal selection popup, or click the red trash button on the overall admin menu page.

Note: if orders for this meal have already been made before removal, the meal will disappear off all reports except the Meals, Pickup, and Delivery Report.

- So, if orders for this meal have already been placed but you remove the item from the menu to disallow more orders, add the item back onto the menu after the meal selections are closed, and the reports will be re-populated.

To copy meals from one menu to multiple menus, select the date on the Calendar which already has its menu built, **Clone this Menu** → popup to select the Start Date and End Date. Your cloned menu will be populated onto all the pickup/delivery dates within that range (set in Kitchen Locations), inclusive of the end points.

Click to select the date from a calendar, or directly type in MM/DD/YYYY format.

Start Date

12/25/2020

Then, click Duplicate.

Grab and Go Menu
Select the meals available for Grab and Go purchases.

Grab and Go

Id	Name	Location	Kitchen Location
#1	Demo Location	117 Main St, 10025 New York	Sprwt Kitchen
#3	Here	1, 1 1	Sprwt Kitchen
#5	Outside	3, 3 3	Sprwt Kitchen
#2	Pickup location 2	123 Main St, 10017 NY	Sprwt Kitchen
#4	There	2, 2 2	Sprwt Kitchen

Showing 1 to 5 of 5 entries

Select the Location by clicking on the ID#.

Menu for Oct 23, 2019 - Demo Location

Select Meals For this day

Clone this Menu

Selected Meals

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Follow the same steps as for the Meal Prep Menu.

POS Menu

Subscriptions

View and manage specific subscriptions unique to the customers who have selected and purchased.

Subscriptions List for Sprwt Kitchen

⑦ Help

Automatic Renewal   Manual Renewal

Copy | CSV | Excel | PDF | Print

Show 10 entries   Search:

Id	Group	Subscription	User	Start	End	Renew	Amount
#368	The Lifestyle Plan	2 Week X 5 days X 2 meals	Tim	Dec 16, 2020	Dec 27, 2020	(Dec 16, 2020)	$191.20
#367	The Vegan Plan	1 Week X 5 days X 1 meals	Tim	Nov 15, 2020	Nov 25, 2020	(Dec 25, 2020)	$47.85
#366	The Vegan Plan	2 Week X 10 days X 4 meals	Crystal Wen	Oct 18, 2020	Nov 11, 2020	(Nov 04, 2020)	$687.50
#365	The Vegetarian Plan	4 Week X 6 days X 3 meals	Lyon	Aug 02, 2020	Oct 14, 2020	(Oct 12, 2020)	$769.68
#364	The Lifestyle Plan	2 Week X 5 days X 1 meals	Crystal Wen	Aug 02, 2020	Aug 02, 2020	(Aug 05, 2020)	$81.20
#361	The Lifestyle Plan	1 Week X 5 days X 1 meals	Lyon	Jul 05, 2020	Jul 08, 2020	(Jul 06, 2020)	$41.45
#359	The Vegetarian Plan	1 Week X 5 days X 1 meals	Felipe	Jan 05, 2020	Jan 19, 2020	(Jan 26, 2020)	$47.85
#357	The Lifestyle Plan	1 Week X 5 days X 1 meals	Michael Rapoport	Oct 16, 2019	Oct 20, 2019	(Jan 21, 2020)	$41.45
#356	The Vegetarian Plan	1 Week X 5 days X 2 meals	Michael Rapoport	Oct 06, 2019	Oct 09, 2019	(Oct 30, 2019)	$115.00
#355	The Low Carb Plan	1 Week X 5 days X 3 meals	Sprwt Support	Oct 02, 2019	Nov 24, 2019	(Oct 20, 2019)	$168.75

Showing 1 to 10 of 12 entries   Previous | 1 | 2 | Next

The table includes a comprehensive list of every subscription, active and inactive, ever purchased from your site.

Here, you'll see the Subscription Group name, Subscription internal name, customer name. You'll also see the first pickup/delivery date they received meals on, the last pickup/delivery date included in their subscription that has already been paid for, as well as the next renewal date and how much their renewal will cost. Each subscription has an **ID#** → customer-specific subscription information.

Subscription View

Current Plan #368

User: Tim
Renew: Automatic
First Delivery: Dec 16, 2020
Last Delivery: Dec 27, 2020
Next Billing Period: Dec 16, 2020 - Dec 23, 2020
Previous Billed Date: Dec 02, 2020 ($183.20)

[CANCEL AUTO RENEW]

Global Settings

Plan Group: The Lifestyle Plan
Plan: 2 Week Plan with Breakfast - 2% Discount
Plan Categories: Entree, Lifestyle,
Portion Size: Any Size
Days per week: 5 days
Delivery days: 2 on Wednesday, 3 on Sunday,
Meals per day: 2 meals
Categories per day: Life-Style Breakfast X 1un, Lifestyle X 1un,
Buffer: -7 days
Day To Renew: Wednesday
Rate to Charge for Plan (Fees Excluded): $191.20

Default Delivery Settings

[Pickup ✎] [Delivery ✎]

deliver to:
10011 67th Rd.
Forest Hills 11375
Gate:
Telephone: 7179514615
Transporter: Based on Zipcode
Delivery Notes:
Click to add note

⑦ Help

The first section includes information relevant to the whole subscription. **Any changes you make here will be made upon renewal – they will not apply to the dates that have already been paid for.**

- In the first column, find the following:
    - **Customer name** → Users page
    - renewal type
    - the dates of the first and last pickup/delivery
    - the dates of the previous (most recent) billing date and next billing period (first date of buffer + **renewal date** → change the renewal date and shift the buffer period).
- In the second column, find the following:
    - Information common to all subscribers on this plan: Weekly Subscription Group name, **Weekly Subscription internal name** → Weekly Subscription page in Kitchen Settings, Buffer Period

o **Plan Categories** → categories available for this customer's meal selection

o **Portion Size** → portion that the price of this customer's subscription accounts for (any size defaults to the smallest size, and the possibility to upgrade)

o **Days per week** or **Delivery days** → how many days of food this customer will receive on each pickup/delivery date (must be an option created in Kitchen Settings to successfully renew)

o **Meals per day** or **Categories per day** → categories each day of food consists of (total must be an option created in Kitchen Settings)

o If all categories are 0, any item from the menu can be selected

o **Day to Renew** → day of the week this customer's subscription will renew. (To set the next one, change Next Billing Period)

o **Rate to Charge for Plan** → charge each renewal of this subscription incurs on the customer

- In the third column, find the shipping option for the subscription renewal.
  - Note that the subscription renewal and the selection of meals are separate checkouts. Any changes must be done on both the Subscription page and on the meal selection checkout. (If both are delivery/pickup, decide in Kitchen Settings whether to charge only once per day. If they change to pickup only in one place, the delivery fee will still be charged.)

Demo Location 117 Main St 10025 New York | $0.00	Select
Pickup location 2 123 Main St 10017 NY | $0.00	Select

  - **Pickup** → select the location

Please add your address.   ×

Street Address	City
10011 67th Rd.	Forest Hills

Zip Code	State
11375	New York ▾

Phone	Gate Code
7179514615	

Transporter

From user profile

Save

  - **Delivery** → enter the address
  - **Delivery note** → type a message to appear on delivery reports

The second section includes reorder information for upcoming days.

Sunday:

Random Meals

Wednesday:

Random Meals

Reorder day for Sunday

Random Meals ✓ ✕

Random Meals

2020-12-20

2020-12-27

- Click on any underlined text to change the option to reorder the meals selected from a previous date

In the third section, find the following:

Admin Private Notes

Click to add note

User subscriptions

2020-11-15   2020-12-16

Subscription Payments

Order #7414 (Start On: 2020-12-16)

- Under User subscriptions, find **buttons** → Subscriptions pages for previous subscriptions this customer has purchased
- Under Subscription Payments, find **buttons** → Customer Orders pages for each renewal of this specific subscription

In the final section, manage the dates that have already been paid for in this particular subscription.

December 2020

Wed	Sun	Wed	Sun
(2)	(6)	(4)	(6)
16	20	23	27

● Canceled day ● Skipped day

- You'll see one circle for each date this customer has paid for and should be receiving meals on, including all dates in the past, up to the last date in the current billing period. Click one of these circles to manage what the customer will be receiving on this date.

December 2020

Wed	Sun	Wed	Sun
(2)	(6)	(4)	(6)
16	20	23	27

● Canceled day ● Skipped day

2020-12-16

Total: 4 | Selected: 2 | Nr Of Days to delivery: 2 | Portion Size: Any size | Meals Per Day: 2
Plan Categories: Entree, Lifestyle, Categories per day: Life-Style Breakfast X 1un, Lifestyle X 1un,
Order:#7414

[SKIP THIS DAY]   [CANCEL THIS DAY]

- In the top section, you'll see the number and type of meals the customer should receive on this date.
    - **Nr of Days to delivery** → number of days of food the customer will receive
    - **Portion Size** → portion that the price of this customer's subscription accounts for (any size defaults to the smallest size, and the possibility to upgrade)
    - **Plan Categories** → categories available for this customer's meal selection
    - **Categories per day** → categories each day of food consists of (total must be a Kitchen Settings option)
        - If all categories are 0, any item from the menu can be selected
    - **Order #s** → Customer Orders pages for the meal selection invoices

- Underneath this, you'll find a place to manage the meals this customer will receive on this date.

o To select meals for customers, you can **Choose New Meal** → and navigate the popup to select meals
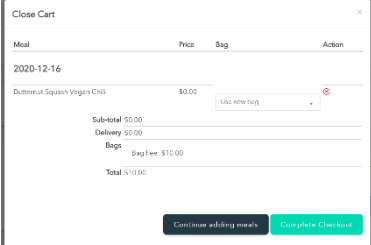
- Once the date's meal selections are closed, **Autochoose this day** → autoselect included meals for this customer specifically
o **Refund** → remove a selected meal, and the Action button will be replaced by another **button** → popup to select New Included Meal

Skip This Day → popup to skip a pickup/delivery included in a customer's subscription; update the renewal date, and leave Create new day toggled on to add an extra date to the current billing period, as a replacement for the meals being skipped.

Cancel This Day → popup to cancel a pickup/delivery included in a customer's subscription (refunds any surcharges, but other refunds are up to you); update the renewal date

Sales

Review reports for a particular date range, which you can select on each report.

Begin:
12/04/2020

End:
12/11/2020

Search

[Sales](#)
[Pickup](#)
[Meals](#)
[SMS](#)
[Delivery](#)

Sales (Your Sales)

- Customer Payment: Total sales, Total tax, Total sales without taxes, Total delivery fees, Gross Revenue (total sales net + total delivery)
- Checkout Amount: Checkouts Unpaid, Checkouts Paid without refunds, Total Refund
- Payment Type: Paid with balance, Paid with Stripe
- Customers: Total users, Total subscriptions
- Checkout Type: Total checkouts, Total checkouts with coupons, Total checkouts with Packs

Total sales View more	Total tax	Total sales without taxes
$5560.08	$278.98	$5281.10

Total delivery fees	Gross Revenue (total sales net + total delivery)	Checkouts Unpaid
$15.00	$5296.10	0

Checkouts Paid without refunds	Total Refund	paid with balance
74	(9) $631.74	$4895.00

Paid with Stripe	total users View more	total subscriptions View more
$665.07	20	6

total checkouts	total checkouts with coupons View more	total checkouts with Packs
83	(11) $63.85	(1) $755.25

Pickup (Pickup Sales Report)

- For each pickup location, you'll see the following:
  - Total Delivery Fees
  - Total Checkouts
  - Reseller Payout – X %

Demo Location

Total Delivery Fees	Total Checkouts	Reseller Payout - 5%
$0.00	15 / $1466.28	$73.31
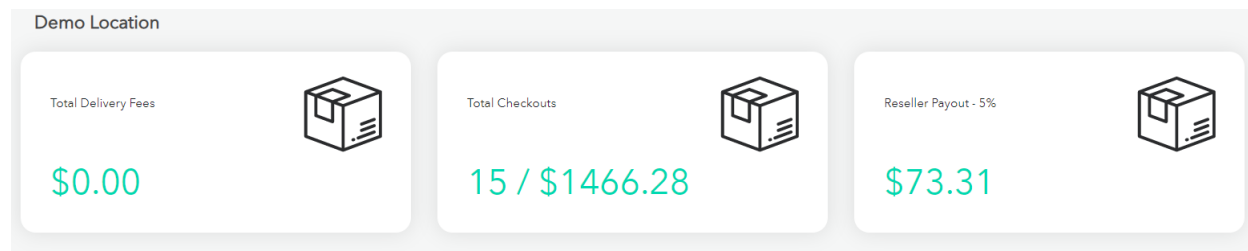
Taxes (Taxes Report)

- Total tax, Total X % for each percentage you've set in Delivery Settings

Total tax	Total 9.2%	Total 6%
$278.98	$15.19 (5)	$249.59 (61)

Total 0%	Total 9.45%	Total 17%
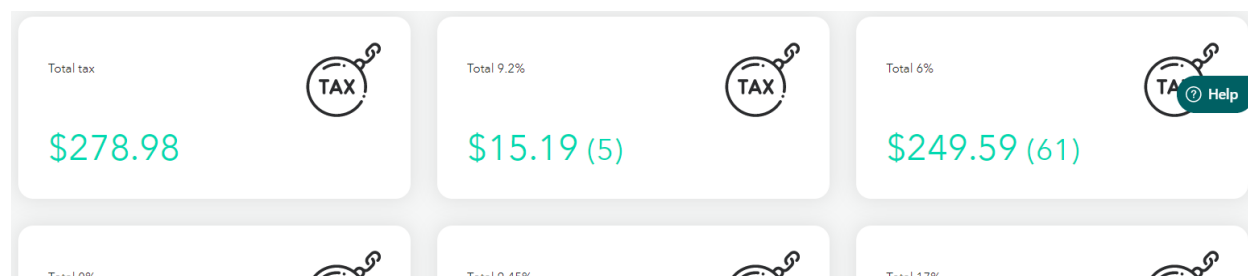
- For each checkout in the date range:
  - **+** → Stripe payment page (if paid with card) and checkout date/time
  - **ID#** → Customer Orders page
  - Type: ordering module, User: customer name
  - Sub-Total Without Discounts, Discounts, Sub-Total (with discounts), Delivery Fee, Taxes, Gross Sales, Payment Method
  - Zip codes, States, Payment Status

PDF Excel

Search:

Id.	Type	User	Sub-Total Without Discounts	Discounts	Sub-Total	Delivery Fee	Taxes	Gross Sales	Payment Method	Zip codes	States	Status
⊕ #6254	À la Carte,	Sprwt Support	$11.50	$0.00	$11.50	$5.00	$1.06	$27.56	Stripe	9999	Louisiana	Paid
Stripe	ch_1FvNMWHzekPxXd4umnyKw2er											
Date	Dec 30, 2019 07:28 AM											
⊕ #6255	À la Carte,	Sprwt Support	$10.50	$0.00	$10.50	$0.00	$0.97	$21.47	Stripe	9999	Louisiana	Paid
⊕ #7413	À la Carte	Leon	$197.39	$8.00	$189.39	$5.00	$32.20	$236.59	Balance	9103102	Jerusalem	Paid

Meals (Meal Sales Reports)

- For each meal ordered during the date range:
  - **+** → Total Profit
  - **Meal Name (Portion Size)** → Meal Recipe page
  - Selection Type: Auto, Manual
  - Units Sold, Total Revenue (unit price – total cost), Unit Price, Total Cost (of the meal, surcharge if pack/plan), Profit Margin (per meal)

Meal Recipe	Auto	Manual	Units Sold	Total Revenue	Unit Price	Total Cost	Profit Margin
➕ Agave Lime Shrimp - (Regular)	0	30	30	$339.60	$11.32	$0.03	$11.29
Total Profit $338.70							
➕ Agave Lime Oumph with Broccoli - (Regular)	0	22	22	$253.00	$11.50	$0.09	$11.41
➕ Blackened Chicken Caesar - (Regular)	0	11	11	$88.00	$8.00	$0.03	$7.97
➕ Butternut Squash Vegan Chili - (Regular)	6	5	11	$0.00	$0.00	$0.00	$0.00
⬤ Almond Joy Overnight Oatmeal - (Regular)	0	7	7	$51.38	$7.34	$0.00	$7.34

SMS (SMS Report)

- Total SMS Sent, Total SMS Sent with Groups
- Total SMS Status: Failed, Sent, Delivered, Undelivered
- Total Calls, Total Minutes on Call, Total Calls no-answer

total SMS Sent
2

total SMS Sent with Groups
2

total SMS Status Failed
0

total SMS Status Sent
0

total SMS Status Delivered
2

total SMS Status Undelivered
0

total Calls
0

total Minutes on Call
0m

total Calls no-answer
0

Delivery (Delivery Report)

- Total Checkouts
- Total Delivery Fees and Pickup Fees Collected, Total Delivery Fees Collected, Total Pickup Fees Collected
- Total Delivery Fees for X Route Collected
- Total you Owe: for Fedex, to X Route – Delivery Fees, to Sprwt

Total Checkouts	Total Delivery Fees and Pickup Fees Collected	Total Delivery Fees Collected
6195	$23639.17	$23579.17

Total Pickup Fees Collected	Total Delivery Fees for **Undefined Routes** Collected	Total Delivery Fees for **Local Deliveries** Collected
$60.00	$0.00	$23519.00

Total Delivery Fees for **Florida Deliveries** Collected	Total Delivery Fees for **New York Deliveries** Collected	Total Delivery Fees for **Fedex** Collected
$0.00	$5.00	$55.17

Total you Owe for Fedex	Total you Owe to Undefined Routes - Delivery Fees	Total you Owe to Local Deliveries - Delivery Fees
$0.00	$0.00	$0.00

SMS

Send messages to groups or individual customers

[Compose](#)
[Chat](#)
[Contacts](#)
[History](#)
[Buy Credits](#)
[Numbers](#)

Compose

- Balance: amount purchased from **Buy Credits**

Available Balance: $9.86

- From: created in **Numbers**

From

Sprwt SMS DEMO Number (+12055962890)

Sprwt SMS DEMO Number (+12055962890)

- To:
  - Plan Group
  - SMS List: created in Contacts
  - Global
    - People without checkouts over a week/month
    - Checkouts in the previous week/2 weeks/month
    - People (with a user profile) who have never purchased
  - Modules: ordering systems
  - Delivery/Pickup: for yesterday, today, each day of next week

Search Date for checkouts

Select Search Date

«	December 2020					»
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

- Search Date for checkouts: MM/DD/YYYY specify recipients
- Message
- Schedule

‹	December 2020				›	
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

↑   ↑

01   :   49   PM

↓   ↓

12/12/2020 1:49 pm

To

Plan Group Active
All Users With Active Subscription
Delivery
Pickup

SMS List
admins
group 1
group2
list!

Global
All users
People without checkouts over a week (>8 days)
People without checkouts over a month (>31 days)
Checkouts in the Previous week (11/29/2020 -> 12/12/2020)
Checkouts in the Previous two weeks (11/22/2020 -> 12/12/2020)
Checkouts in the Previous month (11/01/2020 -> 11/30/2020)
People who have never Purchased

modules
Proteins by the Pound on X day (Change Above)
Custom Meal Builder on X day (Change Above)
Extras on X day (Change Above)
Gift Card on X day (Change Above)
Grab and Go on X day (Change Above)
À la Carte on X day (Change Above)
Meal Packs on X day (Change Above)
Weekly Subscription on X day (Change Above)
Weekly Subscriptions on X day (Change Above)

Delivery
Delivery yesterday (12/10/2020)
Delivery today (12/11/2020)
Delivery tomorrow (12/12/2020)
Delivery next Sunday (12/13/2020)
Delivery next Monday (12/14/2020)
Delivery next Tuesday (12/15/2020)
Delivery next Wednesday (12/16/2020)
Delivery next Thursday (12/17/2020)
Delivery next Friday (12/18/2020)
Delivery on X Day (Change Above)

Pickup
Pickup yesterday (12/10/2020)
Pickup today (12/11/2020)
Pickup tomorrow (12/12/2020)
Pickup next Sunday (12/13/2020)
Pickup next Monday (12/14/2020)
Pickup next Tuesday (12/15/2020)
Pickup next Wednesday (12/16/2020)
Pickup next Thursday (12/17/2020)
Pickup next Friday (12/18/2020)
Pickup on X Day (Change Above)

Message

Write your message...

160 Characters Remaining - Total 0 Message 0 Character   Cost $0.00/per sms.

✈ Send Message

Chat

Message individual customers, searching by name and scheduling if necessary.

Profile Gear Button → Users page

Contacts

Manually create SMS groups or upload contacts.

ID# → list page
New List → Enter a Name, **Save** → list page

List Page:

- **Add from Contacts** → select checkboxes from SMS > Contacts

- **Add Users** → select checkboxes from Users
- **Add CSV** → upload a CSV file with a column of information either with just the contact number, or contact number;name

- **Edit List** → change the list name

ID# → contact page

New Contact → new contact page Contact Page:

- Customer Name, Contact Phone Number, Receive SMS toggle

History

See each message's (**ID#** → a page with Message, and, for messages sent to Users, User: name and "Send message")

Contact, Message, Created on Date/Time, and

- Sending: Error Count (**ID#** → includes Error)
- Scheduled: Scheduled to Date/Time
- Sent: Status, Sent on Date/Time (**ID#** → includes Contact)
- Received
- Group Messages: (no Contact), Sending On Date/Time (**ID#** not clickable)
- Call Logs: (no Message), Contact Forward, Status, Duration

Buy Credits

Buy Credits

50$ 75$ 100$

Or use the form to request a diferent amount.

First Name   Last Name

Email   Phone

Credit Amount

$50

☐ By submiting you agree to terms and conditions of Sprwt System Software for the SMS Module Usage.

☐ I'm not a robot   reCAPTCHA
                      Privacy - Terms

Submit

Numbers

Numbers

Buy New Number

Copy CSV Excel PDF Print

Search:

Id ⬍ Name   Contact ⬍ Status ⬍

Buy New Number → Enter a name,

New Number

◉ One SMS Number: $8/mos   ◯ One Number with call forwarding and Greetings: $20/mos with 300m

Title

name

NEXT

Next → choose a number page, **Buy Number** → wait for approval from our team.

Edit Number

Buy number

Area Code   Search

Enter the Redirect Number To

◯ (315) 870-1153 (NY 13201 US)   ◯ (510) 800-8175 (CA 94601 US)

◯ (860) 598-4179 (CT US)   ◯ (440) 390-4192 (OH 44133 US)

ID# →

- **Edit Number** →

Upgrade to One Number with call forwarding and Greetings: $20/mos with 300m

Title

Demo Number

NEXT

- Status – Choose a number:
  - **Choose Number** → choose a number page (see previous page)
- Status – In Revision:

Choose a number

It's almost there. Now you need to choose a number.

Choose Number

Your request is being processed

Plan: One Number($8/mos)

Number: +12059274631

- Status – Active:

Plan: One Number ($8/mos)

Number: +12055962890

Users

Manage customer profiles/accounts.

Add new → Empty Users page

ID# → Users page

Users page:

- Make sure to click Save after making any changes
- **Edit Balance** → add or remove an amount from the customer's digital wallet that they can use as order credit during purchases. You can add an internal note to keep in the transaction history
- Profile Photo: upload from File Explorer
- Global User Role: created in Users Profiles
- Name, Kitchen Location, Email, Phone
- Password (type and Save to change)
- Active, Receive SMS, Receive Email, OneTimeFee
- Birth Date, User Loyalty Cashback, Digital Amount to Referring Customer, Digital Amount to Referred Customer
- Notes

Edit → popup to change other customer specific information

- Billing Address: Street address, City, State, Zip Code
- Shipping Address: Street Address, City, State, Zip Code, Phone, Gate Code, Delivery Notes, Transporter (Delivery Route)

Billing Address	x, New Orleans, x LA	Edit
Shipping Address	x, New Orleans, 70124 Delivery Notes: x	Edit

- Allergies, Dislikes, Diet Preferences: click to select (Kitchen Settings)
  - Diet: select Search Type: Select meals that match any one of these options selected; Select meals that match all of these options

Allergies		Edit
Dislikes		Edit
Diet Preferences - ALL	Low Carb	Edit

Delivery Bags

- Bag ID#, **Order ID#** → Customer Orders page, Return Fee, Delivery Date, Status, Status change buttons

Delivery Bags

Id	Order	Tracking	Bag Fee	Bag Credit Once Returned	Delivery Date	Status	Actions
#579	#6830		$10.00	$10.00	2019-10-06	Delivered	Mark Bag Returned
#654	#6905		$10.00	$10.00	2019-10-09	En Route	Mark Bag Delivered
#1128	#7382		$10.00	$10.00	2019-10-13	En Route	Mark Bag Delivered

Payment

- **Add new Card** → popup with Card number, Expiration date, CVC Code
- Transactions: view history of all changes to customer digital wallet balance

User Cards Sprwt Kitchen

Add new Card

⑦ Help

Transactions

Show 10 entries   Search:

Creation	Value	Description
2020-11-09 11:22:40	$0.20	Cashback #7382 - 2%
2020-11-09 11:22:40	$-20.00	Checkout #7382
2020-08-17 13:42:47	$0.00	Cashback #6905 - 2%
2020-08-17 13:42:47	$-10.00	Checkout #6905
2020-08-14 14:52:03	$0.00	Cashback #6830 - 2%
2020-08-14 14:52:03	$-10.00	Checkout #6830
2020-06-23 09:44:07	$10.00	BAG #36

Delivery Settings

Manage the options that customers can select from as their shipping option and the associated fees.

[States](#)
[Delivery Rates – Zipcode](#)
[Delivery Routes & Methods](#)
[Pickup Locations](#)
[Retail Locations](#)
[Bag Types](#)

States

Manage the options customers can choose from for their delivery address, to apply a group tax rate on the order.

Id	State	Abbreviation	Country	Tax
#4	Florida	FL	USA	8.00%
#5	Jerusalem	JER	ISR	17.00%
#1	Louisiana	LA	USA	9.20%
#2	New York	NY	USA	6.00%
#3	Texas	TX	USA	100.00%

- **Add New** → State, Abbreviation, Country, Tax %, FedEx configuration, Regex ZipCode

State — Is Active?

Enter State Name

Abbreviation — Country

Eg. FL — Eg. USA

Tax % — Service type for Fedex

Config Default

Regex ZipCode — Regex Example

Delivery Rates – Zipcode

Manage the specific zip codes you deliver to, how to sort those orders, how much to charge for delivery, and/or what ordering systems will be available, for each zip code.

Add zipcode in State → empty state page:

- Zip Code, exactly as the customer should type when entering their address
- Delivery Route, created in Delivery Routes & Methods, that these orders should be grouped in on the reports
- Weight in LB
- Delivery Price for each date on which the customer receives a delivery
- Tax Percentage, if unique to this zip code
- FedEx route configuration
- Allow on, certain ordering systems

To add multiple zip codes at once, follow the instructions on this spreadsheet, and send the link to support@sprwt.io when finalized.

Delivery Routes & Methods

Manage the routes by which your orders will be categorized in your delivery report, in order to group together different zip codes and control the availability for each.

Add new Delivery Route → empty delivery route page:

- Name and Opening Hours to display to customers
- Days available, if certain routes shouldn't be options for orders made for a particular date's menu
- Is Active toggle, turn off to override availability
- Charge only one delivery fee per day of delivery, if multiple orders are made for a particular date by one customer (eg subscription renewal and subscription meal selection)
- Tag for SEO

Pickup Locations

Manage the locations customers can choose to pick up meals from, how much to charge for delivery, and/or what ordering systems will be available.

Add new → empty pickup location page:

- Photo, Name, Address, City, Zip Code, State, Opening Hours to display
- Latitude and Longitude coordinates to pinpoint on the interactive map
- Cost to deliver, cost for this customer to select this pickup location
- Reseller Payout Percentage of orders to calculate for Pickup Sales reports
- Charge only one delivery fee per day of delivery, if multiple orders are made for a particular date by one customer (eg subscription renewal and subscription meal selection)

- Meal Prep Online Pickup Days, if certain locations shouldn't be options for orders made for a particular date's menu
- Modules allowed Online, certain ordering systems

Retail Locations

Manage the locations customers can make retail purchases from, how much to charge, and/or what days will be available.

Add new → empty retail location page:

- Photo, Name, Address, City, Zip Code, State, Opening Hours to display
- Latitude and Longitude coordinates to pinpoint on the interactive map
- Cost to deliver, cost for this customer to select this pickup location
- Reseller Payout Percentage of orders to calculate for Pickup Sales reports
- Retail Open Days, if certain locations shouldn't be options for retail orders made for a particular date's menu

Bag Types

Manage bag fees that customers may need to be charged with their orders.

Add New → empty bag page:

- Name: fee title for invoice
- Max Meals on Bag: after how many meals a customer will have to pay an additional bag fee
- Price and Return Fee – each bag will cost Price, and Return Fee will be deposited into their digital wallet when the bag is marked as returned through the Bag Tracking system
- One Time Fee - the amount that will be charged for a customer's first order using a bag
- Availability - for each delivery checkout, the system will decide which bag the customer is charged for based on the toggle values in the following sections:
  - Modules allowed - need a different bag for CMB, subscriptions, etc.?
  - Which Pickup Point can use this Bag
  - Which Delivery Routes/Methods use this Bag
- Special Services for FedEx

Kitchen Settings

Create the different ways you might tag, categorize, or group the meals or ingredients that you'll be working with.

[Meal Categories Groups](#)
[Meal Categories](#)
[Ingredient Categories, Allergens, and Dislikes](#)
[Weekly Subscription](#)
[Weekly Subscription Groups](#)
[Meal Packs](#)
[Macros](#)
[Portion Sizes](#)
[Units](#)

Meal Categories Groups

Id	Name
#2	Diet
#1	Type

Create umbrella groups for the categories you'll use to identify your meal recipes.

Add New → type a Name

Meal Categories

Create the categories by which you'll identify your meals, whether it's because you want to allow customers to filter with them, or your sets specify that it includes a certain number of a particular category of meal (perhaps because prices are differentiated by categories).

Add New → empty Meal Category page:

- Name, Group (Meal Categories Groups)
- BgColor &Text-color for the tag as it appears on the meal card, SEO Tag
- Can Filter in Profile – a customer can specify in their preferences that they have this diet restriction, and so the system will remember that if they ever allow the system to randomly select meals for them
- Show to User – any customer can filter based on this category, so if you have something for internal use only, you'll turn this off

Ingredient Categories, Allergens, and Dislikes

Create the tags by which you'll identify your ingredients, each of which can belong to one category to sort internally and multiple allergens/dislikes to display or allow customers to filter with.

Ingredients Categories   ⑦ Help

Add new

Copy CSV Excel PDF Print

Show 10 entries   Search:

Id	Name	Ingredients Counts	Ingredients API
#11	Baked Goods	28	Baked Goods
#6	Canned Goods	16	Canned Goods
#3	Dairy	44	Dairy

Ingredients Allergens   ⑦ Help

Add new

Copy CSV Excel PDF Print

Show 10 entries   Search:

Id	Name	Ingredients Counts	Users Counts	Ingredients API
#223	Black Pepper	0	0	Empty
#6	Dairy (Lactose)	66	23	Dairy
#4	Eggs	39	4	Eggs

Ingredients Dislikes   ⑦ Help

Add new

Copy CSV Excel PDF Print

Show 10 entries   Search:

Id	Name	Ingredients Counts	Users Counts	Ingredients API
#57	Artichoke	2	12	Empty
#13	Asparagus	5	21	Empty
#46	Bacon	1	17	Empty

Add New → Empty page: Enter a Name, Select an Ingredient API, and hit Save.

Ingredients Counts: number of ingredients created in Kitchen with this tag

Users Counts: number of users who specified this allergen/dislike on their profile

Ingredient API: link to a tag that items in the database are attached to, so that when importing ingredients in Kitchen from the database, these tags will be pulled in the way your system configures them.

Weekly Subscription

Create renewing plans with which customers can subscribe to a set number of meals each week.

Add new → new Subscription page

- Set an internal Plan Nickname, and a Plan Name for front-end display
    - Sort Display Order – use a number to force the order in which subscription options will appear to customers
- Renewal
    - Weeks – length of time each subscription renewal includes
    - Renewal Day – day of the week that this plan will renew
    - Buffer Days to Charge Before Renewal – payment will start X days before renewal, and retry each day until Renewal Day if it fails
- Portion Size – size for which the set's price accounts for; allow all portion sizes will charge an upgrade price to choose a larger size
- Group (Weekly Subscription Groups)
- Start on – day of the week a subscription's first selection can be chosen

Save → a new section will appear to manage prices

Prices [Add Price]

Add Price → new price page

- Days Per Week: number of days of food each week includes
  - Del. on: number of days of food customers will receive on each pickup/delivery date
- Meals Per Day: number of meals each day of food includes
  - Categories: number of meals in this category each day of food includes (across categories, must add up to meals per day, unless all are 0, which allows customers to select any meal on the menu)
- Price: amount customers will be charged for each renewal (for all weeks), excluding upgrade prices and surcharge prices
  - Use this guide to calculate based on set meal prices/discounts

[SAVE]

⑦ Help

Days Per Week	Meals Per Day	Price

In which days you deliver the subscriptions?

Write how many days of food are delivered on each date. Example, if you have a 5 days per week plan. And you deliver everything on Sunday. Then write 5 for Sunday, because 5 days worth of food is delivered on that date. If you deliver 7 days a week twice a week (Sunday and Wednesday) then you're delivering 3 days worth of food on Sunday (Mon. Tues. Weds) and 4 days worth of food on Wednesday (Thurs. Fri. Sat. Sun.). The Total Amount needs to equal to the amount you enter for days per week.

Del. on Monday	Del. on Tuesday	Del. on Wednesday	Del. on Thursday

Del. on Friday	Del. on Saturday	Del. on Sunday	

⑦ Help

How many meals of each type?

Write how many of each type of meal you are delivering PER day. If you are sending 4 meals per day, and each day the client is getting 3 entree and 1 breakfast. You will write that in the appropriate categories. The total amount needs to be equal to the meals delivered PER day.

300 Calorie Meal	Breakfast	demopack	Drink
0	0	0	0

Entree	Gluten Free	Keto	Life-Style Breakfast
0	0	0	0

Lifestyle	Low Carb	Lunch	Main Meal
0	0	0	0

- In the table, click any value to go to the price page and make changes to the price, delivery dates, or categories

Days per week	Meals per day	Price	Delivery meals	Categories
5	1	$100.00	2XWed, 3XSun,	
5	2	$97.50	2XWed, 3XSun,	1XLife-Style Breakfast, 1XLifestyle,
5	3	$146.25	2XWed,	1XLife-Style Breakfast,

Weekly Subscription Groups

Create groups for subscriptions that customers could select first.

Add new

Id	Name	Categories	Status
#6	Keto Plan	Keto	ACTIVE
#1	The Lifestyle Plan	Entree Lifestyle	ACTIVE

Show 10 entries

Copy CSV Excel PDF Print

Search:

Add new → empty subscription group page

- Name, Description, Categor(ies, Category Union for combinations of multiple) to specify which meals can be chosen for subscriptions in this group (System Default set in Configurations)
- If there are already subscribers, select Changes in this plan will affect before hitting Save.

Is Active?

Changes in this plan will affect

Only on new subscriptions

(+)

Name

Categories

Select Some Options

Category Union

System Default

Description

Meal Packs

Create sets of meals which customers can purchase one time.

Add new → new Meal Pack page

- Name and Description to display
- Number of Meals customers can select
  - How many meals of each type? number of meals in each category this set includes (across categories, must add up to Number of meals, unless all are 0, which allows customers to select any meal on the menu)
- Portion Size – size for which the set's price accounts for; allow all portion sizes will charge an upgrade price to choose a larger size
- Price: amount customers will be charged for each renewal (for all weeks), excluding upgrade prices and surcharge prices

Macros

Specify which and how nutritional information will be shown.

- **Front,** Labels → Hide, Show in calories, Show as Primary Information, Show as Sub Information
- **Round Decimals**
- **Ingredient API** → link to a field calculated for in items in the database, so that when importing ingredients in Kitchen from the database, the macro information set will be pulled in the way your system configures them.

Edit macros   ⑦ Help

CSV | Excel | PDF | Print

Search: _____

↑ Macro	Daily Value	Sufix	Front	Labels	Round Decimal	Ingredients API
Calcium	1300	mg	Hide	Hide	2	Calcium
Calories	2000	cal	Show in calories	Show in calories	0	Calories
Cholesterol	300	mg	Show as Primary Information	Show as Primary Information	2	Cholesterol
Dietary Fiber	28	gr	Show as Primary Information	Show as Primary Information	2	Dietary Fiber
Included sugars	50	gr	Hide	Show as Primary Information	2	Included sugars
Iron	18	mg	Hide	Show as Sub Information	2	Iron
Potassium	4700	mg	Hide	Show as Sub Information	2	Potassium
Protein	50	gr	Show as Primary Information	Show as Primary Information	2	Protein

Portion Sizes

Manage different sizes that meals may be offered in, where customers can upgrade one recipe from one size to another.

Id	Name	Status
#2	Extra Large	ACTIVE
#3	Family Size	ACTIVE
#1	Large	ACTIVE
#-1	Regular	ACTIVE

Showing 1 to 4 of 4 entries

Add new → empty Portion Size page: space to change the name

- Ensure that the portion size with ID #-1 is your smallest and cheapest size. Meals will default to this size and customers may upgrade if available.

Units

Manage units in which you may calculate ingredients for recipes.

Id	Name	Short Name	Ingredients API
#7	Cup	cup	Cup
#13	Deciliter	dl	Deciliter
#18	Fl Oz	floz	Fl Oz
#10	Gallon	gal	Gallon
#1	Gram	gr	Gram
#15	kilogram	Kg	kilogram
#2	Litre	L	Litre
#11	Miligram	mg	Miligram
#19	New Servings	SRV	

Add new → empty Unit page: space to change the name, short name, for reports, and ingredient API (link to a unit calculated for in items in the database, so that when importing ingredients in Kitchen from the database, the units will be pulled in the way your system configures them.)

Business Settings

[Coupons](#)
[Giftcards](#)
[Cut Off Timer](#)
[Faqs](#)
Configuration > [Business](#), [Marketing](#), [Order](#), [Theme](#)
[Users Profiles](#)
[Kitchen Locations](#)

Coupons

Manage discounts customers may use.

Add new → empty Coupon page

- Identification
  - o Name that appears on the invoice
  - o Code that customers would type in at checkout (not case-sensitive)
- What the customer will receive
  - o Type and Value of monetary discounts
    - ▪ Current checkout subtraction – Amount in Cart - Fixed Dollar Amount ($); Percentage of Cart (Subtotal)
    - ▪ Digital Wallet credit addition, upon completion of checkout – Fixed Dollar Amount to add to Digital Wallet; Fixed Percentage to add to Digital Wallet (Subtotal)
    - ▪ Value: amount or percentage
  - o Offer Extra Items: added to the current checkout for $0.00.
  - o Delivery
    - ▪ Offer Free Shipping?: Delivery fee waived.
    - ▪ Discount Applied to Delivery Fee?: Dollar amount applies to delivery fee first, or percentage includes delivery.
  - o *NOTE: IF YOU ONLY WANT TO OFFER THE EXTRA OR DELIVERY COUPON, SET VALUE TO 0
- Availability
  - o End Date – last date this coupon can be used on (not required)

Name	Code	End Date
		⑦ Help
Type	**Value**	**Minimum Cart Value Required To Apply ($)**
Amount in Cart - Fixed Dollar Amount ($)	0	0
How Many Coupons Exist	⬤ Limited One Use per Customer	⬤ Limited to First Time Buyers
Available Quantity	⬤ Auto Apply Coupon to Cart	⬤ Is Active?

Offer Extra Items

Extra Item

No item ▾

Delivery

⬤ Offer Free Shipping?   ⬤ Discount Applied to Delivery Fee?

Allow on

⬤ Proteins by the Pound	⬤ Custom Meal Builder	⬤ Extras
⬤ Gift Card	⬤ Grab and Go	⬤ À la Carte
⬤ Meal Packs	⬤ Weekly Subscription	⬤ Weekly Subscriptions

Giftcards

Manage gift cards customers have purchased.

Id	Code	Value	Checkout	Created on
#2	gc5d0d27182b5b6	$100.00	#63	Jun 21, 2019 01:51 PM
#4	gc5d3a3af559811	$25.00	#1705	Jul 25, 2019 06:27 PM
#6	gc5d5aab0eaeb68	$100.00	#3166	Aug 19, 2019 08:58 AM
#8	gc5d60263b1f13b	$25.00	#3524	Aug 23, 2019 12:45 PM
#10	gc5d8a61c86414e	$50.00	#5567	Sep 24, 2019 01:34 PM
#12	gc5ea98e50b0907	$50.00	#6539	Apr 29, 2020 09:25 AM
#14	gc5fac8ba497654	$50.00	#7412	Nov 11, 2020 07:11 PM

Showing 1 to 7 of 7 entries

ID# →

Edit Gift Card

SAVE   Resend Email   Cancel

Email To Send

email

Phone To Send

1234567890

Cut Off Timer

Manage the cut off times after which customers can no longer place orders from certain upcoming menus, to automatically close meal selections.

Turn on the toggle for any day that there will be a cut off on.

- Days to Close: how many days after this day of the week that customers cannot place orders for once the cut off is triggered.
- Time to Close: specify the time the cut off will be triggered on this date.
    o Control with the arrows, or by clicking the hour, minute, or AM/PM

Faqs

Add new → new FAQ page: Title (Question), Content (Answer), Delete button

Configuration > Business: [General](#), [Cart](#), [Dashboard](#), [Integrations](#), [Kitchen](#), [Labels](#), [Payment](#), [Website](#)

Business: General

Manage how customers can choose and receive meals.

- Allow Deliveries: Yes or No
  - Delivery will or will not be a shipping option. Further availability specifications can be made in Delivery Routes & Methods.
- Allow Pickups: Yes or No
  - Pickup will or will not be a shipping option. Further availability specifications can be made in Pickup Locations.
- Charge taxes on delivery: Yes or No
  - The tax rate will or will not be applied to the Delivery Fee created in Delivery Rates - Zipcode.
- Meals Filtering
  - When ordering A La Carte, If a customer selects 2+ Diet categories and 2+ Type categories to add as filters, the meals they will see when they apply the filters will be tagged with
  - AND: all selected Diet categories and all selected Type categories.
  - OR: 1+ selected category.
  - Default: 1+ selected Diet category and 1+ selected Type category [(Diet or Diet) AND (Type or Type)].
- Show Meal Category Tags on Menu: Yes or No
  - The Category Tags will or will not be shown on the View Menu page when viewing all the meals at once.
    - Note: If a customer is making a selection, the categories will always be shown, unless in the Meal Categories page, both colors are white, or Show to User is turned off.

Key	Value
Allow Deliveries	Yes
Allow Pickups	Yes
Charge taxes on delivery?	No
Meals Filtering (Default = A or b AND 1 or 2 | Or = A or B or 1 or 2 | And = A and B and 1 and 2)	AND
Show Meal Category Tags on Menu	No

Business: Cart

- Manage how much a customer must purchase in order to checkout.
- A La Carte Minimum Dollar Amount
  - A la Cart: Amount ($) Minimum Value (excluding tax): number
    - A customer will have to spend this numerical cost value on A La Carte items in order to complete a checkout that contains A La Carte items.
  - A la Carte: Amount ($) Minimum Per Delivery Day or Per Cart
    - Per delivery day: if in one checkout, a customer purchases items to be received on multiple days, the minimum must be met for each day that customers will be receiving their meals.
    - Per cart: a customer's total at checkout must meet the minimum.
  - A la Carte: Is the Amount ($) Minimum Applied to Discounts
    - Subtotal With discounts: the customer's total, after discounts have been applied, needs to meet the minimum.
    - Subtotal Without discounts: the customer's subtotal, before discounts have been applied, needs to meet the minimum.
  - If not met, the following will be displayed to customers:
    - (A La Carte page) We have a $X order minimum for A la Carte. You have $n in the cart currently. Please add an additional. $X-n to your cart to complete your checkout.
    - (Cart) We have a $X item order minimum for A la Carte. You've selected $n/$X. Please select $X-n more meals to checkout.

Key	Value
A la Cart: Amount ($) Minimum Value (excluding tax)	50
A la Carte: Amount ($) Minimum Per Delivery Day or Per Cart	Per delivery day
A la Carte: Is the Amount ($) Minimum Applied to Discounts	Subtotal Without discounts

- A La Carte Minimum Item Amount
  - A la Carte: Item Minimum per Checkout: number
    - A customer will have to purchase this many A La Carte items in order to complete a checkout that contains A La Carte items.
  - If not met, the following will be displayed to customers:
    - (Cart) We have a X item order minimum for A la Carte. You've selected n/X. Please select X-n more meals to checkout.

A la Carte: Item Minimum per Checkout	5

- Any/Multiple Ordering System(s) Minimum Dollar Amount
  - Cart: Amount Minimum Applied to Discounts
    - Subtotal With discounts: total from modules, after applied discounts, must meet minimum.
    - Subtotal Without discounts: subtotal from modules, before applied discounts, must meet minimum.
  - Cart: Amount Minimum Per Delivery Day or Per Cart
    - Per delivery day: meals for each delivery/pickup day must meet minimum.
    - Per cart: a customer's total at checkout must meet minimum.
  - Cart: Amount Minimum Value (include delivery fee & exclude tax)
    - This must be spent from module items to purchase items from those modules.
  - Cart: Order Modules Amount ($) Cart Minimum Applies

    - Select ordering modules. The total amount spent from these ordering modules must meet the minimum.
      - Note: Don't check Choose Meals On Subscriptions, or a checkout that only contains subscription selections (price: surcharges and upgrade prices) must meet the minimum.
    - If not met, the following will be displayed to customers:
      - (Cart): You have $n in the cart currently. Please add an additional $X-n to your cart to complete your checkout.

Cart: Amount Minimum Applied to Discounts	Subtotal Without discounts
Cart: Amount Minimum Per Delivery Day or Per Cart	Per delivery day
Cart: Amount Minimum Value (include delivery fee & exclude tax)	100
Cart: Order Modules Amount ($) Cart Minimum Applies	A la cart GiftCards

- Force Agree on cart
  - Client just need to checkout: customers will be shown a message that says By clicking checkout you agree to our Terms & Conditions.
  - Client need to pick the agree box: customers will need to click a checkbox that says I agree to the Terms & Conditions to order.
- oneTimeFee: number
  - Upon their first checkout from their profile, customers will have to pay this amount.

Force Agree on cart	Client just need to checkout
oneTimeFee	10

Business: Dashboard

- Manage the links you want to have easy access to when you log in to the admin dashboard, in the Quick Links section, and how will they appear.
- Quick link n
  - Type a link.
    - Note: if it's a page within the Sprwt system, you can start after the domain name, e.g. /admin/menus.
    - Note: if it's a page outside of the Sprwt system, make sure you start with the http
- Quick link name n
  - Type a name that can be clicked on to reach Quick link n.

Key	Value
Quick link 1	admin/reports/chefs
Quick link 2	admin/reports/labels
Quick link 3	admin/reports/delivery
Quick link 4	admin/ingredients/0
Quick link 5	admin/meals/0
Quick link 6	admin/menus
Quick link name 1	Cooking Report
Quick link name 2	Generate Labels
Quick link name 3	Delivery Report
Quick link name 4	Create Ingredient
Quick link name 5	Create Receipe
Quick link name 6	Set Menu

Business: Integrations

- Manage which Facebook and captcha to integrate and secure your site.

Key	Value
facebook_appid	*Empty*
facebook_appsecret	*Empty*
facebook_pageid	*Empty*
facebook_themecolor	*Empty*

- Click this link to create a new Google reCAPTCHA.
    - Select reCAPTCHA v2, then select the specific validation type you'd like to use.
    - Enter the domain name that your Sprwt site will be directed to when you launch.
    - Enter the email that you'd want to use to log in to the Admin Console and adjust security preferences and track interaction.
- When you submit the form, enter the Secret Key and Site Key in Google Recaptcha - Secret Key and Google Recaptcha - Site Key**.**

Google Recaptcha - Secret Key	6Lf288UZAAAAAASIK1ZUGJQ2vLrRvobyj2e-QAyk
Google Recaptcha - Site Key - Go to https://www.google.com/recaptcha/admin/create	6Lf288UZAAAAAMcTZxUvPoP8UFc-_3x4fEWXmbb2
hotjar_id	*Empty*

Business: Kitchen

- Calendar Visible Date Range: number
    - Customers can see this many upcoming menus (regardless of how many menus are set in Meal Prep Menu) and make purchases.

Key	Value
Calendar Visible Date Range	5

- How do you want to display ingredients on website?
    - Do not show sub-recipes or ingredients
    - Show Sub-Recipes only (Sub-Recipe, Sub-Recipe, etc.)
    - Show Sub-Recipes and its ingredient breakdown (Sub-Recipe (ingredient, ingredient, etc.), Sub-Recipe (ingredient, ingredient, etc.), etc.)
    - Show ingredients only (ingredient, ingredient, etc.)

How do you want to display ingredients on website?	Show Sub-recipes and its ingredient breakdown

- Show 'How To' on website?: Yes or No
  - On each of the ordering system pages, a How to Order X button that brings up a pop-up video of how to order from the ordering system will or will not appear.

Show 'How To' on website?	Yes

- Show Allergens / Show Diet Categories / Show Dislikes: Yes or No
  - Customers will or will not be able to select Allergens / Category Preferences / Dislikes on Profile Preferences that will automatically filter meals they can see.

Show Allergens	Yes
Show Diet Categories	Yes
Show Dislikes	Yes

- Show on Footer / Show on Header Menu / Show on Homepage: select ordering modules
  - Select which items ordering systems will appear in the Meal Ordering pages in the footer, menu bar Order drop down, and modules on the home page

Show on Footer	Packs By Pounds A la cart Custom Meals GiftCards Extras
Show on Header Menu	Packs By Pounds Choose Subscriptions A la cart Custom Meals GiftCards Extras
Show on Homepage	Packs By Pounds Choose Meals On Subscriptions A la cart Custom Meals

Business: Labels

- Manage the appearance of the labels.
- Custom Meal Builder, Extras, Meals, Proteins by the Pound Label
  - Select the fields that will appear on a label for each CMB item / Extras item / Meals (purchased from A La Carte, Subscription, or Meal Packs) item / BTP item.
- Expiration Date text: Enjoy by or Freeze by
  - This text will precede the expiration date.
- Meals Expiration Days (Labels): number
  - The expiration date that appears will be this many days after the customer receives the meals.
- Show Sub-ingredients on label
  - Yes
    - Sub-Recipe (ingredient, ingredient, etc.), Sub-Recipe (ingredient, ingredient, etc.), etc.
  - No
    - ingredient, ingredient, etc.

Key	Value
Custom Meal Builder	Company Logo Meal Name Customer Checkout ID Customer Name Expiration Date Ingredients Macros
Expiration Date text	Enjoy by
Extras	Company Logo Meal Name Customer Checkout ID Customer Name
Meals	Company Logo Order title Customer Checkout ID Customer Name Macros Expiration Date Subscription Group Name Ingredients Allergens Heating Instructions
Meals Expiration Days (Labels)	4
Proteins by the Pound Label	Company Logo Meal Name Customer Checkout ID Customer Name Expiration Date Ingredients Macros
Show Sub-Ingredients on label	Yes

Business: Payment

- Manage the currency your site uses.
- currencyCode: 3 character code, e.g. USD, GBP, RMB, etc.
- currencySymbol: symbol to represent the currency when displaying costs, e.g. $, £, ¥

Key	Value
currencyCode	USD
currencySymbol	$

Business: Website

- Manage how the website will be searchable.
- Company Email: contact email for header, footer, Contact page.
- Company Favicon: 100x100 JPG or PNG image for browser tab icon.
- Company Logo: image file for navigation bar, dashboard, labels.
- Company Main Address: text, for Contact page.
- Company Main Address - Latitude and Company Main Address - Longitude: decimal-formatted coordinates to pinpoint the Contact page interactive map.
- Company Phone Number: contact phone number for header, footer, Contact page
- Company State: SEO state
- Company State Abbreviation: two letters, SEO state abbreviation
- Company Website URL: final site
- Company Zipcode: SEO zip code

Key	↓↑	Value
Company Email		support@sprwt.io
Company Favicon		Choose File No file chosen
Company Logo		client_logo.svg Ⓧ
		Choose File No file chosen
Company Main Address		777 S Federal Highway
Company Main Address - Latitude (Ex: 0,6632321225)		40.511965
Company Main Address - Longitude (Ex: 0,6632321225)		-74.249234
Company Phone Number		+1 917 639 5912
Company State		New York
Company State Abbreviation		NY
Company Website URL		https://demo.sprwt.io/
Company Zip Code		3360600000

- Custom Badge - Color: HTML color code for custom banner on meals.
- Custom Badge - Title: text for custom banner on meals.
- Fields mandatory on Register: fields necessary to successfully register a customer profile.
- Fields to ask on Register: fields for customer profile register page.
- Premium Badge - Color: HTML color code for premium flag on meals.
- Premium Badge - Title: text for premium flag on meals.
- Show Countdown: Yes or No, timer to cutoff clock for the header
- System Email - BCC Email Address: email addresses separated with semicolons, to which checkout confirmations will be sent.
- System Email - Email Address From: email address on behalf of which customers will receive confirmations.
  - Note: once changed, click **Click to Verify email** at the top of the page → sends a verification link from AWS SES.

Custom Badge - Color (Ex: #ff8400)	#ff8400
Custom Badge - Title	Custom
Fields mandatory on Register	Name
	Phone
Fields to ask on Register	Name
	Phone
	Birthdate
	Optin SMS
	Optin EMAIL
Premium Badge - Color (Ex: #f70000)	#f70000
Premium Badge - Title	Premium
Show Countdown	Yes
System Email - BCC Email Address (Separated by ;)	rui.marinho@slickviewstudios.
System Email - Email Address From	crystal@sprwt.io
System Email - Name from	Demo Sprwt Management Sys

- System Email - Name from: name which customers will see that automatic order confirmations are coming from.
- Website description: text, description for your site in a search engine listing.
- Website Title: text, name of your site that appears in a search engine listing.

| Website Description | Our chefs hand-prepare each ... each customer, to accommoda... preferences. |
| Website Title | Demo Sprwt Meal Prep |

Configuration > Marketing: Analytics, Giftcards, Hub, Social

Marketing: Analytics

- Bing Webmaster - Verification Code
- Facebook Pixel Code
  - Click **this link**.
  - Click Get Started under Business or Brand.
  - Create an ad account.
  - Create a pixel.
  - Copy the Pixel ID.
- Google Adwords Conversion Label
- Google Adwords Tracking Number
- Google TagManager
- Google Webmaster - Verification Code

Key	Value
Bing Webmaster - Verification Code	Empty
Facebook Pixel Code	Empty
Google Adwords Conversion Label	Empty
Google Adwords Tracking Number	Empty
Google Analytics Tracking Number	UA-161807272-1
Google TagManager (GTM-XXX)	Empty
Google Webmaster - Verification Code	Empty

Marketing: Giftcards

- Allow Shipping: if your company has a physical gift card to deliver.
- Description, Subtitle, Title, giftcard_image to appear on the home page and gift card ordering page
- Required Fields
  - Recipient information that must be entered.
- Values: numbers separated by |
  - Each number will appear as an option available for customers to select titled $n.

Key	Value
Allow Shipping	No
Giftcard: Description	Empty
Giftcard: Subtitle	Empty
Giftcard: Title	Gift Card
giftcard_image	giftcard_image.png (X) Choose File No file chosen
Required Fields	Name Email Phone
Values (Separated by '|' Ex: 10.20|20|30)	50|75|100|150|200|250

Marketing: Hub

- Referral Program
  - Allow Refer a Friend: Yes or No
    - Invite your friends and get money! profile **card** → popup with unique referral registration link & various send methods
  - Digital Amount to Referred Customer: numerical value
    - New accounts created with referral links will receive this credit.
  - Digital Amount to Referring Customer: numerical value
    - Account from which referral links are generated will receive this credit when new accounts are created with it.
  - Show Invite a Friend in the Site Footer: Yes or No
    - Invite a friend footer **Button** → referral link popup

Key	Value	
Allow Refer a Friend	Yes	
Digital Amount to Referred Customer	10	
Digital Amount to Referring Customer	10	
Show Invite a Friend in the Site Footer	Yes	

- Birthday Program
  - Birthday Present Amount
    - Amount to added to a digital wallet on the birthday listed in customer profiles.

Birthday Present Amount	20

- Reviews
  - Facebook review URL and Google Review URL
    - If either one of these fields is not empty, Give us your feedback profile card with **button** → open a new tab with link.

Facebook review URL	https://www.facebook.com/sprwt.io/reviews
Google review URL	https://www.youtube.com/watch?v=oBpaB2YzX8s

- Loyalty Program
  - Loyalty Cashback Percentage: numerical value
    - Whenever any customer makes a purchase, they will receive this percentage of their checkout into their digital wallet.

Loyalty Cashback Percentage	3

Marketing: Social

Add links to create a button in the footer that will open a new tab that will direct to that link.

Key	⬇	Value
Facebook		https://www.facebook.com/sprwt.io
Instagram		https://www.instagram.com/sprwt.io
Twitter		*Empty*
Youtube		*Empty*

Configuration > Order: A la Carte, By The Pounds, Custom Meal Builder, Extras, Grab And Go, Packs, Subscription

For all ordering systems, (Subscription: Module Meals and Module Subscription)

- Home page modules may include: Description, Module Image / Change the Image on the Home Page Module, Subtitle
- Title: how the ordering system's page will appear in the Order drop down

Key	⬇	Value
A la Carte: Description		*Empty*
A la Carte: Module Image		mealsbyunit_image.png ⓧ Choose File No file chosen
A la Carte: Subtitle		*Empty*
A la Carte: Title		À la Carte

Order: By The Pounds and **Order: Custom Meal Builder** and **Order: Packs**
- **Allow Customers to Create Multiple Combos in one a Single Order**
  - **Add another combo** button on ordering page → new combo
- **Allow Customers to Modify Quantity of a specific Combo**
  - Option to change combo quantity on ordering page, next to Combo #

BTP: Allow Customers to Create Multiple Combos in one a Single Order	Yes
BTP: Allow Customers to Modify Quantity of a specific Combo	Yes

Order: By The Pounds and **Order: Custom Meal Builder**
- By the Pounds: n = 1 or 2; Custom Meal Builder: n = 1 or 2 or 3 or 4
  - **Option n Active**, **Choose your (Title)** section on ordering page
  - **Option n Is Required?**, **No (Title)** (BTP) or **--Not Wanted--** (CMB) option on ordering page
  - **Option n Title**, Name of section on ordering page

BTP: Option 1 Active	Yes
BTP: Option 1 Is Required?	Required
BTP: Option 1 Title	Proteins

Order: By The Pounds
- **Allow Customer to Choose a Custom LB Quantity**: Yes or No
  - **Choose your quantity**: **Custom** option → type an integer

Key		Value
BTP: Allow Customer to Choose a Custom LB Quantity		Yes

- **Quantity Options**: integers separated by |
  - **Choose your quantity**: each integer will appear as an option available for customers to select titled **n Lbs**.

Key		Value
BTP: Quantity Options (E: 1|2|3 Note: Separate by '|' symbol)		1|2|

Order: Extras
- **Add a Popup on the Cart Preview Page**
  - Extra order popup when a customer navigates to the cart

Key		Value
Extras: Add a Popup on the Cart Preview Page		No

- **Show on the Cart Preview Page**
  - Extra order section at the bottom of the checkout cart preview page
- **Show Popup on Every Load**
  - Extra order popup on every new or refreshed page

Key		Value
Extras: Show on the Cart Preview Page		Yes
Extras: Show Popup on Every Load		No

Order: Packs
- **Allow Random Meals**
  - **Randomly select meals** for each pack → fills up a pack

Key		Value
Packs: Allow Random Meals		Yes

- **Show Modal 'All Meals Selected'**: Show or Hide
  - A popup when pack is full: **ALL MEALS SELECTED You selected all the meals for this pack** with button → cart.
- **Show Modal 'Ask for Extras or Combos'?**
  - A popup when pack is full: **BEFORE FINISHING...Do you want add any Extra Combo or Extra Addon to this day?** with **No** button and **Yes** button → **WHAT WOULD YOU LIKE TO ADD?** popup with **ADD EXTRA COMBO** & **ADD EXTRA ADD ON** button.

Key		Value
Packs: Show Modal 'All Meals Selected'		Show
Packs: Show Modal 'Ask for Extras or Combos?'		Show

Order: Subscription
- **Auto Renew Default**: Auto or Manual
  - o New subscriptions will be by default set to this option for renewal.
- **Client can choose meals?**
  - o Meal selection section on profile subscription settings
- **Client can set Auto Renew?**
  - o Automatic/Manual renewal option when selecting a subscription
- **Client skip Settings**
  - o Renewal date adjustment after skip:
  - o **Manually adjust Renewal Settings**: customers must set
  - o **Renew on current renewal date for the last week available**: same day of the week at the end of current billing period.
  - o **Renew on last day of deliveries**: last day they will receive meals.
- **Meal Plan: Allow Extra Meals**
  - o Add another meal for A La Carte cost on subscription page button
- **Meal Plan: Allow Random Meals**
  - o **Randomly select meals** button for customers

Key	Value
Auto Renew Default	Auto
Client can choose meals?	Yes
Client can set Auto Renew?	Yes
Client skip Settings	Renew on last day of deliveries
Meal Plan: Allow Extra Meals	Yes
Meal Plan: Allow Random Meals	Yes

- **Show Cancel request button on profile**
  - o **Request to cancel** button for customers
- **Subscription Start Date Buffer Period (in weeks)**: Integer

Show Cancel request button on profile	Yes
Subscription Start Date Buffer Period (in weeks)	7

Configuration > Theme:

Theme: About

- < 2000 characters per field
- About: Description
- About: Description Bottom
- About: Image
- About: Title
- About: Title Bottom

Key	Value
About: Description	About: Description
About: Description Bottom	About: Description Bottom
About: Image	theme_about_image.jpg (X) Choose File No file chosen
About: Title	About: Title
About: Title Bottom	About: Title Bottom

about title

about description
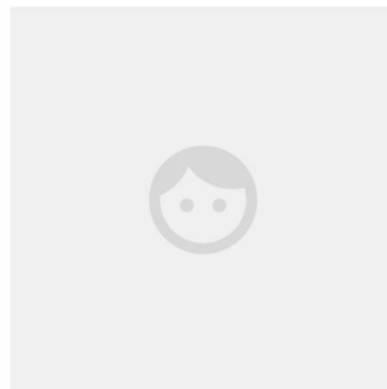
about title bottom

about description bottom

Theme: Contact Us

- Company: Show Address
- Company: Store Hours
- Company: SubTitle

Key	Value
Contact: Show Address	Yes
Contact: Store Hours	Contact: Store Hours
Contact: SubTitle	Contact: SubTitle

Contact

Contact: SubTitle

Company Main Address

Get in touch

Company Phone Number

Company Email

Store Hours:
Contact: Store Hours

Theme: General

- Image Placeholder
- Primary Color: HTML color code for buttons, highlights, ½ How it Works, ½ modules
- Primary Color - Contrast Color: HTML color code for text against primary color
- Secondary Color: HTML color code for ½ How it Works, ½ modules, countdown timer
- Secondary Color - Contrast Color: HTML color code for text against secondary color

Key	Value
Image Placeholder	Choose File No file chosen
Primary Color (#FFFFFF)	06B4FC
Primary Color - Contrast Color (#FFFFFF)	#fff
Secondary Color (#FFFFFF)	d6da78
Secondary Color - Contrast Color (#FFFFFF)	#fff

Theme: Home

- Select which zones of the home page template you'd like to show or hide.

Banner: Title
Banner: SubTitle
Banner: Button Title

Key	Value	
2. Zones to Load	☑ Banner	
	☑ Slider	
	☑ How it Works	
	☑ Zoom Cards	
	☑ Current Menu	
	☑ Modules	
	☑ Faqs	
	☑ CTA	
	☑ Reviews	
	☑ Giftcard	
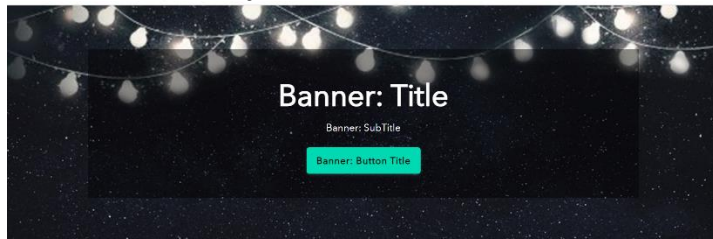
- Banner: Button Title, Button Url, Image, SubTitle, Title

CTA: Title
CTA: Subtitle
CTA: Button Title

Banner: Button Title	Banner: Button Title
Banner: Button Url	https://www.instagram.com/eajpark/
Banner: Image	theme_banner_image.jpg ⓧ Choose File No file chosen
Banner: SubTitle	Banner: SubTitle
Banner: Title	Banner: Title
CTA: Button Title	CTA: Button Title
CTA: Button Url	Empty
CTA: Full Width	Yes
CTA: Image	theme_cta_image.jpg ⓧ Choose File No file chosen
CTA: Subtitle	CTA: Subtitle
CTA: Title	CTA: Title

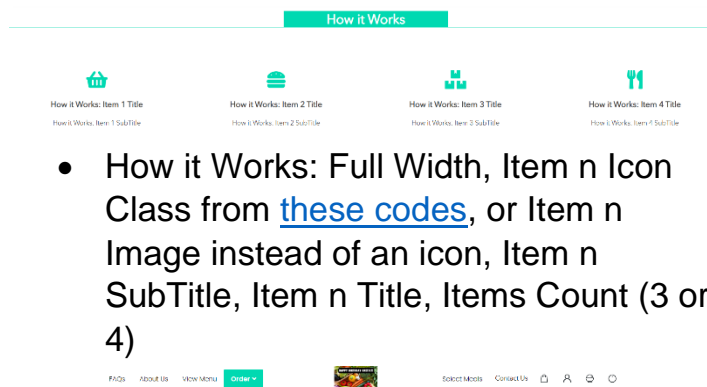- CTA: Button Title, Button Url, Full Width, Image, Subtitle, Title
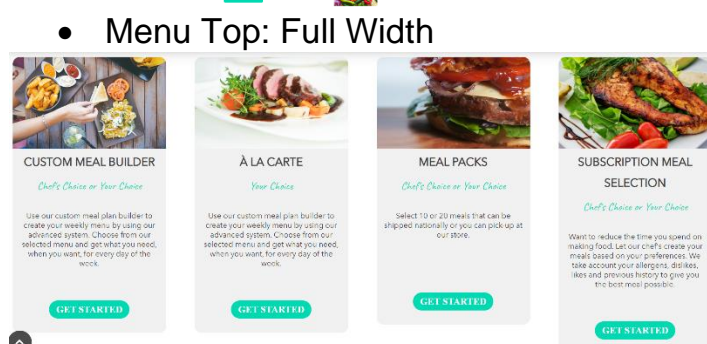
- Current Menu: Full Width, Title
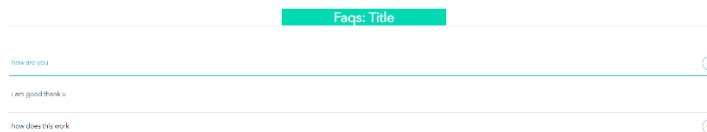
- Faqs: Title

- Gift Card: Button Title, Url, Subtitle, Title

- How it Works: Full Width, Item n Icon Class from [these codes](#), or Item n Image instead of an icon, Item n SubTitle, Item n Title, Items Count (3 or 4)


- Menu Top: Full Width

- Modules: Full Width

Current Menu: Full Width	Yes
Current Menu: Title	Current Menu: Title
Faqs: Title	Faqs: Title
Gift Card: Button Title	Gift Card: Button Title
Gift Card: Button Url	giftcard
Gift Card: Subtitle	Gift Card: Subtitle
Gift Card: Title	Gift Card: Title

How it Works: Full Width	Yes
How it Works: Item 1 Icon Class	fas fa-shopping-basket
How it Works: Item 1 Image	Choose File No file chosen
How it Works: Item 1 SubTitle	How it Works: Item 1 SubTitle
How it Works: Item 1 Title	How it Works: Item 1 Title
How it Works: Item 2 Icon Class	fas fa-hamburger
How it Works: Item 2 Image	theme_howitworks_item2_image.jpg ⊗ Choose File No file chosen
How it Works: Item 2 SubTitle	How it Works: Item 2 SubTitle
How it Works: Item 2 Title	How it Works: Item 2 Title
How it Works: Item 3 Icon Class	fas fa-boxes
How it Works: Item 3 Image	theme_howitworks_item3_image.jpg ⊗ Choose File No file chosen
How it Works: Item 3 SubTitle	How it Works: Item 3 SubTitle
How it Works: Item 3 Title	How it Works: Item 3 Title

How it Works: Item 4 Icon Class	fas fa-utensils
How it Works: Item 4 Image	theme_howitworks_item4_image.jpg ⊗ Choose File No file chosen
How it Works: Item 4 SubTitle	How it Works: Item 4 SubTitle
How it Works: Item 4 Title	How it Works: Item 4 Title
How it Works: Items Count	4
How it Works: Title	How it Works: Title
Menu Top: Full Width	No
Modules: Full Width	Yes
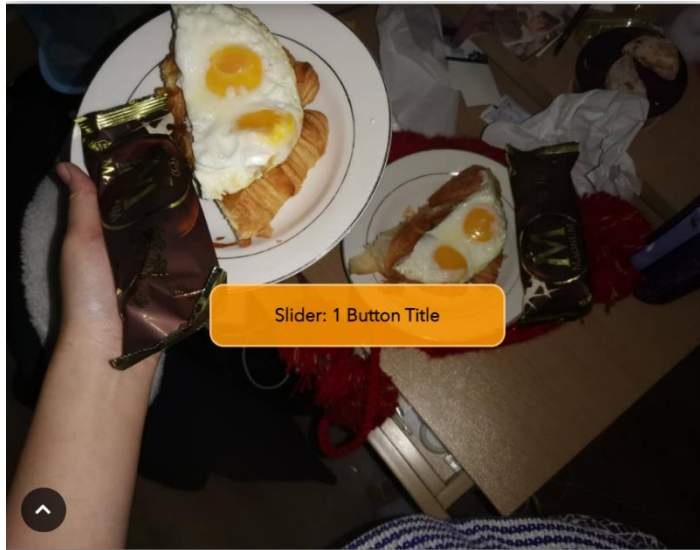
- Slider: n Button Title, Button Url, Image
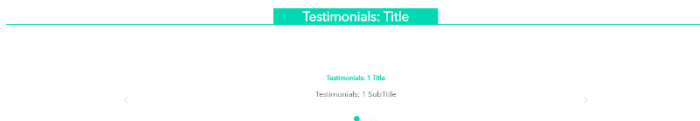
- Testimonials: n SubTitle, Title, Full Width, Title

- Zoomcards: Full Width
  - Click to shop A la Carte or Subscription

Theme: Macros

- For each ordering system, decide whether a macro chart for the order will be shown
- Global nutrition to display information on meal page

Slider: 1 Button Title	Slider: 1 Button Title
Slider: 1 Button Url	*Empty*
Slider: 1 Image	theme_slider_1_image.JPG (X) / Choose File No file chosen
Slider: 2 Button Title	Slider: 2 Button Title
Slider: 2 Button Url	*Empty*
Slider: 2 Image	theme_slider_2_image.JPG (X) / Choose File No file chosen
Slider: 3 Button Title	Slider: 3 Button Title
Slider: 3 Button Url	*Empty*
Slider: 3 Image	theme_slider_3_image.jpg (X) / Choose File No file chosen
Slider: 4 Button Title	Slider: 4 Button Title
Slider: 4 Button Url	*Empty*
Slider: 4 Image	theme_slider_4_image.JPG (X) / Choose File No file chosen
Slider: 5 Button Title	Slider: 5 Button Title
Slider: 5 Button Url	*Empty*
Slider: 5 Image	Choose File No file chosen
Slider: 6 Button Title	Slider: 6 Button Title
Slider: 6 Button Url	*Empty*
Slider: 6 Image	Choose File No file chosen
Testimonials: 1 SubTitle	Testimonials: 1 SubTitle
Testimonials: 1 Title	Testimonials: 1 Title
Testimonials: 2 SubTitle	Testimonials: 2 SubTitle
Testimonials: 2 Title	Testimonials: 2 Title
Testimonials: 3 SubTitle	*Empty*
Testimonials: 3 Title	*Empty*
Testimonials: 4 SubTitle	*Empty*
Testimonials: 4 Title	*Empty*
Testimonials: 5 SubTitle	*Empty*
Testimonials: 5 Title	*Empty*
Testimonials: 6 SubTitle	*Empty*
Testimonials: 6 Title	*Empty*
Testimonials: Full Width	Yes
Testimonials: Title	Testimonials: Title
Zoomcards: Full Width	Yes

Key	Value
A la Carte: Show Macros	Yes
BTP: Show Macros	Yes
CMB: Show Macros	Yes
Meal card: Show Macros	Yes
Meal Subscription: Show Macros	Yes
Packs: Show Macros	Yes
Show Macro Nutrition (global)	Yes

Theme: Navigation

- Name the pages, and decide which pages will be shown

Key	Value
Custom Link 1 - Start with http if external link	*Empty*
Custom Link 2 - Start with http if external link	*Empty*
Custom Link name 1	*Empty*
Custom Link name 2	*Empty*
Menu top position	Right
Name: About Page	About Us
Name: Contact Us	Contact Us
Name: Current Menu	View Menu
Name: Faqs	FAQs
Name: My Subscription	My Subscription
Name: Order	Order
Name: Pickup Locations	Pickup Locations
Name: Select Meals	Select Meals

Pages to show on footer

- About Page
- Current Menu
- Contacts
- Privacy Policy
- FAQ Page
- Pickup Point
- Select Meals
- My Subscription
- Custom Link 1
- Custom Link 2

Pages to show on header

- Order
- View Menu Page
- FAQ Page
- About Page
- Select Meals
- My Subscription
- Contact Us
- Pickup Locations

Show select meals on menu	Yes

Users Profiles

Create admin roles and the controls that those profiles have access to.

Users Counts: how many users have their roles set to this User Profile

Add new → empty Users Profiles page

Kitchen Locations

ID# → toggle on the Meal Prep Online Delivery Days and Grab and Go Refill Days, to specify what days will be standardized for the pickup/delivery dates to create menus for

Customer Orders

Each checkout has the following information:

- **+ →** Payment Method, (Payment) Status, Kitchen Location
- **Order # →** Customer Orders page
- Date (& Time)
- Type (Ordering Module)
- User
- Amount, Discounts

 Each Customer Orders page includes the following

- Print and Refund button
- **Client name →** Users page, Order # and date/time
- Client contact and shipping address
- **Edit Note →** change delivery note
- **Pickup/Delivery →** select Pickup Location or edit Shipping Address for each pickup/delivery date
- Bag information and status change button
- Partial Refund button
- Coupons applied
- Price and other Fees