# Creating time-based menus

Time-based menus fulfill the need to offer a different menu at different times of day, on different days of the week, on holidays or other special occasions.

To change the menu, follow steps 1, 2, and 14-18 (in that order).

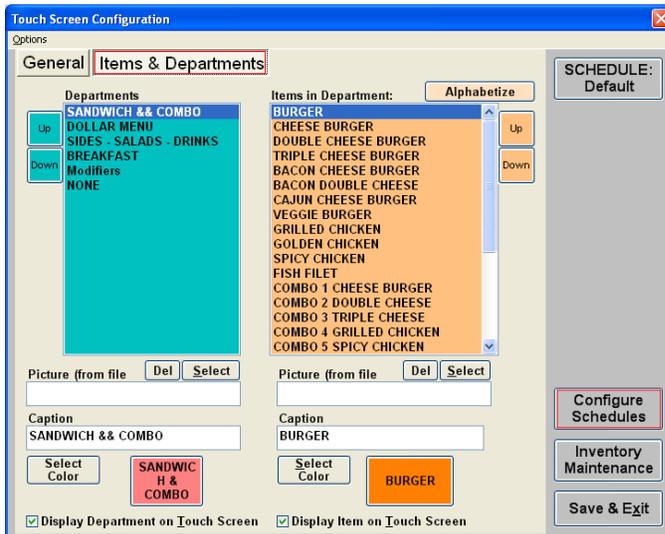To change the schedule, follow steps 1-3, select it from the drop-down list, and jump to step 7.

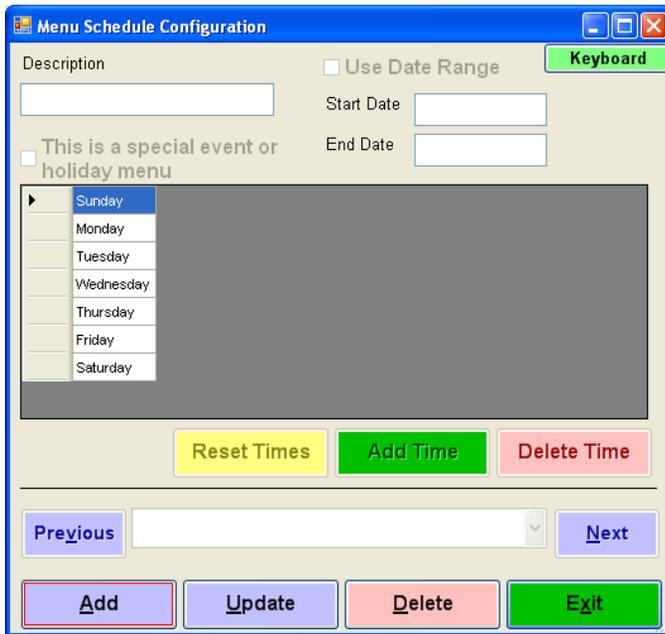**Creating a time-based menu**

Open RPE, select **Manager**, provide the requested credentials, and then follow these instructions.
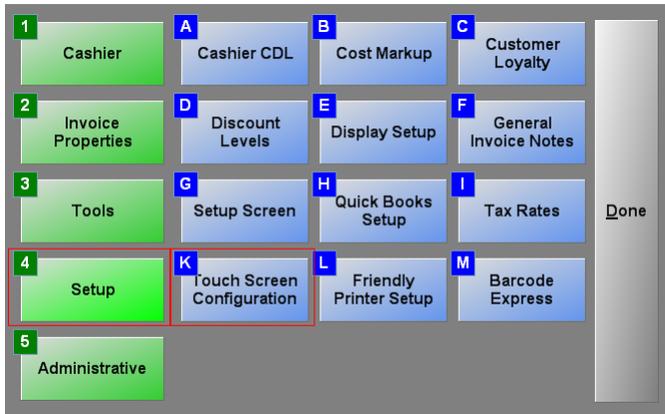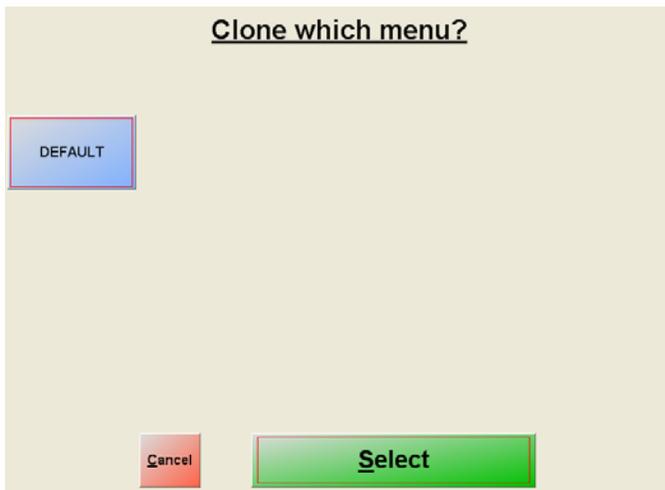
	1. Select **Setup** and then **Touch Screen Configuration**.
	2. Select the **Items & Departments** tab. 3. Select **Configure Schedules**.

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Menu Schedule Configuration Description ☐ Use Date Range Start Date End Date ☐ This is a special event or holiday menu Sunday Monday Tuesday Wednesday Thursday Friday Saturday Reset Times Add Time Delete Time Previous Next Add Update Delete Exit Keyboard	4. Select **Add**.
Clone which menu? DEFAULT Cancel Select	5. Select the menu that you would like to clone. 6. Select **Select**.

7. Provide a description of the menu.

8. Check **This is a special event or holiday menu** if it applies.

9. If you want the menu to be valid for a certain date range, check **Use Date Range** and then double-click on the **Start Date** and **End Date** fields to set the dates.

10. Modify times as necessary:

   - To delete times from a day, highlight those times and select **Delete Time**.

   - To add times to a day or to multiple days, select **Add Time** and follow the prompts.

   - To reset all times to their defaults, select **Reset Times**.

11. When you are finished, select **Save**.

12. Select **OK** when told that your schedule has been added.
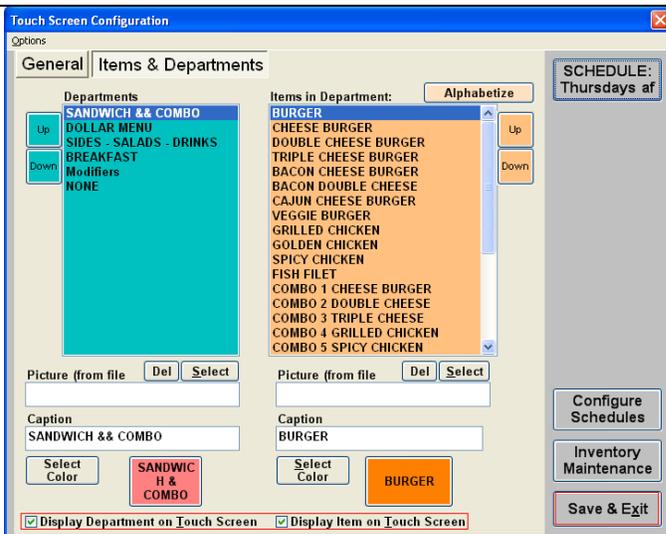
13. Select **Exit**.
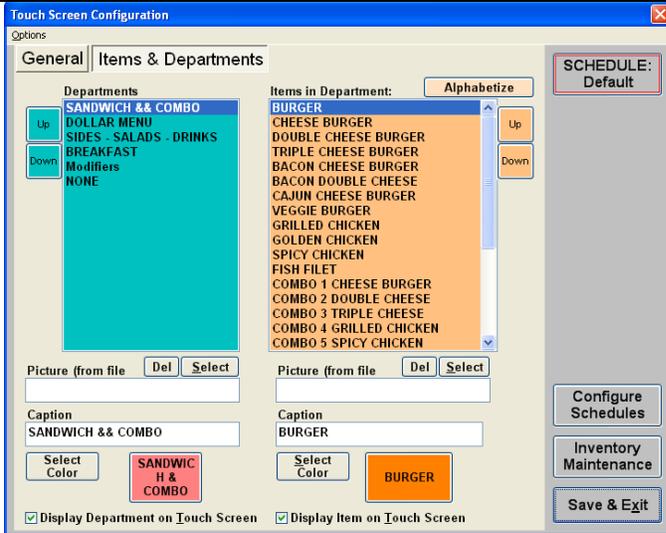
14. Select **SCHEDULE: Default** to change the menu being configured.
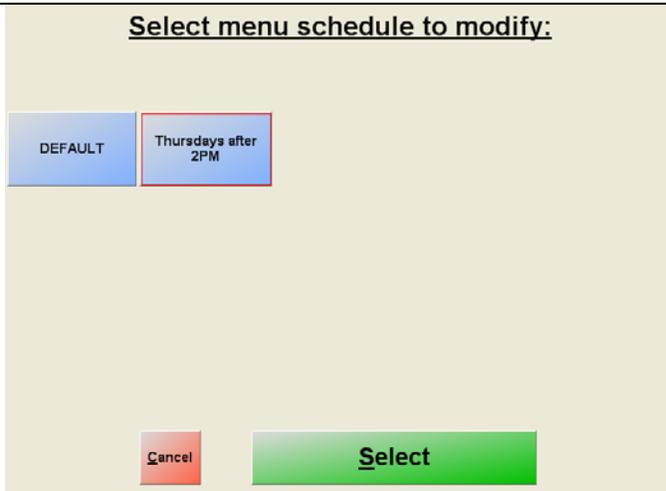
15. Select the menu that was created in steps 7-13.

16. Select **Select**.

17. Change which items and departments are displayed on the touch screen by checking and unchecking **Display Department on Touch Screen** and **Display Item on Touch Screen** where desired.

18. Select **Save & Exit**.

You have configured your first time-based menu!