

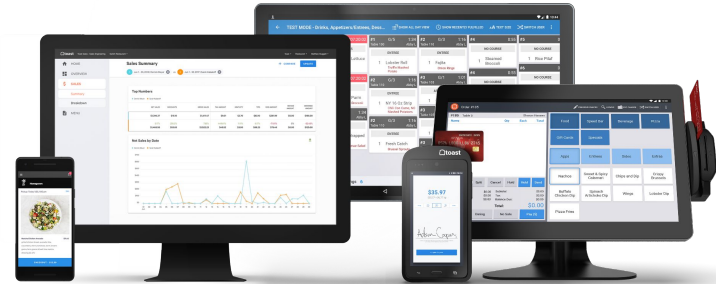
Let's **tap into** Routing Items on Toast



Routing items on ToastPOS



- **1** Routing Items - Text Walkthrough
- **2** Routing Items - Picture Walkthrough
- **3** Routing Items - FAQ



Routing Items to Different Printers on ToastPOS

- Toast Home Page
- Select “**Menus**” on Left Control Panel
- Select “**Advanced Properties**” under “Bulk Management”
- Make sure “**Prep Stations**” are selected in the “**Show/Hide:**” window (top right)
- Find menu you want to edit and drop down the menu
- Find the item you are trying to route in the specific menu it would be located in (i.e. Appetizers, Salads, Mains, etc).
- Change the Prep Station to whichever printer you want to reroute the item to
- Save
- Publish
- Test to make sure the item prints at the correct printer

Home

Reports

Employees

Payroll

Menus **1**

Takeout & delivery

Payments

Guest engagement

Front of house

Kitchen

xtraCHEF **NEW**

Integrations

Toast account

Welcome, Jimmy!

Data up to 09:00 AM

What are you looking for...

Edit time filter

Step 1: Select Menus from Home Page on Toast

Sales summary

Labor summary

Edit menus

Refund check

Employees

Time entries

Today
\$0
Real time

Last Tuesday
No change

HOURLY LABOR COST % OF NET SALES

Today
0%
as of 09:00 AM

Yesterday
No change

DISCOUNTS

Today
\$0
as of 09:00 AM

Yesterday
No change

PERFORMANCE CENTER **NEW**

Learn where orders come from and which offer higher margins.

NET SALES BY CATEGORY

NET SALES BY ITEM

Setup Checklist **BETA**

Next: Activate your Loyalty Program

The screenshot shows the Toast POS interface. At the top left is the Toast logo. The top navigation bar includes a location dropdown for 'Casablanca - Casablanca - 2... Suite 113', a search bar, a user profile for 'Jimmy', and a help icon. The left sidebar contains various management categories, with 'Menus' highlighted in red. The main content area is titled 'Menus' and features a 'Menu management' sidebar with options: 'Bulk management', 'Settings', and 'Reports'. The main content area displays two cards: 'Menu builder' (marked 'NEW') and 'Edit menus'. Below these is a link to 'Compare menu tools'. A red banner with white text reads 'Step 2: Select Advanced Properties under Bulk Management'. Below this banner, a red arrow points to the 'Advanced properties' option under the 'Bulk management' section, which is also highlighted with a red border. The 'Advanced properties' card includes the text 'View and edit all your menus on one screen', a red number '2', and a right-pointing arrow.

toast

Casablanca - Casablanca - 2... Suite 113
Casablanca

Search Jimmy Help

Home
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Menus

Menu management

- Bulk management
- Settings
- Reports

Menu management

Menu builder NEW

Our newest tool for creating and managing menus with improved workflows and streamlined settings

Edit menus

Original menu editing pages that contain all advanced menu features

[Compare menu tools](#)

Step 2: Select Advanced Properties under Bulk Management

Bulk management

Advanced properties 2 >

View and edit all your menus on one screen

Picture Walkthrough

toast

Casablanca - Casablanca - 2... Suite 113
Casablanca

Search Jimmy

Home / Manage Menus / Advanced Properties

Publish Save

Step 3: Make sure "Prep Stations" are visible in "Show/Hide" field

3 Show/Hide: Course, Prep Stations

	Course	
> Main Menu	None	Kitchen Name
> N/A Bevs	None	Description
> Wine	None	Calories
> Liquor	None	Visible To
> Cocktails	None	Prompt For Quantity
> Beer/Sake	None	SKU
> Karaoke Room Charges	None	PLU
> Wednesday Happy Hour	None	Inventory
> Palm Bar	None	Modifier Ordering Priority
> Chowly Open Item (do not delete)	None	Preparation
> Food (me&u) [5:00pm-10:00pm Wed-Sun]	None	Course <input checked="" type="checkbox"/>
> Food (me&u) [12:00pm-11:45pm Sat & Sun]	None	Prep Stations <input checked="" type="checkbox"/>
		Prep Time
		Sort Order

3

Step 4: Drop down menu you want to edit and find category > item

Home / Manage Menus / Advanced Properties

Publish

Save

Groups

> **Appetizers**

None (inherited)

Food (inherited)

> **Dumplings**

None (inherited)

Food (inherited)

> **Skewers & Grill**

None (inherited)

Food (inherited)

> **Noodles**

None (inherited)

Food (inherited)

> **Savory & Salad**

None (inherited)

Food (inherited)

4 > **Food (me&u) [12:00pm-11:45pm | Sat & Sun]**

None

Food

Groups

> **Appetizers**

None (inherited)

Food (inherited)

> **Dumplings**

None (inherited)

Food (inherited) ✓

> **Skewers & Grill**

None (inherited)

Drinks

> **Noodles**

None (inherited)

Food

5

> **Savory & Salad**

None (inherited)

No Print

> **Drinks (me&u) [5:00pm-8:00pm | Wednesday]**

None

Drinks 2

Step 5: Change Prep Station to whichever printer you want to print



Home



Reports



Employees



Payroll



Menus



Takeout & delivery



Payments



Guest engagement



Front of house



Kitchen



xtraCHEF **NEW**



Integrations

‘Why are my items printing at the wrong printer?’

Ensure that your categories and items are set to the correct “Prep Station”.

‘Is item routing based on how my current menu routes?’

Yes, we build your **me&u** menu based on your current item routing. If steps of service are changing, routing may need to be tweaked for a new bar printer or runner station.

‘Can an item print to multiple print stations?’

Yes, make sure each prep station you want your item to print at is selected.

‘How soon do these changes take effect?’

As soon as you hit “**Save**” and “**Publish**”, the items should be routing correctly.

‘Will I have to change every item to route differently?’

No; we will build your menu correctly and do a thorough testing prior to launch to ensure items are being routed to the correct printer or KDS.

‘Does this work for KDS systems as well?’

Yes, routing is done similarly to KDS systems as they are to individual print stations. Please ask your PL or AM for more assistance with your KDS if you need help.