Transcript for IRIS ParentMail — Create Register Schedule Video

This video describes how to add menu templates to registers in the Registers module in IRIS ParentMail.

This video is accessed from the Create Register Schedules Video topic in the IRIS ParentMail help centre.

Transcript

In this video, you will learn how to add your menu templates to your register schedule. Adding menus to your register schedule enables parents to book their child's meals in advance.

Once you've created your menu templates, you will navigate to **Registers**, **Registers**. Select your register and then click **Actions** and **Schedule**. This will bring up your scheduling calendar. Any days which show a little black dot are dates within the purchase window which was specified in your register's setup. These are dates that parents could make bookings for provided there is a published menu.

At the moment, you can see that I have no templates scheduled or published for the next month. Let's say for example, my children return to school on Tuesday the 3rd. First I will add a week. Click **Add Week** and select the appropriate menu template for that week. As I mentioned, Monday the 2nd is not a day that I want parents to be booking a meal for, so I will click **Edit Date**, scroll down to the bottom of the menu and click **Remove**. This means that the week is now not fully configured, so we need to replace Monday with a blank day. Click **Add Day**, choose the **Blank Day** template and this will turn Monday into a non-bookable day.

At this point you might have a special meal coming up this week. You don't need to make a brand new template for this special meal, you can simply amend the day on the schedule. Click **Edit Day**. And you can amend the main title, add a menu header and you can amend, remove, or add new options.

Once you are happy with your new menu, click **Save** and your week is now ready to be published. Click the **Publish** button and this pushes the week into the parent app so they can begin to book their children's meals.

You can publish weeks as far in advance as you like. When you publish a week, you'll see the menu changes. First, if the menu changes to green it's now bookable, and orange denotes past or future weeks. There is a **Stats** button which can be useful if the kitchen wanted a quick count up of how many meals are to be prepared on a future date. Remember that it is not possible to unpublish a week in which parents have already made bookings, so any changes to menus must be made before you publish them.