

This is a comprehensive guide on how to upload menu images into Sapphire and apply them to menu items.

1. Sign into Manage System and navigate to the **POS Module**

Modules					
POS Module	Retail Module	Employee Module	Customer Module	Gift Cards	Credit Cards
Inventory Module	Tax Module	Ticket Audit	Messaging Module	Activity Logging	Setup
Business Reports	Online Ordering Module	Historical Archive	E-Mail Reports	Training Mode	Docs
Business Performance Report	Kiosk Module	K2			

2. Select **Menu Images**

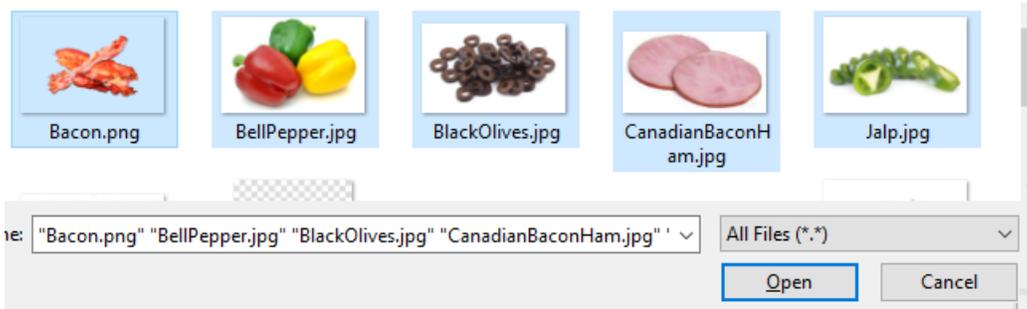
Setup			
Edit Categories	Edit Menu	Edit Modifiers	Edit Trimmings
Custom Actions	Define Pizzas	Menu Views	On-hand Specials
Define Discounts	Define Promos	Define Specials	Define Surcharges
GL Accounts	Choose Payment Methods	Edit Tipout Rates	Age Checking
Menu Images			

3. Select **Choose Files**

Uploading 0 Files, Please wait till finished

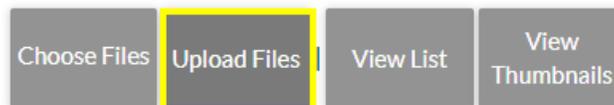
Choose Files	Upload Files	View List	View Thumbnails
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4. A Windows File Explorer will appear. You can highlight multiple images to upload. Once you've chosen the images you want, select **Okay**



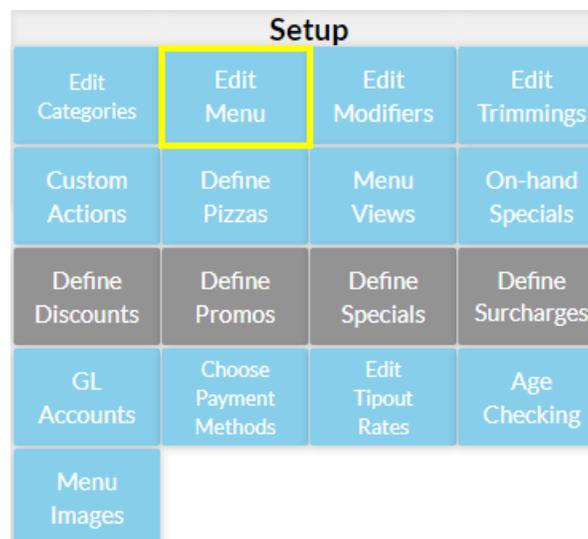
5. Select **Upload Images**

0 Files Ready for Upload



6. Now all of our images are uploaded, we can apply them to menu items. Go back to the **POS Module**

7. Select **Edit Menu**



8. Choose a menu category

9. Scroll to the far right and select where it says **None**



10. Select **Update** to save your changes

11. Now your menu item has an image!

