

# Manage your menu through KitchenConnect



Welcome to KitchenConnect, a Welbilt open cloud platform that allows you to remotely manage your Merrychef ovens, wherever you are, from any mobile or laptop device.

Within KitchenConnect you will be able to see both operating and production data across all your appliances as well as push menus and software updates to your ovens.

KitchenConnect also contains the Menu Creation and Management tool for Merrychef conneX® ovens.

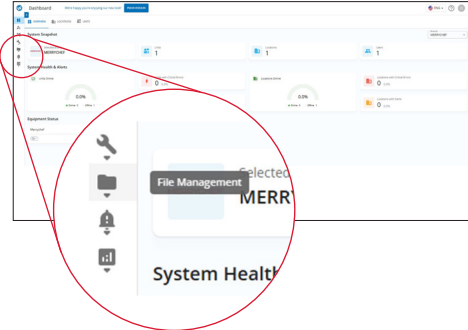
The platform is free of charge for the first 12 months (conneX® only) for each oven, from when you register and activate the unit (providing activation takes place within 12 months of purchase, or 18 months from shipment). At the end of the free trial, there will be the option to subscribe to KitchenConnect, which can be renewed either monthly or annually.

## Contents

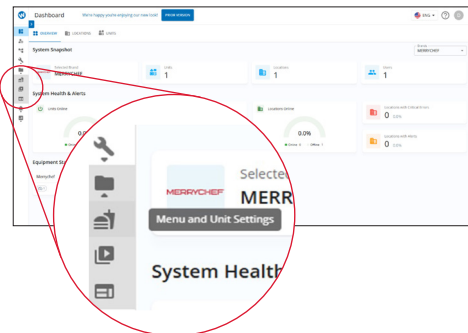
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## Navigate to menu management

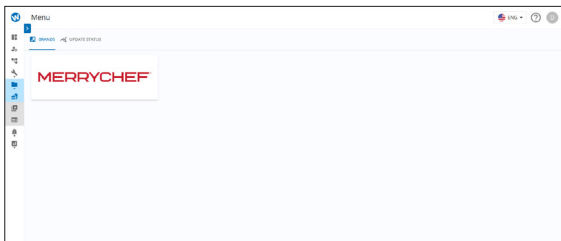
*If you are yet to register your oven in KitchenConnect, please follow the registration instructions before returning to this stage*



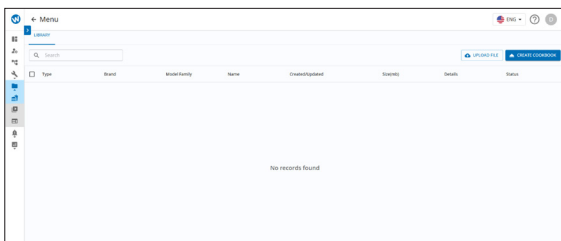
The file management menu can be accessed by clicking on 'File Management' this will expand the file management sub menu.



To access menu management, click on 'Menu and Unit Settings' this will take you to the brand selection page where you can select the brand you wish to manage. Note, you will only see the brands active in your account.



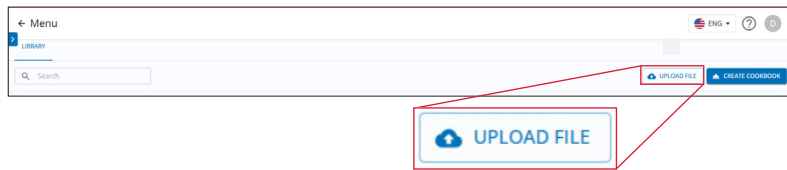
Select the brand, you will then be taken to the menu management library.



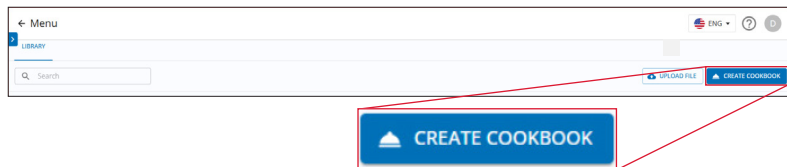
The menu library is where your cookbooks can be created, stored, uploaded, downloaded and deployed to ovens via the portal. See next page for more information.

## Cookbook Library (actions)

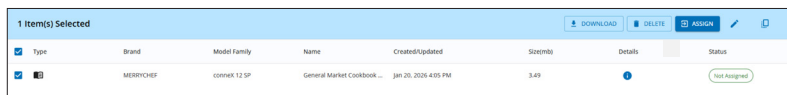
If there are no cookbooks in the library, or you have not selected a cookbook, the menu bar options are:



Select 'UPLOAD FILE' to upload an existing cookbook to your library.

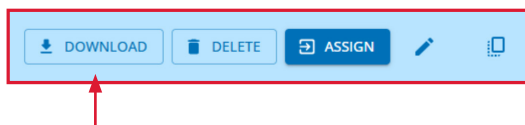


Select 'CREATE COOKBOOK' to create a new cookbook in your library.

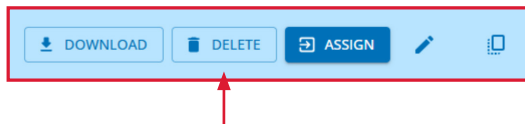


When a cookbook is available, **tick the box adjacent to the cookbook to select it.**

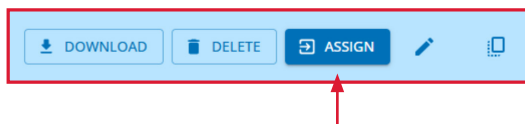
The Menu bar options now include:



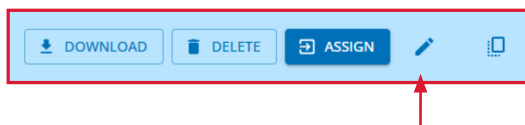
A 'download' icon to transfer the cookbook to a PC/USB (see pg 15).



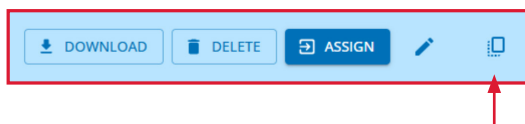
A 'delete' icon to delete a cookbook.



A 'transfer' icon to push the cookbook from KitchenConnect to oven(s) (see pg 14).

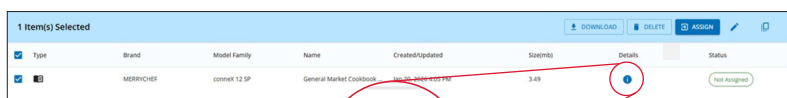


An 'edit' icon to make changes to a cookbook (see pg 5).

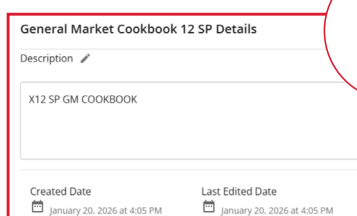


A 'copy' icon, to clone a new cookbook from an existing cookbook.

### Add information to a cookbook

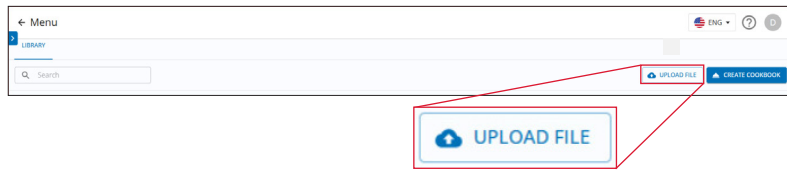


Clicking on this button will allow you to add or amend cookbook information, it will also show CREATED DATE and LAST EDITED DATE.

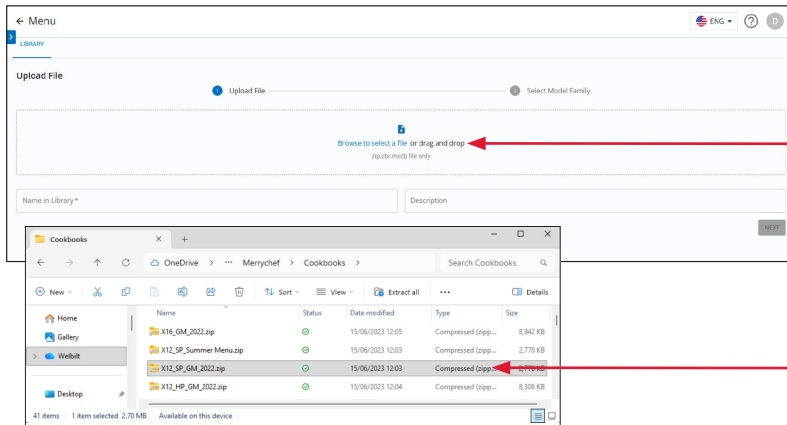


Add a description if required and select save.

## Upload an existing cookbook

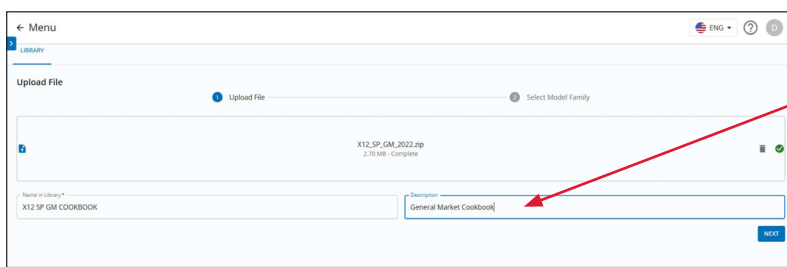


To upload an existing cookbook to your library select 'upload' icon.



Click on browse.

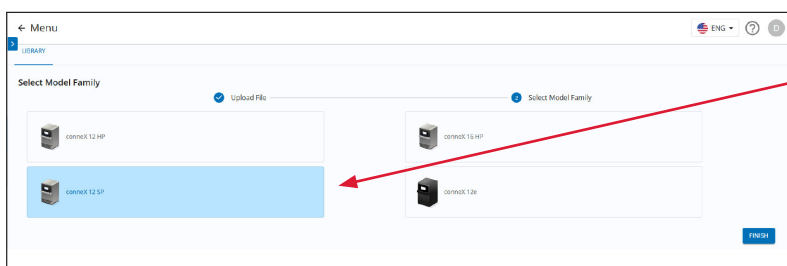
Select the relevant file from your PC.



Wait for the file to upload.

Name the cookbook in the way you want it to appear in your KitchenConnect library. You can also add a description if required.

Select Next in the bottom right-hand corner of the screen.



Select the relevant oven for the cookbook. The tile darkens once selected.

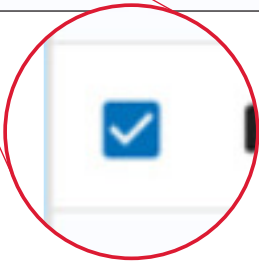
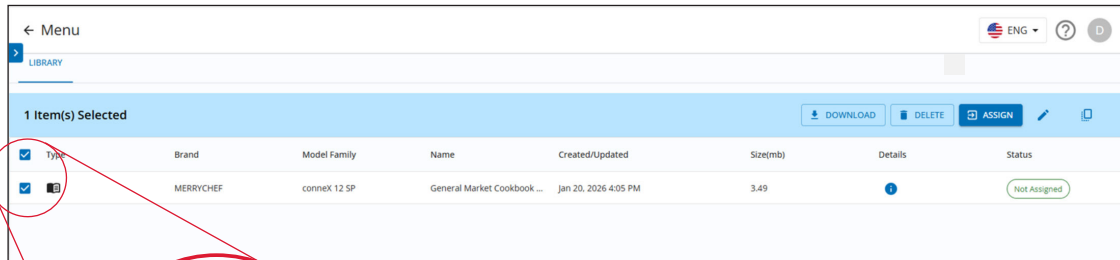
Select Finish in the bottom right-hand corner of the screen you will then be taken to your library where the uploaded file will be visible.



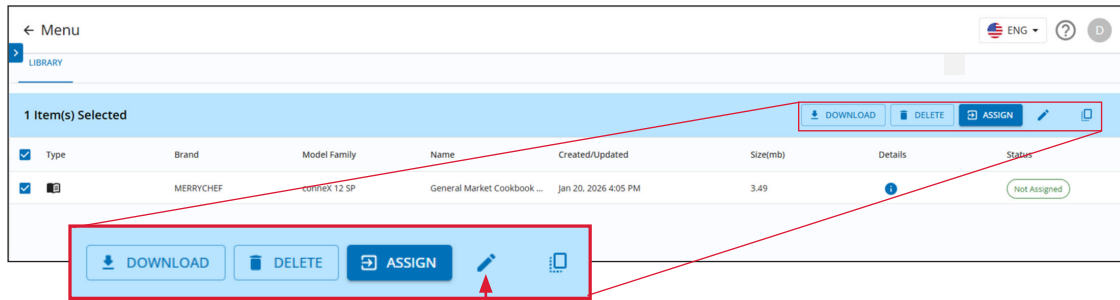
Once the upload is complete, the checkbox will turn from light grey to black and the file size will appear.



## Edit a cookbook

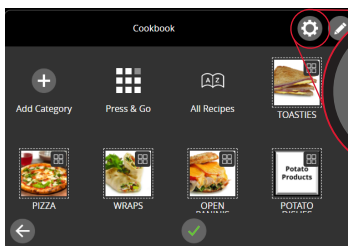


Tick the box adjacent to the cookbook to select the cookbook to edit.

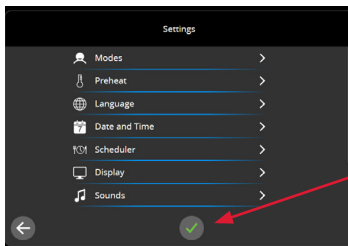


Select the 'edit' icon.

## Edit settings



Select the gear icon, to edit settings in the cookbook.

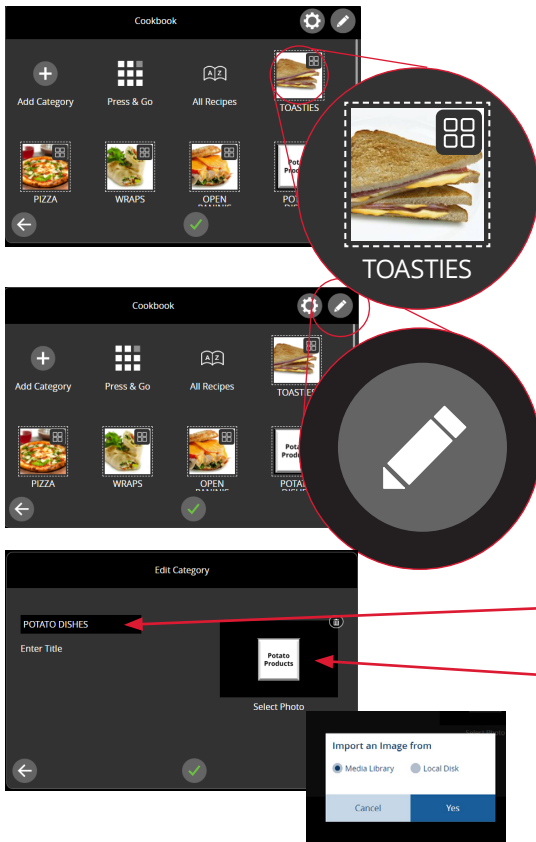


The process of changing cookbook settings is the same as the process you use on your Merrychef oven.

Select the green tick to save the settings, these will be transferred to the oven with the cookbook.

## Edit a cookbook

### Edit categories



To move the location of the category select the 'squares' in the corner of the image, hold and drag.

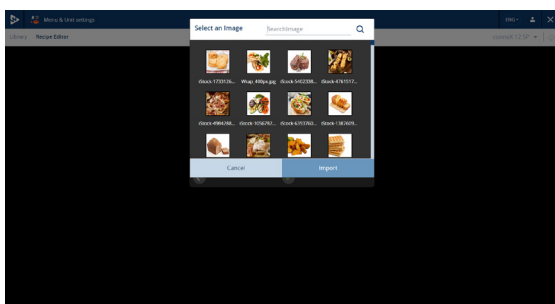
To edit the category title or image, select the 'edit' icon.

Type in a title.

Select 'photo' to add or edit an image

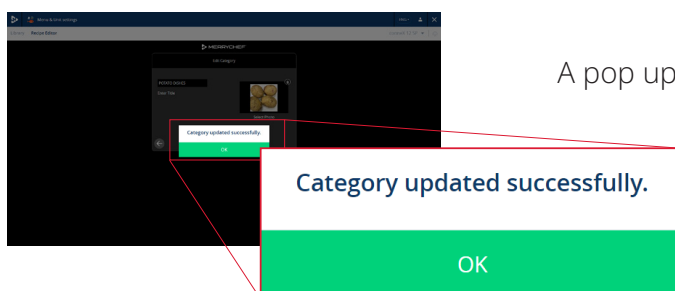
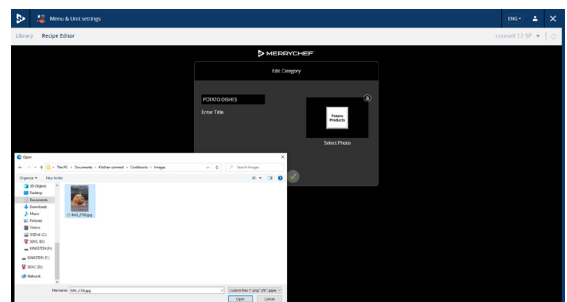
Choose to select an image from the media library within KitchenConnect, or upload from your own library (local disk).

### Select an image from the media library within KitchenConnect and Import



### Or upload from your own library

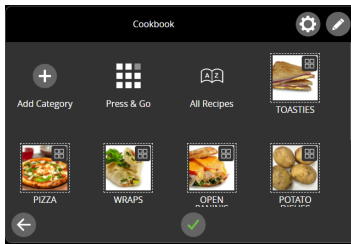
OR



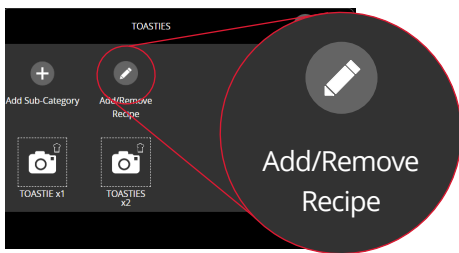
A pop up will confirm the update.

## Edit a cookbook

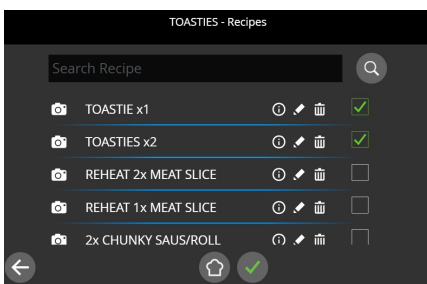
### ■ Edit recipes



Select a category.



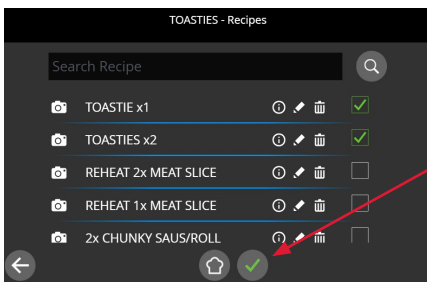
Select add/remove recipe.



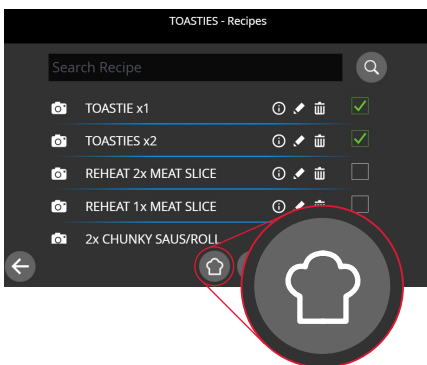
The recipes within the selected category will be shown by a green tick.



Select the action you want to take: 'Add information', 'edit' or 'delete' the recipe.



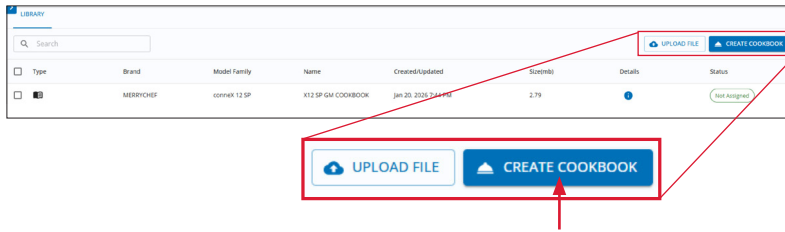
Select the green tick at the end of the recipe page to confirm changes.



To add a new recipe into the cookbook, select 'chef's hat'.

*To create a recipe, see creating new recipes p10.*

## Create a cookbook

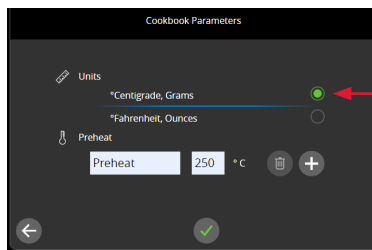


From the library, select 'CREATE COOKBOOK'.

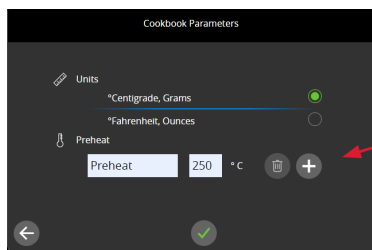


Select the relevant oven for the cookbook, the tile darkens once selected.

### ■ Add your settings

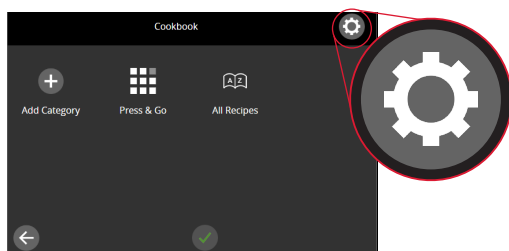


Select 'Fahrenheit' or 'Centigrade' and required Preheat temperature.

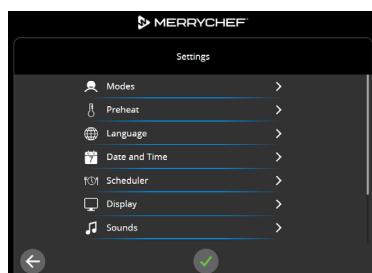


If required, select 'Add' for additional preheat temperatures.

On completion, select the green tick.



Any other settings can be changed by selecting the 'gear' icon.

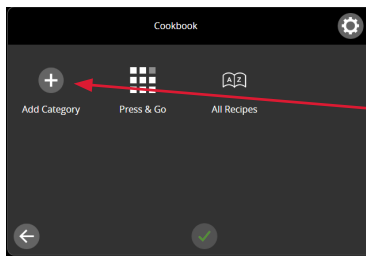


The process of changing cookbook settings is the same as the process you use on your Merrychef oven.

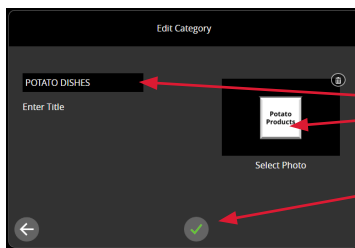
Select the green tick to save the settings, these will be transferred to the oven with the cookbook.

## Create a cookbook

### ■ Add a category

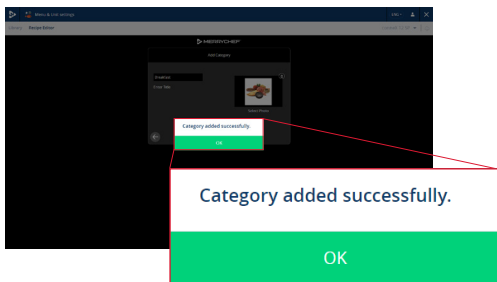


To add categories to your cookbook, click "Add Category".



Name your category and add image (see p6).

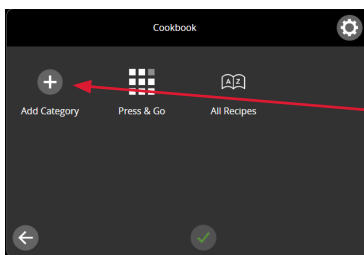
On completion, select green tick.



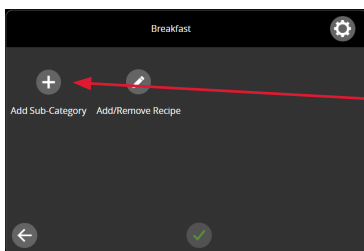
A pop up will confirm this is saved in your cookbook.

Repeat the process for additional categories.

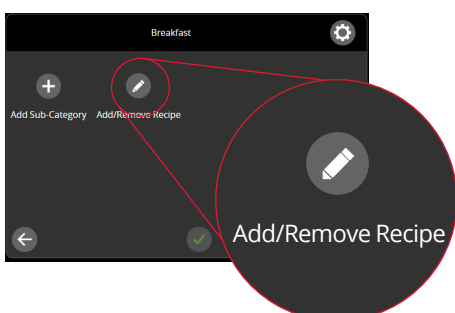
### ■ Add a recipe or sub-category



To add categories to your cookbook, click "Add Category".



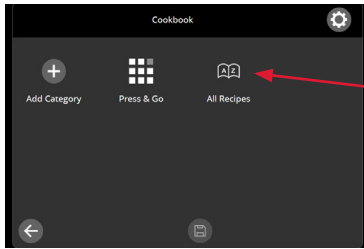
To add a sub-category 'add sub-category' and follow the step above.



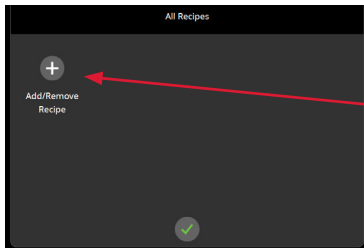
To add a recipe select 'add/remove' recipe (see page 10 for next steps)

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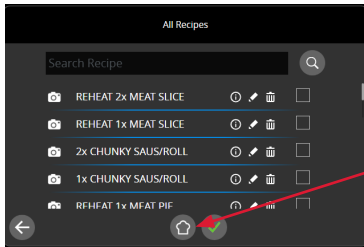
## Create a new recipe within a cookbook



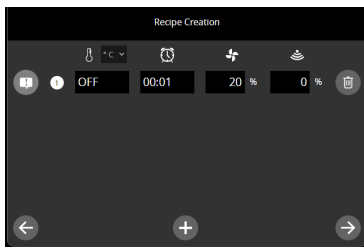
To create a new recipe, select 'All Recipes' within the cookbook.



Select 'Add/Remove' recipe.



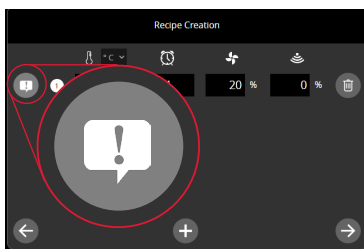
Select the 'Chef's hat' at the bottom of the page.



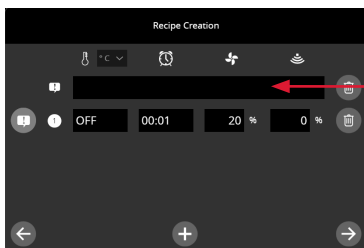
You can now input:

- 'temperature' in the box under the 'thermometer' icon
- Cook 'time' under the 'clock' icon
- 'fan' speed under the 'fan' icon
- 'microwave' power under the 'microwave' icon.

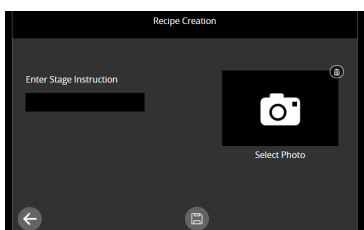
### Add an instruction



Select '+note' to add an instruction.



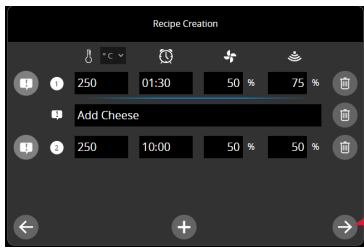
Select the instruction bar.



Enter instruction and add an image if required.

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## Create a new recipe within cookbook

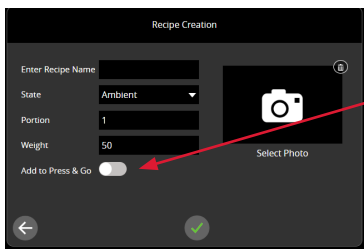


Select the '+' icon to add another stage.

Select the 'trash' icon to delete a stage.

On completion, select the 'forward arrow' in the bottom right hand corner.

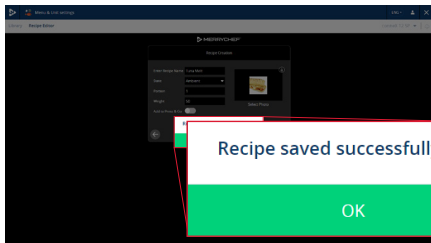
*Complete the recipe information, including the recipe title, Product state, qty/portion size and weight/each and select a photo*



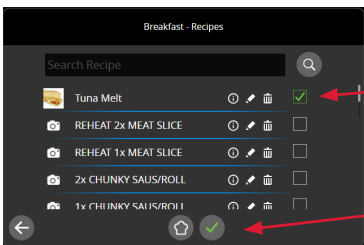
To add the recipe to Press & Go, toggle this option on.

Press & Go is an option on the 'home screen' for single recipes only.

Select the green tick to save



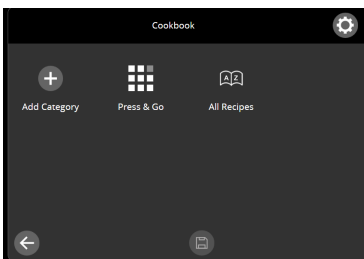
A pop up will confirm recipe saved.



The recipe will be saved in 'All recipes' as well as the category.

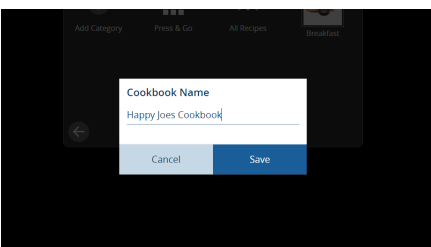
Select the green tick next to an existing recipe or the 'chef's hat' at the bottom of all recipes, to add or create more recipes.

Select the green tick at the end of all recipes to return to the cookbook.

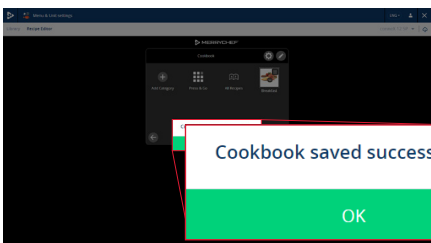


Add further categories, sub-categories or recipes to your cookbook

On completion press the save icon.



Name the cookbook and save.



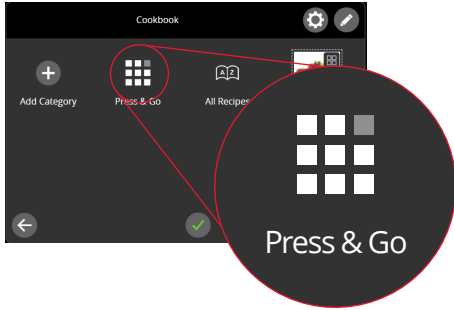
A pop up confirms the save.

The cookbook will now appear in the library.

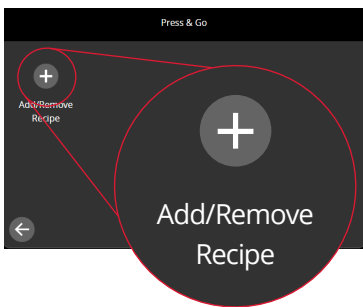
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## Adding a recipe to Press & Go

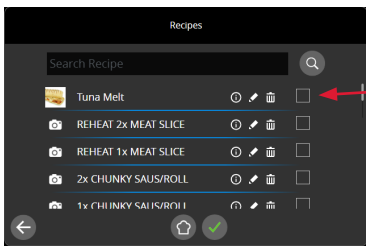
*Press & Go is a one click option, allowing quick access to single recipes, not stored under categories.*



Select the Press & Go icon.

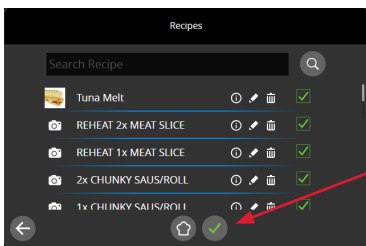


Select Add/Remove Recipe.

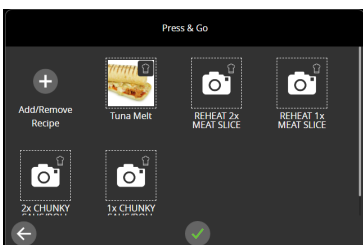


Select the recipes you wish to add by selecting the adjacent box for each recipe.

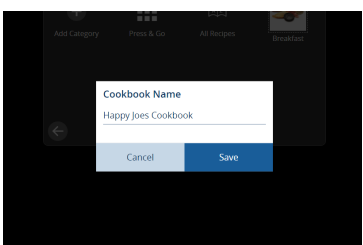
You can also use the search function to find recipes.



Select the green tick at the bottom of the recipes to confirm selection.



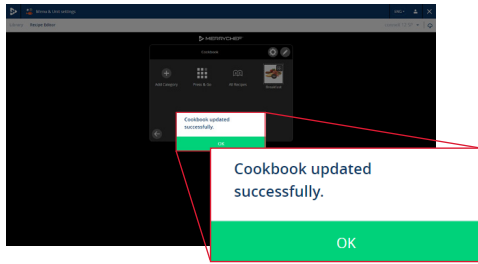
The selected recipes are added to the Press & Go screen.



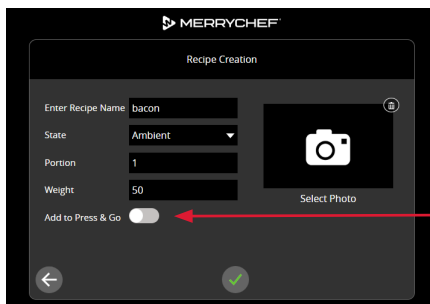
Either rename the cookbook or save as original.

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## Adding a recipe to Press & Go



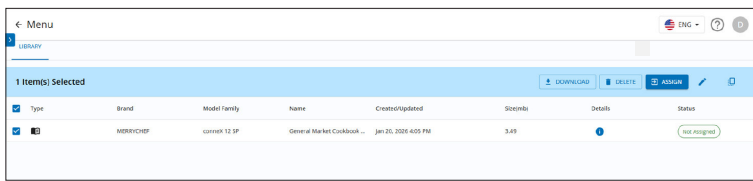
A pop up confirms the save.



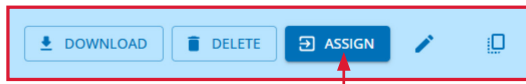
A recipe can be immediately added to Press & Go when it is created.

By toggling on the Press & Go button before the recipe is saved.

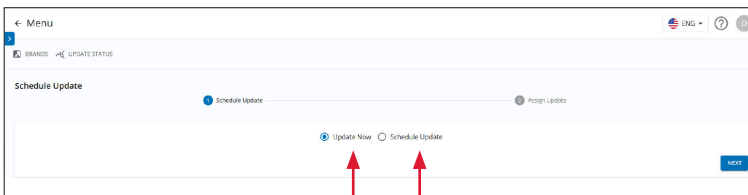
## Transfer a cookbook in KitchenConnect to an oven(s)



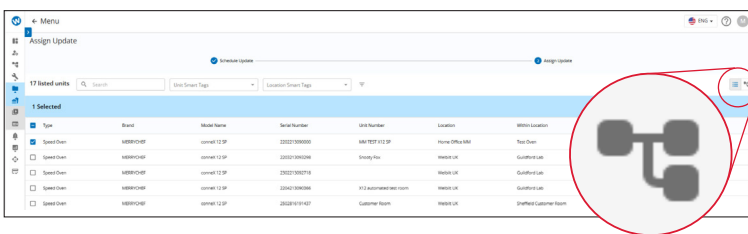
Tick the box adjacent to the cookbook to select the cookbook to send.



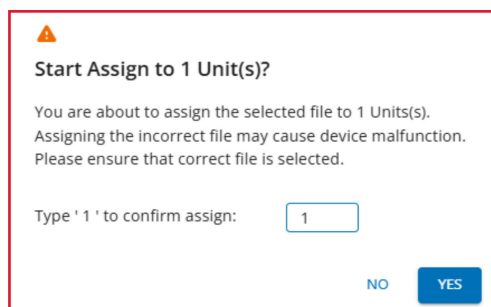
Select the 'ASSIGN' button.



Select whether to update now or schedule the update for a specific date and time.

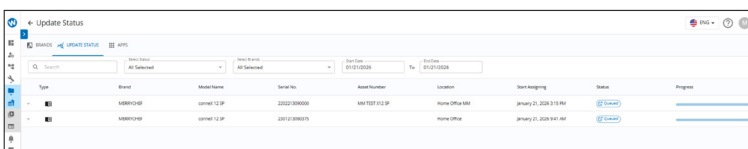


All the ovens that you have registered within KitchenConnect will be visible and can be displayed as a list or as the organisation chart by selecting the 'chart' icon in the menu bar.

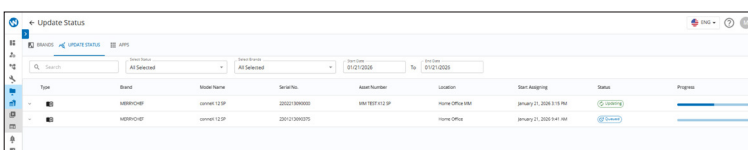


Tick each box adjacent to the oven(s) that you want to send the cookbook to. Select 'Finish' in the bottom right-hand corner of the screen.

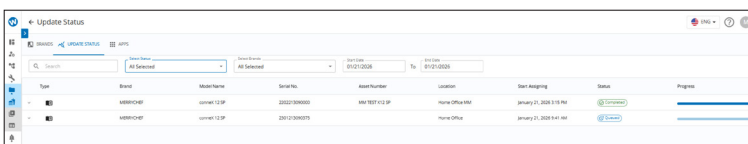
Once YES is selected, you will be asked to confirm the number of ovens you have selected. Enter the number and select YES and the transfer will start. You will be taken to the transfer status page where you can monitor the status.



This shows the transfer has been initiated.



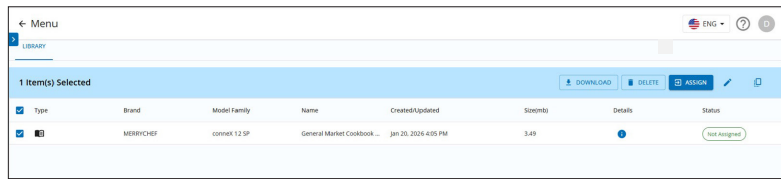
When the bar adjacent to the oven(s) reaches 50%, this indicates that the cookbook has been received by the oven(s) and ready to be accepted and installed.



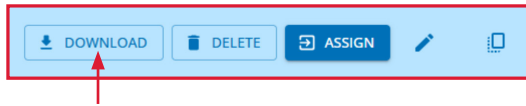
When the user accepts and installs the update, the bar will proceed to 100% to confirm the update is installed.

Manage your menu through KitchenConnect

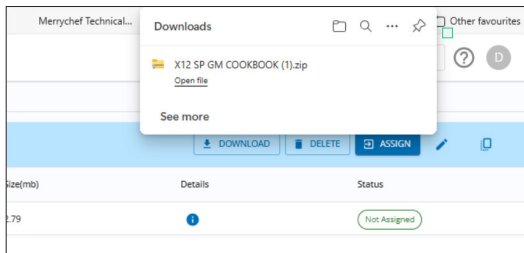
## Download an existing cookbook from KitchenConnect



← Select the cookbook to download.



Select the 'download' icon.



The cookbook should now be in your downloads folder. It can be saved, copied to USB or emailed.

## Sharing cookbooks from library

*Libraries are unique to the user and the specific email address. This ensures that cookbooks are not edited or deleted in error by another user. To share a cookbook with another user download following the instructions above to a USB/PC. The cookbook can then be shared via email or USB.*

*The shared cookbook can then be uploaded to another users KitchenConnect library, manually uploaded to an oven via USB or stored as a backup.*