GET STARTED GUIDE

Get your kitchen running on The Pass

Everything you need, step by step: your account, your restaurant and team, your recipe book, daily prep lists from your pars, and your food cost.

For owners, chefs, sous chefs and cooks · Updated October 2026 · thepass.site

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1 Welcome and what you need

The Pass helps your kitchen know what to prep, how much to make, and how to make it, in seconds.

It's a recipe book, a daily prep list and a food cost tool in one app, in English and Spanish. It works on any phone, tablet or computer, with nothing to install from an app store.

Before you start, have ready

- **Your invite code.** The Pass is invite-only during early access. Your code came in your invite email (it looks like `ABCD-2345`).
- **Your recipes**: binders, recipe cards, Word or Google Docs, PDFs, or photos. Handwritten is fine.
- **Your crew list**: who works where, and who should be a chef, sous chef or cook.
- **Optional, for food cost:** an order guide from each food service company you buy from (exported as CSV from their website) and your menu prices.

Who does what

Role	Can do	Typical person
Owner	Everything in every location: restaurant settings, locations, the food cost target, setup bookings, plus all the chef tools.	Owner, operator
Chef	Create and edit recipes, set pars, invite staff, manage vendors and costs at their locations.	Executive chef, chef de cuisine
Sous chef	The same as a chef at their locations, and can invite cooks.	Sous chef, kitchen manager
Cook	View and scale recipes, count what's on hand, check off prep.	Line and prep cooks

Our promise about recipes. The Pass never makes up recipes, and never adds to or removes anything from yours. Every recipe is checked and confirmed by someone in your kitchen before it's saved.

2 Create your account

One account per person. Everyone on your team creates their own.

Owners and chefs starting a restaurant

1. Go to thepass.site (https://thepass.site) and tap `Have an early-access code? Create your account`. If your invite email has a link, tapping it fills in your code for you.
2. Enter your invite code and tap `Continue`. Codes work with or without the dash, in capitals or not.
3. Once the code is accepted, enter your name, email and a password, then tap `Create account`.
4. You go straight to setting up your restaurant (next chapter).

Cooks and staff joining a kitchen

1. Scan the QR poster on the line with your phone camera, or open the link your chef sent you.
2. The kitchen's code is filled in and checked for you. You'll see `Code accepted for` and your kitchen's name.
3. Create your account, then tap `Join`. You're in, and you'll only see the locations you work at.

> **Already have a Void Terminal Studios account?** It doesn't include The Pass until you sign up. Enter your code as above, then use that account's email and password: The Pass is added to it.

You stay signed in for a full shift (10 hours), even if you close the app. After that, sign in again with your email and password. You never need to scan the QR code again.

3 Set up your restaurant

1. Enter your **restaurant or group name**.
2. Add your **locations**. One location is fine. Groups add each kitchen (Downtown, Uptown, Commissary).
3. Check the **time zone**. It decides when each day's prep list starts.
4. Tap `Create restaurant`. You're the owner.

Later, in `Settings › Restaurant`, you can rename the restaurant, add locations, or archive one. Archiving hides a location from its staff but deletes nothing, and you can restore it.

> **Switching locations.** If you work at more than one location, the location name at the top of the app is a menu. Pick where you are.

4 Put The Pass on your phone

It opens full screen like any other app, from your home screen.

Phone	How	Browser
iPhone / iPad	Open thepass.site/app, tap the **Share** button, then **Add to Home Screen**.	Safari
Android	Open thepass.site/app, tap `Install app` when it appears, or open the menu (⋮) and choose **Install app** or **Add to Home screen**.	Chrome

> **Shared kitchen tablet?** Install it the same way. Each cook signs in with their own account so counts and check-offs are recorded under the right name.

5 Bring in your team

1. Open the `Team` tab and tap `Invite`.
2. Pick the **role** (chef, sous chef or cook) and the **locations** they work at.
3. Choose how many people can use the code and when it expires (24 hours to 30 days). One code can bring in your whole prep crew.
4. Tap `Create code`. Share it, show it full screen for people to scan, or tap `Print QR poster` and put it up on the line.

> **Write the code down or share it right away.** For security, the full code isn't shown again. You can always create a new one.

- Managers can only give roles below their own: a sous chef invites cooks; a chef invites sous chefs and cooks.
- To change someone's role or remove them, open the `Team` tab, tap the person, and choose `Change role` or `Remove`.
- Cancel an unused code any time from the invite codes list.

6 Build your recipe book

Recipes live in the `Recipes` tab. Chefs, sous chefs and owners add and edit them; everyone can read and scale them.

Three ways to add a recipe

- **Scan it** from a photo or PDF (next chapter).
- **Type it**: `Recipes › New recipe`.
- **Paste an ingredient list** in the recipe studio. One ingredient per line, like *2 qt heavy cream, cold*, and The Pass splits out the amount, unit and note.

Fill in these fields: they power the rest of the app

Field	Why it matters	Example
Station	Groups the daily prep list so each cook sees their own work.	Sauté, Garde manger, Pastry
Yield (amount and unit)	Lets the recipe scale to what you need to make, and lets food cost work out cost per unit.	Makes 2 qt
Portion	Turns recipe cost into plate cost.	4 oz
Available at	Which locations see the recipe.	Downtown, Uptown
Allergens	Shown on the recipe; suggested allergens must be confirmed or dismissed.	Eggs, Milk
Steps, timers and temps	Clear method for the line; temperatures for cook-to, hold-at and chill-to.	Hold at 41°F
Shelf life, storage, plating	"Use within" days and notes the line needs.	Use within 3 days

Saving

Before a recipe saves, tick `I've checked this recipe and it's correct`. Every save keeps a version, so you can see who changed what and when.

Using recipes on the line

- Search by recipe or ingredient name.

- **Batch**: tap ½×, 1×, 2× or 3×, or type how much to make (`Make` 5 qt). Every quantity recalculates.
- Opened recipes are saved on the device, so they open with no signal (walk-ins, basements, dead spots).

7 Scan your paper recipes

Photograph a recipe card or binder page, upload a PDF, or paste the text. The Pass copies what's written; you check everything before it's saved.

1. In `Recipes`, tap `Scan recipe`.
2. Tap `Take a photo` (one page per tap), or `Upload photos or PDF` (up to 10 pages for one recipe), or paste the recipe text.
3. Tap `Scan it`. Keep the screen open until your photos are sent. Reading takes a minute or two; you'll see `Order up!` when the draft is ready.
4. Review the draft next to your original. Lines the checks disagree on are flagged in red: fix them before saving. `Possibly missed lines` are only added if you add them.
5. Fill in station, yield and locations, tick the confirmation box, and save.

Tips for a clean scan

- Hold the phone flat over the card, in good light, with the whole page in the frame.
- One recipe per scan. Several pages of the same recipe are fine.
- Sideways or upside-down photos are straightened automatically.
- Handwriting works, but messy handwriting gets more lines flagged. That's the point: you decide what's right.
- Shared amounts like "3 oz sugar, salt, yeast" are split into separate lines for you to confirm.

> **Big binder?** Scan a few recipes a day, or have us do it for you (chapter 12).

8 Daily prep lists from pars

Tell The Pass how much of each recipe you want on hand at the start of the day. It works out what to make: par minus what was counted.

Set your pars (chefs, sous chefs, owners)

1. On the `Kitchen` tab, tap `Pars` (or `Set pars`).
2. For each recipe, enter the par for `Every day` and pick the **unit you count in** (qt, 1/6 pan, ea, lb...).
3. Busier weekends? Tick `Different by day of the week` and set Friday and Saturday higher. A **0** means nothing that day.
4. Tap `Save` on each recipe. Recipes without a par don't appear on the list.

Count what's on hand (anyone)

1. At the end of a shift (or first thing in the morning), tap `Count` on the Kitchen tab.
2. For each item, use **–** and **+** or type the amount, in the unit shown.
3. Tap `Save counts`. Only items you changed are saved.

> **No signal in the walk-in?** Count anyway. Counts wait on your phone and are sent automatically when you're back online.

Work the list

- The `Kitchen` tab shows today's list, grouped by station. Pick your station to see only your work; your phone remembers it.
- Each item shows **Make** (how much), the par, what was on hand, and who counted it.
- Tap an item to open its recipe already scaled to what needs making.
- Tap the check when it's done. Everyone sees who did it and when. `Undo` if you tapped by mistake.
- Items not counted since the evening before show their full par and are marked *not counted today*. Count them to get exact amounts.

9 Food cost: vendors and prices

See what every recipe and plate costs, and your food cost % against your menu price. Prices come only from your own vendors: nothing is estimated. Owners, chefs and sous chefs only.

1. Set your target

Open `Kitchen › Food cost`. The owner taps the target (30% to start) and sets your goal.

2. Add your vendors

On the Kitchen tab, tap `Pick your distributors` (or `Food cost › Vendors › Find distributors near you`). Enter your ZIP code and tick the companies you buy from: we suggest the ones that serve your state (Sysco, US Foods, Gordon Food Service, Performance Foodservice, regional companies and cash-and-carry stores). Add your produce company or the farmers market by name. On each vendor, tap the pencil to add your account number, rep, order cutoff time, delivery days, minimum order and ordering website.

3. Import each order guide

1. Export your order guide **as CSV with prices** from the vendor's website:
   - **Sysco Shop:** Lists › Order guide › ⋮ › Export, choose CSV and include pricing.
   - **US Foods (MOXe):** My Lists › your order guide › download as CSV with *Include product prices*.
   - **Gordon, PFG and others:** download a CSV from their site, or ask your rep for a CSV order guide.
   - **Excel file?** Open it and choose File › Save As › CSV.
2. On the vendor's page, tap `Import order guide` and choose the file.
3. Check the review screen. Nothing is saved yet. Uncheck lines you don't want. If a column was matched wrong, fix it under `Columns`. Lines marked *Needs a look* (no price, catch weight) deserve a glance.
4. Tap `Save`. Next time you import, you'll see which prices went up or down, and owners and managers get a heads-up when prices rise.

4. Connect items to your ingredients

Open `Food cost › Ingredients` and tap an ingredient:

- `Link a vendor item`: pick what you buy for it. Link the same ingredient from several vendors to compare prices per pound or per each.
- `Buy from`: choose which one you actually buy. Without a pick, the cheapest is used.
- **Usable yield**: what's left after trimming and peeling (onions about 90%, whole fish less).
- **Conversions**: needed when recipes measure differently from how it's bought, like *1 cup = 4.25 oz* of flour or *1 ea = 8 oz* onion. Use your own numbers: The Pass never guesses them.

- **Made in house**: for things like aioli or stock, pick the recipe and its cost flows through.

5. Scan barcodes

In `Food cost`, tap `Scan a barcode`. Point the camera at a case or package barcode, take a photo, or type the number. You'll see the vendor item, its price and its ingredient. A barcode that isn't there yet can be added as a new item or saved onto an existing one.

6. Read your recipe costs

Each recipe has a **Cost** card: recipe cost, portion cost, menu price and food cost % (green on target, amber close, red over). Every line shows its cost or exactly why it can't be costed yet (*No price yet*, *Units don't convert*...). Enter the menu price and portions there. `Food cost › Recipes` shows every recipe at a glance.

7. Build your orders

The Pass doesn't send orders; it gets your list ready so ordering on the distributor's website or with your rep takes minutes.

1. Open `Food cost › Orders` and pick a vendor. Items are listed the way their order guide lists them.
2. Use the big + and – buttons for cases (and eaches, when the item can be split). `Order the same` repeats last time's amount. The bar at the bottom shows the estimated total from your last prices, and whether you've reached the vendor's minimum.
3. Tap `Enter order`: a checklist with big item numbers and amounts. Type them into the vendor's site (or read them to your rep, or text them the list) and check each one off.
4. Tap `Mark as placed`. If something you ordered last time isn't on the list, The Pass asks first. Placed orders are kept, so you can check the delivery against them.

Everyone managing the location shares the same order in progress, so whoever closes can add what ran out.

10 Day-to-day in the kitchen

Start of shift (cooks)

1. Open The Pass and go to the `Kitchen` tab.
2. Pick your station.
3. Work the list top to bottom. Tap an item for its scaled recipe; check it off when done.

End of shift (cooks)

1. Tap `Count` and count your station.
2. Save. Tomorrow's list is ready for the morning crew.

Timers (everyone)

- Tap the alarm clock at the top of the app to open `Timers`. Pick a preset (1 to 60 minutes) or type a time, and add a name like "Short rib braise".
- On a recipe, steps with a time have a `Start timer` button.
- Timers are shared: everyone at your location sees them, and anyone can pause, add a minute or dismiss one. When a timer goes off, every open phone rings until someone taps `Got it`.
- Turn on **lock-screen alerts** in Timers to get an alert even with the phone locked. On iPhone, add The Pass to your Home Screen first and open it from there.

Every week (chefs and sous chefs)

- Adjust pars: items you run out of need a higher par; items you toss need a lower one.
- Import fresh order guides when prices change, and check the price alerts.
- Review new and changed recipes, and keep stations, yields and portions filled in.

11 Notifications, language and settings

- **Language:** `Settings › Language`. English or Spanish, per person, on all your devices. Each cook picks their own.
- **Notifications:** the bell at the top shows new and changed recipes, who joined, role changes and price increases. Choose what you get in `Settings › Notifications`.
- **Lock-screen alerts:** `Timers › Turn on alerts`, once on each phone or tablet. Use `Send a test alert` to check it reaches the lock screen.
- **What's new:** after an update, chefs and owners see a short list of what changed.
- **Delete your account:** `Settings › Account › Delete account`. This can't be undone.

12 Have us set it up

Short on time? Our team can do the setup work so your kitchen runs on The Pass from day one.

Included: scanning and entering your recipes from your own binders and files, importing your vendor order guides and linking items, menu prices and your food cost target, par levels for daily prep lists, a hands-on training session for your team, and QR join posters for your line.

Kitchen size	Includes	Flat fee
Small	1 location, up to 50 recipes, 2 vendors, 2 hours of training	$799
Medium	Up to 2 locations, 150 recipes, 3 vendors, 3 hours of training	$1,799
Large	Up to 5 locations, 300 recipes, 5 vendors, 4 hours of training	$3,499
+ Catering / banquets	Banquet and event menus, batch recipes scaled for events, event prep templates	+$400 / +$800 / +$1,500

1. Owners: on the `Kitchen` tab, tap `Have us set it up`.
2. Pick your kitchen size, catering or banquets if you run them, remote or on site, and up to 3 times that work for you.
3. We confirm a date. You pay the flat fee by card once your date is set. Nothing is charged when you request it.

> **You stay in control.** Every recipe our team enters waits for your chef to check it and tap `I checked it: sign off`.

13 Early access

- Early access is limited to 10 restaurants, and it's free while it lasts. Your free period is shown in `Settings › Restaurant`, and the Kitchen tab gives you a heads-up 14 days before it ends.
- Nothing locks when it ends: we'll be in touch about plans first.
- Your feedback shapes what we build next. Tell us what's slow, confusing or missing: support@thepass.site (mailto:support@thepass.site).

14 Checklists: day one and week one

Day one (owner or chef, about an hour)

- [ ] Create your account with your invite code
- [ ] Set up your restaurant, locations and time zone
- [ ] Add The Pass to your phone's home screen
- [ ] Scan or type your 10 most-used prep recipes, with station and yield
- [ ] Create an invite code for your cooks and print the QR poster
- [ ] Set pars for those 10 recipes

Week one

- [ ] Every cook has joined and set their language
- [ ] Cooks count at the end of each shift; the morning crew works the list
- [ ] The rest of your prep recipes are in, with stations, yields and portions
- [ ] Vendors added and order guides imported
- [ ] Your main ingredients linked to vendor items, with conversions where needed
- [ ] Menu prices entered on plated recipes; food cost target set
- [ ] Pars adjusted after a few days of real counts

15 Troubleshooting and help

If this happens	Do this
"That code isn't valid, or it has expired or been used"	Check the code against your invite. Kitchen codes expire; ask your chef for a new one. Early-access codes: email us.
"Too many tries"	Wait a few minutes, then try again.
I can't see a recipe	It may not be available at your location. A chef can add your location under `Available at`.
I can't edit recipes or set pars	Cooks can read and scale recipes; chefs and sous chefs edit. Ask your chef to change your role.
An item isn't on the prep list	It needs a par at this location, and the par can't be 0 for today.
The prep list shows the full par	The item wasn't counted since the evening before. Count it.
My counts didn't show up	If you were offline, they're waiting on your phone. Open The Pass with signal and they're sent.
A recipe line says *Units don't convert*	Add a conversion on the ingredient (for example 1 cup = 4.25 oz).
The order guide wouldn't import	Make sure it's a CSV file with a header row (Description, Price...). Save Excel files as CSV.
The camera doesn't open	Allow camera access for your browser in your phone's settings, or upload a photo.
I forgot my password	On the sign-in screen tap `Forgot your password?` (or go to thepass.site/forgot-password) and enter your email. The link works for one hour; check your spam folder.

Contact us

Questions, feedback or help: support@thepass.site (mailto:support@thepass.site). Online: thepass.site/support (https://thepass.site/support).