

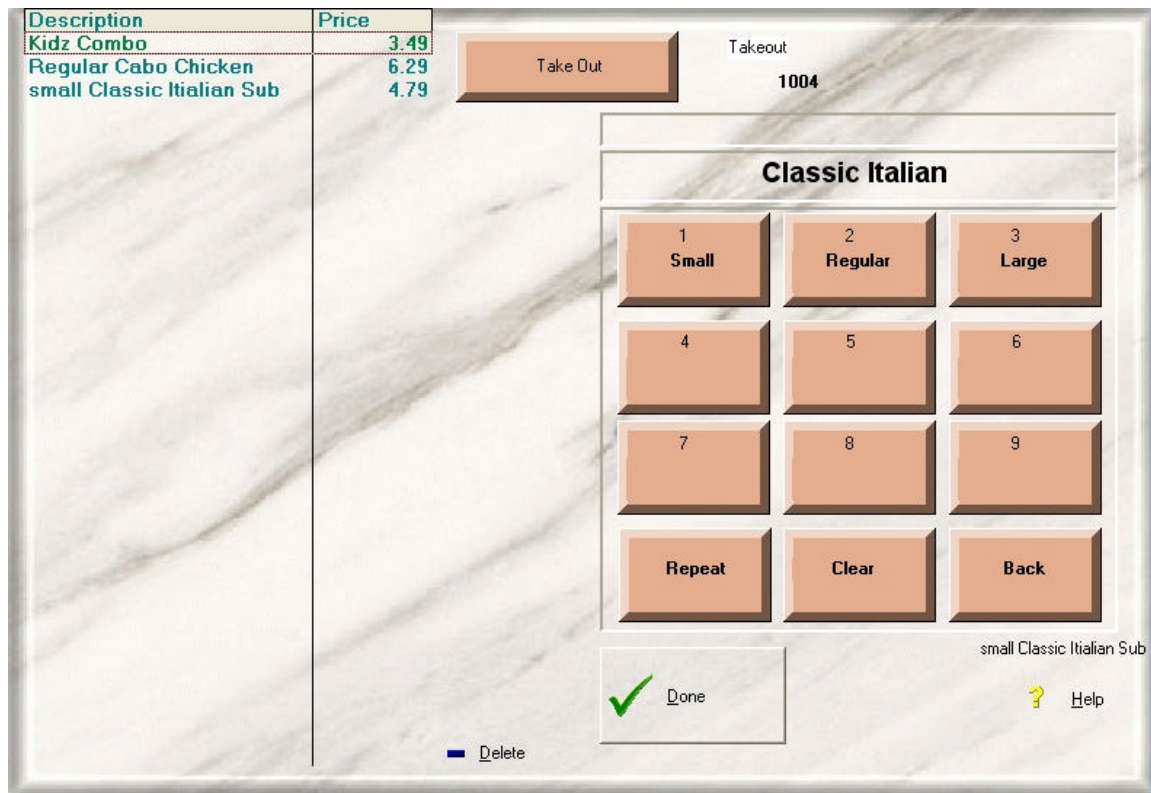
# Menu Setup

## Menu Setup Definitions

An order entry **Menu Page** consists of 9 **selection buttons**. Each selection button can be configured as a **menu item** or a **link to a sub-menu page**. When a *Menu Item Button* is clicked, that item is added to the order. When you click a menu selection button that is configured as a Link to a Sub-Menu, the menu selection buttons instantly change to the new **Menu Page** of menu selection buttons.



This is a top level Main Menu with all keys configured as Links to Sub-Menus



When a Menu Item key is selected the Item is added to the order (left side of screen).

Each menu item can have **Options** and **Modifiers**.

## Options

Options are a list of things that can be added to the menu item. When adding an item to the order, multiple options may be chosen.

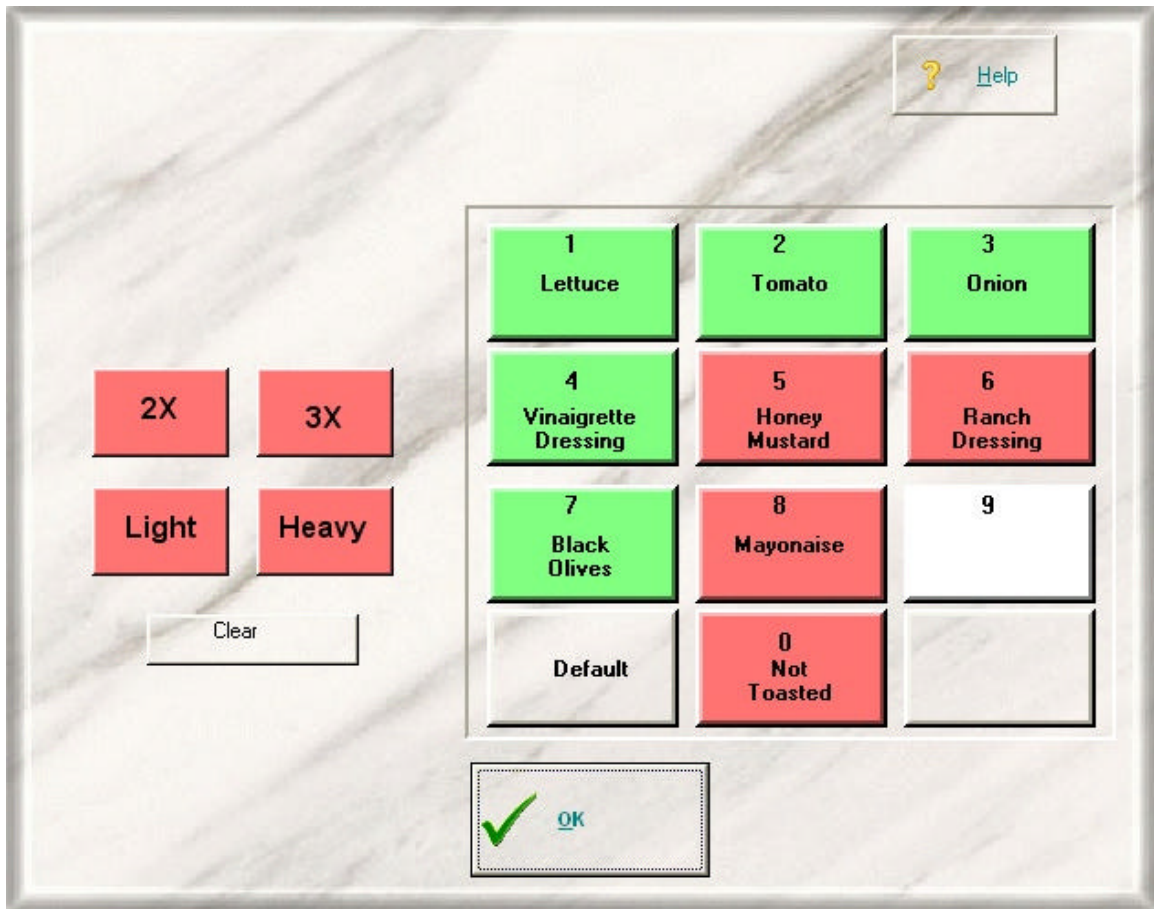
Each Option Key can be configured as a standard option so when the Option Selection screen is first opened the standard options will be automatically selected. Standard options can be deselected with a click (or touched).

When an Option is selected the key color is green. Options that are not selected, the key color is red.

Options instantly toggle when the Option Key is clicked (or touched).

It is not required that any of the available options be chosen.

Each option can also have a cost that increases the price of the item. The cost can vary among as each option has its own cost. You can also designate that a number of the options may come at no additional cost. You can also designate whether the lowest or highest cost items are free.



Sample Option Screen

## Modifiers

Modifiers differ from options in that only one Modifier choice may be selected and one choice *must* be selected.

Each Modifier Key can be configured as a standard option so when the Option Selection screen is first opened the standard Modifiers will be automatically selected. Standard Modifiers can be deselected with a click (or touched).

When a Modifier is selected the key color is green. Modifiers that are not selected, the key color is red.

The Modifier choice instantly toggles to selected when the Modifier Key is clicked (or touched) and the standard (or previously selected) Modifier is deselected.



Sample Modifier Selection Screen

## Organizing the Menu Structure

Before entering your menu into the software it requires some planning. The larger the menu the more thought it will require.

You should first organize all items into main menu categories.

### Example Main Menu Categories

- Beverages
- Appetizers
- Soups
- Salads
- Sandwiches
- Burgers
- Entrées
- Side Dishes
- Desserts

If you have more than 9 main categories you must combine categories until you have 9 or less main categories. For example if you have main categories of Soft Drinks and Beer, you can combine these 2 into a single main category of Beverages. You then define the Beverages key as a Link to a Sub-Menu. Then define Soft Drinks and Beer in the Sub Menu Page for Beverages.

If more than 9 items fall under a Category or Sub-Category you must divide the items into additional Sub-Categories. Another approach is to combine multiple items in to a single item and use the Options or Modifiers to distinguish the items. For example if you have Hamburger and Cheese Burger you can combine them into a single Burger item and add cheese as an Option or Modifier to make a Cheese Burger. The difference in price will be taken care of by the price of the cheese option.

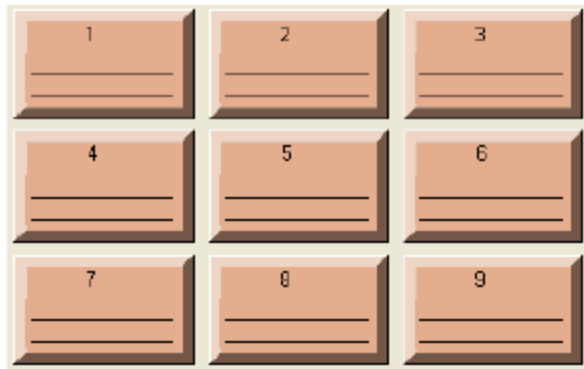
An example of dividing items in to sub-categories might be if you have more than 9 sandwiches and they can be divided into Subs and Deli you add two subcategories of Subs and Deli under the main Sandwiches category.

Your menu may have soups and salads listed together. Let's say you have 5 soups and 5 salads. You can create two separate sub-menus under the main menu selection of Soups & Salads, one for soups and one for salads.

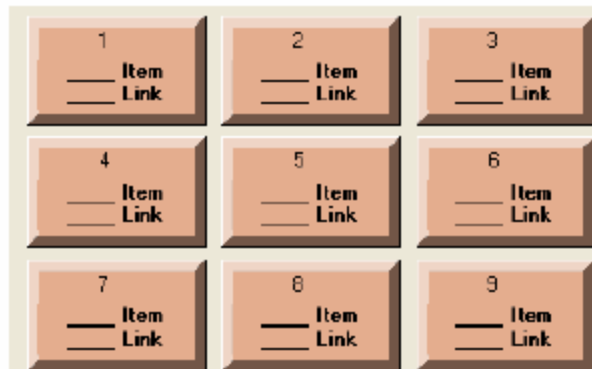
The software menu structure will allow you to create both menu items and links to sub-menus on the same menu page. On a single Menu Page you could defines some keys as Menu Items for the more popular items and define other keys on the same Menu Page as Links to a Sub Menu. The Sub Menu(s) could contain the less popular items.

We provide the following form (in PDF format) to assist organizing the menu structure.

Menu Page Title: \_\_\_\_\_



Menu Key Text, 1 or 2 lines of 12 characters per Line

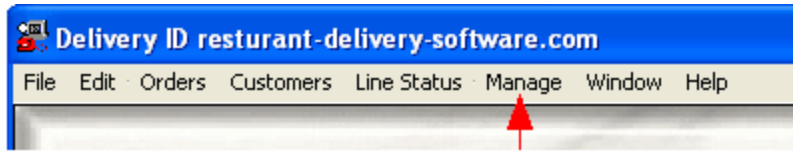


Each key can be an Item, Link to Sub-Menu or not used

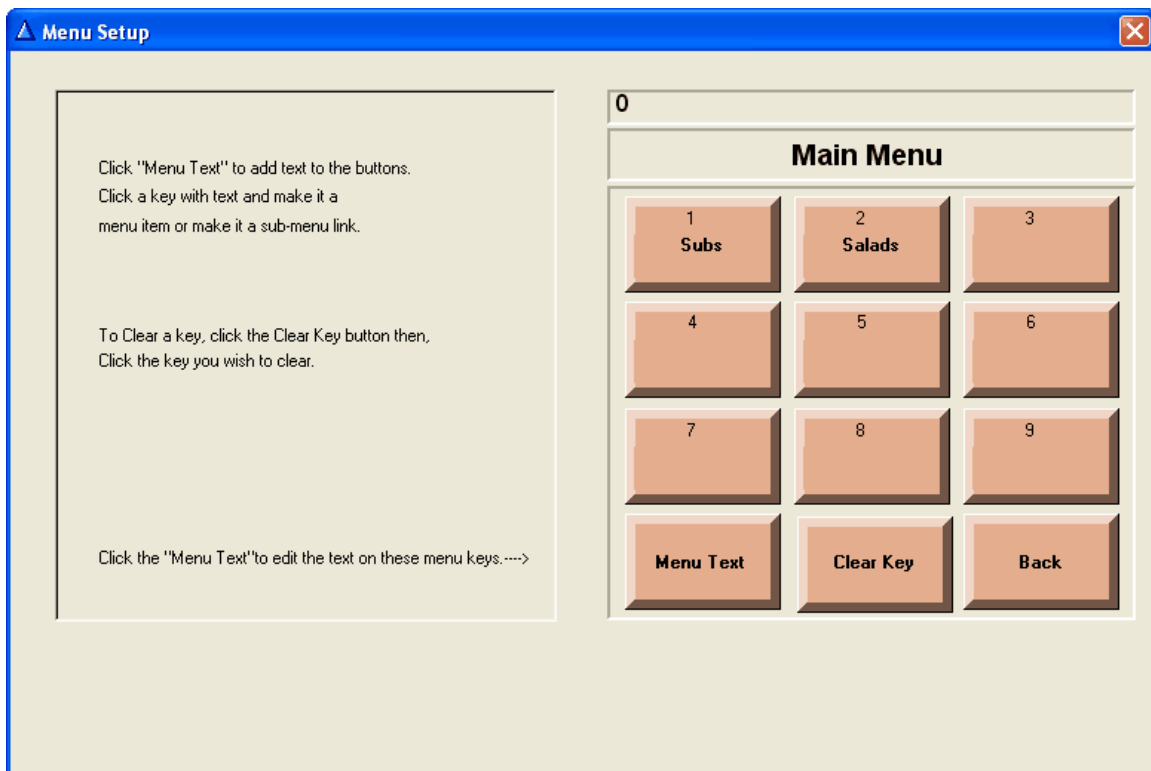
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

## Creating a Menu

From the program menu bar (at top of main window) select Manage.



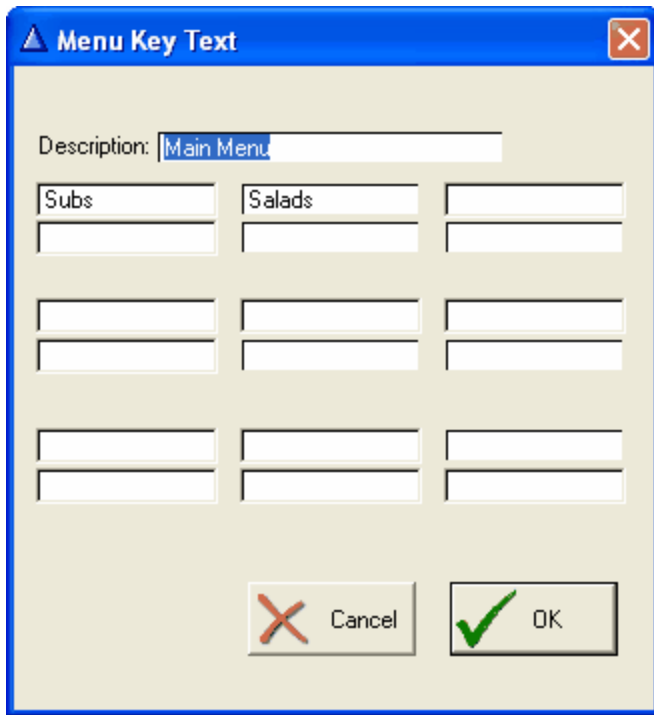
Then select Menu. This opens the Menu Setup screen.



On the right side of the Menu Setup screen there is a keypad. The key pad has 9 menu selection buttons, a Menu Text key, and "Clear Key" key.

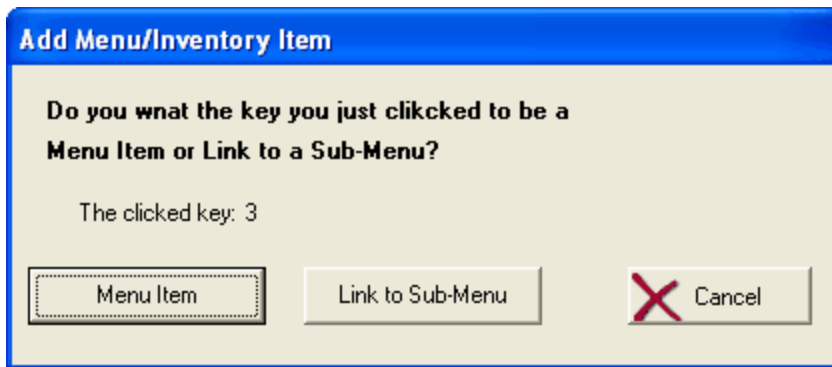


When you click the Menu Text key a form is displayed where you can enter the text that is to be displayed on each Menu Selection key of the current Menu Page.



### Creating a Sub-Menu

Click a key that is not yet configured. You are then given the choice of configuring the key to be a Menu Item or Link to a Sub-Menu.

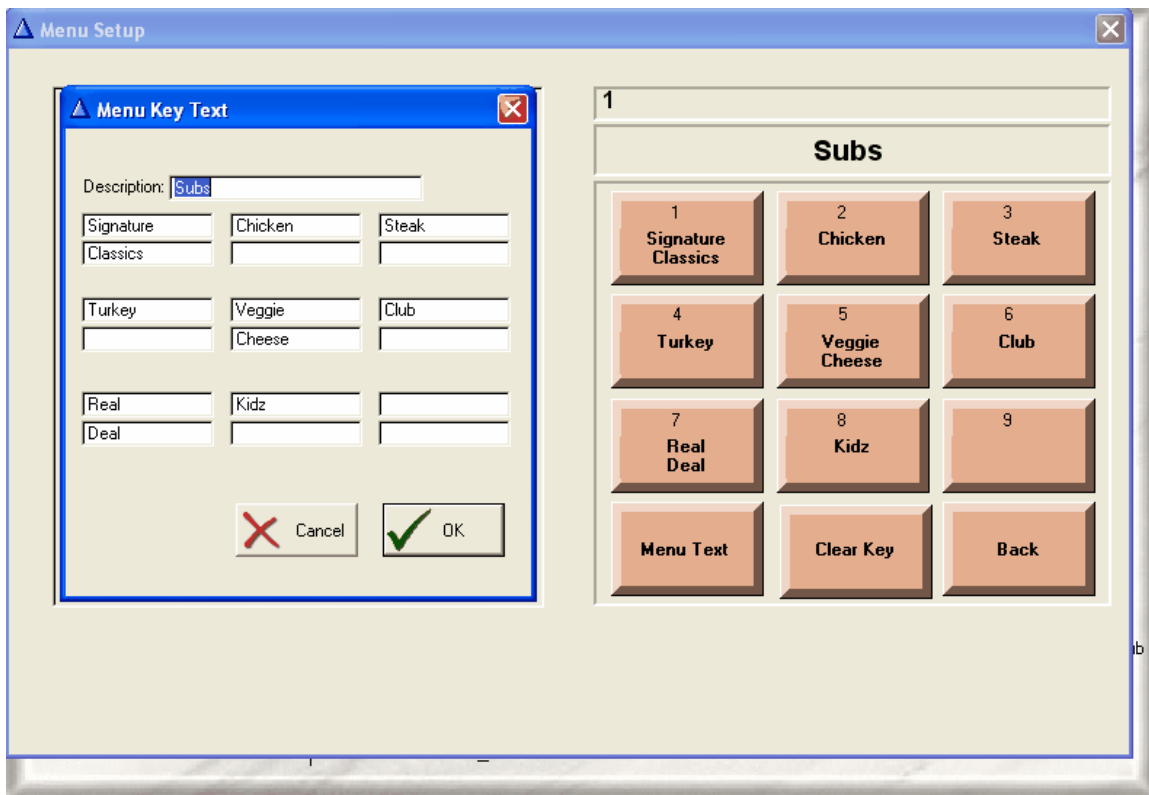


Click "Link to Sub-Menu".



Click the Menu Text key.

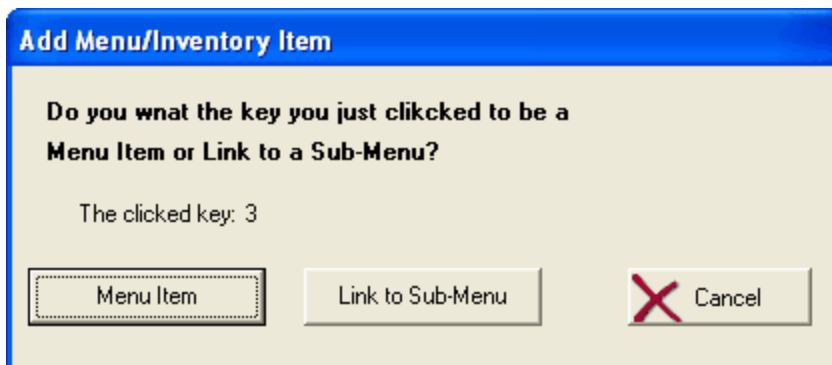
Fill in Text to be displayed on Menu Keys.



Click OK and the Menu Text Entry Window closes and the Text then appears on the keys.

## Create a Menu Item

Click a key that is not yet configured. You are then given the choice of configuring the key to be a Menu Item or Link to a Sub-Menu.



Click Menu Item. The Menu Item Window opens.

The Menu Item Window is where the menu item's price is set and whether the Menu Item will have options and modifiers or not.

**Menu Item**

Number:

Price:

Description:

Short Description:

Options:

None

1-10

11-20

Taxable

A Menu Item may have either from 1 to 10 options or 1 to 20.

**Menu Item Options**

Click a key with text to edit the option

To Clear a key, click the Clear Key button then, Click the key you wish to clear.

Click the "Option Text" to edit the text on these menu keys.---->

**Sandwich Options**

1 Lettuce	2 Tomato	3 Onion
4 Vinaigrette Dressing	5 Honey Mustard	6 Ranch Dressing
7 Black Olives	8 Mayonaise	9 Extra Chese
	0 Not Toasted	

Number Free:

Low or High Free

Lowest Cost Free

Highest Cost Free

### Edit Option Key

Key Label

Short Description  (preview, kitchen receipt)

Long Description

Alternate Description

Standard (auto-selected)

Price  (if this option increases item price)

### Item Modifier List

Traditioanal

Order	Description
1	Bread
3	Meat
5	Extra Cheese

### Edit Modifier Key

Key Label

Short Description  (preview, kitchen receipt)

Standard (auto-selected)

Price  (if this option raises item price)

### Record Will Be Changed

Traditioanal

Inventory # 1122

Order:

Description: