

# Using the Menu Manager

## Class Syllabus

### Topics Covered:

- I. Menu Manager Setup Functions
  - A. Setting Up Food/Service Types
  - B. Accessing Item Types from Event Manager
  - C. Adding a New Menu
  - D. Copying an Existing Menu
  - E. Adding Items to a Menu or Sub-Menu
  - F. Creating a Description/Recipe/Label/Notes/Image for an Item
  - G. Editing Additional Menu Item Details
  - H. Using the Prep Area Feature
  - I. Generating a Production Sheet for an Event Order
  - J. Establishing a Category for a New Menu Item
  - K. Adding a Quickpick Item
- II. Creating an Ingredients List
  - A. Adding a New Ingredients List
  - B. Adding an Ingredient to an Ingredients List
  - C. Adding Ingredients to a Menu Items
  - D. Printing an Ingredients List
- III. Using the Menu Manager Tabs
  - A. Adding Modifiers to a Menu Item
  - B. Editing Additional Modifier Item Details
  - C. Adding Required Items to a Menu Item
  - D. Editing Additional Required Item Details
  - E. Printing a Required Items List
  - F. Tracking Required Items Activity
  - G. Creating Automatic Item Packages
  - H. Editing Additional Package Item Details
- IV. Menu Manager Tools
  - A. Tracking Used Menu Items via the Menu Item Usage Report
  - B. Updating Costing from Ingredients List
  - C. Updating Menu Pricing
  - D. Updating Menu Costing
  - E. Copying Menu Items
  - F. Batch Processing Menu Items
  - G. Making a Menu Inactive
  - H. Using the Inventory Feature
  - I. Using the In-Stock Feature
  - J. Selecting an Inventory Item for an Event
  - K. Assigning From and To Times for Inventoried Items
  - L. Performing an Inventory Check in Event Manager
  - M. Inserting Page Breaks
- V. Q & A