

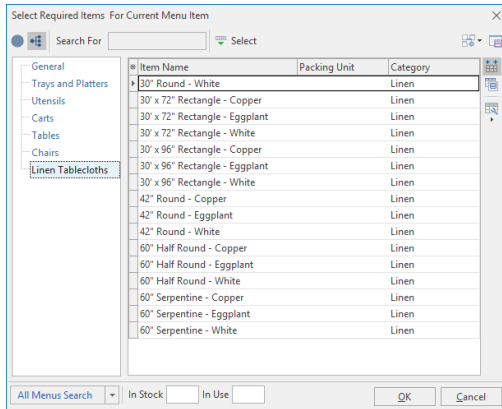


Assign Required Items

1. Click the **Menu Manager** button from the **Setup** sidebar.
2. In the left-hand pane of Menu Manager, click the title of the menu you would like to add a required item to.
3. Click the **Required Items** tab at the bottom of the screen.
4. Click the **Select Items** button  at the right-hand side of the **Required Items** window.
5. Highlight and select items.
6. Enter a Default Qty for your required items.
7. Click the **Quick Column Customizing** button  to access additional columns, such as Link, where you can optionally link the quantity of this item to the number of corresponding menu items ordered in an event.



See [Adding Required Items to a Menu Item](#)

Update Menu Costing

1. From Menu Manager, click the **Tools** button from the **Home** ribbon tab and choose **Menu Costing Update > From Ingredients List**.
2. Click the checkbox next to Update Menu Prices and enter a markup number to multiply cost by.
Note: The Markup By field is entered as a decimal which is multiplied by the total cost of the menu item.
3. Choose the desired Options by clicking into the checkboxes.
4. Click **OK**.

See [Updating Menu Costing](#)

Additional Resources

- [Creating an Automatic Menu Item Package](#)
- [Establishing Menu Item Modifiers](#)
- [Adding Custom Menu Items On-the-Fly](#)
- [Make Changes to Menu Items in Batch](#)



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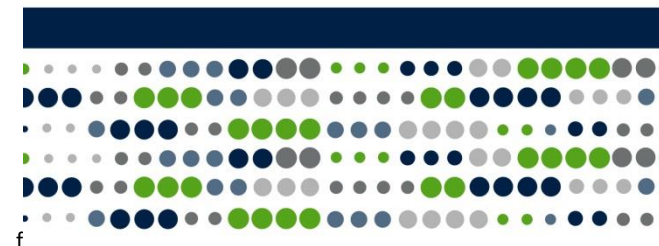


Quick Reference Guide:



Menu
Manager

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Set Up Food/Service Types

1. Click the **Administration** ribbon tab.
2. Click **General > Food/Service Item Types**.
3. Click into the **Type** field and type the new name over "N/A."
4. Click the down arrow to the right of the **Image** field and select an image from the drop-down list.
5. Click into the checkbox under the **Active** field to activate the new Food/Service Item Type.
6. Click into the **Associate Charges** area to associate a Room, Labor, Delivery, or Miscellaneous charge to the Item Type.
Note: You will need to assign tax/service charge rates for the new item type.
7. Drag and drop the item types into the desired position.
8. Click **OK**.

| Food/Service Item Types | | Associate Charges | | | |
|-------------------------|-------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Type | Image | Active | Room | Labor | Misc |
| Food | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Beverage | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Liquor | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Equipment | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Labor | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Room | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| NA | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

See [Setting Up Food/Service Item Types](#) and [Establishing Default Tax Rates](#)



Add a New Menu


1. Click the **Menu Manager** button from the **Setup** sidebar.
2. Click the **Add New Menu** button , located on the upper left-hand side of the screen.
3. Click **Yes** at the confirmation prompt.
4. Type a name of the new menu and press **[Enter]**.
5. Add a new menu item by clicking the **Add Menu Item** button , located at the top of the Menu Manager window.
6. Type the name of the food/service item into the blank **Item Name** field and then press **[Tab]**.
7. Fill out the **Price**, **Comment**, **Prep Area**, etc., information as desired.


Note: Click the **Quick-Column Customizing** button  to access optional fields.

See [Adding Menu Items to Default Menus](#)

Create an Ingredients List


1. Click the **Ingredient Manager** button from the **Setup** sidebar.
2. Click the **Add Menu** button , located on the upper left-hand side of the screen.
3. Click **Yes** at the confirmation prompt.
4. Type a name for your new ingredients list and press **[Enter]**.
5. Add a new ingredient by clicking the **Add Ingredient** button .
6. Type the ingredient name into the **Item Name** field and press **[Tab]** to move to the next field.
7. Enter the **Category**, **Prep Area**, **Type**, and **Comment** into their respective fields.

Note: Click the **Quick-Column Customizing** button  to access optional ingredients list fields.

8. When finished, click the  at the top right-hand side of the window.

See [Building Ingredients Lists](#)

Assign Ingredients




1. Click the **Menu Manager** button from the **Setup** sidebar.
2. In the left-hand pane of Menu Manager, click the title of the menu you would like to add an ingredient to.
3. Click the **Recipe** tab.
4. Click the **Select Ingredients** button , located on the right-hand side of the window.
5. Highlight and select ingredients.
6. Click **OK** to close the Select Ingredients window.
7. Click in the **Qty** column and enter a quantity for each ingredient item.

| Item Name | Default Unit | Category | Type |
|---------------------------|--------------|----------|------------|
| Cream | Pint | Dairy | Dairy |
| Butter | Tablespoon | Dairy | Dairy |
| Parmesan Cheese | Cup | Dairy | Dairy |
| Eggs | Item | Dairy | Entree |
| Milk | Fluid Ounce | Dairy | Dairy |
| Cream Cheese | Ounce | Dairy | Dairy |
| Assorted Cheeses HD'S | Ounce | Dairy | Appetizers |
| Swiss Cheese | Ounce | Dairy | Dairy |
| Cheddar Cheese | Ounce | Dairy | Dairy |
| Vanilla Ice Cream | Ounce | Dairy | Deserts |
| Chocolate Ice Cream | Ounce | Dairy | Deserts |
| Rainbow Sherbet | Ounce | Dairy | Deserts |
| Sour Cream | Ounce | Dairy | Dairy |
| Cheese Ball (One Pound) | Item | Dairy | Appetizers |
| Ricotta Cheese | Cup | Dairy | Dairy |
| Thin Sliced Parmesan Chee | Ounce | Dairy | Modifier |

Use the Menu Manager Tabs

1. Click the **Menu Manager** button from the **Setup** sidebar.
2. Click the **Description** tab, located at the bottom of the screen, and type as desired.
Note: The **Name** of your new menu item will be entered here as a default.
3. Click the **Label and Notes** tabs and enter text as desired.
Note: Use the formatting tools on the **Home** ribbon tab at the top of the screen to format the text you have entered.
4. Click the **Picture** tab and right-click and select **Load from File** to browse to an image.

Set Up Required Items

1. Click the **Required Items** button from the **Setup** sidebar.
2. Click the **Add Menu** button , located along the left-hand pane of the window.
3. Click **Yes** at the confirmation prompt.
4. Type a name for your new required items list and press **[Enter]**.
5. Click the **Add Required Item** button  located at the top of the Required Items window.
6. Type an **Item Name** for the new item, and press **[Tab]**.
7. Select a **Packing Unit** (of measurement) for the required item.
8. Optionally enter a **Category**, to be used for tracking the item, and a **Comment**.
9. When finished, click the  at the top right-hand side of the window.

See [Creating a Master List of Required Items](#)