


## Managing Your Default Menus in Menu Manager

### Class Syllabus

#### Topics Covered:

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- I. Setting up Menu Manager Defaults
    - A. Setting Up Food/Service Item Types
    - B. Accessing Food/Service Item Type Tabs from Event Manager
    - C. Setting Default Tax Rates
    - D. Adding a New Menu or Sub-Menu
    - E. Copying an Existing Menu
    - F. Adding Food/Service Items to Default Menus
    - G. Creating a Description/Recipe/Label/Notes/Image for an Item
    - H. Editing Additional Food/Service Item Details
      - I. Assigning a Prep Area for a New Food/Service Item
      - J. Generating a Production Sheet for an Event Order
      - K. Fields Available in the Food/Service Items Grid
      - L. Establishing a Category for a New Food/Service Item
      - M. Creating an Inventory for Reusable Items
      - N. Assigning Inventory Out and Inventory Return Times for Inventories Items
      - O. Establishing Minimum, Default, and Linked Quantities
      - P. Establishing Default Base Price Markup Rates
      - Q. Assigning a Default Markup Schedule to Accounts and Site Locations
      - R. Adding Quickpick Items to the Menu Manager
  - II. Building Ingredients Lists
    - A. Adding an Ingredient List Category
    - B. Adding Ingredient Items
    - C. Using the Item Details View (Units Tab)
    - D. Building Sub-Recipes
    - E. Creating Item-Specific Units
    - F. Creating General Custom Units
    - G. Assigning Ingredients to Menu Items
    - H. Printing an Ingredients List
  - III. Building Required Items Lists
    - A. Adding a Required Items List Category
    - B. Adding a Required Item
    - C. Inventorying Required Items
    - D. Assigning Inventory Out and Inventory Return Times for Required Items
    - E. Assigning a Required Item Cost and Packing Unit
    - F. Assigning Required Items to Menu Items
    - G. Printing a Required Items List



- IV. Managing Vendor Lists
  - A. Adding New Default Vendors
  - B. Assigning Vendors to Food/Service Items
  - C. Assigning Vendors to Ingredients
  - D. Changing Vendors in an Event
  - E. Printing Food/Service Item Vendor Lists
  
- V. Using the Menu Manager Tabs
  - A. Printing Food/Service Item Labels and Display Cards
  - B. Using the Recipe Tab
  - C. Editing Additional Ingredient Item Details
  - D. Selecting Modifiers for a Menu Item
  - E. Creating an Automatic Food/Service Item Package
  - F. Including Digital Images of Your Food/Service Items
  - G. E-mailing an Image
  
- VI. Using Menu Manager Tools
  - A. Updating Menu Pricing
  - B. Updating Costing from Ingredients Lists
  - C. Updating Costing from Another Source
  - D. Batch Processing Food/Service Items
  - E. Making a Menu Inactive
  - F. Inserting Page Breaks
  
- VII. Using Menu Manager Reports
  - A. Generating the Menu Items by Category Report
  - B. Tracking Used Menu Items via the Menu Item Usage Report
  - C. Generating the Ingredients Report
  - D. Generating the Required Items Report
  
- VIII. Using Menu Manager Queries
  - A. Printing and Modifying Menu Item Labels
  - B. Tracking Required Items Usage
  
- IX. Q & A