Managing Your Default Menus in Menu Manager

Class Syllabus

Topics Covered:

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