

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