

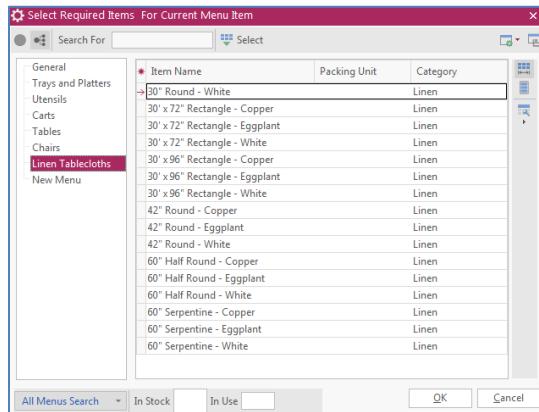


## Assign Required Items

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. Select the desired required item from menu item area on the right.
4. Click the **Required Items** tab at the bottom of the screen.
5. Click the **Select Items** button  at the right-hand side of the **Required Items** window.
6. Highlight and select items.
7. Enter a Default Qty for your required items.
8. 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](#)
- [Creating Default Vendor Lists](#)
- [Printing Menu Item Labels](#)
- [Viewing and Editing Item Usage](#)



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Quick Reference Guide:

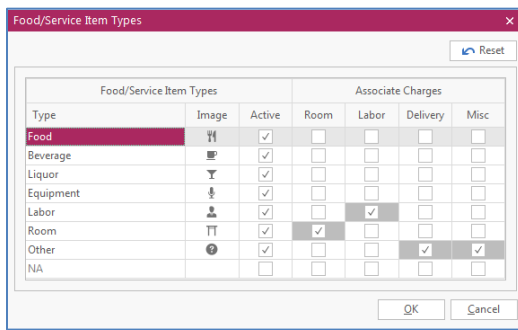
# Menu Manager

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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**.



(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 window.
3. Click **Yes** at the confirmation prompt.
4. Type a name for 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 window.
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 , located at the top of the Ingredient Manager window.
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.

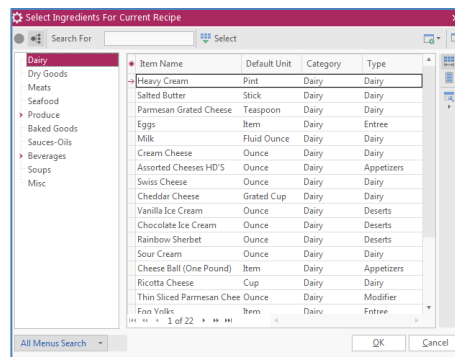
**Note:** Click the **Quick-Column Customizing** button  to access optional ingredients list fields.

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

(See [Building Ingredients Lists](#))

## Assign Ingredients

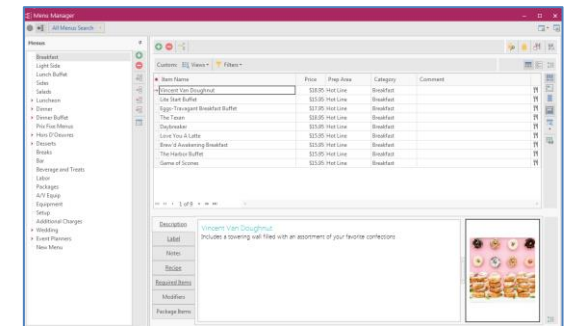
1. Click the **Menu Manager** button from the **Setup** sidebar.
2. In the left-hand pane of Menu Manager, click the title of the menu you would like to add an ingredient to.
3. Select the desired menu item from menu item area on the right.
4. Click the **Recipe** tab.
5. Click the **Select Items** button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






(See [Building Ingredients Lists](#))

## 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 into the **Picture** pane, right-click, and select **Load from File** to browse to an image.
4. Click the **Label and Notes** tabs and enter text as desired.  
**Note:** Use the formatting tools on the **Home** ribbon tab at the top left of the screen to format the text you have entered.
5. Add recipes/ingredients, modifiers, and package items as desired. (See the **Additional Resources** area.)



## 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 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 [Building Required Items Lists](#))