CATEREASE QUICK GUIDE DEFAULT MENU SETUP

Description

This guidebook teaches you how to set up default menus using the Menu Manager. Topics covered include:

- Establishing Custom Food/Service Item Types
- Confirming Default Tax Rates
- Accessing Menu Manager
- Rearranging Menu Titles
- Moving Items from One Menu to Another
- Adding New Menus
- Adding New Food/Service Items
- Modifying Food/Service Item Details
- Establishing Default Quantities & Inventory

- Modifying Food/Service Items in Batch
- Associating Menu Items to Each Other
- Building Automatic Menu Packages
- Copying an Existing Menu
- Setting up Required Items
- Managing Ingredients
- Creating Modifiers
- Setting up Your Vendor List
- Assigning Vendors to Food/Service Items

I. Establishing Custom Food/Service Item Types

Fil	e Home	Select	Reports	Display A	Administration	Help	О Туре	Notes	
Gene	eral Menus	Venues	Prints	Settings 0	ptions Lists	Remin	ders I		
122	Company Infor	mation	S	etup					
	New Booking D	efaults							
0	Required Fields	i							
8=	Food/Service It	em Types		Admin	ration > F	pod			
%	Tax/Service Ch	arge Rates		Servi	ice Item Type	es			
0	Base Price Mar	kup Rates)		
⊯	Notifications S	etup							
	Customize Nar	nes							
	Account Ma	nager							

						Notes	
Food/Service	Item Types			Associat	e Charges		
Туре	Image	Active	Room	Labor	Delivery		
Food	71	 Image: A start of the start of					
Beverage		1					
Liquor							
Equipment Add n	iew Type > S	elect					
Labor Active	e checkbox a	nd		\checkmark			
Room Assoc	iate Charge		\checkmark				
Other					\checkmark		
NA							
					QK		

II. Confirming Default Tax Rates

Fi	le	Home	Select	Reports	Display	Administra	ation H	elp PT	ype here to se	I	Notes	
Gen	eral	Menus	Venues	Prints	Settings	Options	Lists R	eminders	Database			
121	Com	pany Inform	nation	S	etup							
	New	Booking De	faults									
ବ୍ତ	Requ	uired Fields					·					
8-	Food	d/Service Ite	m Types		C	ick the A	dminis [.]	tration				
%	Tax/	Service Cha	Rates.		r	ibbon tal	b and c	hoose				
0	Base	Price Mark	up Rates			General	> Tax/Se	ervice				
*	Noti	fications Set	tup			Char	To Rato	c				
	Cust	tomize Nam	es			Citar	se nate	5.				
	e (Account Man	ager									
	1	Scheduler										

III. Accessing Menu Manager



IV. Rearranging Menu Titles



All Menus Search 👻			Notes	
Menus	Ŧ (
Bring is Breakfast Light Side Lunch Buffet Luncheon Dinner Dinner Dinner Buffet Prix Fixe Menus Hors D'Oeuvres	Drag groups of it from one menu another.	Custom: Item Name		

V. Moving Items from One Menu to Another

VI. Adding New Menus

둗 Menu Manager		Notes
All Menus Search 👻		
Menus	₩ 😄 🛏	
Breaks	0	
Breakfast	Custom: 🔣 Views	
Light Side	Itom Nama	
Lunch Buffet		
> Luncheon	Add a new menu with	
> Dinner	green plus sign.	
> Dinner Buffet		
Prix Fixe Menus		

VII. Adding New Food/Service Items





VIII. Modifying Food/Service Item Details

IX. Establishing Linked and Default Quantities

Item Name	Default Qty	Linked				
(AII)			0.01	\checkmark		
(Sorted)			0.01	\checkmark		
	0.01	\checkmark				
 Item Name 	Acct Code		0.02	\checkmark		
✓ Default Qky	Item ID	Add co	olumns to the	grid		
✓ Linked	Publish	Туре	e into Default Qty —			
In Stock	Vendor	and	or check Linked			
Inventory	🗌 Inv Min	check box.	-			
Cost	Rental					

Dessert

Notes	

X. Inventorying Reusable Items

Item Name		In Stock	Invento	Notes
(All)		4	\checkmark	
		2	\checkmark	
		2	\checkmark	
Item Name	Linked	6	\checkmark	
In Stock	Item ID	2		
✓ Inventory	Publ Add colum	ins to the g	rid.	
Cost	Vent Type into In	Stock and o	check	
Markup	Inv N Inventor	y check bo	K	
✓ Price	Renta	4		
	— - · ·			

XI. Modifying Food/Service Items in Batch



XII. Associating Menu Items





XIII. Building Automatic Menu Packages



XIV. Copying an Existing Menu





XV. Setting up Required Items





XVI. Managing Ingredients



Views * T Fillers *							
8	Price	Prep Area	Category	Comment			
e Buffet	\$22.95	Kitchen	Lunch				71
	\$20.95	Kitchen	Lunch			N	71
otion	\$19.95	Cold Prep	Lunch			4	11
5	Red	pe for Chef's Ta	ble Buffet (Servings:	1)		Servings In F	Recipe
Irge skillet over medium high heat, cook ~ ut up chicken until cooked through, he bell peppers, onion, and garlic, ning with a light hand as you go. for about 10 minutes, or until the es are crisp tender but not mushy. Jine soapherti sauce with miture in the pring to a bubble, reduce heat and t the pasta per package directions.		Click and se	the Recipe lect ingrec	e tab dients.	Oty 1.5 3 2 3 0.25 2 2 2	Total \$100 \$0.02 \$0.18 \$1.30 \$0.18 \$0.15 \$0.62 \$0.10	
and return the pasta to the cooking acc						4.43	02

XVII. Managing Menu Item Modifiers



			• •
	Modifier Rule	s	7
	Template Pr	operties	
	Name	Sides	
	Rule	Pick Many	•
	Minimum	1 Maximum 2 C	
A	ssign rules to ecific modifi groups.	p er	



				Notes	
Modifier Properties					
Туре	Text Modifier				
Price	Cost Item Type	e ∭ Food →]		
Misc Default	Inactive				
Description	1		-		
Assign rules	to specific				
Assign rules modifier	to specific items.				
Assign rules modifier	to specific r items.				
Assign rules modifier	to specific r items.				
Assign rules modifier	to specific • items.				
Assign rules modifier	to specific • items.	unch			
Assign rules modifier	to specific ritems.	unch		Notes	
Assign rules modifier Interfeast Beef Iteak Sandwich Tricken Breat Supre	to specific ritems.	unch unch unch		Notes	
Assign rules modifier valleye Pice liced Roast Beef teak Sandwich ?kicken Breast Supret	to specific items.	unch unch unch		Notes	

Template Rule

Minimum

Price

Misc

0 C Maximum 0

Cost

2

1

Default Inactive



O Medium Well

Well

Sides: Select Multiple

French Fries
 Chips
 Coleslaw

Truffle Mac and Cheese (

> Sides > Salad

Setup sidebar > Menu Manager

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Notes	

Caterease Software

Add item groups with



XVIII. Setting up Your Vendor List

XIX. Assigning Vendors to Food/Service Items

						DT 15 🔒 🥪	Notes
			_			- 11	
Price	Prep Area	Category	Comm	sent	Vendor		
\$18.95	18.95 Hot Line Breakfast Per Pe			rson		N 11	
\$15.95	Hot Line	Breakfast	Per Per	Name	Туре	Category	
\$17.95	Hot Line	Breakfast	Per Per	Captain Jerry	Seafood	Long Distance - 3	
\$18.95	Hot Line	Breakfast	Per Per	Grand Weatern Beef	Meat	Long Distance - 31	
\$15.05	Hot Line	Breakfast	Por Pe	In House			
N//		nagor > a	14 ,	Incredible Fresh	Produce	Local - 1 Day Notic	
IVIE		liagei – au	JU	Marcel Bakery	Baked Goods	Local - 1 Day Notic	
Vendor column.				Premium Beverage	Beverages	Long Distance - 31	
		ndor fron	_	Sysco	Dry Goods	Long Distance - 31	
Select vendor from				Taylor Rental	Equipment	Local - 1 Day Notic	
	drop-d	own list.		The Laughing Cow	Dairy	Long Distance - 3	
				Katies Flowers	Floral	Local - 1 Day Notic	
				Fresh Market	Fresh Food	Local - 1 Day Notic	
				is.		×	