INTRODUCTION

Now that you have been using the **ULTRU-DINE** *Pro* point of sale system, you may need to make some basic changes to your menu items.

To get you started, we have compiled a set of instructions that contains some of the more frequently asked how to's by new customers.

You can find a more extensive collection of documentation instructions by visiting docs.ultrux.com.

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SECTION 1: Menu Items

Creating Menu Item

Food items can range from being as simple as a single button item, to having the option to choose sizes or types, or adding ingredients, popups, and modifiers.
The following tutorials will walk you through adding a new food item; starting with a basic button and moving on to more complicated steps.

In this scenario, we are going to add **Salad** as a menu item. We will start with one *Salad*, with no size, type, dressing or any other options.
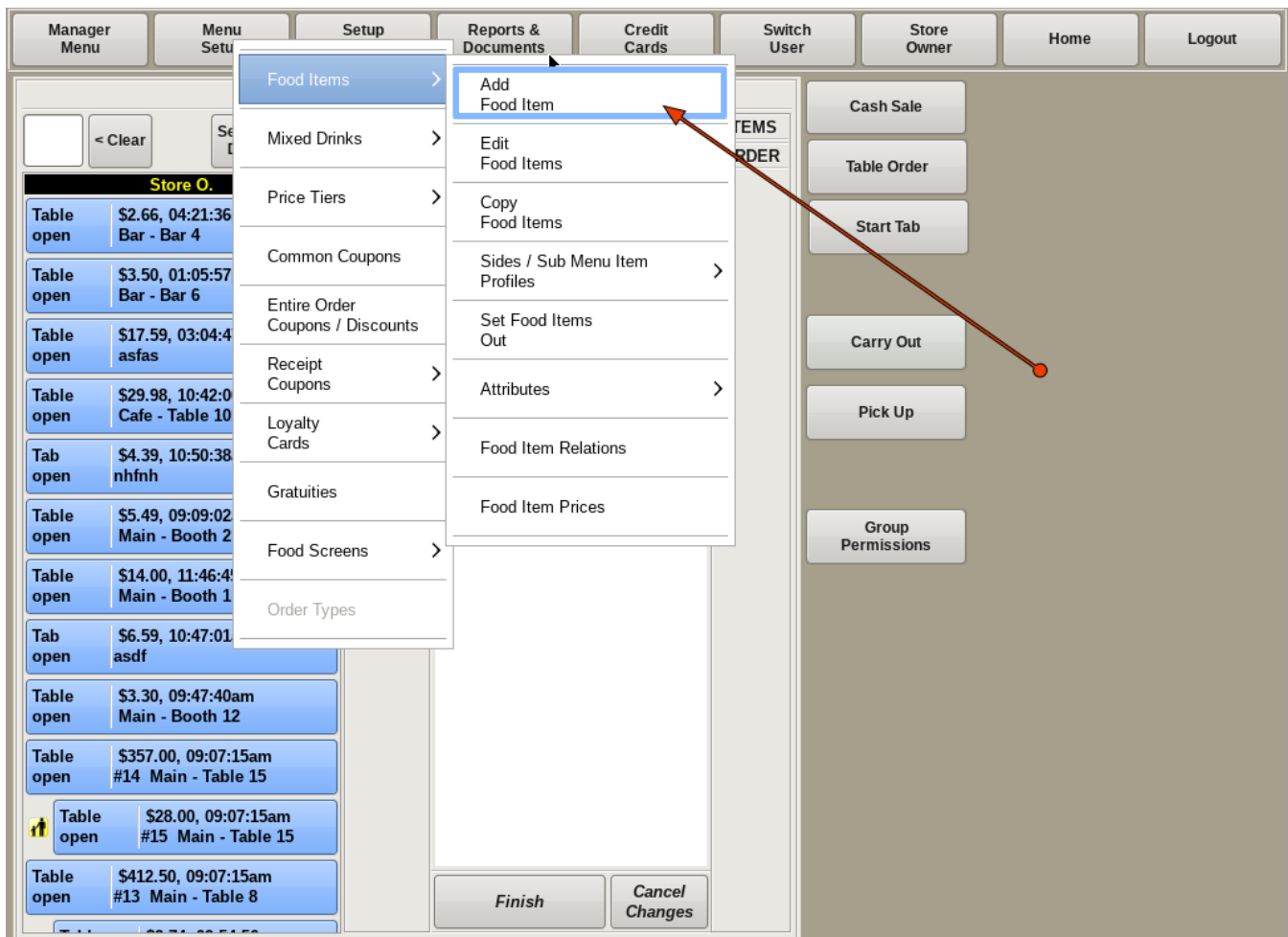
Creating Menu Item - Salad
To add a new menu item, select **Menu Setup** from the top bar of the home screen.
Then go to **Food Items** and choose *Add Food Item*.

| Manager Menu | Menu Setup | Setup Config | Reports & Documents | Credit Cards | Switch User | Store Owner | Home | Logout |

Add New Food Item

General Information

Name [Salad] C
Id #
Enabled ☑

Button/List Caption [   ]

Group [Food   ▼] 🔷

| Appetizers |
| Beer |
| Beer Can |
| Bottle Beer |
| Breakfast |
| Breakfast Sides |
| Food |
| Kids |
| None |
| Sides |
| Soft Drink |

Beverage Counter

Auto Complete [▼]

Ingredients   Min: [   ]
Sides   Min: [   ]
As Side Def Count

Temp Tier   [▼]
Sides Inherit Tier
Is Out
Ingred Step Pricing
Price Round To   [▼]

Style Properties: [Button] [All Buttons] [Panels]

Ticket Printing Options

Print To Expo ☑   Side Print W Entree ☑
                    Side Print To Printer ☑
Print @ Top ☐   Side Print @ Top ☐

Print Caption [   ]
Print Caption 1 [Print Caption Only ▼]
Print Caption 2 [Size Only   ▼]
Print Caption 3 [Type Only   ▼]

Printer Fonts

[As Menu Item] [As Side Item]

As Menu Item Print Captions

Caption 1   [B Tall, Wide, Bold ▼]
Caption 2   [B Tall, Wide, Bold ▼]
Caption 3   [B Tall, Wide, Bold ▼]
Ingredient   [A   ▼]
Named Ing.   [B Wide, Bold   ▼]
Comment   [A   ▼]

[Set As Default] [Apply To All] [Print Samples]

[📖 Save]

[❌ Close]

This will bring you to the *General Information* page. Here you will enter the *Name* of your food item in the yellow field, **Salad.**

Next, drop down the list next to *Group*. The group identifies what type of food item you are dealing with. For *Salad*, you would choose *Food* for the *Group*.

Click **Save**.

| Manager Menu | Menu Setup | Setup Config | Reports & Documents | Credit Cards | Switch User | Store Owner | Home | Logout |

Add New Food Item

General Information

Name: Salad [C]
Id #
Enabled ☑
Button/List Caption
Group: Food ▼ 🔧
Beverage Counter ▼
Auto Complete: Auto Complete ▼
Ingredients Min: 0 Max: 100
Sides Min: 0 Max: 100
As Side Def Count: 1 ▼
Temp Tier ▼
Sides Inherit Tier ☐
Is Out ☐
Ingred Step Pricing ☐
Price Round To: None ▼
Style Properties: Button | All Buttons | Panels

Ticket Printing Options

Print To Expo ☑ Side Print W Entree ☑
Side Print To Printer ☑
Print @ Top ☐ Side Print @ Top ☐

Print Caption
Print Caption 1: Print Caption Only ▼
Print Caption 2: Size Only ▼
Print Caption 3: Type Only ▼

Printer Fonts

As Menu Item | As Side Item

As Menu Item Print Captions

Caption 1: B Tall, Wide, Bold ▼
Caption 2: B Tall, Wide, Bold ▼
Caption 3: B Tall, Wide, Bold ▼
Ingredient: A ▼
Named Ing.: B Wide, Bold ▼
Comment: A ▼

Set As Default | Apply To All | Print Samples

Save

Close

Add/Edit Food Item Groups

Name: Food ➕ Add

Name	En
Beer Can	☑
Bottle Beer	☑
None	☑
Appetizers	☑
Beer	☑
Breakfast	☑
Food	☑
Sides	☑
Breakfast Sides	☑
Soft Drink	☑
Kids	☑

Button Preview

Default Panel Colors

Close

If the group you want is not listed, you can click the **Add** button next to the drop down to bring up the *Add/Edit Food Item Groups* window.
Simply type in the name of the group in the yellow field and click **Add**. You will now see it on the list. Click **Close**.

You can now find the group on the drop down. Select it and click **Save**.

| Manager Menu | Menu Setup | Setup Config | Reports & Documents | Credit Cards | Switch User | Store Owner | Home | Logout |

Add New Food Item

Sales Categories For: Salad

Sales Categories   **Sales Cat. Total %100**

Name		Name	Percent
Bottle Beer		Food	100
Breakfast			
Can Beer			
Draft Beer			
Food			
Liquor			
Merchandise			
Soft Drink			
Wine			

Save

This will bring you to the **Sales Categories** page. *Sales Categories* are used to organize income generated by Menu Item sales in the POS for reporting. Often the sales category will correspond with the group an item is assigned to.

You will notice that this window has a standard two column list. You will find these on most edit menu item screens. The column on the left will include everything that the POS knows about; and the list on the right will show only what is associated with the particular food item you are dealing with.

To choose a *Sales Category*, simply click the category on the left that corresponds with your food item. In the case of the salad, we will choose *Food*.

When finished, click **Save**.

Add/Edit Sales Categories

Name	Food

➕ Add

Food Item Associations

Name	En
Food	✔
Soft Drink	✔
Liquor	✔
Draft Beer	✔
Bottle Beer	✔
Breakfast	✔
Wine	✔
Merchandise	✔
Can Beer	✔

❎ Close

If you need to add a category, click the **Add** button, and type in the name of the category you wish to add, and click **Add.** You can then choose it from the list.

Manager Menu	Menu Setup	Setup Config	Reports & Documents	Credit Cards	Switch User	Store Owner	Home	Logout

Add New Food Item

Tax Rates 🔺   ☐ Tax Included

Tax Rates	Tax Rates
0.0700 = Sales	0.0700 = Sales

📝 Save

❌ Close

Add/Edit Sales Tax Rates

Name [Sales]   Desc. [Sales Tax]   Rate [.08]

➕ Add

Food Item Associations

Name	Description	Rate	Enabled
Sales	Sales Tax	0.0700	☑

❌ Close

The next screen to work with is the **Tax Rates** page. Here you will choose the amount of sales tax that will be added to the food item by selecting the correct rate on the left.

If you need to add a new rate, click the **Add** button to enter the new information.

You can also click the **Tax Included** check box, if tax will be included in the listed price; such as with beer and liquor.

When finished, click **Save**.
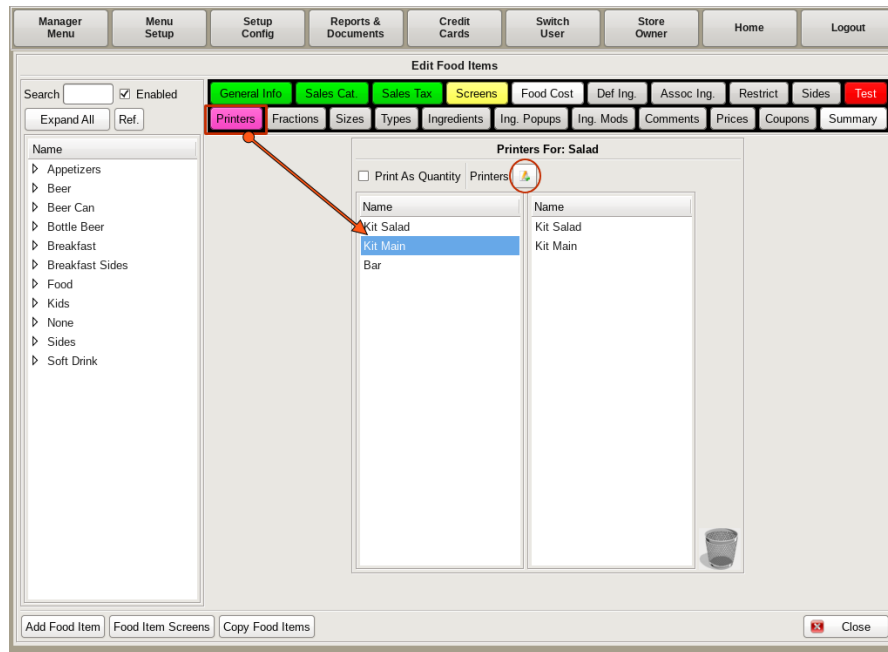
This will bring you to the **Edit Food Items** menu. In this window you can modify many aspects of a Food Item. As you work on a section, you will notice the tab of the sections you modify will turn green.

First, the Printers tab will be flashing purple. This is to remind you that a printer has not been set for this food item. Click the tab and select the printer name(s) on the left. You can add or edit printer names by clicking the **Add/Edit** button.

Note: This does not set up a printer, it only adds the name to the list and applies settings.
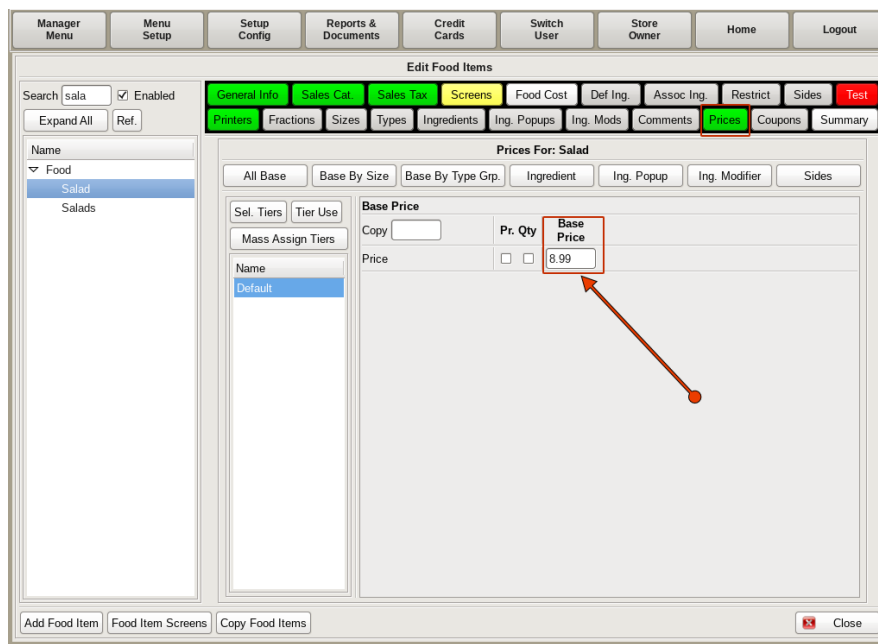
You will now need to add a **Price** to *Salad*. Click on the **Prices** tab and in the *Base Price* field, enter the price of the Salad; *i.e. 8.99.*
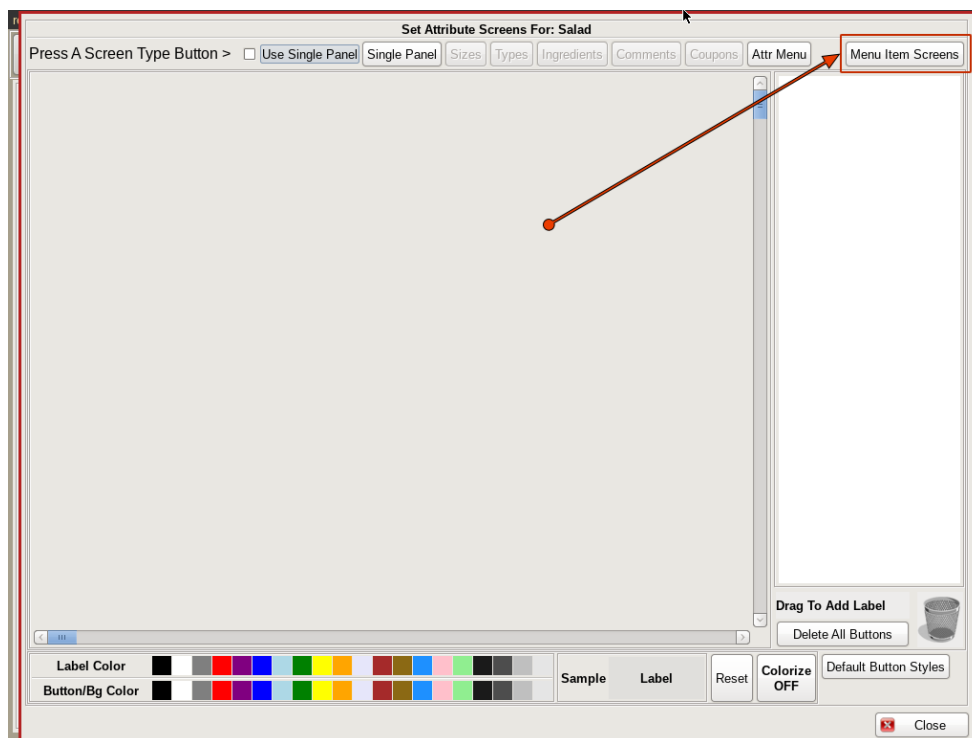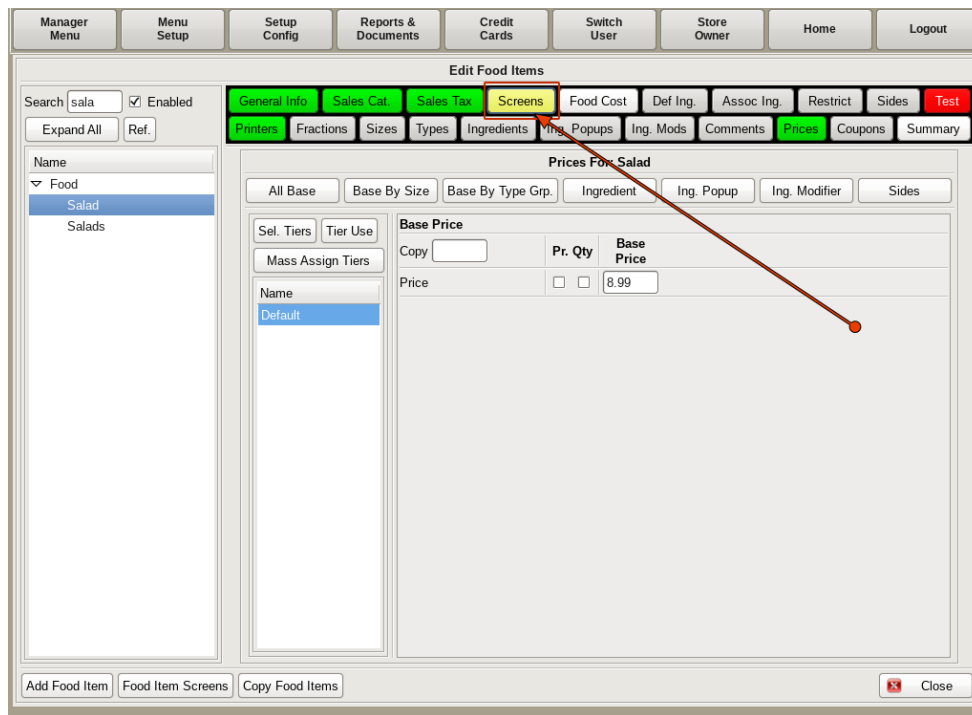
Now that we have the new *Menu Item*, you need a way to order it. You will do this by adding *Salad* to the **Food Screen** menu.

Start by clicking the *Screens* tab at the top. Then select the **Menu Item Screens** button on the right.
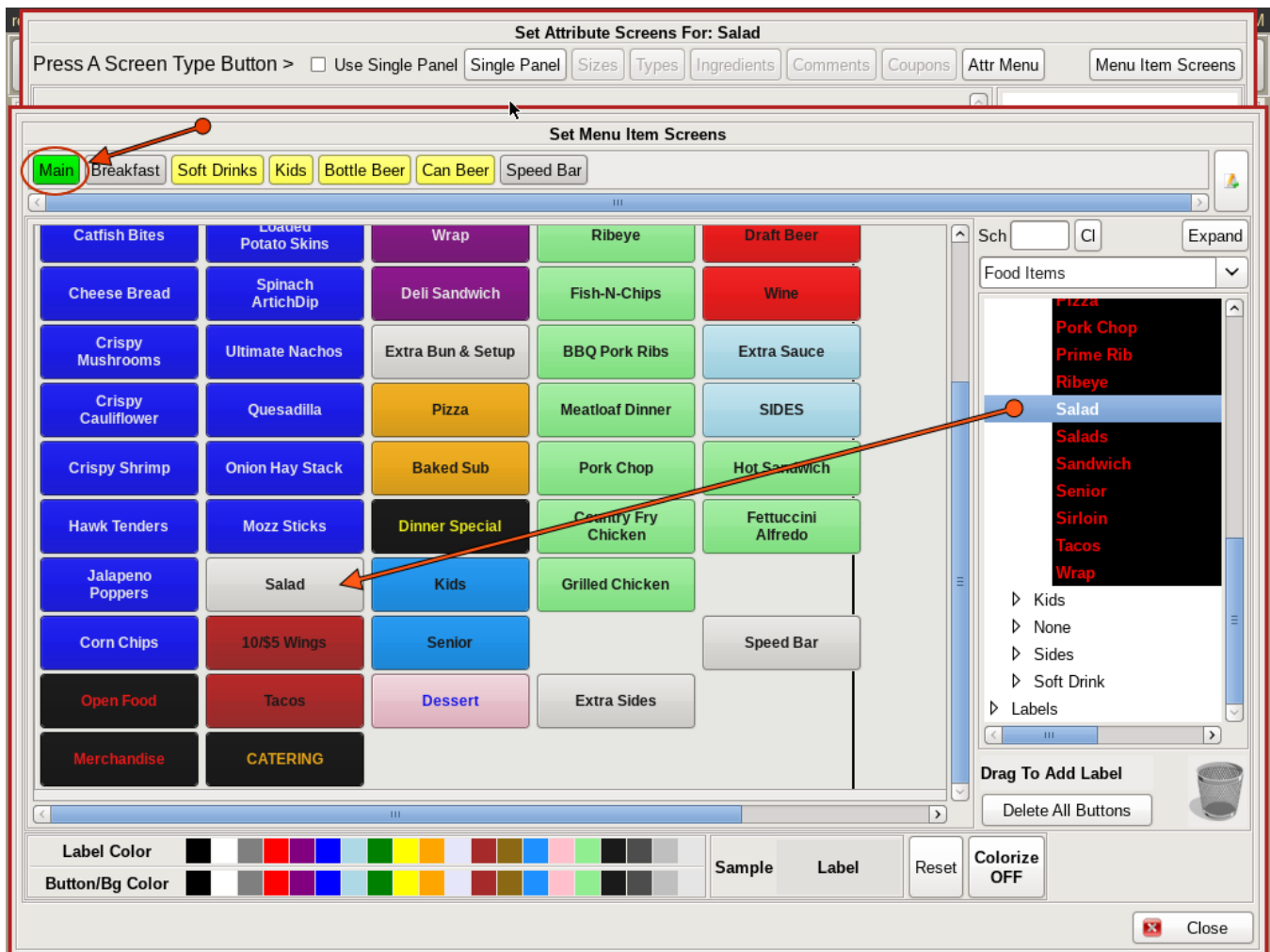
Choose which menu screen you want the Salad button on; such as *Main*.
Search for Salad on the right hand side, and drag and drop it to the grid on the left where you want your button located.

When finished, click **Close** on all screens to get back to the *Home Screen*.

You can now start a new order, and you will see the *Salad* button on the main menu.

Creating Menu Item; Adding Sizes

Now that you have *Salad* as a menu item, you can add different **Sizes** of salads to your menu item.

You may ask, 'Why do I need different sizes?' Maybe your customers have mentioned that the salad you offer is too big, and they would like to see a "lunch" size salad on your menu. Then you would want to offer different Size portions; such as *Small* and *Large*, *Half* and *Whole*; or *Lunch* and *Regular*, etc.
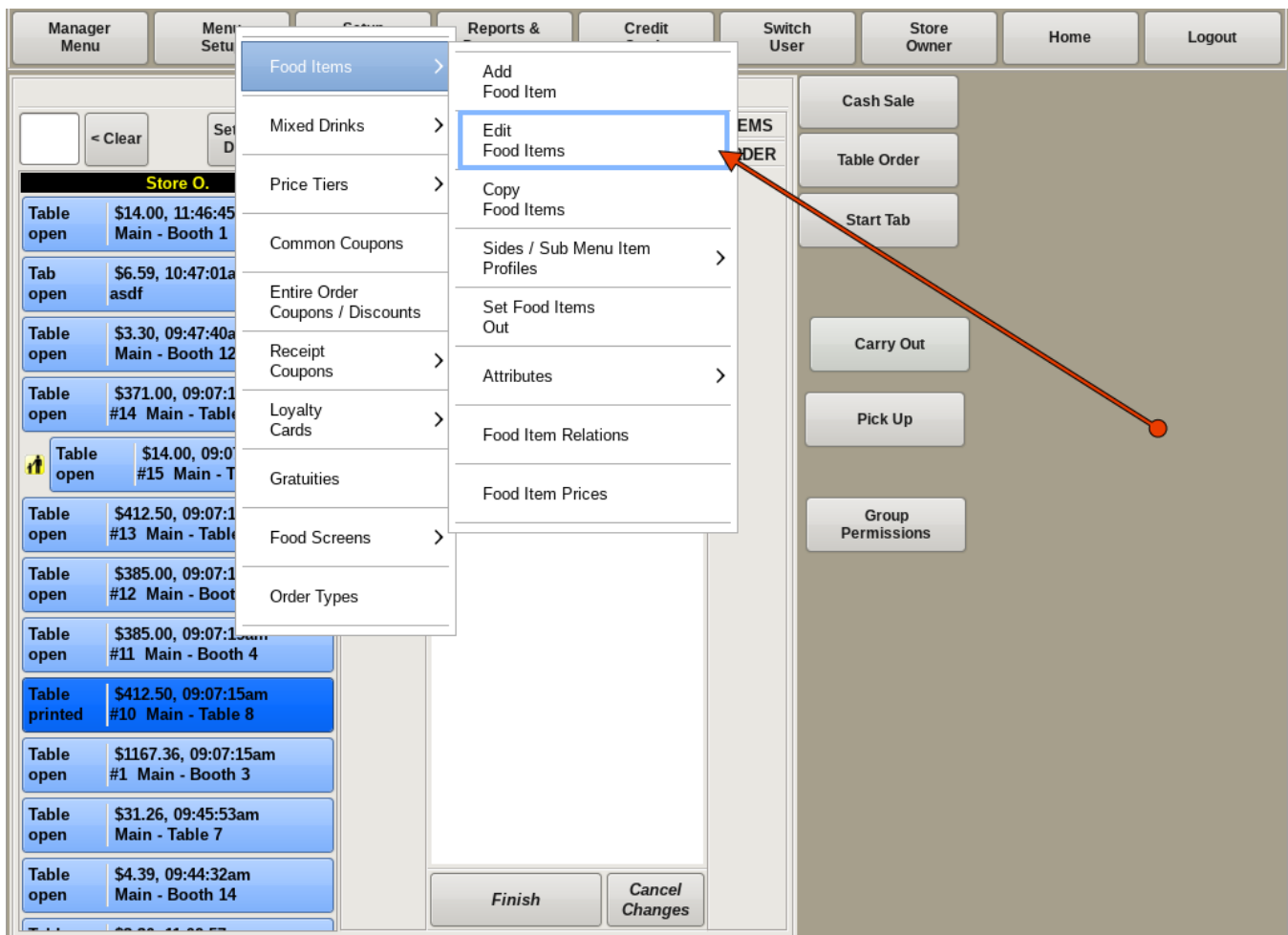
To edit a food item, you need to be in the **Edit Food Items** screen. If you're not already on that screen, you can get there by selecting **Menu Setup** from the top bar of the home screen. Then go to **Food Items** and choose *Edit Food Items*.
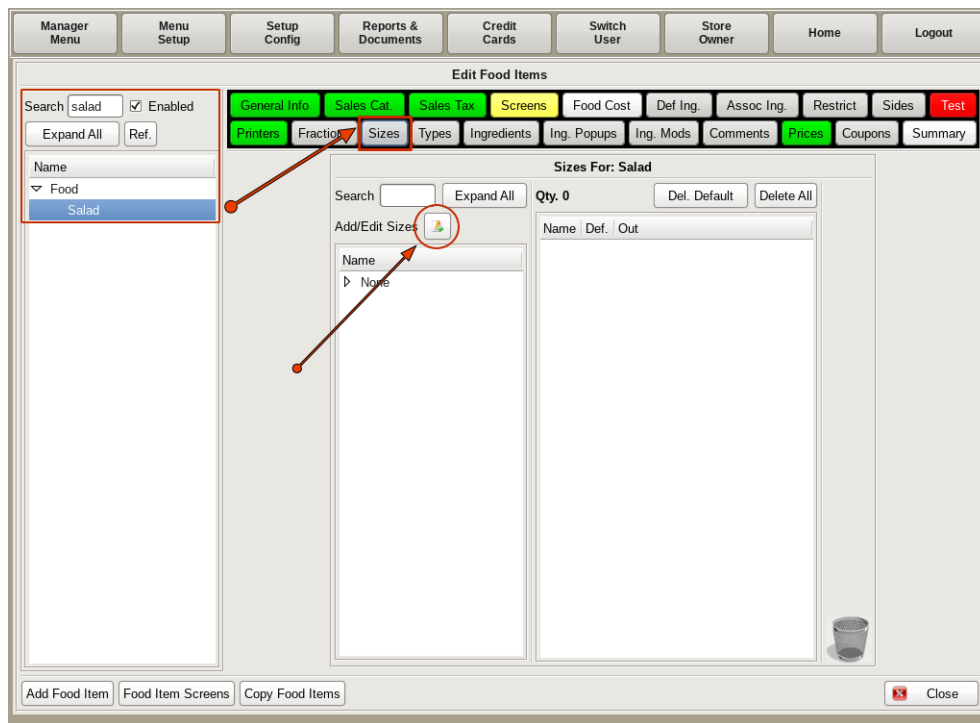
Start by searching for and selecting *Salad* from the list on the left. Then click the **Sizes** tab, and click the **Add/Edit Sizes** button.
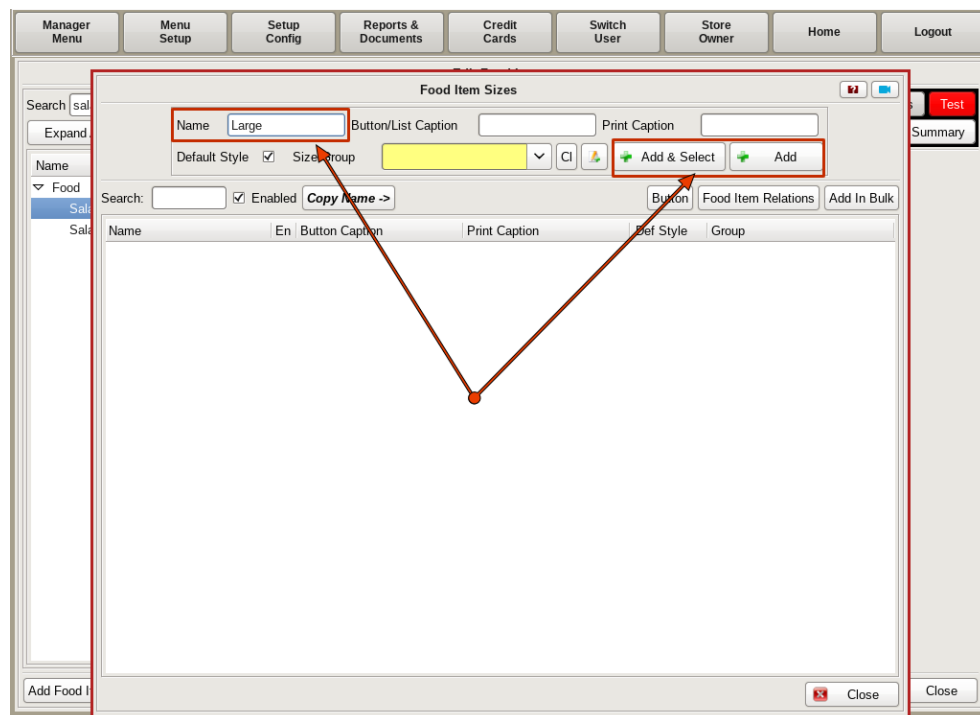
This will open up the *Food Item Sizes* window. Enter the name of the size in the *Name* field, such as *Large, Small*, etc.

You will see two buttons on the right; **Add & Select** and **Add. Add & Select** will add the items to both the POS and to the food item you are editing. **Add** will only add it to the POS.

In this instance, we will choose the **Add & Select** button so that it adds the *Sizes* to the *Salad*.

If you have multiple sizes you need to enter, you can click the **Add in Bulk** button. A new window will open up with multiple *Name* fields. You have the same **Add & Select** and **Add** buttons here as well.

Once you've entered the sizes, click **Close**.

Now that we have different sizes, we need to **Price** the different sizes.
Click the **Price** tab, and under **Base Price** you will see fields for each size. Fill in the prices for each one.
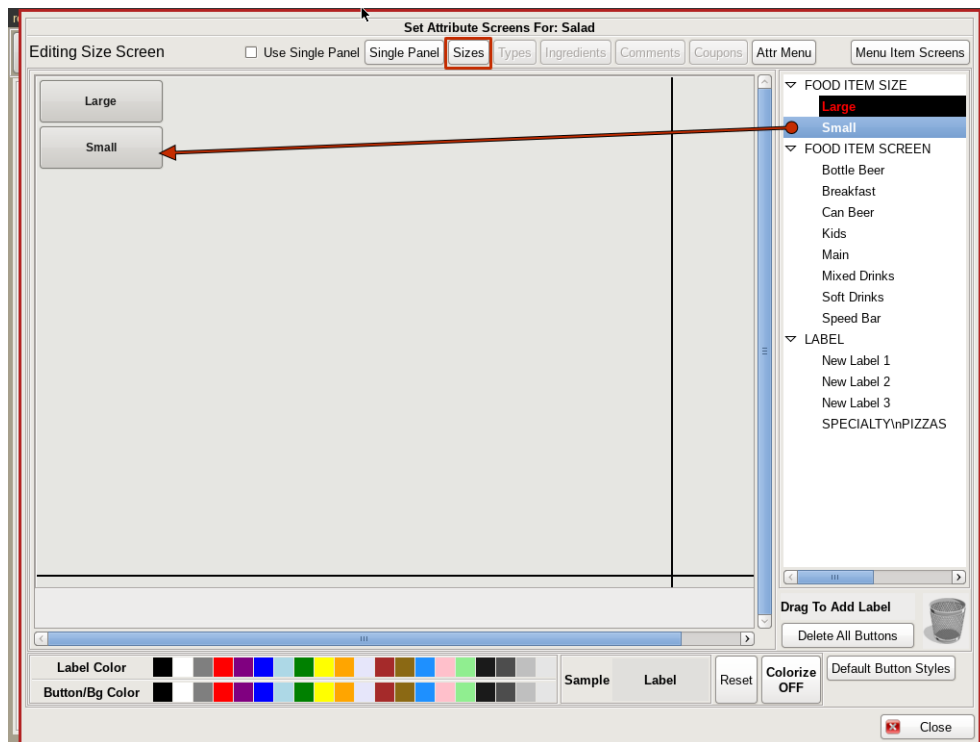
Now we need to create a menu button for the sizes. Click on the **Screens** tab to open the **Food Screen**. Click on the *Sizes* tab and search for the sizes on the right. Drag and drop the sizes to the grid where you want the buttons.

Close out all screens back to the home screen.
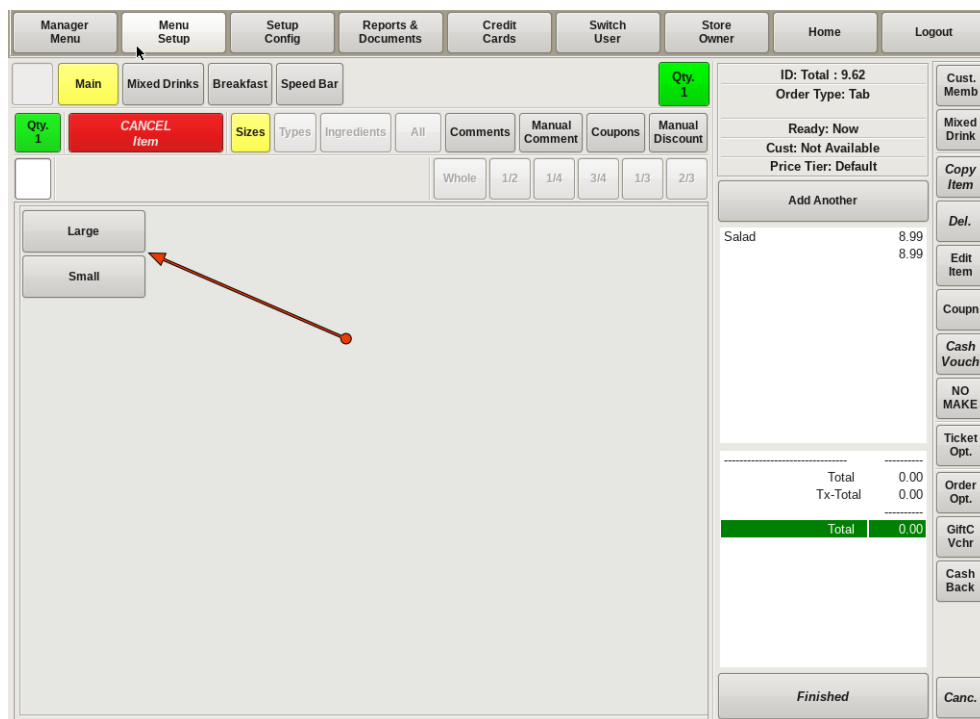
Now, when you start a new order, after you click the **Salad** button, you will see the *Size* buttons. Choose the correct size for your order, and you will see *Salad* and the size on your ticket.

Creating Menu Item; Adding Types

So far you have only offered one *Salad* menu item. Now, you have decided you want to offer more than one *Type* of salad; for example *Chef*, *Cobb*, or *Taco*. To add another Salad, you **DO NOT** need to create a new Food Item. You will just add a new **Type** of salad to the *Salad* menu item. This section will walk you through how to add *Types* to your *Salad* menu item.
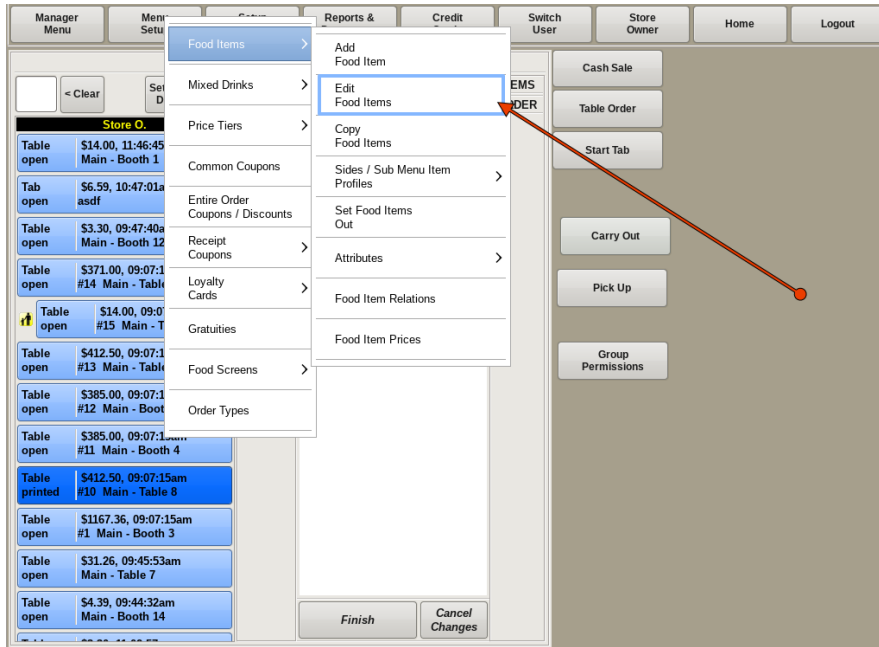
To edit a food item, you need to be in the *Edit Food Items* screen. If you're not already on that screen, you can get there by selecting **Menu Setup** from the top bar of the home screen. Then go to **Food Items** and choose *Edit Food Items*.
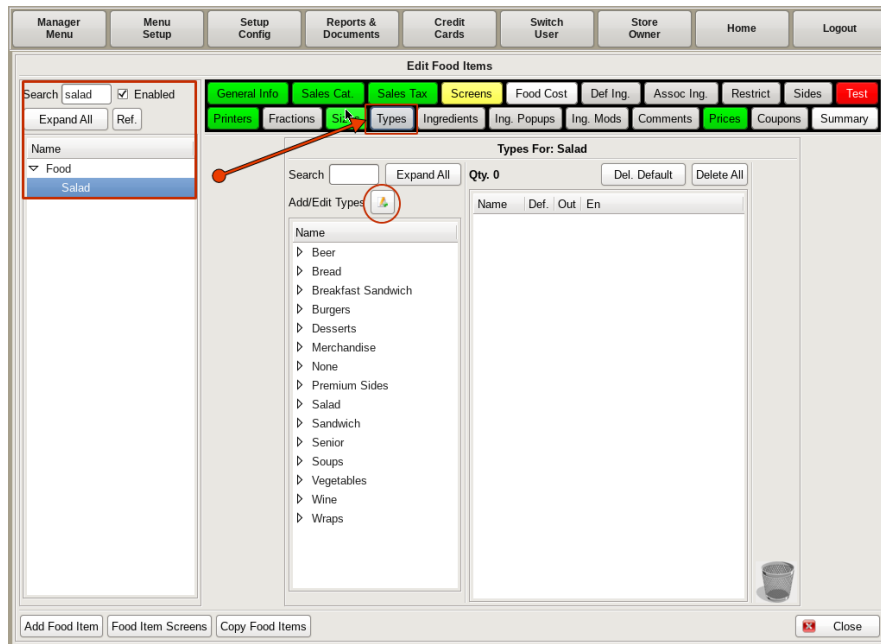
Start by searching for and selecting *Salad* from the list on the left. Then click the **Types** tab, and the **Add/Edit Types** button.
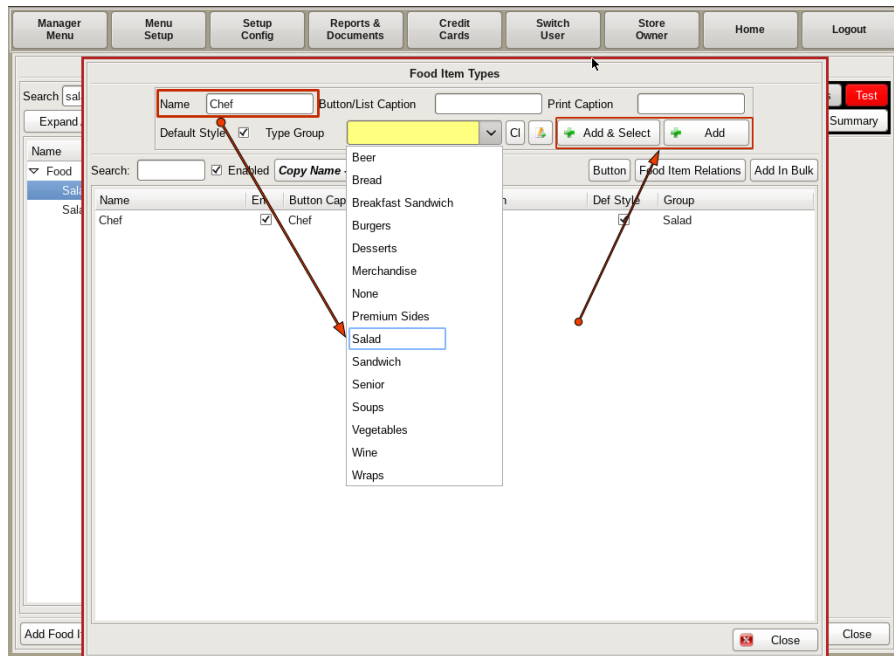
This will open up the *Food Item Types* window. You will see two buttons on the right; **Add & Select** and **Add**. **Add & Select** will add the items to both the POS and to the food item you are editing. **Add** will only add it to the POS.

Enter the name of the *Type* in the *Name* field, such as *Chef*. Then choose *Salad* from the *Group* drop down.

Click the **Add & Select** button.
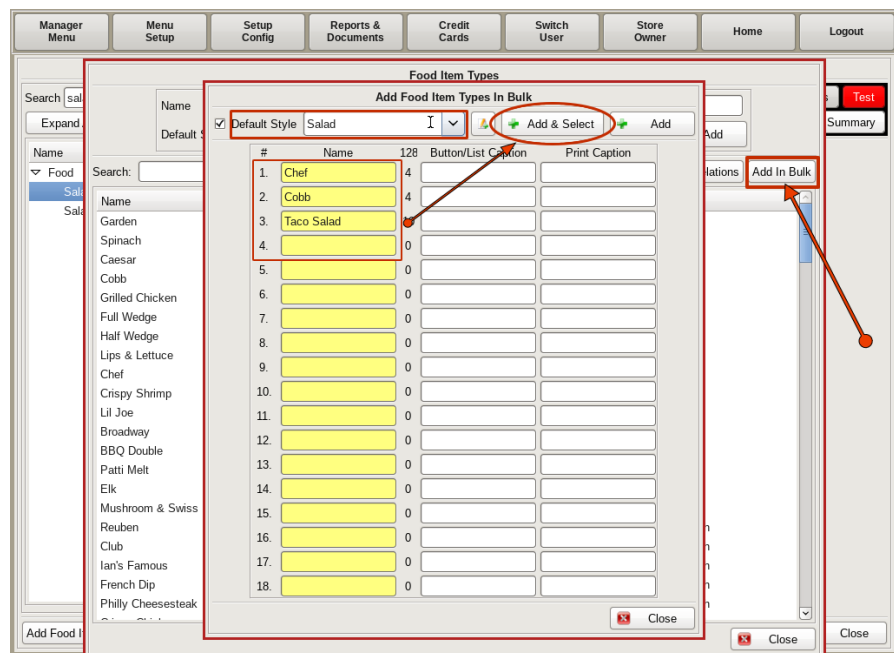
If you have multiple types you need to enter, you can click the **Add in Bulk** button. A new window will open up with multiple *Name* fields. You have the same **Add & Select** and **Add** buttons here as well.

Enter all the *Names*, choose *Salad* from the drop down, and click **Add & Select**.

Once you're done entering types, click **Close.**
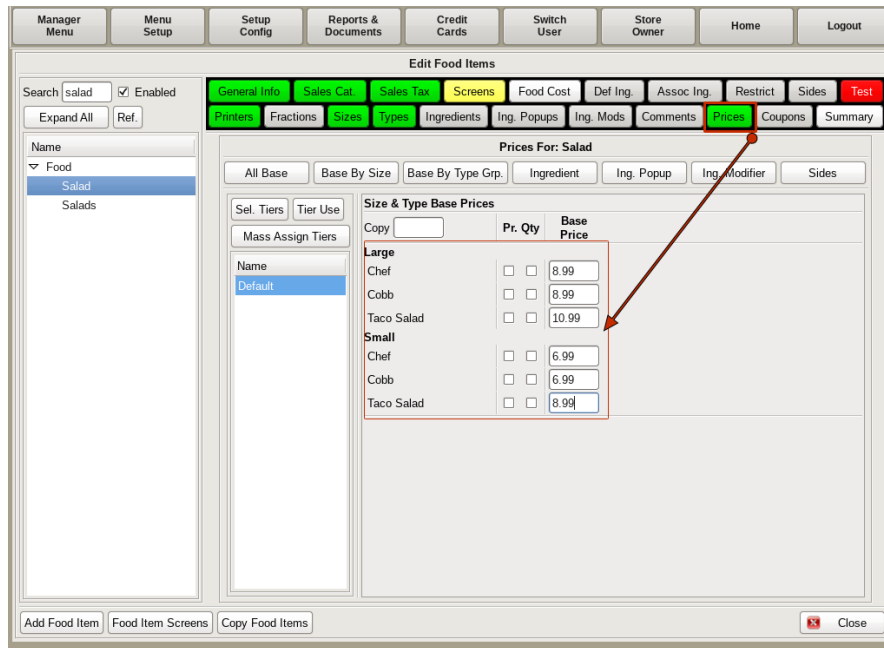
You now need to **Price** the different *Types*.

Click the **Price** tab, and under *Base Price* you will see fields for both Sizes and Types. Fill in the prices for each one.
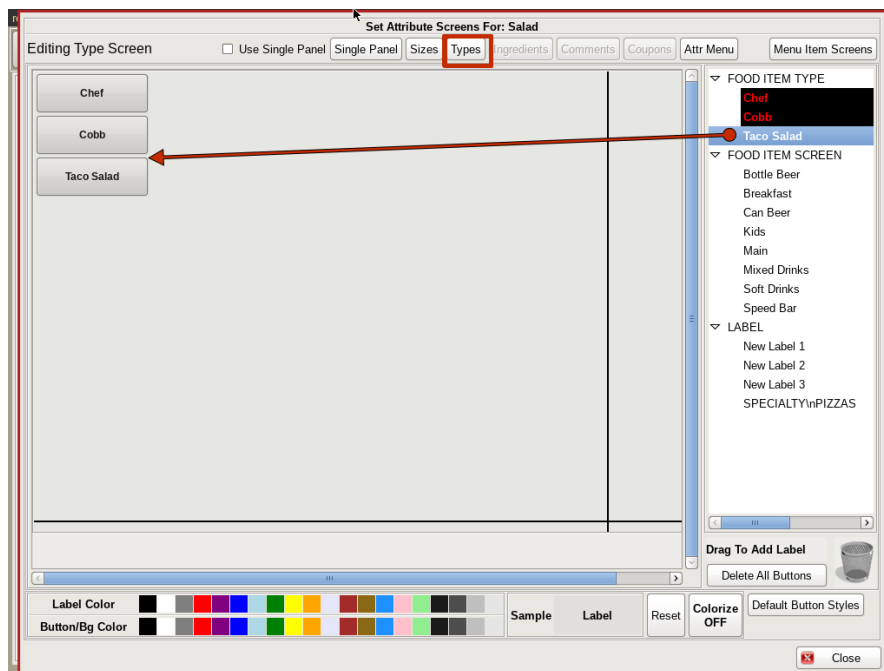
Next you will need a way to order the different *Types*. You will do this by adding buttons to the *Food Screen*.
Click on the **Screens** tab to open the **Food Screen**. Click on the *Types* tab and search for the Salad Types on the right. Drag and drop them each to the grid where you want the buttons. Close all windows back to the Home Screen.

Now, when you start a new order, after you click the *Salad* button, you will first choose the *Size*, then you be prompted to choose the *Type*. The Type and Size of your Salad will appear on your ticket.

Creating Menu Item; Adding Ingredients

Now that you offer more than one *Salad*, you will need to add all the **Ingredients** that are included on the Salads .

To edit a food item, you need to be in the *Edit Food Items* screen. If you're not already on that screen, you can get there by selecting **Menu Setup** from the top bar of the home screen. Then go to **Food Items** and choose *Edit Food Items*.

Start by searching for and selecting *Salad* from the list on the left. Then click the **Ingredients** tab. Here you will see a standard Two Column List. On the left side is all the Ingredients the POS knows about, and on the right will be only those associated with this food item.

Using the drop downs on the left hand side, click on all the ingredients that are included in all the Salads.

If you need to add new ingredients, click the **Add/Edit Ing** button.

Here you can add individual ingredients by filling in the the yellow fields. *Name* will be the name of the food ingredient; *i.e. Chicken*. Under the *Group* drop down, choose the food group the ingredient belongs to; for *Chicken* you would choose *Meats* or *Protein*. Then click the **Add & Select** button, to add it to both the POS and the food item. **Add** will only add it to the POS and not apply it to the food item you are working with.

You can also use the **Add in Bulk** button to add multiple ingredients to the same group at once. Fill in all the *Names* of the ingredients, then choose the *Group* from the drop down. Click **Add & Select**, then **Close** on both *Ingredient* screens.
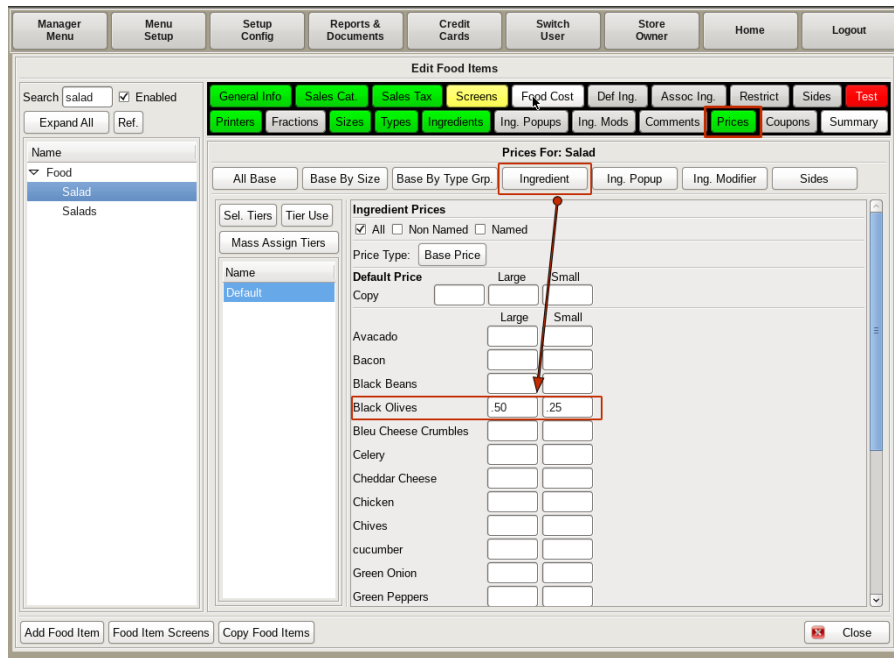
You can **Price** individual ingredients if you want to charge for something specific. For example, charging an extra 50 cents to add *Jalapeños* or *Black Olives* to a salad.

To do this, click the **Prices** tab. Then click on the *Ingredient* tab. You can then enter the price for any ingredient you want to up-charge.
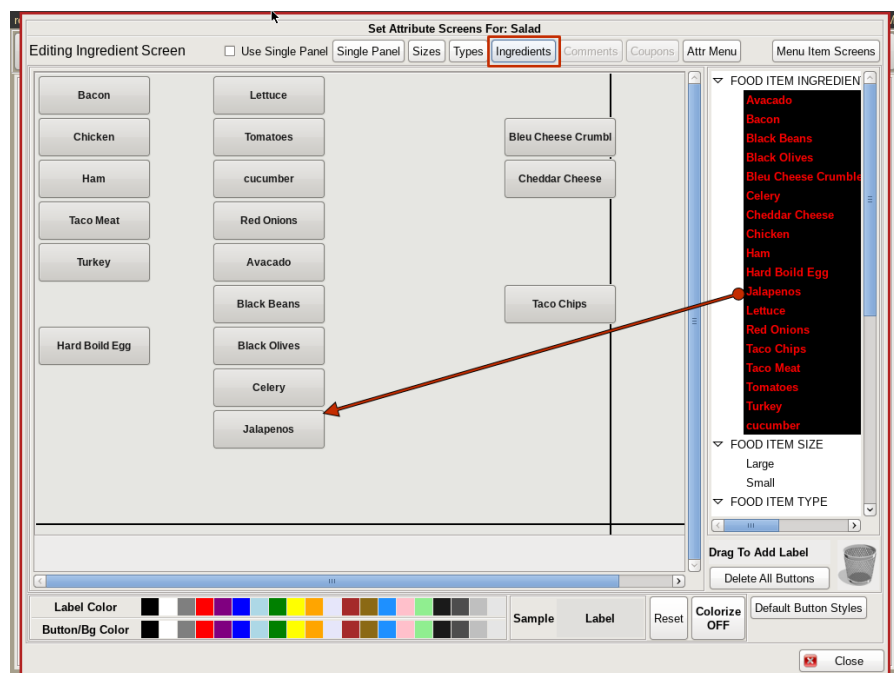
Next you need to set up the **Food Screen**.

Click on the **Screens** tab to open the *Edit Food Screens*. Click on the *Ingredients* tab at the top and search for all the ingredients you just entered on the right. Drag and drop them each to the grid where you want the buttons.

| Manager Menu | Menu Setup | Setup Config | Reports & Documents | Credit Cards | Switch User | Store Owner | Home | Logout |

| | Main | Mixed Drinks | Breakfast | Speed Bar | | | Qty. 1 |

| Qty. 1 | CANCEL Item | Sizes | Types | Ingredients | All | Comments | Manual Comment | Coupons | Manual Discount |

Whole 1/2 1/4 3/4 1/3 2/3

Bacon	Lettuce		Bleu Cheese Crumbl
Chicken	Tomatoes		Cheddar Cheese
Ham	cucumber		
Taco Meat	Red Onions		
Turkey	Avacado		
	Black Beans		Taco Chips
Hard Boild Egg	Black Olives		
	Celery		
	Jalapenos		

ID: Total : 9.62
Order Type: Tab

Ready: Now
Cust: Not Available
Price Tier: Default

Add Another

Salad   8.99
  Small
  Taco Salad
                         8.99

-------------------------   ----------
              Total   0.00
           Tx-Total   0.00

              Total | 0.00

Finished

Right side buttons:
Cust. Memb
Mixed Drink
Copy Item
Del.
Edit Item
Coupn
Cash Vouch
NO MAKE
Ticket Opt.
Order Opt.
GiftC Vchr
Cash Back
Canc.

Now when you start an order for a *Salad*, you will choose the *Size* and the *Type*, then you will see a screen with all the ingredients listed.

Creating Menu Item; Adding Ingredient Modifiers

Sometimes you will have a customer order a *Food Item* and request it with out an ingredient (*No Tomatoes*), or ask for something to be on the side, and you need a way to convey that on the ticket.

Ingredient Modifiers are special instruction options you can add to a food item. Examples of modifiers would be *No, Lite, On Side*, etc. This section will walk through adding *Modifiers* to *Salad*.
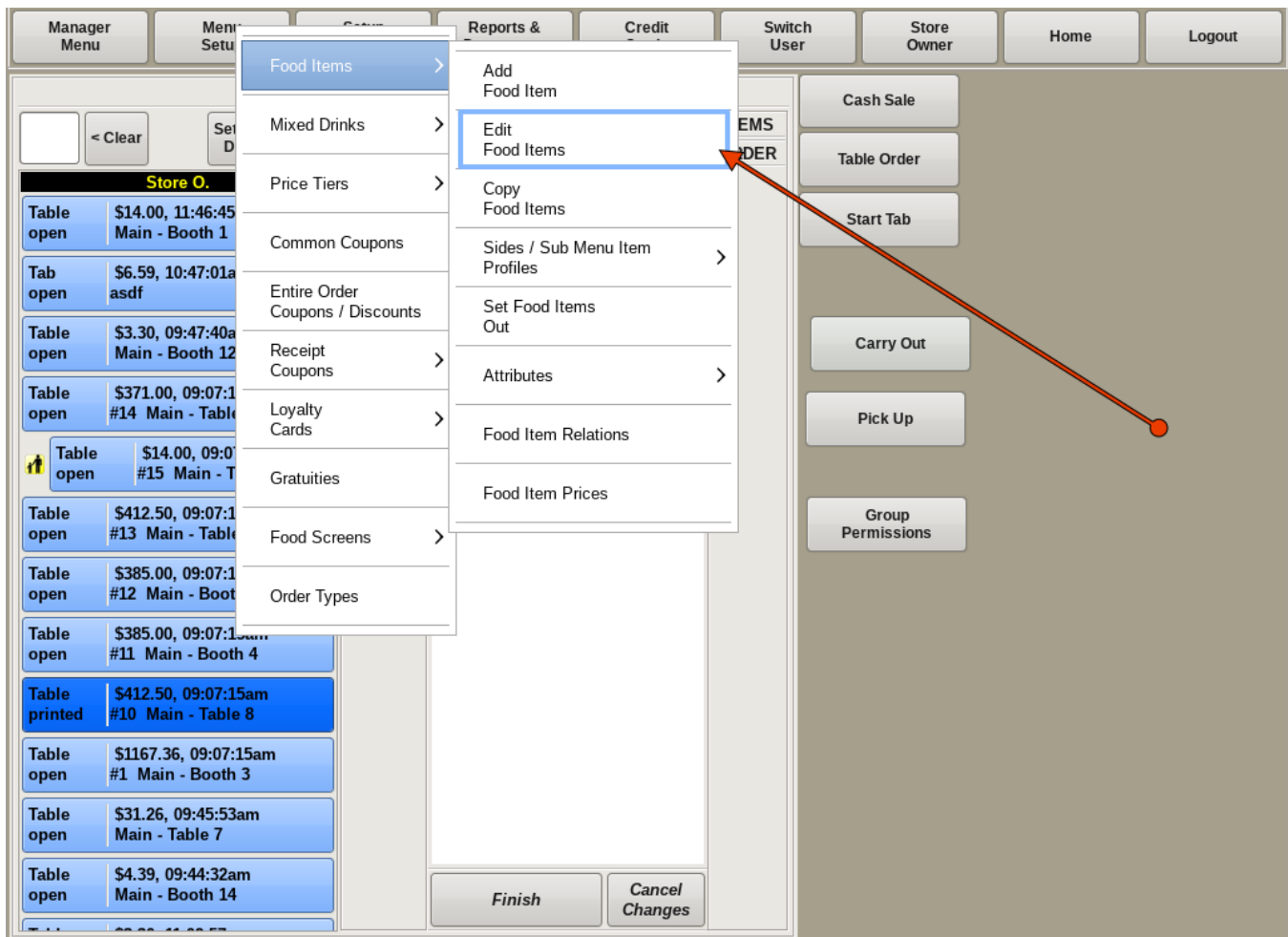
To edit a food item, you need to be in the *Edit Food Items* screen. If you're not already on that screen, you can get there by selecting **Menu Setup** from the top bar of the home screen. Then go to **Food Items** and choose *Edit Food Items*.
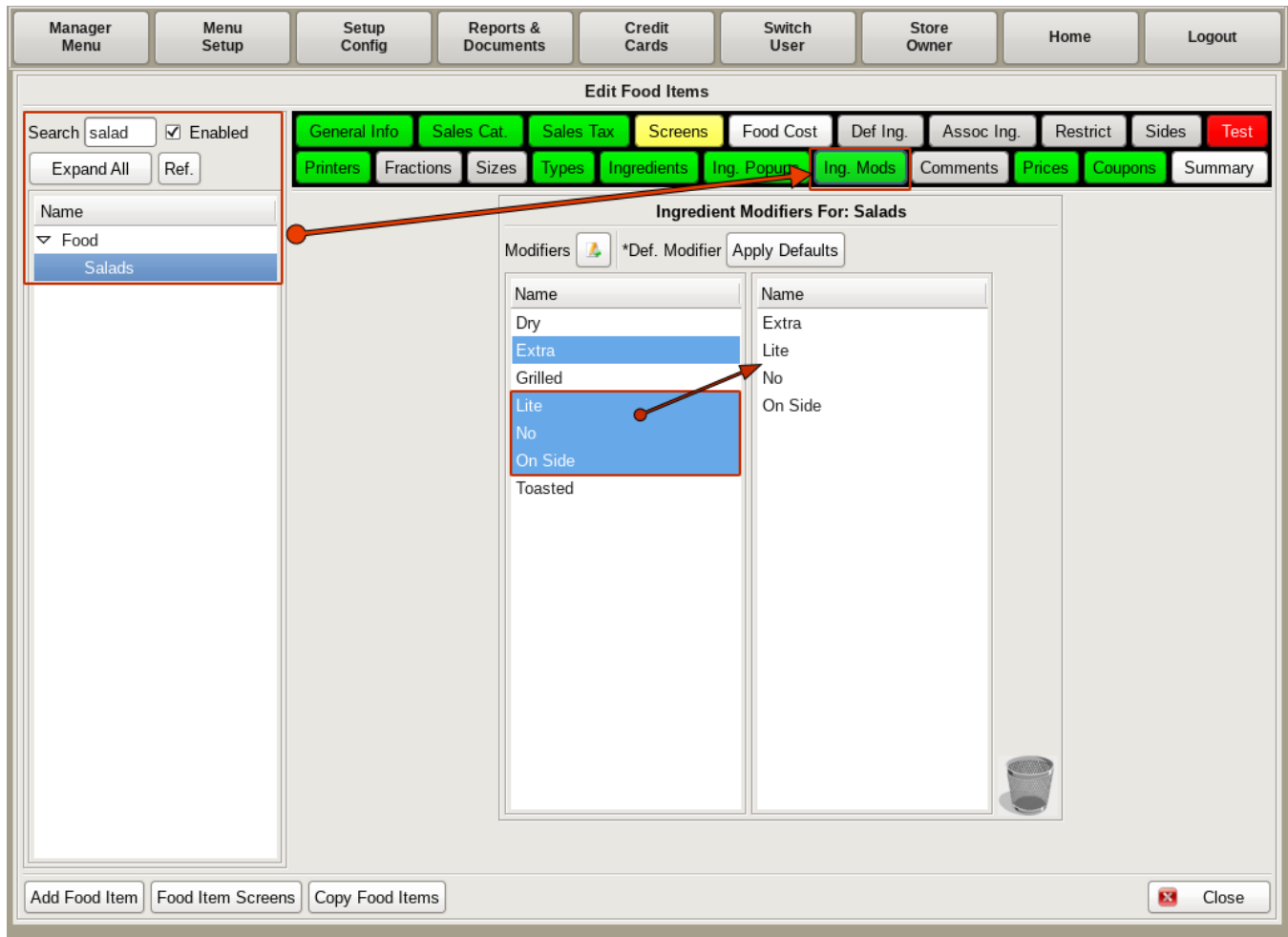
Search for *Salad* on the list on the left. Select the **Ing Mods** tab.

You will see a standard two column list. The left column shows all of the modifiers in the POS. The right column will show what modifiers are associated with this particular food item.
Select all the modifiers on the left that you need for Salad; such as *No, Lite, On Side.*
Click **Close** when finished.

Now when you order *Salad,* you will see the modifier buttons on the top left of screen. You can choose the modifier and then the ingredient, such as *No; Tomatoes.*

# Creating Menu Item; Adding Ingredient PopUp

An **Ingredient Popup** is a window that will open up after certain Menu Items are chosen. For example, *Steak* would have a *Temps* popup to select how you want the steak cooked; *Appetizers* would have a pop up to select *Sauces*; *Salads* would have a pop up to select your *Dressing*.

This section will walk through both creating and adding an *Ingredient Popup* to the *Salad* menu item.
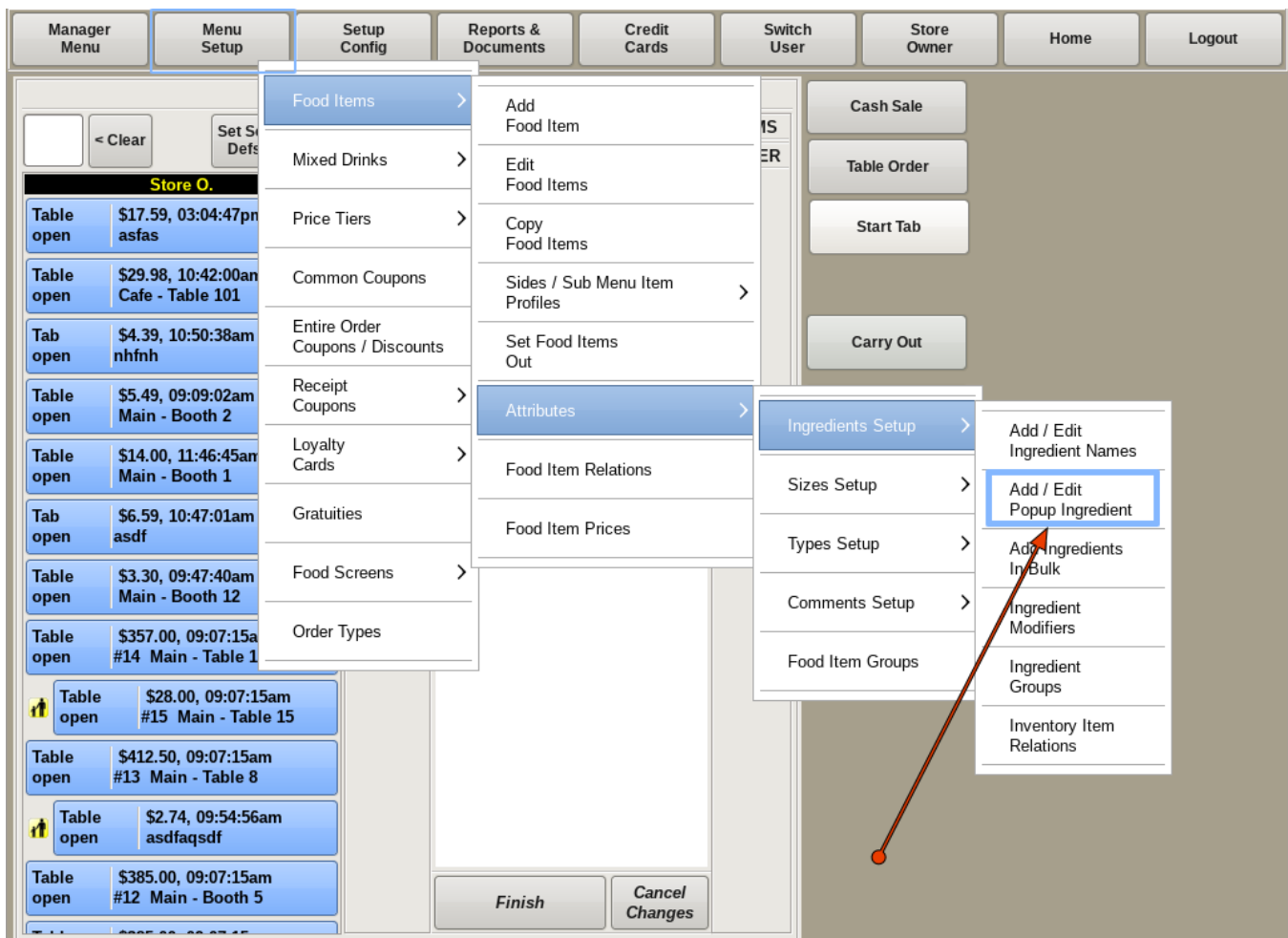

Creating Ingredient Pop Up
To build a new *Ingredient Popup*, select **Menu Setup** from the top bar of the home screen. Go to **Food Items**, **Attributes**, **Ingredient Setup** and choose *Add/Edit Popup Ingredients*.
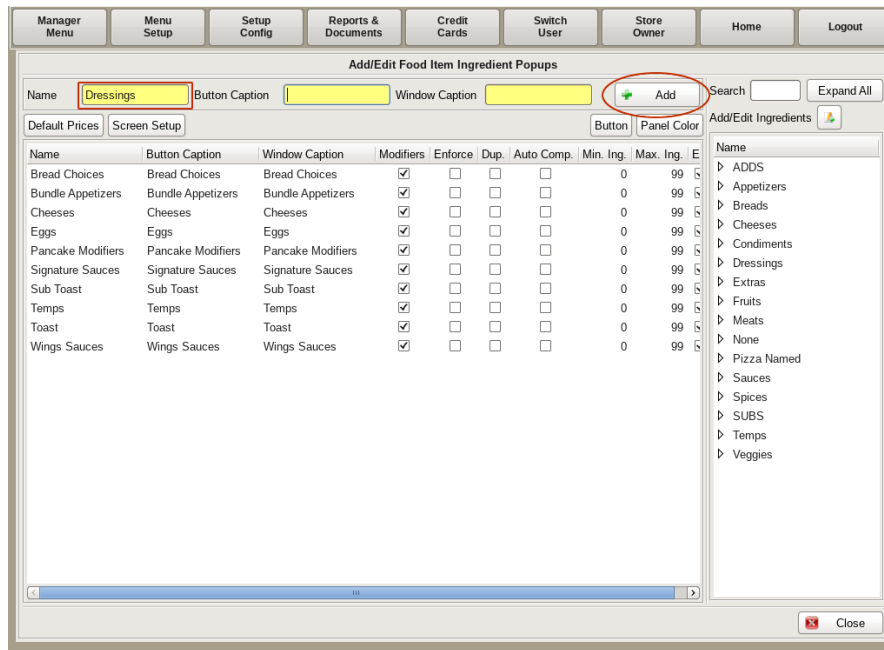
Fill in the yellow fields at the top of the page, then press the +Add button .
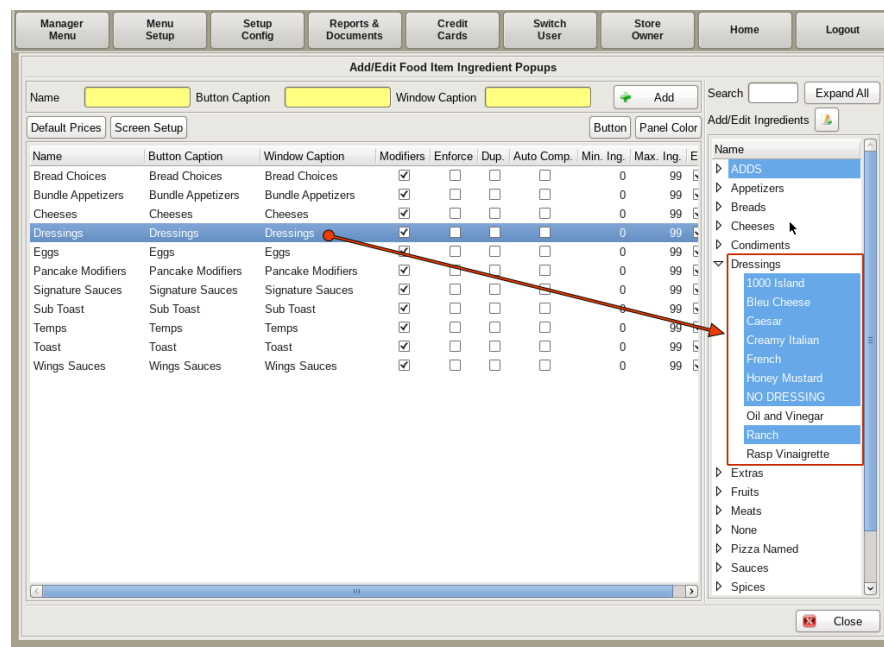

To add **Ingredients** to the popup, select the newly created popup from the list in the left column, and on the right you will find all the ingredients. Using the *drop downs,* select all of the ingredients you wish to add to the popup.
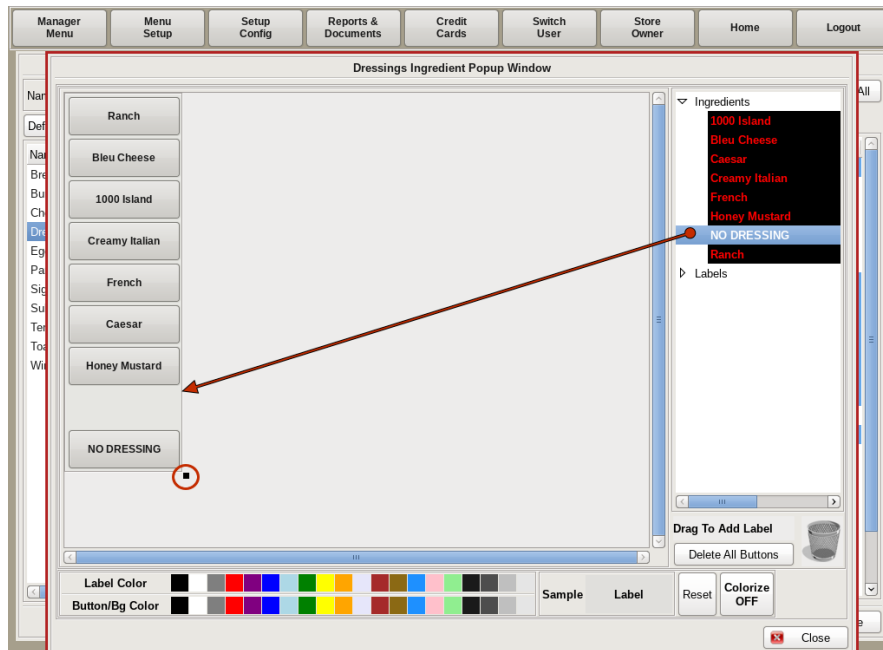
Select the **Screen Setup** button just under the yellow fields.

Drag the corner of the box on the left hand side to the size you need. Then drag the ingredients from the list on the right into the box in the order you'd like. Adjust the size of the box to fit the buttons as needed.

When finished click **Close** back to the home screen.
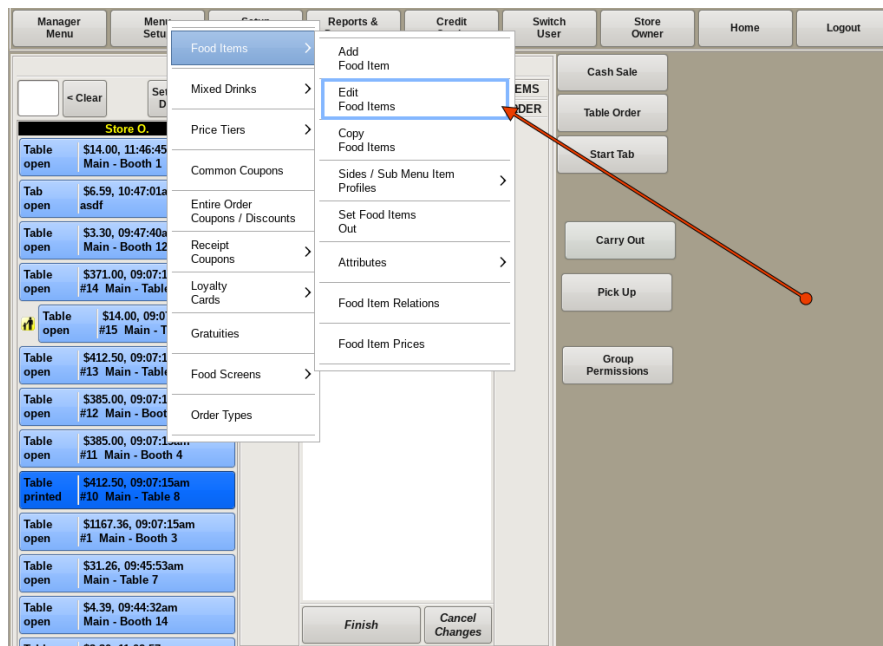
Adding Ingredient Pop Up to Food Item

To link the **Ingredient Popup** window to *Salad*, you need to be in the *Edit Food Items* screen. You can get there by selecting **Menu Setup** from the top bar of the home screen. Then go to **Food Items** and choose *Edit Food Item*.
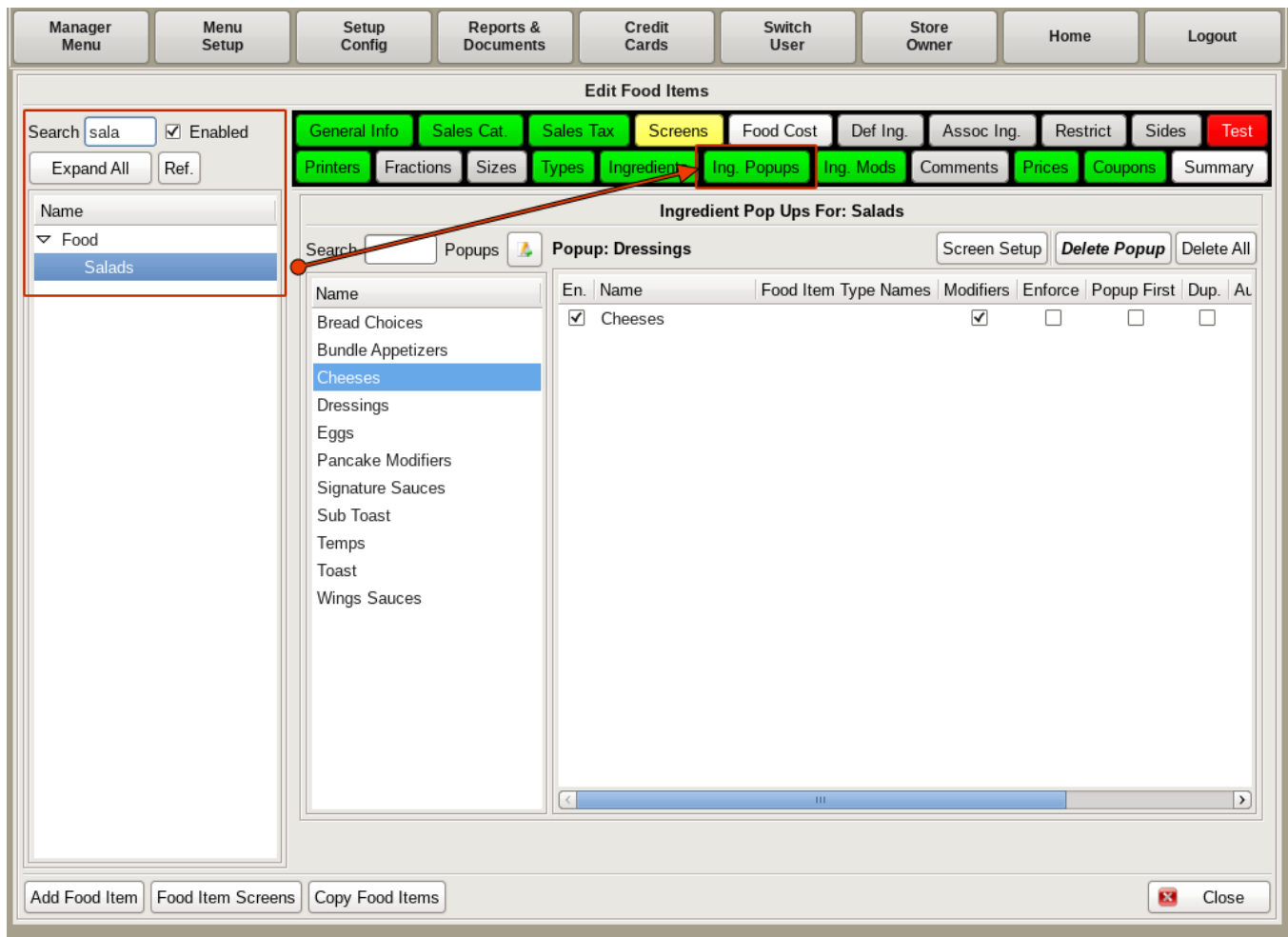
Search for and select *Salad* on the left. Then click the **Ingredient Popup** tab.
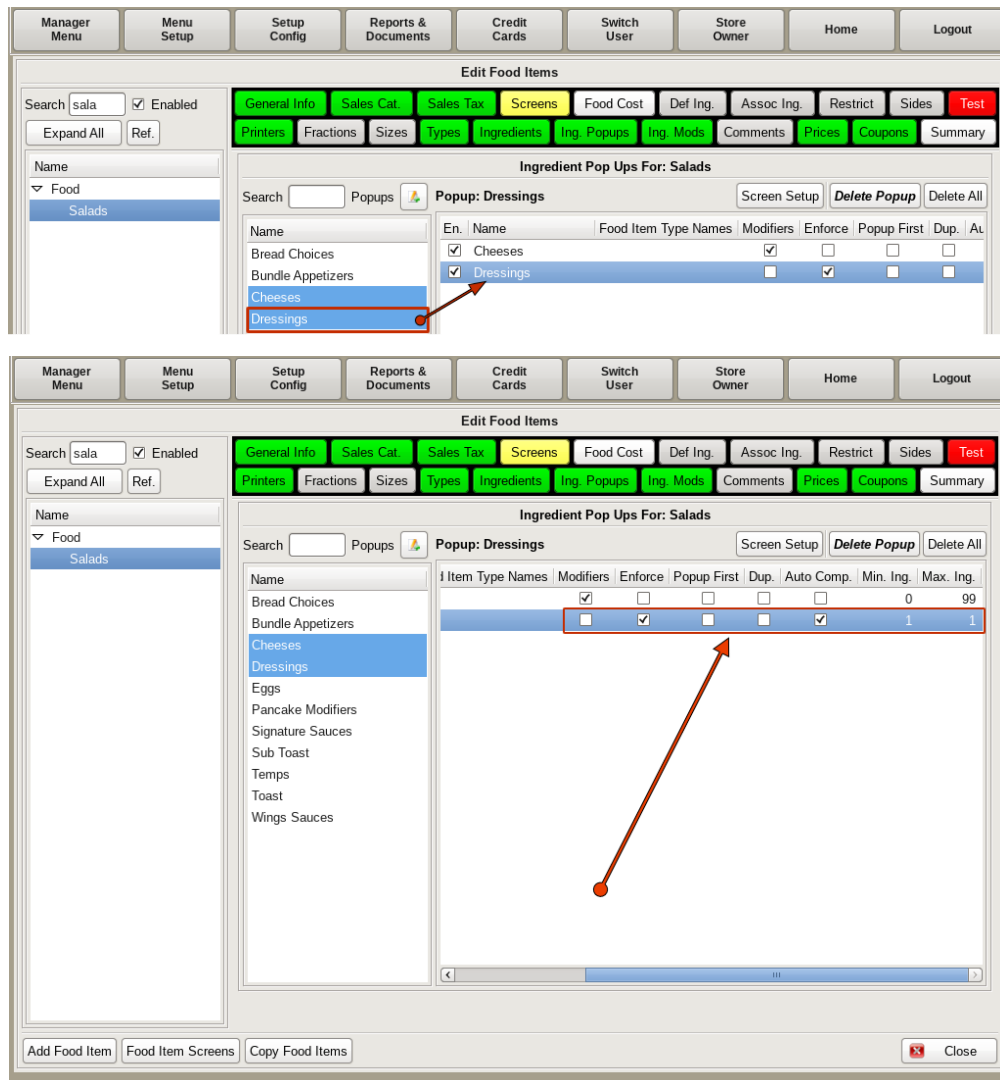
Select the *Dressings* pop up window.

Scrolling over on the right column, you will see four checkboxes:

Modifiers: You will check this box if you want your pop up to include the modifiers.

Enforce: If this box is checked, when Salad is selected, the popup window will automatically show up.

Dup: This will create a secondary list on the right of the ingredient popup that displays all of the Ingredients you have selected.

Auto Comp.: Having this box checked will close the window and Salad to the ticket as soon as a choice is selected.

You will also see *Min Ing* and *Max Ing*. These specify the minimum number of ingredients that must be selected, and the maximum amount you can choose.

Now, when you start an order for a *Salad,* you will choose the *Size,* and *Type*, then the *Dressings* pop up window will open, prompting you to choose a dressing.

# Creating Menu Item; Single Panel Food Screen

When ordering a menu item that has multiple steps; *Sizes, Types, Ingredients,* etc, having all of the items on a Single Panel eliminates multiple screens you have to navigate through to complete an order.
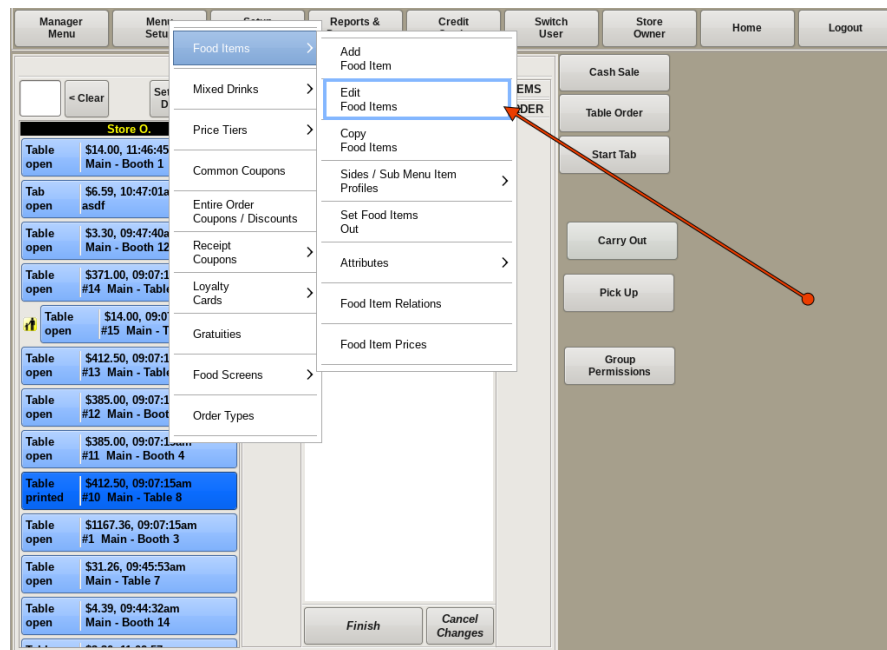
To edit a food item, you need to be in the *Edit Food Items* screen. If you're not already on that screen, you can get there by selecting **Menu Setup** from the top bar of the home screen. Then go to **Food Items** and choose *Edit Food Items*.
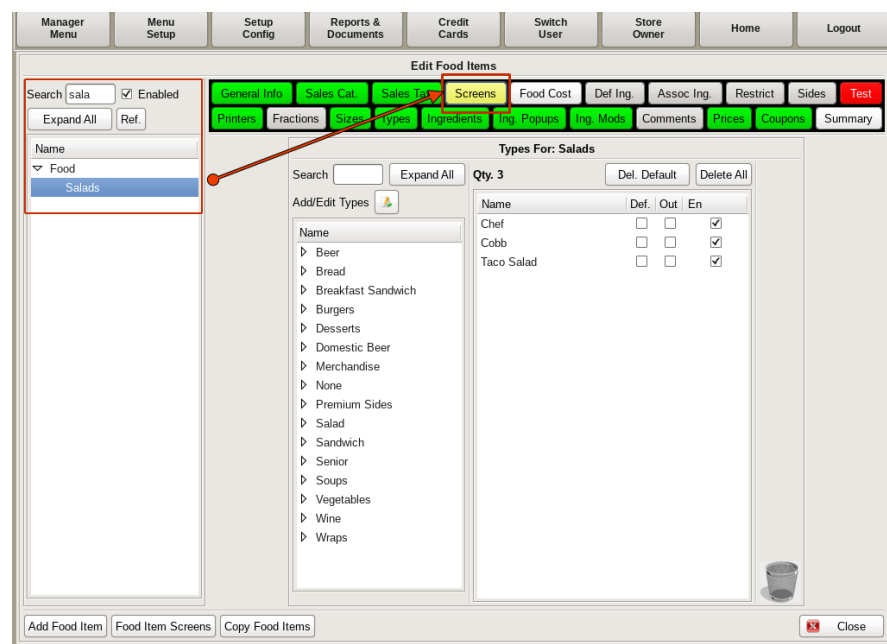

Search for and select *Salad* from the left hand side. Then click on the **Screens** tab.
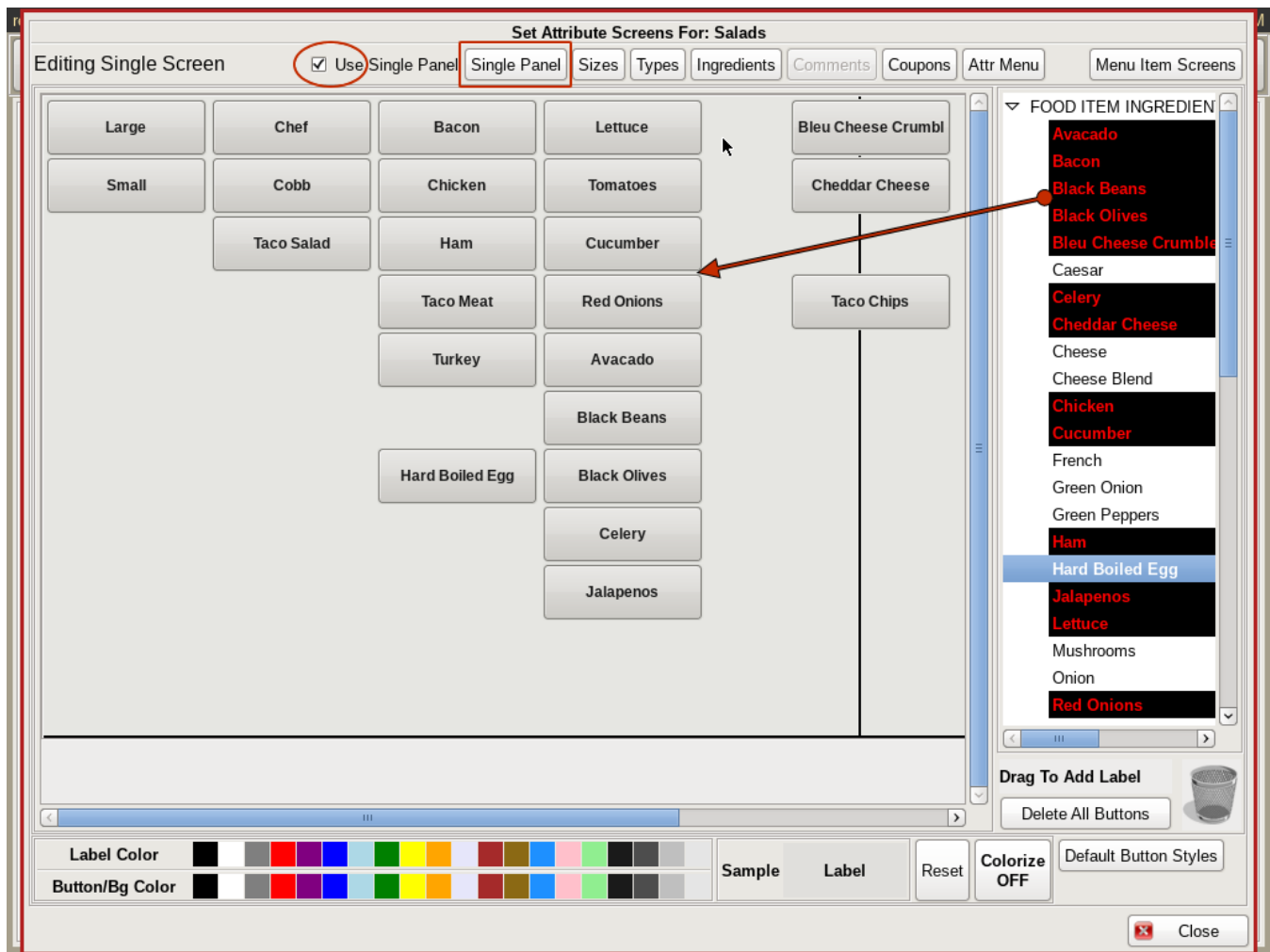
This will open up the *Food Attribute Screen*. You will see at the top center, you have four buttons; *Single Panel*, *Sizes*, *Types*, and *Ingredients*. In the previous sections, when we get to this screen, we have placed the buttons on their respective pages. This time we are going to click on the *Use Single Panel* check box.

Make sure the *Single Panel* button is selected, and then drag and drop the buttons onto the grid where you want them.

Going from left to right, place the buttons in order of *Size*, then *Type* and finally *Ingredients*. To keep your menu clean looking and easy to navigate, place the ingredients in like kinds. For example, meats all together, veggies together and cheese together, as above.
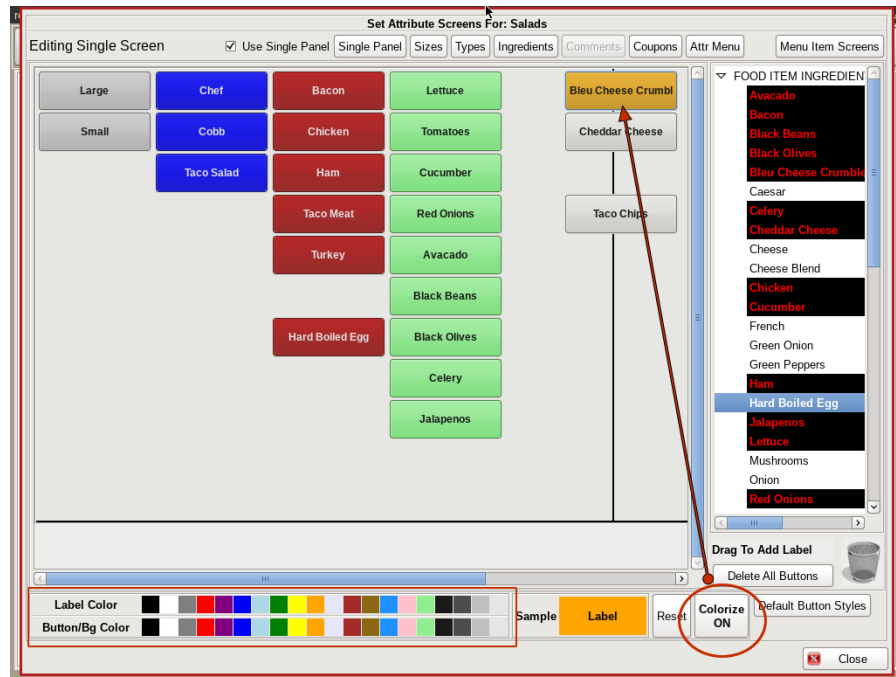
You can also colorize the buttons to help organize even better.
On the bottom, click on the color you want the *Button* to be, and the color you want the *Label* (or words on the button) to be. Then click the **Colorize Off** button so it says *Colorize On*. Then click on all the buttons you want that color.
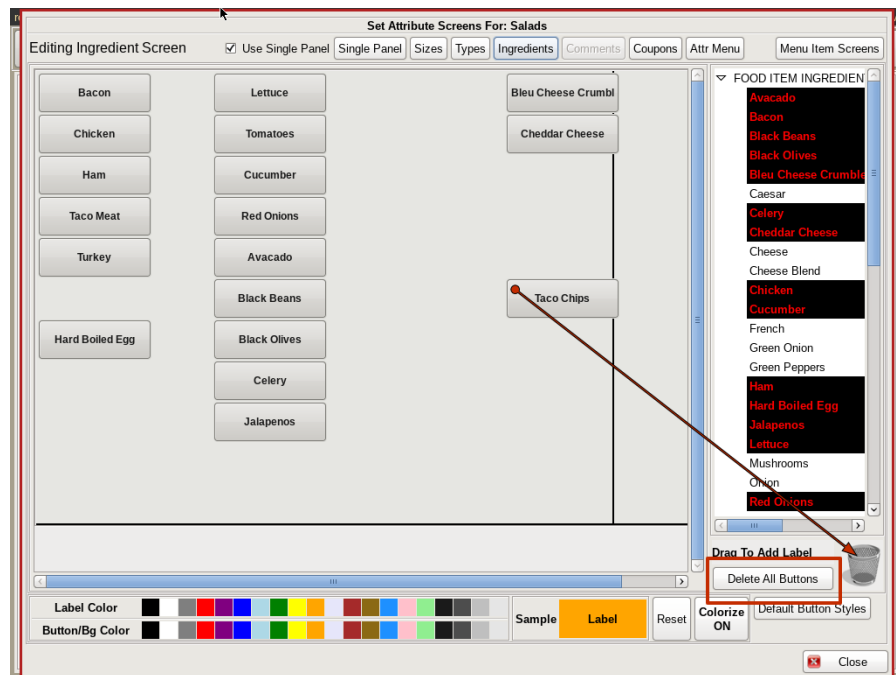

You now have to delete the items from the individual screens. Click on each *Sizes*, *Types* and *Ingredients*, and either drag and drop each button to the *Trash Can* on the bottom left, or click the **Delete All Buttons** button next to the trash can.

Now when you select *Salad* from the main menu, all of the ordering options will appear on one screen.
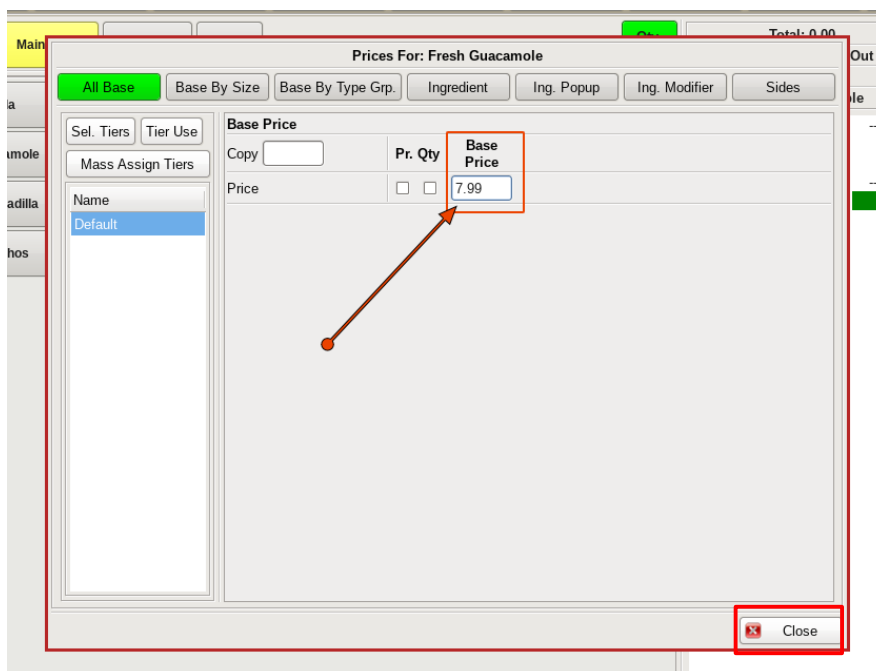
You can then choose the *Size*, *Type*, and any modifiers from this screen.

Edit Menu Prices
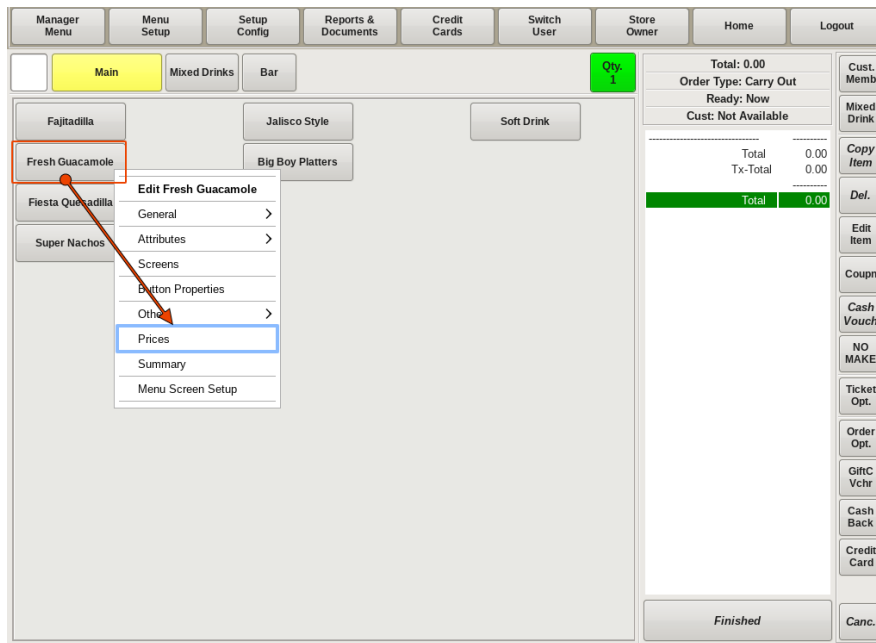
Editing the price of a Menu Item is simple. You can make the changes with or without a mouse, but you DO need a keyboard.

If you have a mouse, simply right click on the button of the menu item that you need to edit. Then select **Prices** from the pop up menu.
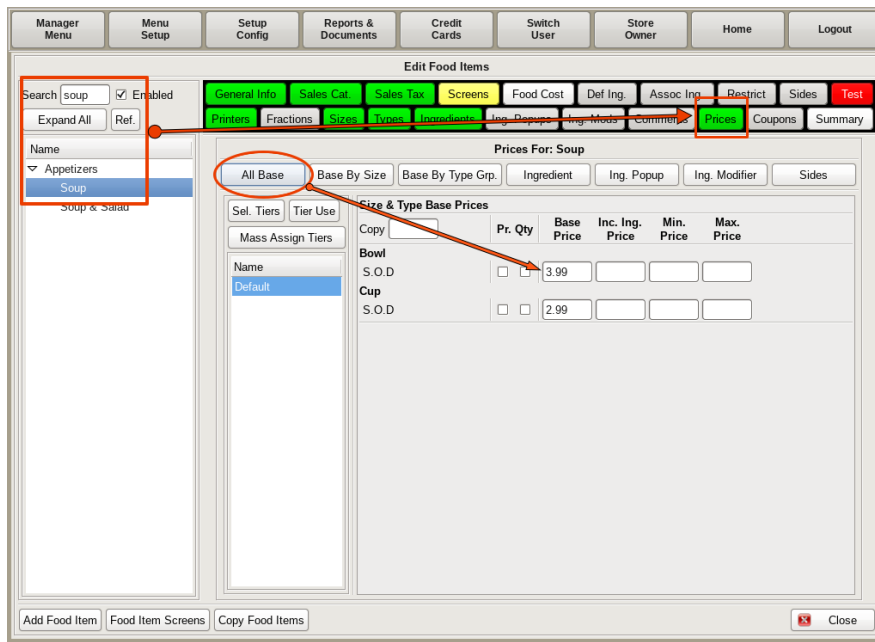

This will open the *Edit Prices For:* screen for your food item.
Click in the text field under **Base Price** and type in the new price of the menu item.

Click **Close** when finished.
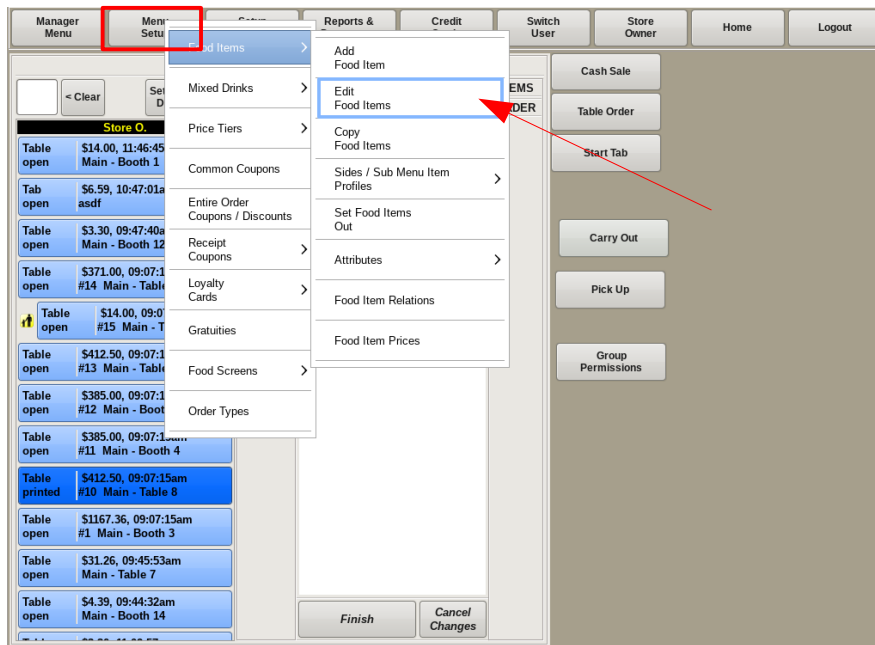
If you do not have a mouse, to edit a menu item price, select **Menu Setup** from the top bar of the home screen. Go to **Food Items** and choose *Edit Food Items*.
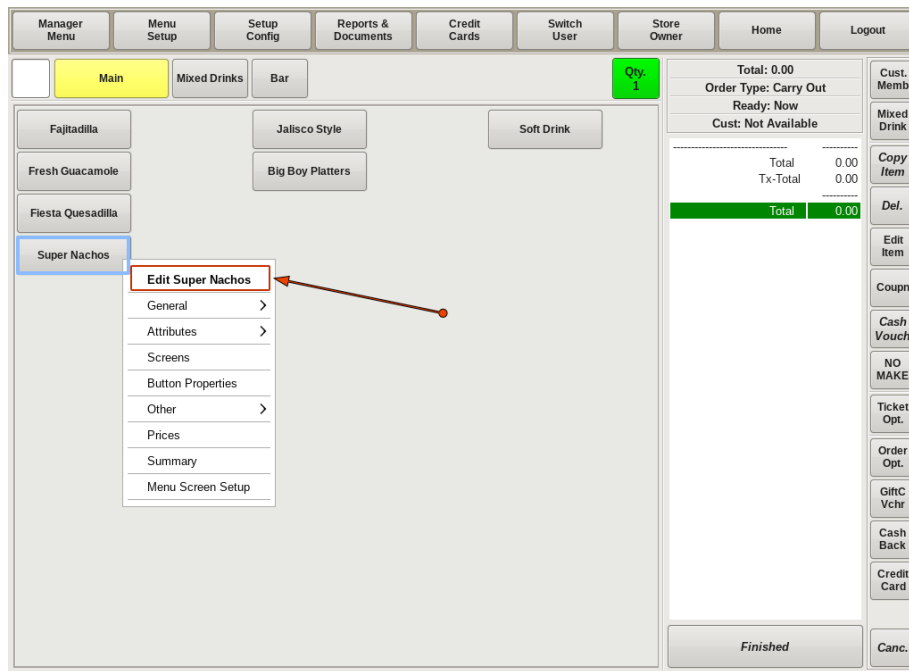

On the left hand side, search for and click on the item you need to edit. This will bring up the *Edit Food Items* menu where you can make many changes to the food item.

Click on the *Prices* tab. Be sure *Default* is selected in the left hand column, and enter the new item price in the *Base Price* field.

Click **Close** when finished.

Edit Menu Item Attributes

You can edit any attribute of a food item by right-clicking on the menu item button. A menu will appear on your screen next to the menu button. (See top image.)

The first bolded option on the list is **Edit 'Food Name'**. In this example, it will be *Super Nachos*. This will open the *Editing Super Nachos* menu.
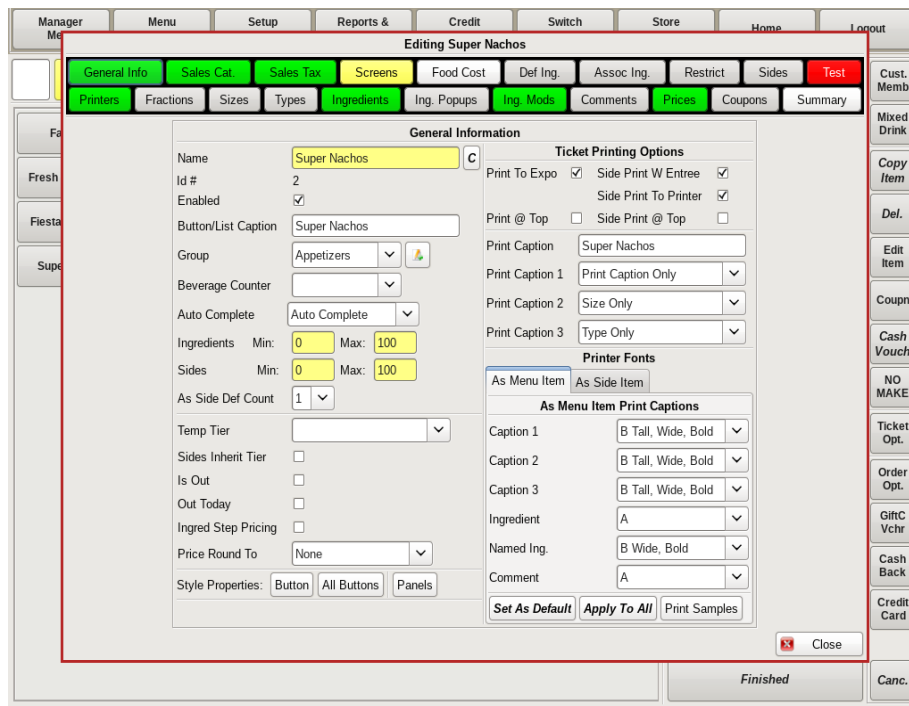
Here you can click on a tab to modify all aspects of the *Super Nacho*.

If you do not have a mouse, this screen can be accessed by choosing **Menu Setup** from the top bar of the home screen, then going to **Food Items** and choosing *Edit Food Items*. Then type in the name of the food to edit on the left hand side.
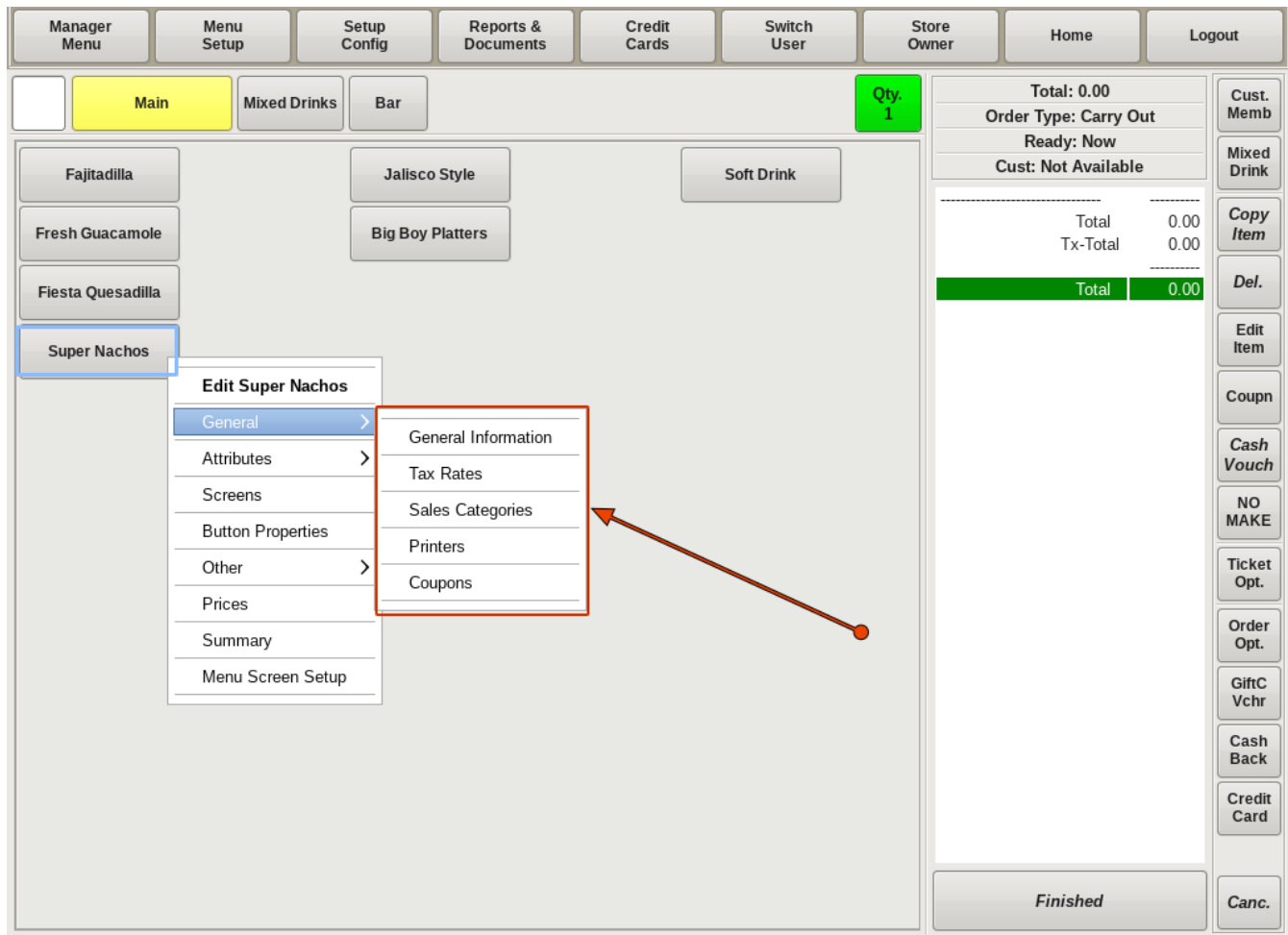
Under the bold **Edit Super Nacho** option, there is a list of other attribute options to choose from. Choosing any of these other options will open a window with **only that attribute to edit**.

Under the **General** option, you can choose *General Information, Tax Rates, Sales Categories, Printers or Coupons*.

General Information: This allows you to edit information such as the *Name* of the food item, or the *Button Name* (the name that appears on the button itself), what food group it is under, how it will print on the ticket, ingredient/sides quantities, and more.

Tax Rates: This allows you to change the tax rate that is charged to the food item. You can also enable or disable the *Tax Included* option. An example of a Tax Included item would be *Beers* and *Mixed Drinks*.

Sales Categories: This allows you to change the *Sales Categories* for your food item.

Printers: This allows you to change which printer you want the food item ticket to print to; such as *Kitchen* or *Bar*.

Coupons: This will open up the coupon window for you to create coupons for, or apply coupons to this food item.
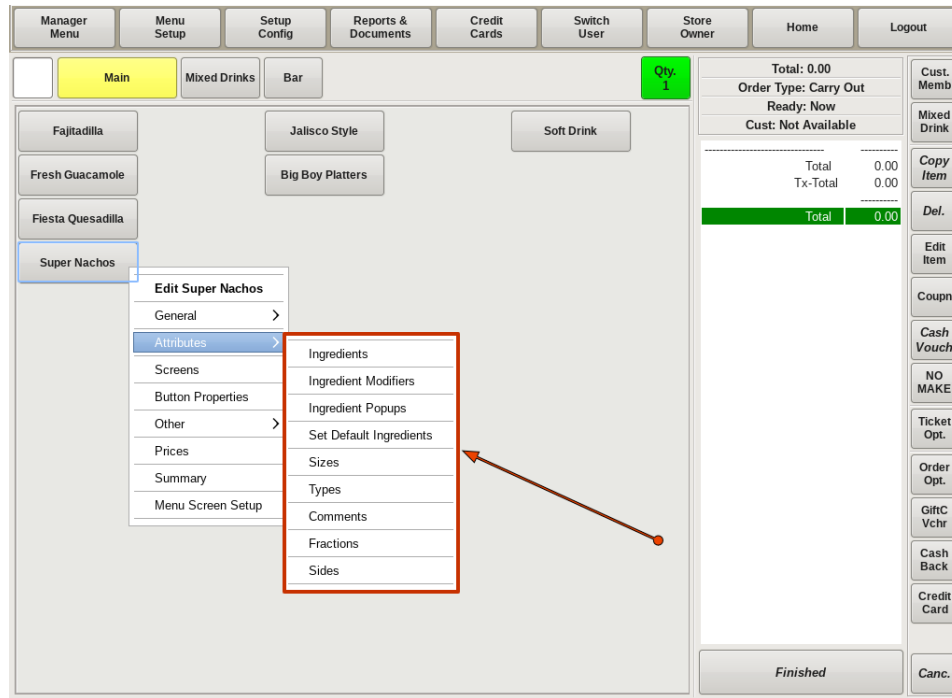
The next menu option is **Attributes**. Under *Attributes* you can edit the following:

Ingredients: This window will allow you to add, edit and/or delete all ingredients that are associated with this food item.

Ingredient Modifiers: This window allows you to add, edit or delete any ingredient modifiers for this food item; such as *No, Lite, On Side*.

Ingredient Popups: This window allows you to add, edit or delete any *Popup* menus applied to the food item. For example, if you order *Steak*, an *Ingredient Popup* menu with your choices of temperatures (Rare, Medium, Well Done, etc) will appear.

Set Default Ingredients: This window will show all ingredients and sides associated with the food item. It will also show if the ingredient is included in a *Popup* menu. By highlighting ingredients and/or sides in this window, you will set *Defaults* for that food item.

Sizes: You can add, edit and delete any *Sizes* associated with the food item.

**Types:** You can add, edit and delete any *Types* associated with the food item.

Comments: Here you can add, edit or delete any *Comments* that are applied to the food item.

Fractions: In this window, you will be able to add or delete any *Fractions* that may be applied to the food item.

Sides: You can add, edit or delete any *Side* items that are associated with your food item, as well as link a *Sides* Profile. (See section 2 in this manual for more information on *Sides Profiles*.)
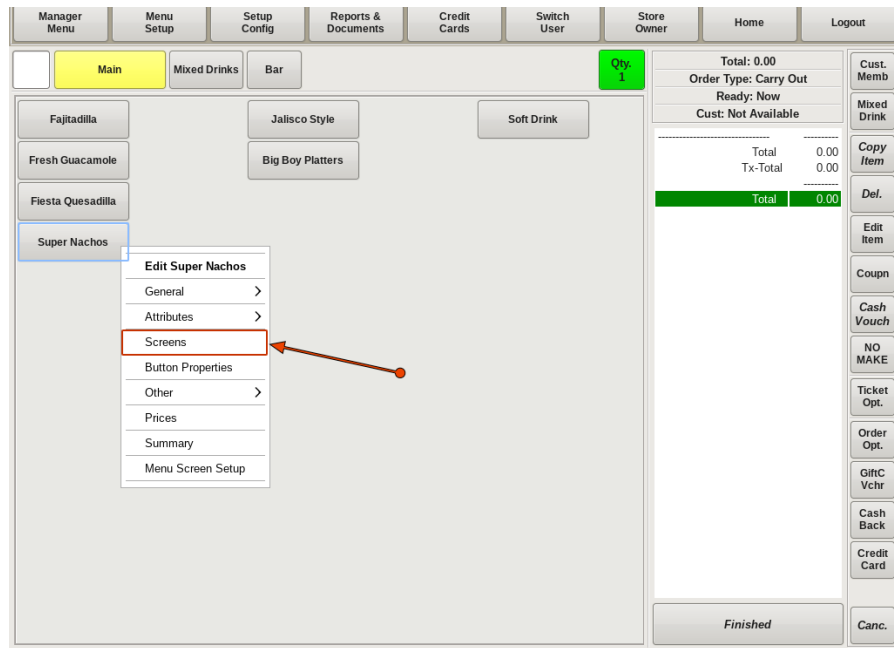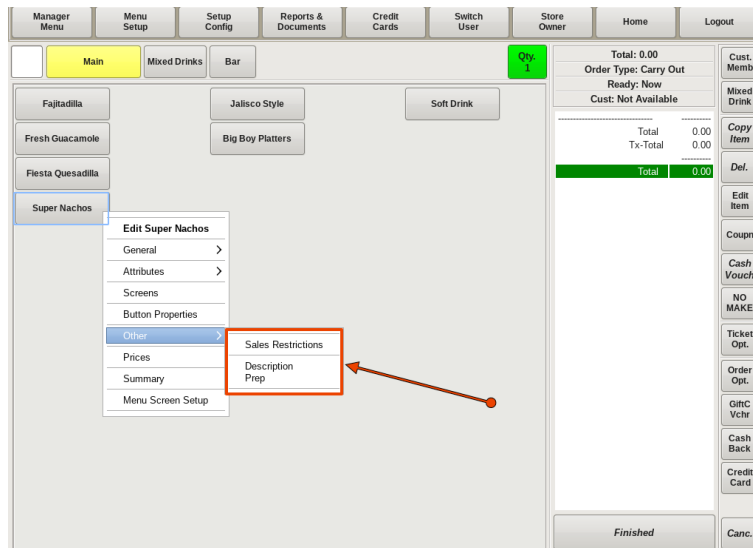
The next menu option you will see is **Screens**. Clicking this will open up the *Set Screens* form for your food item. This is where you will set up how your menu will look for this food item. You can add button options for the sizes/types/ingredients etc associated with this food item.
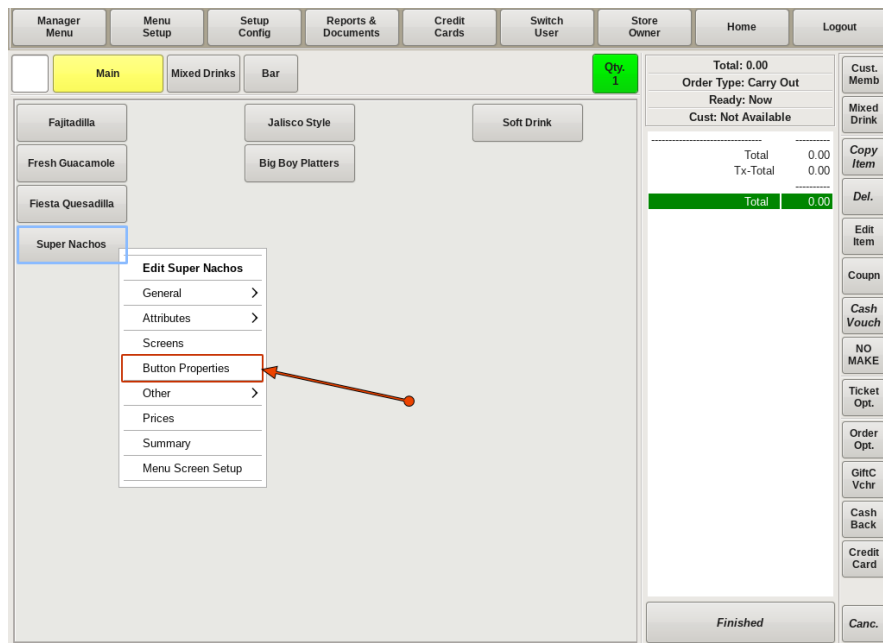
The **Button Properties** option will open the *Set Button Style* menu. Here you will be able to edit the size of the button; the button caption; the font size and style; or the color of the button and label.

You can also choose to add or delete images to your button. For example, you can search the images for a plate of nachos to add to your *Super Nachos* button.

The next menu option you will see is **Other**. Selecting *Other*, you will see *Sales Restrictions* and *Description Prep* on the sub-menu.

Sales Restrictions: *Sales Restrictions* allows you set specific days and times when a food can or cannot be sold. For example, if *Super Nachos* is only available on Sundays during "Happy Hour", you can set *Sales Restrictions* to specify that *Super Nachos* will only be allowed to be sold on Sundays from 4pm-8pm (or whatever time the Happy Hour happens to be).

Description Prep: This window allows you to set *Food Item Descriptions* and *Preparation Instructions* for your food item.
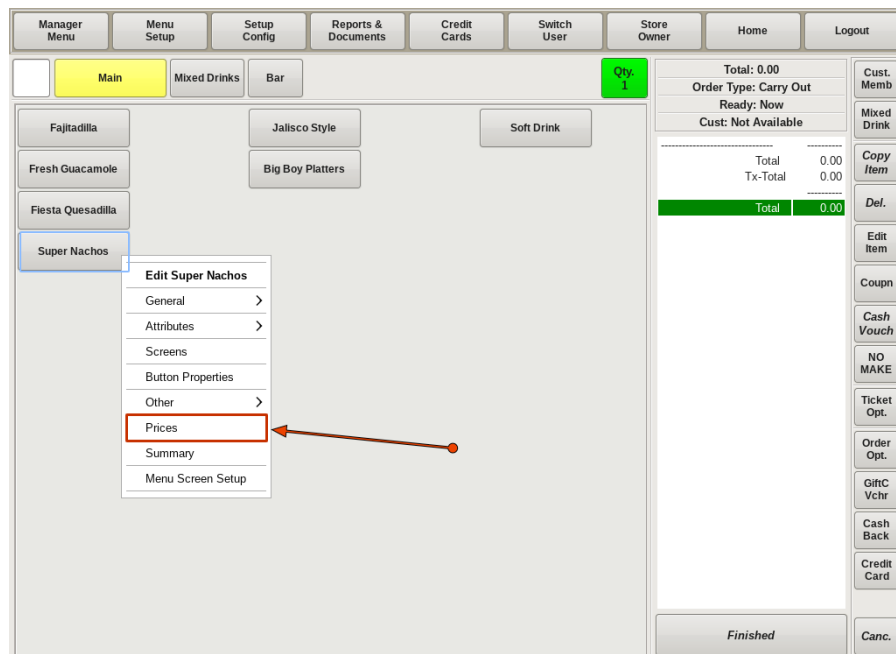
Clicking on the **Prices** option, allows you to edit the prices associated with your food item. Here, you can edit the base price, any additional ingredient prices (for example, if you want to charge 50 cents for jalapenos), modifier prices, and sides prices.
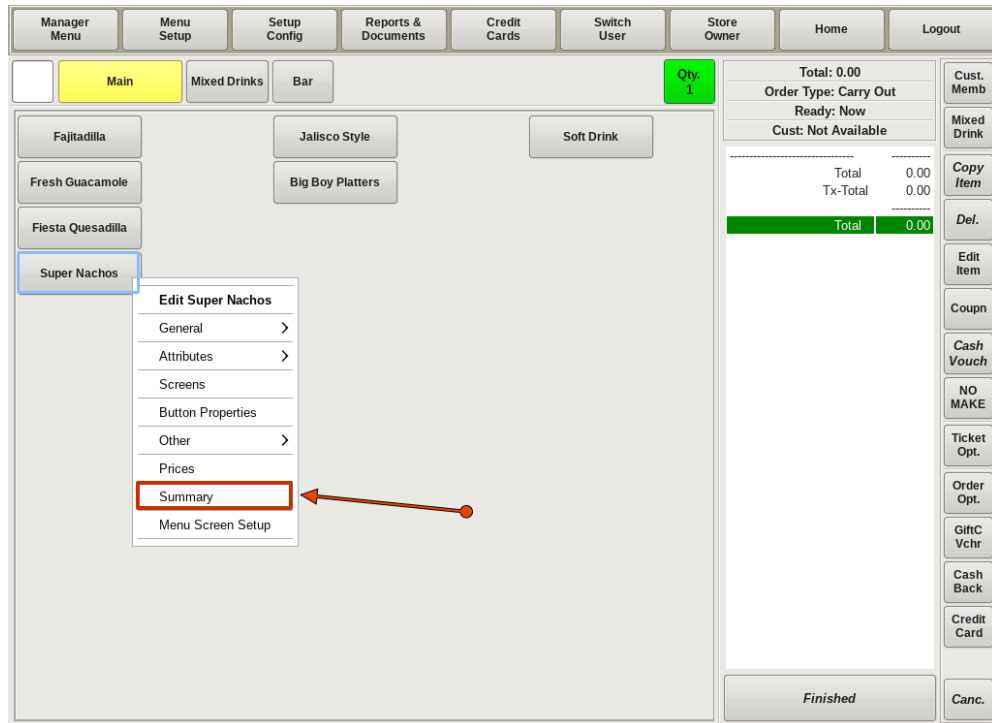
The **Summary** option will open a printable summary of the food item. It will show all attributes of the menu item in a printable list.
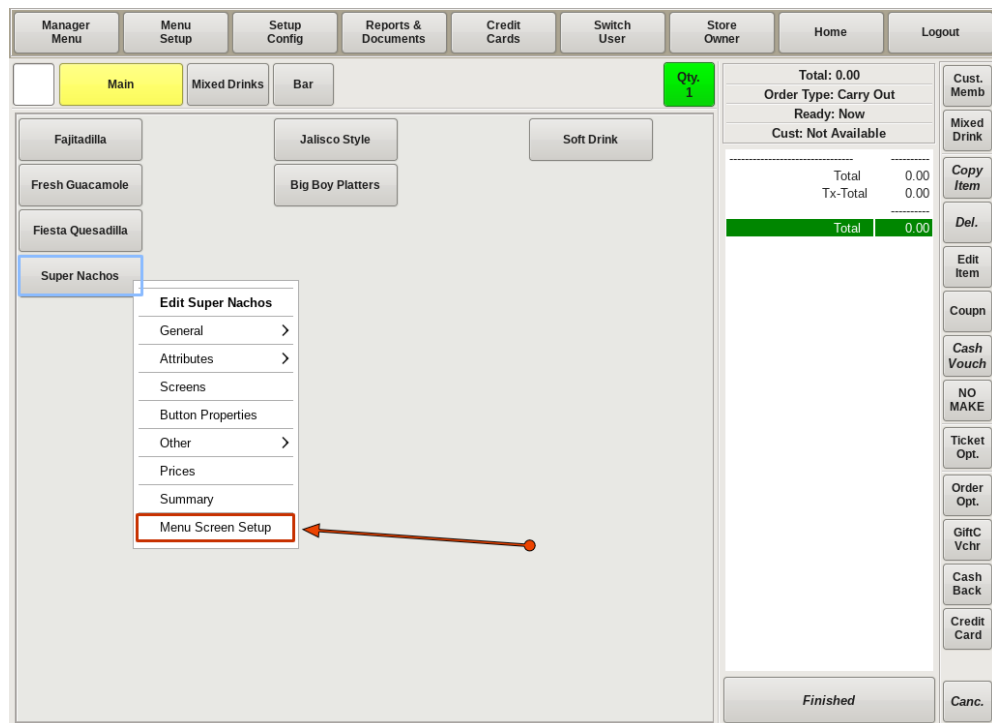
The last option is **Menu Screen Setup**. Choosing this option will open the *Menu Screen* for you to edit. Here, you can add or delete buttons from the menu screen, you can rearrange where you want the buttons located, or you can change color of the buttons.

Copy Food Items

The *Copy Food Items* feature comes in handy when adding multiple food items that have all the same attributes. An example would be C*an Beers* or *Bottle Beers*.

In this example we will walk through how to copy the *Bud Can* properties to create in bulk multiple different types of can beers.

You can use the *Copy Food Items* with existing items or when adding a new food item.

New Food Item Copy
To *Copy Food Items* when adding a new food item, after entering all the properties of the *Bud Can*, select the **Copy Food Items** button on the bottom of the *Edit Food Items* screen.

| Manager Menu | Menu Setup | Setup Config | Reports & Documents | Credit Cards | Switch User | Store Owner | Home | Logout |

Copy Food Items
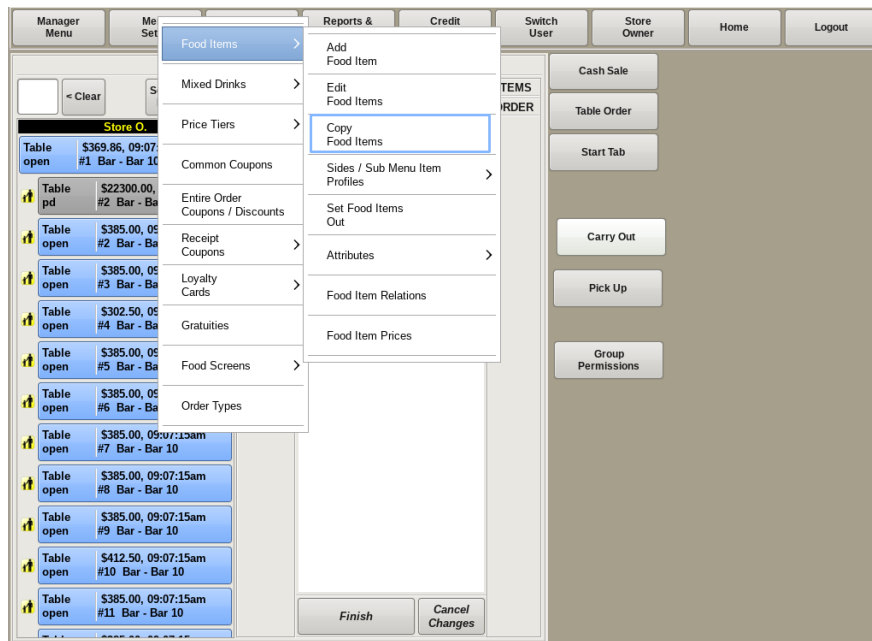
Copy

| Search | ☑ Enabled |
| Expand All | Ref. |

Name
▷ Appetizers
▷ Beer
▽ Beer Can
   Bud Can
   Bud Light Can
   Busch Light Can
   Coors Light Can
   Miller Lite Can
▷ Bottle Beer
▷ Breakfast
▷ Breakfast Sides
▷ Food
▷ Kids
▷ None
▷ Sides
▷ Soft Drink

#	Name	#	Button/List Caption	Print Caption
1.	Bud Light Can	13		
2.	Busch Light Can	15		
3.	Coors Light Can	15		
4.	Miller Light Can	16		
5.		0		
6.		0		
7.		0		
8.		0		
9.		0		
10.		0		
11.		0		
12.		0		
13.		0		
14.		0		
15.		0		
16.		0		
17.		0		
18.		0		
19.		0		

Food Item Screens

❌ Close

In the *Copy Food Items* window, on the left hand side, select the *Bud Can* from the list. On the right, fill in all the other beer can names in the yellow fields.

Press the **Copy** button, then **Close**.

If you need to change the prices, click on the **Prices** tab and enter the correct price for each item you created.
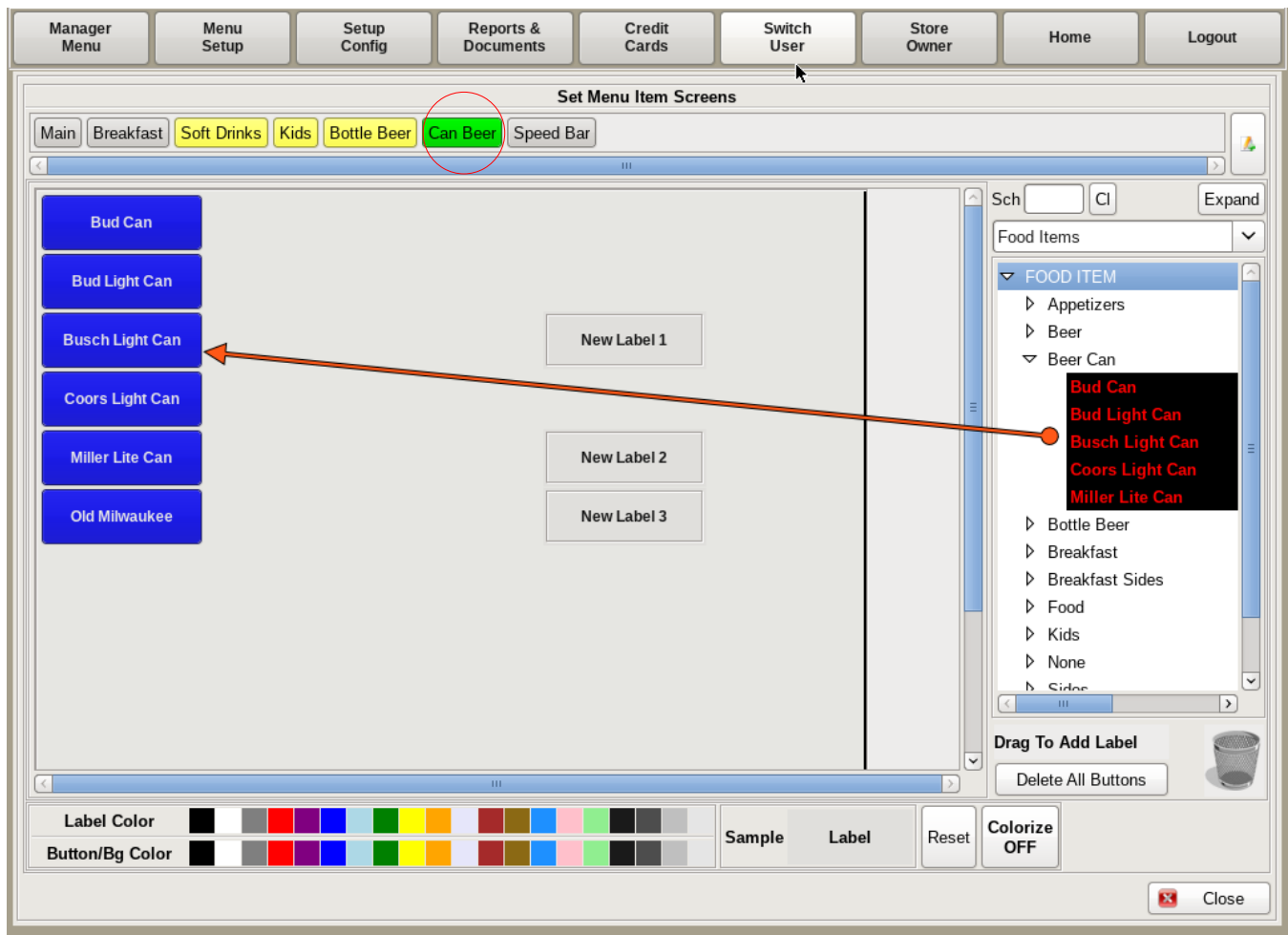
1.jc.2

Existing Food Item Copy

To *Copy Food Items* of an existing food item, select **Menu Setup** from the top bar of the home screen. Go to **Food Items** and select *Copy Food Items*.
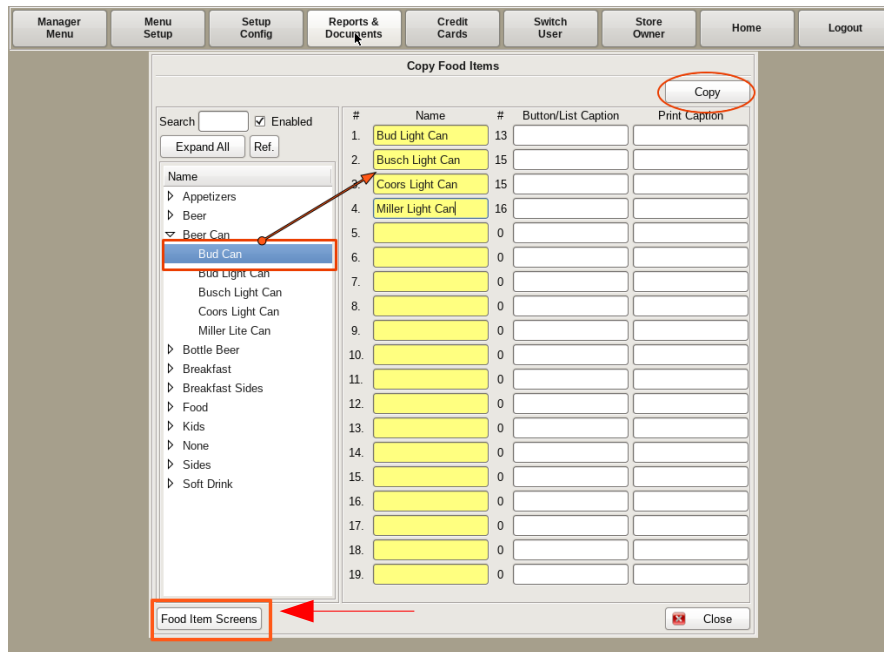
Follow the same *Copy Food Items* instructions as before.

After copying the food items, to add buttons to the menu, click the **Food Item Screens** button on the bottom left.

Choose the menu from the top that you want the buttons on (such as *Can Beer*) and drag and drop all the food items to the grid where you want them located on your menu screen.

If you need to change the prices, right click on the food item button (or click **Menu Setup** from the top bar, go to **Food Items** and choose *Edit Food Items*). Choose the **Prices** option, and change to the correct price.

Copy Food Items vs. Adding Types

The POS has many different functions that may seem similar, but they do completely different things. Two of these functions are the **Copy Food Items** function and **Adding Types** to a food item. You may be confused on when to use each function. The following describes situations where you would use each one and why.

The best way to determine if you need to use the *Copy* feature or the *Type* feature, is what the screen looks like after you click on your food item.

Adding Types

You would use the *Types* feature when you already have a main food item on the menu; such as *Salad*, or *Sandwich*, or *Burger*, but you now want to offer different "flavors" or *Types* of that food item.

In this instance, you would only have one button on the main screen named *Salad*. After choosing *Salads* from the menu, you will see the section of buttons under the menu screen buttons that includes *Cancel Item, Sizes, Types, Ingredients*, and *Modifiers*. Below you will see all the different *Types* of *Salads* and *Ingredients*. This will tell you that to add a new salad, you will edit the food item *Salad* and add a new *Type* using the **Types** *tab*.

You would not want to use the *Copy* feature here, because then you would have multiple Salad buttons on your main menu.

Copying Food Items

The *Copy Food Items* feature comes in handy when you want to add multiple food items that have the exact same attributes, where you need a button on the main menu screen for each different type. An example would be *Can Beer* or *Bottle Beer*. All the information entered in each can beer will be the same, aside from the name.

After choosing *Beer* from the menu, you will NOT see the *Cancel Item*, *Sizes*, *Types*, *Ingredients*, and *Modifiers* buttons; you will just see the menu screen buttons and the different types of *Beer*. This will tell you that each beer is it's own food item, and you will use the *Copy Food Items* feature to add new beers.

Having the beers entered this way makes the order process a little quicker in a busy bar setting; or when you just need to simply add another drink to a tab.

You can use *Copy Food Items* with existing items or when adding a new food item.

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Section 2: Sides and Sides Profiles

2.a Pricing Sides

2.b Build New Sides Profile

2.c Link Food to Sides Profile

2.d Setting Prices in a Sides Profile

2.e Modify a Sides Profile

Pricing Sides

Sides are an item that can have different prices, depending on how they are ordered. For example, if you order a *Burger* with a side of *French Fries*, the price could be $1.50. However, if you order just an order of *French Fries* from the Sides menu, they could cost $3.00. You would set this price in the **Default Price** of the side.

You can also have sides within a *Food Item* that cost different than other sides offered. For example, a *Burger* comes with a choice of sides of *French Fries* or *Cole Slaw* at no extra charge. But choosing the *Baked Potato* as your side would cost an additional $1.00. You would adjust this price inside the *Food Item*.
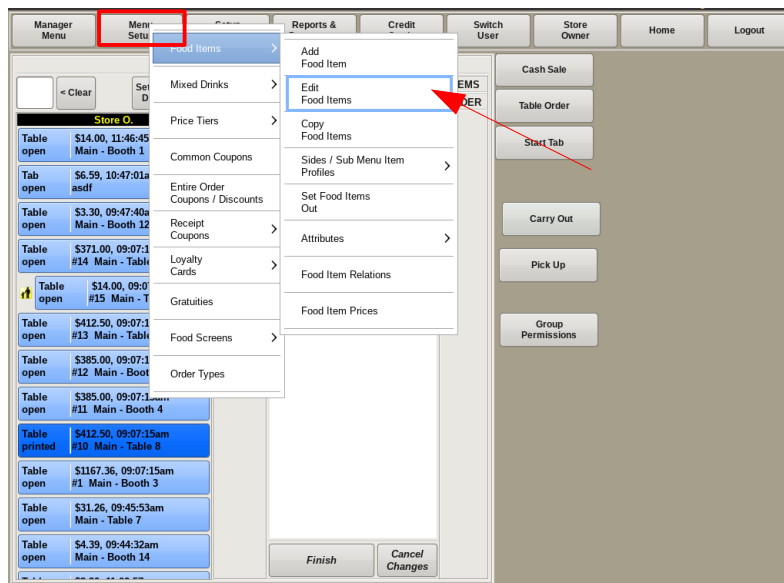
Setting Default Sides Price
Select **Menu Setup** from the top bar of the home screen. Go to **Food Items** and choose *Edit Food Items*.
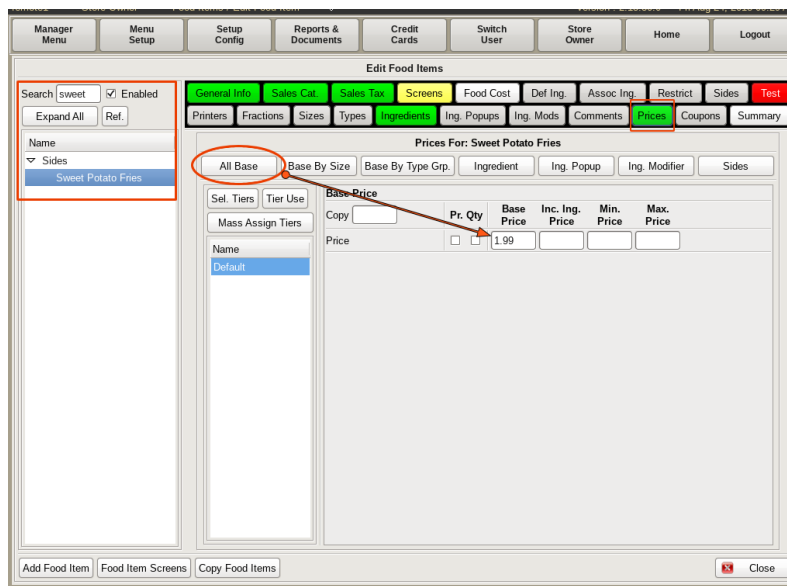
On the left, search for and select the *Side Item* you wish to edit.
Select the **Prices** tab, then enter the price of the side item under the *Base Price* field.
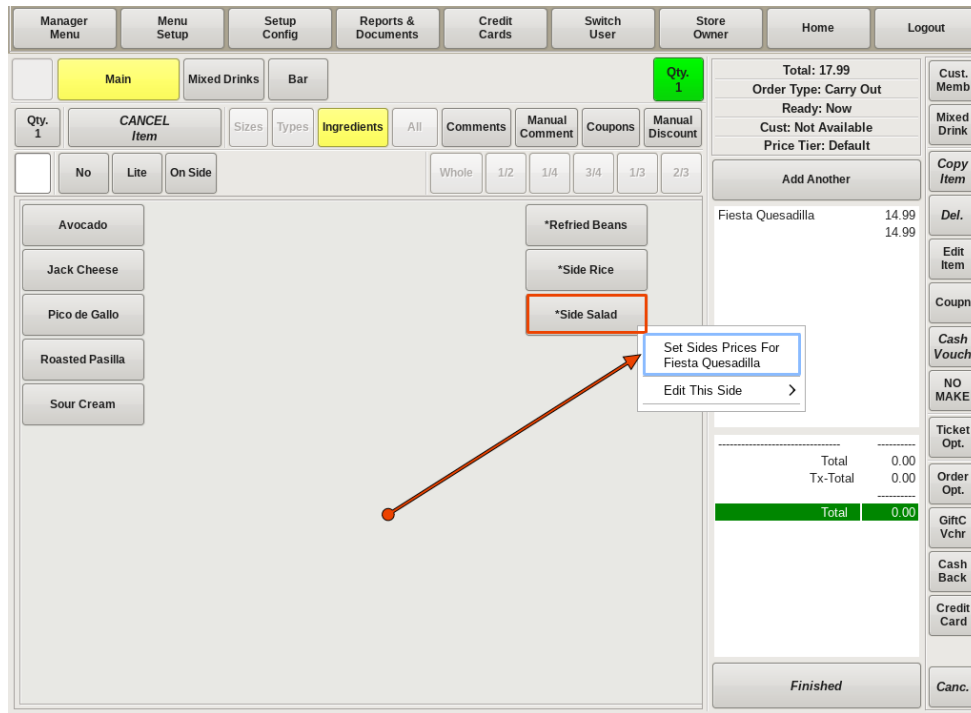
## Setting Sides Prices Inside a Food Item

If you have a mouse, from the *Main Food Menu*, click on the Food Item that has the *Side* associated to it. Then, right-click on one of the Sides. A sub-menu will appear, click on the *Set Sides Prices For* option.
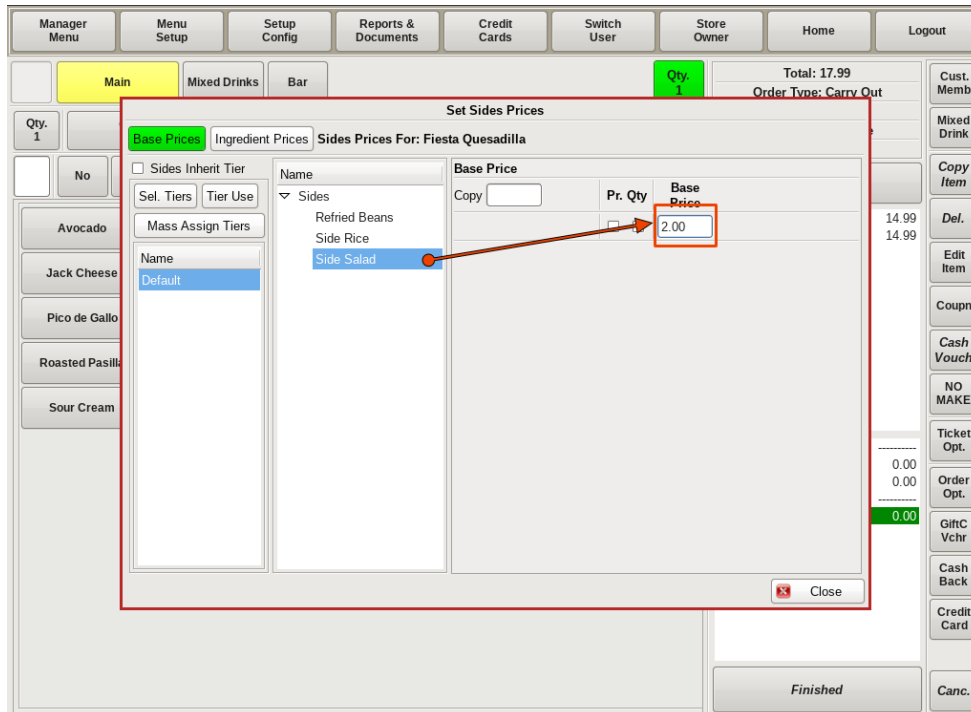
This will open the *Set Sides Prices* menu. Highlight the *Side* item you want, and in the **Base Price** field, fill in the amount you want the *Side* to cost. This will only effect the price of the side on **THIS** food item.
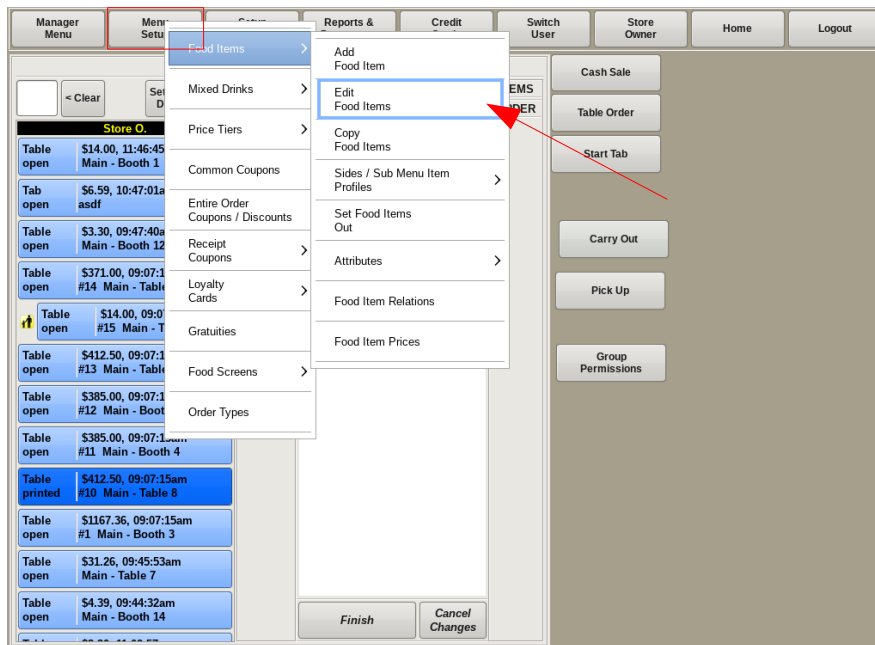
If you do not have a mouse, you can set the price inside a food item by selecting **Menu Setup** from the top bar of the home screen. Then go to **Food Items** and choose *Edit Food Items*.
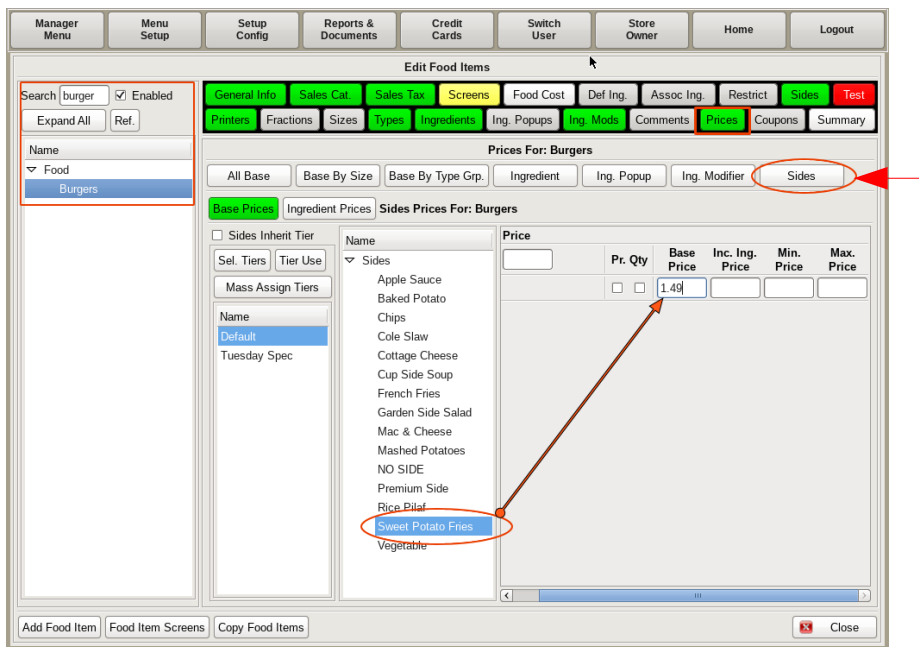
From here, you can search for and select the *Food Item* you wish to edit.

Select the *Prices* tab, then the *Sides* tab. Select the side(s) you wish to add prices to, and enter the price in the *Base Price* field.

Building a New Sides Profile

A *Sides Profile* comes in handy when you have multiple different food items on your menu that offer the same list of *Sides*.

For example, if all dinners come with a choice of *Fries, Chips, Cole Slaw, Cottage Cheese, or Fresh Fruit,* instead of adding all the sides to each food item under the *Sides* tab, you can create and link to a pre-built profile that will add the *Sides* choices as well as buttons on the *Menu* Screen.

The side items must already be entered into the POS in order to add them to a profile.
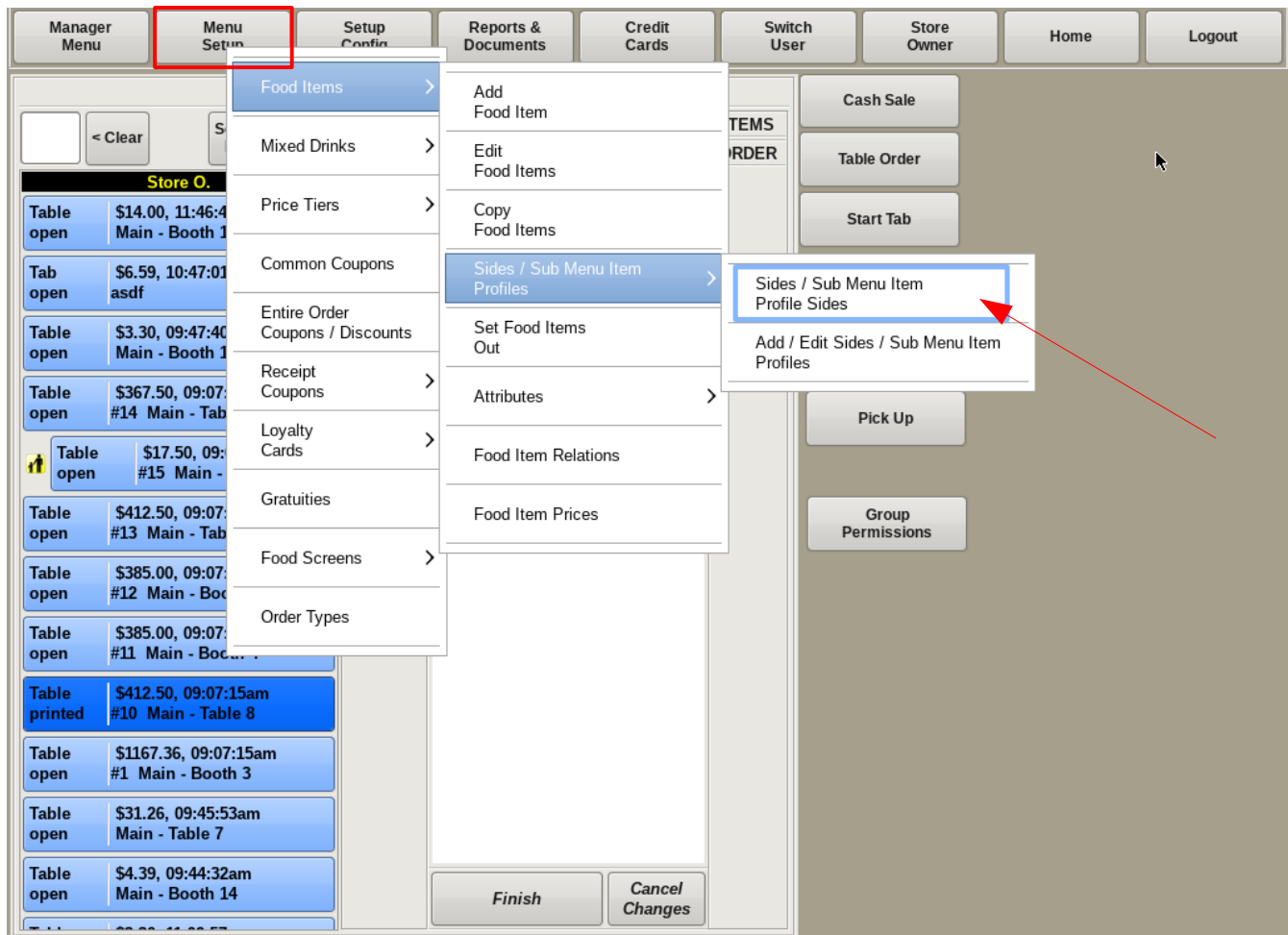
To build a new *Sides Profile*, select **Menu Setup** from the top bar of the home screen. Go to **Food Items**, then **Sides/Sub Menu Item Profiles** and choose *Sides/Subs Menu Item Profile Sides*.
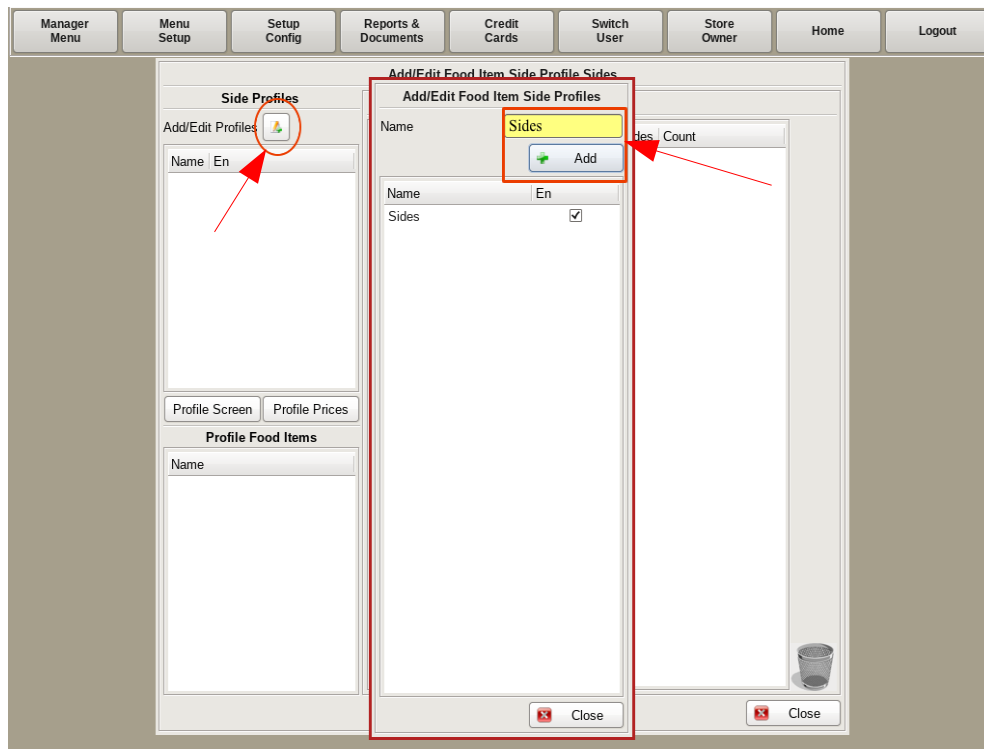
Select the **Add/Edit Profiles** button. In the *Name* field, enter *Sides*, and select **Add** then **Close**.
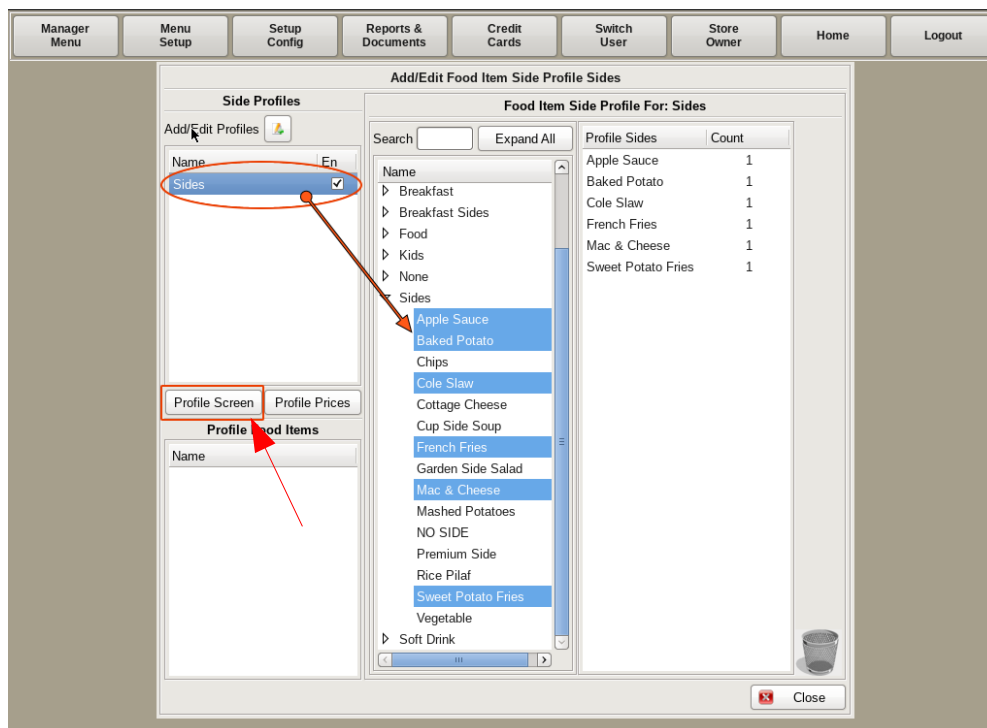
Select the *Sides* profile from the left. You will see a standard *Two Column List*. The items on the left are ALL the items that are in the POS, and the right will show only the items associated with this profile.

Using the list on the left, select all the items you want on the profile.

Now, select the **Profile Screen** button.
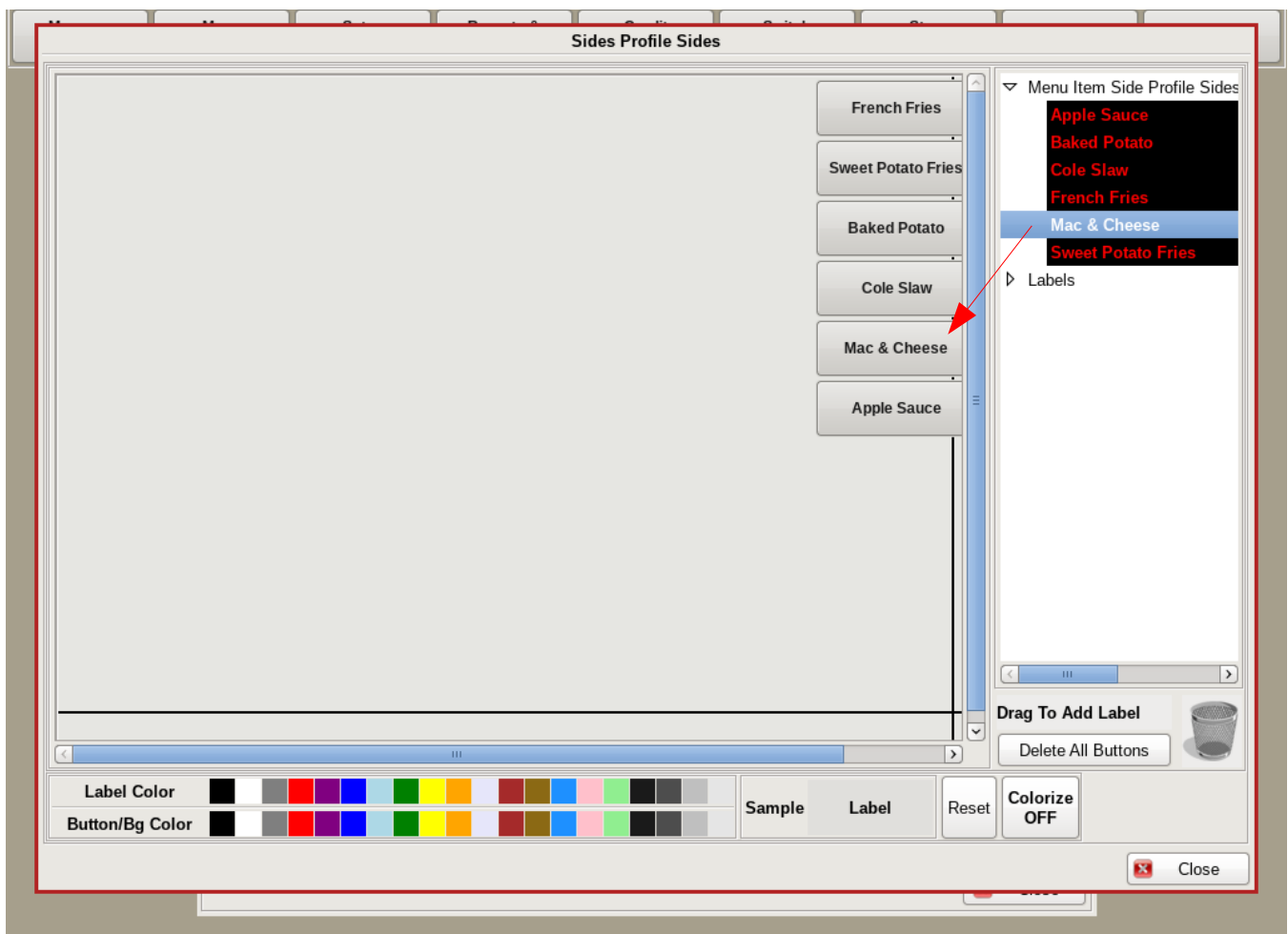
Here you will build out how you want the profile to look on the menu when you apply it to a food item. Do this by dragging and dropping the side items from the right onto the grid.

Note: How you build the profile to look here, will be how it appears on every food item screen you link it to. If the *Types* and *Ingredients* of an item are generally on the left of the screen, then build your *Sides* on the right.

Link a Food Item to a Profile
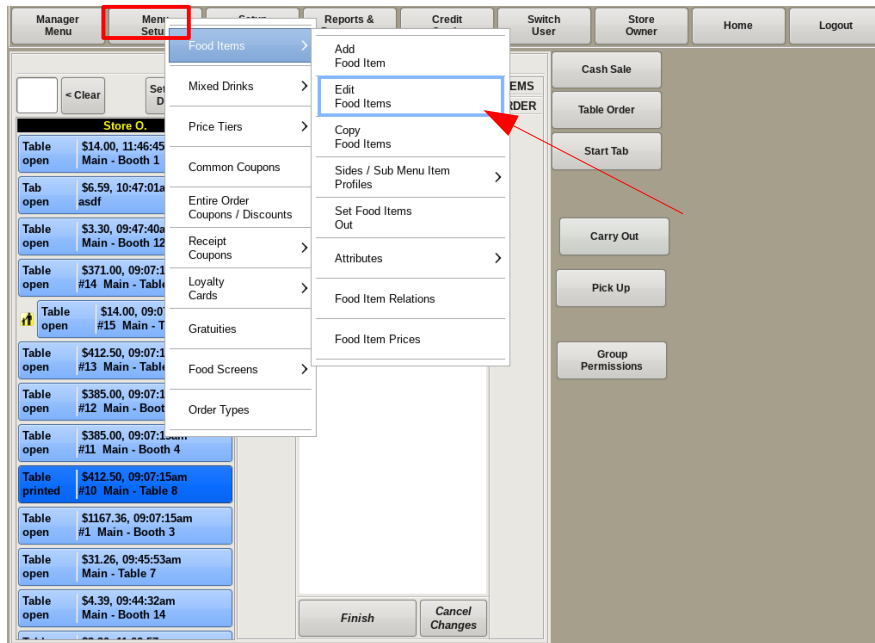
Now that you have built a *Sides Profile*, you can link that profile to any menu item that offers those *Sides*.

To link a food item to a *Sides Profile*, select **Menu Setup** from the top bar of the home screen. Go to **Food Items** and choose *Edit Food Item*.
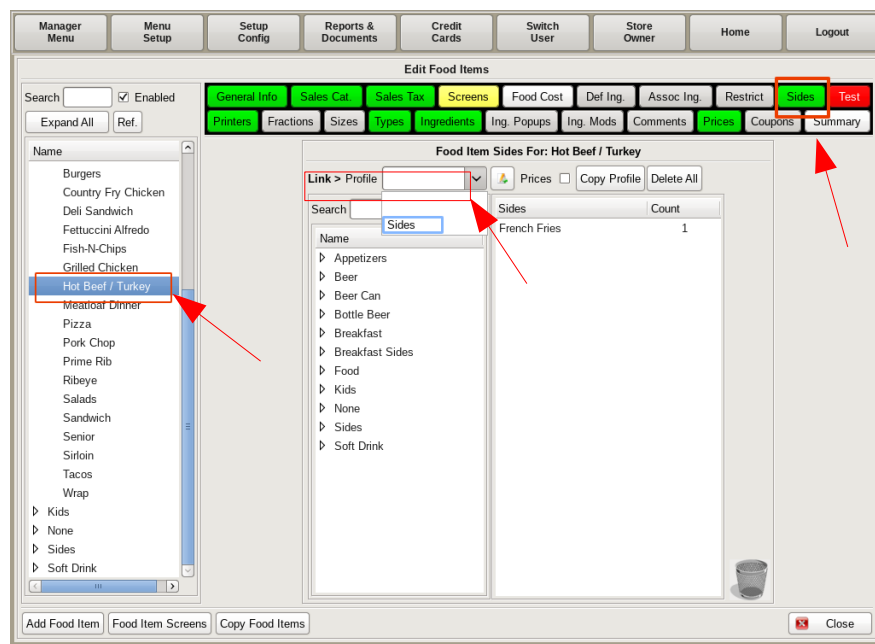
Search for and select the food item you wish to edit. Select the **Sides** tab, and choose the profile you wish to link from the **Link > Profile** drop down list.

If you need to build a new profile, select the **Add/Edit** button to create it.
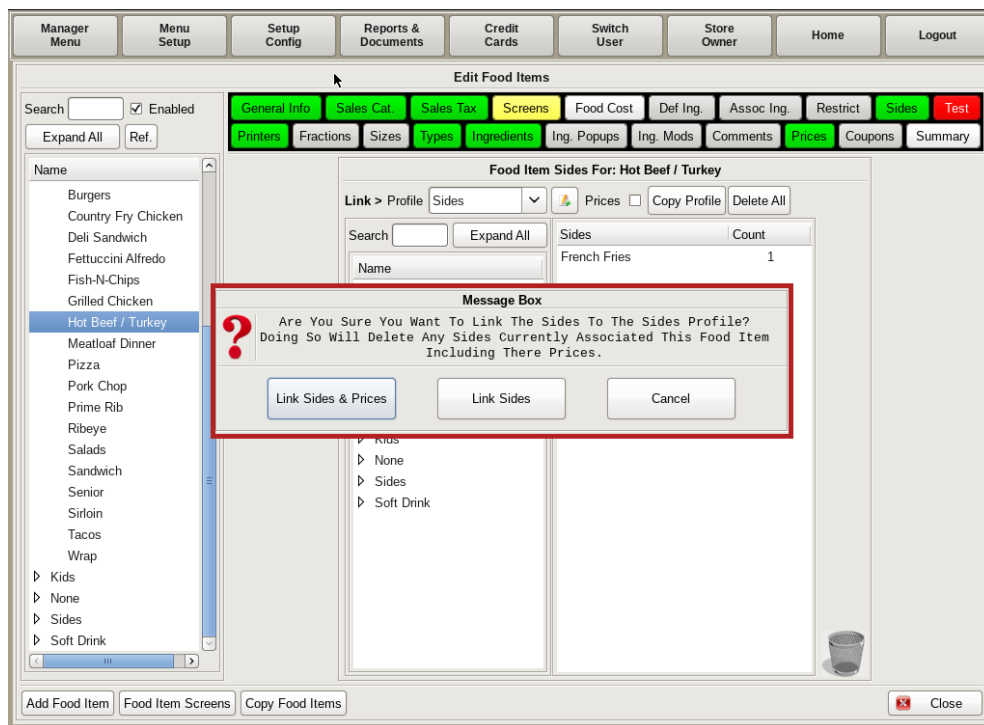
In the *Message Box* that pops up, select either **Link Sides & Prices** (the prices will be determined by the prices set in the profile), or **Link Sides** (you can determine and change the prices of sides inside the food item).
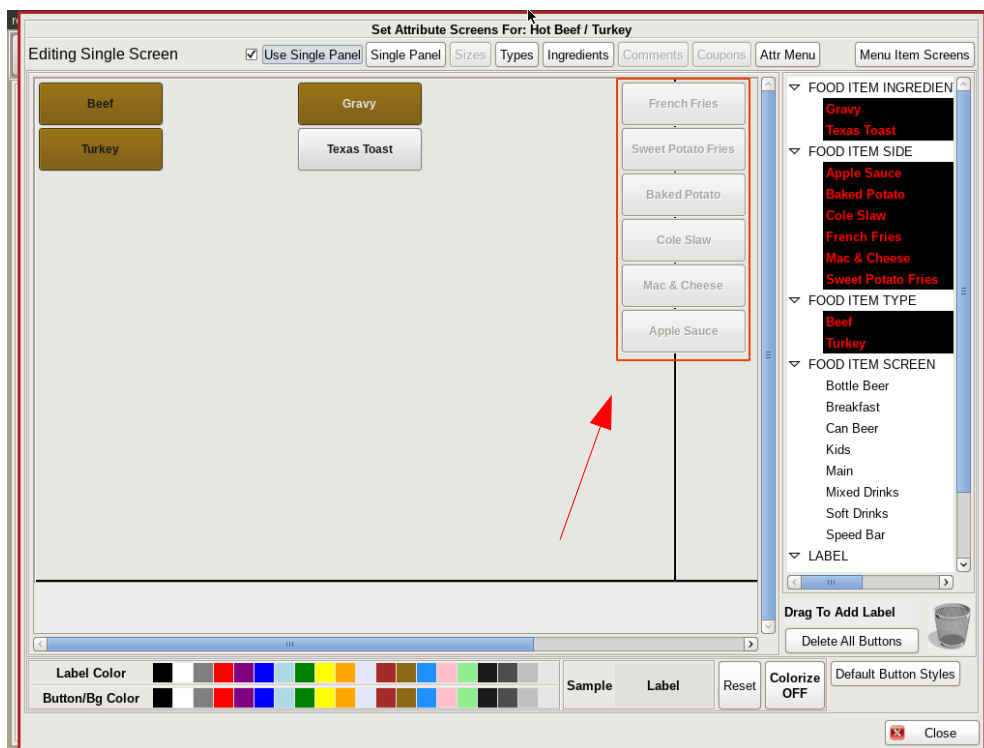
If you go to the *Screens* tab, you will see the menu screen grid that has "ghost buttons" showing the sides in the profile. These buttons will be clickable on the menu when ordering.

Setting Prices Inside a Profile

You can set the prices of *Sides* inside a profile to be a different price than the default *Side* price.

For example, if you order a side of *Fries* on their own, the default *Side* price could be set at *$2.99*. But, as an add on to the *BLT*, they would only cost *$1.50*.
Another example could be if a food item includes your choice of a *Side* at no extra cost, expect for the *Baked Potato*, that would be an extra *$2.00* charge.

You can set these prices inside the *Sides Profile*.
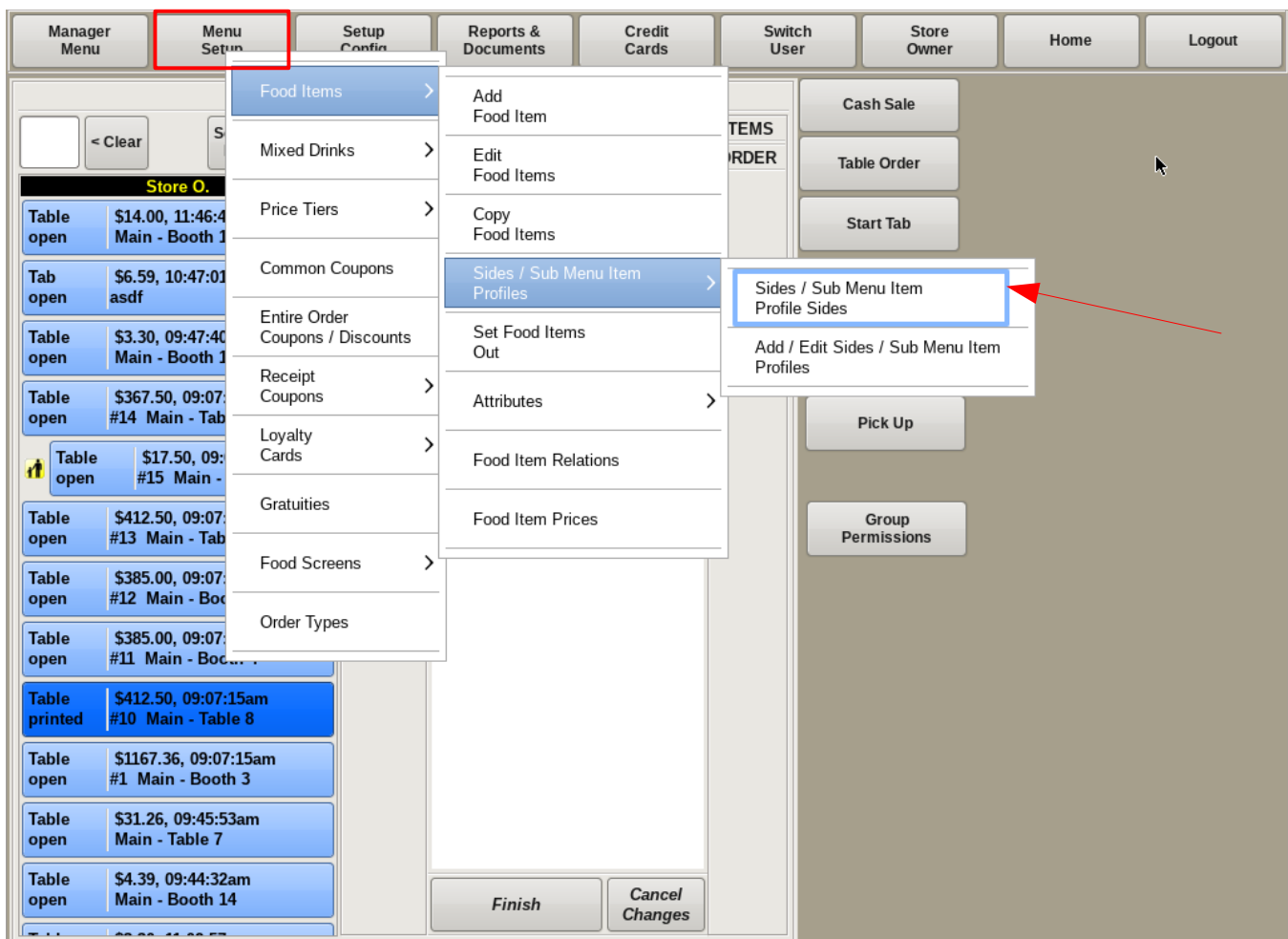
To edit a *Sides Profile*, select **Menu Setup** from the top bar of the home screen. Go to **Food Items**, then **Sides/Sub Menu Item Profiles** and choose *Sides/Sub Menu Item Profiles Sides*.
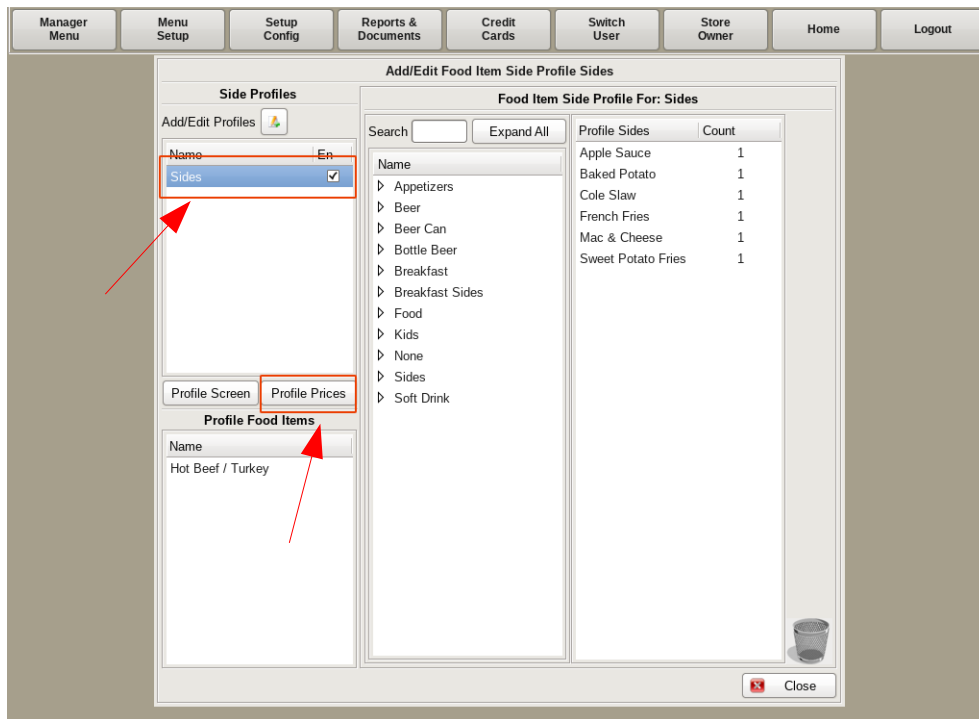
Select the *Sides Profile* you need to edit from the column on the left, and then click the **Profile Prices** button below it.
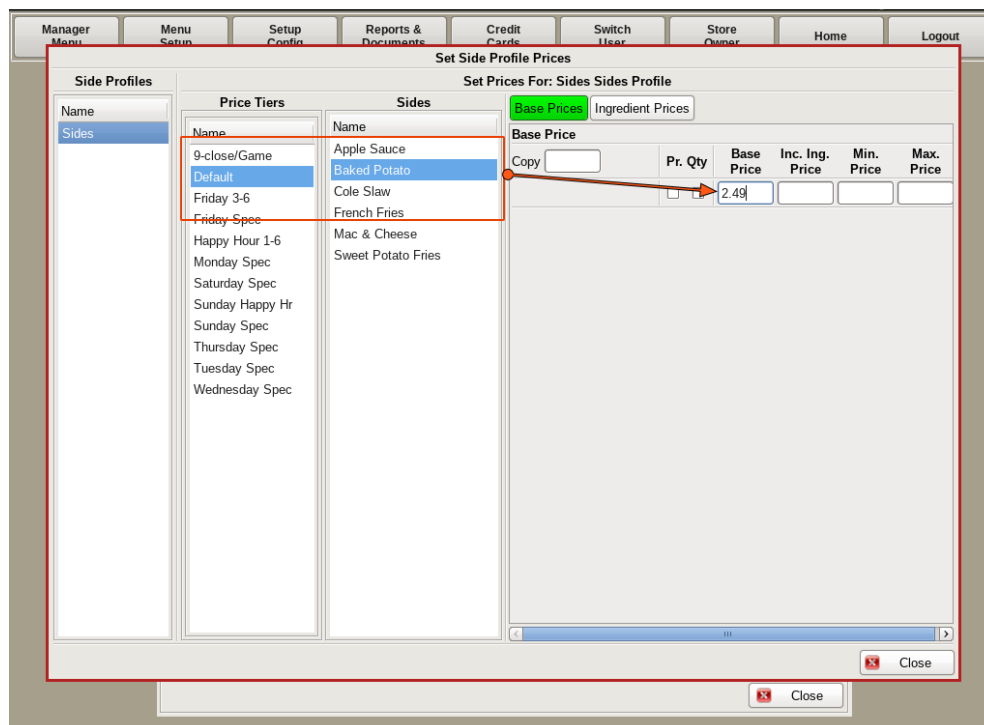
Be sure *Default* is selected, then select the *Side* you need to price. Enter the price in the **Base Price Field**.

The *Side* will now ring up at this price any time it is linked to a food item.

Modify a Sides Profile
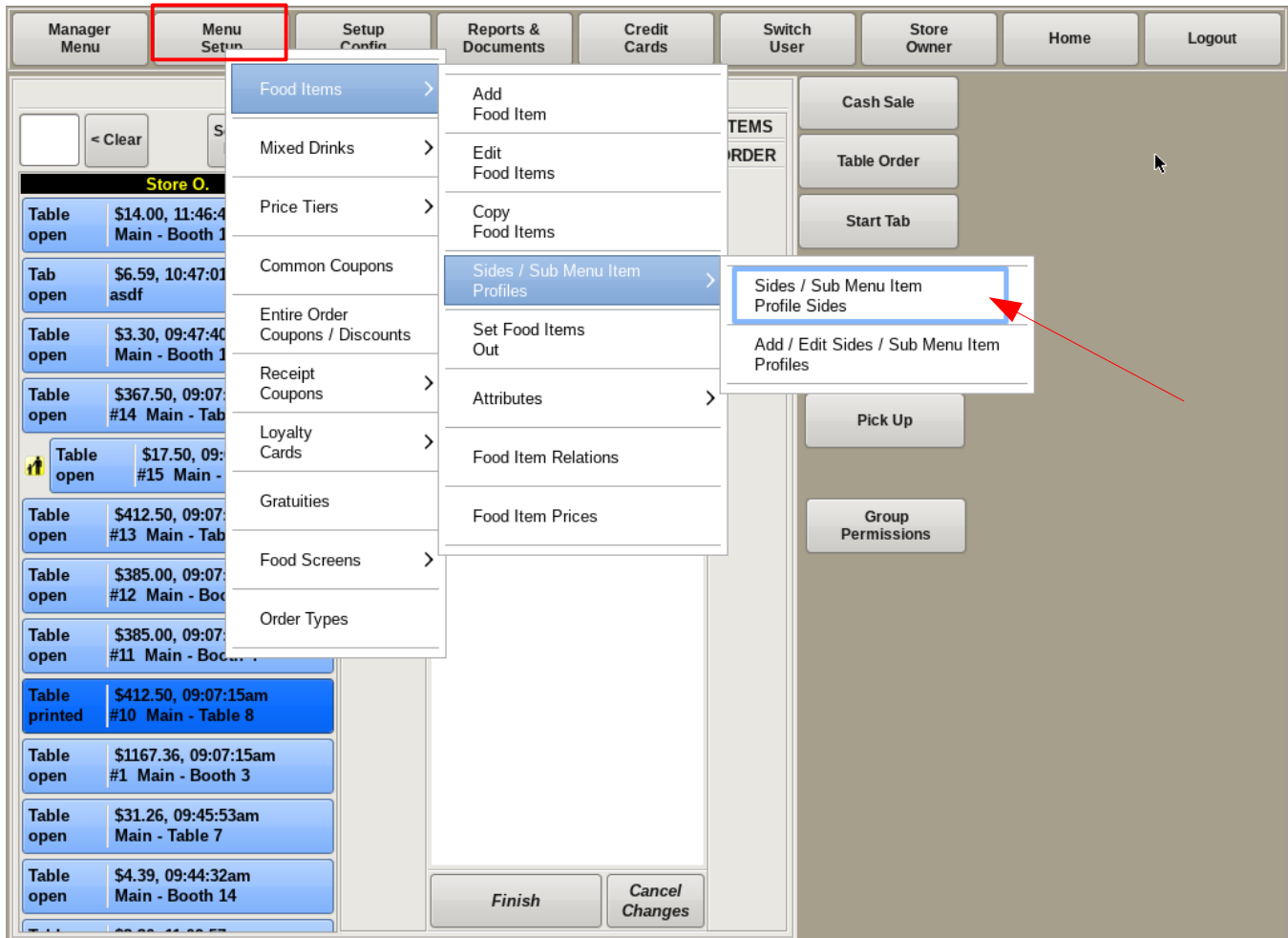
If you need to edit a *Sides Profile*, such as adding or removing a side, or change the pricing, you can do so by selecting **Menu Setup** from the top of the home screen. Go to **Food Items**, then **Sides/Sub Menu Items Profiles**, and select *Sides/Sub Menu Items Profile Sides*.
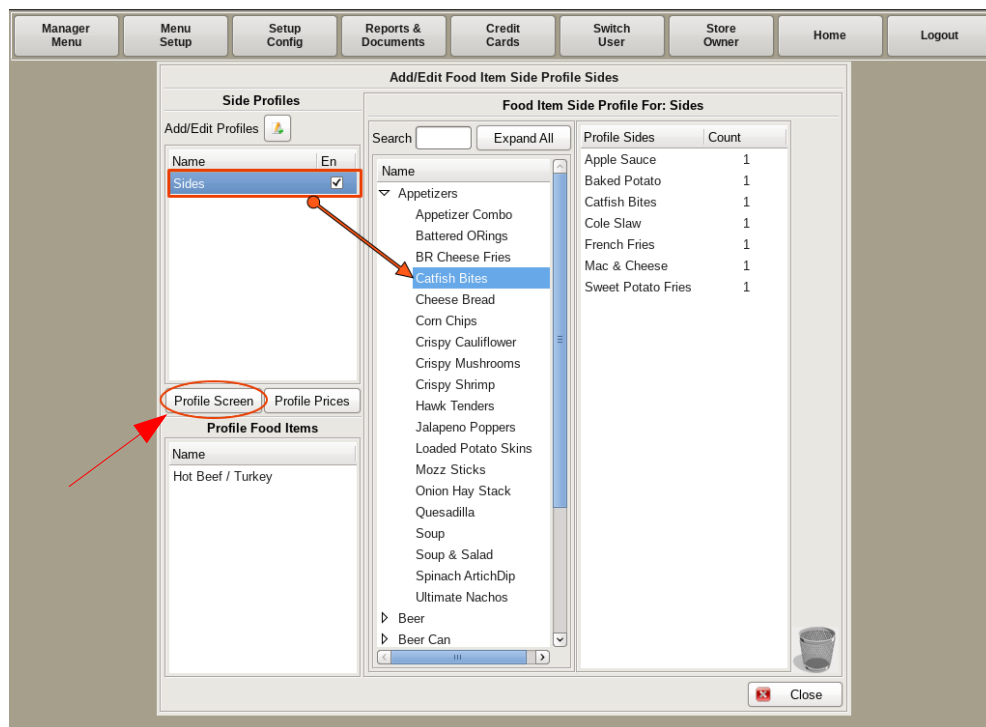
Choose *Sides* from the list of profiles on the left.

On the Two Column List, expand the item group you need to add from (for example *Appetizers*), and choose the item to add to the *Sides Profile* (for example Catfish Bites).

Then select the **Profile Screen** button.
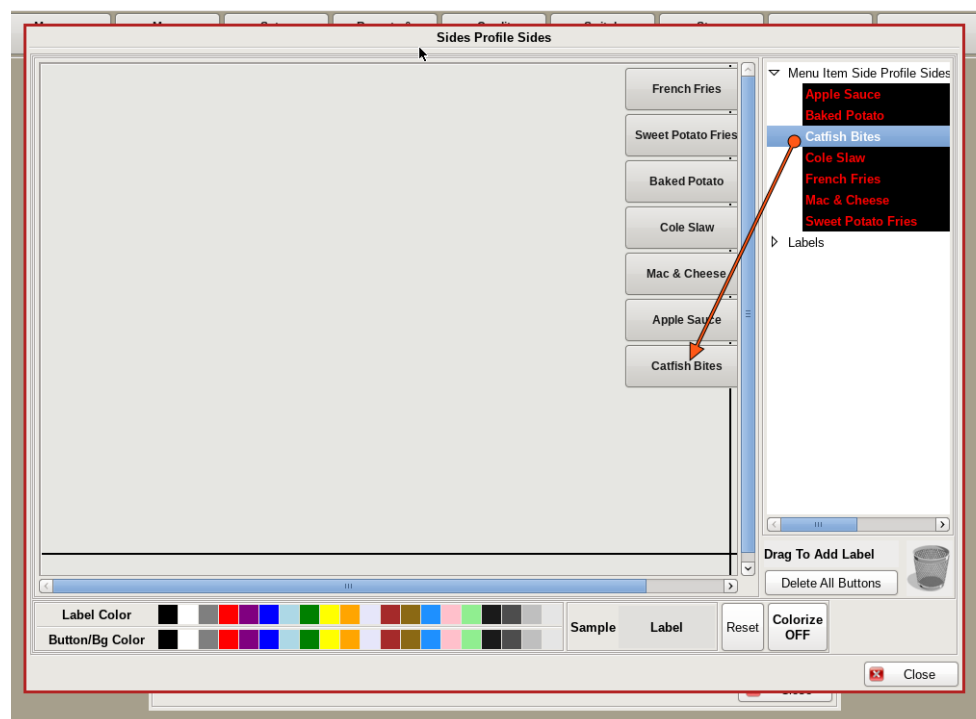
Drag and drop the new items to the grid with the existing buttons.

NOTE: When editing a Profile, all Food Items that have the profile linked to them will change as well.

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Section 3: Coupons and Discounts

3.a Common Coupons

3.b Copy from one Coupon to Another

3.c Entire Order Discounts

Common Coupons
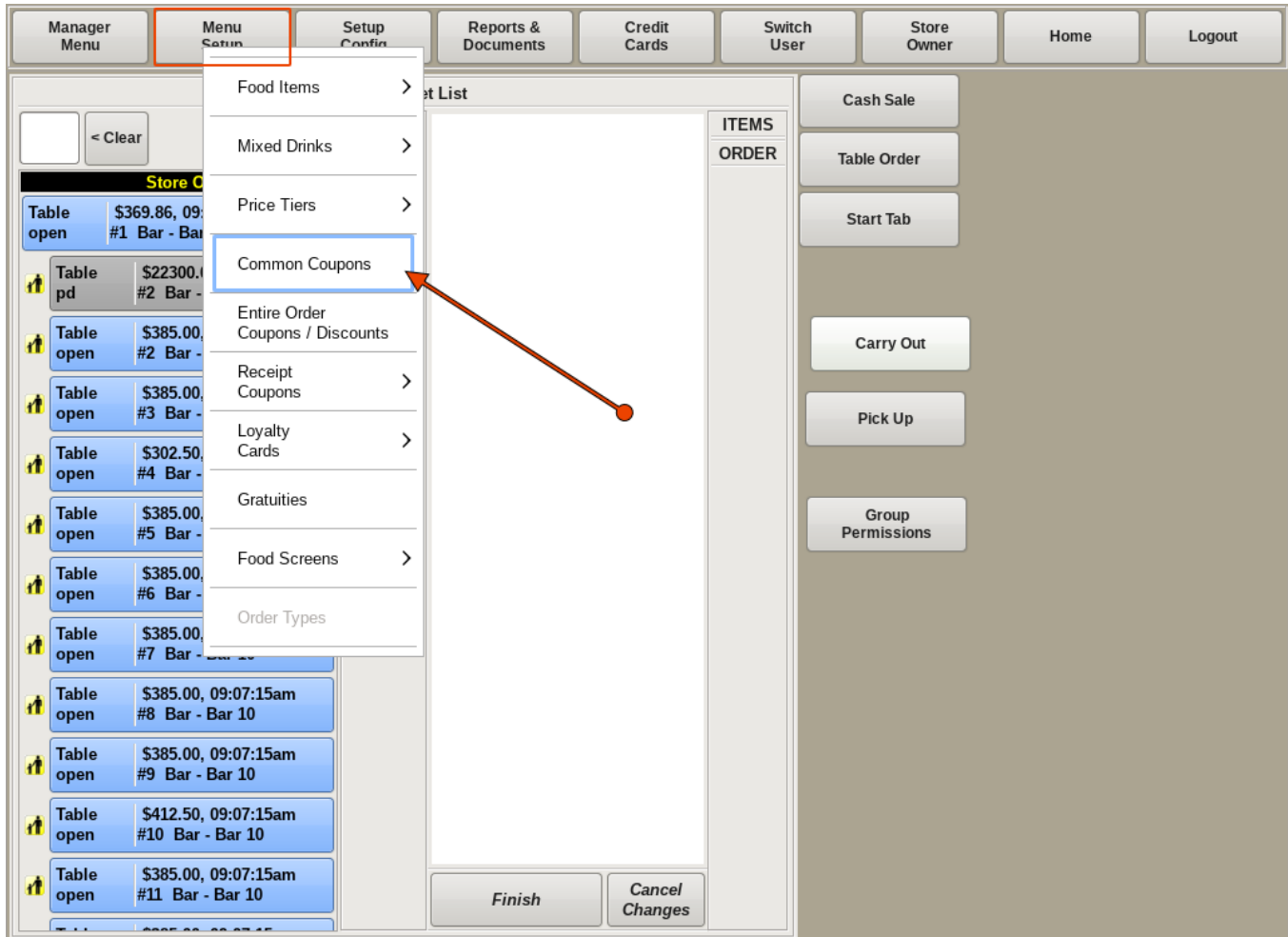
To build new Coupons, select **Menu Setup** from the top of the home screen. Go to *Common Coupons*.

Fill in the *Name* of the coupon; such as *10% Off*.

Then choose the *Type* from the drop down. **Actual** will change the default price of an item when the coupon is applied; *$5 Burger Basket*. **Fixed** will take off a fixed amount from a food item when applied; *$2.00 Off*. **Percent** will take a percentage off a food item when applied; *25% Off*. Enter the dollar or percentage amount in the *Amount* field.

The Max Per Order field will determine how many coupons can be applied to one order.
Activate On / Deactivate On are dates you can set for when the coupon is active. Click the **+Add** button when finished.

Highlight the new coupon from the list. Select all the food items on the right that you want applied to the **Coupon**. Notice the *Deselect All* and *Select All* buttons above the food items.

There are two check boxes next to each *Coupon*.
The **Req Com** box will have a Comment box that appears when the coupon is applied.
The **Loyalty Only** box will apply if you have a *Loyalty Program* in place and wish to only allow *Loyalty Customers* to use the *Coupon*.

You can also restrict when the *Coupon* can be used by selecting the **Restrict Selected Coupon** button. Set the *Start Time* and *End Time* the coupon is to be restricted.

You can also deselect days of the week to restrict on an entire day.

3.a.3

Copy from One Coupon to Another

Sometimes you want different coupons to be used on the same food items. For example, you have a *10% Off* coupon with *Appetizers* applied to it, and you also want the *$2 Off* coupon to have *Appetizers* applied to it as well. You can use the copy coupon feature to copy from one coupon to another.
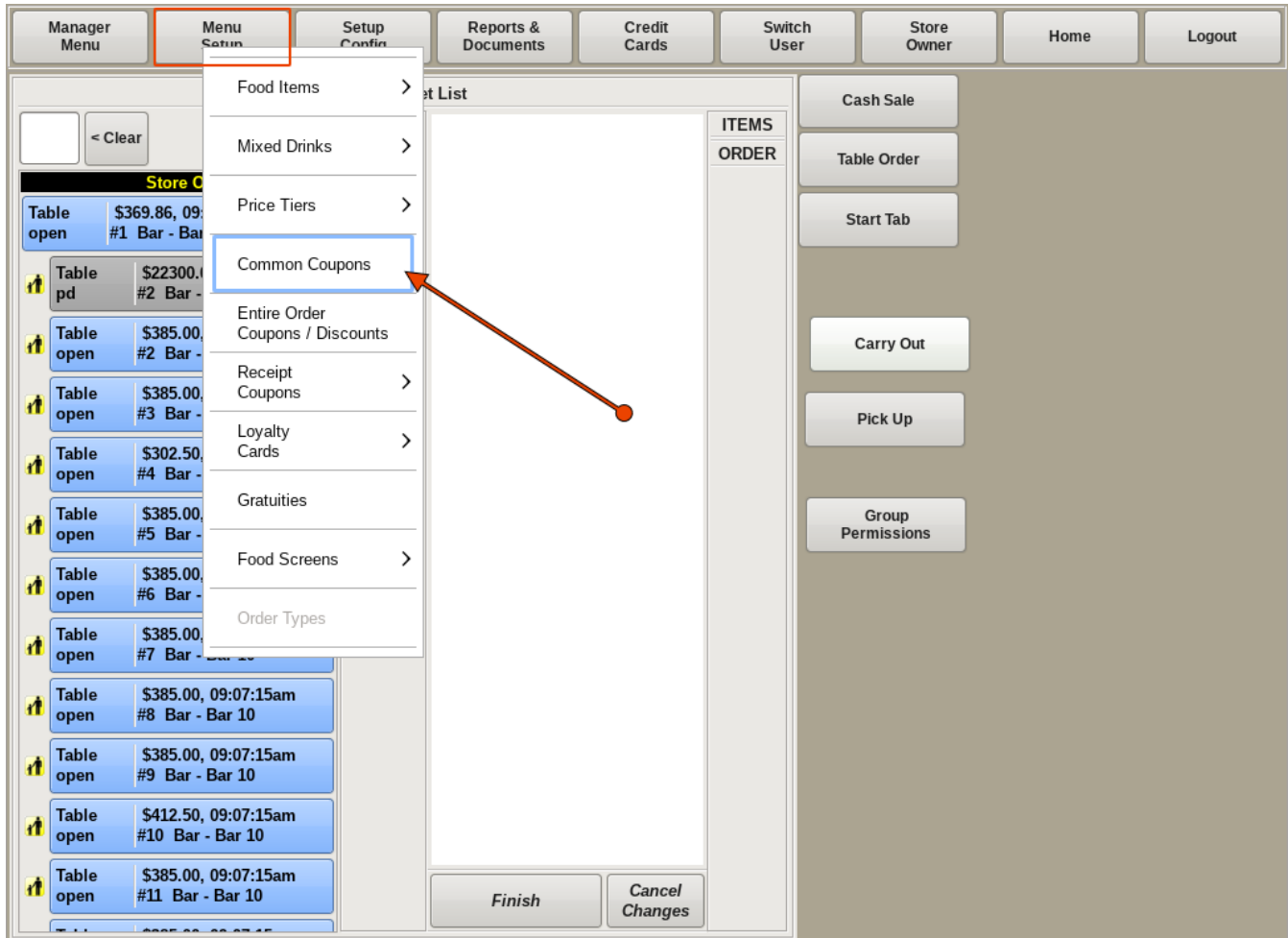
To copy the food items from one coupon to another, select **Menu Setup** from the top of the home screen and go to *Common Coupons*.
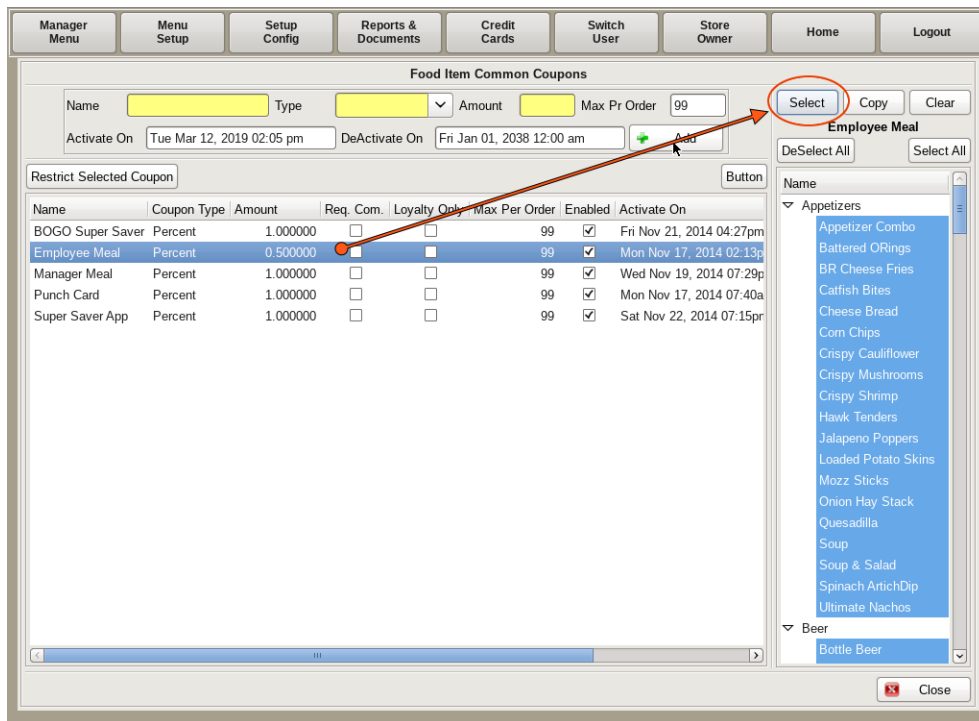
Highlight the *Coupon* you wish to copy **FROM**, click *Select* on the top right.
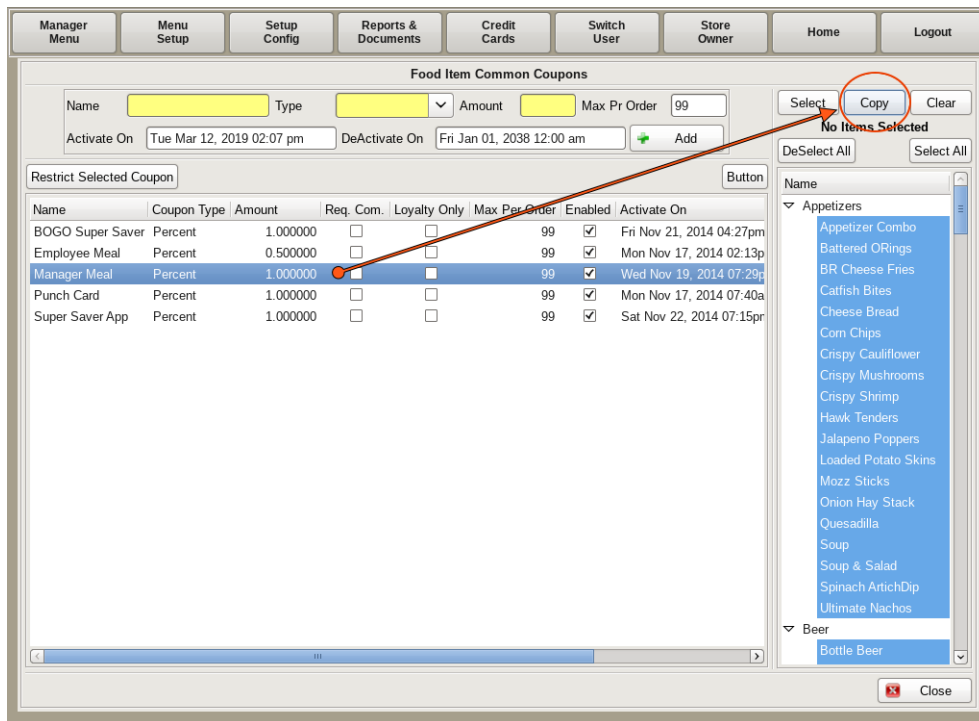
Now, highlight the *Coupon* you wish to copy **TO**, click *Copy* on the top right. Both coupons will now have the same food items applied to them.

Entire Order Discounts
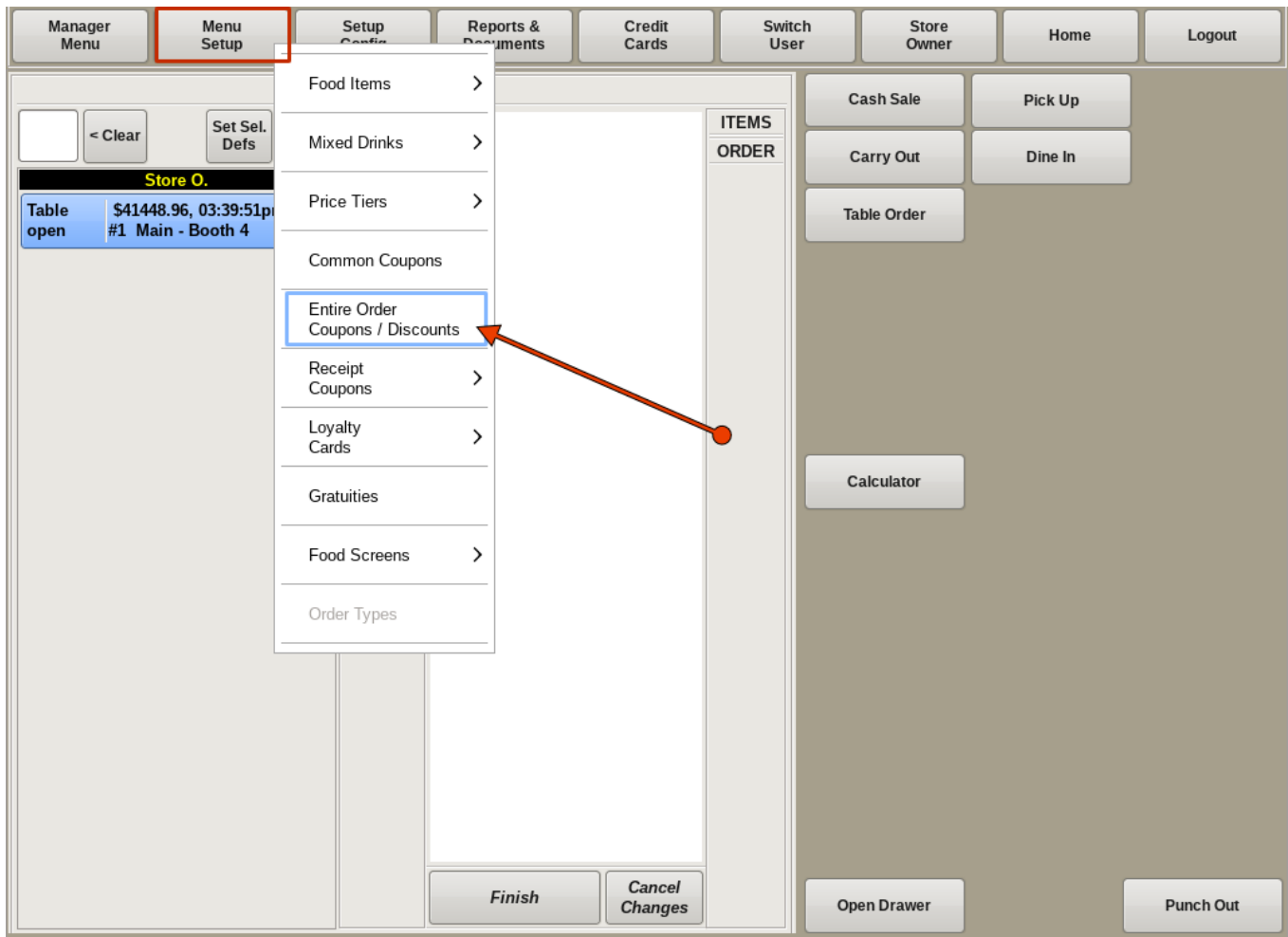
An **Entire Order Discount** will allow you to create and name discounts that can be applied to an entire order. One example could be an *Employee Discount*.

To access this feature select **Menu Setup** from the top of the home screen and choose *Entire Order Coupons/Discounts*.

Enter the *Name* of the discount; then select the *Type* from the drop down. **Fixed** will deduct a flat dollar amount. **Percent** will deduct the value entered as a percentage of the entire order. Then enter the *Amount* you want the discount to be.

Click the **+Add** button when finished.

If you want to exclude certain *Sales Categories* from being applied to the discount, such as *Beer* or *Liquor* on the *Employee Discount*, click on the **Excl Sales Cats** text field and a menu with all the Sales Categories will appear. Highlight the categories you do not want discounted.

Note: Discounts are retained here even after they go inactive, so they can easily be enabled again.

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Section 4: Price Tiers

4.a Building and Assigning Food Item Price Tiers

4.b Mass Assigning Food Item Price Tiers Price Tiers

4.c Building and Assigning Mixed Drink Price Tiers

Price Tiers

Price Tiers are used when you want a food item to have different prices on different days or times, such as a daily special. They can be activated by day and time, or can be manually turned on or off.

One example of using a *Price Tier*, would be if one of your *Burger Baskets* normally costs $6.99, but on Tuesdays during lunch hours, it only costs $6.00. A *Price Tier* can be created so that anytime that burger is ordered on Tuesday between 10am and 2pm, it will ring up at $6.00. But, when ordered any other time on Tuesday, or any other day of the week, it rings up at the regular $6.99.

Here we will walk through creating, and adding *Price Tiers* to food items.
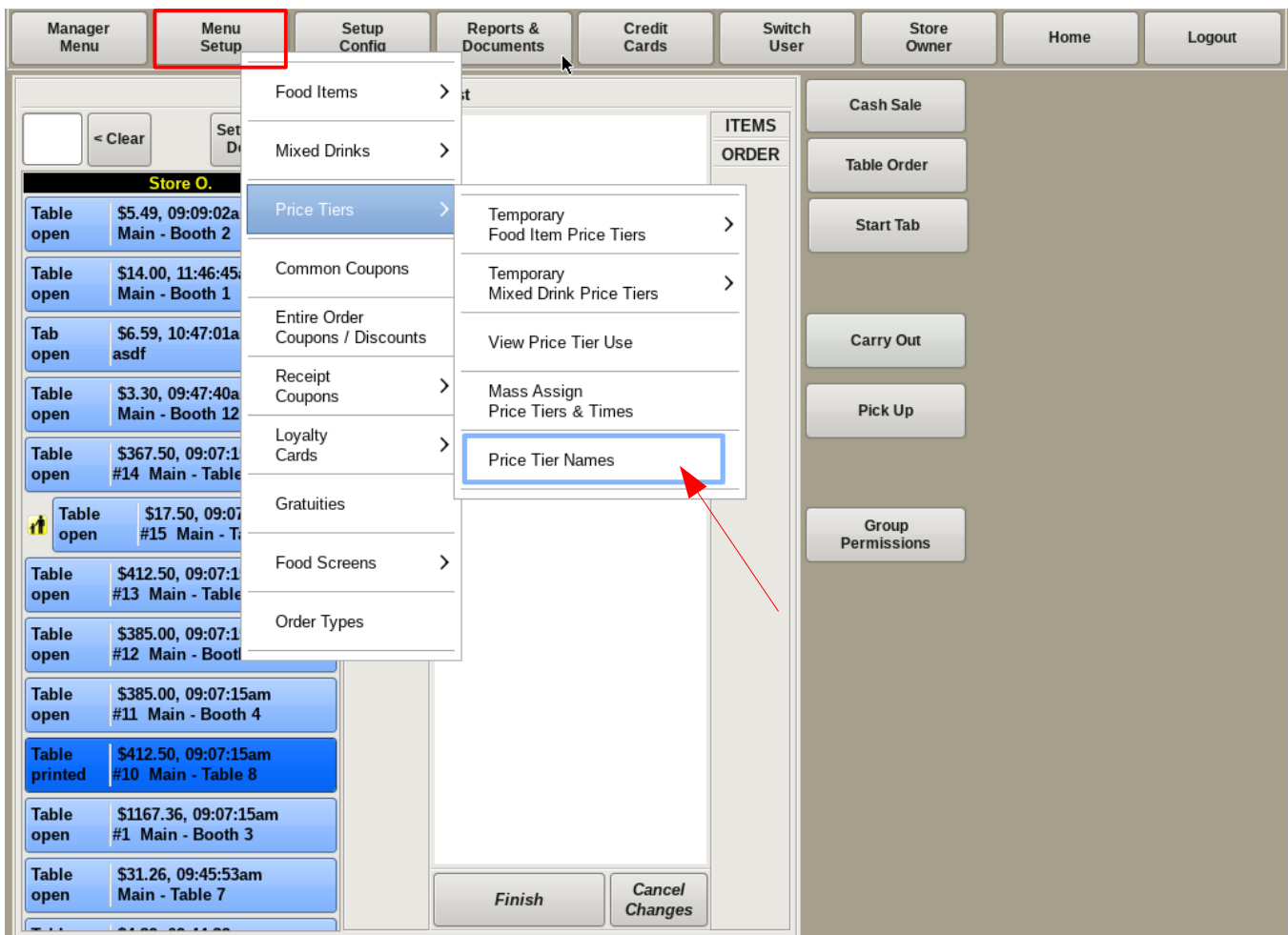
Adding New Price Tiers

To create a new *Price Tier*, select **Menu Setup** from the top bar of the home screen.
Then select **Price Tiers**, and choose *Price Tier Names*.

| Manager Menu | Menu Setup | Setup Config | Reports & Documents | Credit Cards | Switch User | Store Owner | Home | Logout |

Price Tier Names

Name   Tuesday Spec

＋ Add

Name	Disc. Prog. Id	En
9-close/Game		☑
Friday 3-6		☑
Friday Spec		☑
Happy Hour 1-6		☑
Monday Spec		☑
Saturday Spec		☑
Sunday Game		☐
Sunday Happy Hr		☑
Sunday Spec		☑
Thursday Spec		☑
Tuesday Spec		☑
Wednesday Spec		☑

❌ Close

Type in the Name of the new tier(s) in the yellow field; for example *Tuesday Special*. Click the **+Add** button.

You can also enable and disable tiers from this page by checking/un-checking the *En* checkbox.
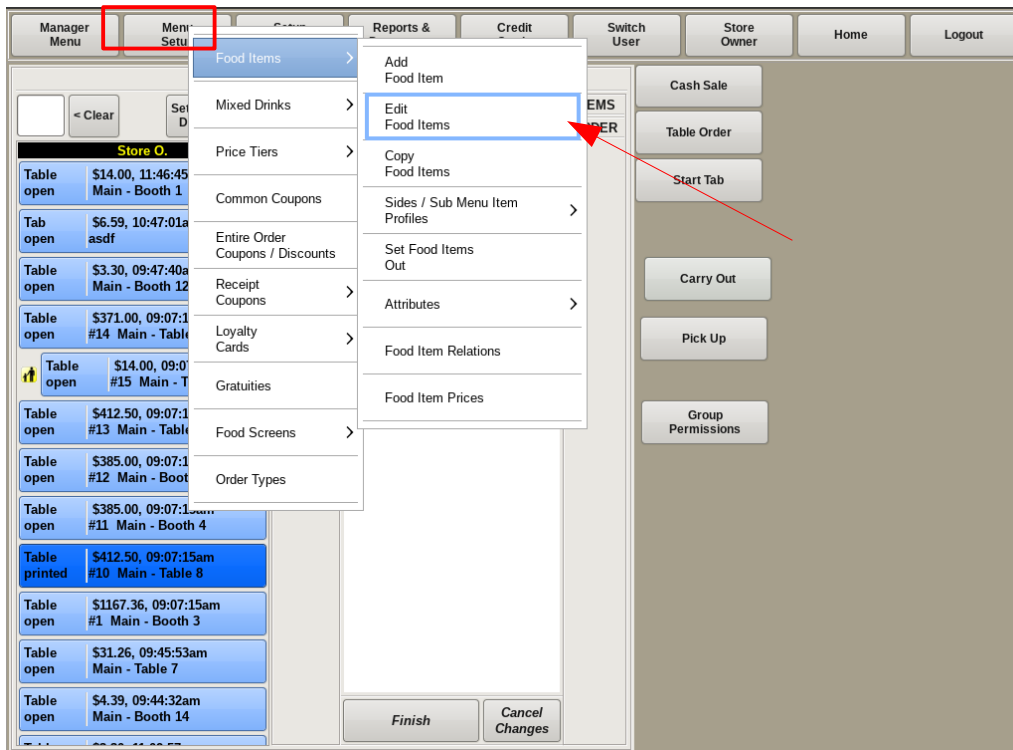
Assigning Price Tier to Food Item

Now that you have the Price Tiers created, you need to assign it to a food item. To do this, select **Menu Setup** from the top bar of the home screen. Then go to **Food Items** and choose *Edit Food Items*.
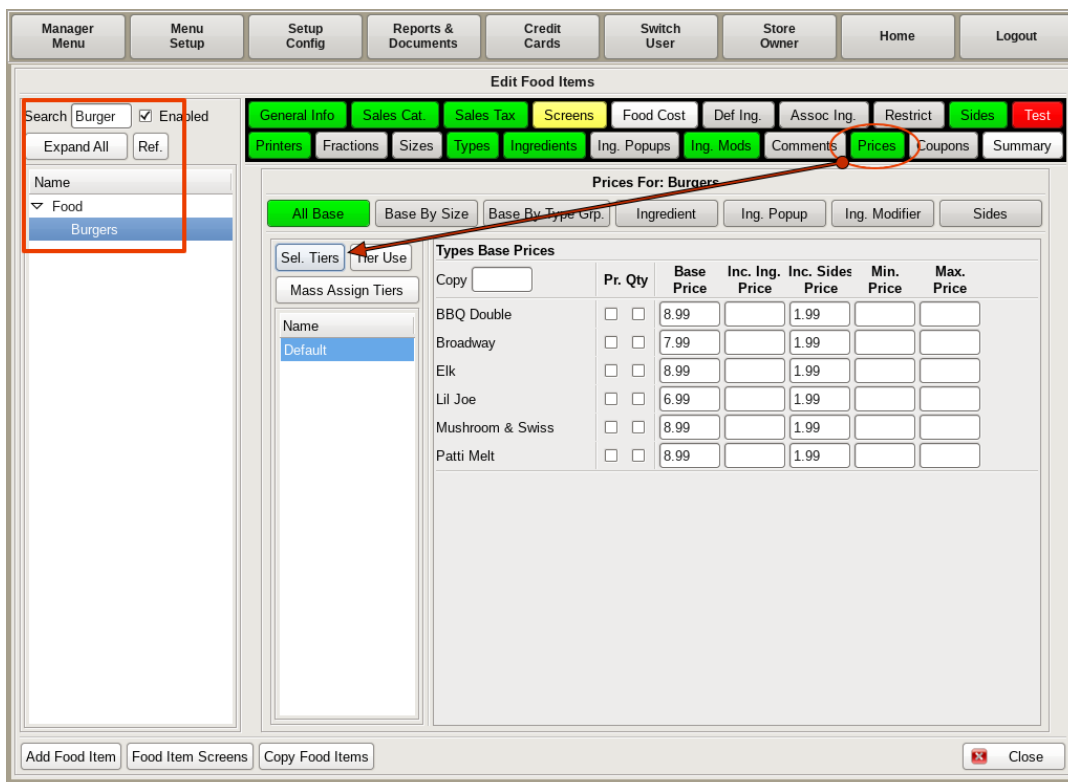
Search for and select the food item on the left. Then click the **Prices** tab. You will see the default pricing for your food items. Click on the **Sel. Tiers** button.
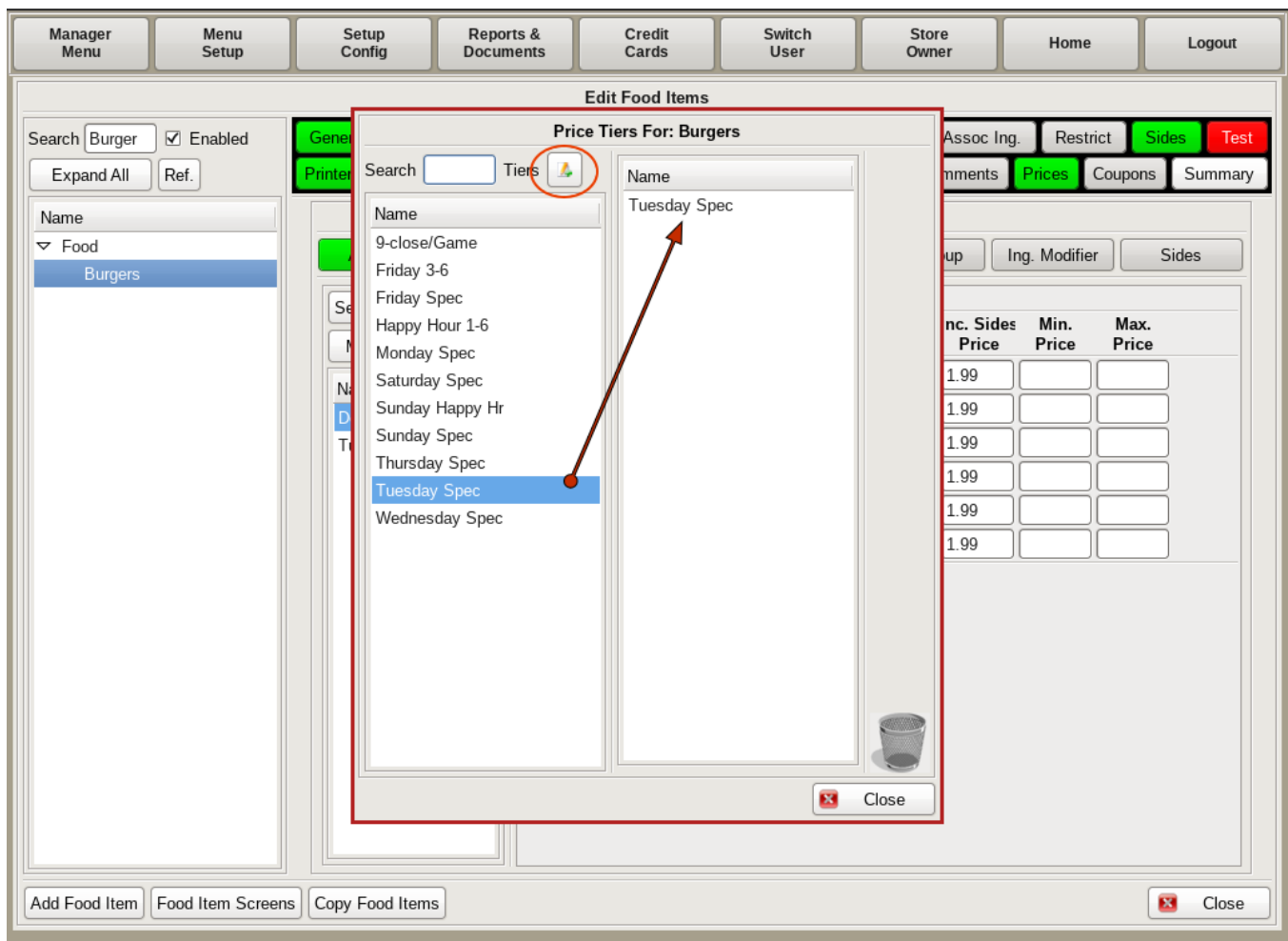
A window will pop up that shows all the *Price Tiers* that have been created. Click on the one(s) you want associated with this particular food item.

If you need to delete one, drag it to the trash can. If you need to add a tier, click the **Add/Edit** button to name a new tier.

When finished, click **Close**.

You will now see the *Price Tiers* listed below *Default*. Click on the one you want to work with. This will open a modified version of the Prices tab.

Notice the checkboxes *A*, *F*, and *%*.
A: Actual. You're ACTUALLY charging a specific dollar amount. Example: If you want to charge $6 for a sandwich, no matter what it originally cost, set to A, and put *6.00* in the base price field. If your regular prices change, it will still charge $6 during the tier times.

F: Fixed Adjustment. Giving a specific dollar amount off an item. Example: If you want to give $1 off for sandwiches, set to F, and put *-1.00* in the base price fields. If your regular prices change, the special prices will change with them, but will stay $1 off the base price.

%: Percent. Giving a percentage off an item. Example: If you want half off sandwiches, set to % and put *.50* in the base price field. If your regular prices change, the special prices will change, but will stay half off the base price.

Setting Tier Operation Time

After assigning a *Price Tier* to a food item, you need to define the days and times the tier will be operational.

To do this, click the **Tier Use** button.

In the left column, choose the tier you need to work with, if it's not already selected.
In the middle column, choose the day(s) of the week you want the tier to run.
In the right column, select the *Start Time* and *End Time*.
Click **+Add**, and it will appear in the operation list below.

In the middle column, under the days, if you already have start/end times set for other tiers, they will show up here. There will be two buttons; **2x** and **2+**. You can use these instead of filling in the yellow Start and End times.

2x will automatically move the start/end times to the yellow field boxes on the right. Click **+Add** to add it to the operation list.
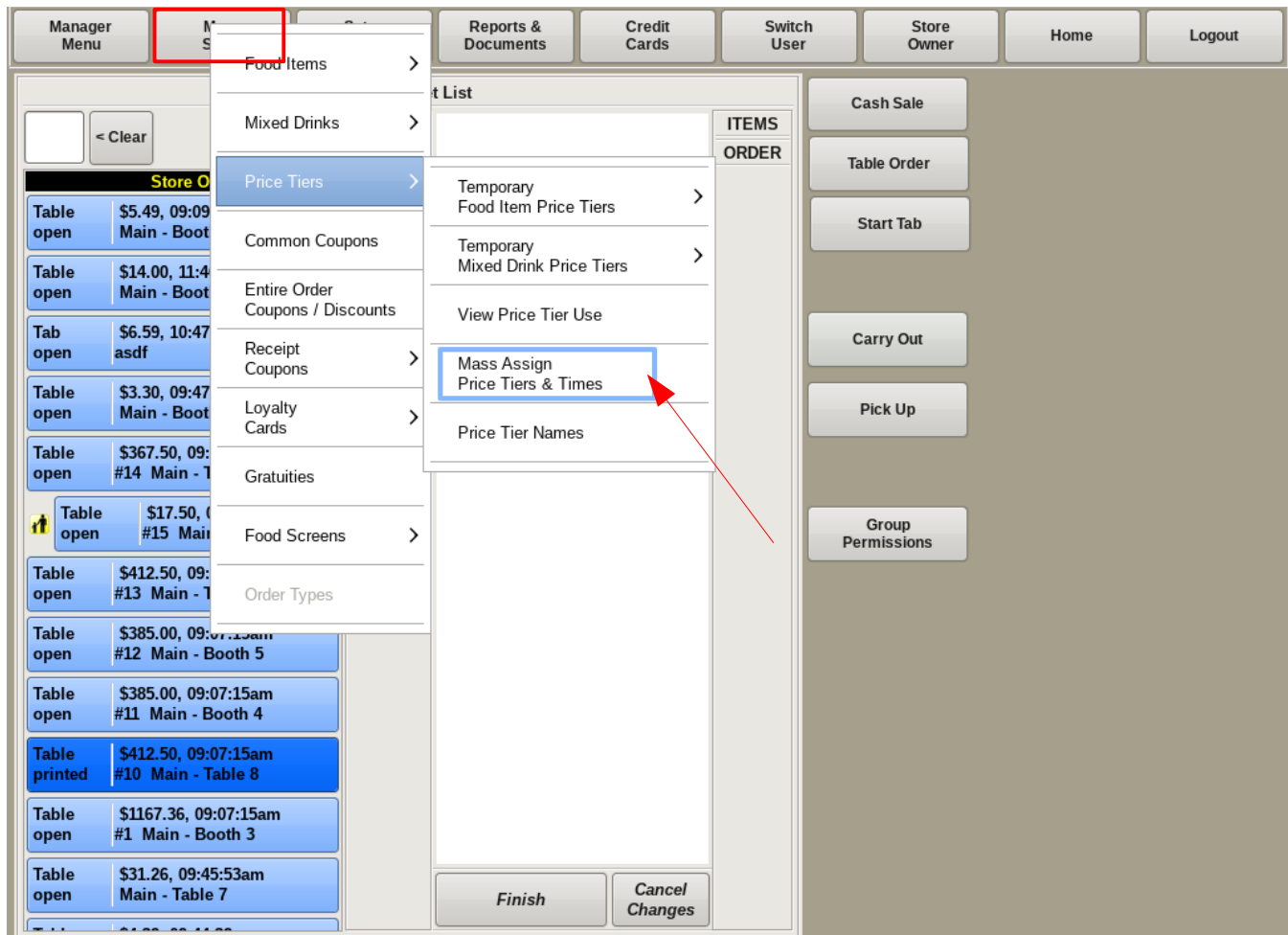
2+ will not only move it to the start/end times boxes, but will also automatically add it to the operation list. Simply click **Close** when done.

You will now have a functioning Price Tier on the specified day and time.

You can also assign a *Price Tier* to multiple food items at one time. To do this, see the *Mass Assign Price Tiers* documentation.

Mass Assign Food Item Price Tiers

After you have created new Price Tiers, you can assign them to multiple food items at one time.

To assign **Price Tiers** to multiple Food Items, select **Menu Setup** from the top bar of the home screen. Then go to **Price Tiers** and choose *Mass Assign Price Tiers & Times*.

Here you can generate *Price Tiers* and operation times for those tiers.
Under the *Food Item(s)* column, search for and select ALL the food items you want the tier assigned to.

In the next column, *Price Tiers*, choose the tier you want to apply.

In the third column, select the *Day(s)* you want the price tier to run.

In the column on the right, select the **Start Time** and **End Time** from the yellow boxes. **Click + Add**, and it will be added to the operation list below.

In the middle, under the days, if you already have start/end times set for other tiers, they will show up here. There will be two buttons; **2x** and **2+**. You can use these instead of filling in the yellow Start and End times.

4.b.2

Notice the two buttons to the right of the times, **2x** and **2+**.

2x will automatically move the *start/end* times to the boxes on the right. Click **2x** then click the **+Add** button to add it to the operation list.

2+ will not only move it to the *start/end* times boxes, but will also automatically add it to the operation list. Simply click the **2+** button, then click **Close** when done.

You will now have functioning *Price Tiers* on the specified day and time for all the food items associated with it.

Building and Assigning
Mixed Drink Price Tiers

 Price Tiers are used when you want a Food Item, Mixed Drink, or Mixed Drink Ingredient to have different prices on different days or times, such as a daily special. They can be activated by day and time, or can be manually turned on or off.

One example of a *Mixed Drink Ingredient Price Tier*, would be "Happy Hour" where Captain Morgan (a mixed drink ingredient) is only $3.00; when it normally costs $4.00. A Price Tier can be created so that when Captain Morgan is ordered Tuesday through Thursday between 3:00pm and 6:00pm, it will ring up at $3.00. But, when ordered any other time on those days, or any other days of the week, it rings up at the regular $4.00.

A *Mixed Drink Price Tier* could be used, for example, on "Bloody Sunday" specials, where you offer half price Bloody Mary's (a mixed drink) from 10:00am to 1:00pm.

Here we will walk through creating, and adding Price Tiers to Mixed Drinks and Mixed Drink Ingredients.
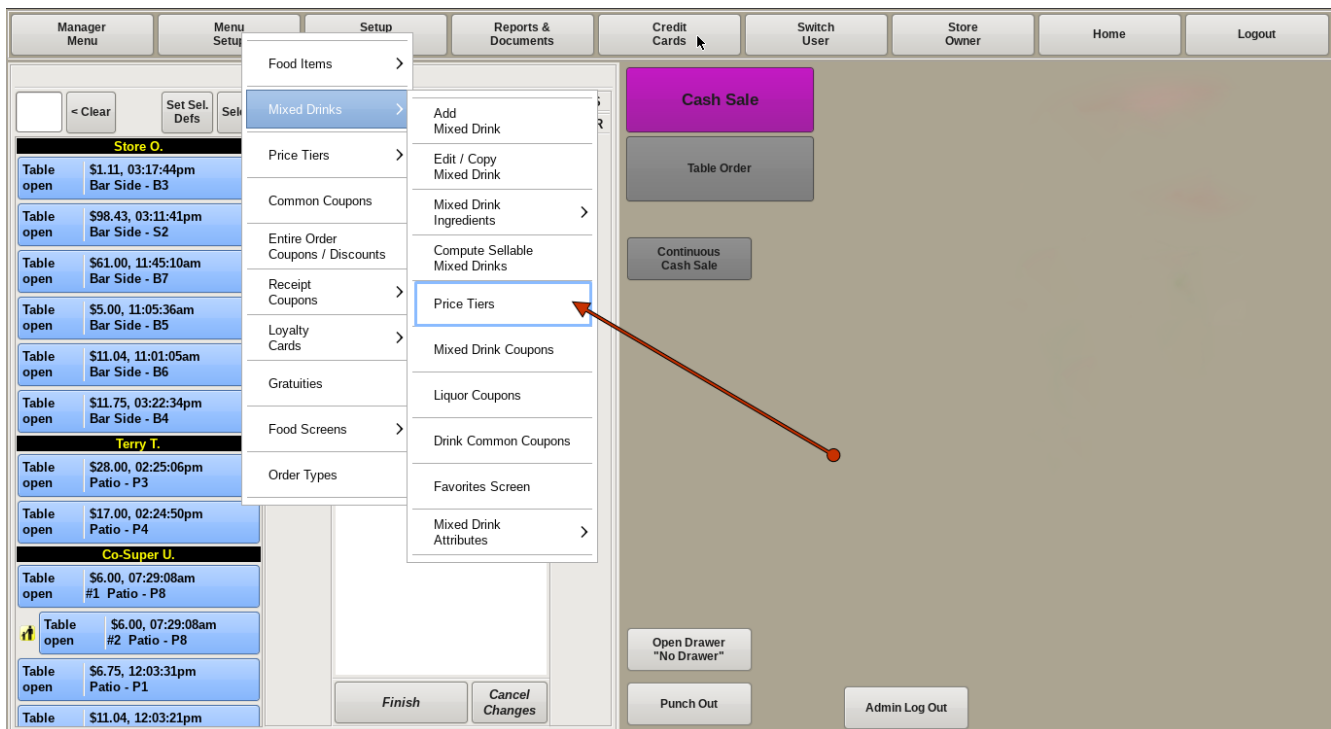
Start by selecting **Menu Setup** from the top bar of the home screen. Then click on **Mixed Drinks** and go to *Price Tiers*.
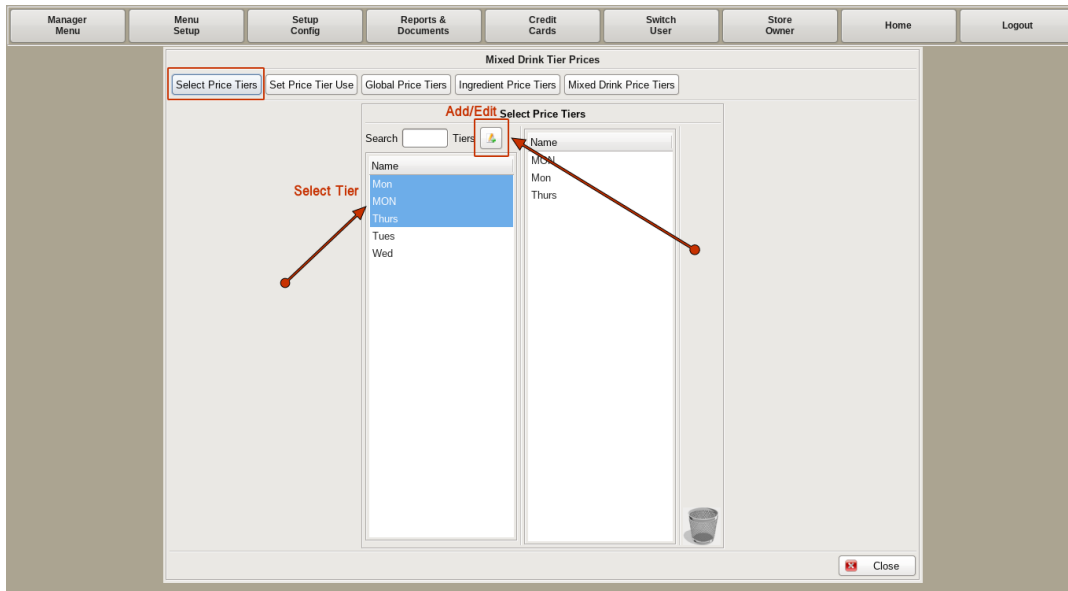
On the left top, click on the **Select Price Tiers** button. This will open a two-column list showing all P*rice Tiers,* if any, that have been created. Either click the one from the list you need, or click the **Add/Edit** button to name a new tier.
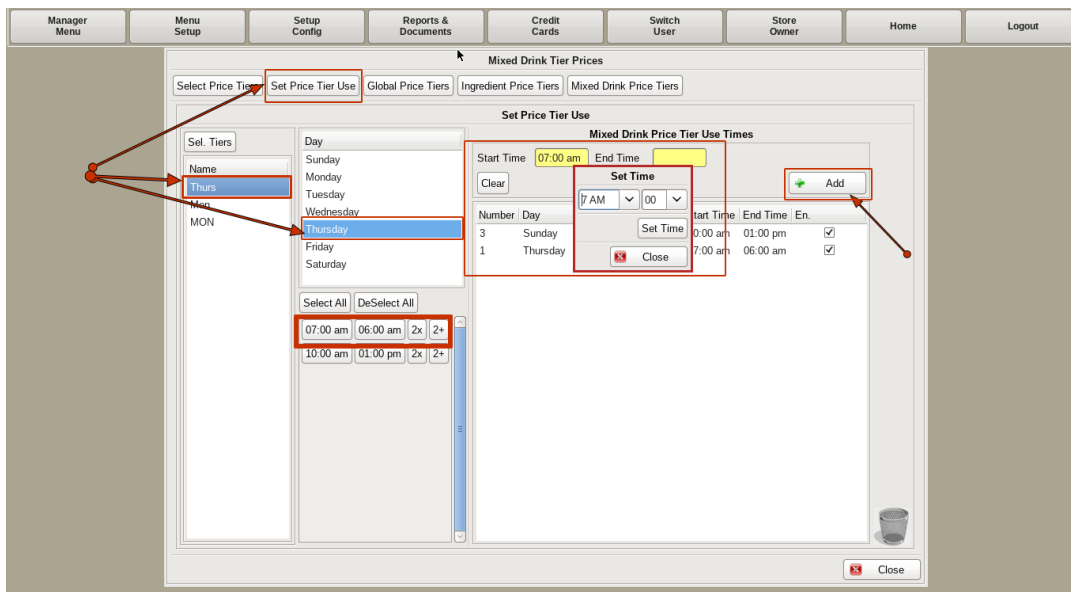

Now that the tier is created, you have to define when it is to be used; click the **Set Price Tier Use** button.

In the left column, choose the tier you need to work with, if it's not already selected. In the middle column, choose the day(s) of the week you want the tier to run. In the right column, select the **Start Time** and **End Time**. Click **+Add** , and it will appear in the operation list below. In the middle column, under the *Days,* if you already have start/end times set for other tiers, they will show up here. There will be two buttons; **2x** and **2**+.

2x will automatically move the start/end times to the yellow field boxes on the right. Click **+Add** to add it to the operation list.
2+ will not only move it to the start/end times boxes, but will also automatically add it to the operation list.
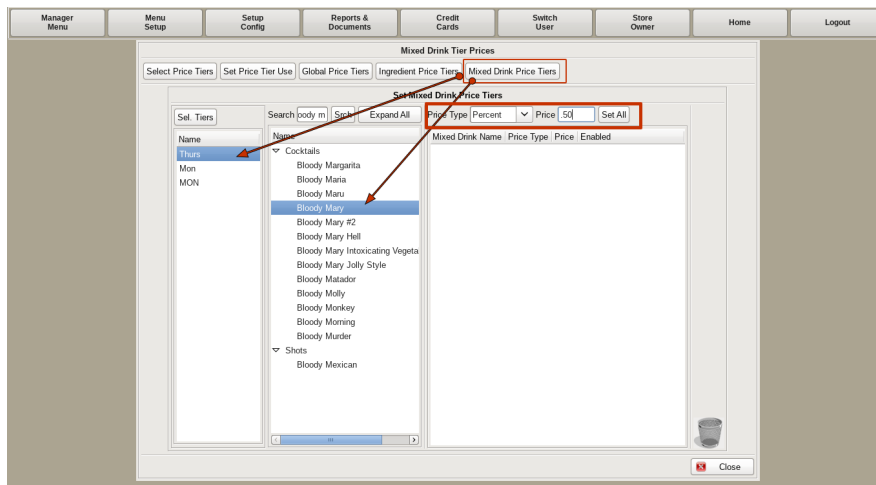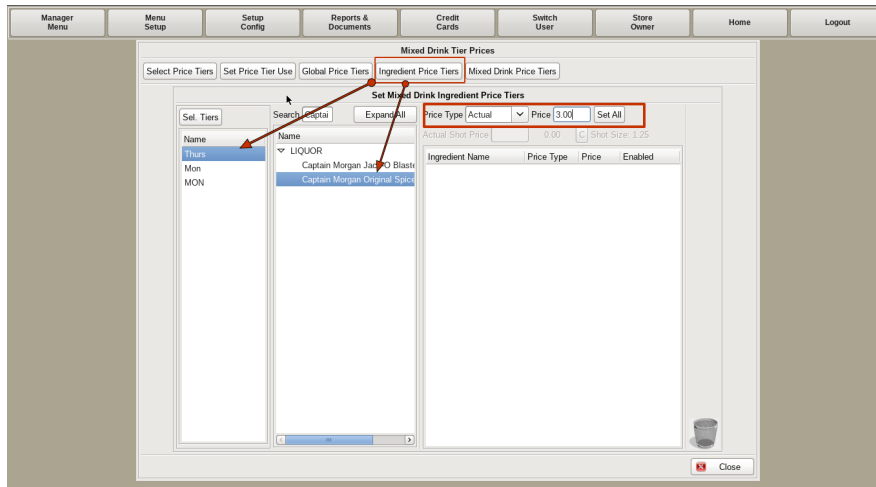
To apply the **Price Tier** to a *Mixed Drink Ingredient*, Captain Morgan in our example above, click on the **Ingredient Price Tier** button. You will do the same for a *Mixed Drink*, Bloody Mary in our example above, by clicking the **Mixed Drink Price Tiers** button.

In the left column, choose the tier you need to work with.

In the middle column, you can either use the drop downs, or type in the search field to find the Ingredient/Drink that you need. **Double Click** on the item and you will see it added to the column on the right.

In the **Price Type** drop down, you have three options; **Actual**, **Percent** and **Fixed**.

Actual: You are charging a specific dollar amount. In our Captain example, you want to charge $3 for Captain Morgan, no matter what it originally costs. Choose **Actual** in the *Price Type* and put 3.00 in the *Price* field. If your regular price changes, this will still charge $3 during the tier times.

Fixed: This is when you want to give a specific dollar amount off an item. For example, if you wanted to do $1.00 off Captains, you would choose **Fixed** in the *Price Type*, and enter
-1.00 in the *Price* field. It will ring up $1.00 off the regular price during the tier times. If your regular price changes, the special prices will change with it, but will stay $1 off.

Percent: This is when you want to give a percentage off an item. In our Bloody Mary example, you want to do half off Bloody Mary's. The *Price Type* would be set to **Percent**, and enter .50 in the *Price* field. If your regular price changes, the special prices will change, but will stay half off.

You can now click the **Set All** button, and you will see the *Price Type* and *Price* appear next to the Ingredient/Mixed Drink Name. Your *Price Tiers* should now be set.

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