

4.0 Menu Maintenance

Menu design is an important part of setting up your MicroSale program. All menu items will be assigned to Categories and an optional department assignment for reporting purposes. Menu items and pricing is used to set up the details for all menu items. Modifiers are your choices or substitution items for menu items.



All these buttons will be explained on the following pages.

4.1 Menu Category



All of the menu items in MicroSale are divided into separate Categories. This is the first step in menu design. Categories are used to group like menu items. For example, in a Category *Appetizer*, you may have cheese sticks, wings, etc., and a ham sandwich may go in the Category *Sandwiches*.

To **add a new** category to your menu, touch the light blue box on the right side of the screen. Type in the name of the new category, and touch the *Add New* button or press enter. Repeat this step until all of

your categories are listed.

Important: Please note that only 8 categories show on the order entry screen. *Display All* button will show the remainder of the categories.

The Categories need to be assigned to buttons in the order you wish them to appear on the Order Entry screen. To assign a category to a button, touch the category name from the list on the right side of the screen, and then touch a button. When designing a menu, you want the most used category at the top of the list; the menu items in that category will be displayed first by default. The *Category Priority* list is optional. This determines the order the menu items appear on the customer's receipt by category. Touch the button of the category you want to add, and then touch the space on the Priority list where you want that category to be. Repeat this step until all categories are on buttons (and on the Priority list, if desired). If you do not assign categories to the Priority list, the system will default to the order the categories are assigned to the buttons from top to bottom.

To **change** the order on the Priority list touch the category name under Category Priority on the left side of the screen. Simply touch the category, it will disappear and click the mouse with the placement desired. By default, the priority is button placement.

To **delete** a category from the list, touch the category on the right side, highlight it and double click it. A prompt will appear on the screen to make sure you want to delete it.

Important: You cannot delete categories that have menu items assigned to them.



The *Mandatory* button will require a menu item to be rung up in that category for each ticket. By default, all the categories will be No. If you need to change the category to yes, click the mouse over No and Yes will appear. If you click again, Com will appear. This means a combination of categories must appear on every ticket. Most users do not use this feature. Some use it to make servers ring up drinks on every ticket to keep them from giving away drinks without ringing them on the computer system.

The *Disable Modifiers* button is terminal specific. This is designed for Bartenders so they do not have to go through modifiers to complete an order. By Default all categories are No. If you want to disable the Modifiers, it is a two-step process. Click the *No* and it will become *Yes*. Next, go to Register Setup, Register Options and touch the *Modifier/Phone Orders/General* tab, in the blue Modifier area check the *Allowed Disabled Modifiers*.

The *Tip Exempt* button allows the Category Sales to be exempt from Tip Dollars that would show up on Server reports from a tip exempt category. By default, all Categories are No. For example, Category Catering may be exempt from tips.

The *Category Prompt* button is used to prompt a message every time that Category is selected. Type the message desired next to the Category. Remember to Save when done.

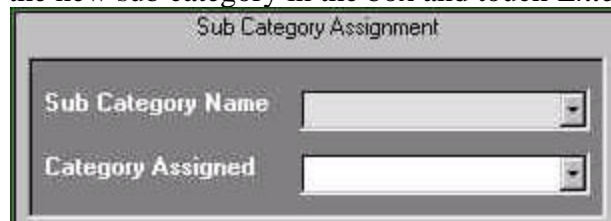
The *Meal Periods* button allows a timed event to a particular Category.

4.2 Sub-Categories

The Sub Categories are categories within the original categories. These sub categories will extend the amount of your categories and also help with Timed Menu Prices discussed later in this chapter. For example, in the ***Beverage*** Category, you could have a sub category ***Beer***, and all types of beer could be within that sub category yet assigned to the ***Beverage*** Category.

To get to the Sub Category Menu, touch Menu Maintenance on the Managers Menu screen. Then touch the *Sub Category Menu* button.

To **add a new** sub category touch the *Sub Category Name* box. This will put a cursor in the box. Type the name of the new sub category in the box and touch *Enter*.



Use the arrow key to the right of the Category Assigned box on the screen to scroll through the categories. Then touch the *Save* button at the top right side of the screen.

To **delete** a sub category type in the name, or use the arrow key next to the box to scroll through the names. Then touch the *Delete* button.

Important: If you have menu items attached to a sub category, you cannot delete it.

The *Access Category Names* will take you to the Menu Category screen. The *Access Timed Events* will take you to the Timed Menu Prices, which will be discussed later in this chapter. To add a timed event to a sub category, touch the arrow key to the right of the timed event box, and scroll through the list until you have found the correct one.

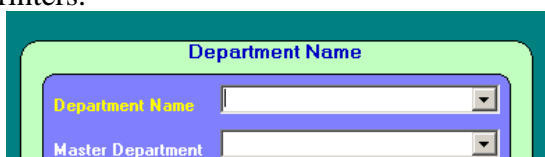
Once you have completed a sub category, touch the *Save* button at the top right side of the screen.

Repeat these steps as needed to create additional sub-categories.

Important: If you *Exit* the Sub Category Menu without saving, all of your information will be lost.

4.3 Department Setup

The Department Setup is used to place all items in a tracking department such as food, drinks, beer, or wine for reporting purposes. To get to the Department Setup, touch Menu Maintenance on the Managers Menu. On the Menu Maintenance screen touch the *Department Setup* button. To add a new department, type in the name of the department you need and touch the Save button. Each department may be assigned to a remote printer. This is optional. If Misc sales (using the *Misc* key) will be used, it must be sent to remote printers based on their department otherwise it would not print on the remote printers.



Master Departments are used to group departments. For example, *Beer, Wine, and Liquor* departments may be assigned to a Master Department *Alcohol*.

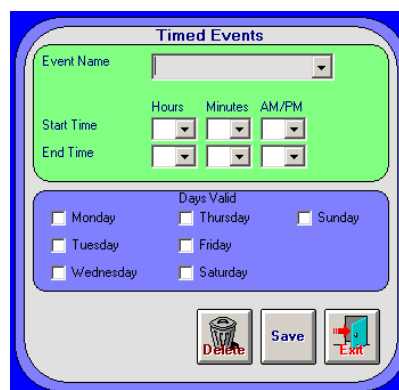
4.4 Tare Weight Setup

This is used when using the electronic scale. Type in the name of the container and weight. This amount will be subtracted when figuring the weight of the item.

4.5 Timed Events

This feature lets you set up timed events. It allows you to enter menu items into Micro\$ale that can only ring in at certain times of the day, e.g., happy hour drinks, or certain days of the week, e.g., a Sunday special. In this section you will learn how to set the timed event in order to attach them to menu items.

On the Managers Menu touch the *Menu Maintenance* button and then touch the *Timed Events* button. To **add a new** timed event, touch the *Event Name* box at the top of the screen. A cursor will appear in the box. Type the name of the timed event in the box.



As with the Menu Modifiers, try to name your Event name similar to the menu item or special. This will help avoid confusion when you attach it to a menu item. After the name is typed in, assign the Start Time. Using the arrow keys enter the Hour, Minutes, and AM or PM. Do the same for the End Time. Then go to the Select Days area of the screen. Touch the box next to the day or days of the week for which you want this timed price active. After the times and days are entered, touch the *Save* button

at the bottom of the screen.

Important: If you *Exit* the screen before saving, your information will be lost.

To **delete** an Event Name, touch the arrow key next to the name box and scroll through to find the name to be deleted. Touch the *Delete* button at the bottom of the screen.

4.6 Menu by Job Title

This feature allows certain job titles to ring up items in only certain categories or change the order of the categories that are available to that job title. This is used mainly at bar terminals. The bartender (job title) may only want to ring up beverages at his terminal. All other categories will not be available to him.

Select the down arrow and select the job title desired. Press Load New Button and all the categories will appear. Highlight the category selected and move the cursor to the Category name on the left side.

Important: If you exit the screen before saving, your information will be lost.

4.7 Menu Modifiers

In this section of the chapter you will learn how to setup your modifiers on your menu items. If you have a steak dinner on your menu it will need modifiers such as temperature, side orders, etc. For a Quick Serve application modifiers are needed for condiments on sandwiches, etc.

Programming Modifiers:

The **Modifier Title** is the name given to a group of modifier choices. By default, modifiers with prices will be recorded under the department name of the menu item to which they are attached. However, the **Department Name** box allows the modifier group to be assigned to a different department for reporting. For example, a mixed drink menu item could be assigned to the department “Liquor” and its modifiers (coke, sprite, water, etc.) can be assigned to a different department for reports.

First, type the **Modifier Title** and press *Add to List*. Then type the name of the first modifier choice in the **Modifier Name** box. Enter a **Price** for the modifier, if any. Select the **Matrix Level** if this modifier group is using the *Matrix* (see *Matrix Setup* below).

To link a modifier to another modifier, select the modifier to attach from the drop-down list located under **Modify this modifier with**. Assign the **Tax Table** and/ or the **Spc. Tax Tbl** (see Sales Tax setup for additional information). **Liquor Tax Amount** is a surcharge fee that can be attached to modifiers.

Once all settings are complete, press the **Add Modifier** button to add the modifier choice to the list. Modifiers in the list can be set in any order by using the **Move Modifier Down** and **Move Modifier Up** buttons. (*Useful when adding modifiers to a system that is live when the users are already familiar with the order that the modifiers appear in their lists*)

Mandatory Selection is an obsolete setting with the new modifier screens. The correct way to make a modifier mandatory is to set the selection number to something other than 0. This will cause the user to have to make the designated number of selections.

(See **Minimum/ Maximum** settings in “Menu Items and Pricing” for additional programming possibilities).

Note: Min/ Max settings for modifiers programmed on the Menu Items and Pricing screen will override the configuration on the Modifier screen.

Select until done will allow a user to choose as many modifiers from the list as desired, and it requires the user to press **Done** when finished selecting. This feature does not work with selection number. Selection number is for setting a specific number of choices that a user must select, similar to setting both the Min and Max settings to the same number for a modifier on the Menu Items and Pricing screen.

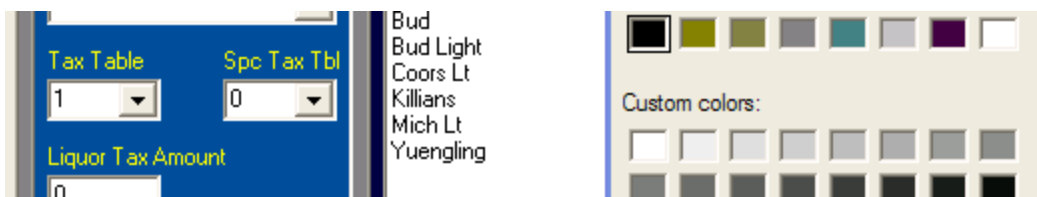
Use Programmed order for list will keep modifiers in the order that they are listed on this screen instead of putting them in the order they are selected as they are rung up. This is useful for keeping the modifiers in a predetermined order when printing items to remote printers. The employees who are preparing the food will always see the various modifiers in the same order when they appear on different tickets.

Expanded Print on Ticket will print modifiers using double-high and double-wide characters on the remote printers.

Print in Color prints the selected modifier on the remote printer in color to further distinguish it from menu items.

Set Foreground Color as Background Color:

Colors can be applied to the text for each modifier allowing easy ways to group items. These colors can be applied to the background (the button) or the foreground (text) for all modifiers, but not both, nor a combination of the two. When applying color to the foreground, the button will be grey, and when applying color to the background, the text will be black, so use appropriate light and dark colors to make the text readable on the buttons.



Enter the modifier name, and press the **Set Color** button. The basic color dialog box will appear. Choose the desired color, and press **OK** at the bottom of the basic color box. Complete all other information needed for that modifier, and press **Add Modifier** to add it to the list.

*Note: to save the changes, press the **SAVE** button at the top of the screen. Changes will be sent to all machines in the network via Remote Register Locations.*

Assign Alternate Remote

By default, modifiers print to the same remote printer as the menu item to which they are attached. However, it is possible to send a modifier to a different printer or to not print the modifier at all. A list of all system printers will be displayed in the pull-down box including “None” and “Pass”. None is the default setting that will cause the modifier to follow the menu item, Pass will cause the modifier to not print at all or any other selection will cause the modifier to go the alternate printer. Alternate Remote is defined by modifier item not by modifier title.

Price Shift Levels		
	Shift PreFix	Price
Level 1		0.00
Level 2		0.00
Level 3		0.00
Level 4		0.00
Level 5		0.00
Level 6		0.00
Level 7		0.00
Level 8		0.00
Level 9		0.00
Level 10		0.00

4.71 Matrix Setup

Set Price Shift Levels:

Price Shift Levels are only used with the Matrix option (see “Programming Modifiers” above). Each Matrix Level can be programmed with or without a Shift Prefix that will print in front of the Modifier Name. The Price Shift Level (and Shift Prefix) is associated with a Matrix Level. The first Modifier Title attached to a menu item sets the Matrix Level for all modifier Titles that follow.

For example: Menu Item “Pizza”

The **first Modifier Title** is “Size”

The **Modifier Names** associated with Size are “Small”, “Medium”, and “Large”

“Small” is assigned *Matrix Level 1*

“Medium” is assigned *Matrix Level 2*

“Large” is assigned *Matrix Level 3*

Once Size is selected, the **next Modifier Title** is “Toppings”.

“Pepperoni” is a **Modifier Name** on the Toppings list.

Level 1 under the Pepperoni name is programmed with

“**Sm**” for the Shift Prefix and **1.00** for the price.

Level 2 under the Pepperoni name is programmed with

“**Med**” for the Prefix and **2.00** for the price.

Level 3 under the Pepperoni name is programmed with

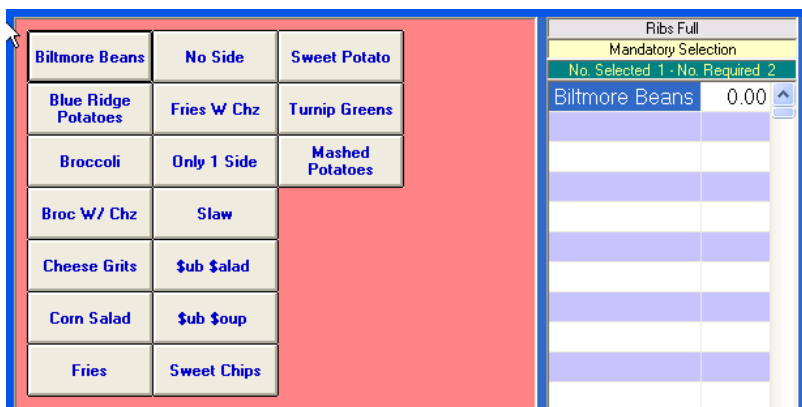
“**Lg**” for the Prefix and **3.00** for the price.

Since the Shift Prefix is programmed in our example above, the Level 1 Modifier Name will appear as “Sm Pepperoni” (combining the Shift Prefix and the modifier Name) with a price of \$1.00. The Shift Prefix is not required, but it is useful in tracking usage by recipes when using the RPM Add-On Module.

Shift Levels will only work with Matrix Modifier Titles. The first Modifier Title assigned to a menu item determines whether the Modifier Titles that follow it will use the Matrix pricing.

Regular modifiers vs. Matrix modifiers

On the regular Modifier Screen, each selection will appear in the grid on the right as it is selected. To delete an item from the grid, touch that item on the grid, or touch **Start Over** to delete all modifier selections currently on the grid. If the option to “Allow Early Finish” is enabled, the **Quit** button will change to **Finished** and begin flashing once all of the required modifiers have been selected. Pressing **Finished** will allow the user to skip the remaining optional Modifiers that are assigned to that menu item. Pressing the **Quit** button will exit the Modifier screen, canceling that menu item selection. For a menu item to be accepted, all required modifiers must be selected. The **Done** button will advance to the next Modifier Title until the last modifier has been selected. “Price Levels” and the “Mandatory Only” Register Option (see Register Options) will not work with the regular modifier screen even if they are enabled – these are options that only work with Matrix Modifiers.



The Modifier **Matrix** allows the user to enter Modifiers in any order and move between Modifiers to make selections or changes by clicking on the Modifier Title buttons above the modifier buttons. This gives the user the ability to change prices for modifiers selected by re-selecting the first Modifier choice. Remember that the first modifier choice determines the Matrix Level to use for pricing.

From our previous example, changing the first modifier selection from “Small” to “Large” would automatically re-price all of the modifiers that follow from Price Shift Level 1 to Price Shift Level 3. So, the Pepperoni topping would automatically change from \$1.00 on a “Small” pizza to \$3.00 on a “Large” pizza.

Notice on the bottom of the top picture, there are four buttons used to add prefixes to modifiers. In this picture, *No*, *Lite*, *Xtra*, and $\frac{1}{2}$ and $\frac{1}{4}$, were chosen. To change the prefixes, go to Register Setup then to Register Options-, select the **Modifier/Phone Order/General** tab.

<Location: *Register Options* – “Modifier / Phone Order / General” Tab>

4.72 *Modifier Prefixes:*

Used to prefix any modifier during the selection process.

Example: with “Cheese” as the modifier, selections could be as follows

Cheese

No Cheese

Xtra Cheese

Lite Cheese

Modifier prefix's can be up to 5 Characters and “**No**”, “**-**”, and “**Min**” will remove any price attached to the modifier.

Disable Modifier Prefix Buttons will remove the ability to use the prefix feature (set at each register)

Modifier Prefix List:

<Location: *Register Configuration* – “Credit Card, Paid Outs, ...” Tab>

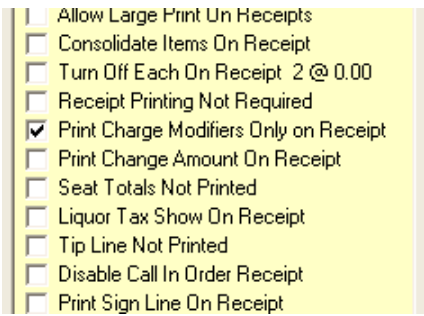
Press the ***Modifier Prefix*** Button, type the name of the modifier prefix that is

desired (use a minus sign in front of any prefix to remove the original modifier price. An up-charge price can be added to a prefix here. Example:

“Bleu Cheese” as the modifier has no charge. However, “Extra” is programmed with a 50-cent up-charge. So, if the “Extra” prefix is selected with the “Bleu Cheese” modifier, an additional charge of \$0.50 would be incurred, and the modifier will be printed as “Extra Bleu Cheese”.

Note: A maximum of 20 characters in regular text or 14 characters in expanded text can be printed, including the modifier and the prefix. Keep this in mind when programming prefixes: any excess characters will be removed from the right side of the text (the end of the word).

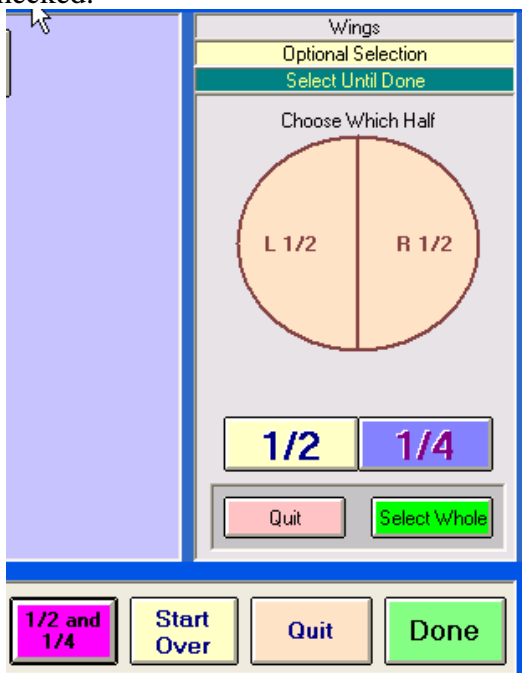
4.73 *Modifiers Included In Price:*



Modifier Prices can be rolled up into the price of the main menu item instead of being printed separately. If this option is selected, all modifier prices will be added into the price of the menu item, and the modifier will not be printed.

<Location: *Register Options* – “Printing / Cash Drawer” Tab>

If “Modifiers Included In Price” is set to *yes*, then “Print Charge Modifier Only on Receipt” must be checked.

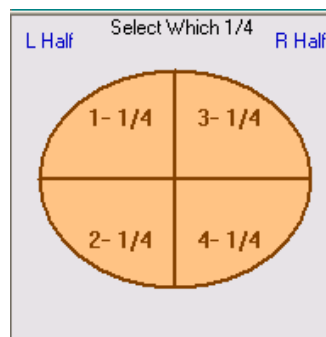


Half / Half Price Reduction %: - see *matrix* for additional information on using 1/2's

Works with 1/2 selection and 1/4 selection modifiers. These will reduce the original modifier price by the percentage set for 1/2 selection or double the set percentage for 1/4 selections.

If half or quarter selections are desired, then check either or both options (modifiers menu)

<Modifier Screen Using 1/2 and 1/4 Placement>



To use the 1/4's, you must also use 1/2's. When 1/2 selection is used, 2 selections will be allowed for a single modifier choice. When 1/4 selection is used, 4 selections per modifier choice will be allowed. It is required to complete all selections for mandatory modifiers. Half modifier selections will be grouped

together by (**L**) for left and (**R**) for right, and ¼'s will be sorted in the correct placement order automatically.

Select the ¼ position, then select the modifier. The ¼ selection box will continue to be displayed until either the **Select Whole** or ½ button is pressed.

Hold Modifier Screen for Review:

Holds the modifier screen until **Finished** is pressed. This option will automatically check the **Allow Early Finish** option (See **Allow Early Finish** for addition information about this option).

This allows the user to review all selections for the menu item being modified. Once all required modifiers have been selected, the **Finished** button will appear and flash. Press this button to accept all choices and exit the modifier screen. This option works with matrix modifiers only The **Done** button will scroll start to finish over and over again.

Allow Early Finish:

Once all required modifiers have been selected, the **Quit** button will change to **Finished** indicating that all required selection are complete. The menu item can now be accepted without having to go through all of the optional modifiers. **Done** will continue to step through the modifier screens until completed.

Mandatory Only:

This **Register Option** is used with matrix modifiers only. Steps through only the mandatory modifiers, skipping all modifiers that are not required. Mandatory modifiers will appear on red buttons at the top of the screen. Pressing **Done** will move to the next mandatory Modifier Title. However, the user can press any modifier selection across the top and select from the items that are available whether the choices are mandatory (red) or not.



4.8 Menu Items and Pricing

It is time to begin entering the items on your menu into the system. In this chapter you will learn how to add new menu items and to adjust already existing menu items.

To get to the Menu Items and Pricing screen, touch Menu Maintenance on the Managers Menu. On the Menu Maintenance screen touch the **Menu Items and Pricing** button, which will display the Menu Items and Pricing screen.

To **add a new** menu item, start by typing in the name of the menu item. The cursor should start in the appropriate box. After typing in the name, touch *Enter* on the keyboard or touch the next box. The cursor should go down to the next box, which is the *category* box. Use the arrow key to scroll through the list of categories and sub categories and highlight the category you would like the menu item to fall under. Touch *enter* on the keyboard, or touch next box. The cursor should now be in the *Department* box. Select the appropriate department and touch enter or the next box. The cursor should now be in the Price box.

Enter the price of the menu item. Use a decimal point as MicroSale will not enter it for you. Next is the *Number Available*. This has a default setting of 9999. If you have a limited amount of a menu item for example a limited offer, you can set the number accordingly. There are *Review Categories, Timed Events, Modifiers, and Departments* buttons under the remote printer area in blue. These buttons allow adjustments to be made in these areas while you are programming menu items. This is very helpful when you need to review what was set up previously and if something needs to be added. Touch *Exit* and it will return to the Menu Item and Pricing screen.

The next step to entering a new menu item is the options list on the left side of the screen. This has a list of variables that can be applied to a menu item.

Explanations of each are as follows:

- *Available Daily*- This is for all menu items that are available every day, excluding specials that fall only on certain days.

- *Taxable*-This includes any and all menu items that are taxable.
- *Expand Print*- This is an option that will display larger print on the printed ticket. It is good for menu items that are printed on remote printers, for example large print on a dinner item would be easier for the cooks to read.
- *Use Timed Events*- This option activates the timed events portion of the screen. Timed events are discussed later in this chapter.
- *Modifiers are Required*- This option enables you to add modifiers to your menu items. Entering the modifiers is discussed later in this chapter.
- *Remote Printing is Required*- This option enables the remote printer section of the screen. This is used only if you have remote printing in your setup, for example a printer in the kitchen on the cook's line.
- *Price Includes Sales Tax*- This option allows you to show a price that already includes the tax amount.
- *Enable Open Price*- This option allows an open price for that particular menu item.
- *Scale Price (Unit Cost)*- This option allows the item to be used with a scale interface (Weightronics).
- *Charge by Time*- This option charges per minute from the time the check was opened.
- *Quick Pick Item*- This allows menu items from various categories to be quickly accessible in a Quick Menu. (Does not work with menu items with Shift Keys)
- *Enable Min/Max Choices*- This must be checked in order to enable the Min/Max modifier function

Now that the options have been checked on this menu item, go on to the next step.

If you checked the *Modifiers are Required* box, go to the modifiers list and choose your modifiers. Use the arrow key to scroll through the modifiers. If this is an optional modifier, check the box to the left of the modifier. For the modifier to be listed only when using the *Modify* key (See General Operations). If this is not checked, the modifier will automatically appear with that menu item. The *Modifier Review* button will take you the Menu Modifiers screen discussed earlier in this chapter._

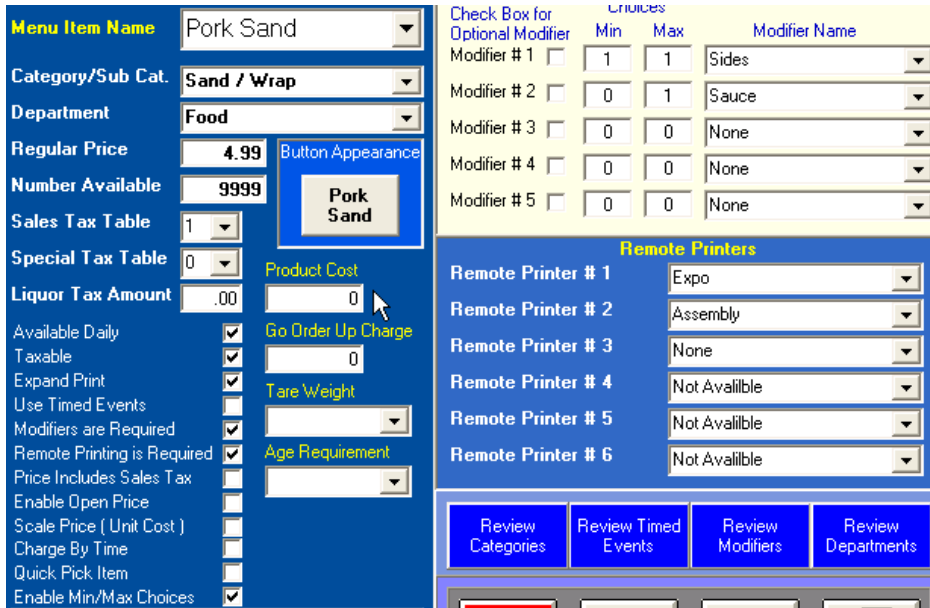
Check Box for Optional Modifier	Choices		Modifier Name
	Min	Max	
Modifier # 1 <input type="checkbox"/>	0	0	None
Modifier # 2 <input type="checkbox"/>	0	0	None
Modifier # 3 <input type="checkbox"/>	0	0	None
Modifier # 4 <input type="checkbox"/>	0	0	None
Modifier # 5 <input type="checkbox"/>	0	0	None

4.81 Using Minimum / Maximum Modifiers:

Min & Max Choices override individual modifier programming in the modifier section. Check **Enable Min/Max Choices** to enable the choices section at the top right of the screen. In the example below, the menu item will require 1 “Sides” selection. Since the **Min** is 1 and the **Max** is also 1, this choice is mandatory. The next modifier choice, “Sauces”, does not require a selection at all, but it will allow one (and only one) selection since the **Min** is 0 and the **Max** is 1. If 0 is used in the **Min** box, no choice will be required. If **Min** is set to any number other than 0, that modifier will be mandatory, regardless of how

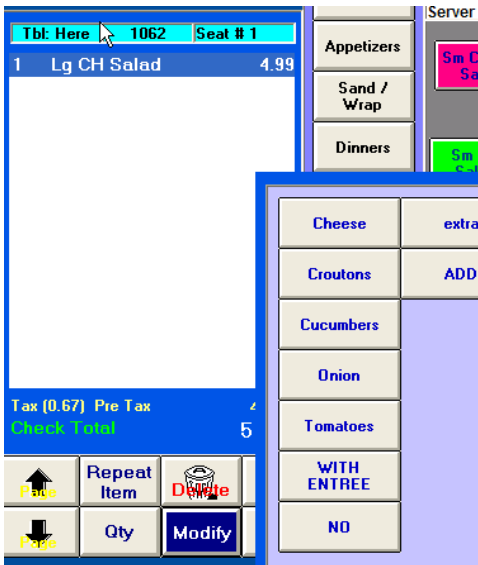
it is programmed in the modifier section.

4.82 If the **Optional Modifier box** is checked, that modifier list will only appear if the **Modify** button at the bottom of the order screen is selected. In other words, these modifier lists will only appear when called.



Example of Optional

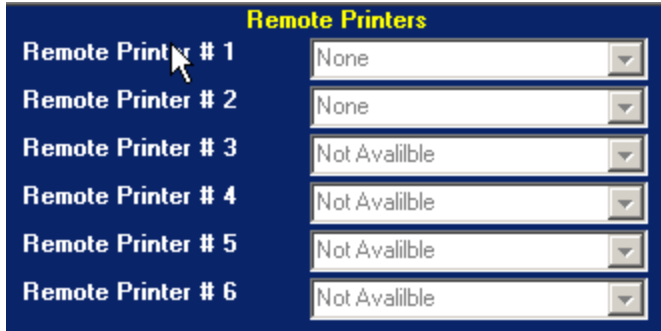
Modifiers (using Check Box For Optional Modifier):



The Menu Item “LG CH Salad” will only show its modifier lists if the **Modify** button is pressed. Otherwise, the menu item will ring up with no modifier choices. This configuration is good for special case modification when it is not necessary to prompt for modifiers every time that item is sold. Another good example is a sandwich that normally comes “all-the-way” with every topping unless customers ask to leave toppings off or add extras.

4.83 Timed Events

If you checked the *Use Timed Event* box on your options list, go to the Timed Price Event Items section of the screen. Here you will choose the timed event of your choice by using the arrow key to scroll through the events. Touch the Price box on the screen and enter the price of the timed menu item. The *Review Events* button will take you to the Timed Menu Items screen, which is discussed later in this chapter.



4.84 Remote Printing

If you checked the *Remote Printing is Required* on the options list, go to the Remote Printing area of the screen in the bottom left corner. Use the arrow key to scroll through the list and choose which remote printer or printers you want to be active for this menu item. The *Review Remotes* button at the top of this section will take you to the Printer Setup screen, which is discussed in the Setup Section.

At the bottom left hand side of the screen will be a list of Options.



The following is an explanation of the options.

4.85 Timed Pricing- This allows you to see what was programmed in the timed pricing that was checked.

4.86 Recipes/Procedures- this option allows a recipe or procedure for that menu item. For example, in a bar you may want to show the recipe for an unusual drink. At the order screen, when the menu item is pressed after **OPTIONS** button, the recipe will appear for the server if it was programmed.

4.87 Alt Print/Bar Code - This allows up to 20 characters to be printed to the remote printer as an alternate print. For example, the menu item may be named a *#1*. Instead of printing *#1* to the kitchen, you may choose to print *burger and fries*. Bar Code allows for scanning or Plu lookups.

4.88 Price Levels - This allows up to 5 different prices for the same menu item. For example, French fries come in two sizes, Small or Large. If you only want it rung up only with shifts, you must check the *Shift price only* box. Put the small price in price level 1 and price level 2 is the large price. Under Menu Maintenance, the Shift Levels need to be set up for this item. The key name in this example is *Small*, the price level is *1* and the category assigned is *Side Orders*. Hit *Save*. The same procedure is done for *Large* except the price level is *2*. Now you have to assign the item to a button. In Menu Maintenance, go to Menu item Button Layout, find the *Side Order* Category, and place the *Small* and *Large* on buttons. Hit *Save*. When someone rings up a small French fry you touch the *Small* and then *French Fries*. It won't allow you to ring up French fry without touching the size first when the *Shift price only* box is checked.

Now that all the option setups on the menu item are completed, go to the Sales Tax Table. The Sales Tax Table box allows up to five different regular taxes to choose from. The exact amount attached to the sale tax table and special tax table numbers (1-5) are setup in the Sales Tax Menu

in Register Setup at the Managers Menu.. Use the arrow key to select the appropriate tax table. If a tax does not apply, select 0. The Liquor Tax Amount will be different. For the liquor tax, enter the total dollar of the tax on that item.

Touch the *Save* button on the bottom right side of the screen and Micro\$ale will ask if you would like to save the menu item on this register. If you would, touch *Yes*. Micro\$ale will ask the same question for each register in the system. This feature allows you to save menu items on specific registers on your system. For example, if your restaurant has menu items that are sold only at the bar, you would save that item on the bar register only. Micro\$ale will ask if you would like to attach the menu item to a button. If you are creating a new menu, touch *No*, as it is easier to assign them all at once. If adding a single menu item only, touch *Yes*. Repeat these steps until the menu is completed.

To **delete** a menu item from the system use the arrow key next to the Name box to scroll through and select the item. Touch the *Delete* button, and the item will be deleted.

To **clear** a menu item from the screen touch the *Clear* button and that item will be cleared.

To **change a price**, use the arrow key next to the name box to scroll through and pick the item to be changed. Touch the *Reg. Price* box and enter the new price with decimal point included. Touch the *Save* button to save the change. Any **changes** to menu items are done the same as changing a price.

4.9 Menu Item Button Layout

All of the Categories, Menu Items, and Modifiers should now be in the system. In order to complete the full menu, attach the menu items to buttons. Keep in mind that this part of menu design is very important. How you lay out your menu will determine how quickly and easily your employees will be able to learn and operate it.



To **attach a menu item to a button**, touch the category to which you assigned the menu item. This will bring up a list of menu items assigned to that category and one blank button for every unattached menu item in that category. Touch the menu item on the list and touch the button you want the item to be on. Try to keep like items grouped together. This will make it easier for your employees to scan through.



To **change the button layout**, touch the button of the item to be changed, and touch the list. After all of the items to be changed are on the list, reattach them in the new order.

4.91 Set Color Icon



To color the buttons, touch *Set Color Icon* Button at top. You may color the buttons a broad range of colors. Background and Foreground Color may be set. Certain combinations may not be used because the software already uses that combination. It will be stated when that happens and will not allow the color and another selection must be selected. After the color is selected with the cursor, press *OK*. The button will turn the color selected. Do this with both the *Set Back* and the *Set Fore* buttons. Press the new button and then the menu item button. It is a good idea to color code like items so it is easier to locate menu items on the order screen. For example, color Sandwiches, Green and White and color Soup, Blue and Yellow.

4.92 Moving Buttons

To move buttons, click the mouse on the right over the button to be moved. Hold the right mouse button down until the location desired is selected, release the mouse and the button will now remain in the new location. It is possible to hide buttons if you are not careful. If you lost some buttons touch *Restore Default* and the buttons will be restored to the original location. Moving buttons is helpful to group like items, and separating menu items from one another. When using *Shift Buttons*, it may be helpful to move the buttons to make them easily assessable to the menu items.

Important: After you have finished that category, touch the *Save* button. Continue on to the next category until the entire menu is complete.

Sub-categories will show up as “menu items” in the category to which they were assigned on the Sub-category screen. They must be assigned to buttons just like menu items.

Important: If you touch the *Exit* button without touching the *Save* button, all of the items you have attached to buttons will be lost.

4.10 Price and Number Available

Inventory Qty and Pricing		
ARNOLD PALMER	1.89	9999
Buffalo Wings	3.99	9999
CAESAR SALAD	4.99	9999
CAJUN CHIX PASTA	9.99	9999
Cheese Sticks	2.99	9999
CHEESY BURGER	6.49	9999
CHIPS AND SALSA	1.99	9999
CHIX CAESAR SALAD	6.99	9999
CORONA	2.49	9999
CREAMY LOAD PIE	4.49	9999
Galactic Gargle Blas	27.99	9999
Grey Goose	4.99	9999
Heinekin	3.49	9999
ICE CREAM SANDWICH	2.99	9999

Category Increase

Category Name

Increase by \$ Amount

Multiple price increases, dollar increase by category, and menu item countdown changes may be made on this screen.

To change an individual price, touch the block, backspace to delete original price, then enter the new price. Touch *Save*.

To update all prices within a category, select the category name using the dropdown arrow, and enter a dollar amount. Touch the update button. All menu items within that category will be increased by the requested amount.

If you have limited quantities of an item, such as a daily special, you may program the number of servings on hand. This will display an available number to all servers and eliminate over-selling of an item.

To enter your quantity, touch the cell beside the menu item containing 9999. Backspace and enter the correct quantity in that cell.

Note: Menu Items with a quantity of 9999 will not count down.

Be sure to *Save* changes before exiting.

4.11 Shift Levels

Level Names		Shift Level Programming
Small	Sides	Key Name <input type="text" value="None"/>
Large	Sides	Price Level <input type="text" value="1"/>
		Category Assigned <input type="text" value="None"/>

Shift Levels are used to simplify the menu. If you have different sizes of the same menu item it is advised to use the shift keys. For example, if two sizes are available for French fries, small and large, this is how it would be setup. The key name in this example is *Small*, the price level is *1* and the category assigned is *Sides*. Hit *Save*. The same procedure is done for *Large* except the price level is *2*. Now you have to assign the item to a button. In Menu Maintenance, go to Menu item Button Layout, find the *Sides* Category, and place the *Small* and *Large* on buttons. Hit *Save*. When someone rings up a small French fry you touch the *Small* and then *French Fries*. It won't allow you to ring up French fry without touching the size first when the *Shift price only* box is checked.

4.12 Summary

Now that the menu is complete, it is strongly suggested to perform a trial run to make sure that you have a design that is easy to learn. As you use the system, you will discover ways to make your menu layout better and faster. Another important note: ask the employees. Find out their opinions and ideas, as they usually use a system's general operations most frequently. Here are a few other things to think about:

- Try not to assign more than 32 menu items to a category. Each page only holds 32 items and it will take an extra step to get to the second page.
- Try not to assign more than 28 modifier names to a modifier title for the same reason mentioned above.
- Try to keep the most used categories down to 8 so that your employees do not have to use the *Show All* button (See General Operations) that often. Use Sub-categories to help with this.
- Always touch the *Save* button before exiting any of the Menu Maintenance screens.