



Restaurant Management: Using Menu Editor

**QUICK REFERENCE
GUIDE**



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Introduction: Using Menu Editor in Restaurant Management

Use **Menu Editor** in Restaurant Management to create or customize a store's menu. This document will walk you through menu editing features available using **Restaurant Management**.

Prerequisite: You must have access to Restaurant Management to use Menu Editor for creating new or editing existing menus. If you do not have access to Restaurant Management, contact **HungerRush 360 Technical Support** at 1-877-738-7444 or go to <https://www.hungerrush.com/support->.

Overview: Using Menu Editor

Create and manage menus in HungerRush 360 Restaurant Management, a user-friendly, web-based interface with many features of HungerRush POS. The simplified screens make menu management easy to add, edit and preview before publishing menu changes.

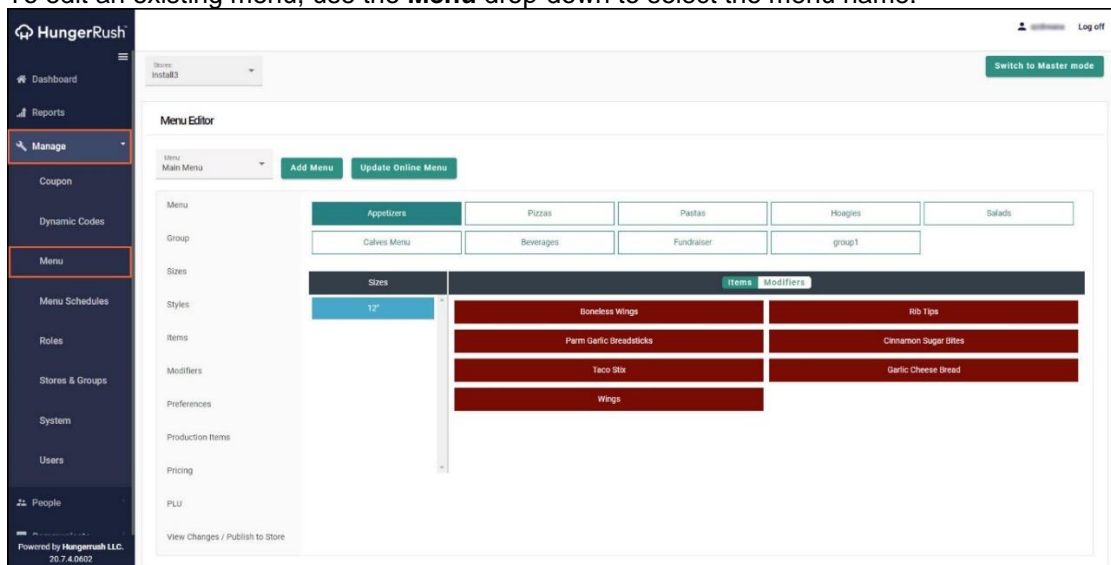
Sample Process for Adding/Editing Menus

Follow the sample process below to add a new menu or edit an existing menu in Restaurant Management.

Steps

1. Open **Restaurant Management** and navigate to **Manage > Menu > Menu Editor**.
2. Select the **Store** and click the **Menu** tab.
3. From the Menu tab screen, to create a new menu, click **Add Menu**.

To edit an existing menu, use the **Menu** drop-down to select the menu name.



4. Add/edit menu details for each of the **Tabs** in Menu Editor, similar to *HungerRush Legacy*. Click the links below for more information about adding/editing each Tab for your new or existing menu.
 - **Menu Tab** – This section allows you to create new or edit existing menus.
 - **Group Tab** – This section allows you to create or edit groups (or specific sections) of a menu, for example appetizers, pizzas, desserts, etc.
 - **Sizes Tab** – Adjust the sizes of menu items, and other indicators.
 - **Styles Tab** – Add or edit styles of your menu, relating to buttons or receipt styles.
 - **Items Tab** – Add and manage food items and dishes on your menu.

- **Modifiers Tab** – Add or edit items to customize menu orders, for example adding extra ingredients, side orders or substitutions.
 - **Preferences Tab** – Add or edit preferences for menu orders, such as the name, button name (as it will appear on the screen or receipt) and a brief description of the item.
 - **Production Items Tab** – Add a production item and assign a color to this item.
 - **Pricing Tab** – Manage menu pricing by specific category, not limited to menu, time, size, and item pricing.
 - **PLU Tab** – Add PLU codes to menu items.
 - **View Changes / Publish to Store Tab** – Use the **Preview** button to view the layout of your changes, and how it will look in the POS, before publishing. Use the **Publish** button to publish a new menu or existing menu edits online.
5. Use the **Preview** button at any time to review changes before publishing.
 6. Publish your new or updated menu online.

Getting Started: Adding/Editing a Menu

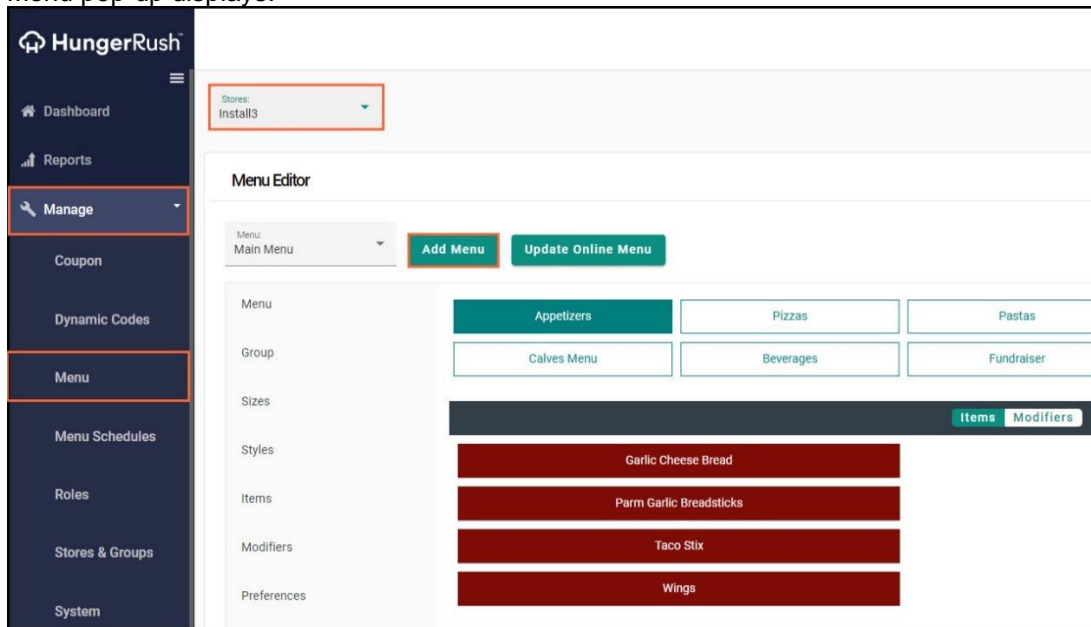
The steps below walk you through creating a new menu or locating an existing menu to edit in Restaurant Management.

Creating a New Menu/Copying a Menu

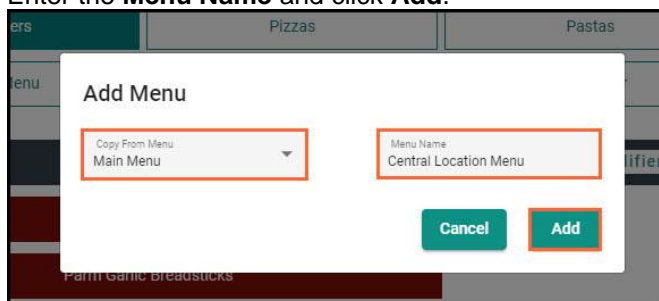
Follow the steps below to create a new menu in Restaurant Management by copying another menu template within Restaurant Management.

Steps

1. From *Restaurant Management*, use the left menu to navigate to **Manage > Menu > Menu Editor**. The Menu Editor screen displays.
2. From the *Menu Editor screen*, select the **Store** from the **Stores** drop-down and click **Add Menu**. The Add Menu pop-up displays.



3. From the *Add Menu pop-up*, use the **Copy from Menu** drop-down to select a menu template to copy.
4. Enter the **Menu Name** and click **Add**.



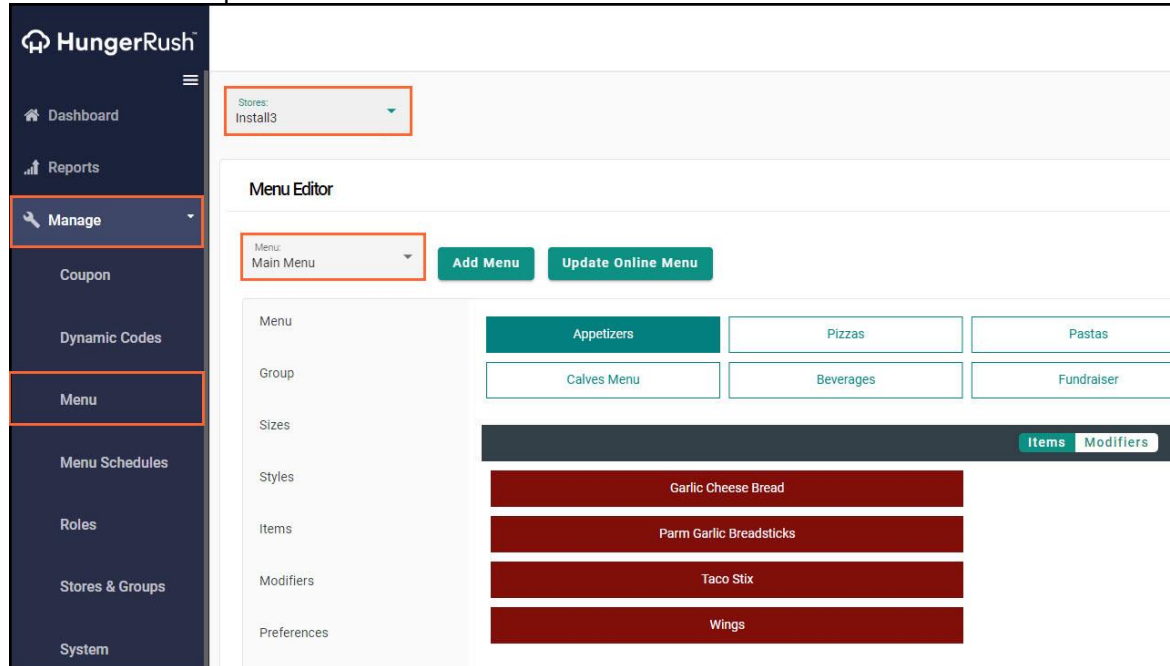
5. Refresh the screen. The new **Menu Name** then displays in the **Menu** drop-down.
6. To make additional edits to the new menu, select the **Menu Name** from the *Menu drop-down*.
7. Click the **Tabs** underneath the *Menu* drop-down to edit specific sections of your menu.
8. Use the **Preview** button to look at your entries as you complete them, or before publishing.
9. To finalize and publish your menu edits, click **Update Online Menu**.

Open an Existing Menu to Edit

Follow the steps below to open an existing menu to edit in Restaurant Management.

Steps

1. From *Restaurant Management*, use the left menu to navigate to **Manage > Menu > Menu Editor**. The Menu Editor screen displays.
2. From the *Menu Editor screen*, use the **Stores** drop-down to select the **Store** that contains the existing menu you want to open and edit.
3. Use the **Menu** drop-down to select the Menu Name to edit.



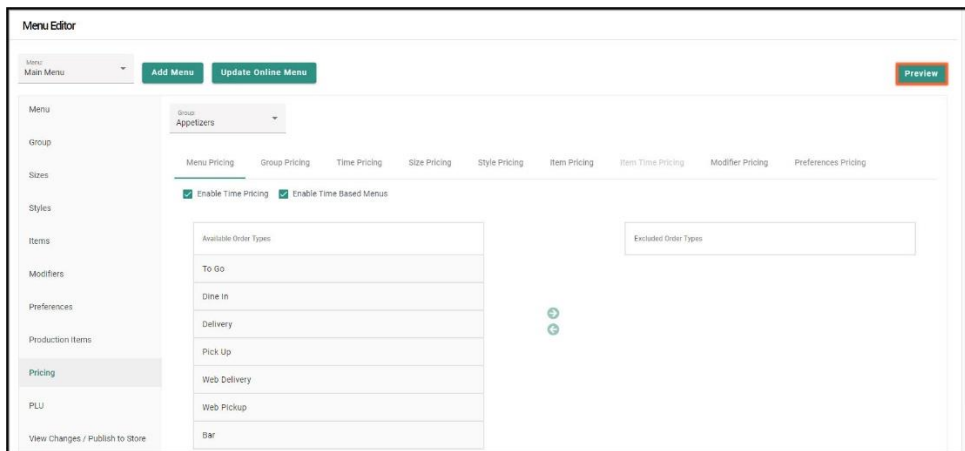
4. Click the **Tabs** underneath the *Menu* drop-down to edit specific sections of your menu.
5. Use the **Preview** button to look at your entries as you complete them, or before publishing.
6. To finalize and publish your menu edits, click **Update Online Menu**.

Using the Preview Button in Menu Editor

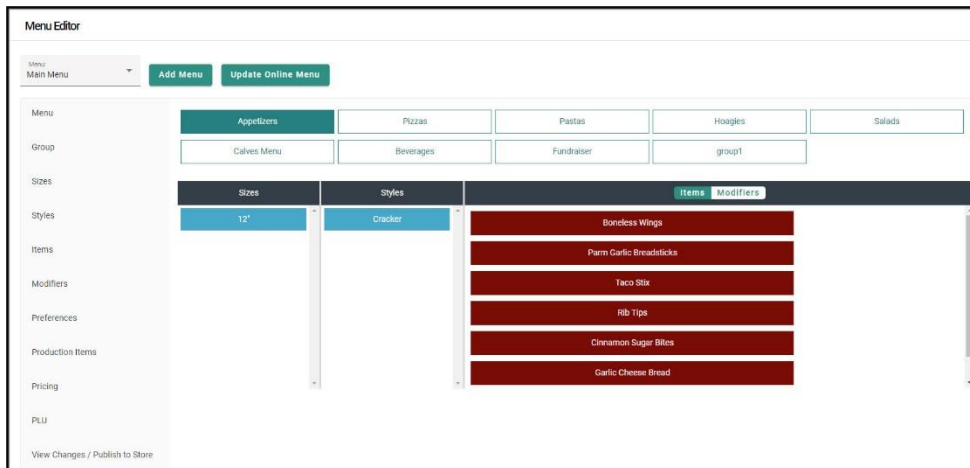
Use the **Preview** button to review changes you make to a menu, before publishing those changes to the store(s). The Preview button can be accessed from any tab in *Menu Editor*.

Steps

1. From *Restaurant Management*, click **Manage > Menu**. The *Menu Editor* screen displays.
2. From *Menu Editor*, click the **Preview** button. The *Preview* screen displays.



The *Preview* screen displays the layout of your new menu, or existing menu changes, as well as how those edits will look in the POS, before publishing.



Overview: Using Menu Editor for Store Menus

Similar to *HungerRush Legacy*, **Menu Editor** in Restaurant Management contains **screens and tabs** that allow you to add new menus or edit specific aspects of existing menus.

Below is an overview of the Tabs available for adding and editing menu changes. Click the links to read more about how to setup these sections of a menu.

- [Menu](#) – This section allows you to create new or edit existing menus.
- [Group](#) – This section allows you to create or edit groups (or specific sections) of a menu, for example appetizers, pizzas, desserts, etc.
- [Sizes](#) – Adjust the sizes of menu items, and other indicators.
- [Styles](#) – Add or edit styles of your menu, relating to buttons or receipt styles.
- [Items](#) – Add and manage food items and dishes on your menu.
- [Modifiers](#) – Add or edit items to customize menu orders, for example adding extra ingredients, side orders or substitutions.
- [Preferences](#) – Add or edit preferences for menu orders, such as the name, button name (as it will appear on the screen or receipt) and a brief description of the item.
- [Production Items](#) – Add a production item and assign a color to this item.
- [Pricing](#) – Manage menu pricing by specific category, not limited to menu, time, size, and item pricing.
- [PLU](#) – Add PLU codes to menu items.
- [View Changes / Publish to Store](#) – Use the **Preview** button to view the layout of your changes, and how it will look in the POS, before publishing. Use the **Publish** button to publish a new menu or existing menu edits online.

Prerequisite: Some setup features in Menu Editor require special permissions to access. If you do not have access to setup, contact **HungerRush 360 Technical Support** at **1-877-738-7444** or go to <https://www.hungerrush.com/support-> for assistance.

Using the Menu Tab

Use the Menu Tab in Menu Editor to create or edit configuration settings, add new menu categories and more.

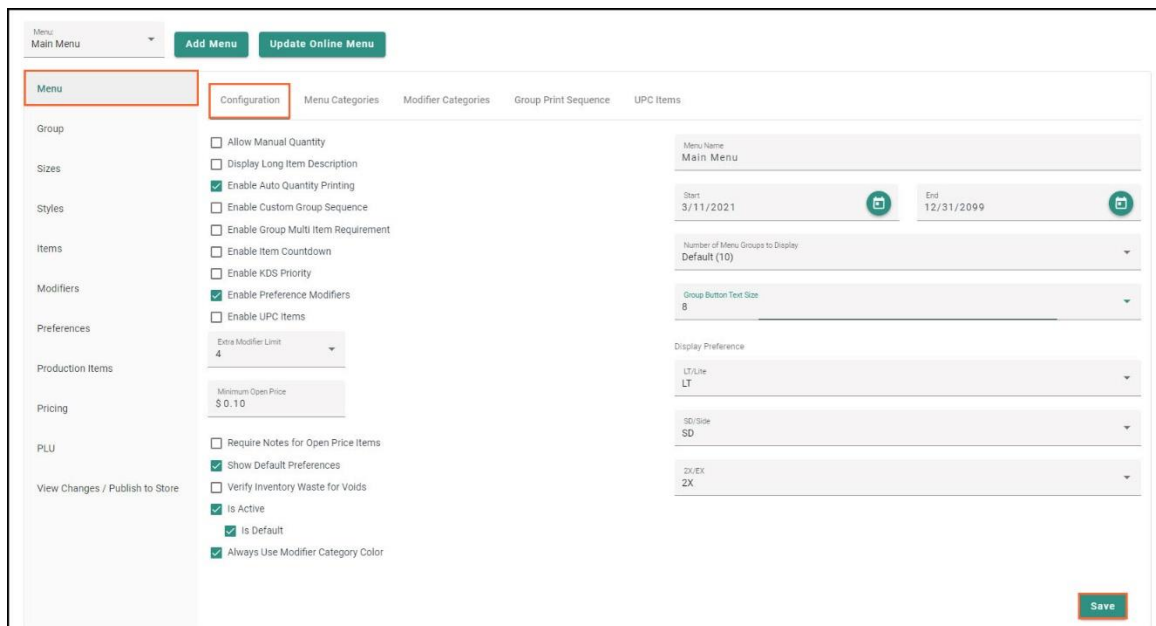
Menu: Editing the Configuration Tab

Use the **Configuration** tab in Menu to setup the basic parameters of a menu.

Follow the steps below to edit settings on the **Configuration** tab in *Menu*.

Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Menu** tab.
4. From the *Menu* screen, click the **Configuration** tab to display the *Configuration* screen. This tab may be selected by default.
5. Under *Configuration*, click the appropriate checkboxes and enter other specifications using drop-down arrows. For more information about these settings, see [Configuration Tab Settings: Definitions](#).



The screenshot shows the 'Menu Configuration' screen. On the left, there's a sidebar with a 'Menu' tab selected. The main area has tabs for 'Configuration', 'Menu Categories', 'Modifier Categories', 'Group Print Sequence', and 'UPC Items'. The 'Configuration' tab is active, showing various settings. On the right, there's a 'Menu Name' field with 'Main Menu' entered. Below that are 'Start' and 'End' date pickers. Further down are dropdowns for 'Number of Menu Groups to Display' (set to 'Default (10)') and 'Group Button Text Size' (set to '8'). There's also a 'Display Preference' section with dropdowns for 'LT/Line' (set to 'LT'), 'SD/Side' (set to 'SD'), and '2X/EX' (set to '2X'). At the bottom right, there's a 'Save' button.

6. Click **Save** when finished.

Menu: Adding New Menu Categories

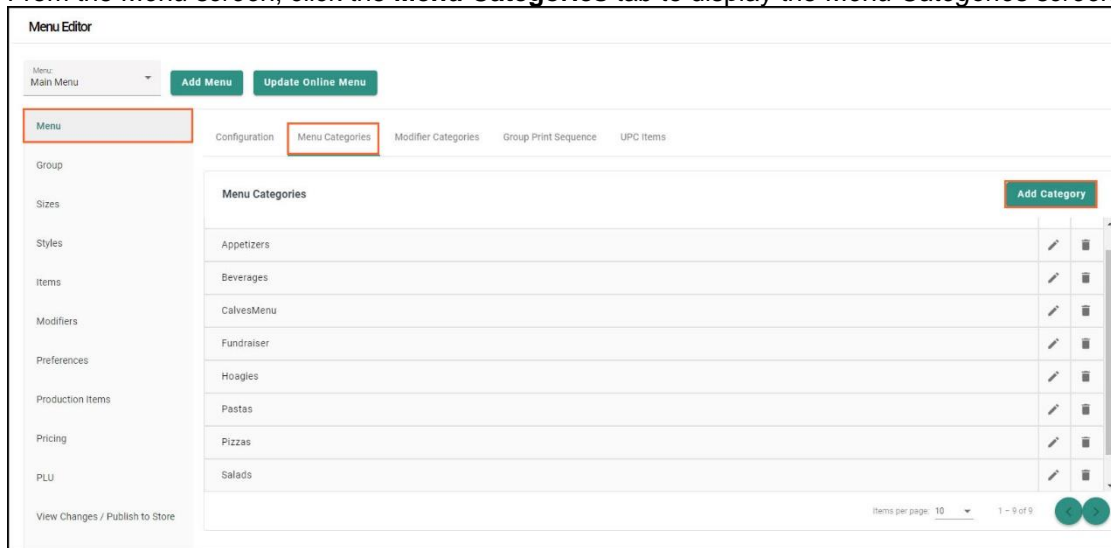
Use the **Menu Categories** tab in Menu to setup categories of foods and beverages on a menu.

Follow the steps below to add a new menu category on the **Menu Categories** tab in *Menu*.

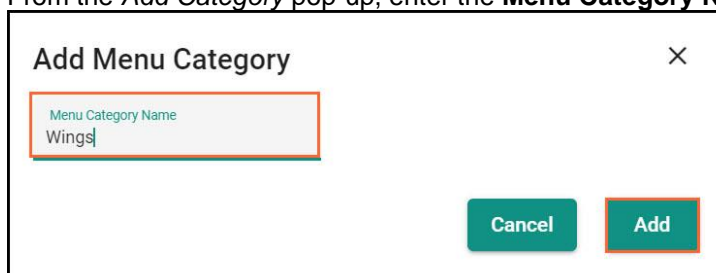
Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Menu** tab.

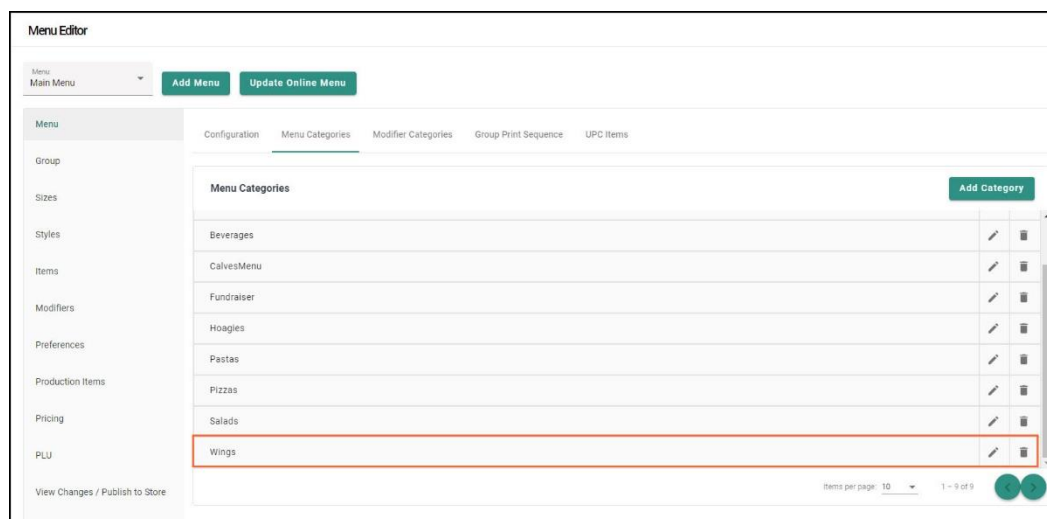
- From the *Menu* screen, click the **Menu Categories** tab to display the *Menu Categories* screen.



- Under *Menu Categories*, click **Add Category**. The Add Category pop-up displays.
- From the *Add Category* pop-up, enter the **Menu Category Name**.



- Click **Save** when finished. The new category displays on the **Menu Category** grid.

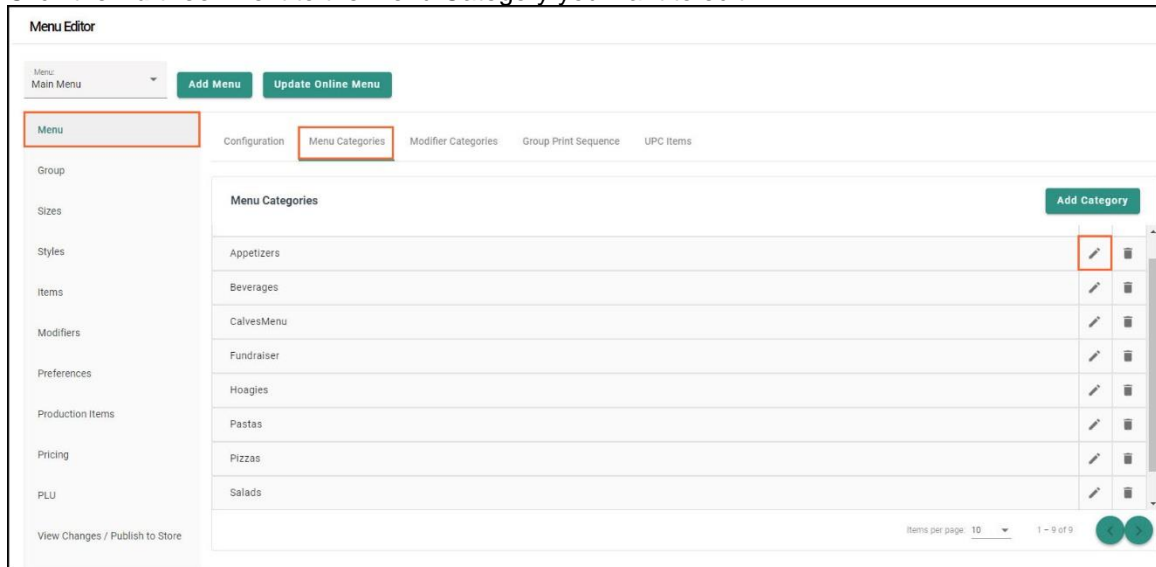


Menu: Editing Menu Categories

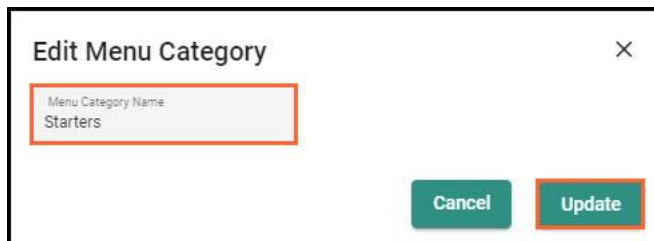
Follow the steps below to edit an existing menu category on the **Menu Categories** tab in *Menu*.

Steps

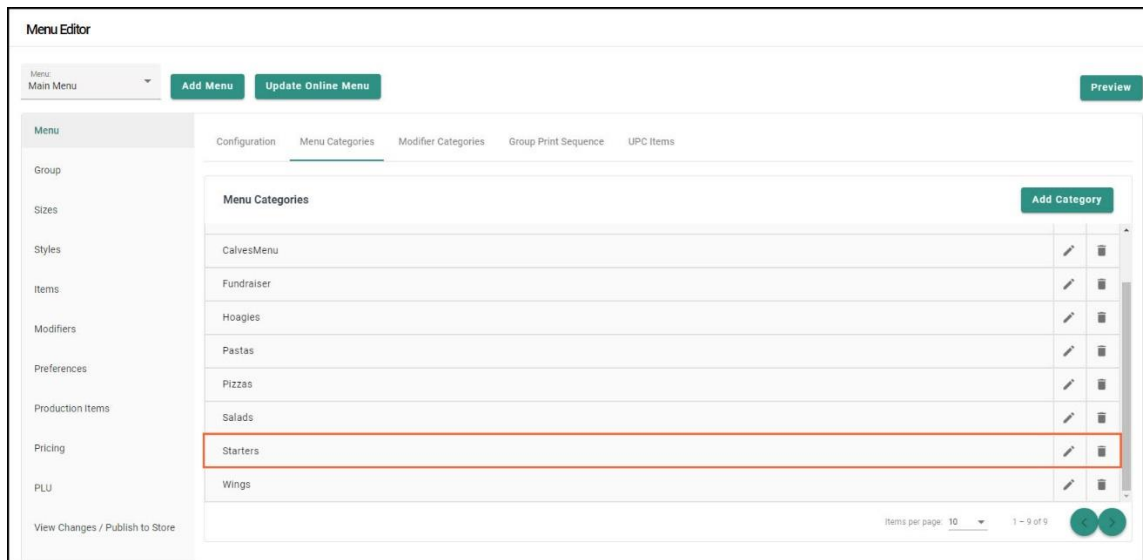
1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Menu** tab.
4. From the *Menu* screen, click the **Menu Categories** tab to display the *Menu Categories* screen.
5. Click the **Edit icon** next to the Menu Category you want to edit.



6. From the *Edit Menu Category* pop-up, edit the **Menu Category Name**, and click **Update**.



7. A confirmation message displays. Click **OK** to save your changes. The updated Menu Category Name displays in the **Menu Category** grid.



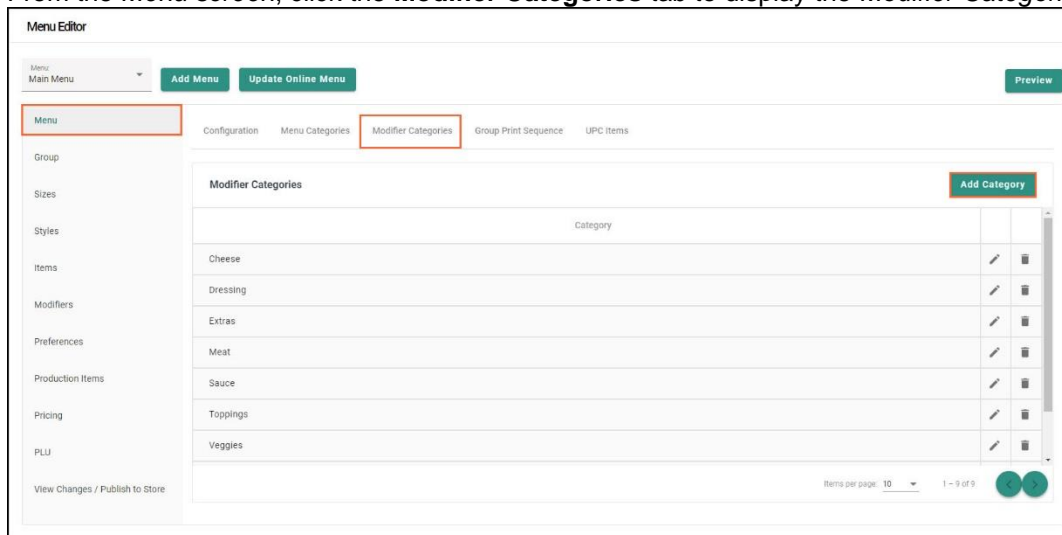
Menu: Adding a New Modifier Category

Use the **Modifier Categories** tab in Menu to setup modifier categories on a menu.

Follow the steps below to add a new modifier category on the **Modifier Categories** tab in *Menu*.

Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Menu** tab.
4. From the *Menu* screen, click the **Modifier Categories** tab to display the *Modifier Categories* screen.



5. Under *Modifier Categories*, click **Add Category**. The Add Category pop-up displays.
6. From the *Add Category* pop-up, enter the **Modifier Category Name**, optional Warning message, and button color (if desired).
7. Click **Add**.

Add Modifier Category

Modifier Category Name
Wing Sauce

Warning Prompt(if not Requi...

Button Color

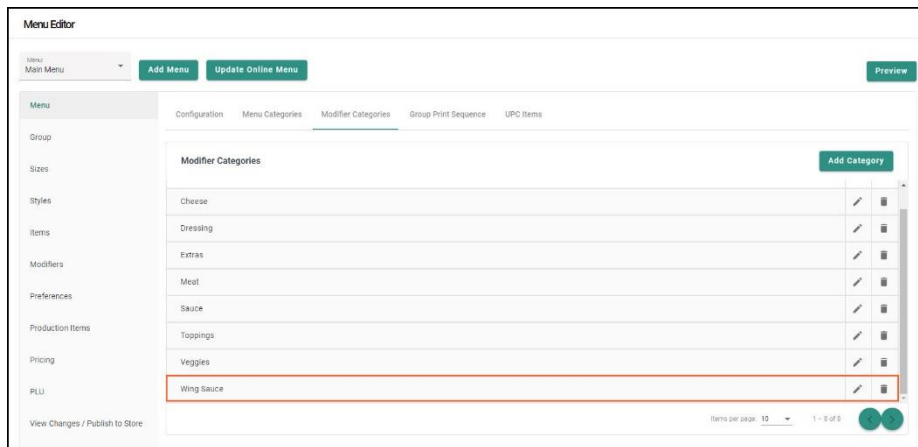
none

Cancel

Add

8. A confirmation message displays. Click **OK** to save your changes.

- Refresh the screen and return to the Modifier Categories tab. The new category displays on the **Modifier Category** grid.



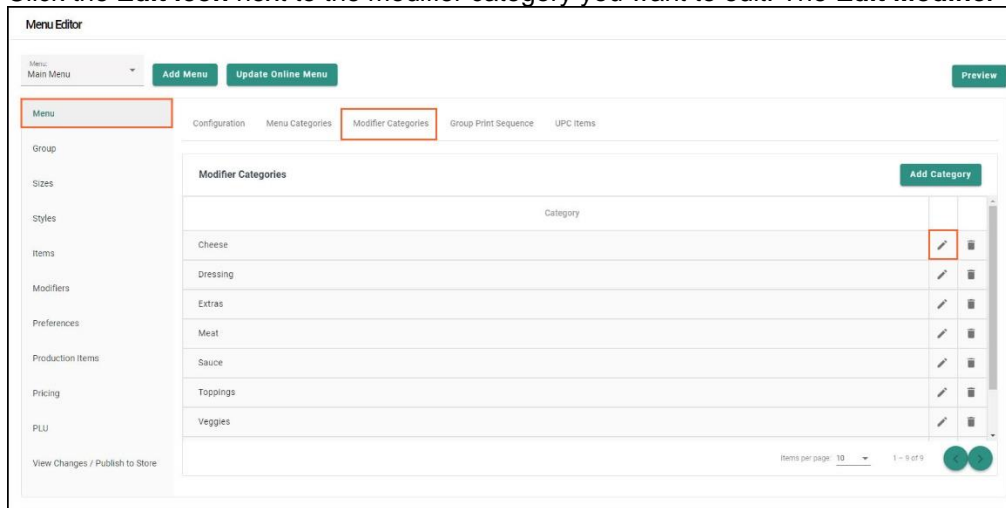
Menu: Editing an Existing Modifier Category

Use the **Modifier Categories** tab in Menu to setup modifier categories on a menu.

Follow the steps below to edit a modifier category on the **Modifier Categories** tab in *Menu*.

Steps

- From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
- From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
- Click the **Menu** tab.
- From the *Menu screen*, click the **Modifier Categories** tab to display the *Modifier Categories screen*.
- Click the **Edit icon** next to the modifier category you want to edit. The **Edit Modifier Category** displays.



- From the *Edit Modifier Category* pop-up, edit the Modifier Category Name, Warning Prompt or Button color as desired.

Edit Modifier Category

Button Color

Note: If no changes are made, the Update button will remain disabled.

- Once all edits are complete, click **Update**.

Edit Modifier Category

Button Color

- A confirmation message displays. Click **OK**. The updated Modifier Category displays on the **Modifier Categories** grid.

Menu Editor

Menu

Main Menu

Group

Sizes

Styles

Items

Modifiers

Preferences

Production Items

Pricing

PLU

Configuration

Menu Categories

Modifier Categories

Group Print Sequence

UPC Items

Modifier Categories

Cheeses	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Dressing	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Extras	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Meat	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Sauce	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Toppings	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Veggies	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Wing Sauce	<input type="button" value="edit"/>	<input type="button" value="delete"/>

Items per page: 10
1 - 8 of 8

Menu: Using the Group Print Sequence Tab

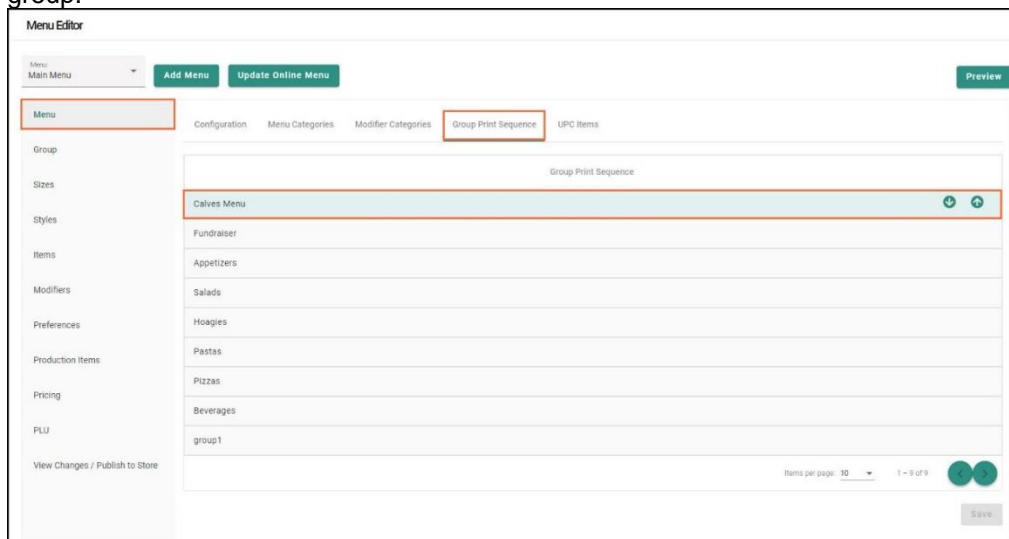
Adjusting Group Print Sequence

Use the **Group Print Sequence** tab in Menu to designate the order in which multiple groups will print from a menu.

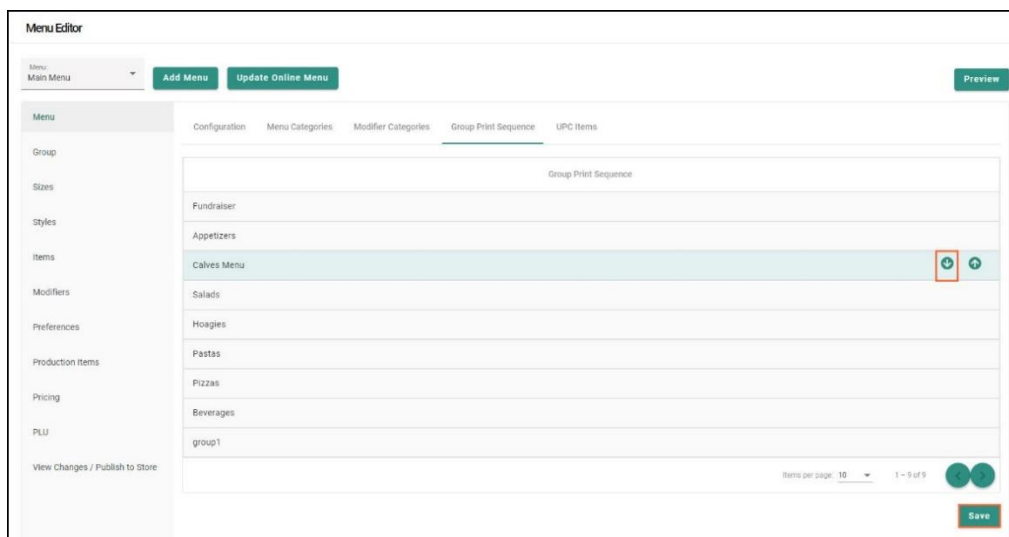
Follow the steps below to change the sequence or order in which groups will print from a menu.

Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Menu** tab.
4. From the *Menu* screen, click the **Group Print Sequence** tab to display the *Group Print Sequence* screen.
5. Under *Group Print Sequence*, click to select a group. Upward and downward arrows display on the selected group.



6. Click the **downward arrow** button to move a selected group further **below** the Group Print Sequence list. Or use the **upward arrow** to move a selected group towards the top of the Group Print Sequence list.



7. Click **Save** when finished.

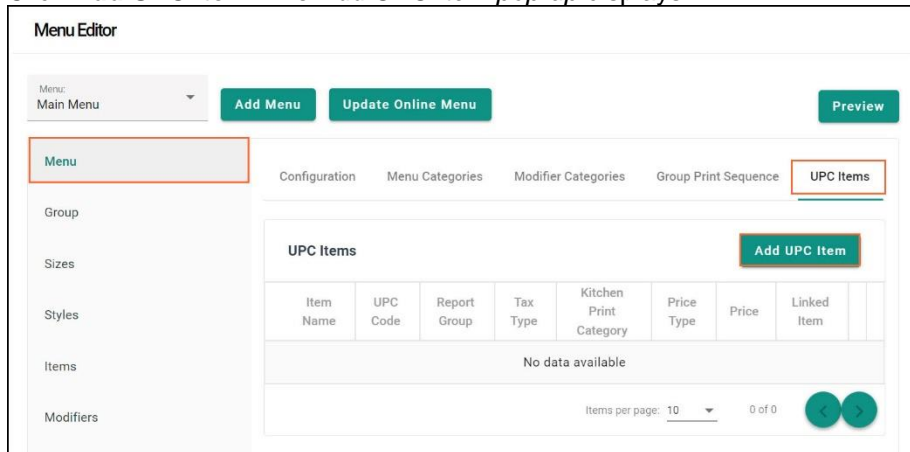
Menu: Using the UPC Items Tab

Adding UPC Items

Follow the steps below to add a UPC item to a menu in Restaurant Management.

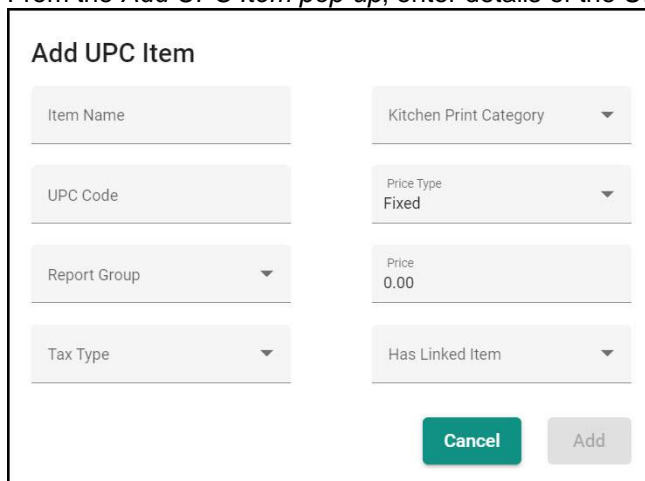
Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click **Menu**.
4. From the *Menu screen*, click the **UPC Items** Tab.
5. Click **Add UPC Item**. The *Add UPC Item pop-up* displays.



The screenshot shows the 'Menu Editor' interface. On the left is a sidebar with a 'Menu' dropdown set to 'Main Menu' and buttons for 'Add Menu', 'Update Online Menu', and 'Preview'. The main area has tabs for 'Menu', 'Configuration', 'Menu Categories', 'Modifier Categories', 'Group Print Sequence', and 'UPC Items'. The 'UPC Items' tab is active, showing a table with columns: Item Name, UPC Code, Report Group, Tax Type, Kitchen Print Category, Price Type, Price, and Linked Item. The table is currently empty with the message 'No data available'. An 'Add UPC Item' button is in the top right of the table area. At the bottom, there's a pagination control showing 'Items per page: 10' and '0 of 0'.

6. From the *Add UPC Item pop-up*, enter details of the UPC item.



The screenshot shows the 'Add UPC Item' pop-up form. It contains several input fields and dropdown menus: 'Item Name' (text input), 'Kitchen Print Category' (dropdown), 'UPC Code' (text input), 'Price Type' (dropdown with 'Fixed' selected), 'Report Group' (dropdown), 'Price' (text input with '0.00'), 'Tax Type' (dropdown), and 'Has Linked Item' (dropdown). At the bottom are 'Cancel' and 'Add' buttons.

7. When finished, click **Add**. The new UPC item displays in the UPC Items grid.

Using the Group Tab

Use the **Group** screen to add, edit or delete groups (or specific sections) of a menu, for example appetizers, pizzas, desserts, etc.

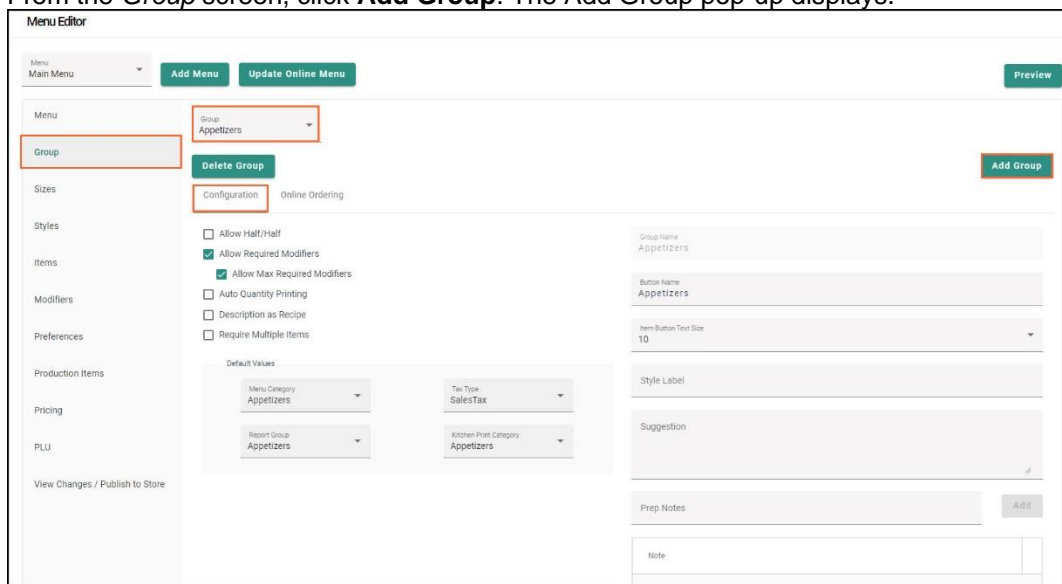
Group: Adding a New Group

Use the **Group** tab in Menu to add or edit groups on a menu.

Follow the steps below to add a new group on the **Group** tab in *Menu*.

Steps

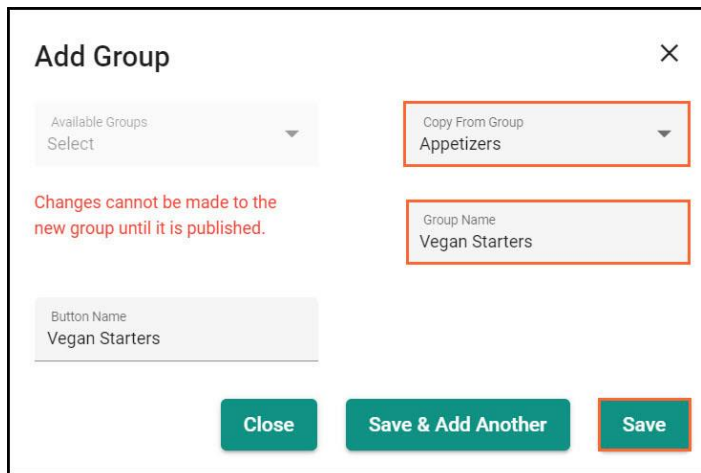
8. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
9. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
10. Click the **Group** tab. The Group screen displays.
11. From the *Group* screen, click **Add Group**. The Add Group pop-up displays.



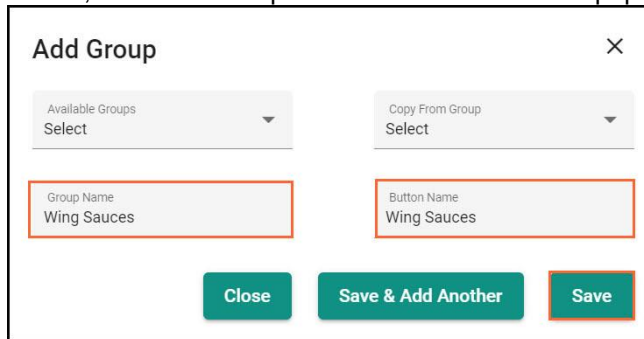
The screenshot shows the 'Menu Editor' interface. On the left is a sidebar with tabs: Menu, Main Menu, Group (selected), Sizes, Styles, Items, Modifiers, Preferences, Production Items, Pricing, and PLU. The 'Group' tab is active, showing a 'Group: Appetizers' dropdown and a 'Delete Group' button. Below this are checkboxes for 'Allow Half/Half', 'Allow Required Modifiers' (checked), 'Allow Max Required Modifiers' (checked), 'Auto Quantity Printing', 'Description as Recipe', and 'Require Multiple Items'. There are also 'Default Values' for 'Menu Category' (Appetizers), 'Tax Type' (SalesTax), 'Report Group' (Appetizers), and 'Kitchen Print Category' (Appetizers). On the right, there are input fields for 'Group Name' (Appetizers), 'Button Name' (Appetizers), 'Item Button Text Size' (10), 'Style Label', 'Suggestion', 'Prep Notes', and 'Note'. An 'Add Group' button is visible in the top right corner of the main content area.

12. From the *Add Group* pop-up, you have several options for creating a new group name:

- **Available Groups** drop-down – Use this drop-down to select a group name that is already available in groups. Once selected, the Button Name will populate by default.
- **Copy From Group** drop-down – Use this drop-down to copy a group's settings, and manually enter a new Group Name and Button Name.



- **Enter Group Name Manually** – Without selecting from Available Groups or Copy From Group drop-downs, enter the Group Name. The Button Name populates by default to match the Group Name.



13. Once the new Group Name is entered, click **Save**.

14. A confirmation message displays. Click **OK** to save your changes.

Group: Editing a Group

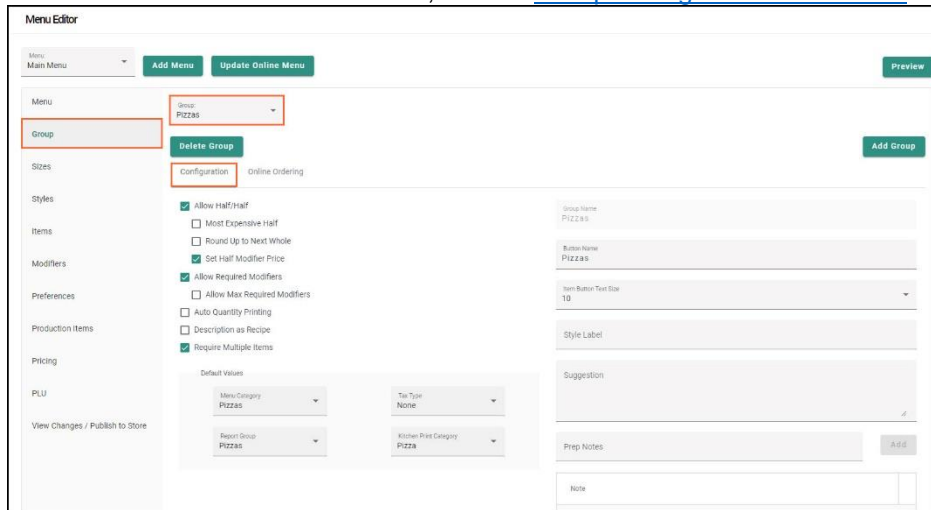
Use the **Group** tab in Menu to add or edit groups on a menu.

Follow the steps below to edit a group on the **Group** tab in *Menu*.

Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Group** tab.
4. From the *Group* screen, use the **Group** drop-down to select the group to edit.

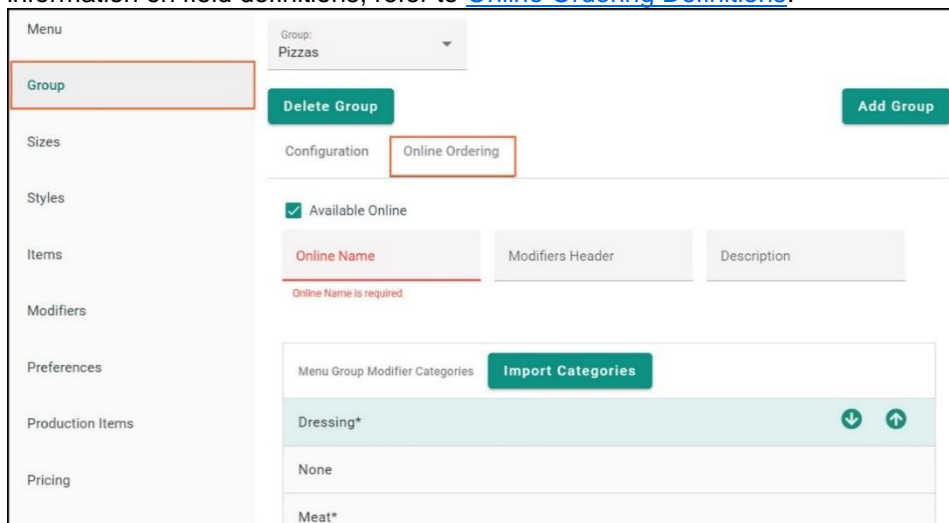
- From the **Group** screen, under the **Configuration** tab, use the checkboxes and fields to edit the Group. For more information on field definitions, refer to [Group Configuration Definitions](#).



The screenshot shows the 'Menu Editor' interface with the 'Configuration' tab selected for the 'Pizzas' group. The left sidebar lists various menu categories, with 'Group' highlighted. The main content area contains several configuration options:

- Configuration Tab:** Includes checkboxes for 'Allow Half/Half', 'Most Expensive Half', 'Round Up to Next Whole', 'Set Half Modifier Price', 'Allow Required Modifiers', 'Allow Max Required Modifiers', 'Auto Quantity Printing', 'Description as Recipe', and 'Require Multiple Items'.
- Default Values:** Includes dropdowns for 'Menu Category' (Pizzas), 'Tax Type' (None), 'Report Group' (Pizzas), and 'Kitchen Print Category' (Pizza).
- Form Fields:** Includes text fields for 'Group Name' (Pizzas), 'Button Name' (Pizzas), 'Item Button Text Size' (10), 'Style Label', 'Suggestion', and 'Prep Notes'.

- Click the **Online Ordering** tab to make edits to the online ordering settings for the Group. For more information on field definitions, refer to [Online Ordering Definitions](#).



The screenshot shows the 'Menu Editor' interface with the 'Online Ordering' tab selected for the 'Pizzas' group. The left sidebar lists various menu categories, with 'Group' highlighted. The main content area contains online ordering settings:

- Online Ordering Tab:** Includes a checkbox for 'Available Online' (checked).
- Form Fields:** Includes text fields for 'Online Name' (with a red error message 'Online Name is required'), 'Modifiers Header', and 'Description'.
- Menu Group Modifier Categories:** Includes an 'Import Categories' button and a list of categories: 'Dressing*', 'None', and 'Meat*'. Arrows indicate the ability to move items between categories.

- Click **Save** when finished.

Using the Sizes Tab

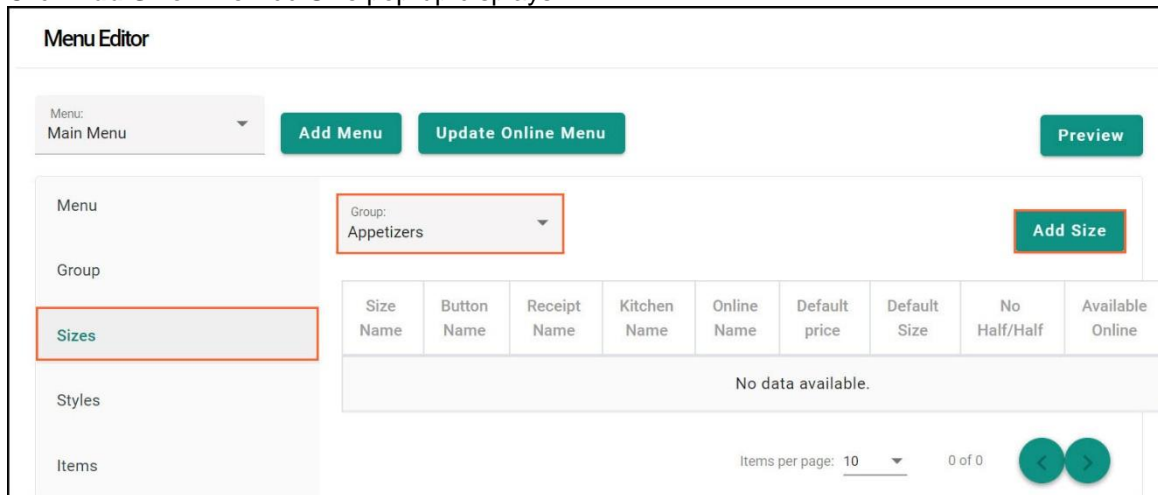
Sizes: Adding a Size

Use the **Sizes** tab in Menu to setup the basic parameters of a menu.

Follow the steps below to edit settings on the **Sizes** tab in *Menu*.

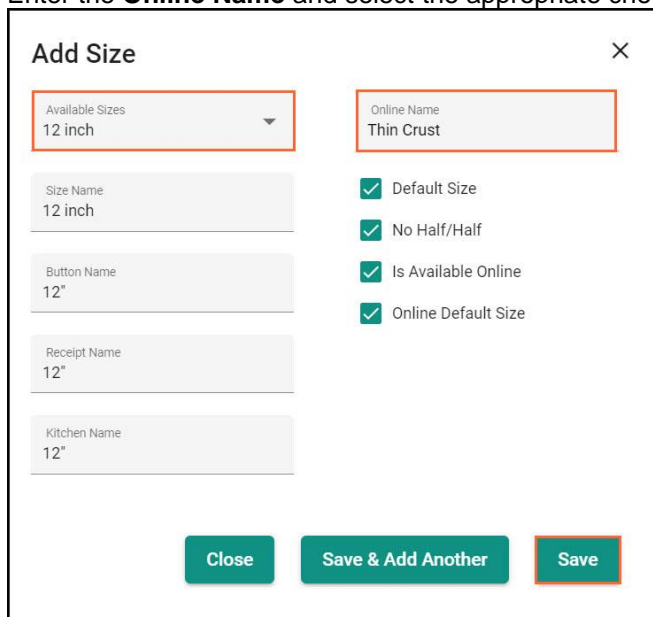
Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Size** tab.
4. From the *Size screen*, use the **Group** drop-down to select the group to add a size to.
5. Click **Add Size**. The Add Size pop-up displays.



The screenshot shows the 'Menu Editor' interface. On the left, a sidebar contains tabs for 'Menu', 'Group', 'Sizes' (which is highlighted with a red box), 'Styles', and 'Items'. The main area shows a 'Menu' dropdown set to 'Main Menu' and buttons for 'Add Menu', 'Update Online Menu', and 'Preview'. Below this, a 'Group' dropdown is set to 'Appetizers' (highlighted with a red box), and an 'Add Size' button is highlighted with a red box. A table with columns 'Size Name', 'Button Name', 'Receipt Name', 'Kitchen Name', 'Online Name', 'Default price', 'Default Size', 'No Half/Half', and 'Available Online' is shown, but it contains 'No data available.' At the bottom, there is a pagination control showing 'Items per page: 10' and '0 of 0'.

6. From the *Add Size pop-up*, use the **Available Sizes** drop-down to select an item size. The drop-down selections below Available Sizes populate by default.
7. Enter the **Online Name** and select the appropriate checkboxes.



The screenshot shows the 'Add Size' pop-up form. It has a close button (X) in the top right. The 'Available Sizes' dropdown is set to '12 inch' (highlighted with a red box). The 'Online Name' field contains 'Thin Crust' (highlighted with a red box). Below these are four input fields: 'Size Name' (12 inch), 'Button Name' (12"), 'Receipt Name' (12"), and 'Kitchen Name' (12"). To the right of these fields are four checkboxes, all of which are checked: 'Default Size', 'No Half/Half', 'Is Available Online', and 'Online Default Size'. At the bottom, there are three buttons: 'Close', 'Save & Add Another', and 'Save' (highlighted with a red box).

8. Click **Save** when finished. The new size displays on the **Size** grid.

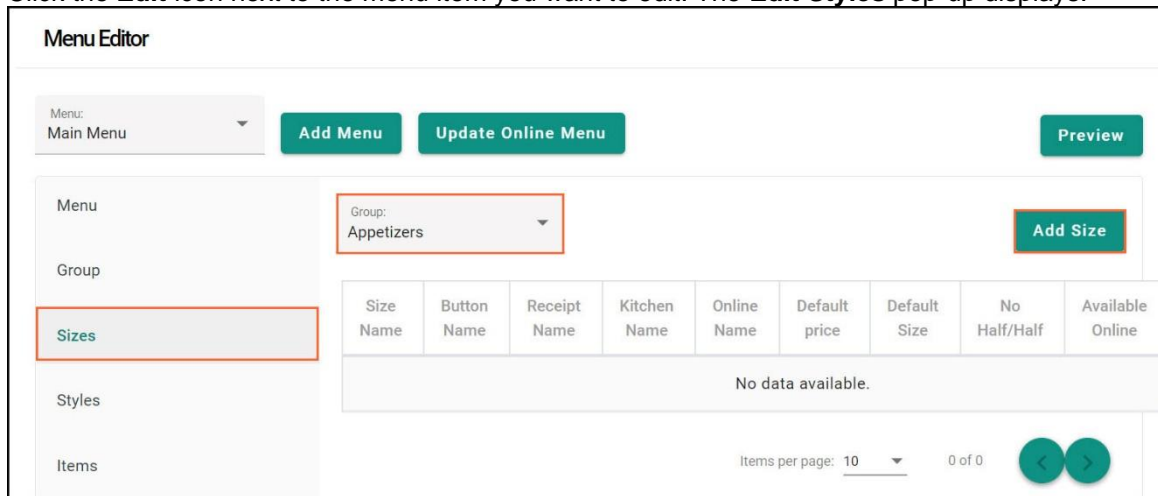
Sizes: Editing a Size

Use the **Sizes** tab in Menu to setup the basic parameters of a menu.

Follow the steps below to edit settings on the **Sizes** tab in *Menu*.

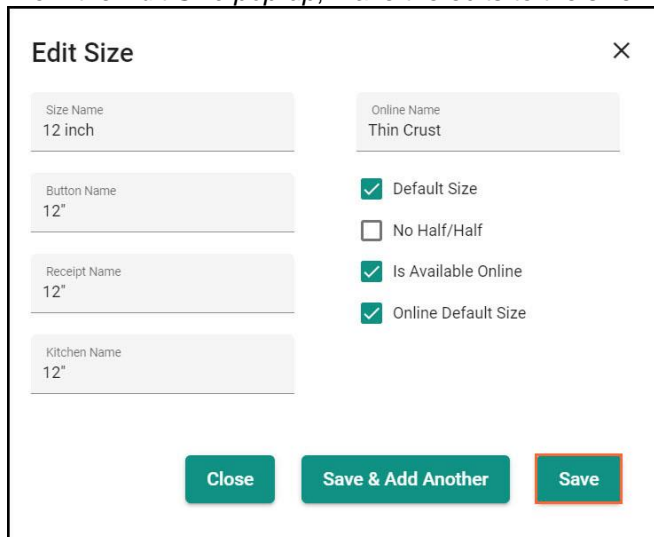
Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Size** tab.
4. From the *Size screen*, use the **Group** drop-down to select the group to edit.
5. Click the **Edit** icon next to the menu item you want to edit. The **Edit Styles** pop-up displays.



The screenshot shows the 'Menu Editor' interface. At the top, there's a 'Menu:' dropdown set to 'Main Menu' and buttons for 'Add Menu', 'Update Online Menu', and 'Preview'. Below this, a 'Menu' dropdown is set to 'Appetizers'. A sidebar on the left has tabs for 'Menu', 'Group', 'Sizes' (which is highlighted with an orange border), 'Styles', and 'Items'. In the center, there's a table with columns: Size Name, Button Name, Receipt Name, Kitchen Name, Online Name, Default price, Default Size, No Half/Half, and Available Online. The table is currently empty with the message 'No data available.' at the bottom. At the bottom right, there's a pagination control showing 'Items per page: 10' and '0 of 0' with navigation arrows.

6. From the *Edit Size pop-up*, make the edits to the size.



The screenshot shows the 'Edit Size' pop-up form. It has a close button (X) in the top right corner. The form contains several input fields: 'Size Name' (12 inch), 'Online Name' (Thin Crust), 'Button Name' (12"), 'Receipt Name' (12"), and 'Kitchen Name' (12"). To the right of these fields are four checkboxes: 'Default Size' (checked), 'No Half/Half' (unchecked), 'Is Available Online' (checked), and 'Online Default Size' (checked). At the bottom, there are three buttons: 'Close', 'Save & Add Another', and 'Save' (which is highlighted with an orange border).

7. Click **Save** when finished.

Using the Styles Tab

Use the **Styles** tab to add or edit styles of a menu, as well as manage size exclusions.

The Styles includes two tabs: **Attributes** and **Size Exclusions**.

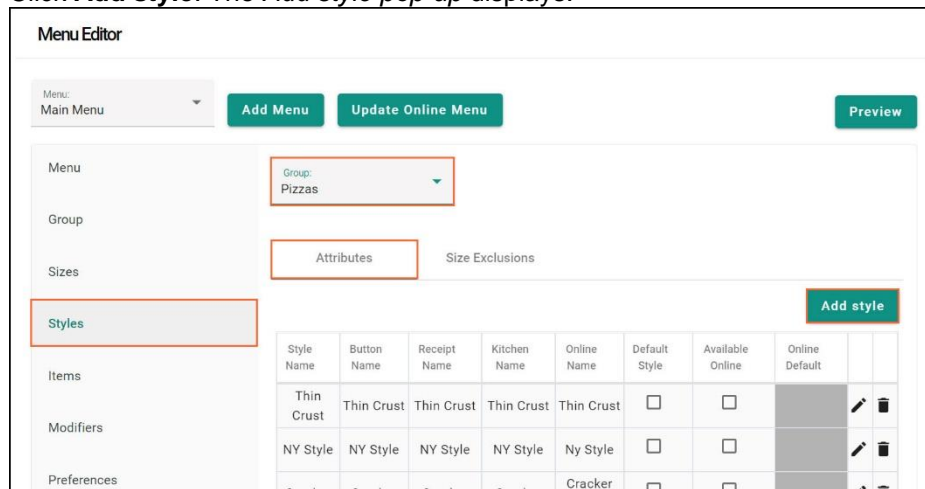
Styles: Adding a New Style

Use the **Attributes** tab to manage or add styles as they will appear on a menu.

Follow the steps below to add a new menu style.

Steps

8. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
9. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
10. Click the **Styles** tab.
11. From the *Styles* screen, use the **Group** drop-down to select the menu group.
12. Click the **Attributes** tab. The Attributes grid displays.
13. Click **Add style**. The *Add style pop-up* displays.



The screenshot shows the 'Menu Editor' interface. On the left is a sidebar with a 'Menu' dropdown set to 'Main Menu' and buttons for 'Add Menu', 'Update Online Menu', and 'Preview'. The main area has a 'Group' dropdown set to 'Pizzas'. Below this are tabs for 'Attributes' and 'Size Exclusions'. The 'Attributes' tab is active, showing a table with columns: Style Name, Button Name, Receipt Name, Kitchen Name, Online Name, Default Style, Available Online, and Online Default. The table contains three rows: 'Thin Crust', 'NY Style', and 'Cracker'. Each row has checkboxes for 'Default Style' and 'Available Online', and edit/delete icons. An 'Add style' button is in the top right of the table area.

Style Name	Button Name	Receipt Name	Kitchen Name	Online Name	Default Style	Available Online	Online Default
Thin Crust	Thin Crust	Thin Crust	Thin Crust	Thin Crust	<input type="checkbox"/>	<input type="checkbox"/>	
NY Style	NY Style	NY Style	NY Style	Ny Style	<input type="checkbox"/>	<input type="checkbox"/>	
Cracker				Cracker	<input type="checkbox"/>	<input type="checkbox"/>	

14. From the *Add style pop-up*, enter details of the style.

Note: Selecting a style from the **Available Styles** drop-down populates all fields with the same Style name, except for the Online Name. If the desired Style is not found in the Available Styles drop-down, leave the drop-down field blank, and enter the Styles Name manually. Adding a Style Name manually also copies the name to **Button Name**, **Receipt**, **Kitchen**, and **Online** Names.

Available Styles

Style Name
Deep Dish

Button Name
Deep Dish

Receipt Name
Deep Dish

Kitchen Name
Deep Dish

Online Name
Deep Dish

☐ Is Default
☐ Is Available Online
☐ Online Default

CLOSE

Save & Add Another

Save

15. Click **Save** when finished. The new style displays in the Attributes grid.

Menu

Group

Sizes

Styles

Items

Modifiers

Preferences

Production Items

Pricing

Group:
Pizzas

Attributes

Size Exclusions

Add style

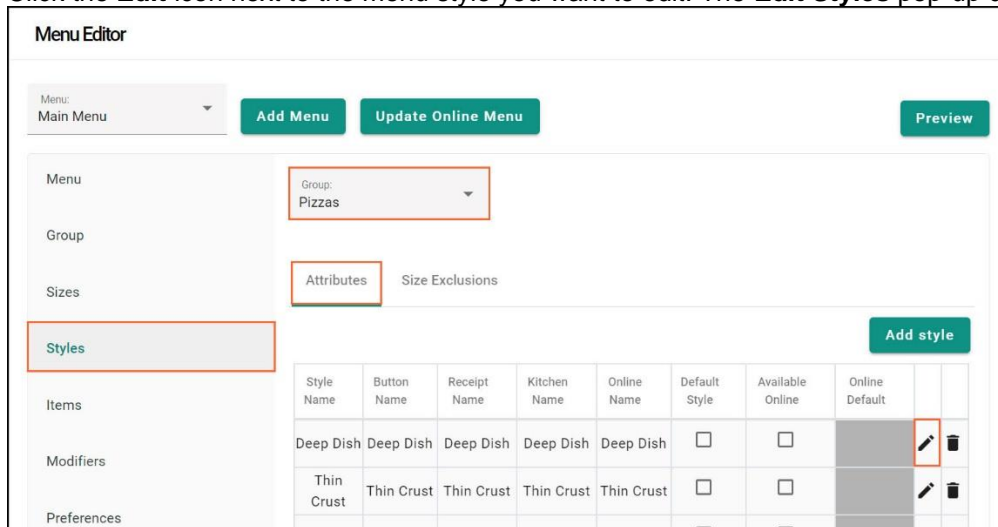
Style Name	Button Name	Receipt Name	Kitchen Name	Online Name	Default Style	Available Online	Online Default		
Thin Crust	Thin Crust	Thin Crust	Thin Crust	Thin Crust	<input type="checkbox"/>	<input type="checkbox"/>			
NY Style	NY Style	NY Style	NY Style	Ny Style	<input type="checkbox"/>	<input type="checkbox"/>			
Cracker	Cracker	Cracker	Cracker	Cracker Crust	<input type="checkbox"/>	<input type="checkbox"/>			
GF 12 in	GF	GF	GF		<input type="checkbox"/>	<input type="checkbox"/>			
Deep Dish	Deep Dish	Deep Dish	Deep Dish	Deep Dish	<input type="checkbox"/>	<input type="checkbox"/>			

Styles: Editing a Style

Follow the steps below to edit a new style.

Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Styles** tab.
4. From the *Styles screen*, use the **Group** drop-down to select the menu group.
5. Click the **Attributes** tab. The Attributes grid displays.
6. Click the **Edit** icon next to the menu style you want to edit. The **Edit Styles** pop-up displays.



Menu Editor

Menu: Main Menu Add Menu Update Online Menu Preview

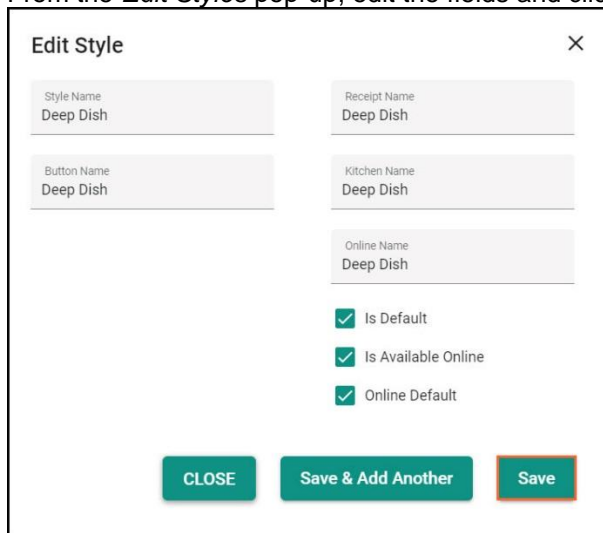
Menu Group: Pizzas

Attributes Size Exclusions

Add style

Style Name	Button Name	Receipt Name	Kitchen Name	Online Name	Default Style	Available Online	Online Default		
Deep Dish	Deep Dish	Deep Dish	Deep Dish	Deep Dish	<input type="checkbox"/>	<input type="checkbox"/>			
Thin Crust	Thin Crust	Thin Crust	Thin Crust	Thin Crust	<input type="checkbox"/>	<input type="checkbox"/>			

7. From the *Edit Styles* pop-up, edit the fields and click **Save** when finished.



Edit Style

Style Name: Deep Dish

Receipt Name: Deep Dish

Button Name: Deep Dish

Kitchen Name: Deep Dish

Online Name: Deep Dish

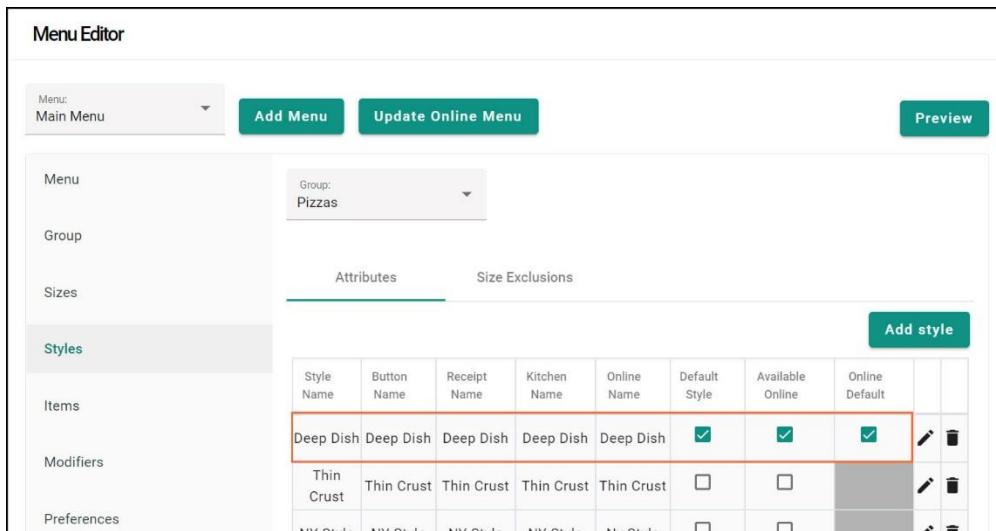
☒ Is Default

☒ Is Available Online

☒ Online Default

CLOSE Save & Add Another Save

The edited style displays in the Attributes grid.



Menu Editor

Menu: Main Menu

Add Menu Update Online Menu Preview

Menu Group: Pizzas

Attributes Size Exclusions

Add style

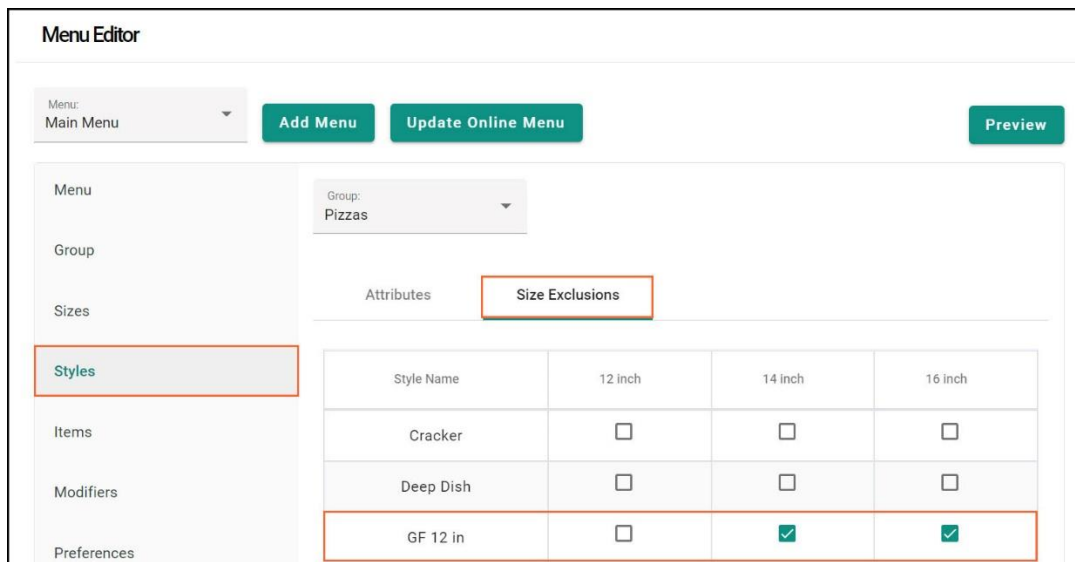
Style Name	Button Name	Receipt Name	Kitchen Name	Online Name	Default Style	Available Online	Online Default		
Deep Dish	Deep Dish	Deep Dish	Deep Dish	Deep Dish	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Thin Crust	Thin Crust	Thin Crust	Thin Crust	Thin Crust	<input type="checkbox"/>	<input type="checkbox"/>			
NY Style	NY Style	NY Style	NY Style	NY Style	<input type="checkbox"/>	<input type="checkbox"/>			

Styles: Adjusting Size Exclusions

The **Size Exclusions** tab in Styles gives you the ability to remove (exclude) sizes of menu items from a menu. Follow the steps below to display or remove sizes of specific menu items.

Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Styles** tab.
4. From the *Styles screen*, use the **Group** drop-down to select the menu group.
5. Click the **Size Exclusions** tab. The Size Exclusions grid displays with Style Names that are also listed on the Attributes tab.
6. Next to the appropriate Style Name, select the checkboxes of menu sizes that you do not want displayed on a menu.



Menu Editor

Menu: Main Menu

Add Menu Update Online Menu Preview

Menu Group: Pizzas

Attributes Size Exclusions

Styles

Style Name	12 inch	14 inch	16 inch
Cracker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deep Dish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GF 12 in	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7. Click **Save** when finished.

Using the Items Tab

Use the **Items** screen to add and manage food items and dishes on your menu. The Items screen includes several Tabs to further customize items on a menu:

- Attributes
- Required Modifiers
- Size Exclusions
- Item Print Sequence

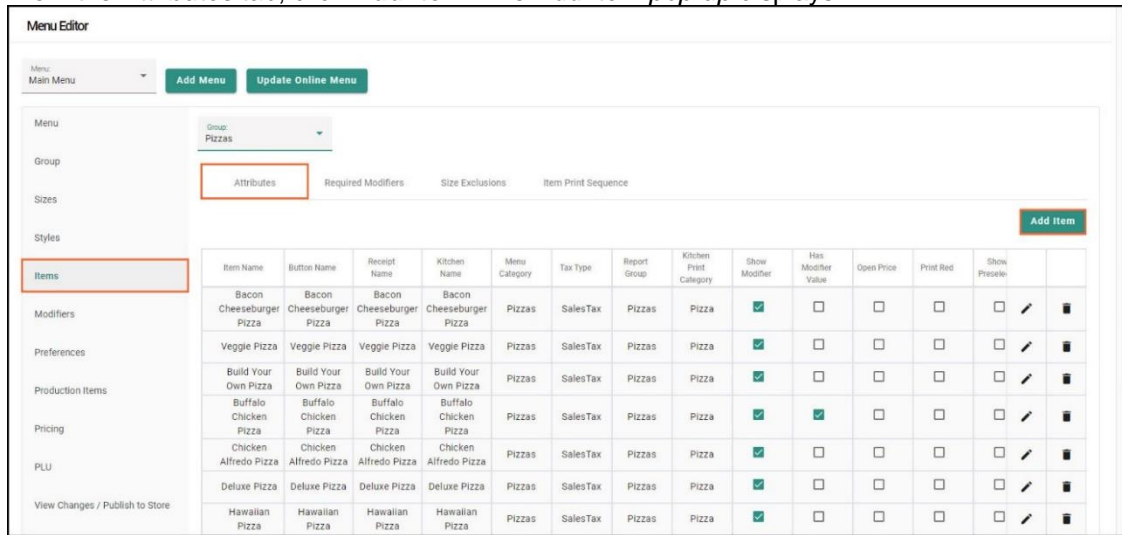
Items: Adding a New Item

Use the **Items** tab in Menu to setup items on a menu.

Follow the steps below to add a new item on the **Items** tab in *Menu*.

Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Items** tab.
4. From the *Items* screen, use the **Groups** drop-down to select the group.
5. Click the **Attributes** tab.
6. From the *Attributes* tab, click **Add Item**. The *Add Item pop-up* displays.



Item Name	Button Name	Receipt Name	Kitchen Name	Menu Category	Tax Type	Report Group	Kitchen Print Category	Show Modifier	Has Modifier Value	Open Price	Print Red	Show Preselect	
Bacon Cheeseburger Pizza	Bacon Cheeseburger Pizza	Bacon Cheeseburger Pizza	Bacon Cheeseburger Pizza	Pizzas	SalesTax	Pizzas	Pizza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veggie Pizza	Veggie Pizza	Veggie Pizza	Veggie Pizza	Pizzas	SalesTax	Pizzas	Pizza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Build Your Own Pizza	Build Your Own Pizza	Build Your Own Pizza	Build Your Own Pizza	Pizzas	SalesTax	Pizzas	Pizza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buffalo Chicken Pizza	Buffalo Chicken Pizza	Buffalo Chicken Pizza	Buffalo Chicken Pizza	Pizzas	SalesTax	Pizzas	Pizza	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chicken Alfredo Pizza	Chicken Alfredo Pizza	Chicken Alfredo Pizza	Chicken Alfredo Pizza	Pizzas	SalesTax	Pizzas	Pizza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deluxe Pizza	Deluxe Pizza	Deluxe Pizza	Deluxe Pizza	Pizzas	SalesTax	Pizzas	Pizza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hawaiian Pizza	Hawaiian Pizza	Hawaiian Pizza	Hawaiian Pizza	Pizzas	SalesTax	Pizzas	Pizza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. From the *Add Item* pop-up, enter the details of your new item, or use the **Available Items** drop-down to select a preexisting item to add. Using the *Available Items drop-down* also populates most fields on the *Add Item pop-up*.

Available Items

Calves Pizza

Item Name

Calves Pizza

Button Name

Calves Pizza

Receipt Name

Calves Pizza

Kitchen Name

Calves Pizza

Menu Category

CalvesMenu

Report Group

Pizzas

Tax Type

SalesTax

Kitchen Print Category

Pizza

Suggestion

Item Description

Online Name

Online Description

☐ Show Modifier
 ☐ Has Modifier Value
 ☐ Open Price
 ☐ Print Red
 ☐ Show Preselects
 ☐ Delivery Reminder
 ☐ Required Modifiers
 ☐ No Discount
 ☐ No Half/Half
 ☐ Kitchen Only
 ☒ Is Available Online

CLOSE

Save & Add Another

Save

8. Click **Save** then finished.

Items: Editing an Item

Follow the steps below to edit an item on the **Items** tab in *Menu*.

Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Items** tab.
4. From the *Items* screen, use the **Groups** drop-down to select the group.
5. Click the **Attributes** tab. The Items grid displays.

Menu Editor

Menu: Main Menu

Add Menu

Update Online Menu

Menu

Group

Sizes

Styles

Items

Modifiers

Preferences

Production Items

Pricing

Group: Pizzas





Attributes


Required Modifiers

Size Exclusions

Item Print Sequence

Add Item

Item Name	Button Name	Receipt Name	Kitchen Name	Menu Category	Tax Type	Report Group	Kitchen Print Category	Show Modifier	Has Modifier Value	Open Price	Print Red	Show Preselect	
Bacon Cheeseburger Pizza	Bacon Cheeseburger Pizza	Bacon Cheeseburger Pizza	Bacon Cheeseburger Pizza	Pizzas	SalesTax	Pizzas	Pizza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Veggie Pizza	Veggie Pizza	Veggie Pizza	Veggie Pizza	Pizzas	SalesTax	Pizzas	Pizza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Build Your Own Pizza	Build Your Own Pizza	Build Your Own Pizza	Build Your Own Pizza	Pizzas	SalesTax	Pizzas	Pizza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Buffalo Chicken Pizza	Buffalo Chicken Pizza	Buffalo Chicken Pizza	Buffalo Chicken Pizza	Pizzas	SalesTax	Pizzas	Pizza	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6. From the Items grid, click the **Edit** icon  next to the item you want to edit. The *Edit Item pop-up* displays.
7. Use the *Edit Item pop-up* to edit details about your item.

×

Item Name

Veggie Pizza

Button Name

Veggie Pizza

Receipt Name

Veggie Pizza

Kitchen Name

Veggie Pizza

Menu Category

Pizzas

Report Group

Pizzas

Tax Type

SalesTax

Kitchen Print Category

Pizza

Suggestion

Item Description

Online Name

Online Description

☒ Show Modifier

☐ Has Modifier Value

☐ Open Price

☐ Print Red

☐ Show Preselects

☐ Delivery Reminder

☐ Required Modifiers

☐ No Discount

☒ No Half/Half

☐ Kitchen Only

☒ Is Available Online

CLOSE

Save

8. Click **Save** then finished.

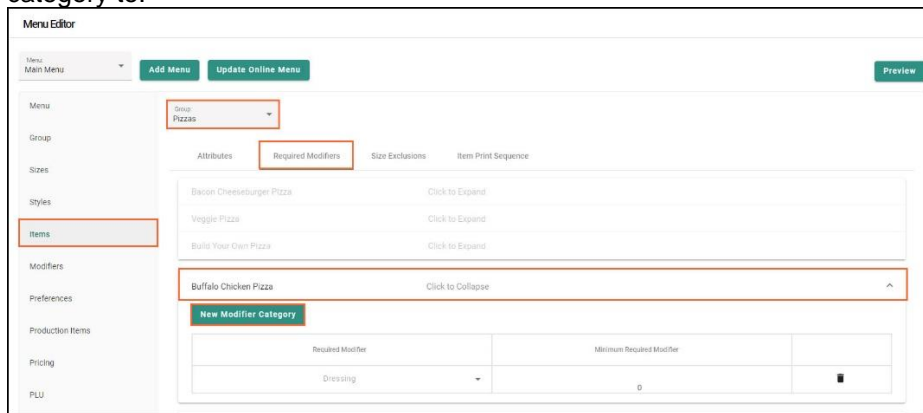
Items: Adding a New Modifier Category for Required Modifiers

Use the **Items** tab in *Menu* to adjust required modifiers, including adding a new modifier category within Items.

Follow the steps below to add a new modifier category on the **Items** tab in *Menu*.

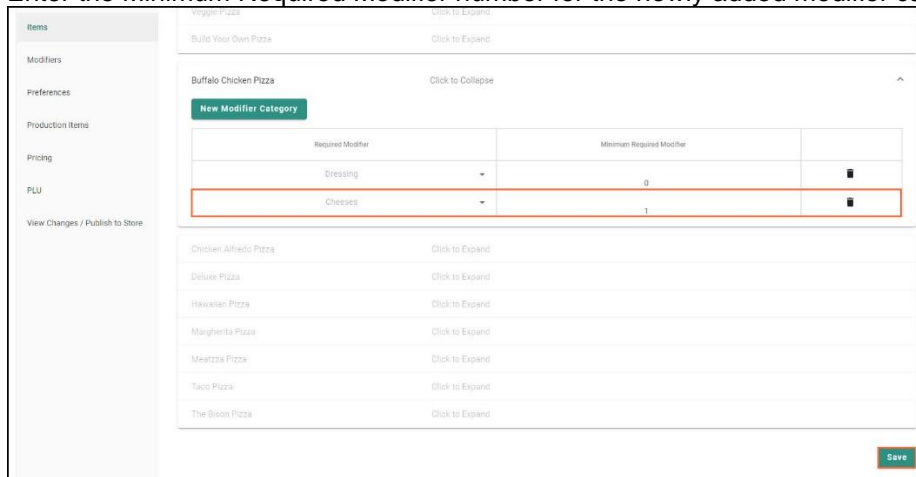
Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store**.
3. Click the **Items** tab.
4. Use the **Groups** drop-down to select the group.
5. From the *Items* screen, click the **Required Modifiers** tab. The *Required Modifiers* grid displays.
6. From the *Required Modifiers* grid, click to select the required modifier you want to add a new modifier category to.



The screenshot shows the 'Menu Editor' interface. On the left is a sidebar with tabs: Menu, Main Menu, Groups, Sizes, Styles, **Items** (selected), Modifiers, Preferences, Production Items, Pricing, and PLU. The main area shows the 'Required Modifiers' tab for a 'Buffalo Chicken Pizza' item. Below the item name, there is a 'New Modifier Category' button. Below this button is a table with columns: 'Required Modifier', 'Minimum Required Modifier', and a trash icon. The first row shows 'Dressing' with a minimum of 0. The second row, which is highlighted with an orange border, shows 'Cheeses' with a minimum of 1.

7. Underneath the selected required modifier, click **New Modifier Category**. A new row displays underneath the selected required modifier.
8. From the *Required Modifier* grid, use the **Select Modifier Category** drop-down to select the name of the new modifier category.
9. Enter the Minimum Required Modifier number for the newly added modifier category.



This screenshot is similar to the previous one but shows the 'Cheeses' modifier category added to the grid. The 'New Modifier Category' button is still visible. The table now has two rows: 'Dressing' with a minimum of 0, and 'Cheeses' with a minimum of 1. The 'Cheeses' row is highlighted with an orange border. At the bottom right of the main area, there is a 'Save' button.

10. Click **Save** then finished.

Note: To delete a Modifier category from this screen, select the category from the Required Modifier grid and click the **Trash can icon** to delete.

Additional Information on Required Modifiers for Items

Items can only be edited if an item has the **Required Modifiers** checkbox selected.

Item Name
Hawaiian Pizza

Button Name
Hawaiian Pizza

Receipt Name
Hawaiian Pizza

Kitchen Name
Hawaiian Pizza

Menu Category
Pizzas

Report Group
Pizzas

Tax Type
SalesTax

Kitchen Print Category
Pizza

Suggestion

Item Description

Online Name

Online Description

☒ Show Modifier
☐ Has Modifier Value
☐ Open Price
☐ Print Red
☐ Show Preselects
☐ Delivery Reminder
☒ **Required Modifiers**
☐ No Discount
☒ No Half/Half
☐ Kitchen Only
☒ Is Available Online

CLOSE

Save

If the Required Modifiers checkbox is not selected for an item, the Required Modifiers screen will display grayed out/disabled.

Attributes	Required Modifiers	Size Exclusions	Item Print Sequence
Cheese			Click to Expand
The Original			Click to Expand
Supreme Pizza			Click to Expand
Chicken Parmesan Pizza			Click to Expand
Hawaiian Pizza			Click to Expand
Mannys Delight			Click to Expand

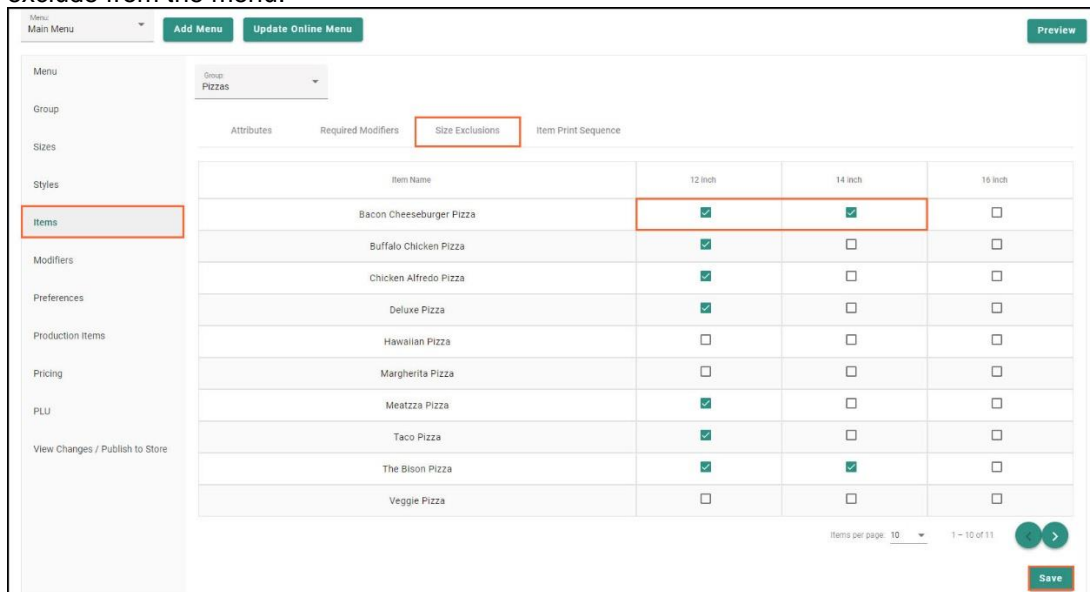
Items: Adjusting Size Exclusions for Items

Use the **Items** tab in Menu to edit setup modifier categories on a menu.

Follow the steps below to add a new size exclusion on the **Items** tab in *Menu*.

Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Items** tab.
4. From the *Items screen*, use the **Groups** drop-down to select the group.
5. Click the **Size Exclusions** tab. The *Size Exclusion grid* displays.
6. From the *Size Exclusion grid*, select the checkboxes next to the item, which indicate the size you want to exclude from the menu.



The screenshot shows the 'Menu Editor' interface for the 'Pizzas' group. The 'Size Exclusions' tab is selected, displaying a grid of items with checkboxes for different sizes. The 'Items' tab is also highlighted in the left sidebar.

Item Name	12 inch	14 inch	16 inch
Bacon Cheeseburger Pizza	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Buffalo Chicken Pizza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chicken Alfredo Pizza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deluxe Pizza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hawaiian Pizza	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Margherita Pizza	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meatzaa Pizza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taco Pizza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Bison Pizza	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Veggie Pizza	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Items per page: 10 | 1 - 10 of 11

Save

7. Click **Save** then finished.

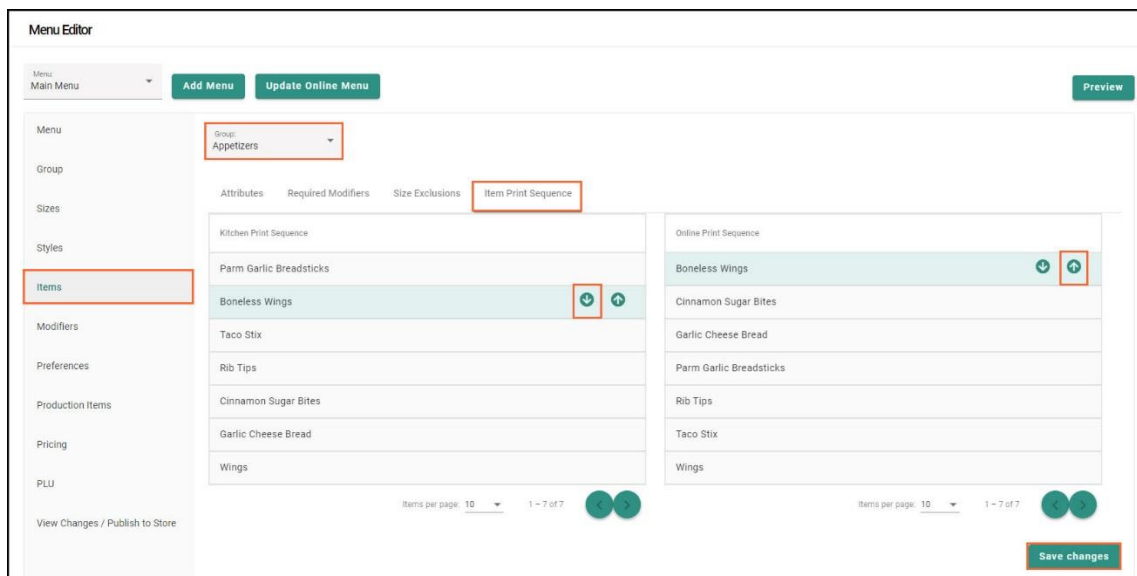
Items: Adjusting Item Print Sequence

Use the **Item** tab in Menu to add or edit groups on a menu.

Follow the steps below to edit the Item Print Sequence for a menu.

Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Items** tab. The Items screen displays.
4. From the *Items* screen, select the group from the **Group** drop-down.
5. Click the **Item Print Sequence** tab.
6. From either the **Kitchen Print Sequence** grid, or **Online Print Sequence** grid, select an item and click the upward or downward arrows to adjust the order in which items will print.



The screenshot shows the 'Menu Editor' interface. On the left is a sidebar with tabs: Menu, Group, Sizes, Styles, **Items** (highlighted), Modifiers, Preferences, Production Items, Pricing, and PLU. At the top of the main area, there's a 'Menu' dropdown set to 'Main Menu', and buttons for 'Add Menu' and 'Update Online Menu'. A 'Preview' button is in the top right. Below the sidebar, the 'Group' dropdown is set to 'Appetizers'. The 'Item Print Sequence' tab is selected, showing two grids: 'Kitchen Print Sequence' and 'Online Print Sequence'. The 'Online Print Sequence' grid has 'Boneless Wings' selected, with up and down arrows next to it. At the bottom, there are pagination controls for both grids, showing 'Items per page: 10' and '1 - 7 of 7'. A 'Save changes' button is at the bottom right.

7. Click **Save changes** when finished.

Using the Modifiers Tab

Use the **Modifiers** screen to add or edit items to customize menu orders, for example adding extra ingredients, side orders or substitutions. The Modifiers screen also includes four tabs:

- Attributes
- Kitchen Print Sequence
- Excluded & Preselected
- Size Exclusions

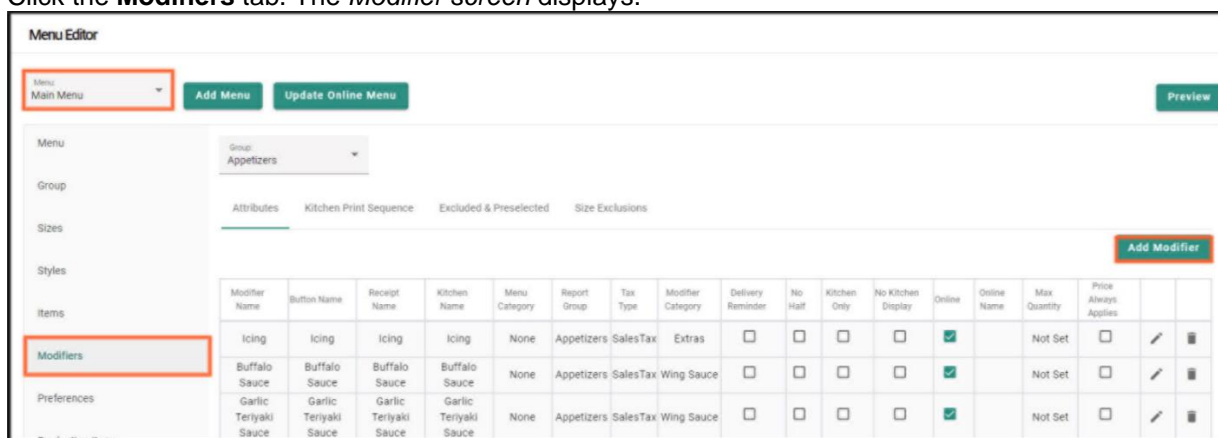
Modifiers: Adding a Modifier in Menu Editor

Use the **Modifiers** tab in *Menu* to setup menu modifiers.

Follow the steps below to edit settings on the **Modifiers** tab in *Menu*.

Steps

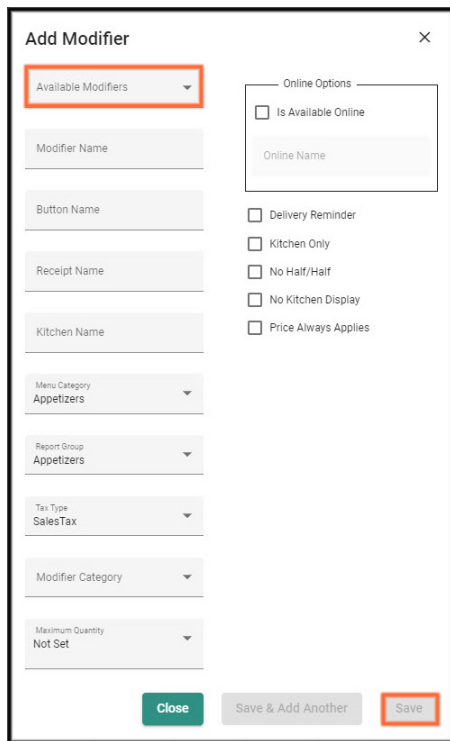
1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Modifiers** tab. The *Modifier* screen displays.



The screenshot shows the 'Menu Editor' interface. On the left, a sidebar contains a list of menu items: 'Main Menu', 'Appetizers', 'Beverages', 'Desserts', 'Entrees', 'Salads', 'Sides', 'Snacks', and 'Soups'. The 'Main Menu' item is selected. The main area displays the 'Modifiers' tab for the 'Main Menu'. It includes a table with columns for Modifier Name, Button Name, Receipt Name, Kitchen Name, Menu Category, Report Group, Tax Type, Modifier Category, Delivery Reminder, No Half, Kitchen Only, No Kitchen Display, Online, Online Name, Max Quantity, Price Always Applies, and a column for actions (edit and delete icons). The table lists four modifiers: 'Icing', 'Buffalo Sauce', 'Garlic Teriyaki Sauce', and 'Teriyaki Sauce'. Each modifier has a corresponding button name, receipt name, kitchen name, menu category, report group, tax type, modifier category, delivery reminder, no half, kitchen only, no kitchen display, online, online name, max quantity, and price always applies. The 'Add Modifier' button is located in the top right corner of the table.

Modifier Name	Button Name	Receipt Name	Kitchen Name	Menu Category	Report Group	Tax Type	Modifier Category	Delivery Reminder	No Half	Kitchen Only	No Kitchen Display	Online	Online Name	Max Quantity	Price Always Applies		
Icing	Icing	Icing	Icing	None	Appetizers	SalesTax	Extras	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Not Set	<input type="checkbox"/>		
Buffalo Sauce	Buffalo Sauce	Buffalo Sauce	Buffalo Sauce	None	Appetizers	SalesTax	Wing Sauce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Not Set	<input type="checkbox"/>		
Garlic Teriyaki Sauce	Garlic Teriyaki Sauce	Garlic Teriyaki Sauce	Garlic Teriyaki Sauce	None	Appetizers	SalesTax	Wing Sauce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Not Set	<input type="checkbox"/>		
Teriyaki Sauce	Teriyaki Sauce	Teriyaki Sauce	Teriyaki Sauce	None	Appetizers	SalesTax	Wing Sauce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Not Set	<input type="checkbox"/>		

4. From the *Modifiers* screen, click **Add Modifier**. The *Add Modifier pop-up* displays.



5. From the *Add Modifier pop-up*, use the **Available Modifier** drop-down to select a Modifier. The drop-down selections below Available Modifiers (from **Modifier Name** through **Kitchen Name**) populate by default but *can* be edited.
6. Use the **Menu Category** drop-down to select a Menu Category. The **Report Group** drop-down will remain the same unless manually changed.

Note: If modifiers are set up on the Groups tab in Menu Editor, all values default but can be changed.

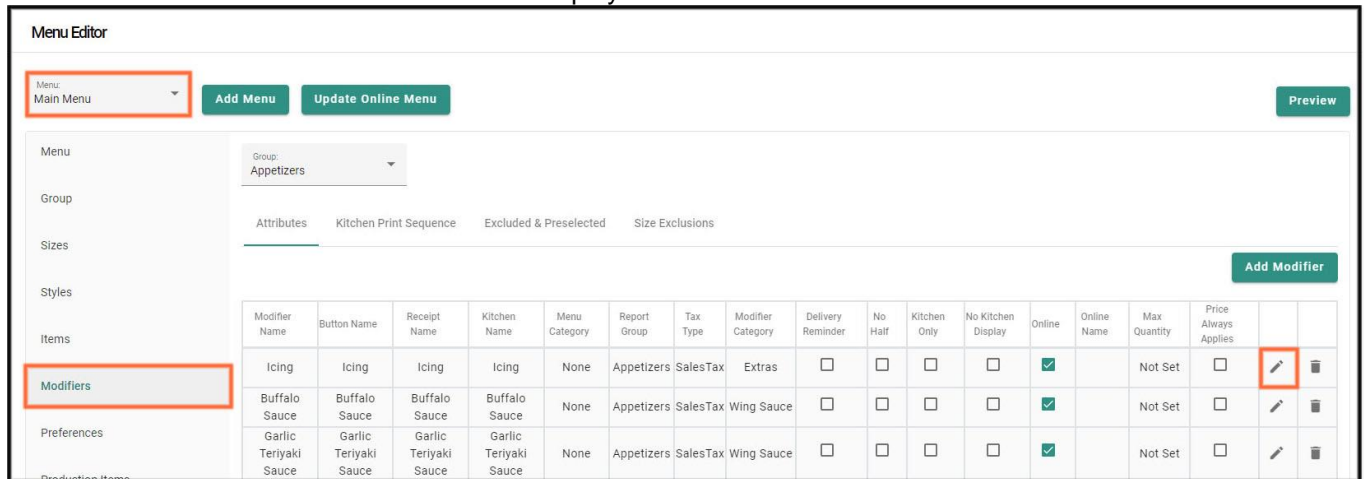
7. Use the **Tax Type** drop-down to select a Tax Type.
 8. Use the **Modifier Category** drop-down to select a Modifier Category.
 9. Use the **Maximum Quantity** drop-down to select a Maximum Quantity.
 10. On the right side of the *Add Modifier pop-up*, check the **Is Available Online** box in the *Online Options* section to make the modifications available online.
 11. If the **Is Available Online** box is checked, then the option to edit or change the **Online Name** will be made available.
 12. Beneath the *Online Options* section, use the boxes labeled **Delivery Reminder**, **Kitchen Only**, **No Half/Half**, **No Kitchen Display**, and **Price Always Applies** to allow each criterion to apply to the modifier that is being added.
- Click **Save** at the bottom right of the *Add Modifier pop-up* when finished. The new modifier displays on the *Modifier screen*.







Modifiers: Editing a Modifier

Follow the steps below to edit Modifiers on the **Modifier** tab in *Menu Editor*.

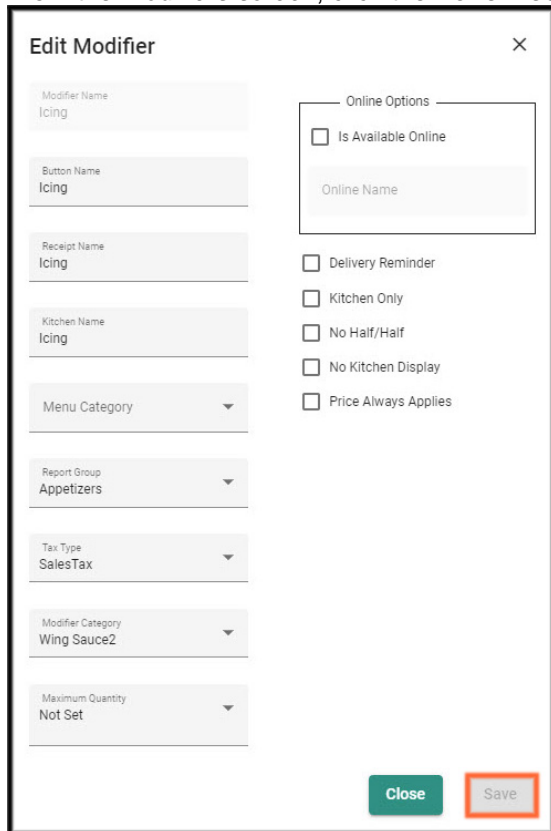
Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Modifiers** tab. The *Modifier* screen displays.



Modifier Name	Button Name	Receipt Name	Kitchen Name	Menu Category	Report Group	Tax Type	Modifier Category	Delivery Reminder	No Half	Kitchen Only	No Kitchen Display	Online	Online Name	Max Quantity	Price Always Applies		
Icing	Icing	Icing	Icing	None	Appetizers	SalesTax	Extras	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Not Set	<input type="checkbox"/>		
Buffalo Sauce	Buffalo Sauce	Buffalo Sauce	Buffalo Sauce	None	Appetizers	SalesTax	Wing Sauce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Not Set	<input type="checkbox"/>		
Garlic Teriyaki Sauce	Garlic Teriyaki Sauce	Garlic Teriyaki Sauce	Garlic Teriyaki Sauce	None	Appetizers	SalesTax	Wing Sauce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Not Set	<input type="checkbox"/>		

4. From the *Modifiers* screen, click the **Pencil Icon**. The *Edit Modifier* pop-up displays.



Modifier Name

Icing

Button Name

Icing

Receipt Name

Icing

Kitchen Name

Icing

Menu Category

Report Group

Appetizers

Tax Type

SalesTax

Modifier Category

Wing Sauce2

Maximum Quantity

Not Set

Online Options

☐ Is Available Online

Online Name

☐ Delivery Reminder

☐ Kitchen Only

☐ No Half/Half

☐ No Kitchen Display

☐ Price Always Applies

Close

Save

5. Once edits are made, the click the **Save** button.

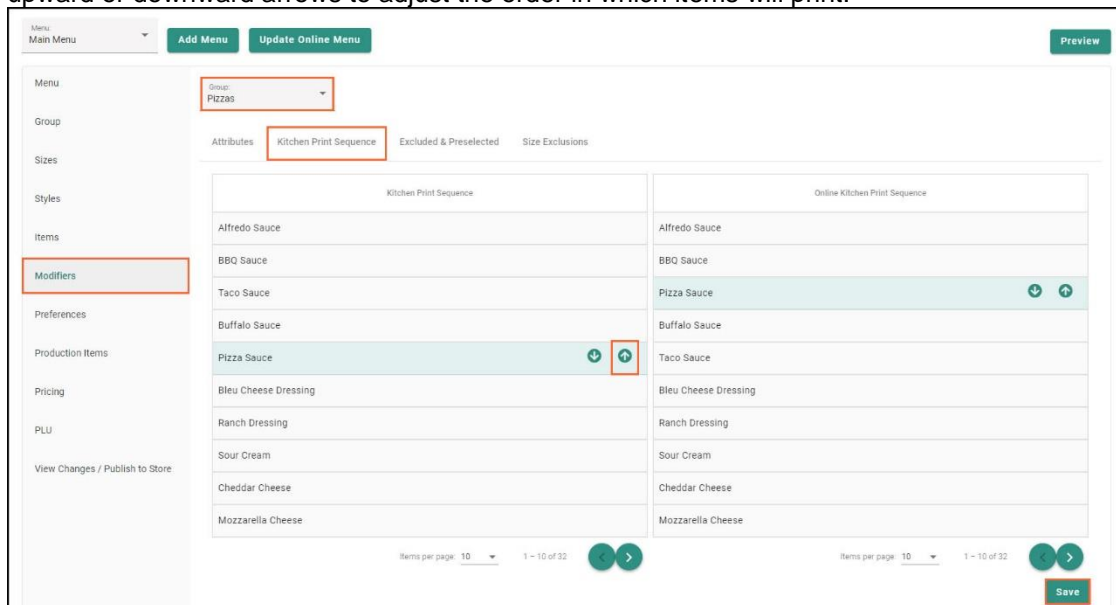
Modifiers: Adjusting Modifier Kitchen Print Sequence

Use the **Modifier** tab in Menu to add or edit modifiers on a menu.

Follow the steps below to adjust the Modifier Print Sequence for a menu.

Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Modifiers** tab. The Modifiers screen displays.
4. From the *Modifiers* screen, select the group from the **Group** drop-down.
5. Click the **Item Print Sequence** tab.
6. From either the **Kitchen Print Sequence** grid, or **Online Print Sequence** grid, select an item and click the upward or downward arrows to adjust the order in which items will print.



7. Click **Save** when finished.

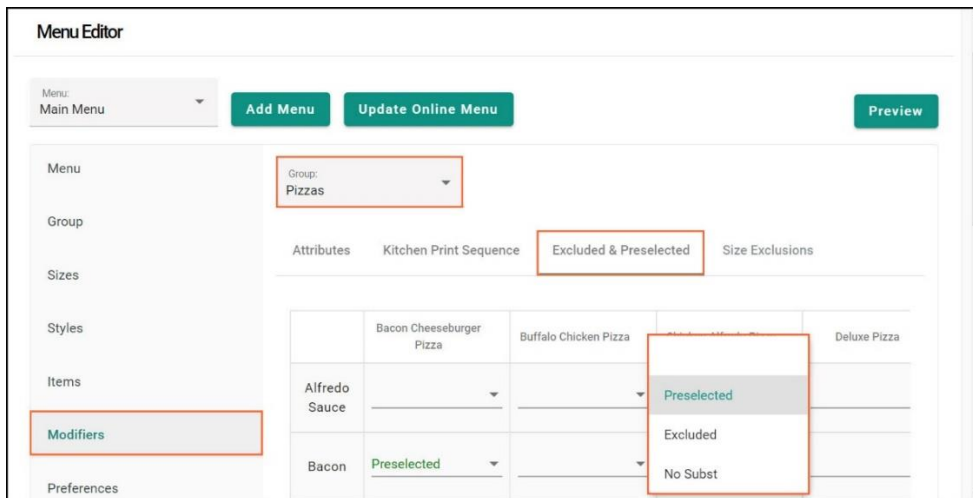
Modifiers: Adjusting Excluded and Preselected Modifiers

Use the **Modifiers** tab in Menu to setup modifier categories on a menu.

Follow the steps below to add a new modifier category on the **Modifiers** tab in *Menu*.

Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Modifiers** tab.
4. From the *Modifiers* screen, use the **Group** drop-down to select the menu group.
5. Click the **Excluded and Preselected** tab.
6. From the *Excluded & Preselected Modifier* grid, use the drop-down arrows to make your selections (Preselected, Excluded, No Subst) or leave blank.



7. Click **Save** then finished.

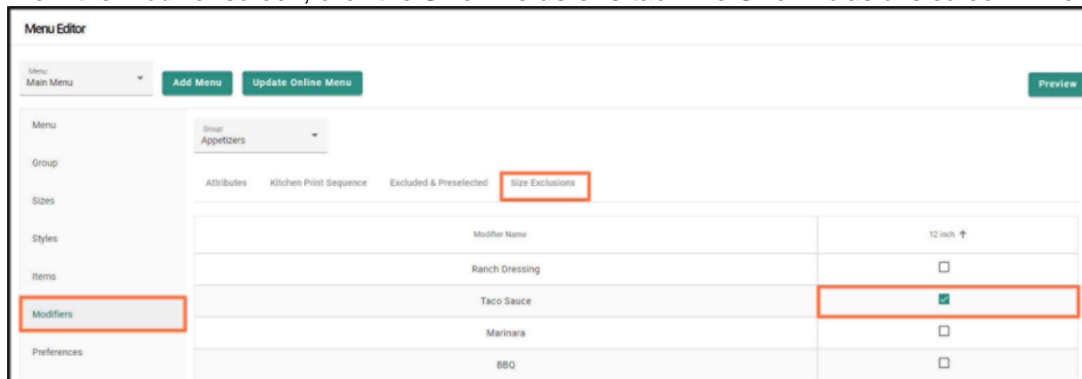
Modifiers: Adjusting Size Exclusions for Modifiers

Use the **Modifiers** tab in *Menu* to setup modifiers on a menu.

Follow the steps below to add a new modifier category on the **Modifiers** tab in *Menu*.

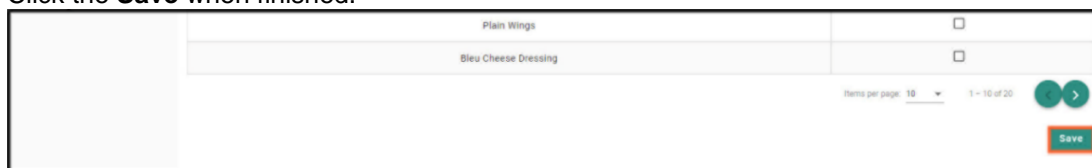
Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at the *Menu Editor Screen*.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Modifiers** tab.
4. From the *Modifier screen*, click the **Size Exclusions** tab. The *Size Exclusions* screen will display.



Modifier Name	12 inch
Ranch Dressing	<input type="checkbox"/>
Taco Sauce	<input checked="" type="checkbox"/>
Marinara	<input type="checkbox"/>
BBQ	<input type="checkbox"/>

5. From the *Size Exclusion* tab, select the checkbox next to the Modifier that needs to be adjusted. Once selected, the **Save** button becomes enabled (green).
6. Click the **Save** when finished.



Modifier Name	12 inch
Plain Wings	<input type="checkbox"/>
Bleu Cheese Dressing	<input type="checkbox"/>

Items per page: 10 1 - 10 of 20

Save

Using the Preferences Tab

Use the **Preferences** screen to add or edit preferences for menu orders, such as the name, button name (as it will appear on the screen or receipt for example) and a brief description of the item.

The Preferences screen also includes three tabs:

- Preference Attribute
- Member Preference
- Assign Preference

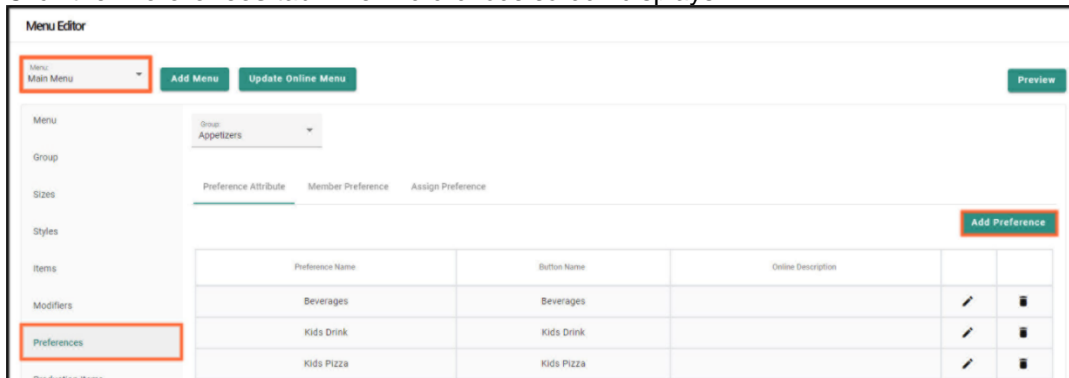
Preferences: Adding a Preference Attribute

Use the **Preferences** tab in *Menu Editor* to add a preference to menu options.

Follow the steps below to add a Preference on the **Preferences Tab** in *Menu Editor*.

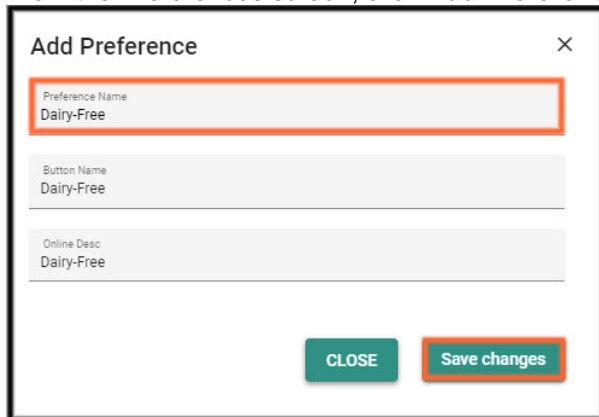
Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Preferences** tab. The *Preferences* screen displays.



Preference Name	Button Name	Online Description		
Beverages	Beverages			
Kids Drink	Kids Drink			
Kids Pizza	Kids Pizza			

4. From the *Preferences* screen, click **Add Preference**. The *Add Preference pop-up* displays.



Add Preference [X]

Preference Name
Dairy-Free

Button Name
Dairy-Free

Online Desc
Dairy-Free

CLOSE Save changes

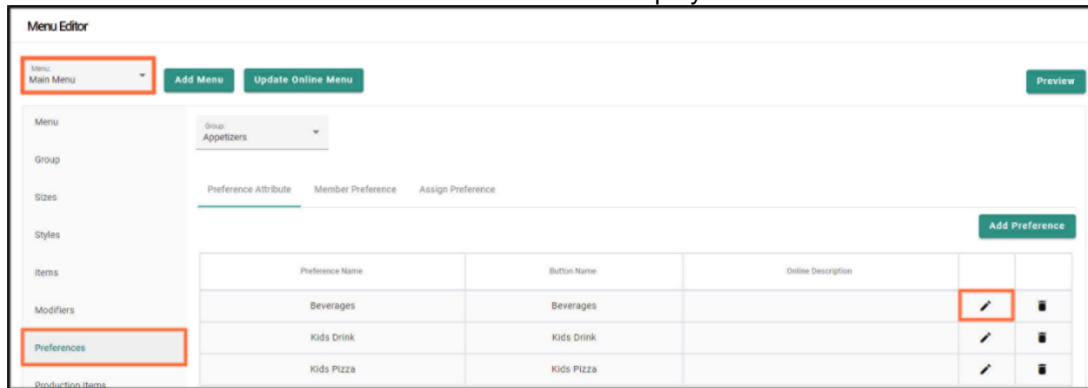
5. From the *Add Preference pop-up*, use the **Preference Name** type box to add a preference. The fields **Button Name** and **Online Desc** will populate automatically with the answer for **Preference Name** but *can* be edited.
6. Click **Save** at the bottom right of the *Add Preferences pop-up* when finished. The new preference displays on the *Preferences* screen.







Preferences: Editing a Preference

Follow the steps below to add a Preference on the **Preferences Tab** in *Menu Editor*.

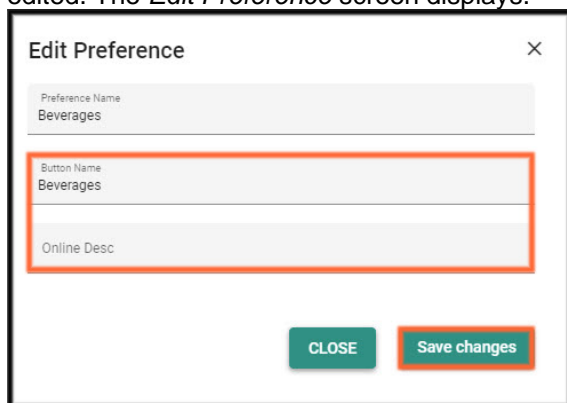
Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Preferences** tab. The *Preferences* screen displays.



Preference Name	Button Name	Online Description		
Beverages	Beverages			
Kids Drink	Kids Drink			
Kids PIZZA	Kids PIZZA			

4. From the *Preferences Screen* click on the **Pencil Icon** to the right of the Preference Name that needs to be edited. The *Edit Preference* screen displays.



×

Edit Preference

Preference Name

Beverages

Button Name

Beverages

Online Desc

CLOSE

Save changes

5. From the *Edit Preference pop-up*, the field marked **Preference Name** will not be available for editing. The fields marked **Button Name** and **Online Desc** can be edited by clicking and typing.
6. Click **Save** at the bottom right of the *Edit Preference pop-up* when finished. The newly altered preference displays on the *Preferences* screen.

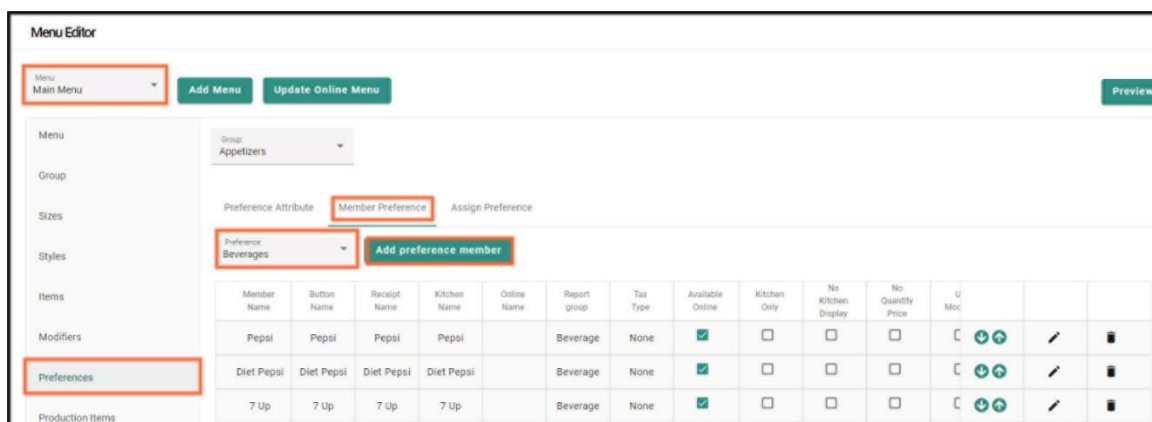
Preferences: Adding a Member Preference

Use the **Preferences** tab in *Menu Editor* to add a member preference to menu options.

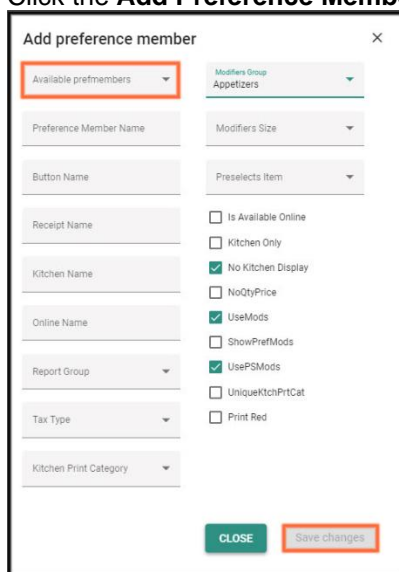
Follow the steps below to add a member preference to a menu item on *Menu Editor*.

Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Preferences > Member Preference** tab to arrive at the *Member Preference* screen.



4. From the *Member Preference* screen, select a preference from the **Preference** drop-down box. Once a preference is selected, the **Add Preference Member** button appears.
5. Click the **Add Preference Member** button and the *Add Preference Member pop-up* displays.



6. From the *Add Preference Member pop-up*, use the **Available Prefmembers** drop-down to select which preference member you would like to add. Completing this action automatically fills in fields labeled **Preference Member Name**, **Button Name**, **Receipt Name**, and **Kitchen Name**.
7. Complete the remaining prompt boxes on the left side of the *Add Preference Member pop-up*.
8. The fields labeled **Modifiers Group**, **Modifiers Size**, along with the **Preselects Item** drop-down on the right side of the *Add Preference Member pop-up* become available only after the boxes labeled **UseMods** and **UsePSMods** are checked.
9. Click **Save** at the bottom right of the *Add Preference Member pop-up* when finished. The new preference displays on the *Member Preference* screen.

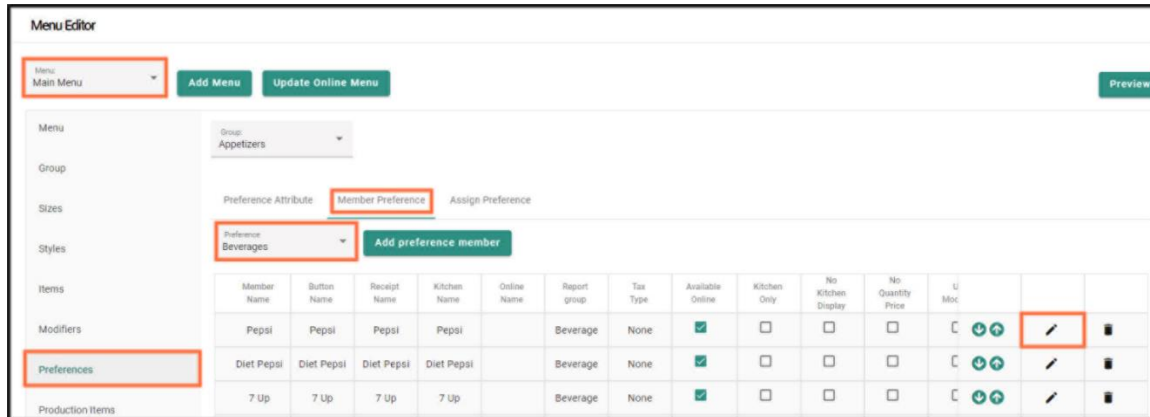
Preferences: Editing a Member Preference

Use the **Preferences** tab in *Menu Editor* to add a member preference to menu options.

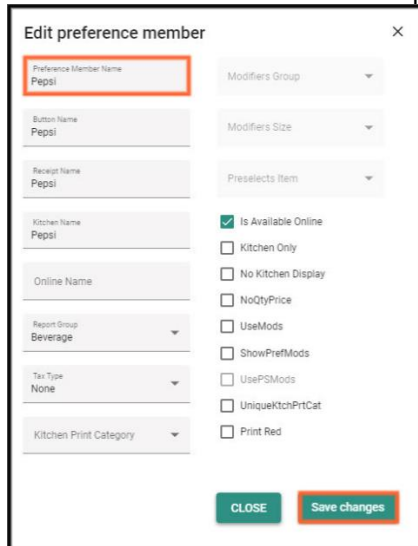
Follow the steps below to add a member preference to a menu item on *Menu Editor*.

Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Preferences > Member Preference** tab to arrive at the *Member Preference* screen.



4. From the *Member Preference* screen, select a preference from the **Preference** drop-down box. Once a preference is selected, the **Pencil Icon** button appears.
5. Click on the **Pencil Icon** button to prompt the *Edit Preference Member* pop-up.



6. From the *Edit Preference Member* pop-up, make the necessary edits by clicking on the fields and typing.
7. Click **Save** at the bottom right of the *Edit Preference Member* pop-up when finished. The new edits display on the *Member Preference* screen.

Preferences: Assigning Preferences

Use the **Preferences** tab in *Menu Editor* to adjust the print sequence of menu preferences when there is more than one item in a Preferences list.

↑	
Apple Juice	☰ +
Bottle Water	☰ +
Cranberry Juice	☰ +





















For example, for *Build Your Own*, the Preferences set up below would prompt the customer to respond to Sauce, then Extra Sauce, followed by Cheese.

Group: Pizza

Preference Attribute

Member Preference

Assign Preference

	Preference 1	Preference 2	Preference 3	Preference 4	
Beyond Buffalo Chicken					 
Buffalo Chicken	PizzaSauce 	ExtraSauce 	Sauces 	Cheese Opt 	 
Build Your Own	PizzaSauce 	ExtraSauce 	Cheese Opt 		 
Butcher Shop	PizzaSauce 	ExtraSauce 	Cheese Opt 		 
Cheese Pizza					 

Preferences: Adding a Preference

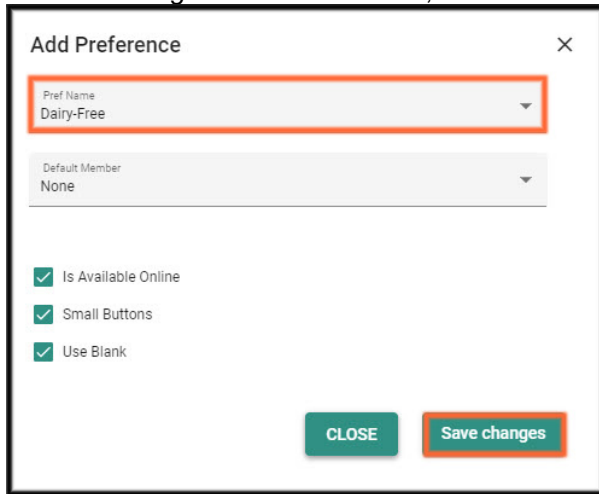
You can also add preferences on a menu from the *Assign Preferences* screen. Follow the steps below to add a preference to a menu item on *Menu Editor*.

Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Preferences > Assign Preference** tab to arrive at the *Assign Preference* screen.

The screenshot shows the 'Menu Editor' interface. On the left, a sidebar contains a list of menu categories: Menu, Group, Sizes, Styles, Items, Modifiers, Preferences (highlighted with a red box), and Production Items. At the top, there are buttons for 'Add Menu' and 'Update Online Menu', and a 'Preview' button on the right. The main area displays a table of menu items. The table has three columns: 'Preference Attribute', 'Member Preference', and 'Assign Preference' (highlighted with a red box). The 'Items' list includes 'Boneless Wings', 'Cinnamon Sugar Bites', 'Garlic Cheese Bread', and 'Parm Garlic Breadsticks'. Each item has a plus icon in the 'Assign Preference' column, which is also highlighted with a red box.

4. From the *Assign Preference* screen, click **Add Plus** symbol. The *Add Preference pop-up* displays.



The image shows a pop-up window titled "Add Preference" with a close button (X) in the top right corner. Inside the pop-up, there are two dropdown menus: "Pref Name" with "Dairy-Free" selected, and "Default Member" with "None" selected. Below these are three checked checkboxes: "Is Available Online", "Small Buttons", and "Use Blank". At the bottom right, there are two buttons: "CLOSE" and "Save changes". The "Save changes" button is highlighted with a red border.

5. From the *Add Preference pop-up*, use the **Preference Name** drop-down box to select which preference you would like to add to the menu item you have selected. a preference.
6. Complete the remaining prompt boxes.
7. Click **Save** at the bottom right of the *Add Preference pop-up* when finished. The new preference displays in the center column on the *Assign Preference* screen.

Using the Production Items Tab

Use the **Production Items** screen to add a production item and assign a color to this item.

Production Items are categories displayed at the top of the Kitchen Item Display that shows how many of a particular item is need for preparation to fulfill all pending orders.

Additional Information on Production Items

A menu item or preference can have a defined Production Item with a count.

Example: The Production Item Tenders is linked to Chicken Tenders Appetizer, Kids Chicken Tenders and Chicken Tender Salad. The appetizers require 4 tenders, the kid's meal requires 2 tenders, and the salad requires 3 tenders. See Production Items for Kitchen Display section.

Production Items are custom defined groups that are linked to specific menu items.

For example, Breaded Chicken Tenders is the Production Item linked to the menu items 4 Chicken Tenders, 6 Chicken Tenders, Kids Chicken Tenders, and Chicken Tender Salad. Each item requires a different number of tenders to be prepared. Production Items will display at the top of the Kitchen Item Display.

A maximum of 6 Production Items can be displayed per Kitchen Item Display. When the preparation of an item is complete and bumped from the kitchen display the Production Item count is reduced for that item. Production Items are populated regardless of whether the item appears on the kitchen display at that time. This feature provides the kitchen with the current count of how many production items are required to fulfill all orders pending preparation.

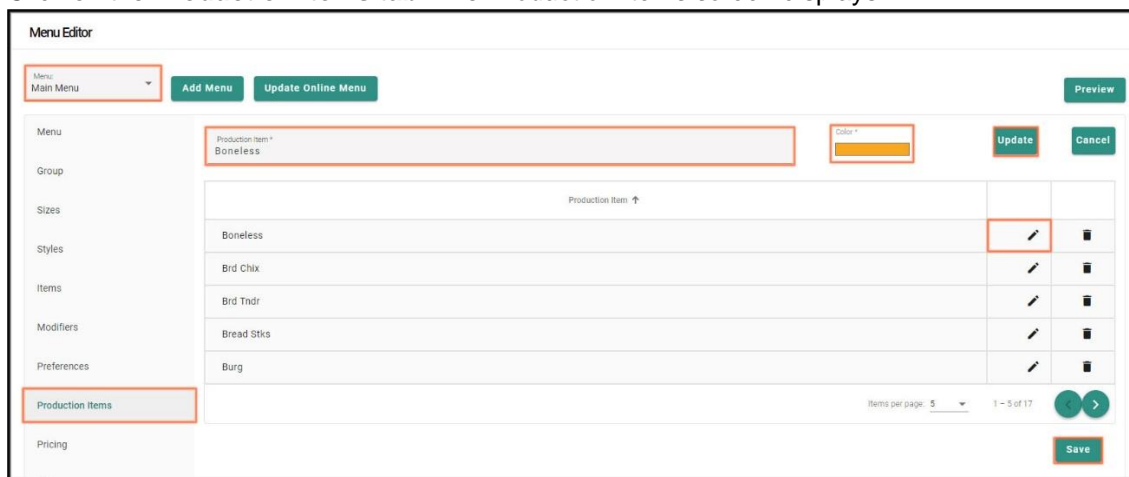
Production Items: Adding and Editing Production Items

Use the **Production Items** tab in *Menu Editor* to add or edit production items, including adjusting color options for those production items.

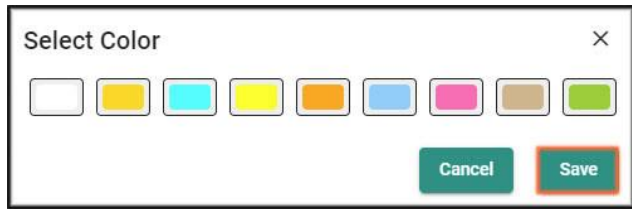
Follow the steps below to add and adjust the color of a new production item in *Menu Editor*.

Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
2. Select the store you would like to edit from *Stores* drop-down.
3. Click on the **Production Items** tab. The *Production Items* screen displays.



4. From the *Production Items* Screen, click on the field labeled *Production Item* to type in a new production item.
5. Click on the *Color* box to select a color that you would like to code this Production Item. A *Color Options* pop-up displays.



6. From the Pop-Up, you can choose a color and click **Save**.
7. When you are ready to add the item to the Production Item List in the center of the screen, click on the **Update** button back on the *Production Items Screen*.
8. If you would like to adjust an already added Production Item, click on the **Pencil Icon** to the right of the item that you would like to edit. This populates the *Production Item* field with the name of the item that you would like to adjust.
9. Make the necessary adjustments and click **Update** and then **Save**.

Using the Pricing Tab

Use the **Pricing** screen to manage menu pricing by specific category, not limited to menu, time, size, and item pricing. The Pricing screen includes the following Tabs:

- Menu Pricing
- Group Pricing
- Time Pricing
- Size Pricing
- Style Pricing
- Item Pricing
- Item Time Pricing
- Modifier Pricing
- Preferences Pricing

Please Note: The Pricing module in Restaurant Management will release additional features in the near future.

Pricing: Menu Pricing

Pricing: Adjusting Menu Pricing

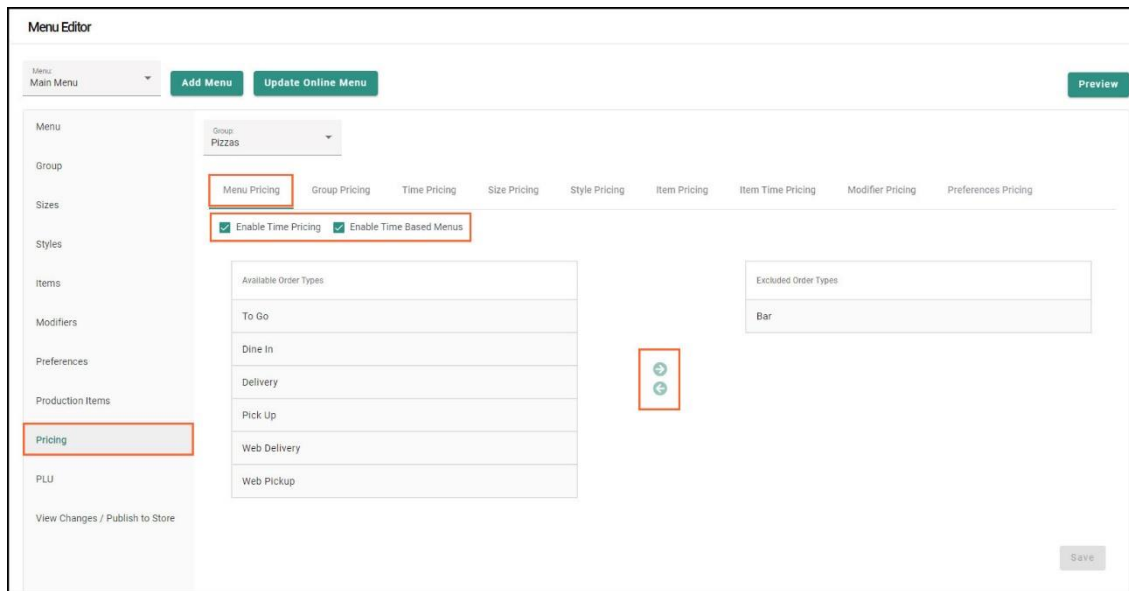
Use the **Pricing** tab in Menu to add or adjust pricing for store menus. The **Menu Pricing** tab within *Pricing* gives you the ability to:

- Enable Time Based Pricing
- Enable Time Based Menus
- Select/Edit Available Order Types
- Select/Edit Excluded Order Types

Follow the steps below to edit settings on the **Pricing** tab > **Menu Pricing** in *Menu*.

Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store**.
3. Click the **Pricing** tab. The *Pricing* screen displays.
4. From the *Pricing* screen, use the **Group** drop-down to select the group.
5. Click the **Menu Pricing** tab to display the *Menu Pricing* screen.
6. From the *Menu Pricing* screen, select the **Enable Time Based Menus** checkbox to enable a time-based menu for a store.
7. Click the **Menu Pricing** tab and select the **Enable Time Pricing** checkbox. Selections under the *Available Order Types* grid become enabled.



8. To **exclude an order type**, click to select an order type underneath the *Available Order Types grid*. With the order type selected, click the **right pointing arrow** to move the order type to the **Excluded Order Types** grid.
9. To **add an available order type**, click to select the order type from the *Excluded Order Types grid*. With the order type selected, click the **left pointing arrow** to move the order type to the **Available Order Types** grid.
10. Click **Save** when finished.

Pricing: Assigning Group Pricing

Use the **Pricing** tab in Menu Editor to add or adjust group pricing for store menus. Use the **Group Pricing** tab to assign specialty pricing for menu item groups, including:

- Enable Second Item Pricing
- Price By Weight
- Price By Duration
- Use Tiered Pricing
- Set ½ Modifier Price
- Use Order Type Pricing
- Enable Time Pricing
- Standard Modifier Pricing
- Rollup Item Price

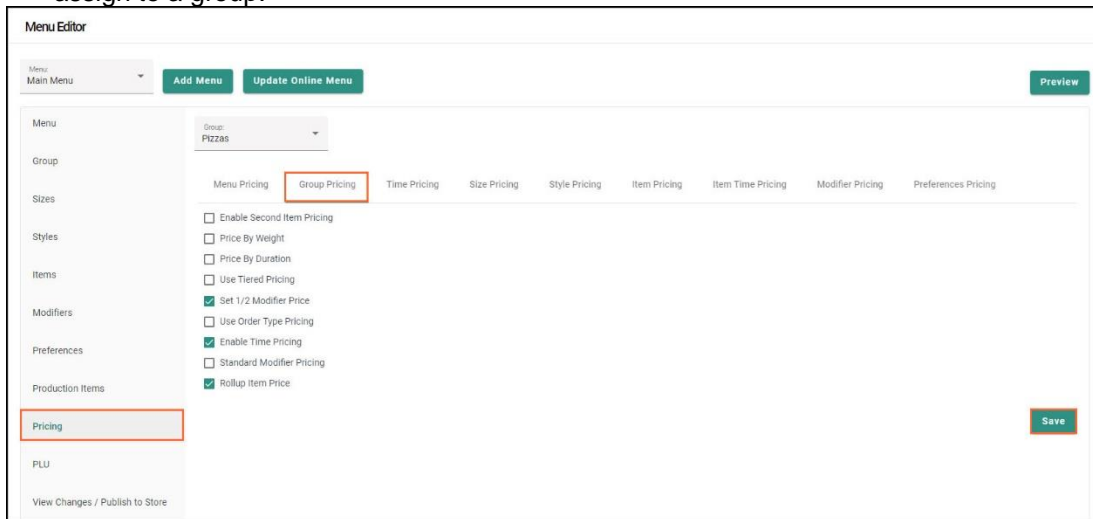
For more information about the checkboxes on the *Group Pricing screen*, refer to [Group Pricing: Field Definitions](#).

Follow the steps below to adjust specialty pricing on a store menu.

Steps

1. From *Restaurant Management*, click **Manage > Menu > Menu Editor**.
2. From *Menu Editor*, select the **Store**.
3. Click the **Pricing** tab. The *Pricing screen* displays.
4. From the *Pricing screen*, use the **Group** drop-down to select the group.
5. Click the **Group Pricing** tab to display the *Group Pricing screen*.

- From the *Group Pricing* screen, select the checkbox that best describes the specialty pricing you want to assign to a group.



- Click **Save** when finished.

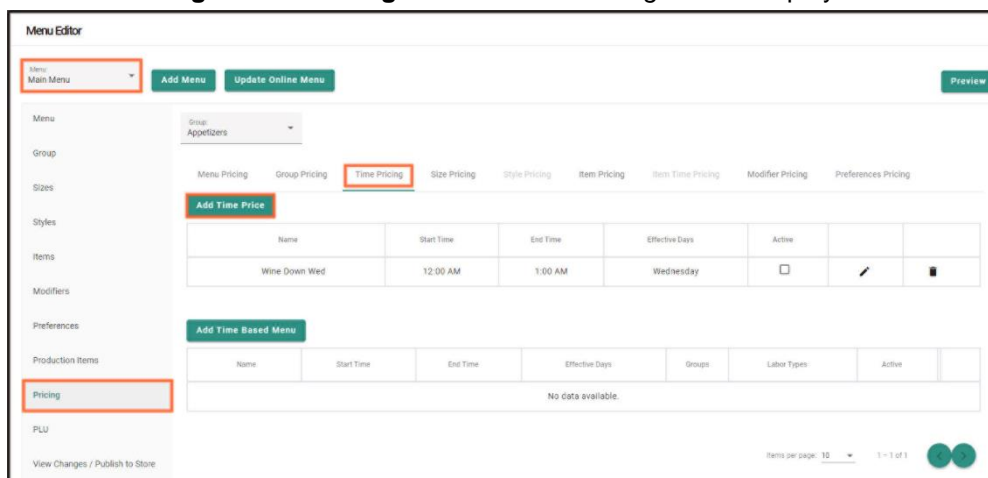
Pricing: Adding Time Pricing

Use the **Pricing** tab in *Menu Editor* to add Time Pricing to a menu.

Follow the steps below to add Time Pricing to a menu item in *Menu Editor*.

Steps

- From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
- From *Menu Editor*, select the **Store**.
- Click the **Pricing > Time Pricing** tab. The *Time Pricing* screen displays.



- From the *Time Pricing* screen, click on the button labeled **Add Time Price** to prompt the *Add Time Price pop-Up Screen*.
- Click on the field labeled *Time Price Name* to add a name for the time price item.
- Use the *Start Time* and *End Time* drop-downs to decide the time for which the price will be effective.
- Check the boxes under *Effective Days* and enter which days the price will be effective.
- Click **Save** at the bottom right of the *Add Time Price pop-up* when finished.

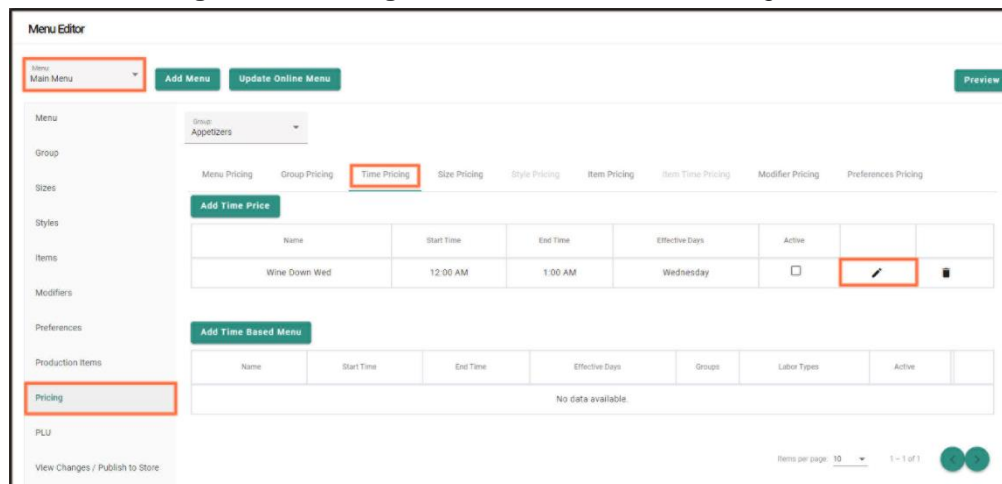
Pricing: Editing Time Pricing

Use the **Pricing** tab in *Menu Editor* to edit Time Pricing.


Follow the steps below to edit Time Pricing on *Menu Editor*.

Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
2. From *Menu Editor*, select the **Store** and the **Menu Name** to edit.
3. Click the **Pricing > Time Pricing** tab to arrive at the *Time Pricing* screen.



The screenshot shows the 'Menu Editor' interface. On the left is a sidebar with a 'Pricing' tab highlighted. The main content area has a 'Time Pricing' tab selected. Below the tabs is a table with the following data:

Name	Start Time	End Time	Effective Days	Active	
Wine Down Wed	12:00 AM	1:00 AM	Wednesday	<input type="checkbox"/>	

4. From the *Time Pricing* screen, click on the **Pencil Icon** on the far right of the item row.
5. The *Edit Time Price pop-up* displays
6. Make the necessary changes, click the **Save** box at the bottom right of the *Edit Time Price pop-up*.

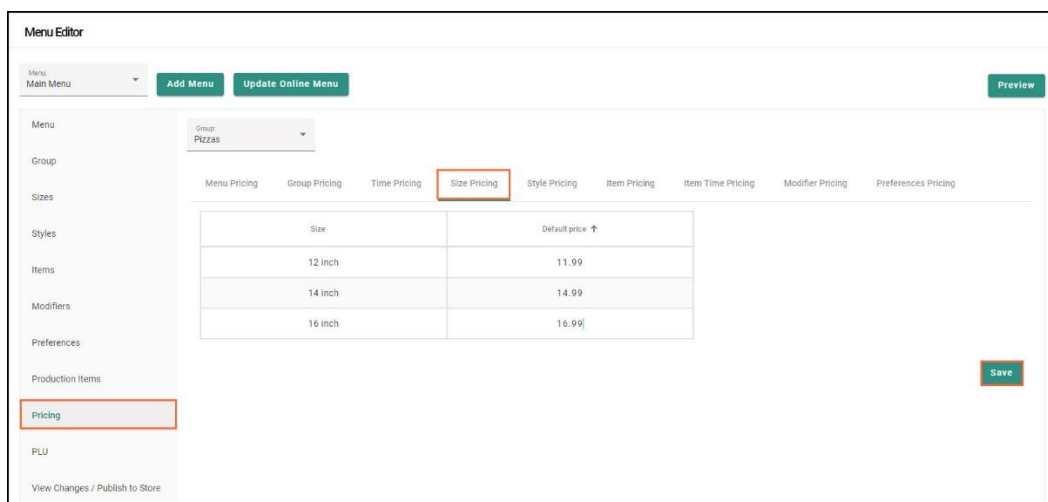
Pricing: Adding or Editing Size Pricing in Menu

Use the **Pricing** tab in *Menu Editor* to add or edit Size Pricing to menu options.

Follow the steps below to add or edit Size Pricing to menu items on *Menu Editor*.

Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
2. From *Menu Editor*, select the **Store**.
3. Click the **Pricing > Size Pricing**. The *Size Pricing* screen displays.



Menu Editor

Menu: Main Menu

Buttons: Add Menu, Update Online Menu, Preview

Group: Pizzas

Tabs: Menu Pricing, Group Pricing, Time Pricing, **Size Pricing**, Style Pricing, Item Pricing, Item Time Pricing, Modifier Pricing, Preferences Pricing

Size	Default price ↑
12 inch	11.99
14 inch	14.99
16 inch	16.99

Buttons: Save

Left Sidebar: Menu, Group, Sizes, Styles, Items, Modifiers, Preferences, Production Items, **Pricing**, PLU, View Changes / Publish to Store

4. From the *Size Pricing* screen, click on the field under the column labeled *Default Price* that corresponds to the size that you are adding or editing a price for. Type in the price for the size.
5. Click **Save** when finished.

Pricing: Adding and Editing Style Pricing

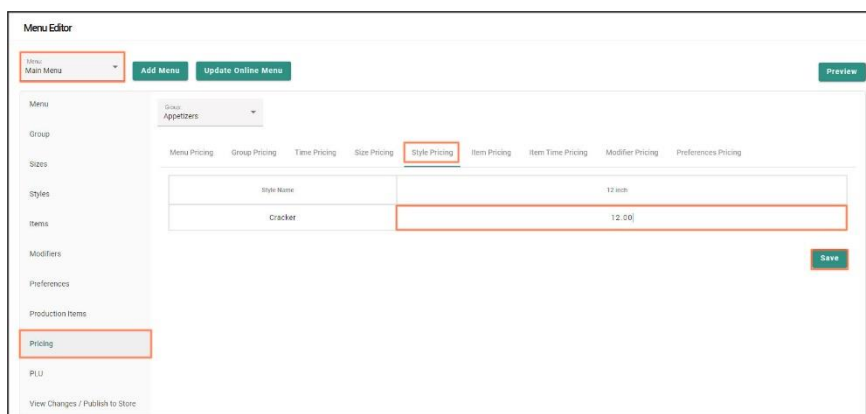
Use the **Pricing** tab in *Menu Editor* to add Style Pricing to menu options.

Follow the steps below to add style pricing on *Menu Editor*.

Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
2. From *Menu Editor*, select the **Store** to edit.
3. Click the **Pricing > Style Pricing**. The *Style Pricing* screen displays.

Note: To populate more content in the *Style Pricing* Screen, add styles using the *Add Style* function under the **Styles** tab.



Menu Editor

Menu: Main Menu

Buttons: Add Menu, Update Online Menu, Preview

Group: Appetizers

Tabs: Menu Pricing, Group Pricing, Time Pricing, Size Pricing, **Style Pricing**, Item Pricing, Item Time Pricing, Modifier Pricing, Preferences Pricing

Style Name	12 inch
Cracker	12.00

Buttons: Save

Left Sidebar: Menu, Group, Sizes, Styles, Items, Modifiers, Preferences, Production Items, **Pricing**, PLU, View Changes / Publish to Store

4. From the *Style Pricing* screen, click on the field under the column labeled with the size description.
5. Click **Save** when finished.

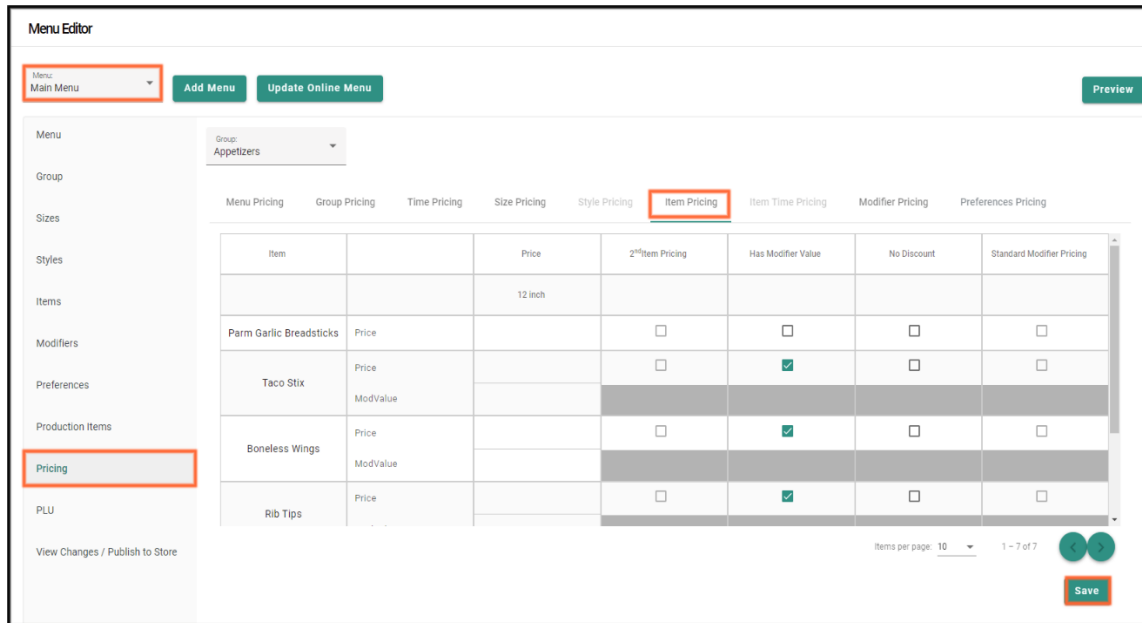
Pricing: Adding or Editing Item Pricing

Use the **Pricing** tab in *Menu Editor* to add or edit item pricing to a store menu.

Follow the steps below to add or edit item pricing to a menu item in *Menu Editor*.

Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
2. From *Menu Editor*, select the **Store**.
3. Click the **Pricing > Item Pricing** tab. The *Item Pricing* screen displays.



Item	Price	2 nd Item Pricing	Has Modifier Value	No Discount	Standard Modifier Pricing
	12 inch				
Parm Garlic Breadsticks	Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taco Stix	Price	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ModValue				
Boneless Wings	Price	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ModValue				
Rib Tips	Price	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. From the *Item Pricing* screen, locate the Item to edit a price for. Underneath the Price column for that Item, type or edit the dollar amount of the Item.
5. Select the other checkboxes on the Item Pricing screen as desired, including *2nd Item Pricing*, *Has Modifier Value*, *No Discount*, or *Standard Modifier*.
6. Click **Save** when finished.

Pricing: Adding or Editing Item Time Pricing

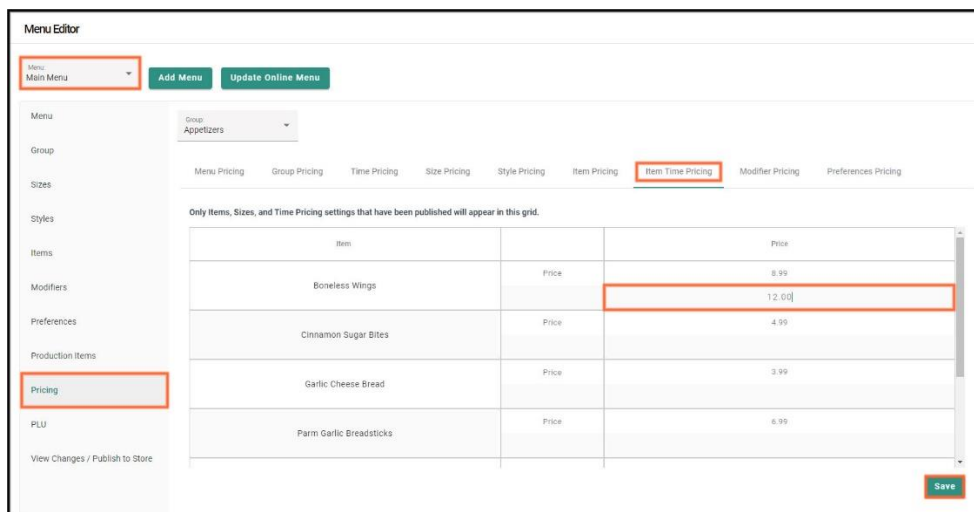
Use the **Pricing** tab in *Menu Editor* to add or edit Item Time Pricing to a store menu.

Follow the steps below to add or edit Item Time Pricing.

Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
2. From *Menu Editor*, select the **Store**.
3. Select the menu **Group**.
4. Click the **Pricing > Item Time Pricing**. The *Item Time Pricing* screen displays.

Note: The *Item Time Pricing* tab will only be available to select if it has been enabled under the *Menu Pricing* and *Group Pricing* tabs.



Menu Editor

Menu: Main Menu

Group: Appetizers

Menu Pricing Group Pricing Time Pricing Size Pricing Style Pricing Item Pricing **Item Time Pricing** Modifier Pricing Preferences Pricing

Only Items, Sizes, and Time Pricing settings that have been published will appear in this grid.

Item	Price
Boneless Wings	12.00
Cinnamon Sugar Bites	4.99
Garlic Cheese Bread	3.99
Parm Garlic Breadsticks	6.99

Save

Note: Content will only appear in the *Item Time Pricing* screen if Items, Sizes, and Time Pricing settings have been published.

- From the *Item Time Pricing* screen, click on the empty field under the *Price* column to type in a price of the corresponding item to the right of the row you have selected to type in.
- Click **Save** when finished.

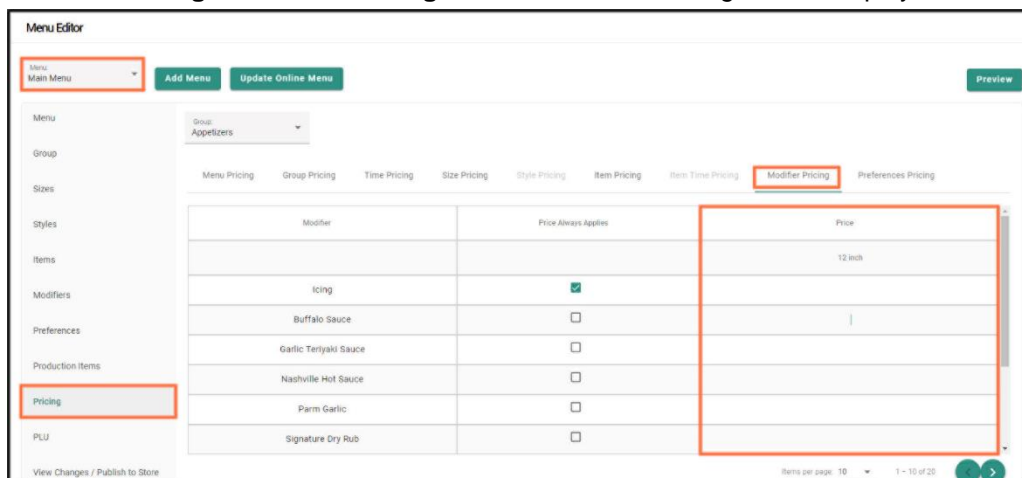
Pricing: Adding and Editing Modifier Pricing

Use the **Pricing** tab in *Menu Editor* to add a Modifier Pricing to a menu.

Follow the steps below to add a Modifier Price to a menu item on *Menu Editor*.

Steps

- From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
- From *Menu Editor*, select the **Store**.
- Click the **Pricing > Modifier Pricing** tab. The *Modifier Pricing* screen displays.



Menu Editor

Menu: Main Menu

Group: Appetizers

Menu Pricing Group Pricing Time Pricing Size Pricing Style Pricing Item Pricing Item Time Pricing **Modifier Pricing** Preferences Pricing

Modifier Price Always Applies Price

Modifier	Price Always Applies	Price
12 inch	<input checked="" type="checkbox"/>	12.00
Buffalo Sauce	<input type="checkbox"/>	
Garlic Teriyaki Sauce	<input type="checkbox"/>	
Nashville Hot Sauce	<input type="checkbox"/>	
Parm Garlic	<input type="checkbox"/>	
Signature Dry Rub	<input type="checkbox"/>	

Save

- From the *Modifier Pricing* screen, click on the box underneath the *Price* column that corresponds to the item, size, and serving to which a price must be added. Type or edit the price for the modifier.
- (Optional) Select the **Price Always Applies** checkbox next to any modifiers to always apply the designated price.
- Click **Save** when finished.

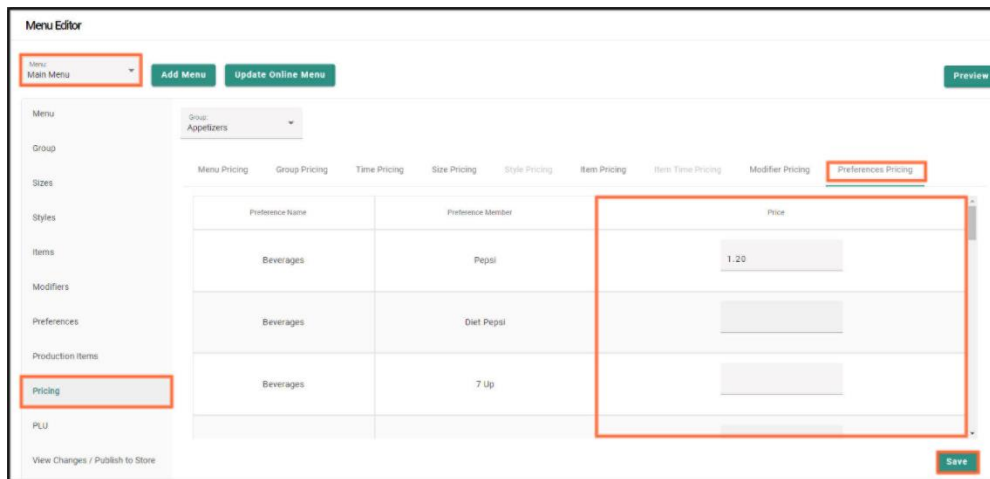
Pricing: Adding and Editing Preferences Pricing

Use the **Pricing** tab in *Menu Editor* to add a Preferences Pricing to menu options.

Follow the steps below to add or edit Preference Pricing in *Menu Editor*.

Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
2. From *Menu Editor*, select the **Store**.
3. Click the **Pricing > Preferences Pricing** tab. The *Preferences Pricing* screen displays.



Preference Name	Preference Member	Price
Beverages	Pepsi	1.20
Beverages	Diet Pepsi	
Beverages	7 Up	

4. From the *Preferences Pricing* screen, underneath the *Price* column, type or edit the price of the item.
5. Click **Save** when finished.

Using the PLU Tab

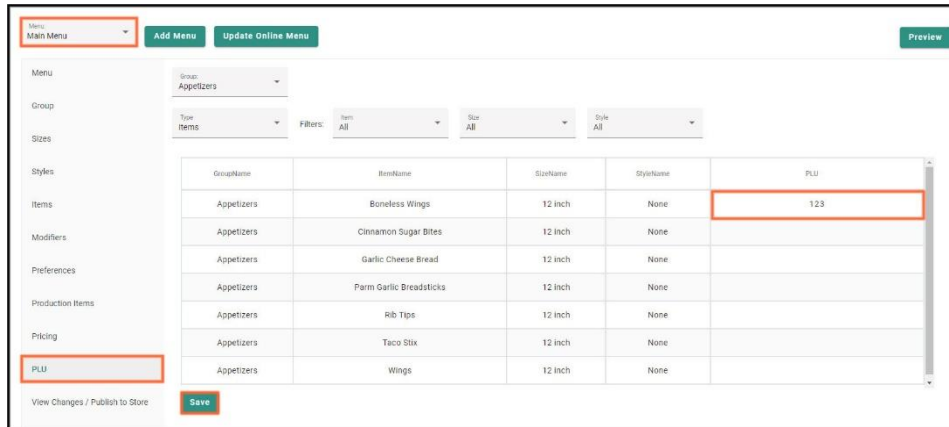
Use the **PLU** tab in *Menu Editor* to adjust PLU on a menu.

PLU: Adjusting PLU on a Menu

Follow the steps below to adjust PLU on a menu item in *Menu Editor*.

Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*.
2. From *Menu Editor*, select the **Store**.
3. Click the **PLU**. The *PLU* screen displays.



GroupName	ItemName	SizeName	StyleName	PLU
Appetizers	Boneless Wings	12 inch	None	123
Appetizers	Cinnamon Sugar Bites	12 inch	None	
Appetizers	Garlic Cheese Bread	12 inch	None	
Appetizers	Parm Garlic Breadsticks	12 inch	None	
Appetizers	Rib Tips	12 inch	None	
Appetizers	Taco Stix	12 inch	None	
Appetizers	Wings	12 inch	None	

4. Click on the field under the column labeled *PLU* that corresponds to the *ItemName* that you are adjusting a PLU for. Type in the PLU.
5. Click **Save** when finished.

Using the Viewing Changes/Publish to Store Tab

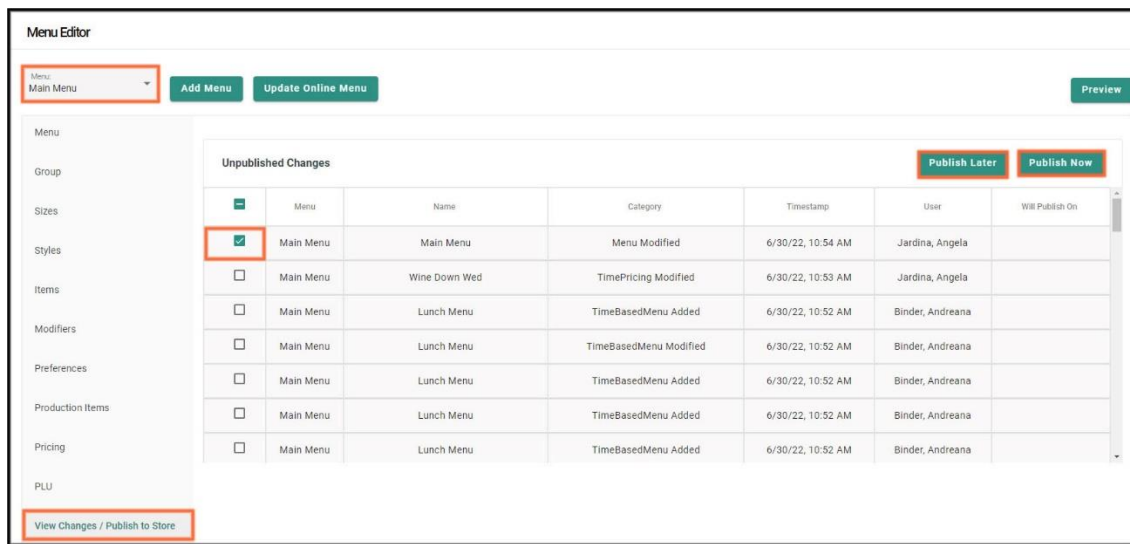
Use the **View Changes/Publish to Store** tab in *Menu Editor* to publish a menu immediately or publish a menu at another designated time.

View Changes/Publish to Store: Publishing a Menu Immediately

Use the **View Changes/Publish to Store** tab in *Menu Editor* to review and publish changes to a store menu. Follow the steps below to publish a store menu immediately.

Steps

1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*
2. From *Menu Editor*, select the **Store**.
3. Click the **View Changes/ Publish to Store** tab. The *View Changes/Publish to Store* screen displays.



The screenshot shows the 'Menu Editor' interface. On the left is a sidebar with various menu management options. The main content area is titled 'Menu Editor' and contains a dropdown menu set to 'Main Menu', buttons for 'Add Menu', 'Update Online Menu', and 'Preview'. Below this is a section for 'Unpublished Changes' with a table of pending updates. The first row is selected with a checkbox. To the right of the table are buttons for 'Publish Later' and 'Publish Now'. At the bottom left of the main area is a button labeled 'View Changes / Publish to Store'.

Menu	Name	Category	Timestamp	User	Will Publish On
<input checked="" type="checkbox"/>	Main Menu	Main Menu	Menu Modified	6/30/22, 10:54 AM	Jardina, Angela
<input type="checkbox"/>	Main Menu	Wine Down Wed	TimePricing Modified	6/30/22, 10:53 AM	Jardina, Angela
<input type="checkbox"/>	Main Menu	Lunch Menu	TimeBasedMenu Added	6/30/22, 10:52 AM	Binder, Andreana
<input type="checkbox"/>	Main Menu	Lunch Menu	TimeBasedMenu Modified	6/30/22, 10:52 AM	Binder, Andreana
<input type="checkbox"/>	Main Menu	Lunch Menu	TimeBasedMenu Added	6/30/22, 10:52 AM	Binder, Andreana
<input type="checkbox"/>	Main Menu	Lunch Menu	TimeBasedMenu Added	6/30/22, 10:52 AM	Binder, Andreana
<input type="checkbox"/>	Main Menu	Lunch Menu	TimeBasedMenu Added	6/30/22, 10:52 AM	Binder, Andreana

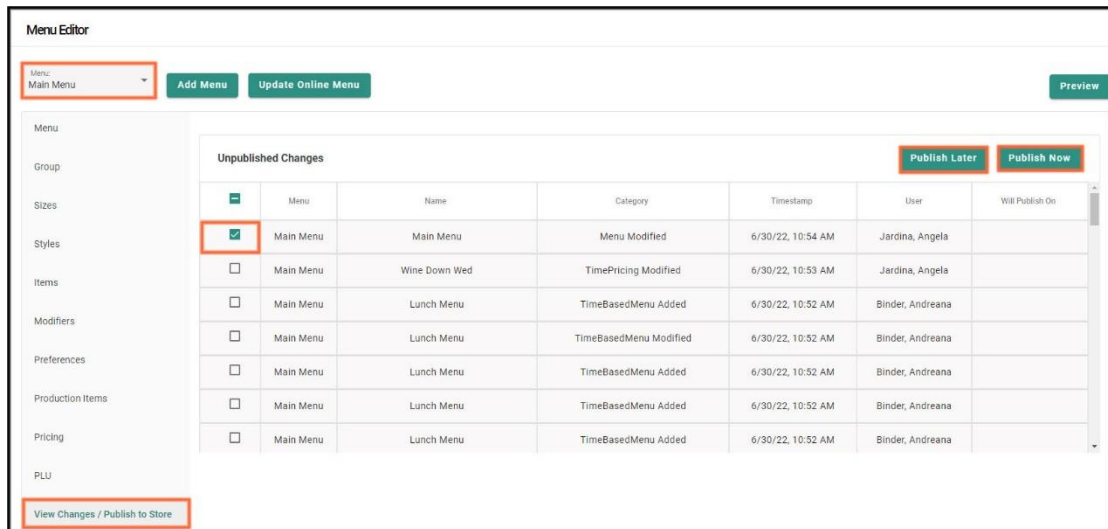
4. From the *View Changes/Publish to Store* screen, select the checkbox next to the Menu Name that you want to publish. Click the **Publish Now** button and the request will be processed.

View Changes/Publish to Store: Publishing a Menu Later

Follow the steps below to schedule the publishing of a store menu on specific date and time.

Steps

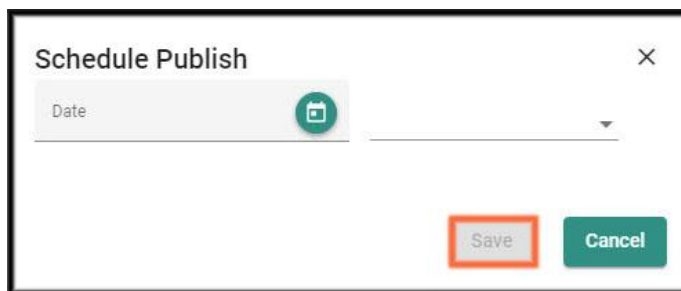
1. From *Restaurant Management*, click **Manage > Menu** to arrive at *Menu Editor*
2. From *Menu Editor*, select the **Store**.
3. Click the **View Changes/ Publish to Store** tab. The *View Changes/Publish to Store* screen displays.



The screenshot shows the 'Menu Editor' interface. On the left is a sidebar with categories: Menu, Group, Sizes, Styles, Items, Modifiers, Preferences, Production Items, Pricing, and PLU. The main area is titled 'Menu Editor' and contains a dropdown menu set to 'Main Menu', buttons for 'Add Menu', 'Update Online Menu', and 'Preview'. Below this is a table titled 'Unpublished Changes' with columns: Menu, Name, Category, Timestamp, User, and Will Publish On. The first row is checked. At the bottom of the table are 'Publish Later' and 'Publish Now' buttons. At the bottom left of the interface is a button labeled 'View Changes / Publish to Store'.

Menu	Name	Category	Timestamp	User	Will Publish On
<input checked="" type="checkbox"/>	Main Menu	Main Menu	Menu Modified	6/30/22, 10:54 AM	Jardina, Angela
<input type="checkbox"/>	Main Menu	Wine Down Wed	TimePricing Modified	6/30/22, 10:53 AM	Jardina, Angela
<input type="checkbox"/>	Main Menu	Lunch Menu	TimeBasedMenu Added	6/30/22, 10:52 AM	Binder, Andreana
<input type="checkbox"/>	Main Menu	Lunch Menu	TimeBasedMenu Modified	6/30/22, 10:52 AM	Binder, Andreana
<input type="checkbox"/>	Main Menu	Lunch Menu	TimeBasedMenu Added	6/30/22, 10:52 AM	Binder, Andreana
<input type="checkbox"/>	Main Menu	Lunch Menu	TimeBasedMenu Added	6/30/22, 10:52 AM	Binder, Andreana
<input type="checkbox"/>	Main Menu	Lunch Menu	TimeBasedMenu Added	6/30/22, 10:52 AM	Binder, Andreana

4. Select the checkbox next to the Menu Item that you want to publish. Click the **Publish Later** button. The *Publish Later* screen displays.



The screenshot shows a 'Schedule Publish' dialog box. It has a 'Date' field with a calendar icon, a drop-down arrow, and a 'Save' button. There is also a 'Cancel' button.

5. In the field labeled *Date*, type in the calendar date that you would like your menu item to be published. Then click the drop-down box to the right of the *Date* field to select a time of day that you would like the menu item to be published.
6. Click **Save** when finished.

HungerRush Technical Support

Should you have any questions, or experience technical issues while using Restaurant Management, contact **HungerRush 360 Technical Support** at 1-877-738-7444 or go to <https://www.hungerrush.com/support-> for assistance.

Restaurant Management: Field Definitions

Below includes field definitions for screens in Restaurant Management.

Menu Tab: Configuration Settings Definitions

Below includes brief definitions of **Configuration tab** settings in Menu.

Allow Manual Quantity – Manual Quantity allows the quantity keypad to allow a 2-digit quantity to be entered without selecting the 10+ option. The quantity keypad is closed by selecting OK.

Display Long Item Description – Select this checkbox to increase the length of the menu item description from 175 to 255 characters. This feature allows locations using HungerRush™ online ordering to expand their item descriptions for their online customers' benefit.

Enable Auto Quantity Printing – Select this checkbox to make Items within the menu group print as a quantity, instead of individually on a kitchen or customer receipt. Auto Quantity Printing must be turned on at the menu level to be a present option at the menu group level. This setting is typically used for non-food items such as beverages and alcohol for the customer receipt printers. Note: The printer(s) must also be configured to Allow Auto Quantity. This setting can be found under System Printers. The Items on the order must be the same, with identical modifiers. If the items are not identical then the items will not auto-quantify.

Enable Custom Group Sequence – Select this checkbox to create custom sequences of the menu groups.

Enable Group Multi Item Requirement – Select this checkbox to allow a menu group to be created that requires more than one item to be ordered within that group, for the order to be accepted. For example, Buy 3 or more Medium Pizza for \$5.00, upgrade to a Large for an additional \$2.00.

If the customer does not fulfill the required number of items, a warning message will appear when the order is sent/saved.

Enable Item Countdown – Select this checkbox for the ability to enter a countdown number remaining for specific items. This is helpful for Daily Specials and Market Items that may have limited supply.

Enable KDS Priority – Select this checkbox to give this item KDS Priority and push it to the top of the Item display screen, no matter when it was ordered.

Enable Preference Modifiers – Select this checkbox when a preference selection has ingredients that can be modified, for example, a side salad or baked potato.

Enable UPC Items – Select this checkbox to display UPC items on a menu. Enable UPC Items allows the ability to set up UPC items in the menu for barcode scanning.

Extra Modifier Limit – Use this drop-down or enter the number of extra modifiers that your store designates as a limit. This setting allows you to set a limit on how many times a specific modifier can be added. This can range from 2 to 20. For example, a customer can order 4 x Cheese if the Extra Modifier Limit is set to 4.

Minimum Open Price – Use this drop-down or enter the dollar amount of minimum open pricing. Minimum Open Price is the lowest open price that can be entered for an open price item. The lowest minimum price that can be entered is \$0.10.

Require Notes for Open Price Items – Select this checkbox to require an Item Note to be entered, to explain the open price charge. These notes also display in the Detail Adjustment Reports.

Show Default Preferences – Select this checkbox to allow default preferences to display on a menu, and to select the current choice to change the preference selection.

A preference is an option that must be selected for a menu item. In some cases, a specific menu item may already have a preference set by default. For example, Caesar Salad has Caesar Dressing as a default preference for the dressing choice.

If the Show Default Preferences checkbox is not selected, the Preference button will need to be selected each time, to change the preference selection.

Verify Inventory Waste for Voids – If you are actively using the HungerRush inventory system, select this checkbox to display a message when an item or order is voided. Answer 'Yes' and the product will be pulled out of inventory. Answer 'No' and the product will not be pulled from inventory.

Is Active – Select this checkbox if this menu is active. Unselect the checkbox if this menu is no longer active or available to customers.

Is Default – Select this checkbox to assign this menu the default menu associated with a Store.

Menu Name – The name of the menu being set up.

Start [Date] – Enter the Month, Day, and Year that you want the menu to be available for selection. If only one menu is available, it will automatically be the default menu.

End [Date] – By default, Date is set to 12/21/2099, indicating no expiration date.

Number of Menu Groups to Display – Use the drop-down to enter the number of menu groups to display on a menu.

Group Button Text Size – Use the drop-down to select a number that indicates the text size of Group Buttons.

Larger Group Button size, such as the number **10**, changes the Group Buttons to appear larger, displaying only 5 buttons per page. This configuration is recommended for locations with a smaller menu.

Smaller Group Button size, such as the number **8**, changes the Group Buttons to appear smaller, allowing up to 16 buttons to display per page. This configuration is recommended for locations with extremely large menus. In addition, a smaller Group Button size configuration will not allow images to display on the Group Buttons.

Display Preference

LT/Lite – Use the drop-down to show LT or Lite when indicating Lite for a specific modifier on an item.

SD/Side – Use the drop-down to show SD or Side when indicating Side for a specific modifier on an item.

2X/EX – Use the drop-down to show 2X or Xtra when indicating Extra for a specific modifier on an item.

Group Tab: Configuration Settings Definitions

Allow Half/Half – This setting allows the menu items within the group to be ordered as Half and Half and the modifiers within the group can be added to half of an item. There is an option at the modifier level to not allow a modifier to be split in half.

Most Expensive Half – Selecting the Most Expensive Half will charge the customer for the entire amount of the most expensive half of the two halves. For example, a half Supreme Pizza and a half Cheese with Pepperoni Pizza. A whole Supreme is \$14.95 and a Cheese Pizza with 1 topping is \$10.99. The Most Expensive Half option would charge \$14.95 for the half and half pizza, because the Supreme being the most expensive half.

Round Up to Next Whole – This setting takes the last half modifier added and applies the entire modifier price to it. If another half modifier is added, making the half modifier an even whole, the prices revert back to half price for each half modifier.

Set Half Modifier Price – This setting allows you to manually set prices for half modifiers. This feature could be used when the half price of modifiers is not based on 50% of the modifier's price. A whole pepperoni that costs \$1.00 and the half price could be set to \$.75. When enabled, an extra 'Half Price' field appears when pricing each modifier.

Allow Required Modifiers – Use this setting when one or more of modifiers choices must be added to an item. This setting starts at the group level, but there are more configurations that have to be addressed for the entire feature to work. For example, the Dressing choice for Salad; Sauce choice for Wings.

Allow Max Required Modifiers – This setting allows you to set a max number of allowed Required Modifiers for each menu item. For example, 5 Wings allows only one Sauce selection; 10 Wings allows 2 Sauce selections, and 25 Wings allows up to 5 Sauce selections.

Note: If the Maximum modifier is set to more than one, you can still choose just one required modifier. This setting only limits the Maximum amount of Required Modifiers allowed.

Auto Quantity Printing – The Auto Quantity Printing setting must be turned on at the Menu level to be a present option at the Menu Group level. The Auto Quantity Printing option will make the items within the menu group print as a quantity, instead of individually on a kitchen or customer receipt. This setting is typically used for non-food items such as beverages and alcohol for the customer receipt printers.

Note: The printer(s) must also be configured to Allow Auto Quantity. These settings can be found under System Printers. The Items on the order must be the same, with identical modifiers. If the items are not identical, then the items won't auto-quantify.

Description as Recipe – Selecting this option will change the Description and replace it with Recipe instead. The major difference between the two is that Recipe allows for staff to print out the Recipe.

Require Multiple Items – Use this setting to require that more than one item must be ordered within that group for the order to be accepted. You set the number of items required by selecting the drop-down arrow next to # symbol. By Size option would require the items selected must be the same size.

For example, buy 3 or more Medium Pizzas for \$5.00, upgrade to a Large for an additional \$2.00.

If the customer does not fulfill the required number of items a warning message will display when the order is sent or saved.

Default Values - When a new item is added to the menu group, the **Default Values** are assigned to the new item.

Menu Category – Menu Category is used as a filter when adding items to a menu group. The Menu Category will default to the value assigned on the Group properties. The Menu Category can be changed, or set to **None**, meaning no Menu Category assigned.

Report Group – Used for Menu Mix and other important reports. Report Group will default to the value assigned on the Group properties. Report Group is used for reporting purposes. The Report Group can be changed or set to None.

Note: It is strongly recommended that every item has an accurate Report Group defined.

Tax Type – Determines which tax rate to apply. The Tax Type will default to the value assigned on the Group Properties. If this item has a price, it is extremely important the correct Tax Type is defined. The Tax Type can be changed or set to None.

Kitchen Print Category – Defines which kitchen printer the item needs to be directed to. Kitchen Print Category will default to the value assigned on the Group Properties.

Group Name – The name of the Group being configured. This selection is disabled/grayed out because the Group Name is already selected.

Button Name – Enter the name of the Button that represents this group modifier category.

Item Button Text Size – Use the drop-down to select a number that indicates the text size of Group Buttons.

Larger Group Button size, such as the number **10**, changes the Group Buttons to appear larger, displaying only 5 buttons per page. This configuration is recommended for locations with a smaller menu.

Smaller Group Button size, such as the number **8**, changes the Group Buttons to appear smaller, allowing up to 16 buttons to display per page. This configuration is recommended for locations with extremely large menus. In addition, a smaller Group Button size configuration will not allow images to display on the Group Buttons.

Style Label - Style Label is the text that appears at the top of the Style column in the order screen. A style label is only necessary if the group has styles defined. For example, a style might be Bread for the Sandwich group, or Crust for the Pizza Group.

Suggestion - Group Suggestion will appear at the top of the order when any item from that group is added to the order. There is also an Item Suggestion for each item.

Note: If an Item has a Suggestion, it will override the Group Suggestion.

Prep Notes – Enter Prep Notes that will display on kitchen orders.

Note – Prep Notes enter in a Modifier Category display in the Note grid.

Group Tab: Online Ordering Definitions

Available Online checkbox – Select this checkbox to display this Group online.

Online Name – The name of the Group as it will display online.

Modifiers Header – The name or brief description as it will appear underneath the group on an online menu.

Description – Enter a description of the Group.

Menu Group Modifier Categories – Select a Group Modifier Category and use the down or upward arrows to edit the sequence in which these categories display online. You can also click Import Categories to import another category. Menu Group Modifier Categories displays the order items shown for customization online and in print sequencing. For example, Crust could be moved toward the top of the Categories list with the upward arrow button, above a Sauce selection and Meat selection for a pizza.

Pricing (Group Pricing) Tab: Field Definitions

Enable Second Item Pricing – Second Item Pricing allows a customer to buy one item at the regular price and get a second item of the same type at a lower price. Example: "Buy one medium pizza at regular price and get a second medium pizza for \$5.00."

Second Item Pricing considers the entire price of the item, including modifiers, when determining which item is the '2nd Item'. That is, if you add an \$8.99 item and a \$9.99 item, the \$8.99 item will be \$5.00. If you add two \$1.00 modifiers to the \$8.99 item, making it \$10.99 total, the \$9.99 item will be \$5.00.

The 2nd Item Pricing feature may NOT be used if the Price by Order Type feature is configured for the selected group. You can set up 2nd Item Pricing by Order Type using the Tiered Pricing feature.

Use Tiered Pricing – Use Tiered Pricing can be used concurrently with Price by Order Type. This option allows for 2nd and 3rd item pricing to be defined by order type. This feature also allows a unique 3rd item price.

Tiered pricing is active will appear if Use Tiered Pricing is checked on the group. To access Tiered Pricing, you will right-click on the group button and select Tiered Pricing.

Set ½ Modifier Price – Set ½ Modifier Price allows users to manually set prices for half modifiers. This feature would be used when the half price of modifiers is not based on 50% of the modifier's price. A whole pepperoni that cost \$1.00 and the half price could be set to \$.75. When enabled, an extra 'Half Price' field appears when pricing each modifier.

Half Price option is visible when Set Half Modifier Price is checked on the Group. This allows the half modifier to have a greater price than 50% of the whole modifier.

If Set Half Modifier Price is not selected, the system will charge half of the original modifier price. That is, if a whole topping is a \$1.00, then each half will be charged at \$.50. If a whole topping is \$.99, then the 1st half topping will be \$.50 and the 2nd half topping will be \$.49.

Use Order Type Pricing – Use Order Type Pricing allows items to be priced differently based on Order Type. Up to 3 different pricing levels are supported. An Order Type must first be set up to use Order Type Pricing before selecting this option.

Price appears in this format when there are no group sizes or special pricing features in use.

Price with Sizes displays groups in this format.

If a specific item is not available in a certain size the price should be entered as -.86. When an attempt to order the item in that size, an error message appears.

Tiered pricing is active will appear if Use Tiered Pricing is checked on the group.

If the group is set to Use Order Type Pricing the item price section will appear in this format. If you are only using one additional Order Type Price, the second should remain the same as the original price.

Price by Order Type also requires the Order Type be configured for this feature. If Tiered Pricing is also active, the prices will be set within the Tiered Pricing area. See Order Type Pricing section.

If group and item are set to use 2nd Item Pricing the item price will appear in the format.

If item is set to have a Modifier Value, the price will appear in this format. Modifier Value will work with all price configurations.

Example:

A Build Your Own Pizza gets the first topping for free. The Modifier Value would be the price of the first topping.

Enable Time Pricing – The Time Pricing section of the Menus tab is used to create, edit, or delete Time Pricing settings. In this example, we will configure our system for happy hour discounts. We will charge half price for all appetizers from 2:00 PM to 8:00 PM, Monday through Friday.

Enable Time Pricing allows menu items to have a different price based on day of week and time of day. Once this option is set at the menu level, it must also be turned on for each menu group that offers time pricing. This feature is used primarily to accommodate Happy Hour specials. Time Pricing is only applicable to order entry by employees that are clocked in under a specific Labor Type.

Enable Time Pricing option allows the items within the group to be configured for time pricing.

When this option is checked an additional button appears within the Item tab called Show Time Price.

Standard Modifier Pricing – Standard Modifier Pricing allows a standard price to be set for every modifier within the menu group. The price of the modifier can also change based on the number of modifiers added to one item. This is a feature typically used in a Build Your Own Pizza or Sandwich menu group.

When this option is checked the button 'Set Standard Modifier Prices' will appear.

The example to the left shows the 1st and 2nd toppings are charged at a higher price and the 3rd plus toppings are charged at a reduced price. This does consider preselected modifiers.

The model behind this pricing method is to consider the amount of product used after passing a certain threshold. Specific modifiers can be excluded from Standard Modifier Pricing.

Standard Modifier Pricing is used to set different modifier prices depending on the number of modifiers purchased.

The idea behind this is that as the number of modifiers increase, the quantity used of each modifier decreases. All Modifiers that use Standard Modifier Pricing are the same price. If you also have Premium priced modifiers, you need to use the No Standard Modifier Price option described below.

Rollup Item Price – This option makes any charges for added modifiers and preferences roll up into the main item price both on-screen and on the printed ticket.

If Rollup Item Price is selected for a group, prices for modifiers added to items from that group will not appear beside the individual modifiers. Instead, the price will be rolled into the item price (on the Orders screen as well as on printed receipts).

Example:

A customer orders a large salad and adds grilled chicken and cheddar cheese, chicken and cheese will still be listed as line items, but the prices for the two modifiers will roll into the salad price.

The price for a large garden salad is \$5.49. Cheddar cheese is \$1.00, and grilled chicken is \$3.00.

In the first example, Rollup Item Price is NOT selected. Note that prices are displayed separately for the large garden salad, the cheddar cheese, and the grilled chicken.

In the second example, Rollup Item Price is selected, making the total salad price \$9.49. Note that although cheddar and grilled chicken are still displayed as line items, the prices are rolled into the total price of the salad and are not displayed separately.