



Menu Best Practices

Version 1

USER GUIDE



Table of Contents

Introduction	1
Overview	1
Menu and Reporting Preparation Requirements	1
System Message	1
Set Up	2
Report Categories	3
Report Categories Set Up	3
Report Groups	5
Report Group Set Up	5
Tax Types	7
Tax Type Set Up	7
Menu Categories	9
Menu Categories Set Up	9
Kitchen Print Categories	11
Kitchen Print Category Set Up	11
Modifier Categories & Required Modifiers	13
Modifier Categories & Required Modifiers Set Up	14
Menu Group Organization	18
Custom Group Sequence	20
Size and Style	28
Menu Buttons & Item Names	31
Menu Group Button Size Selection	32
Menu Item Organization	33
Item Button Sizes, Shapes & Colors	33
Button Images	39
Menu Modifiers	40
Extra Modifiers	41
Lite Modifiers	41
Organization of Modifiers	43
Pricing Options	45
Happy Hour (Time Pricing)	45
Time Pricing Requirements	49
Order Type Pricing	51
Application	53

2 nd Item Pricing	56
Linking Modifiers to Preferences	59
Recommended Bar Menu Configuration	65
HungerRush Preparation.....	66
Is Available Online Settings	68
Menu Item Description Set Up.....	69
Just the Best Practices.....	70
Technical Support.....	72

Introduction

Overview

A well-crafted menu that is customized for your business and is easy for employees to use is a critical factor in obtaining the optimum Return On Investment (ROI) from your *HungerRush* POS system. An effective, user-friendly, intuitive menu will aid staff entering orders both quickly and accurately. A well-built menu gives your managers a powerful tool to sell product and promote your business.

The *HungerRush* menu design and build process is completed prior to the system installation and is highly collaborative with the *HungerRush* menu designers to ensure that the menu seamlessly integrates into your restaurant's operations.

The purpose of this best practices document is to capture what makes *HungerRush* menus unique and show how to utilize its many features. No two menus are ever EXACTLY the same but the practices listed below apply to virtually all menus in *HungerRush*.

Menu and Reporting Preparation Requirements

System Message

The system message is the first thing you will notice when launching the *HungerRush* software. Because of this, the message should be something of importance or a message that informs your staff.

Generally, the system message is used as a reminder for the store's employees. For example, it can remind them how they should greet their customers when taking an order. It can be used to remind staff of day-to-day work duties that are to be completed before or after their shift.

Using the system message is a reminder and a visual aid for employees to maintain professionalism or suggest personal greetings to customers. It is not recommended to leave the system message blank or underutilized by leaving one message in place for an extended period of time.

IMAGE



Be sure to greet EVERY customer
with a SMILE!!!

Menu and Reporting Preparation Requirements continued...

Set Up

STEP	NAME	IMAGE	DESCRIPTION
1	General Tab		Login and Select Config from the main screen, and then press Systems to get to the General Tab .
2	System Message		Enter the desired message in the System Message field.
3	Save		Select Save .
4	Exit		Select Exit .

Results:

NAME	IMAGE
Logon Screen	
System Message	

Report Categories

Report Categories are the broad definition of your menu items, modifiers and preferences. Sales by Report Categories appear on the Daily Performance Report (DPR) and other similar reports. Report Categories will typically include a selection of the following categories; Food, Beverage, Liquor, Beer, Wine, Retail, Misc., Fundraiser and Coupons. The Coupon category may be associated with multi-item discounts and order level discounts. Fundraiser allows you to track fundraiser events.

IMAGE

Category	Total	(-) Disc	(=) Net	%
Food	359 3248.77	26.62	3222.15	90
Beverage	73 164.05	0.00	164.05	5
Beer	8 34.50	0.00	34.50	1
Wine	13 139.99	0.00	139.99	4
None	85 42.60	0.00	42.60	1
Del Fees (+)		0.00	0.00	
	3629.91	26.62	3603.29	100

Report Categories Set Up

STEP	NAME	IMAGE	DESCRIPTION
1	Report Cats/Day Parts		Login and Select Config from the main screen, and then press Systems and navigate to the Report Cats/Day Parts tab.
2	Add New		To add a Report Category, select Add New .
3	New Report Category Name		Enter the New Report Category Name in the field provided.
4	OK		Select OK .
*	Rename		To Rename a Report Category, highlight the category to Rename, select Rename. Enter the New Report Category Name and press OK.

Menu and Reporting Preparation Requirements continued...

*	Delete		To Delete a Report Category, highlight the category to Delete, and then select Delete . Select OK to confirm deletion.
---	--------	---	--



You may receive a warning when trying to delete a Report Category linked to a Report Group. Go to the Report Group configuration to remove the assigned Report Category.



Report Groups

Report groups are the next level of reporting and are more specific. Report groups are used to categorize each food and/or beverage. Many times Report Groups will reflect the organization for the menu groups, e.g. Appetizers, Salads, Sandwiches, Entrees, Beverages, Beer, and Wine. If a certain type of product is not offered, the Report Group should not exist. Report Groups are linked to the Report Categories. There are some cases when both Report Group and Report Category are the same, e.g. Beer, Wine, Beverages. Report Groups can be added or deleted depending on what the menu dictates. For accurate and complete menu mix reports, every item in the menu (including Modifiers and Preferences) needs to have a specific report group assigned.



Report Group Set Up

STEP	NAME	IMAGE	DESCRIPTION
1	Report Groups		Login and Select Config from the main screen, and then press Systems and navigate to the Report Groups tab.
2	Add New		To add a Report Group, select Add New .
3	New Report Group Name		Enter the New Report Category Name in the field provided and assign the proper Report Category

Menu and Reporting Preparation Requirements continued...

4	OK		Select OK .
*	Rename		To Rename a Report Group, highlight the category to Rename, select Rename. Enter the New Report Category Name and press OK.
*	Delete		To Delete a Report Group, highlight the category to Delete, and then select Delete . Select OK to confirm deletion.

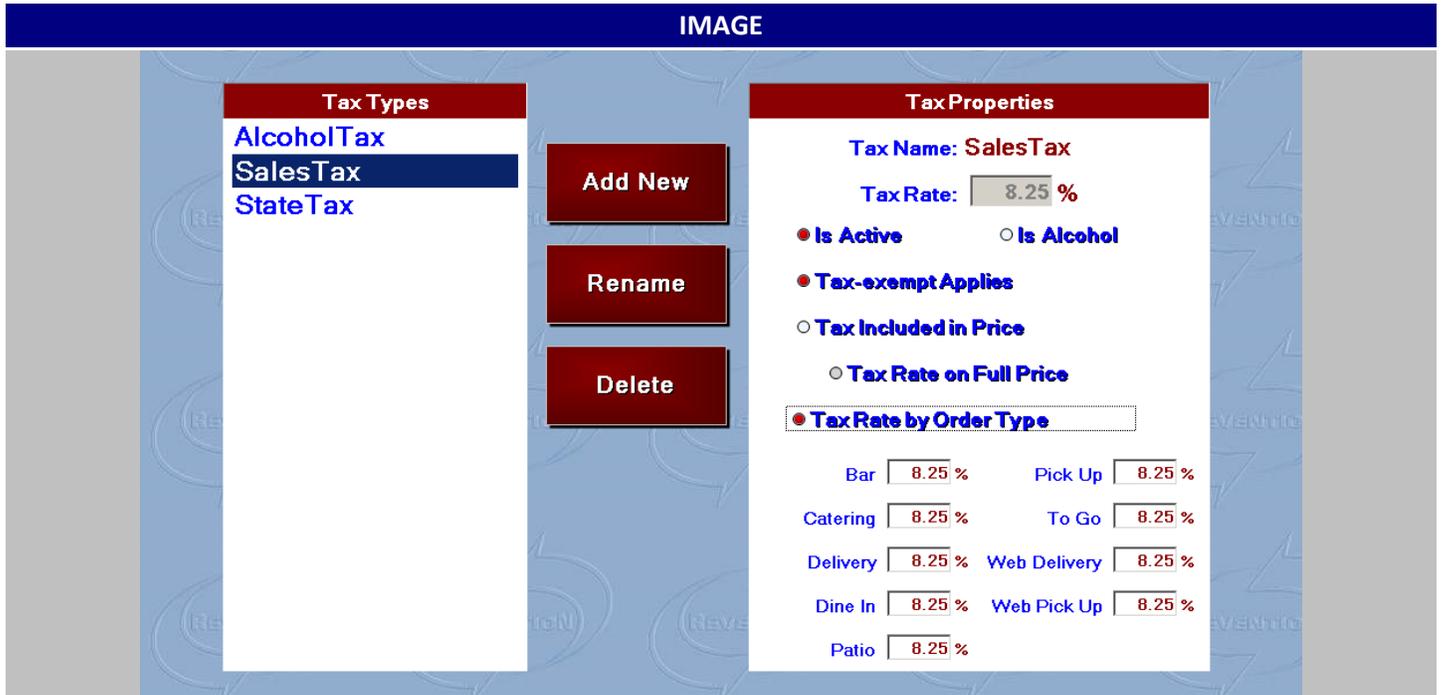


You may receive a warning when trying to delete a Report Group linked to previous order history. Report Group should be made inactive.



Tax Types

Most operations will have one or two tax types defined. Sales Tax will be applied to all food and beverage items that are taxable, and if your location sells liquor, beer and/or wine then Liquor Tax should also be created. Liquor Tax should still be assigned to all alcoholic beverages for reporting purposes.



Tax Type Set Up

STEP	NAME	IMAGE	DESCRIPTION
1	Tax		Login and Select Config from the main screen, and then press Systems and navigate to the Tax tab.
2	Add New		To Add a Tax, select Add New
3	New Tax Name		Enter the New Tax Name in the field provided.
4	OK		Select OK

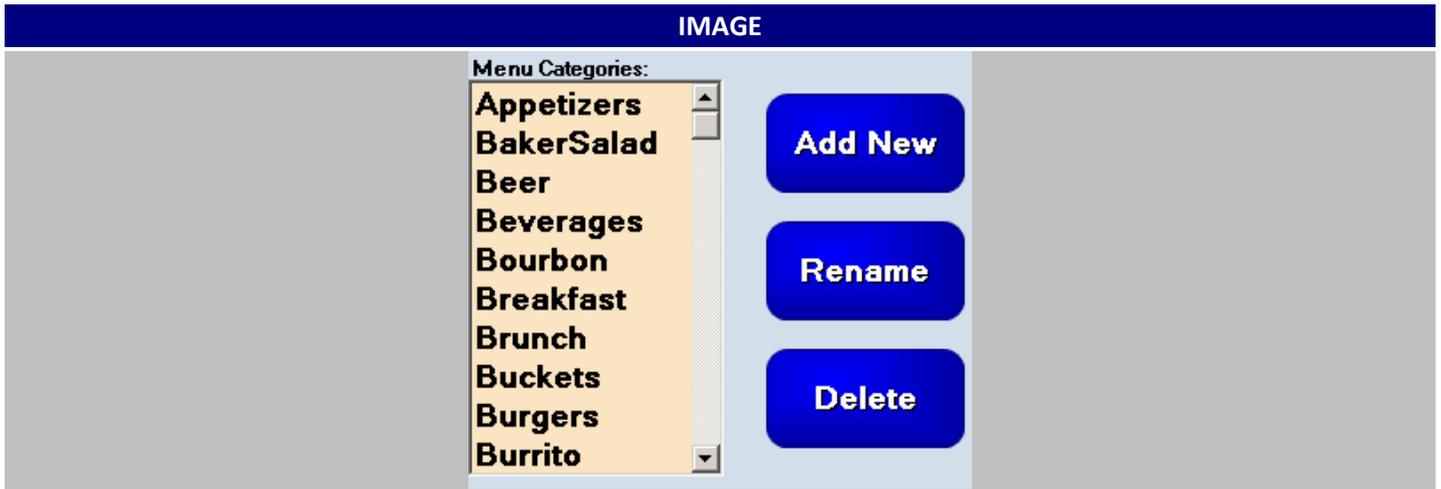
Menu and Reporting Preparation Requirements continued...

5	Tax Rate		Once created, the Tax Properties screen will appear for the new Tax Type. Input the Tax Rate in the provided field.
6	Save		Select Save to complete the changes.
*	Rename		To Rename a Tax, highlight the tax to be changed and select Rename . Use the provided field to input the new name. Select OK once done.
*	Delete		To Delete a Tax, highlight the tax to remove, select Delete and press OK to confirm deletion.

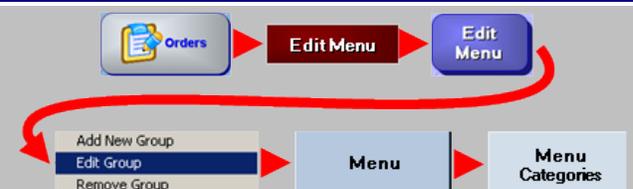
Menu Categories

Menu Categories are designed to be used as a filter for menu items and modifiers. When an item or modifier is assigned, a Menu Category for those items and modifiers will only appear when the Menu Category is selected at the top of the Item tab and Modifiers tab. There is also an option to select ALL which will show all item or modifiers. It is recommended that the Menu Categories mirror the menu group definition. It may be necessary to create an 'Ingredient' Menu Category if many of your modifiers are used across multiple groups. Upon setting up a menu group a default menu category can be defined. This category can be changed at the item or modifier level if necessary. The Menu Category will allow you to filter the available items and modifiers by a specific category so it is easier to find what you are looking for.

Example: The Salad and the Sandwich Menu Groups share the same set of Modifiers. Create a Menu Category called Ingredients. Assign the Modifiers within the Salad group to the Ingredients Menu Category. When you create the Sandwich group, select the Menu Category 'Ingredients'. All of the Modifiers you need will appear in the Available Modifiers list.



Menu Categories Set Up

STEP	NAME	IMAGE	DESCRIPTION
1	Menu Categories		From the Orders menu, make your way to the edit menu screen and edit any group. Select the Menu tab and press the Menu Categories Tab.
2	Add New		Select Add New .
3	New Category Name		Enter the New Category Name in the field provided.

4	OK		Select OK when completed. The New Category will appear on the Menu Categories list for selection.
---	----	---	--

Kitchen Print Categories

Kitchen Print Categories are linked to Kitchen Printers or Kitchen Display Systems (KDS) for kitchen preparation. More than one kitchen category can be sent or displayed to a printer or KDS. It is critical to set the default Kitchen Print Category for each Menu Group before you begin creating items within the group. The default Kitchen Print Category can be changed for a specific item if needed.



The some locations might have several kitchen prep station areas. The purpose of each station, e.g. Grill, Cold, Hot, Fry, Line, etc. can be use as your Kitchen Print Categories.



An item or items may need to be sent to two kitchen stations. If this is the case a unique Kitchen Print Category should be set up, e.g. Grill Cold will be assigned to the Hot Grilled Chicken Salad. The Grill station needs a prep ticket for the chicken and the Cold station needs a prep ticket for the salad.



Kitchen Print Category Set Up

STEP	NAME	IMAGE	DESCRIPTION
1	Kitchen Printers		Navigate to Kitchen Printers by pressing the Printers button found in the Config menu.
2	Add or Remove		Enter the Name of the Kitchen Print Category in the field that's labeled Add or Rename found beneath the Kitchen Print Categories list.

Kitchen Print Categories continued...

3	Add	<div data-bbox="646 277 803 352" style="text-align: center;">Add</div> <div data-bbox="496 390 954 642"><p>Kitchen Print Categories:</p><ul style="list-style-type: none">AppsBarBeverages</div>	<p>Select Add and the new Kitchen Print Category will appear in the list available for choosing. It is not necessary to assign the Kitchen Print Categories to a printer at this time.</p>
---	-----	---	---

Modifier Categories & Required Modifiers

Modifier Categories have a multiple uses, from controlling how the menu appears on Hungerrush or making sure complex menu items have their requirements met. Modifier Categories also allow modifiers to be separated by category for your online ordering menu. Required Modifiers is used when the Item selected requires one or more of a specific group of modifiers to be selected. This feature can be used to require a Dressing to be selected on a Salad, a Sauce for Wings, or a Flavored Crust for a Pizza.



Required Modifiers should be used when the customer may select more than one modifier option, such as the Wings example. Order 20 Wings with Teriyaki and Honey BBQ.

Best Practices 1 of 13

1. *Use Required Modifiers when more than one option can be selected.*
2. *Use Required Modifiers when the option can be different for each Item Half.*
3. *Use Modifier Categories when Items are frequently modified and online ordering is active.*

IMAGE

Kitchen Print Categories:

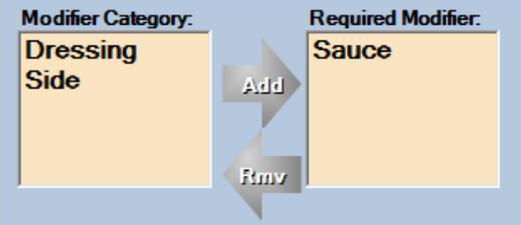
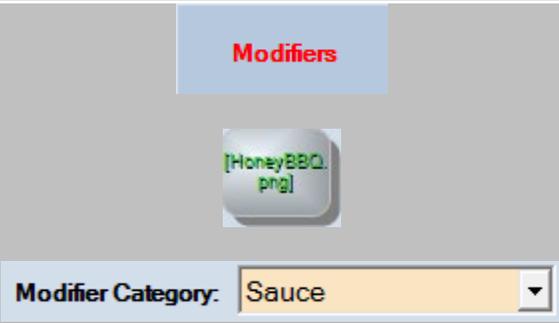
<input checked="" type="checkbox"/>	Apps
<input type="checkbox"/>	Bar
<input type="checkbox"/>	Beverages
<input type="checkbox"/>	Boxes
<input type="checkbox"/>	Catering
<input checked="" type="checkbox"/>	Cold
<input type="checkbox"/>	Combos

Modifier Categories & Required Modifiers continued...

Modifier Categories & Required Modifiers Set Up

For this example we'll be creating a "Wings" menu item that requiring a sauce to be selected before being sent to the kitchen.

STEP	NAME	IMAGE	DESCRIPTION
1	Modifier Categories		From the Orders menu, make your way to the edit menu screen and edit any group. Select the Menu tab and press the Modifier Categories Tab.
2	Add New		Select Add New .
3	New Category Name		Enter New Category Name and select OK.
4	Modifier Category Name		Highlight the Modifier Category Name to modify properties.
5	Warning Prompt		Enter the Warning Prompt that will scroll across the top of the order when the Item selected requires the modifier.
6	Button Color		Select the Button Color you want the Required Modifier buttons. This will help the order taker know which modifiers are included to fulfill the requirement.
7	Use Button Color		Select one of the options provided by Use Button Color to determine when to use the button color. 'When Required' will only change the button color when the menu item selected requires a modifier. 'Always' means the button color will change everywhere the modifier is used.

8	Allow Required Modifiers		Select the Group tab and check the box Allow Required Modifiers .
9	Required Mods		Select the Items tab and select the first item button to add the Required Modifier option to. In this case we choose Wings. From the item's displayed properties, select the 'Required Mods:' check box.
10	Required Modifier Assignment		At the bottom of the buttons layout the Modifier Category list appears. Move Sauce to the Required Modifier list. Continue steps 8 through 10 for each item in the group that requires the Sauce modifier.
11	Modifier Category		Select the Modifiers Category tab and select the modifiers that fulfill the modifier requirement and define the Modifier Category 'Sauce' for each one.
12	Finish		Select Finish .
13	Exit Edit Mode		Select Exit Edit Mode .
14	Save		Select Save when the prompt appears.

Modifier Categories & Required Modifiers continued...

Results

Select a Wings item. The Required Modifiers message will appear until the modifier is selected. The modifiers that fulfill the requirement are highlighted in the selected modifier color. When you select one sauce the scrolling message disappears. You will still have the ability to add additional sauce if desired.

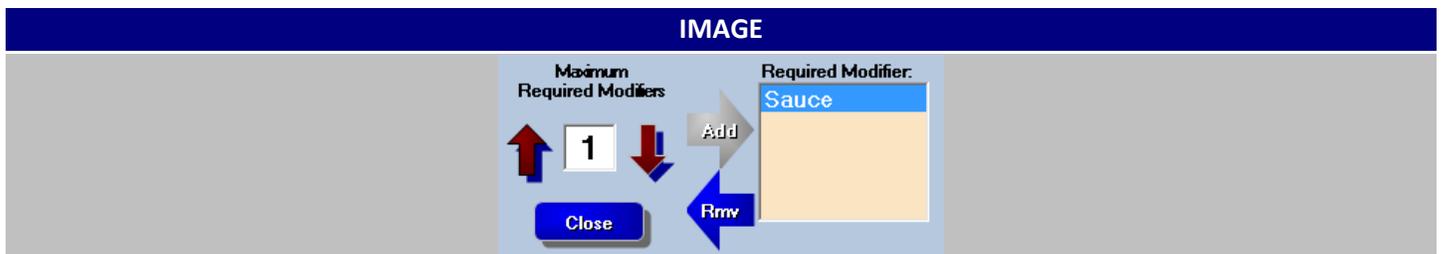
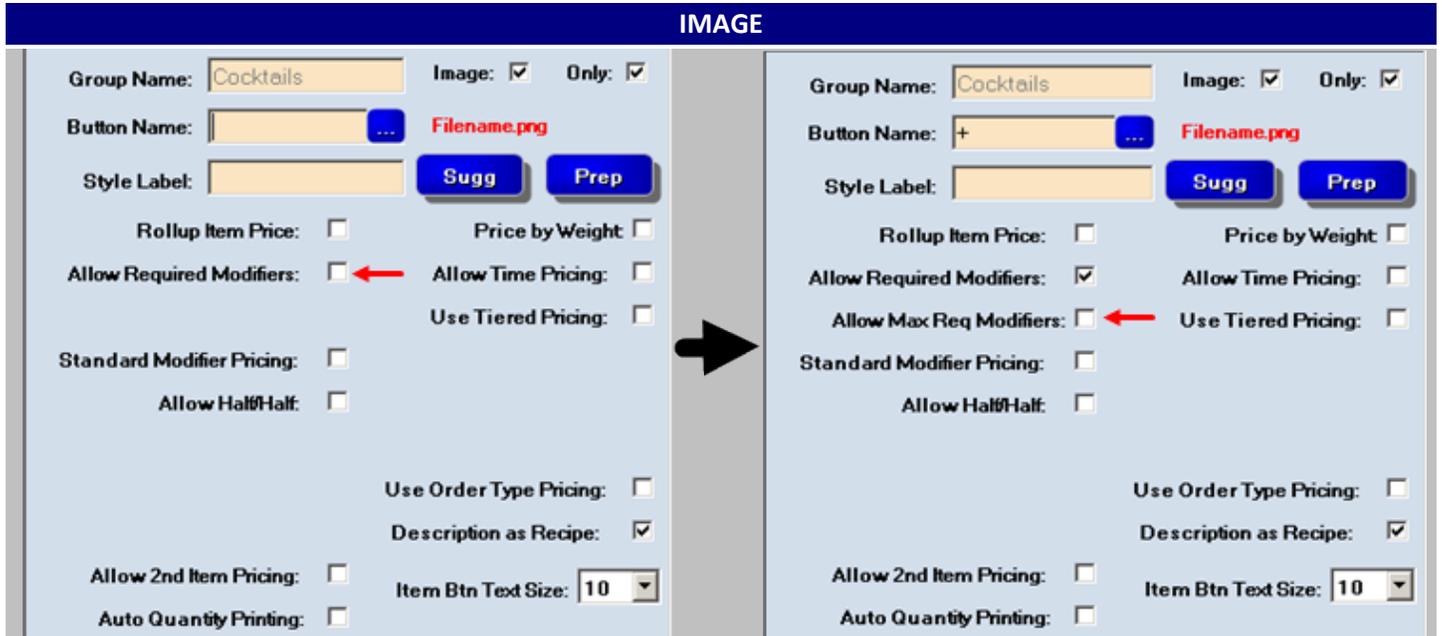


Modifier Categories & Required Modifiers continued...

Allow Max Required Modifiers

Allow Max Required Modifiers is an option that can be used with the Required Modifiers. A maximum number of required modifiers for one category can be set for each menu item. This feature may be used when selecting Wing Sauce for varying counts of wings. Example: 10 Wings requires at least two sauce choices, and 25 Wings must choose up to five sauces.

Located in the Group Tab, placing a check mark next to Allow Required Modifiers will enable the 'Allow Required Modifiers' option to become available for selection.



Select the Required Modifier and a scroll bar will appear allowing you to change the Max Required Modifiers.

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

Menu Group Organization

The layout of the menu groups can vary between operations, depending on your personal preference and type of business.

Best Practices 2 of 13

1. *Menu Groups should be organized by one of the following methods; printed menu layout or popularity.*
2. *If you can, combine Menu Groups to prevent incorporating paging down to a second Menu Group panel to accommodate one or two groups.*

Examples

A restaurant may order their menu groups by following their printed menu layout: Starters, Salads, Sandwiches, Entrees, Sides, Desserts and Beverages.



A pizzeria may order their menu groups by popularity: Pizza, Appetizers, Salads, Desserts and Beverages.



Menu Group Organization continued...

Typically, Beverages should be on the first page of menu groups, but towards the last or second to last button position.

If the menu is small and it is possible to work all items within 5 menu groups, the Large Menu Group configuration can be used.



Use your best judgment when ordering the Menu Groups. Consider the following questions.

- 1. What menu group represents their highest volume?**
- 2. Should the order follow your printed menu?**
- 3. What menu groups are used the least?**
- 4. Can some menu items be combined into the same menu group to limit the number of groups necessary?**

Custom Group Sequence

Custom Group Sequence allows the Menu Groups to be sequenced differently for specific labor types. For example, the Servers will typically want the Food Groups first, followed by Beverages and Liquor, Beer, and Wine. The Bartender may want a Speed Bar Group, followed by the Liquor, Beer, Wine and then the Food. The purpose of Custom Menu Group Sequence is to improve the efficiency of order entry for each labor type. This feature is best used for a Bartender or a Catering Manager that needs streamlined menu access.

Best Practices 3 of 13

1. Use Custom Group Sequence for the Bartender labor type.
2. Use Custom Group Sequence if the menu differs based on time of day.
3. Don't forget to configure the group button color when creating the Custom Group Sequences.

Examples

Server Menu Group Panel Page 1



Server Menu Group Panel Page 2



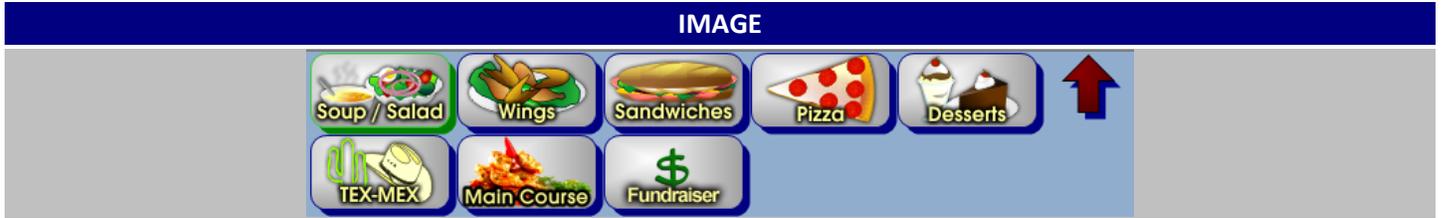
Bartender Menu Group Panel Page 1



Custom Menu Group Sequence continued...

Bartender Menu Group Panel Page 2

(Excludes Course and Breakfast Menu Groups)

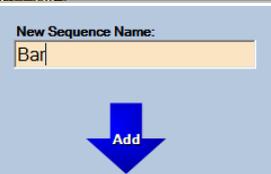


Setup and Configuration

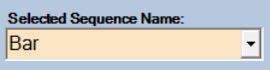
NAME	IMAGE
<p>Custom Menu Group Sequence</p>	

STEP	NAME	IMAGE	DESCRIPTION
1	Orders		To access the Menu Editor, first click the Orders button from the main screen.

Custom Menu Group Sequence continued...

2	Edit Menu		<p>Click the Edit Menu button (located on the left side, above the menu items). You will need the appropriate security settings to access the Menu Editor. If you were not granted this access, the Edit Menu button will not appear in your Orders screen.</p>
3	Edit Menu Action		<p>Edit Menu option appears when the Edit Menu button is selected. Selecting Edit Menu allows you to make changes to the current active menu.</p>
4	Menu Edit Submenu		<p>To begin editing a Menu Group, right click on the Menu Group you want to update and select Edit Group.</p>
5	Menu Tab		<p>Select the Menu tab.</p>
6	Allow Custom Group Sequence		<p>Check the option Allow Custom Group Sequence.</p>
7	Finish		<p>Click the Finish button.</p>
8	Custom Group Sequence		<p>Right-click on any menu group, select Custom Menu Group Sequence. You'll be taken to the Custom Group Sequence submenu.</p>
9	New Sequence Name		<p>Enter the New Sequence Name. For our example we are going to set up Bar. Press add</p>

Custom Menu Group Sequence continued...

10	Select Sequence Name		Use the pulldown menu and select the appropriate name
11	Available Groups		Highlight the menu group names from the Available Groups . Once the desired menu group is chosen, press the add button to added it to that group’s menu sequence. Continue until all of the Groups have been added in your required order.
12	Custom Group Sequence		Once the Custom Group Sequence is filled with all the chosen Menu Groups, use the up and down arrows to move a Menu Group up and down.
13	Current Group Sequence	 <p style="text-align: center;">continued...</p>	It may also be necessary to update the Group button color and text color depending on your Menu configuration.

		<p>Highlight the Menu Group on the Current Group Sequence list. Select the Button Color circle and then select your color and press ok when done. The same can be done for the Text color.</p>
--	--	---



You may elect to not include all menu groups in the Custom Menu Group Sequence. For example, if your location offers breakfast, but the Bar is never open for Breakfast you may elect to exclude the Breakfast Groups from the Bar Menu Sequence.

14	Save Changes		Select Save Changes .
15	Current Sequence Name		The Group Sequence will be saved and appear under the Current Sequence Name list.
16	Exit		Select Exit
17	Exit Edit Mode		Click the Exit Edit Mode button.

These sequences will now be available to be chosen for labor types or Group Sequences



Custom Menu Group Sequence also offers a Time configuration. This feature may be used if your menu group's change based on time of day. You can create a Lunch Menu Group Sequence with specified time parameters that offers a limited menu. The benefit of using this method over creating an alternate Lunch Menu is the Custom Menu Group Sequence will automatically appear and not require the menu to be changed manually.

Custom Menu Group Sequence continued...

2. Set Up Group Sequence Times

NAME	IMAGE
------	-------

**Custom
Menu Group
Sequence**

New Group Sequence Time

Effective Days:

 ALL
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Active?

Sequence Time Name:

Group Sequence Name:

Selected Labor Types Only:

Available Labor Types:

Asst. Manager
 Bartender
 BUSBOY / PREP
 BUSGIRL
 Cashier
 Cook

Start Time:
12 : 00 AM
 PM

End Time:
12 : 00 AM
 PM

Selected Labor Types:

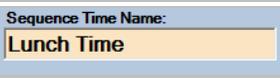
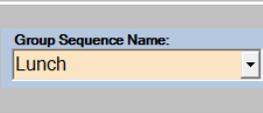
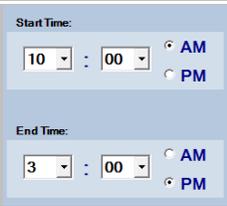
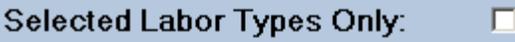
Add

Remove

Cancel

Save Time

STEP	NAME	IMAGE	DESCRIPTION
1	Orders		To access the Menu Editor, first click the Orders button from the main screen.
2	Edit Menu		Click the Edit Menu button (located on the left side, above the menu items). You will need the appropriate security settings to access the Menu Editor. If you were not granted this access, the Edit Menu button will not appear in your Orders screen.
3	Edit Menu Action		Edit Menu option appears when the Edit Menu button is selected. Selecting Edit Menu allows you to make changes to the current active menu.
4	Custom Group Sequence		Right-click on any menu group, select Custom Menu Group Sequence. You'll be taken to the Custom Group Sequence submenu.

5	Group Sequence Times		Select the Group Sequence Times button. The Group Sequence Times submenu will appear.
6	Add New		Select Add New .
7	Effective Days		Check the Effective Days or All.
8	Sequence Time Name		Enter the Sequence Time Name .
9	Group Sequence Name		Select the Group Sequence Name using the drop down arrow.
10	Start Time End Time		Enter the Start Time and End Time .
*	Selected Labor Types Only		If you would like the Group Sequence Time to be applicable to specific Labor Type, check box for Selected Labor Type Only . Move the required Available Labor Types to the Selected Labor Types.
11	Save Time		Select Save Time .



Group Sequence Time is a global setting for all users, unless you apply it to specific Labor Types.

Results

When a Bartender logs in and loads the Order screen, the Bar Menu Sequence will be active. If any other Labor Type logs in and loads the Order screen, the default Menu Sequence will appear.

NAME	IMAGE					
Bartender						     
Server						     

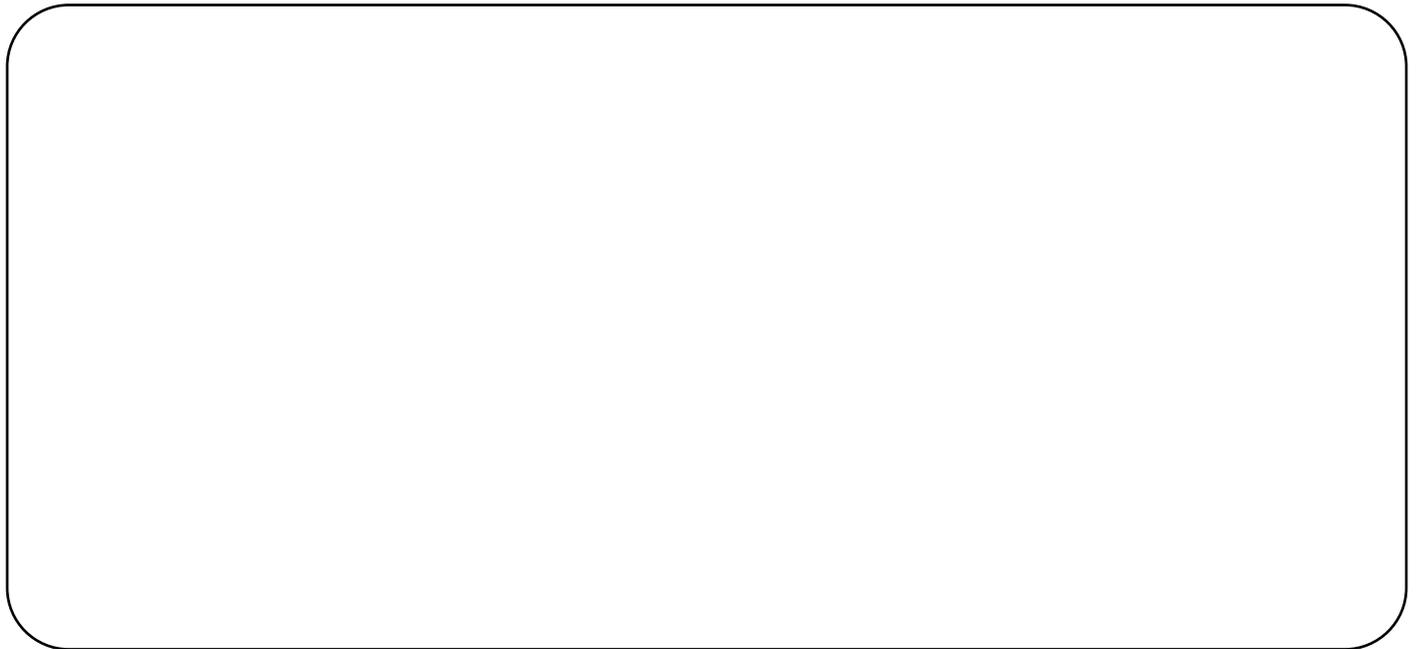
Size and Style

Size and Style should be used selectively and for the right menu groups. A pizza menu group would most likely use Size or Size and Style. Style should not be used alone; it should always accompany a Size for proper reporting and inventory capability. A concept that offers an extensive beer menu both in the bottle and draft is also a good example for Size configuration. But if the beer selection is limited and the menu group could easily accommodate individual buttons for each size/beer brand, it may make for faster order entry to eliminate sizes.

Best Practices 4 of 13

- 1. Never use Styles by themselves.*
- 2. Sizes should be used when several items within the groups come in multiple sizes.*
- 3. Refrain from incorporating one size only used by one item.*

Examples





Good

- To allow all of the beers to appear in one group it makes sense to use Sizes.
- Most common beers are listed alphabetically at the top, followed by all other beers in alphabetical order.

Size	Beer (Page 1 of 2)			
Bottle				
Pint				
Pitcher				

Size and Style continued...



Good

- Beer selection is small. To streamline order entry Sizes have been removed.
- Top 4 selections are offered in draft, the remaining beers are in bottle.



Bad

- This configuration shows a minimal selection of beer and requires two buttons presses for each beer entry.



Menu Buttons & Item Names

Menu Buttons and Item Names need to be spelled correctly. Use limited abbreviations and clearly communicate the type of item. Many times you will find specific names may be used for very different items. This can cause problems with reporting as well as kitchen communication.

Best Practices 5 of 13

1. *All Items should have a unique name and kitchen receipt name.*
2. *Button Name should fit completely on the button.*

Example

Buffalo Chicken – this menu item can be used many ways:

Buffalo Chicken Pizza
 Buffalo Chicken Salad
 Buffalo Chicken Calzone
 Buffalo Chicken Tenders

It is best to specify what item is being ordered.

NAME	IMAGE							
Pizza	Items		Modifiers		Sizes	Crusts	Preferences	CANCEL
	Pizza							
	BBQ Chicken Pizza		Buffalo Chicken Pizza		Chicken Pesto Pizza		Margarita Pizza	
Salads	Items		Modifiers		Sizes	Crusts	Preferences	CANCEL
	Pizza							
	BBQ Chicken Salad		Buffalo Chicken Salad		Chicken Pesto Salad		Margarita Salad	

Menu Group Button Size Selection

There are 3 sizes for menu groups, small, normal & large. The group section can hold up to 10 group buttons if using the normal size so you're not forced into moving to the next page.

Best Practices 6 of 13

1. *The normal group button size should always be used, except in the following cases.*
2. *If you operation only has 1-5 groups, then the large group button is recommended.*
3. *If the client has an extremely large menu and there is concern about having to scroll between multiple group panels. Using Small buttons allows for 16 group buttons on each panel; this will eliminate having to scroll through multiple pages.*

Examples

NAME	IMAGE	DESCRIPTION
Small Group		It's best not to use Images when using small group buttons. Room for 16 possible groups displayed at once.
Normal Group Buttons		Normal size buttons allow for a total of 10 Menu Groups to be displayed simultaneously.
Large Group Buttons		Large size buttons allow for a total of 5 Menu Groups to be displayed simultaneously.

Menu Item Organization

Best Practices 7 of 13

1. *Item buttons should be consistent in size and shape.*
2. *Button colors and text colors should have good contrast. Light/Dark*
3. *Items should be organized either alphabetical or in the order of the printed menu.*

Item Button Sizes, Shapes & Colors

HungerRush takes a creative approach to menu design. A creative feature *HungerRush* offers is custom menu item button shapes, sizes and colors.

Button Sizes

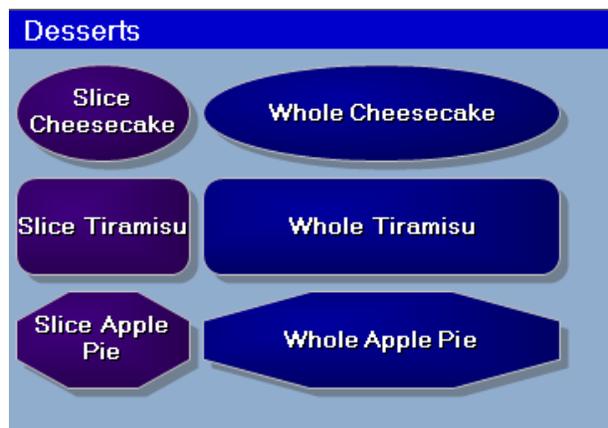
- Normal
- Wide
- Tall
- Large



Button Shapes

- Rectangle
- Ellipse
- Octagon*
- Diamond*
- Parallelogram*
- Triangle*

*These shapes are not recommended due to size limitation for button text.



Menu Item Organization continued...



The parallelogram, diamond and triangle shapes generally do not compliment the look of the menu. If these shapes are chosen, be sure words do not flow outside of the button, as this can possibly make your menu look messy and cluttered.

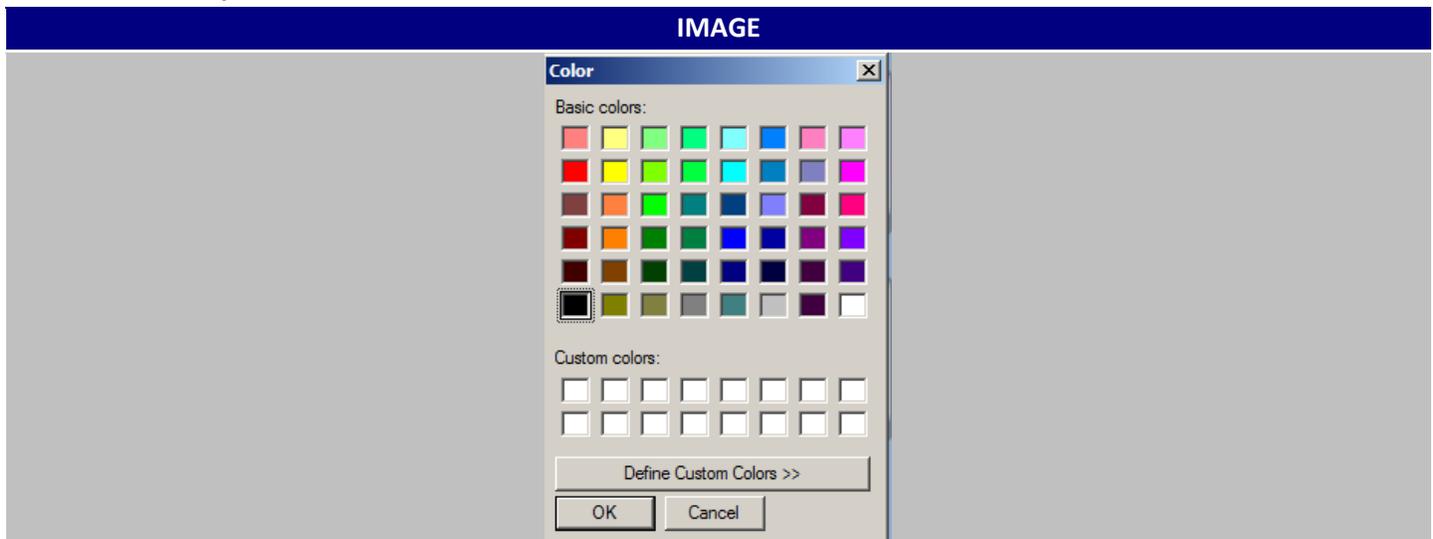
Button Colors

All menus should have a color scheme. Button colors are a way to give the menu a custom look. Your menu should have no more than 2-3 colors. The use of colors is important, but too many colors and patterns will cause distraction and loss of focus.

- Menu Groups and Items can have a defined color.
- Menu Modifiers are default royal blue, unless defined with a Modifier Category.
- Menu Preferences, Sizes and Styles default to the color green.

A good idea would be to change the menu colors to align with your operations colors and/or colors used with your advertising media.

Color Palate Example



Menu Item Organization continued...

Examples



Good

- Images on all buttons.
- Consistent background color.
- Buttons organized to follow printed menu.



Good

- Color scheme matches wine color.
- Good button/text color contrast.
- Buttons organized by frequency and style of wine.

Size	Wine			
Glass	House White	House Red	Beringer White Zin	
Bottle	Ferrer Blanc Champagne	J Lohr Chard	Kistler Chard	KJ Chard
	Santa Margarita Pinot Gr	Santa Marg Chard	Sonoma Cutrer Chard	St Michelle Riesling
	Clos du Bois Merlot	Heitz Cellar Cab	Jardon Cab	King Estate Pinot Noir

Menu Item Organization continued...



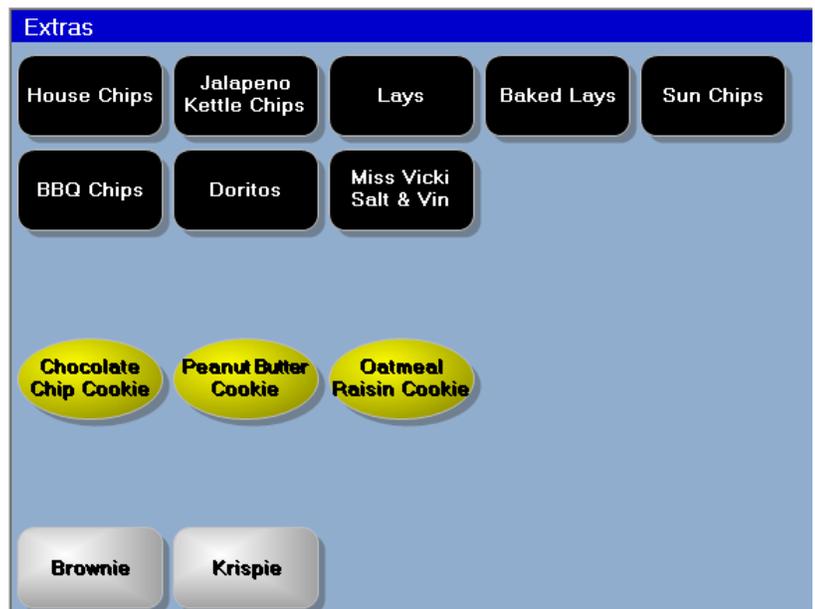
Good

- Color scheme clearly separates Salad from Soup.
- Buttons organized to follow printed menu. Soup does by popularity.



Good

- Color scheme matches restaurant colors. Clearly separates the type of Extras.
- Good button/text color contrast.



Menu Item Organization continued...



Bad

- Too many colors.
- Button placement appears disorganized.
- Some buttons have images others do not.
- Color contrast could be better.
- Text is too large for ellipse shape.





Good

- Color scheme matches restaurant colors. Appetizer buttons are grouped protein, potatoes & fries, bread and dipping sauce.
- Good button/text color contrast.

Appetizers (Page 1 of 2)

Full Boneless Chic Bites	Full Buffalo Wings	Half Buffalo Wings	Appetizer Platter	Steak Bites
Fries	Loaded Fries	Small Italian Fries	Italian Fries	Onion Rings
Baked Potato	Loaded Baked Potato	Mashed Potatoes	Potato Skins	Extra Dipping Sauce
Jalapeno Poppers	Mozzarella Sticks			
3 Piece Cheese Bread	3 Piece Garlic Bread	3 Piece Pepperoni Bread	3 Piece Canadian Bread	
5 Piece Cheese Bread	5 Piece Garlic Bread	5 Piece Pepperoni Bread	5 Piece Canadian Bread	

Button Images

Best Practices 8 of 13

1. All Menu Groups should have images.
2. All Modifiers should have button images. If several are not available, remove the images. Follow the rule 'All or Nothing' within each Menu Group.

Why Use Images

Images are a good way to give a pleasing appearance to the look and feel of your menu. *HungerRush* offers an image catalog that is continuously expanding. Images can be used for Group buttons, Item buttons and Modifier buttons. Using images is a great way to make the menu visually stimulating. This, in turn, helps with ordering accuracy and leads to increased productivity and improved customer satisfaction.

Examples



Menu Modifiers

Best Practices 9 of 13

1. *Simplify the Modifier layout by eliminating redundant options such as Extra Sauce, Lite Mayo, etc. The user can remove a pre-selected modifier to represent 'No' of a specific ingredient. Also available are the Extra and Lite buttons that can be applied to any available modifier.*
2. *Modifiers should be organized. Certain menu groups may warrant different modifier organization techniques. Options to consider are alphabetical, by modifier type or by most commonly used.*

There is no reason for an Extra, Lite or No modifier button to take up valuable menu space. *HungerRush* has eliminated the need for creating these buttons, by incorporating Red Light/Green Light ingredient modification and modifier instruction buttons, Extra and Lite. The Extra and Lite buttons are located at the bottom of the modifier screen.

Red Light/Green Light Modifiers

Ingredients that are pre-assigned will appear green. To remove the modifier, touch the button and it will become red. See Jalapenos and Pickles in the example below.

IMAGE

Qty	Description	Price
1	SW Chicken Grilled Cheese	6.99
	NO Jalapeno	
	NO Pickles	
	Subtotal	6.99
	Tax	0.58
	Total	7.57

Sandwiches Modifiers - SW Chicken Grilled Cheese

American	Bacon	Basil	BBQ Sauce	Blue Cheese
Blue Cheese	Buffalo Sauce	Cheddar	Chicken Only	Canadian Bacon
Extra Sauce	Green Peppers	NO Jalapeños	Ketchup	Lettuce
Lite Sauce	Mayonnaise	Mozzarella	Mustard	Oil & Vinegar
Pepper Jack Cheese	NO Pickles	Portobello Mushrooms	Provolone	Ranch Sauce
Red Onions	Sautéed Onions	Sourdough Bread	Tomatoes	Well Done

Next Split
EXTRA
LITE
SIDE
Prepare

Menu Modifiers continued...

Extra Modifiers

To note a pre-selected modifier with Extra, the user will select the Extra button and then the pre-selected modifier. To notate Extra on an added modifier, Extra should be selected first.

IMAGE		
Qty	Description	Price
1	SW Chicken Grilled Cheese	6.99
	2X Jalapeno	0.50
	2X Pickles	
	Subtotal	7.49
	Tax	0.62
	Total	8.11

Sandwiches Modifiers - SW Chicken Grilled Cheese

Next Split
EXTRA
LITE
SIDE
Prepare

Lite Modifiers

To note a pre-selected modifier with Lite, the user will select the Lite button and then the pre-selected modifier. To note Lite on an added modifier, Lite should be selected first.

IMAGE		
Qty	Description	Price
1	SW Chicken Grilled Cheese	6.99
	LT Jalapeno	
	LT Pickles	
	Subtotal	6.99
	Tax	0.58
	Total	7.57

Sandwiches Modifiers - SW Chicken Grilled Cheese

Next Split
EXTRA
LITE
SIDE
Prepare

Menu Modifiers continued...

Examples



Bad

- No Sauce should be removed unless it is necessary for Required Modifiers.
- Lite Cheese and Lite Sauce should be removed.

Appetizers Modifiers - Breadsticks



Good

- No Sauce is required to fulfill the Sauce selection Required Modifier.
- Lite Cheese and Lite Sauce excluded.

Appetizers Modifiers - Fried Calamari



Menu Modifiers continued...

Organization of Modifiers

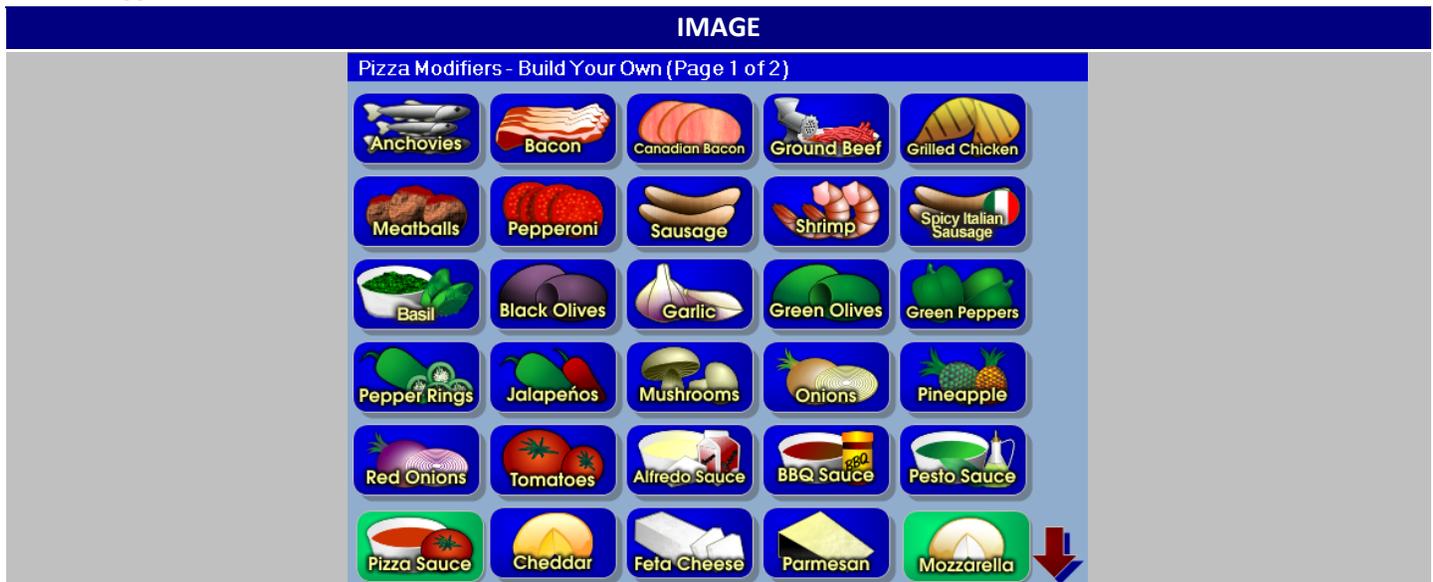
Modifiers should be arranged in a logical manner. This may include alphabetical, by ingredient type, by popularity or a combination of the methods.

Examples:

Sandwiches Modifiers using the alphabetical method.

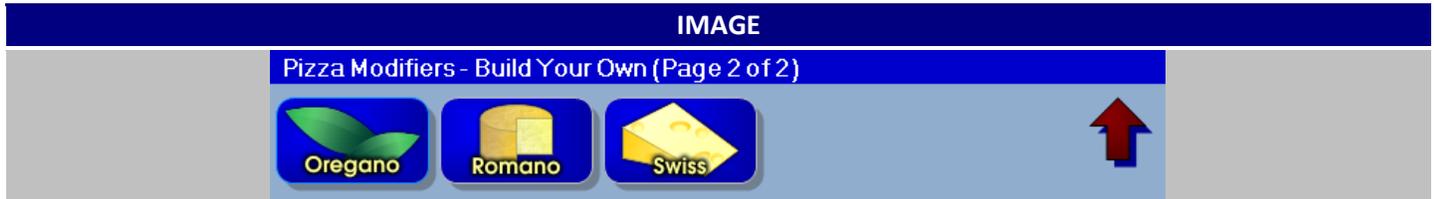


Pizza Modifiers using the sort by ingredient type and alphabetical sorting method. Ingredient types include Meats, Veggies, Sauce and Cheese.



Menu Modifiers continued...

Pizza Modifiers second page displays the less frequently used ingredients.



Displayed below are the **Wings Modifiers** using the by popularity method. Wings sauces are displayed together alphabetically, followed by cooking instructions and extras.



Pricing Options

Best Practices 10 of 13

1. *Does your location offer Happy Hour? Use Time Pricing.*
2. *Do the menu items change price based on whether the order is Dine In or To Go. Use Order Type Pricing.*
3. *Is there a standard discount or lower price offered if you order 2 of an item? Use 2nd Item Pricing.*

Happy Hour (Time Pricing)

The happy hour feature is a spectacular feature offered by *HungerRush*. When the happy hour feature is active, you never need to worry about changing the menu or having the user select the correct items. The system is designed to automatically discount the specified happy hour items at the appropriate times. This will eliminate button usage and guarantee the Happy Hour specials are only available during the appropriate day and time.

Overview

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.

Setup and Configuration

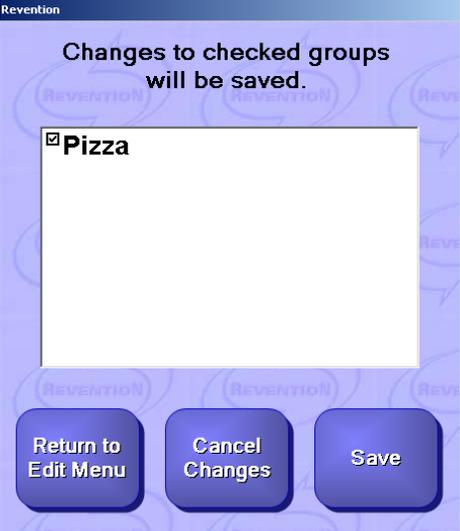
NAME	IMAGE
Time Pricing	<div style="text-align: center;"> <h3>New Time Price</h3> </div> <p>Time Price Name: <input type="text"/> Active? <input checked="" type="checkbox"/></p> <p>Effective Days:</p> <p><input checked="" type="checkbox"/> ALL</p> <p><input type="checkbox"/> Sunday</p> <p><input type="checkbox"/> Monday</p> <p><input type="checkbox"/> Tuesday</p> <p><input type="checkbox"/> Wednesday</p> <p><input type="checkbox"/> Thursday</p> <p><input type="checkbox"/> Friday</p> <p><input type="checkbox"/> Saturday</p> <p>Start Time: 12 : 00 <input checked="" type="radio"/> AM <input type="radio"/> PM</p> <p>End Time: 12 : 00 <input checked="" type="radio"/> AM <input type="radio"/> PM</p> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Save"/> </p>

Happy Hour Pricing continued...
Setup and Configuration

STEP	NAME	IMAGE	DESCRIPTION
1	Orders		To access the Menu Editor, first click the Orders button from the main screen.
2	Edit Menu		Click the Edit Menu button (located on the left side, above the menu items). You will need the appropriate security settings to access the Menu Editor. If you were not granted this access, the Edit Menu button will not appear in your Orders screen.
3	Edit Menu Action		Edit Menu option appears when the Edit Menu button is selected. Selecting Edit Menu allows you to make changes to the current active menu.
4	Menu Edit Submenu		To begin editing a Menu Group, right click on the Menu Group you want to update and select Edit Group.
5	Menu Tab		Click the Menu tab .
6	Allow Timing Pricing		Select the Allow Time Pricing option from the Menu Properties Menu.
7	Time Pricing Tab		Click the Time Pricing tab .
8	Add New		Click the Add New button.
9	Time Price Name		Enter the Time Price program name in the Time Price Name field.
10	Active?		If the Time Price program is currently active, leave the Active option checked. If the program should be inactive, uncheck the Active option.

Happy Hour Pricing continued...

11	Effective Days		<p>Select Monday, Tuesday, Wednesday, Thursday, and Friday. To make the program available every day, select 'All'</p>																		
12	Start Time		<p>Select the start time for the Time Pricing program, and select AM or PM.</p>																		
13	End Time		<p>Select the end time for the Time Pricing program, and select AM or PM.</p>																		
14	Save	<table border="1" data-bbox="397 928 976 1058"> <thead> <tr> <th>Menu Categories</th> <th>Modifier Categories</th> <th>Rename Menu</th> <th>Group Print Sequence</th> <th>UPC Items</th> <th>Time Pricing</th> </tr> </thead> <tbody> <tr> <td>Time Price Name</td> <td>Start Time</td> <td>End Time</td> <td>Effective Days</td> <td>Active</td> <td></td> </tr> <tr> <td>Happy Hour Apps</td> <td>2:00 PM</td> <td>8:00 PM</td> <td>Monday - Friday</td> <td>Yes</td> <td></td> </tr> </tbody> </table>	Menu Categories	Modifier Categories	Rename Menu	Group Print Sequence	UPC Items	Time Pricing	Time Price Name	Start Time	End Time	Effective Days	Active		Happy Hour Apps	2:00 PM	8:00 PM	Monday - Friday	Yes		<p>Click the Save button to save your changes and to view a summary of your entry.</p>
Menu Categories	Modifier Categories	Rename Menu	Group Print Sequence	UPC Items	Time Pricing																
Time Price Name	Start Time	End Time	Effective Days	Active																	
Happy Hour Apps	2:00 PM	8:00 PM	Monday - Friday	Yes																	
12	Group Tab		<p>Click the Group tab.</p>																		
13	Allow Time Pricing		<p>Select the 'Allow Time Pricing' option.</p>																		
14	Items Tab		<p>Click the Items tab.</p>																		
15	Show Time Price		<p>Click the 'Show Time Price' button.</p>																		
16	Menu Item		<p>Select the menu Item that to apply the time pricing to.</p>																		
17	Time Price Item		<p>Click the 'Happy Hour Apps' button in the 'Time Price Level's section.</p>																		
18	Time Pricing		<p>Enter the discounted price for that item in the 'HH Apps' text box. The regular price for Ultimate Nachos is \$4.00, so you would enter 2.00. Repeat steps 16-18 for each appetizer.</p>																		
19	Finish		<p>Click the Finish button.</p>																		

20	Exit Edit Mode		Click the Exit Edit Mode button.
21	Save Prompt		Click the Save button in the dialog box that appears to save your updates.



Please note that time pricing periods may be overlapped and will take the lowest price of the Time Price Levels that the item is included in. Overlapping time frames will have a confirmation window appear asking whether or not to allow the overlap to apply.

NAME	IMAGE
Time Pricing Overlap warning	

Happy Hour Pricing continued...

Time Pricing Requirements

In order to use time pricing, such as happy hour pricing, Time Pricing Applies must be selected for that user's labor type. In addition, the user must be clocked in as that labor type to use time pricing. In general, Time Pricing Applies should be selected for all labor types. In this example, we will set up the Cashier labor type with the ability to apply time pricing.

NAME	IMAGE
Time Pricing Requirements	

STEP	NAME	IMAGE	DESCRIPTION
1	Labor Tab		Navigate to the Labor Tab by clicking on Config and opening the Systems menu.
2	Labor Types		Choose the Labor Type(s) that need time pricing applied to them.
3	Time Pricing Applies		Under the Labor Type Properties select Time Pricing Applies . Repeat this for each Labor Type that time pricing applies to.

Happy Hour Pricing continued...

4	Clock In	<div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: #0056b3; color: white; border-radius: 10px;">Clock-In</div>	<div style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #d3d3d3;">Manager</div> <div style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #d3d3d3; margin-left: 10px;">Bartender</div> <div style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #d3d3d3; margin-left: 10px; margin-top: 10px;">Driver</div>	<p>Time pricing will only take affect if after the applied to labor type is clocked in.</p>
---	----------	---	---	---

Results

Customers purchasing appetizers during the specified times will receive 50% off each item in that group. At any other time, customers will be charged full price for appetizers.

NAME	IMAGE															
Time Pricing Results	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 10%;">Qty</th> <th style="width: 70%;">Description</th> <th style="width: 20%;">Price</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Breadstix Regular Pricing</td> <td style="text-align: right;">4.00</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Onion Rings</td> <td style="text-align: right;">3.00</td> </tr> <tr style="background-color: #0056b3; color: white;"> <td style="text-align: center;">1</td> <td>Chicken Fingers</td> <td style="text-align: right;">5.00</td> </tr> <tr> <td></td> <td style="text-align: right;">Subtotal</td> <td style="text-align: right;">12.00</td> </tr> </tbody> </table>	Qty	Description	Price	1	Breadstix Regular Pricing	4.00	1	Onion Rings	3.00	1	Chicken Fingers	5.00		Subtotal	12.00
	Qty	Description	Price													
	1	Breadstix Regular Pricing	4.00													
	1	Onion Rings	3.00													
	1	Chicken Fingers	5.00													
		Subtotal	12.00													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 10%;">Qty</th> <th style="width: 70%;">Description</th> <th style="width: 20%;">Price</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Breadstix Happy Hour Pricing</td> <td style="text-align: right;">2.00</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Onion Rings</td> <td style="text-align: right;">1.50</td> </tr> <tr style="background-color: #0056b3; color: white;"> <td style="text-align: center;">1</td> <td>Chicken Fingers</td> <td style="text-align: right;">2.50</td> </tr> <tr> <td></td> <td style="text-align: right;">Subtotal</td> <td style="text-align: right;">6.00</td> </tr> </tbody> </table>	Qty	Description	Price	1	Breadstix Happy Hour Pricing	2.00	1	Onion Rings	1.50	1	Chicken Fingers	2.50		Subtotal	6.00
	Qty	Description	Price													
	1	Breadstix Happy Hour Pricing	2.00													
	1	Onion Rings	1.50													
	1	Chicken Fingers	2.50													
		Subtotal	6.00													

Order Type Pricing

Price by Order type is an excellent option for locations that increase their menu prices based on the type of service. In some case Delivery/To Go may be more expensive to cover packaging costs. In other cases, Dine In may be more expensive to cover the additional labor expenses.

If the menu 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.

NAME	IMAGE												
Order Type Pricing	 <table border="1"> <thead> <tr> <th>Price:</th> <th>Order Type Price 1</th> <th>Order Type Price 2</th> </tr> </thead> <tbody> <tr> <td>Small:</td> <td>8.95</td> <td>10.95</td> </tr> <tr> <td>Medium:</td> <td>11.95</td> <td>13.95</td> </tr> <tr> <td>Large:</td> <td>13.95</td> <td>15.95</td> </tr> </tbody> </table>	Price:	Order Type Price 1	Order Type Price 2	Small:	8.95	10.95	Medium:	11.95	13.95	Large:	13.95	15.95
Price:	Order Type Price 1	Order Type Price 2											
Small:	8.95	10.95											
Medium:	11.95	13.95											
Large:	13.95	15.95											

If Tiered Pricing is also active, the prices will be set within the Tiered Pricing area. *For more information on Tiered Pricing please refer to the Menu Design and Maintenance Guide.*

Overview

The Price by Order Type feature allows you to define up to three different price structures for each item, based on order type, and to apply this structure to a specified menu group. In the example below, we will set up Order Type pricing for the 'Wings' menu group as follows:

- Bar orders will receive the default price.
- Delivery and Pick-Up items will have a \$1 upcharge (Order Type Price 1).
- Dine-In items will have a \$0.50 upcharge (Order Type Price 2).

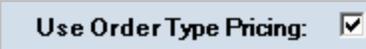
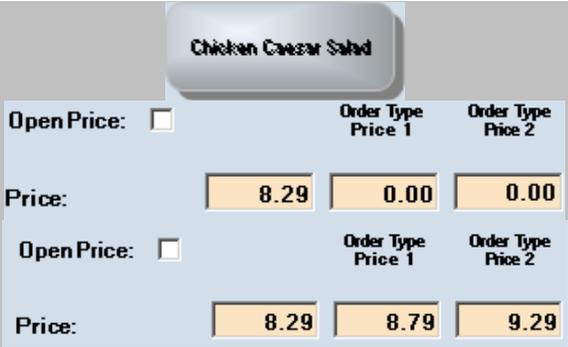


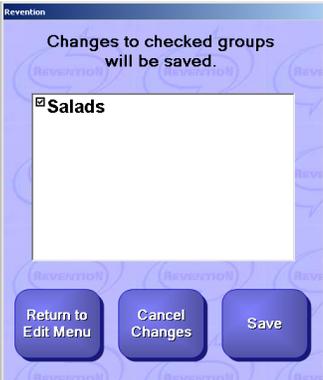
! The Price by Order Type feature may **not** be used if the 2nd Item Pricing feature is turned on for the selected group.

Setup and Configuration

STEP	NAME	IMAGE	DESCRIPTION
1	Order Types & Stages		Turn on the 'Price by Order Type' option in the Configuration section. Navigate to the OrdersTypes & Stages tab by clicking on Config and opening the Systems menu.
2	Order Type		Select the Order Type(s) to apply the order type pricing.
3	Price by Order Type		<p>In the Order Properties screen locate the Price by Order Type option and select it.</p> <p>If one or more order types have an already been assigned 'Price by Order Type' then a prompt will appear asking to choose the index to apply to this order type. A total of two price indexes can be maintained at once</p>
4	Exit		Click the Exit button and Saved when prompted to confirm the changes.

Application

STEP	NAME	IMAGE	DESCRIPTION
1	Orders		To access the Menu Editor, first click the Orders button from the main screen.
2	Edit Menu		Click the Edit Menu button (located on the left side, above the menu items). You will need the appropriate security settings to access the Menu Editor. If you were not granted this access, the Edit Menu button will not appear in your Orders screen.
3	Edit Menu Action		Edit Menu option appears when the Edit Menu button is selected. Selecting Edit Menu allows you to make changes to the current active menu.
4	Menu Edit Submenu		To begin editing a Menu Group, right click on the Menu Group you want to update and select Edit Group.
5	Group Tab		Navigate to and select the Group Tab .
6	Use Order Type Pricing		Navigate to Use Order Type Pricing and place a check mark in the box to enable this feature for this group.
7	Items Tab		Select the items tab.
8	Menu Item		Choose the menu item which to apply the Order Type Pricing to. Once selected, the price area will provided one or two additional fields. Fill the fields in with the alternet prices. Repeat this step for each item in the selected group that needs to a price by order type applied.
9	Finish		Click the Finish button.

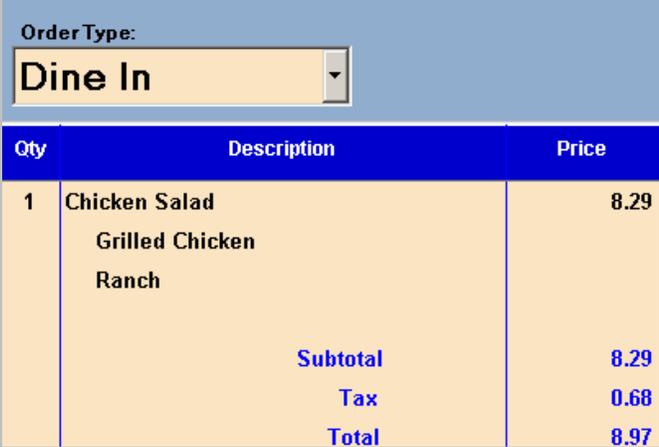
10	Exit Edit Mode		Click the Exit Edit Mode button.
11	Save Prompt		Click the Save button in the dialog box that appears to save your updates.



Be sure that you make a note of which price level is used for each order type.

Results

When a customer orders the selected item, pricing will be applied accordingly.

NAME	IMAGE
Order Type Pricing Results	 <p style="text-align: center;">continued...</p>

20 minutes

Pick Up

Qty	Description	Price
1	Chicken Salad Grilled Chicken Ranch	8.79
	Subtotal	8.79
	Tax	0.73
	Total	9.52

Order Type:

Catering

Qty	Description	Price
1	Chicken Salad Grilled Chicken Ranch	9.29
	Subtotal	9.29
	Tax	0.77
	Total	10.06

2nd Item Pricing

Allow 2nd Item Pricing will provide a second price for each item within the group. When two items within the group are ordered, the 2nd Item Price will apply to one of the two items. The 2nd Item Price will apply to the least expensive item which will incorporate added modifiers.

Overview

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.



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

Setup and Configuration

NAME	IMAGE					
2 nd Item Pricing	Qty	Description	Price	Qty	Description	Price
	1	Sm HandToss Cheese Pepperoni	8.99 0.50	1	Sm HandToss Cheese Pepperoni	8.99 0.50
	1	Sm HandToss Cheese Pepperoni	5.00	1	Sm HandToss Cheese Pepperoni	5.00 0.50
	<div style="border: 1px solid black; padding: 2px;"> 'Include Modifiers' is NOT selected. </div>			<div style="border: 1px solid black; padding: 2px;"> 'Include Modifiers' IS selected. </div>		
	Subtotal		14.49	Subtotal		14.99
	Tax		0.00	Tax		0.00
	Total		14.49	Total		14.99

STEP	NAME	IMAGE	DESCRIPTION
1	Orders		To access the Menu Editor, first click the Orders button from the main screen.
2	Edit Menu		Click the Edit Menu button (located on the left side, above the menu items). You will need the appropriate security settings to access the Menu Editor. If you were not granted this access, the Edit Menu button will not appear in your Orders screen.

2nd Item Pricing continued...

3	Edit Menu Action		<p>Edit Menu option appears when the Edit Menu button is selected. Selecting Edit Menu allows you to make changes to the current active menu.</p>
4	Menu Edit Submenu		<p>To begin editing a Menu Group, right click on the Menu Group you want to update and select Edit Group.</p>
5	Group tab		<p>Click the Group tab.</p>
6	Allow 2 nd Item Pricing	 <p style="text-align: center;">continued...</p>	<p>Select the 'Allow 2nd Item Pricing' option. Selecting 'Allow 2nd Item Pricing' will prompt your system to display the 2nd Item Pricing options. Select the desired options from the following:</p> <p>Validate by Size: When selected, only two items of the same size are available for 2nd Item Pricing. For example, a customer can purchase a large pizza at regular price and a second large pizza for \$5.00. They cannot purchase a large at regular price and a medium for \$5.00.</p> <p>Include Modifiers: When selected, modifiers can be priced differently for a second item. For example, if modifiers will be regular price for the first item, but discounted on the second item, select Include Modifiers. If this option is selected, you must also enter the 2nd Item Price for each modifier:</p> <p>Reprice Third Item: When selected, customers can also purchase a third item at the discounted price. For example, a customer can purchase a large pizza at regular price and two additional pizzas for \$5.00 each.</p>

	<p>Allow 2nd Item Pricing</p>	 <p><i>2nd Item Pricing</i></p> <p>Validate By Size: <input type="checkbox"/></p> <p>Include Modifiers: <input type="checkbox"/></p> <p>Include Style Surcharge: <input type="checkbox"/></p> <p>Reprice 3rd Item: <input type="checkbox"/></p>	<p>Style Surcharge: A style surcharge can be included with 2nd Item Pricing. For example, if you charge \$1 extra per pizza for deep dish, and you have 'Allow 2nd Item Pricing' AND 'Include Style Surcharge' turned on, a customer ordering two deep dish pizzas would be charged \$1 more for each pizza. If the Style Surcharge setting is not turned on, the \$1 surcharge would only be applied to the first pizza, and not to the second. If this option is selected, you must also specify the Style surcharge for each size.</p>
7	<p>Items tab</p>		<p>Select the Items tab.</p>
8	<p>2nd Item Pricing Applies</p>		<p>Select the 2nd Item Pricing Applies toggle for each menu item that has 2nd Item pricing.</p>
9	<p>2nd Item Pricing</p>		<p>Enter the appropriate 2nd Item Price(s) for that item. When complete, repeat for the next item, until you have entered the 2nd Item Price for each eligible item.</p>
10	<p>Finish</p>		<p>Click the Finish button.</p>
11	<p>Exit Edit Mode</p>		<p>Click the Exit Edit Mode button.</p>
12	<p>Save</p>		<p>Click the Save button in the dialog box that appears to save your updates.</p>

Note: Please note that if 'Include Modifiers' is NOT selected, the customer will simply be charged the second item price for the second item, and will not be charged for any additional modifiers

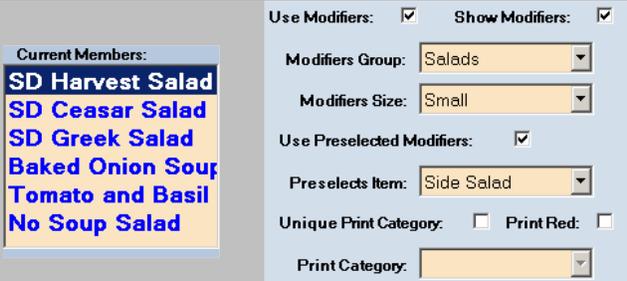
Linking Modifiers to Preferences

HungerRush offers a unique design to allow a user to modify the ingredients of a selected Preference. This option is extremely helpful for the setup of combo meals, combination plates, and entrée sides.

Best Practices 11 of 13

1. *Make sure the name of the Preference is different than the Menu Item. In most cases, the Preference uses a smaller portion.*
2. *Are there any substitution options for an upcharge? If so, include those options within the Preference selection.*
3. *Be sure to assign valid Report Group and Tax Type (only for up charged Preferences). This will ensure the Preferences selected are being reported correctly.*
4. *If the Preference selections need to print in a different location in the kitchen, make sure to give it its own Kitchen Printer Configuration. E.g. The Filet will print to the Grill station and the Side Salad will print to the Cold station.*

Setup and Configuration

NAME	IMAGE
Preference Modifiers	

Setup and Configuration

STEP	NAME	IMAGE	DESCRIPTION
1	Orders		To access the Menu Editor, first click the Orders button from the main screen.
2	Edit Menu		Click the Edit Menu button (located on the left side, above the menu items). You will need the appropriate security settings to access the Menu Editor. If you were not granted this access, the Edit Menu button will not appear in your Orders screen.

Linking Modifiers to Preferences...

3	Edit Menu Action		<p>Edit Menu option appears when the Edit Menu button is selected. Selecting Edit Menu allows you to make changes to the current active menu.</p>
4	Menu Edit Submenu		<p>To begin editing a Menu Group, right click on the Menu Group you want to update and select Edit Group.</p>
5	Preferences Tab		<p>Select the Preferences tab.</p>
6	Group/Menu Item		<p>Review the Preference Set Up to assign the Preferences required by the Menu or Group item.</p>
7	Item Preferences		<p>Once the Preferences are assigned to the Menu Item, highlight the Preference that requires modifiers to be defined.</p>
8	Edit Members		<p>Select Edit Members and the preferences submenu will appear.</p>

Linking Modifiers to Preferences...

9	Current Members	<p>Current Members:</p> <ul style="list-style-type: none"> House Greek Caesar 	Highlight the first Member.
---	-----------------	--	-----------------------------

Once the current member is selected, proceed to the preference properties explained in the following two sections. Complete the Preference Member properties based on your Preference Modifier needs.

NAME	IMAGE
Preference Member Properties	<p>The screenshot shows the 'Preference Member Properties' form with the following fields and callouts:</p> <ul style="list-style-type: none"> 1: Use Modifiers (checkbox) 2: Show Modifiers (checkbox) 3: Modifiers Group (dropdown menu) 4: Modifiers Size (dropdown menu) 5: Use Preselected Modifiers (checkbox) 6: Preselects Item (dropdown menu) 7: Unique Print Category (checkbox)

1. Check 'Use Modifiers'.
2. 'Show Modifiers' forces the modifier screen to appear as soon as the Preference is selected. 'Blank Member' option must also be in use.
3. Select the Menu Group to use for the Modifiers for **Modifiers Group**.
4. Select the **Modifier Size** if applicable.
5. Check 'Use Preselected Modifiers' if applicable.
6. Select the **Preselects Item**, if using Preselected Modifiers.
7. Complete the **Unique Print Category** settings if you want this Preference to print at a different station in the kitchen apart from the Menu Item. The Preference may also be configured to **Print Red** on the preparation ticket.

Linking Modifiers to Preferences...

Complete the additional Preference Members with the appropriate settings.

NAME	IMAGE	NAME	IMAGE
------	-------	------	-------

Greek Salad	Member Name:	<input type="text" value="Greek"/>
	Button Name:	<input type="text" value="Greek"/>
	Receipt Name:	<input type="text" value="Greek Salad"/>
	Kitchen Name:	<input type="text" value="Greek Salad"/>
	Price:	<input type="text" value="1.00"/>
	Report Group:	<input type="text" value="Salads"/>
	Tax Type:	<input type="text" value="SalesTax"/>
	Kitchen Only:	<input type="checkbox"/>
	Available Online:	<input checked="" type="checkbox"/>
	No Qty Price:	<input type="checkbox"/>
	No Ktch Display:	<input type="checkbox"/>
	Use Modifiers:	<input checked="" type="checkbox"/>
	Show Modifiers:	<input type="checkbox"/>
	Modifiers Group:	<input type="text" value="Salads"/>
Modifiers Size:	<input type="text" value="None"/>	
Use Preselected Modifiers:	<input checked="" type="checkbox"/>	
Preselects Item:	<input type="text" value="Greek Salad"/>	
Unique Print Category:	<input checked="" type="checkbox"/>	
Print Red:	<input type="checkbox"/>	
Print Category:	<input type="text" value="Cold"/>	

Caesar Salad	Member Name:	<input type="text" value="Caesar"/>
	Button Name:	<input type="text" value="Caesar"/>
	Receipt Name:	<input type="text" value="Caesar Salad"/>
	Kitchen Name:	<input type="text" value="Caesar Salad"/>
	Price:	<input type="text" value="1.00"/>
	Report Group:	<input type="text" value="Salads"/>
	Tax Type:	<input type="text" value="SalesTax"/>
	Kitchen Only:	<input type="checkbox"/>
	Available Online:	<input checked="" type="checkbox"/>
	No Qty Price:	<input type="checkbox"/>
	No Ktch Display:	<input type="checkbox"/>
	Use Modifiers:	<input checked="" type="checkbox"/>
	Show Modifiers:	<input type="checkbox"/>
	Modifiers Group:	<input type="text" value="Salads"/>
Modifiers Size:	<input type="text" value="None"/>	
Use Preselected Modifiers:	<input checked="" type="checkbox"/>	
Preselects Item:	<input type="text" value="Caesar Salad"/>	
Unique Print Category:	<input checked="" type="checkbox"/>	
Print Red:	<input type="checkbox"/>	
Print Category:	<input type="text" value="Cold"/>	

STEP	NAME	IMAGE	DESCRIPTION
10	Back to Preferences		When the Preference Members are complete, select Back to Preferences.
11	Finish		Click the Finish button.
12	Exit Edit Mode		Click the Exit Edit Mode button.
13	Save Prompt		Click the Save button in the dialog box that appears to save your updates.

Linking Modifiers to Preferences...

Result

When the Menu Item 'Filet' is added to an order each Preference will appear and require a selection to be made. If the customer requires ingredient modifications to the Salad, the Salad Preference can be highlighted and the modifiers will appear.

NAME	IMAGE
------	-------

Preference Modifier

Qty	Description	S#	Price
1	Filet	1	22.49
	Medium		
	Sweet Potato Fries		
SD Harvest Salad			
	NO Black Olives		
	Subtotal		22.49
	Tax		1.86
	Total		24.35

Seat #1
Next Split

EXTRA
Prepare

Salads Modifiers - SD Harvest Salad

You can differ the order of the Preference depending on what benefits the order entry process. By using Blank Member and Show Modifiers, the Modifier screen for the Salads will appear automatically once the Salad is selected.

Preference Blank Modifier

Qty	Description	S#	Price
1	Filet	1	22.49
	Medium		
	Sweet Potato Fries		
SD Harvest Salad			
	Subtotal		22.49
	Tax		1.86
	Total		24.35

Seat #1
Next Split

EXTRA
Prepare

Salads Modifiers - SD Harvest Salad

Linking Modifiers to Preferences...

Having more than one preference with modifiers connected to an item and with Use Blank Members turned on will enable the Choose button. The Choose button will appear next to Extra and clicking it allows you to immediately move on to the next Preference and its modifier's selection.

NAME	IMAGE								
Preference Blank Modifier With Preference Selection	Qty	Description	S#	Price	Salads Modifiers - Full Loaded (Page 1 of 2) Edit Menu				
	1	Pork Chop	1	13.99	Bacon	Blackened Chicken	Bleu Cheese Crumbles	Red Cabbage	Cheese
		Full Loaded			Chicken Tenders	CROUTONS	Cucumbers	Dried Cranberries	Fried Wontons
		[Choose SoupSalad]			Grilled Chicken	Honey Mustard	Hummus	Lime	Mandarin Oranges
		Subtotal		13.99	Olives	Onions	Parmesan	Pico Di Gallo	Red Peppers
		Tax		1.15	Romaine Lettuce	Shrimp	Sugared Walnuts	Tomatoes	Tzatziki Sauce
		Total		15.14	Blue Cheese	BBQ Ranch Dressing	Caesar Dressing	Honey BBQ™	Light Asian Sesame
					<div style="display: flex; justify-content: space-between;"> Split Seat #1 Next Split </div>				
					<div style="display: flex; justify-content: space-between;"> EXTRA Choose SoupSalad </div>				

Recommended Bar Menu Configuration

Each bar menu will tend to differ based on products sold. High volume nightclubs may want to keep the menu extremely simple, e.g. Super Premium, Premium, Call, and Well. If your nightclub has cocktail servers, they will need a complete drink menu so the bartender knows what to make. Most locations with a bar will want to ring up all bar products based on brand to create an accurate menu mix and inventory tracking.

Best Practices 12 of 13

1. *Set up a Speed Bar for the bartending staff.*
2. *Determine the method of liquor organization, by brand or by type, e.g. A-L, K-Z or Vodka/Gin, Bourbon/Scotch, etc.*
3. *Set up a Specialty Drink and Shooters Menu Group.*
4. *Be aware of what may incur an additional charge. e.g. Red Bull, Juice*
5. *Is it necessary to set up Doubles?*
6. *Set up recipes under item descriptions.*

Examples:



Good

- Groups are organized. Items should be easy to find.
- Button images used for all Groups.

Menu Group Layout



Recommended Bar Menu Configuration...



Good

- Items are organized based on product.
- Button images improve speed of order taking.

Speed Bar Layout



Good

- Recipe is populated and easy to read.
- Item is set up with Vodka choice to ensure proper up sale charge.

Specialty Drink Recipe

Item Description

Group: **Specialty Drinks**

Item: **Cosmopolitan**

Description:

1 1/2 oz Vodka
3/4 oz Cointreau
Squeeze of lime
Splash of Cranberry Juice

Shake over ice and strain into chilled martini glass

Choice of:

Vodka

[Close](#)

HungerRush Pre

The menu presented online is pulled directly from the store's point of sale menu. Menu items, modifiers and preference members all have an option to be available online. When editing the menu, the following three rules should be followed.

Best Practices 13 of 13

1. Remove menu items that should not be available online. This may include alcoholic beverages, open price items, fundraiser items and/or other miscellaneous item.
2. Review each Receipt Name of every item, modifier and preference member. The Receipt Name is what is presented online. The name should not be abbreviated and should be spelled correctly. Refrain from using all capital letters unless you use capital letters throughout the entire menu.

Example

NAME	IMAGE
Item Receipt Name	

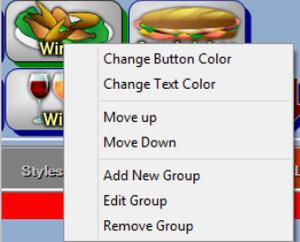
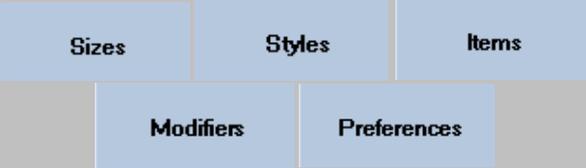
3. Include Item Descriptions. It may be helpful to use the printed menu or website menu as a guide. If the menu provides a description, then it should be entered as the item description. Sides and Beverage groups may not require descriptions.

Example

NAME	IMAGE
Choose Online Options	

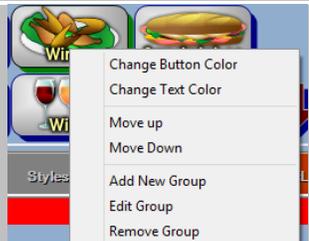
Is Available Online Settings

The 'Is Available Online' option must be set in multiple locations within the *HungerRush* point of sale menu set up.

STEP	NAME	IMAGE	DESCRIPTION
1	Install Settings		Navigate to the Install Settings tab via the Systems menu found in Config.
2	Has Online Ordering		Choose the Has Online Ordering radio button. Exit the Systems menu.
3	Orders		From the main navigation screen, select Orders .
4	Edit Menu		Select Edit Menu and a submenu will appear.
5	Edit Menu Button		You will be asked if you want to edit a current menu or create a new menu, or to cancel and go back to the Orders screen. Click the Edit Menu button.
6	Edit Group		Right-click on the first menu group to configure. In the menu that appears, select Edit Group .
7	Group		Select the Group tab.
8	Is Available Online		Check option Is Available Online . Once done, the Sizes, Styles, Items, Modifiers and Preferences tabs will have online options appear.
9	Tabs		By default, all tabs will have all available options be defaulted to be available online. If a size or item needs to be excluded from online ordering, select the relative tab and remove the corresponding 'Is Online' options.

HungerRush Preparation continued...

Menu Item Description Set Up

STEP	NAME	IMAGE	DESCRIPTION
1	Orders		From the main navigation screen, select Orders .
2	Edit Menu		Select Edit Menu and a submenu will appear.
3	Edit Menu Button		You will be asked if you want to edit a current menu or create a new menu, or to cancel and go back to the Orders screen. Click the Edit Menu button.
4	Edit Group		Right-click on the first menu group to configure. In the menu that appears, select Edit Group .
5	Items		Click the Items tab and choose a menu item to add a description to.
6	Online Description		Select the selected menu item's Online Options and then chose Online Description button from the submenu provided.
7	Item Online Description		Type in the description of the item in the provided field. Click Save when done. Repeat for each item that needs a description attached to it.

Just the Best Practices

1. *Use Required Modifiers when more than one option can be selected.*
2. *Use Required Modifiers when the option can be different for each Item Half.*
3. *Use Modifier Categories when Items are frequently modified and online ordering is active.*
4. *Menu Groups should be organized by one of the following methods; printed menu layout or popularity.*
5. *If you can, combine Menu Groups to prevent incorporating paging down to a second Menu Group panel to accommodate one or two groups.*
6. *Use Custom Group Sequence for the Bartender labor type.*
7. *Use Custom Group Sequence if the menu differs based on time of day.*
8. *Don't forget to configure the group button color when creating the Custom Group Sequences.*
9. *Never use Styles by themselves.*
10. *Sizes should be used when several items within the groups come in multiple sizes.*
11. *Refrain from incorporating one size only used by one item.*
12. *All Items should have a unique name and kitchen receipt name.*
13. *Button Name should fit completely on the button.*
14. *The normal group button size should always be used except in the following cases.*
 - If a customer only has 1-5 groups, then the large group button is recommended.*
 - If the client has an extremely large menu and there is concern about having to scroll between multiple group panels. Using Small buttons allows for 20 group buttons on each panel; this will eliminate having to scroll through multiple pages.*
15. *Item buttons should be consistent in size and shape.*
16. *Button colors and text colors should have good contrast. Light/Dark*
17. *Items should be organized either alphabetical or in the order of the printed menu.*
18. *Simplify the Modifier layout by eliminating redundant options such as Extra Sauce, Lite Mayo, etc. The user can remove a pre-selected modifier to represent 'No' of a specific ingredient. Also available are the Extra and Lite buttons that can be applied to any available modifier.*
19. *Modifiers should be organized. Certain menu groups may warrant different modifier organization techniques. Options to consider are alphabetical, by modifier type or by most commonly used.*
20. *Do the menu items change price based on whether the order is Dine In or To Go. Use Order Type Pricing.*
21. *Is there a standard discount or lower price offered if you order 2 of an item? Use 2nd Item Pricing.*
22. *Make sure the name of the Preference is different than the Menu Item. In most cases the Preference is a smaller portion.*
23. *Are there any substitution options for an upcharge? If so include those options within the Preference selection.*

24. On Preferences, be sure to assign valid Report Group and Tax Type (Tax only for up charged Preferences). This will ensure the Preferences selected are being reported correctly.

Just the Best Practices continued...

25. Does the Preference's selection need to print in a different location in the kitchen, e.g. The Filet will print to the Grill station and the Side Salad will print to the Cold station.

26. Set up a Speed Bar for the bartending staff.

27. Determine the method of liquor organization, by brand or by type, e.g. A-L, K-Z or Vodka/Gin, Bourbon/Scotch, etc.

28. Set up a Specialty Drink and Shooters Menu Group.

29. Be aware of what may incur an additional charge. e.g. Red Bull, Juice

30. Is it necessary to set up Doubles?

31. Set up recipes under item descriptions.

32. Remove menu items that should not be available online. This may include alcoholic beverages, open price items, fundraiser items and/or other miscellaneous item.

33. Include Item Descriptions. It may be helpful to use the printed menu or website menu as a guide. If the menu provides a description, then it should be entered as the item description. Sides and Beverage groups may not require descriptions.

Technical Support

For technical support, contact **HungerRush 360 Technical Support** at 1.877.738.7444 or go to <https://www.hungerrush.com/support>.