

How To Guide - Creating Menu Combos

A complex menu combo is one in which parents can select one entree, one drink and perhaps one snack from a set of choices. This type of combo is built using menu item grouping where the entrees are all in **Group A** and the drinks are in **Group B** and the snacks are in **Group C**.

1. Go to "**ORDERS**" => "**Current Schedules**" => select the schedule to go to the schedule summary page.
2. Click the "**Menus**" or "**Manage Form**" button at the top of the page.
3. Build the menu as normal with all the items you wish to have on the menu, usually by generating the supplier products onto the menu. (See "**Defining Menus**" How to Guide)
4. Click the third icon beside the menu title to "**Manage Menu Items**". 
5. Now click the "**Insert Combo**" button at the bottom of the screen.
6. Insert any **Headings** required and sort the menu items.
7. Now scroll to the bottom of the screen and click the "**Update Current Menu Prices**" button (large button).
8. Edit the menu items to assign the different sets of menu items to different groups.
9. Click the "**Update Prices**" to save your changes.
10. Now click the "**Menus**" button at the top of the screen and click the "pencil" icon beside the menu date to define the combo rules. Scroll down to the middle of the form and click on the "**[Show Combos and Grouping Rules]**" link. This will display the fields for managing combos. 
11. If there is a limit to the number of "**Group A**" items that can be ordered enter that number in the "**Maximum Order Qty for Group A**" otherwise leave the field set to zero for any quantity.
12. For the "Group B" items leave the quantity set to zero and the system will ensure that the number of "**Group B**" items ordered is not greater than the number of "**Group A**" items ordered.
13. If a "Group A" item must be ordered before a "**Group B**" item can be ordered, then set "'**A** Required" to 'Yes'. This will prevent someone from ordering a "**Group B**" item without first ordering a "**Group A**" item.

14. If it is mandatory that a **"Group B"** be ordered if a **"Group A"** item is ordered, then set **""B" Mandatory"** to 'Yes'. This will ensure that if a **"Group A"** item is ordered a **"Group B"** item will also be selected.

The combos will now be available for ordering. This type of combo is the best way to address complex selections where a type of entree can be selected, a type of drink and possibly an extra item can also be ordered.

For example, if your **"Group A"** items were pizza combos you could have the **"Group B"** items be an extra slice at a discounted price if a combo is ordered but only available to people who have ordered a combo. In this case **""A" Required"** would be set to 'Yes' but **""B" Mandatory"** would be set to 'No' as people do not have to order an extra slice.