

How To Guide - Defining Menus

A schedule is a set of menus and may contain one menu or more menus. Each menu may have a title and a set of menu items that can be ordered.

1. Go to the **"ORDERS"** tab => **"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. You can click the **"Insert"** button at the bottom to create a new menu.
 - a. The sequence of the menus can be changed by clicking and holding a menu entry and dragging it up or down in the list. When you have finished moving the menus your changes are saved automatically.
 - b. If your menus have dates, it is possible to **"Sequence by Date"** by clicking the button at the bottom of the list.
3. The menu title (or the menu date) can be edited by clicking the **"pencil"** icon beside the menu. 
 - a. The menu title can indicate the "theme" for the menu if required, such as "Pizza Day" or "Sub Day", etc. The menu title can also indicate a non-menu day such as a "Professional Day" or "Spring Break".
 - b. This screen will allow you to change the date of the menu (hot lunches) and to manage menu item grouping for combos.
 - c. It is also possible to define the number of volunteers required for the menu date as well.
 - d. You can also define special text to be included in the weekly reminder email (hot lunches only).
4. (**Hot Lunches and Fund-Raising sites**) If you have defined your suppliers and products it will be possible to **"Generate"** the menu by clicking the **"Generate Menu"** icon, then select a supplier, click **"View Products"**, select the products to be included on the menu and then click **"Generate Menu"**. All the selected products will be copied to the menu for you. 
5. A schedule that is not of status **"Active"** will not be accessible by parents, so the status needs to be set to **Active** for parents to **place, edit or view orders**.

6. The menu items can be arranged and further edited by clicking the "**Manage Menu Items**" icon. 
- a. From the "**Menu Item Administration**" screen you can change the sequence of the menu items by clicking on an item and dragging it up and down the list. When you have finished moving items you **must** click the "**Save Row Sort**" button to save your changes.
 - b. You can also insert new menu items by clicking the "**Insert Item**" button at the bottom.
 - i. The **Item Title** will be used on the supplier order form and on menus but can be edited on menus.
 - ii. The **Description** is only used on the menus.
 - iii. **Label Title** is used on the delivery report and for labels.
 - iv. The **Selling Prices** are used to populate the menus.
 - **On-Line** and **Paper** prices are used for on-line and paper orders respectively.
 - The **Special Prices** are offered only to students or staff who are flagged as being eligible for the special prices. These prices can be used for subsidized students or to offer different price points for staff.
 - v. **Options** are modifiers for the menu item. Do not use options to define a menu item. Valid options might be "lettuce" or "tomato" on a sub, NOT "cheese" or "pepperoni" for a pizza.
 - vi. "**Additional Information**" is displayed as a mouse-over pop-up to show nutritional information or any relevant information about the product that is not part of the title or description such as allergy info.
 - c. It is also possible to insert headings into the menu. Headings can make menus more readable for parents.
 - d. You can also edit individual menu items by clicking the "**pencil**" icon. 
7. To view your menu at any time, click the "**On-Line Order**" button at the top of the page and you will see the order form. Parents will see the same form without the name and contact information fields.

Once you have completed the menus the schedule is ready for parents to place orders.