

How To Guide - Managing Menu Items

A menu is a set of one or more menu items. Each menu item consists of a title, optional description, prices and other optional parameters.

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.
3. Click the third icon beside the menu title to "**Manage Menu Items**". 
4. Click the "**Insert Item**" button to add a new menu item to this menu.
5. In order to produce "**Supplier Orders**" each menu item must be linked to one or more supplier products. If you are not selling products or do not require "**Supplier Orders**" then it is not necessary to enter suppliers and products or to specify products for the menu items.

Supplier Products:

- a. If you are specifying products set the product quantity and select the first product from the drop-down list of products. The first product will be used to populate other fields in this form such as title, description and prices.
 - b. If there are additional products required for this menu item, select a product in the second drop down list. When you specify a second item a third drop down list will be displayed for an additional product.
6. Any of the fields can then be edited to customize the item title, description or prices.
 7. **Quantity Available** is used to manage inventory, often when selling tickets.
 8. **Menu Groups** are used to manage complex combos and require additional values to be set in the menu date record.
 9. **Menu Options** are used as modifiers to the menu item and should not be used to define a menu item choice.
 10. **Additional Information** will be displayed as a mouse-over pop-up and can include nutritional information, item specific details and even an image.

Once you have completed the menu item click the "**Insert**" button to save the new item.

Menu items can be edited by clicking the "**pencil**" icon, making changes and saving the results. 

The menu items can be sorted by dragging and dropping the rows of items.