

How To Guide - Menu Item Options

Menu item options are the set of **choices** that can be made **to modify the menu item**.

For example, toppings on a sub or pita, optional sauces on pasta, etc.

It is recommended that options be used as **modifiers to an item**, not to identify a different item. Do not use items to select the type of drink, or the meat on the sandwich for example as it is better to get the individual counts of the different items on the supplier orders. Your suppliers will prefer to have counts of different products.

It is possible to specify rules to manage the minimum and maximum number of options selected so that you can ensure that at least one option is selected for a set of options. There are three different option sets available for each product/menu item thus allowing you to have different rules for each set. A set might be the choice of bun for a sub and you may specify that at least one bun option be selected. Another set might be the toppings and it doesn't matter if none are selected.

If your supplier needs to know how many ham subs, and how many turkey subs then don't use options to select the meat! You will not get clear counts of the options in the way that you can get counts of items. If the option is for a different supplier product, then you are using options incorrectly.

You should enter options in the "**Supplier Products**" so that you do not have to enter this information into the menu items.

Considerations:

1. Enter options into supplier products for consistency and ease of management.
2. Always make sure that there is an option for every possibility so that the reports are very clear. If you are offering a choice of salad dressing for example, then offer "**No Dressing**" as an option for clarity. The system will indicate if "**No Option**" has been selected, but if you wish to manage minimums and maximums it is best to offer all alternatives.
3. Manage the maximum and minimum values to ensure that you get the data you need. If there must be at least one option selected, then set the "**Minimum Options**" to 1. If no more than one can be selected, then set the "**Maximum Options**" to 1 as well.
4. If the "**Minimum Options**" is 1, then it is useful to set the "**Default Options**" to the most common selection to save people time. The default is a text match so make sure the text is identical.
5. Alter the "**Supplier**" record and set "**Options Report Required**" to "**Yes**". This will provide your suppliers with a list of the selected options.
6. If there are many options, you will want to provide labels for your supplier to accurately make the menu items and to facilitate the delivery of the items.
7. Also set the "**Options Delivery Report**" to "**Yes**" if your supplier is boxing the items by class for you.



Making life easier, one application at a time

8. When delivering the food to class rooms the standard "**Delivery Report**" does not list the options so you will have to use the "**Order Details**" report to view the options selected.