

How To Guide - Creating Menu Item Combos

A simple menu combo is one in which parents can select one menu item and the system knows that this menu item is a combo of a set of supplier products. These menu combos can be defined as "**Supplier Product Combos**" or built individually in the menu item.

1. Go to the "**ORDERS**" tab => click "**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 "**pencil**" icon beside a menu item to add additional products or click the "**Insert Item**" button at the bottom to create a new menu item. 
6. Select the first product for this menu item and the "**Item Title**", "**Item Description**" and the "**Prices**" will all be filled in from this product's data.
7. Now add any additional products that will be included in this menu item combo. For example add the drink or snack that is included. It is important that there is not a choice of the drink or the snack item as this type of combo does not allow people to make choices.
8. Give the combo a unique "**Item Title**" and "**Label Title**" so that it is easily identified on the reports.
9. Edit the item prices to reflect the cost of the combo.
10. Click the "**Insert**" or "**Update**" button to save your changes.

The combo will now be available for ordering. This type of combo is good for simple combos where there is no selection permitted in any of the component items.

These combos will be listed on the "**Delivery Report**" and the "**Order Details Report**" as a single item. The "**Label Title**" is very important to identify different items.

An example of this type of combo would be an entree such as a Burger with Fries or a Burger with a Salad, or a Slice of Pizza with a Water or a Slice of Pizza with a Juice Box.

If you are offering a choice of main item with a choice of additional item(s) it is better to setup "**Menu Combos**" instead of "**Menu Item Combos**".