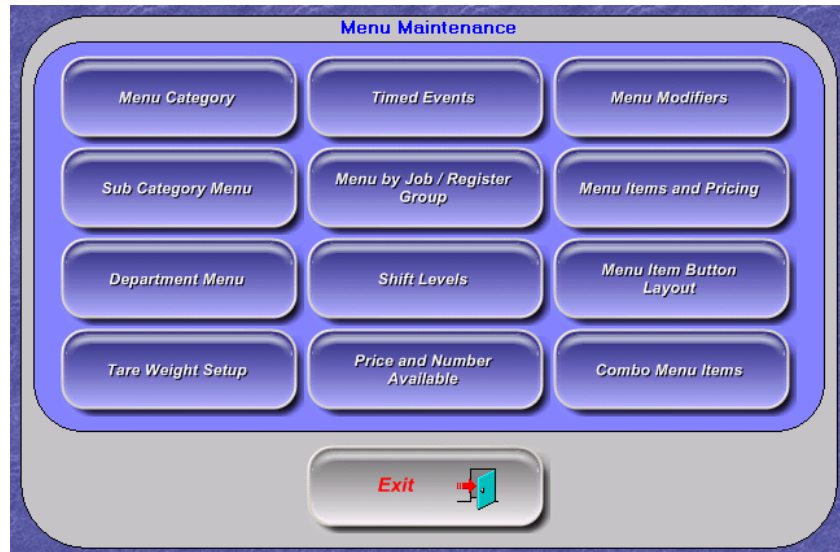


4.0 Menu Maintenance

Menu design is an important part of setting up your MicroSale program. All menu items will be assigned to Categories and an optional department assignment for reporting purposes. Menu items and pricing is used to set up the detail for all menu items. Modifiers are your choices or substitution items for menu items.



All these buttons will be explained on the following pages.

4.1 Menu Category



All of the menu items in MicroSale are divided into separate Categories. This is the first step in menu design. Categories are used to group like menu items. For example, in a Category *Appetizer*, you may have cheese sticks, wings, etc., and a ham sandwich may go in the Category *Sandwiches*.

To **add a new** category to your menu, touch the light blue box on the right side of the screen. Type in the name of the new category, and touch the *Add New* button or press enter. Repeat this step until all of your categories are listed.

Important: Please note that only 8 categories show on the order entry screen. *Display All* button will show the remainder of the categories.

The Categories need to be assigned to buttons in the order you wish them to appear on the Order Entry screen. To assign a category to a button, touch the category name from the list on the right side of the screen, and then touch a button. When designing a menu, you want the most used category at the top of the list; the menu items in that category will be displayed first by default. The *Category Priority* list is optional. This determines the order the menu items appear on the customer's receipt by category. Touch the button of the category you want to add, and then touch the space on the Priority list where you want that category to be. Repeat this step until all categories are on buttons (and on the Priority list, if desired). If you do not assign categories to the Priority list, the system will default to the order the categories are assigned to the buttons from top to bottom.

To **change** the order on the Priority list touch the category name under Category Priority on the left side of the screen. Simply touch the category, it will disappear and click the mouse with the placement desired. By default, the priority is button placement.

To **delete** a category from the list, touch the category on the right side, highlight it and double click it. A prompt will appear on the screen to make sure you want to delete it.

Important: You cannot delete categories that have menu items assigned to them.



The *Mandatory* button will require a menu item to be rung up in that category for each ticket. By default, all the categories will be No. If you need to change the category to yes, click the mouse over No and Yes will appear. If you click again, Com will appear. This means a combination of categories must appear on every ticket. Most users do not use this feature. Some use it to make servers ring up drinks on every ticket to keep them from giving away drinks without ringing them on the computer system.

The *Disable Modifiers* button is terminal specific. This is designed for Bartenders so they do not have to go through modifiers to complete an order. By Default all categories

are No. If you want to disable the Modifiers, it is a two-step process. Click the *No* and it will become *Yes*. Next, go to Register Setup, Register Options and touch the *Modifier/Phone Orders/General* tab, in the blue Modifier area check the *Allowed Disabled Modifiers*.

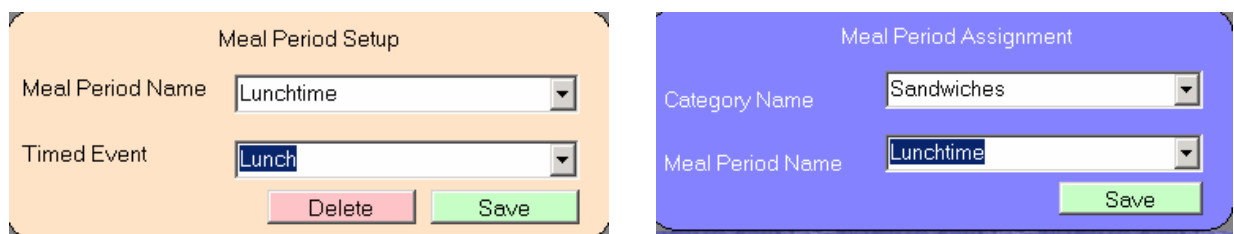
The *Tip Exempt* button allows the Category Sales to be exempt from Tip Dollars that would show up on Server reports from a tip exempt category. By default, all Categories are No. For example, Category Catering may be exempt from tips.

The *Category Prompt* button is used to prompt a message every time that Category is selected. Type the message desired next to the Category. Remember to Save when done.

The *Meal Periods* button allows a timed event to a particular Category. For Example, a Restaurant with a lunch and dinner menu may want to use this feature because the owner doesn't want lunch items available at dinner. To set this up, a timed event should be established.



In the Meal Period Setup a meal period name is typed into the box, in this example, "Lunchtime" is the Meal Period Name and it is assigned to the Timed Event "Lunch". Touch *Save*. Then set up the Meal Period Assignment. Select the Categories that would be assigned to the Meal Period. Select *Save* after each assignment.



In this example, the Category "Sandwiches" would only be available between 10:45AM and 3:10PM as it was setup in the Timed Event.

4.2 Sub-Categories

The Sub Categories are categories within the original categories. These sub categories will extend the amount of your categories and also help with Timed Menu Prices discussed later in this chapter. For example, in the **Beverage** Category, you could have a sub category **Beer**, and all types of beer could be within that sub category yet assigned to the **Beverage** Category.

To get to the Sub Category Menu, touch Menu Maintenance on the Managers Menu screen. Then touch the *Sub Category Menu* button.

To **add a new** sub category touch the *Sub Category Name* box. This will put a cursor in the box. Type the name of the new sub category in the box and touch *Enter*.

Use the arrow key to the right of the *Category Assigned* box on the screen to scroll through the categories. Then touch the *Save* button.

To **delete** a sub category type in the name, or use the arrow key next to the box to scroll through the names. Then touch the *Remove* button.

Important: If you have menu items attached to a sub category, you cannot delete it.

The *Access Category Names* will take you to the Menu Category screen. The *Access Timed Events* will take you to the Timed Menu Prices, which will be discussed later in this chapter. To add a timed event to a sub category, touch the arrow key to the right of the timed event box, and scroll through the list until you have found the correct one.

Once you have completed a sub category, touch the *Save* button at the top right side of the screen.

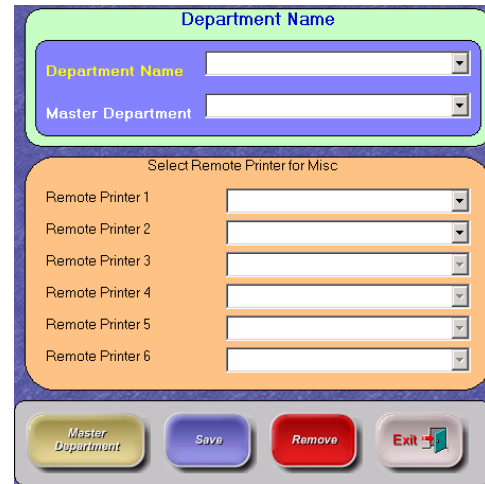
Repeat these steps as needed to create additional sub-categories.

Important: If you *Exit* the Sub Category Menu without saving, all of your information will be lost.

The screenshot shows a mobile application interface for 'Sub Category Assignment'. At the top, there's a title bar. Below it, there are two dropdown menus: 'Sub Category Name' and 'Category Assigned'. Underneath these is a small text warning: 'Sub category names can not be the same as menu items.' There are two buttons: 'Access Timed Events' and 'Access Category Names'. Below these are five 'Timed Event' dropdown menus, labeled 'Timed Event 1' through 'Timed Event 5'. At the bottom, there are three buttons: 'Remove', 'Save', and 'Exit'.

4.3 Department Setup

The Department Setup is used to place all items in a tracking department such as food, drinks, beer, or wine for reporting purposes. To get to the Department Setup, touch Menu Maintenance on the Managers Menu. On the Menu Maintenance screen touch the *Department Setup* button. To add a new department, type in the name of the department you need and touch the Save button. Each department may be assigned to a remote printer. This is optional. If Misc sales (using the *Misc* key) will be used, it must be sent to remote printers based on their department otherwise it would not print on the remote printers.



Master Departments are used to group departments. For example, *Beer*, *Wine*, and *Liquor* departments may be assigned to a Master Department *Alcohol*.

4.4 Tare Weight Setup

This is used when using the electronic scale. Type in the name of the container and weight. This amount will be subtracted when figuring the weight of the item.

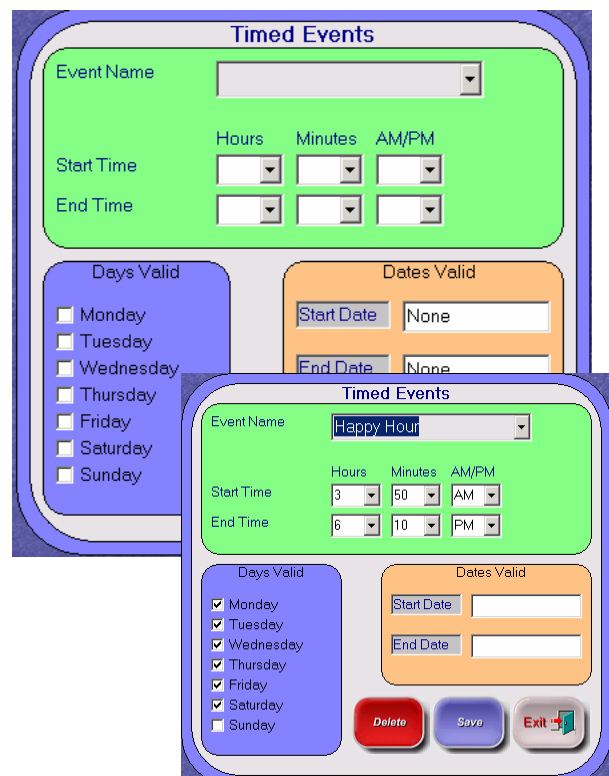


4.5 Timed Events

This feature lets you set up timed events. It allows you to enter menu items into Micro\$ale that can only ring in at certain times of the day, e.g., happy hour drinks, or certain days of the week, e.g., a Sunday special. In this section you will learn how to set the timed event in order to attach them to menu items.

On the Managers Menu touch the *Menu Maintenance* button and then touch the *Timed Events* button. To **add a new** timed event, touch the *Event Name* box at the top of the screen. A cursor will appear in the box.

Type the name of the timed event in the box.



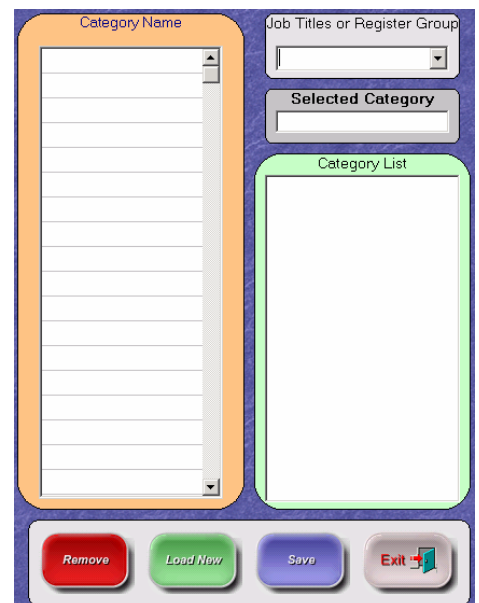
As with the Menu Modifiers, try to name your Event name similar to the menu item or special. This will help avoid confusion when you attach it to a menu item. After the name is typed in, assign the Start Time. Using the arrow keys enter the Hour, Minutes, and AM or PM. Do the same for the End Time. Then go to the Days Valid area of the screen. Touch the box next to the day or days of the week for which you want this timed price active. After the times and days are entered, touch the *Save* button at the bottom of the screen. In the Dates Valid area, a timed event can have a start date and an end date. Touch the *none* area and a calendar will appear and select the correct date of the event. The timed event must be applied at the menu items and pricing when adding menu items. If the item is not available daily, the box *available daily* should not have a check.

Important: If you *Exit* the screen before saving, your information will be lost. To **delete** an Event Name, touch the arrow key next to the name box and scroll through to find the name to be deleted. Touch the *Delete* button at the bottom of the screen.

4.6 Menu by Job Title/Register Group

This feature allows certain job titles to ring up items in only certain categories or change the order of the categories that are available to that job title. This is used mainly at bar terminals. The bartender (job title) may only want to ring up beverages at his terminal. All other categories will not be available to him.

Select the down arrow and select the job title desired. Press *Load New* button and all the categories will appear. Highlight the category selected and move the cursor to the Category name on the left side.



Important: If you exit the screen before saving, your information will be lost.

4.7 Menu Modifiers

In this section of the chapter you will learn how to setup your modifiers on your menu items. If you have a steak dinner on your menu it will need modifiers such as

temperature, side orders, etc. For a Quick Serve application modifiers are needed for condiments on sandwiches, etc.

The **Modifier Title** is the name given to a group of modifier choices. By default, modifiers with prices will be recorded under the department name of the menu item to which they are attached. However, the **Department Name** box allows the modifier group to be assigned to a different department for reporting. For example, a mixed drink menu item could be assigned to the department “Liquor” and its modifiers (coke, sprite, water, etc.) can be assigned to a different department for reports.

First, type the **Modifier Title** and press *Add to List*. Then type the name of the first modifier choice in the **Modifier Name** box. **Set Color**: Colors can be applied to the text for each modifier allowing easy ways to group items.

Enter a **Price** for the modifier, if any. Select the **Matrix Level** if this modifier group is using the *Matrix* (see *Matrix Setup* below).

To link a modifier to another modifier, select the modifier to attach from the drop-down list located under **Modify this modifier with**. The **Substitution Modifier** is used if the regular modifier is not going to be selected. Assign the **Tax Table** and/ or the **Spc. Tax Tbl** (see Sales Tax setup for additional information). **Liquor Tax Amount** is a surcharge fee that can be attached to modifiers. When all the settings are complete, press the **Add Modifier** button to add the modifier choice to the list. Modifiers in the list can be set in any order by using the **Move Modifier Down** and **Move Modifier Up** buttons. *(Useful when adding modifiers to a system that is live when the users are already familiar with the order that the modifiers appear in their lists)*

Enable Matrix is checked when the matrix is set up.

Mandatory Selection is an obsolete setting with the new modifier screens. The correct way to make a modifier mandatory is to set the selection number to something other than 0. This will cause the user to have to make the designated number of selections. (See **Minimum/ Maximum** settings in “Menu Items and Pricing” for additional programming possibilities).

Note: *Min/ Max settings for modifiers programmed on the Menu Items and Pricing screen will override the configuration on the Modifier screen.*

Select until done will allow a user to choose as many modifiers from the list as desired, and it requires the user to press **Done** when finished selecting. This feature does not work with selection number. Selection number is for setting a specific number of choices that a user must select, similar to setting both the Min and Max settings to the same number for a modifier on the Menu Items and Pricing screen.

Use Programmed order for list will keep modifiers in the order that they are listed on this screen instead of putting them in the order they are selected as they are rung up. This is useful for keeping the modifiers in a predetermined order when printing items to remote printers. The employees who are preparing the food will always see the various modifiers in the same order when they appear on different tickets.

Expanded Print on Ticket will print modifiers using double-high and doublewide characters on the remote printers.

Print in Color prints the selected modifier on the remote printer in color to further distinguish it from menu items.

Disable price roll up if the register options are configured to roll modifier prices into the menu item, selecting this option will keep the up charge listed separately for these modifiers only.

Complete all other information needed for that modifier, and press **Add Modifier** to add it to the list.

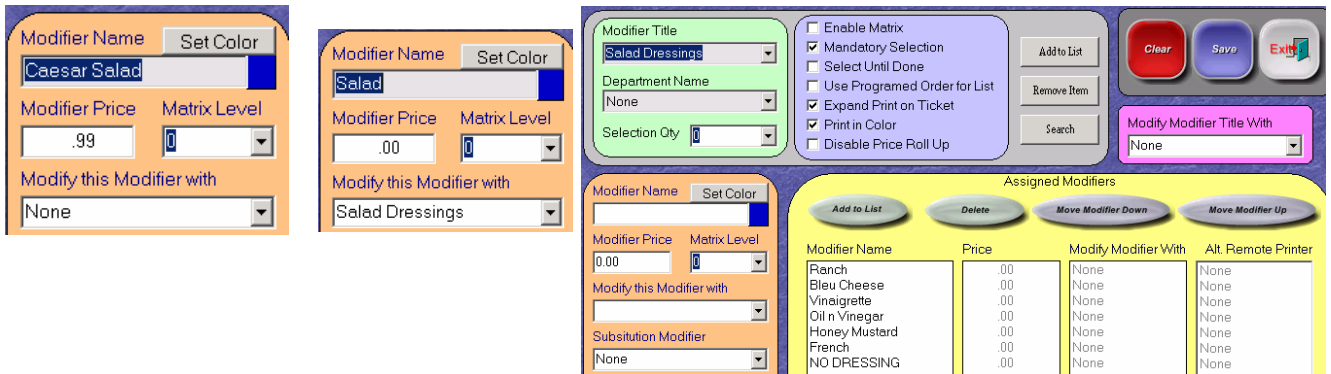
Modify Modifier Title With links a modifier title with another modifier. When price levels are used this will allow more modifiers to be attached to that modifier.

Examples with Modifiers

The screenshot shows a software interface for configuring modifiers. It includes a form for 'Modifier Title' (set to 'Soup or Salad'), a 'Department Name' dropdown (set to 'None'), and a 'Selection Qty' field (set to 0). There are several checkboxes for settings: 'Enable Matrix' (unchecked), 'Mandatory Selection' (checked), 'Select Until Done' (unchecked), 'Use Programmed Order for List' (unchecked), 'Expand Print on Ticket' (checked), 'Print in Color' (checked), and 'Disable Price Roll Up' (unchecked). Buttons for 'Add to List', 'Remove Item', and 'Search' are present. A 'Modify Modifier Title With' dropdown is set to 'None'. Below this is a table of 'Assigned Modifiers'.

Modifier Name	Price	Modify Modifier With	Alt. Remote Printer
Soup	.00	None	None
Salad	.00	Salad Dressings	None
Caesar Salad	.99	None	None

The Modifier Title Soup or Salad has Soup, Salad, or Caesar Salad as choices. A .99 price was added to Caesar Salad and a modifier Salad Dressings are modifiers when a Salad is selected.

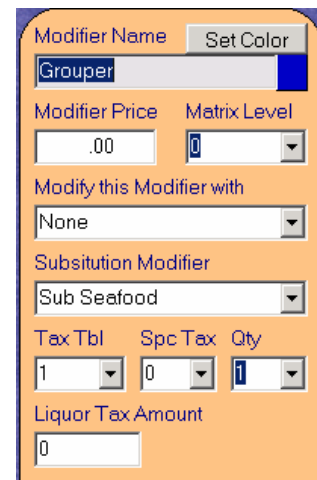
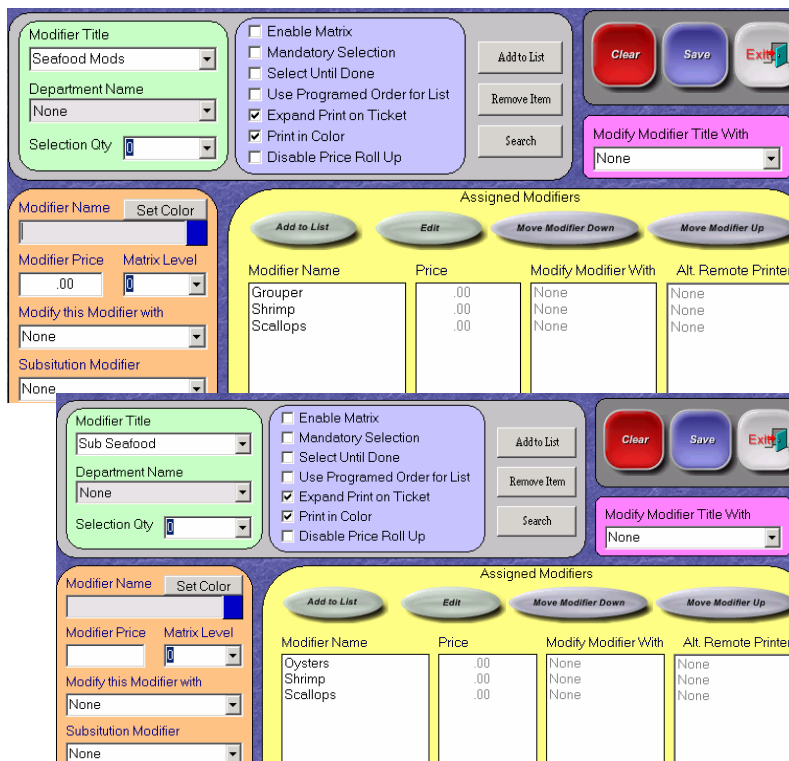


Hint- If a modifier has many Modifier names and you need to change/add a few, to apply to a different menu item there is no need to retype them all. Simply pull up the original Modifier Title, and Rename the Modifier Title and Add to List and your Modifier Names will appear under the new title and are now able add/delete new Modifier names to apply to the new title.

Example using



A restaurant serves a seafood platter, which consist of Grouper, Shrimp and Scallops. If the customer didn't want the scallops that normally come with the dinner; What can he substitute for it? The Substitution Modifier will become active with the **Prefix NO** on the modifier screen. A list of the substitutes will then appear and can be selected. The following screen shots will show how to set this feature up.



In this example, if the customer doesn't want the Grouper he can substitute Oysters, Shrimp or Scallops.

1	Seafood Platter	15.99
	Soup	
	No Grouper	
	Oysters	

Example using:

Modify Modifier Title With

In a restaurant that serves hot dogs as an example, a customer can order a hot dog for \$1.99 or he can make it a combo for \$3.49, which comes with one side and a drink. I made the Combo a Shift Level and modifiers need to be attached. This is how it is set up.

This customer wants a hot dog with mustard only. The cashier selects hot dog and the modifier screen will appear with the condiment choices, and selects Mustard. The following screen is what is displayed on the order screen.

1	Hot Dog	1.99
	Mustard	

Another customer wants a Hot Dog Combo. The following shows how to set that up.

A Shift level will be set with the modifiers attached accordingly.



Shift Level Programming

Key Name

Price Level

Category Assigned

Attaching the modifier to the price level will make the server choose the condiments, then the sides and then choose the drink. The Combo Sides link to the Combo Condiments at the *Modify Modifier Title With* location and the Combo Drinks link to the Combo Sides at the *Modify Modifier Title With* as shown on the following pictures.

Menu Item Name

Category/Sub Cat.

Department

Regular Price

Check Box for Optional Modifier	Min	Max	Modifier Name
<input type="checkbox"/>	0	0	Condiments
<input type="checkbox"/>	0	0	None
<input type="checkbox"/>	0	0	None

Price Levels	Event Name	Price	Modifier	Mod Price	
Price Level 1	<input type="text" value="3.49"/>	<input type="text" value="None"/>	<input type="text" value="0.00"/>	Combo Condiments	<input type="text" value="0"/>
Price Level 2	<input type="text" value="0.00"/>	<input type="text" value="None"/>	<input type="text" value="0.00"/>	None	<input type="text" value="0"/>
Price Level 3	<input type="text" value="0.00"/>	<input type="text" value="None"/>	<input type="text" value="0.00"/>	None	<input type="text" value="0"/>
Price Level 4	<input type="text" value="0.00"/>	<input type="text" value="None"/>	<input type="text" value="0.00"/>	None	<input type="text" value="0"/>
Price Level 5	<input type="text" value="0.00"/>	<input type="text" value="None"/>	<input type="text" value="0.00"/>	None	<input type="text" value="0"/>

Shift Price Only
 Forces item to shift prices

Scan Item Only Days to Expiration
 Enable Min/Max Choices
 Set as Open Modifier

Modifier Title

Department Name

Selection Qty

Enable Matrix
 Mandatory Selection
 Select Until Done
 Use Programed Order for List
 Expand Print on Ticket
 Print in Color
 Disable Price Roll Up

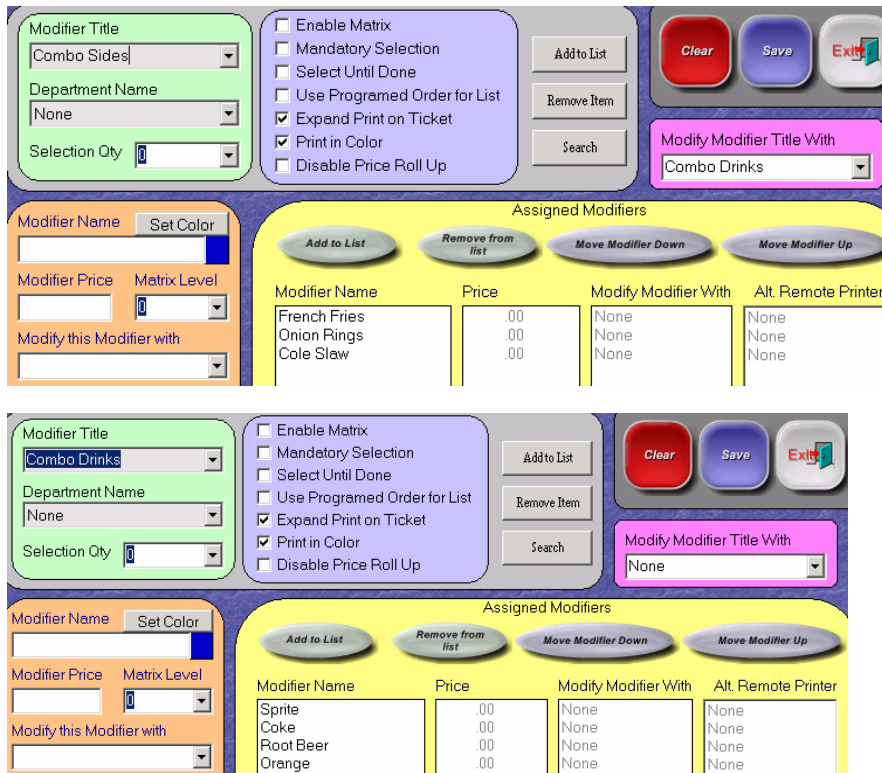
Modify Modifier Title With

Modifier Name

Modifier Price **Matrix Level**

Modify this Modifier with

Modifier Name	Price	Modify Modifier With	Alt. Remote Printer
Mustard	.00	None	None
Onion	.00	None	None
Chili	.25	None	None
Cheese	.25	None	None



When the cashier rings the Combo Hot Dog it will print with this result.



4.71 Matrix Setup

Set Price Shift Levels:

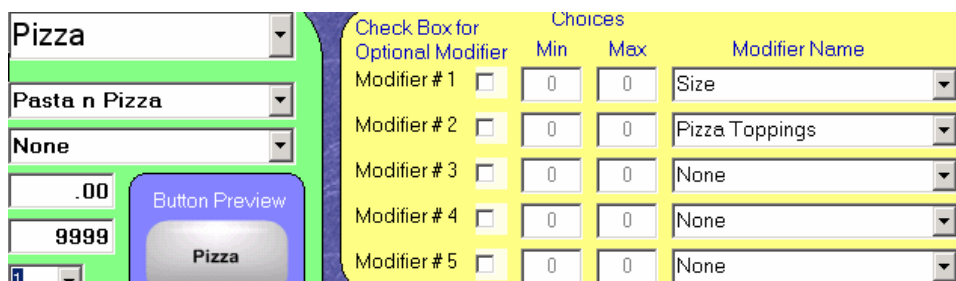
Price Shift Levels are used with the Matrix option. Each Matrix Level can be programmed with or without a Shift Prefix that will print in front of the Modifier Name. The Price Shift Level (and Shift Prefix) is associated with a Matrix Level. The **first** Modifier Title attached to a menu item sets the Matrix Level for all modifier Titles that follow.



For

example: Menu Item “Pizza”

The **first** Modifier Title is “Size”



The **Modifier Names** associated with Size are “Small”, “Medium”, and “Large”

“Small” is assigned *Matrix Level 1*
 “Medium” is assigned *Matrix Level 2*
 “Large” is assigned *Matrix Level 3*

Modifier Name	Price	Modify Modifier With	Alt. Remote Printer
Small	10.00	None	None
Medium	12.00	None	None
Large	12.00	None	None

Once Size is selected, the **next Modifier Title** is “Pizza Toppings”.

“Pepperoni” is a **Modifier Name** on the Toppings list.

Level 1 under the Pepperoni name is programmed with

“Sm” for the Shift Prefix and **1.00** for the price.

Level 2 under the Pepperoni name is programmed with

“Med” for the Prefix and **2.00** for the price.

Level 3 under the Pepperoni name is programmed with

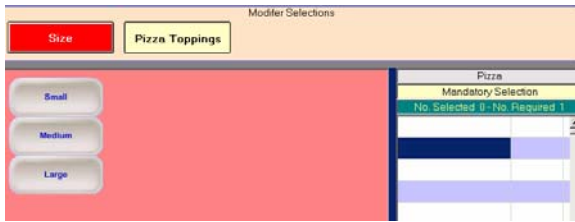
“Lg” for the Prefix and **3.00** for the price.

Level	Shift Prefix	Price
Level 1	Sm	1.00
Level 2	Med	2.00
Level 3	Lg	3.00
Level 4		0.00
Level 5		0.00
Level 6		0.00
Level 7		0.00
Level 8		0.00
Level 9		0.00
Level 10		0.00

Since the Shift Prefix is programmed in our example above, the Level 1 Modifier Name will appear as “Sm Pepperoni” (combining the Shift Prefix and the modifier Name) with a price of \$1.00. The Shift Prefix is not required, but it is useful in tracking usage by recipes when using the RPM Add-On Module.

Shift Levels will only work with Matrix Modifier Titles. The first Modifier Title assigned to a menu item determines whether the Modifier Titles that follow it will use the Matrix pricing.

When the Menu item *Pizza* is ordered, the cashier will be able to select the size or the pizza toppings without regard to order and be able to change the size even after the toppings were selected.

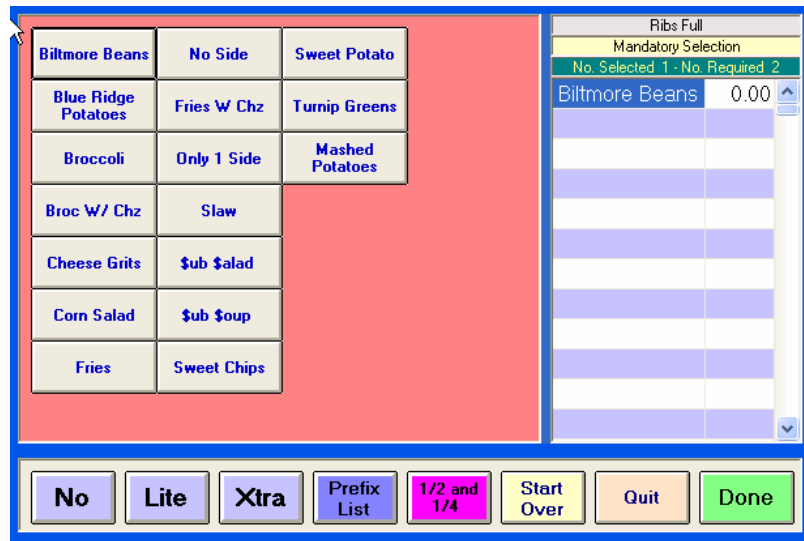


If the customer decided to change the order to a Large, the Cashier can select the green *Size* button and then touch the Small on the right side and it will remove it and will allow another size (Large) to be selected and the price of the toppings will automatically change accordingly

1	Pizza	.00
	Large	12.00
	Lg Sausage	3.00
	Lg Onion	3.00

Regular modifiers vs. Matrix modifiers

On the regular Modifier Screen, each selection will appear in the grid on the right as it is selected. To delete an item from the grid, touch that item on the grid, or touch ***Start Over*** to delete all modifier selections currently on the grid. If the option to “Allow Early Finish” is enabled, the ***Quit*** button will change to ***Finished*** and begin flashing once all of the required modifiers have been selected. Pressing ***Finished*** will allow the user to skip the remaining optional Modifiers that are assigned to that menu item. Pressing the ***Quit*** button will exit the Modifier screen, canceled that menu item selection. For a menu item to be accepted, all required modifiers must be selected. The ***Done*** button will advance to the next Modifier Title until the last modifier has been selected. “Price Levels” and the “Mandatory Only” Register Option (see Register Options) will not work with the regular modifier screen even if they are enabled – these are options that only work with Matrix Modifiers.



The Modifier **Matrix** allows the user to enter Modifiers in any order and move between Modifiers to make selections or changes by clicking on the Modifier Title buttons above the modifier buttons. This gives the user the ability to change prices for modifiers selected by re-selecting the first Modifier choice. Remember that the first modifier choice determines the Matrix Level to use for pricing.

From our previous example, changing the first modifier selection from “Small” to “Large” would automatically re-price all of the modifiers that follow from Price Shift Level 1 to Price Shift Level 3. So, the Pepperoni topping would automatically change from \$1.00 on a “Small” pizza to \$3.00 on a “Large” pizza.

4.72 Modifier Prefixes:



Notice on the bottom of the top picture, there are buttons used to add prefixes to modifiers. In this picture, *No*, *Xtra*, and *Lite* were chosen. To change the prefixes, go to Register Setup then to Register Options-, select the **Modifier/Phone Order/General** tab.

Used to prefix any modifier during the selection process.

Example: with “Cheese” as the modifier, selections could be as follows

Cheese

No Cheese

Xtra Cheese

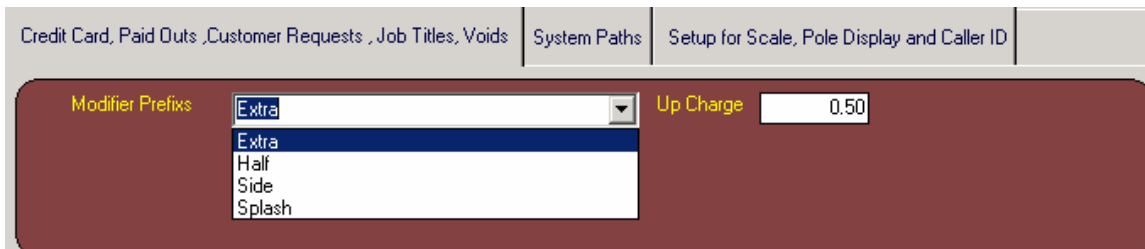
Lite Cheese

Modifier prefix’s can be up to 5 Characters and “**No**”, “-”, and “**Min**” will remove any price attached to the modifier.

Disable Modifier Prefix Buttons will remove the ability to use the prefix feature (set at each register)

Modifier Prefix List:

The *Prefix List* button will allow any prefix in the list or use the keyboard to add a prefix. To change the prefix list, go to Register Setup then to Register Configuration, select the Credit Card, Paid Outs... tab

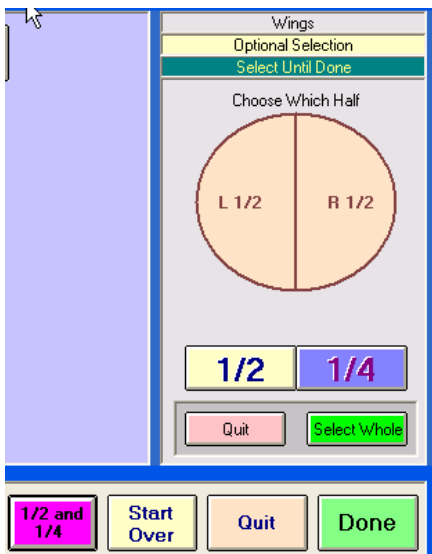


<Location: Register Configuration – “Credit Card, Paid Outs, ...” Tab>

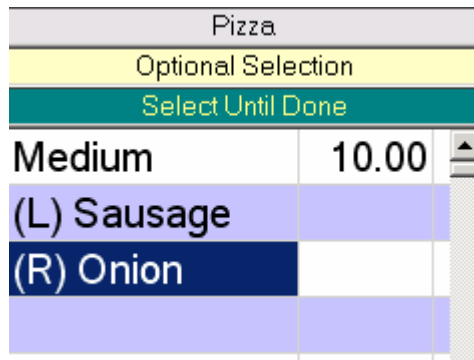
Press the **Modifier Prefix** Button, type the name of the modifier prefix that is desired (use a minus sign in front of any prefix to remove the original modifier price. An up-charge price can be added to a prefix here. Example:

“Bleu Cheese” as the modifier has no charge. However, “Extra” is programmed with a 50-cent up-charge. So, if the “Extra” prefix is selected with the “Bleu Cheese” modifier, an additional charge of \$0.50 would be incurred, and the modifier will be printed as “Extra Bleu Cheese”.

Note: A maximum of 20 characters in regular text or 14 characters in expanded text can be printed, including the modifier and the prefix. Keep this in mind when programming prefixes: any excess characters will be removed from the right side of the text (the end of the word)



Using 1/4 and 1/2 Prefix on Modifier Screen



<Modifier Screen Using 1/2 and 1/4 Placement>

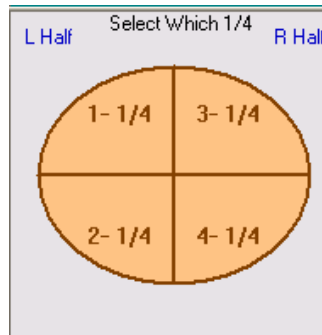
Modifiers		
1 st Mod Prefix	No	<input type="checkbox"/> Allow Disabled Modifiers
2 nd Mod Prefix	Lite	<input checked="" type="checkbox"/> Use 1/2 on Modifiers
3 rd Mod Prefix	Xtra	<input checked="" type="checkbox"/> Use 1/4 on Modifiers
Modifiers Included In Price	No	<input type="checkbox"/> Set ForeGround as Button Color
Half / Half Price Reduction %	50	<input type="checkbox"/> Hold Modifier Screen For Review
		<input type="checkbox"/> Mandatory Only
		<input type="checkbox"/> Allow Early Finish

<Register Options: Modifiers /Phone Orders/General tab>

Works with 1/2 selection and 1/4 selection modifier. If the Half/Half Price Reduction % is set at 50, this will make the 1/2 or 1/4-topping price at half the regular price of the topping.

If half or quarter selections are desired, then check either or both options

To use the 1/4's, you must also use 1/2's. When 1/2 selection is used, 2 selections will be allowed for a single modifier choice. When 1/4 selection is used, 4 selections per modifier choice will be allowed. It is required to complete all selections for mandatory modifiers. Half modifier selections will be grouped together by (L) for left and (R) for right, and 1/4's will be sorted in the correct placement order automatically.



Select the 1/4 position, and then select the modifier. The 1/4 selection box will continue to be displayed until either the **Select Whole** or 1/2 button is pressed.



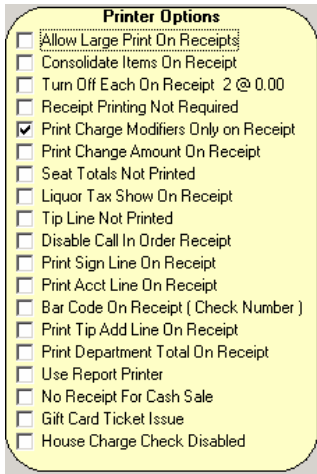
Assign Alternate Remote

Modifier Title <input type="text" value="Chef Salad"/>	<input type="checkbox"/> Enable Matrix <input type="checkbox"/> Mandatory Selection <input checked="" type="checkbox"/> Select Until Done <input type="checkbox"/> Use Programed Order for List <input checked="" type="checkbox"/> Expand Print on Ticket <input checked="" type="checkbox"/> Print in Color <input type="checkbox"/> Disable Price Roll Up	<input type="button" value="Add to List"/> <input type="button" value="Remove Item"/> <input type="button" value="Search"/>
Department Name <input type="text" value="None"/>		
Selection Qty <input type="text" value="0"/>		
Modifier Name <input type="text" value="Lettuce"/>	Remote Printer Assignment	
Modifier Price <input type="text" value=".00"/>	Remote Printer <input type="text" value="Appetizer Salad"/>	
Matrix Level <input type="text" value="0"/>	Remote Printer <input type="text" value="None"/>	
Modify this Modifier with <input type="text" value="None"/>	Remote Printer <input type="text" value="None"/>	
Substitution Modifier <input type="text" value="None"/>	Remote Printer <input type="text" value="None"/>	
Tax Tbl <input type="text" value="1"/>	Remote Printer <input type="text" value="None"/>	
Spc Tax <input type="text" value="0"/>	Remote Printer <input type="text" value="None"/>	
Qty <input type="text" value="1"/>	Remote Printer <input type="text" value="None"/>	
Liquor Tax Amount <input type="text" value="0"/>	Remote Printer <input type="text" value="None"/>	
<input type="button" value="Set Price Levels"/> <input type="button" value="Set Alternate Remote Printer"/>	<input type="button" value="Done"/>	

By default, modifiers print to the same remote printer as the menu item to which they are attached. However, it is possible to send a modifier to a different printer or to not print the modifier at all. A list of all system printers will be displayed in the pull-down box including "None" and "Pass". None is the default setting that will cause the modifier to follow the menu item, Pass will cause the modifier to not print at all or any other selection will

cause the modifier to go the alternate printer. Alternate Remote is defined by modifier item not by modifier title.

4.73 *Modifiers Included In Price:*



Printer Options

- Allow Large Print On Receipts
- Consolidate Items On Receipt
- Turn Off Each On Receipt 2 @ 0.00
- Receipt Printing Not Required
- Print Charge Modifiers Only on Receipt
- Print Change Amount On Receipt
- Seat Totals Not Printed
- Liquor Tax Show On Receipt
- Tip Line Not Printed
- Disable Call In Order Receipt
- Print Sign Line On Receipt
- Print Acct Line On Receipt
- Bar Code On Receipt (Check Number)
- Print Tip Add Line On Receipt
- Print Department Total On Receipt
- Use Report Printer
- No Receipt For Cash Sale
- Gift Card Ticket Issue
- House Charge Check Disabled

Modifier Prices can be rolled up into the price of the main menu item instead of being printed separately. If this option is selected, all modifier prices will be added into the price of the menu item, and the modifier will not be printed. If “Modifiers Included In Price” is set to *yes*, then “Print Charge Modifier Only on Receipt” must be checked.

<Location: *Register Options* – “Printing / Cash Drawer” Tab>

Hold Modifier Screen for Review:

Holds the modifier screen until **Finished** is pressed. This option will automatically check the **Allow Early Finish** option (See **Allow Early Finish** for addition information about this option).

This allows the user to review all selections for the menu item being modified. Once all required modifiers have been selected, the **Finished** button will appear and flash. Press this button to accept all choices and exit the modifier screen. This option works with matrix modifiers only The **Done** button will scroll start to finish over and over again.

Allow Early Finish:

Once all required modifiers have been selected, the **Quit** button will change to **Finished** indicating that all required selections are complete. The menu item can now be accepted without having to go through all of the optional modifiers. **Done** will continue to step through the modifier screens until completed.

Mandatory Only:

This **Register Option** is used with matrix modifiers only. Steps through only the mandatory modifiers, skipping all modifiers that are not required. Mandatory modifiers will appear on red buttons at the top of the screen. Pressing **Done** will move to the next mandatory Modifier Title. However, the user can press any modifier selection across the top and select from the items that are available whether the choices are mandatory (red) or not.

4.8 Menu Items and Pricing

It is time to begin entering the items on your menu into the system. In this chapter you will learn how to add new menu items and to adjust already existing menu items.

To get to the Menu Items and Pricing screen, touch Menu Maintenance on the Managers Menu. On the Menu Maintenance screen touch the *Menu Items and Pricing* button; this will display the Menu Items and Pricing screen.

Check Box for Optional Modifier	Min	Max	Modifier Name
Modifier # 1	0	0	None
Modifier # 2	0	0	None
Modifier # 3	0	0	None
Modifier # 4	0	0	None
Modifier # 5	0	0	None

Remote Printer #	Remote Printer
Remote Printer # 1	None
Remote Printer # 2	None
Remote Printer # 3	Not Available
Remote Printer # 4	Not Available
Remote Printer # 5	Not Available
Remote Printer # 6	Not Available

<Location: Menu Items and Pricing>

To **add a new** menu item, start by typing in the name of the menu item. The cursor should start in the appropriate box. After typing in the name, touch *Enter* on the keyboard or touch the next box. The cursor should go down to the next box, which is the *category* box. Use the arrow key to scroll through the list of categories and sub categories and highlight the category you would like the menu item to fall under. Touch *enter* on the keyboard, or touch the next box. The cursor should now be in the *Department* box. Select the appropriate department and touch enter or the next box. The cursor should now be in the Price box.

Enter the price of the menu item. Use a decimal point as MicroSale will not enter it for you. Next is the *Number Available*. This has a default setting of 9999. If you have a limited amount of a menu item for example a limited offer, you can set the number accordingly.

Sales Tax Table	1
Special Tax Table	0
Liquor Tax Amount	0.00

The Sales Tax Table by default will be 1. Some states require a Special Tax on certain menu items and the tax table can be selected here. By default, the Special Tax Table is 0. The Liquor Tax Amount can be entered per menu item.

Product Cost	0.00
Go Order Up Charge	0.00
Tare Weight	
Age Requirement	None
Access Required	None
Days to Expiration	0

Product Cost- If a product cost is entered for the menu item, it will show on the sales mix.

Go Order Up Charge-This is based on the order destination *GO ORDER*. This will be added into the price of the menu item.

Tare Weight- Select the Tare from the pull down arrow. If a variety of Tares are used, select open and when this menu item is placed on the scale, a pull down box of all the tares will be available.

Age Requirement- the age required to sell this menu item.

Access Required-Level of Manager control on the menu item.

Days to Expiration- Generally used to place an expiration date on Gift Cards.



There are *Review Categories, Timed Events, Modifiers, and Departments* buttons under the remote printer area in black. These buttons allow adjustments to be made in these areas while you are programming menu items. This is very helpful when you need to review what was set up previously and if something needs to be added. Touch *Exit* and it will return to the Menu Item and Pricing screen.



This used with the InterCard or Sacoa Interface only.

To setup a Play Card:

Name the menu item, for example, \$20 Play Card, Select a Category, Dept. is Debit Card, and the price is \$20.00. Touch the Debit Card Setup. For promotional value added to the card, you may give points, Bonus dollars, or Courtesy. Group No is no longer used.

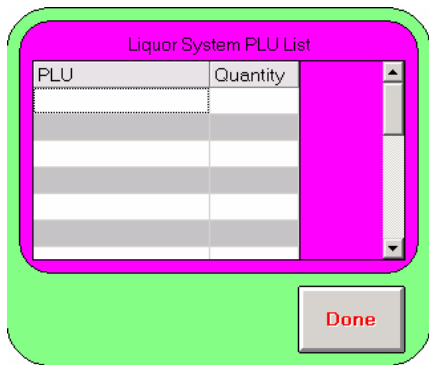
Card Setup	
Points	0
Bonus	0.00
Courtesy	0
Group No	0
Time Cards	
Duration	
Start Time	
<input checked="" type="radio"/> None <input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday <input type="radio"/> Saturday <input type="radio"/> Sunday	
Time Cards will not accept Points, Bonus or Courtesy.	
Done	

To setup a Time Play Card:

Name the menu item, for example, \$20 Time Play, Select the Category, Dept. is Time Play, Touch the Debit Card Setup. Set the Duration in Minutes, Click the Start Time and the Hours and Minutes must be selected, then, select the Day of the week the card is active.



This is used with the Berg liquor interface only



Select the menu item to use with the Berg.
Choose the PLU, which Berg provides. Always use whole numbers when selecting the quantity.

The next step to entering a new menu item is the options list on the left side of the screen. This has a list of variables that can be applied to a menu item. By default, Available Daily, Taxable and Expand print will be checked. These do not have to be checked if they don't apply to this menu item.

Available Daily	<input checked="" type="checkbox"/>
Taxable	<input checked="" type="checkbox"/>
Expand Print	<input checked="" type="checkbox"/>
Use Timed Events	<input type="checkbox"/>
Modifiers are Required	<input type="checkbox"/>
Remote Printing	<input type="checkbox"/>
Price Includes Sales Tax	<input type="checkbox"/>
Enable Open Price	<input type="checkbox"/>
Scale Price (Unit Cost)	<input type="checkbox"/>
Charge By Time	<input type="checkbox"/>
Scan Item Only	<input type="checkbox"/>
Enable Min/Max Choices	<input type="checkbox"/>
Set as Open Modifier	<input type="checkbox"/>

Explanations of each are as follows:

- *Available Daily*- This is for all menu items that are available every day, excluding specials that fall only on certain days.
- *Taxable*-This includes any and all menu items that are taxable.
- *Expand Print*- This is an option that will display larger print on the printed ticket. It is good for menu items that are printed on remote printers, for example large print on a dinner item would be easier for the cooks to read.
- *Use Timed Events*- This option activates the timed events portion of the screen. Timed events are discussed later in this chapter.
- *Modifiers are Required*- This option enables you to add modifiers to your menu items. Entering the modifiers is discussed later in this chapter.
- *Remote Printing*- This option enables the remote printer section of the screen. This is used only if you have remote printing in your setup, for example a printer in the kitchen on the cook's line.
- *Price Includes Sales Tax*- This option allows you to show a price that already includes the tax amount.
- *Enable Open Price*- This option allows an open price for that particular menu item.
- *Scale Price (Unit Cost)*- This option allows the item to be used with a scale interface (Weightronics).

- *Charge by Time*- This option charges per minute from the time the check was opened.
- *Scan Item Only*-This is checked mainly with retail items in use with a bar code scanner.
- *Enable Min/Max Choices*- This must be checked in order to enable the Min/Max modifier function
- *Set as Open Modifier*- This allows a Modifier to be set as “Open” and it can be attached to any menu item. It appears on a button just like a menu item.

If you checked the *Modifiers are Required* box, go to the modifiers list and choose your modifiers. Use the arrow key to scroll through the modifiers. If this is an optional modifier, check the box to the left of the modifier. For the modifier to be listed only when using the *Modify* key (See General Operations). If this is not checked, the modifier will automatically appear with that menu item. The *Modifier Review* button will take you the Menu Modifiers screen as discussed earlier.

Check Box for Optional Modifier	Choices		Modifier
	Min	Max	
Modifier # 1 <input type="checkbox"/>	0	0	None
Modifier # 2 <input type="checkbox"/>	0	0	None
Modifier # 3 <input type="checkbox"/>	0	0	None
Modifier # 4 <input type="checkbox"/>	0	0	None
Modifier # 5 <input type="checkbox"/>	0	0	None

4.81 Using Minimum / Maximum Modifiers:

Min & Max Choices override individual modifier programming in the modifier section. Check **Enable Min/Max Choices** to enable the choices section at the top right of the screen. In the example below, the menu item will require 1 “Sides” selection. Since the **Min** is 1 and the **Max** is also 1, this choice is mandatory. The next modifier choice, “Po-Boy Mods”, does not require a selection at all, but it will allow one (and only one) selection since the **Min** is 0 and the **Max** is 1. If 0 is used in the **Min** box, no choice will be required. If **Min** is set to any number other than 0, that modifier will be mandatory, regardless of how it is programmed in the modifier section.

Check Box for Optional Modifier	Choices		Modifier Name
	Min	Max	
Modifier # 1 <input type="checkbox"/>	1	1	Sides
Modifier # 2 <input type="checkbox"/>	0	1	Po-Boy Mods
Modifier # 3 <input type="checkbox"/>	0	0	None
Modifier # 4 <input type="checkbox"/>	0	0	None
Modifier # 5 <input type="checkbox"/>	0	0	None

4.82 If the **Optional Modifier box** is checked, that modifier list will only appear if the **Modify** button at the bottom of the order screen is selected. In other words, these modifier lists will only appear when called.



The Menu Item “Cobb Salad” will only show its modifier lists if the **Modify** button is pressed. Otherwise, the menu item will ring up with no modifier choices. This configuration is good for special case modification when it is not necessary to prompt for modifiers every time that item is sold. Another good example is a sandwich that normally comes “all-the-way” with every topping unless customers ask to leave toppings off or add extras.

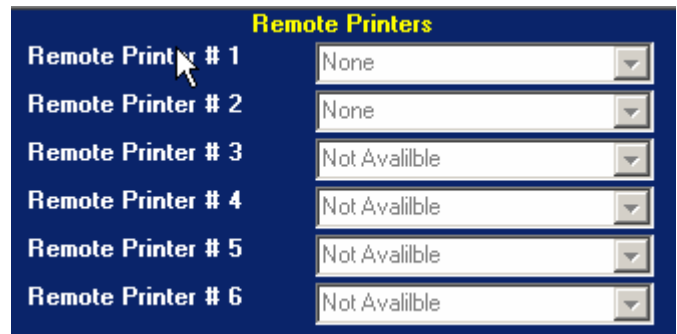
4.83 Timed Events

If you checked the *Use Timed Event* box on your options list, go to the Timed Price Event Items section of the screen. Here you will choose the timed event of your choice by using the arrow key to scroll through the events. Touch the Price box on the screen and enter the price of the timed menu item. The *Review Events* button will take you to the Timed Menu Items screen, which is discussed later in this chapter.



4.84 Remote Printing

If you checked the *Remote Printing is Required* on the options list, go to the Remote Printing area of the screen. Use the arrow key to scroll through the list and choose which remote printer or printers you want to be active for this menu item. The *Review Remotes* button at the top of this section will take you to the Printer Setup screen, which is discussed in the Setup Section.



At the bottom left hand side of the screen will be a list of Options.



The following is an explanation of the options.

4.85 Timed Events- This allows you to see what was programmed in the timed pricing that was checked.

4.86 Recipes- this option allows a recipe or procedure for that menu item. For example, in a bar you may want to show the recipe for an unusual drink. At the order screen, when the menu item is pressed after **OPTIONS** button, the recipe will appear for the server if it was programmed.

4.87 Alt Print/Bar Code- This allows up to 20 characters to be printed to the remote printer as an alternate print. For example, the menu item may be named a *#1*. Instead of printing *#1* to the kitchen, you may choose to print *burger and fries*. Bar Code allows for scanning or Plu lookups.

4.88 Price Levels- This allows up to 5 different prices for the same menu item. For example, French fries come in two sizes, Small or Large. If you only want it rung up only with shifts, you must check the *Shift price only* box. Put the small price in price level 1 and price level 2 is the large price. Under Menu Maintenance, the Shift Levels need to be set up for this item. The key name in this example is *Small*, the price level is *1* and the category assigned is *Side Orders*. Hit *Save*. The same procedure is done for *Large* except the price level is *2*. Now you have to assign the item to a button. In Menu Maintenance, go to Menu item Button Layout, find the *Side Order* Category, and place the *Small* and *Large* on buttons. Hit *Save*. When someone rings up a small French fry you touch the *Small* and then *French Fries*. It won't allow you to ring up French fry without touching the size first when the *Shift price only* box is checked.

Price Levels	Event Name	Price	Modifier	Mod Price
Price Level 1		0.00		0.00
Price Level 2		0.00		0.00
Price Level 3		0.00		0.00
Price Level 4		0.00		0.00
Price Level 5		0.00		0.00

Shift Price Only Forces item to shift prices

If a timed event is associated with that item, select the Event name (previously setup in Timed Events and the price. If a modifier has a shift price attached you must select it here with the appropriate Mod price level. For Example, Special Pizza, comes in 3 sizes with different prices for the toppings for each size. This is how to set this up:

The screenshot shows the configuration for 'Special Pizza'. The 'Menu Item Name' is 'Special Pizza', 'Category/Sub Cat.' is 'Pasta n Pizza', and 'Department' is 'Food'. The 'Regular Price' is 0.00. Under 'Choices', there are three modifiers, all set to 'None' with 'Min' and 'Max' values of 0. The 'Price Levels' section is highlighted in light blue and contains the following data:

Price Level	Price	Event Name	Price	Modifier	Mod Price
Price Level 1	10.00	None	0.00	Pizza Toppings	1
Price Level 2	12.00	None	0.00	Pizza Toppings	2
Price Level 3	14.00	None	0.00	Pizza Toppings	3
Price Level 4	0.00	None	0.00	None	0
Price Level 5	0.00	None	0.00	None	0

At the bottom right, 'Shift Price Only' is checked, with the note 'Forces Item to shift prices'. A 'Done' button is also present.

The screenshot shows the configuration for the 'Pizza Toppings' modifier. The 'Modifier Title' is 'Pizza Toppings' and the 'Department Name' is 'None'. The 'Modifier Name' is 'Pepperoni' and the 'Modifier Price' is 0.00. The 'Price Shift Levels' section is highlighted in light orange and contains the following data:

Level	Shift PreFix	Price
Level 1	Sm	1.00
Level 2	Med	2.00
Level 3	Lg	3.00
Level 4		0.00
Level 5		0.00
Level 6		0.00
Level 7		0.00
Level 8		0.00
Level 9		0.00
Level 10		0.00

Buttons for 'Save' and 'Exit' are at the bottom.

As you can see from the pictures, under menu item and pricing, my menu item is *Special Pizza*, with 3 Price Levels and the Modifier assigned is *Pizza Toppings* with 3 shift price levels attached. When the cashier selects the *Special Pizza* it will look like the following picture on the order screen.

1	MED Special Pizza	12.00
	MedPepperoni	2.00
	MedHam	2.00

In this example, Shift Prefixes were used but they are not necessary. If the Inventory/Food Cost program is used it

is helpful to use prefixes.

Now that all the option setups on the menu item are completed, go to the Sales Tax Table (Register Setup/ Sales Tax Menu). The Sales Tax Table box allows up to five different regular taxes to choose from. The exact amount attached to the sale tax table and special tax table numbers (1-5) are setup in the Sales Tax Menu in Register Setup at the Managers Menu.. Use the arrow key to select the appropriate tax table. If a tax does not apply, select 0. The Liquor Tax Amount will be different. For the liquor tax, enter the total dollar of the tax on that item.

Touch the *Save* button on the bottom right side of the screen and Micro\$ale will ask if you would like to save the menu item on this register. If you would, touch *Yes*. Micro\$ale will ask the same question for each register in the system. This feature allows you to save menu items on specific registers on your system. For example, if your restaurant has menu items that are sold only at the bar, you would save that item on the bar register only. Micro\$ale will ask if you would like to attach the menu item to a button. If you are creating a new menu, touch *No*, as it is easier to assign them all at once. If adding a single menu item only, touch *Yes*. Repeat these steps until the menu is completed.

To **delete** a menu item from the system use the arrow key next to the Name box to scroll through and select the item. Touch the *Delete* button, and the item will be deleted.

To **clear** a menu item from the screen touch the *Clear* button and that item will be cleared.

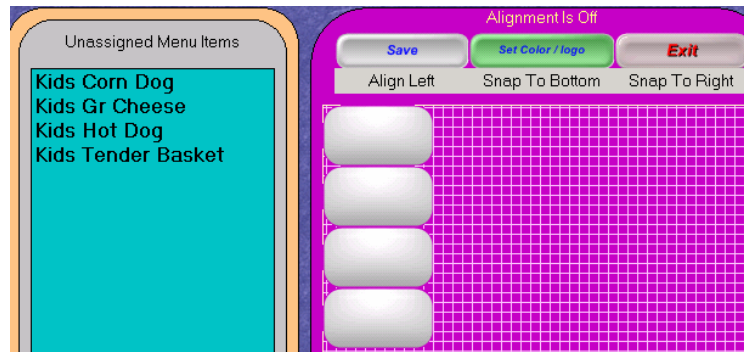
To **change a price**, use the arrow key next to the name box to scroll through and pick the item to be changed. Touch the *Reg. Price* box and enter the new price with decimal point included. Touch the *Save* button to save the change. Any **changes** to menu items are done the same as changing a price.

4.9 Menu Item Button Layout



All of the Categories, Menu Items, and Modifiers should now be in the system. In order to complete the full menu, attach the menu items to buttons. Keep in mind that this part of menu design is very important. How you lay out your menu will determine how quickly and easily your employees will be able to learn and operate it.

To **attach a menu item to a button**, touch the category to which you assigned the menu item. This will bring up a list of menu items assigned to that category and one blank button for every unattached menu item in that category. Touch the menu item on the list and touch the button you want the item to be on. Try to keep like items grouped together. This will make it easier for your employees to scan through. **Sub-Categories** will show up as “menu items” in the category to which they were assigned on the Sub-category screen. They must be assigned to buttons just like menu items. They will always be Blue and White and cannot be changed to another color



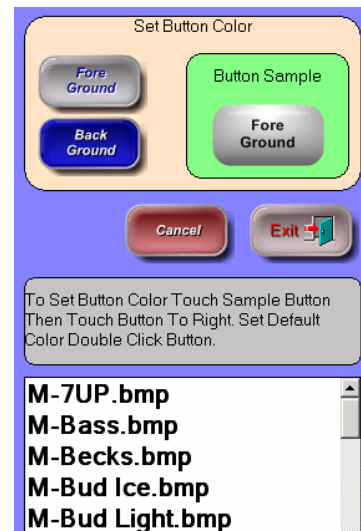
To **change the button layout**, touch the button of the item to be changed, and touch the list on the left or a blank button. After all of the items to be changed are on the list, reattach them in the new order.

At the bottom of the Unassigned Menu items are the All Categories and Main Category buttons.



Menu items from any category can now be placed on a button in the Category it is not assigned to. Press *All Categories* and every menu item will appear. Now you can attach any menu item to a button in multiple categories. Highlight the menu item, double click and the prompt *Add Button Yes or No*. If you select yes, a new button will appear on the right.

4.91 Set Color Icon



To color the buttons, touch *Set Color Icon* Button at top. You may color the buttons a broad range of colors. Background and Foreground Color may be set. Certain combinations may not be used because the software already uses that combination. It will be stated when that happens and will not allow the color and another selection must be selected. After the color is selected with the cursor, press *OK*. The button will turn the color selected. Do this with both the *Set Background* and the *Set Foreground* buttons. Press the new button and then the menu item button. It is a good idea to color code like items so it is easier to locate menu items on the order screen. For example, color Sandwiches, Green and White and color Soup, Blue and Yellow.

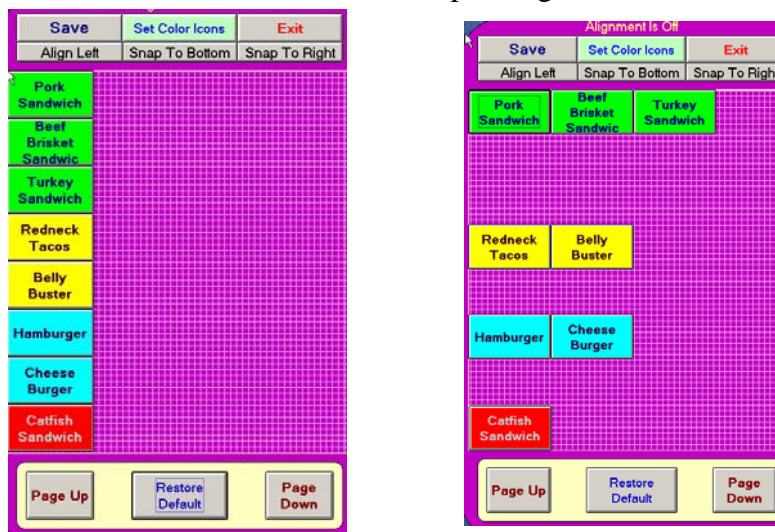
This is also where you select the icons for buttons.



Select the bitmap, touch the button Sample and then touch the button.

4.92 Moving Buttons

To move buttons, click the mouse on the right over the button to be moved. Hold the right mouse button down until the location desired is selected, release the mouse and the button will now remain in the new location. It is possible to hide buttons if you are not careful. If you lost some buttons touch Restore Default and the buttons will be restored to the original location. Moving buttons is helpful to group like items, and separating menu items from one another. So the buttons are aligned perfectly, use the Align Left, Snap to Bottom, and Snap to Right features on the top of the grid. To align the sandwiches as shown below: Touch the Snap to Right button and it will turn green.



Next, touch the button that you want the buttons to snap to the right. In this example, touch Pork Sandwich after you hit Snap to Right, and all the buttons you want to go to the right. I touched Beef Brisket and Turkey Sandwich. I then touched the *Snap to Right* to unset the function. I then touched Snap to Right again to turn green and then touched Redneck Tacos, and then touched Belly Buster to snap that button to the right. I did the same with Hamburger. This is helpful to use when you want the spacing for ease of reading the menu.



Another way to distinguish menu items is using the *Expand Buttons On* feature. As in this example, I expanded the Combo 1 and used the Copy Size to make the Combo 2 button to make the buttons alike in size. This feature can really set the menu items apart as you can see from the example. **Important:** If you touch the *Exit* button without touching the *Save* button, all of the items you have attached to buttons will be lost.



4.10 Price and Number Available

Multiple price increases, dollar increase by category, and menu item countdown changes may be made on this screen.

To change an individual price, touch the block, backspace to delete original price, then enter the new price. Touch *Save*.

To update all prices within a category, select the category name using the dropdown arrow, and enter a dollar amount. Touch the update button. All menu items within that category will be increased by the requested amount.



If you have limited quantities of an item, such as a daily special, you may program the number of servings on hand. This will display an available number to all servers and eliminate over-selling of an item.

To enter your quantity, touch the cell beside the menu item containing 9999. Backspace and enter the correct quantity in that cell.

Note: Menu Items with a quantity of 9999 will not count down.

Be sure to *Save* changes before exiting.

4.11 Shift Levels

Shift Levels are used to simplify the menu. If you have different sizes associated with many menu items it is advised to use the shift keys. For example, if two sizes are available for different wines, Glass and Bottle, this is how it would be setup. The key name in this example is *Glass*, the price level is *1* and the category assigned is *Wine*. Hit *Save*. The same procedure is done for *Bottle* except the price level is 2. Now you can assign the item to a button or you do not need to attach to a button if the Shift price only is selected.

4.12 Combo Menu Items

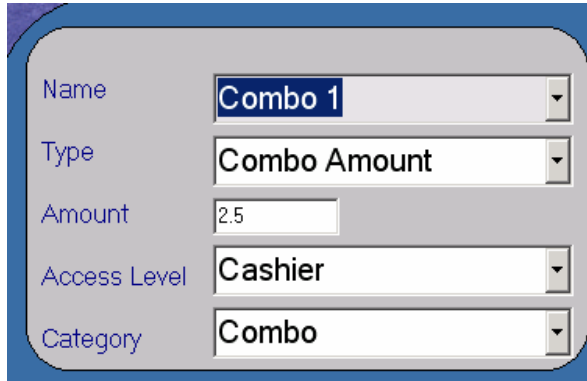
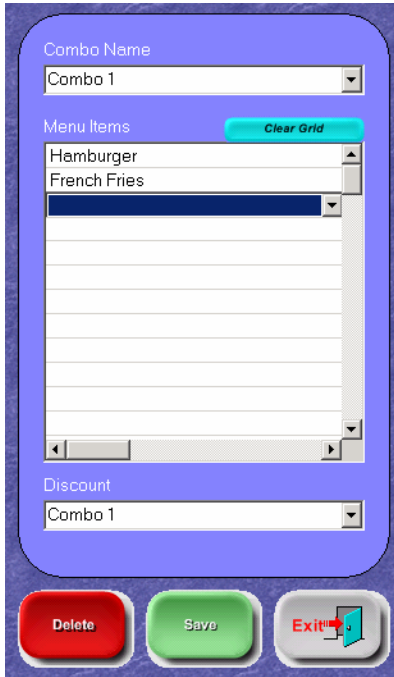


This feature allows a group of menu items to be selected under one menu name with one keystroke. If a discount applies it will automatically deduct the amount. To set this up: Go to Menu Items and Pricing. Name your combo and place in the Category and Dept. desired. Do not give a price because it pulls the price from the individual menu items attached to that name. *Save*

Go to Combo Menu Items at the Menu Maintenance Screen. At the Combo Menu Items screen, select the Combo 1 at the pull down arrow.

Next, Select the menu items that make up the combo. In this example, a hamburger and fries were selected. If a discount applies, that also must be selected at this screen, which was previously set up at the Discount Maintenance Screen.

<Discount Maintenance Screen>



At Discounts Gratuity Maintenance, I named the discount *Combo 1*, set the Type as *Combo Amount*, tabulated the amount of the discount and set the Category to *Combo*. You must set the Category to *Combo* to apply the discount automatically.

<Combo Menu Items Screen>



When the cashier touches the Combo 1 button, all the menu items that make up that combo will appear on the order screen with the discount applied as the picture below shows:



4.13 Summary

Now that the menu is complete, it is strongly suggested to perform a trial run to make sure that you have a design that is easy to learn. As you use the system, you will discover ways to make your menu layout better and faster. Another important note: ask the employees. Find out their opinions and ideas, as they usually use a system's general operations most frequently. Here are a few other things to think about:

- Try not to assign more than 32 menu items to a category. Each page only holds 32 items and it will take an extra step to get to the second page.
- Try not to assign more than 28 modifier names to a modifier title for the same reason mentioned above.
- Try to keep the most used categories down to 8 so that your employees do not have to use the *Show All* button (See General Operations) that often. Use Sub-categories to help with this.
- Always touch the *Save* button before exiting any of the Menu Maintenance screens.
- Do not use the same name for Categories, Sub-Categories and Departments.