

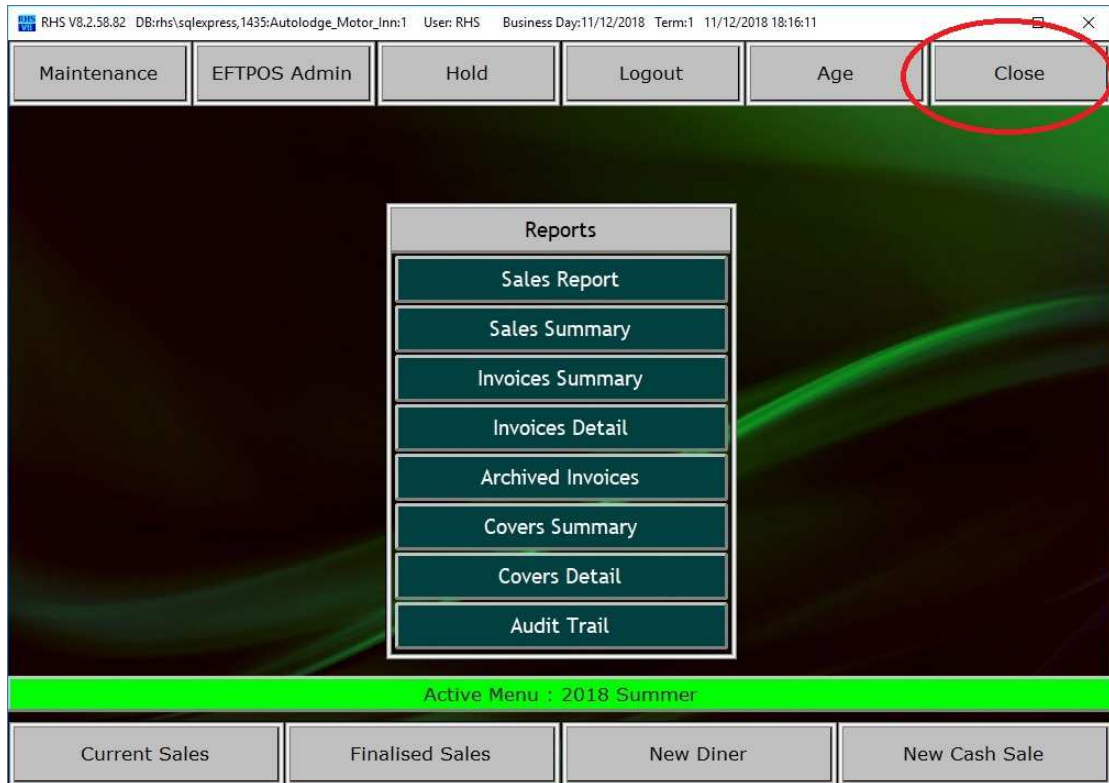


MenuMax V8 Quick Reference Guide

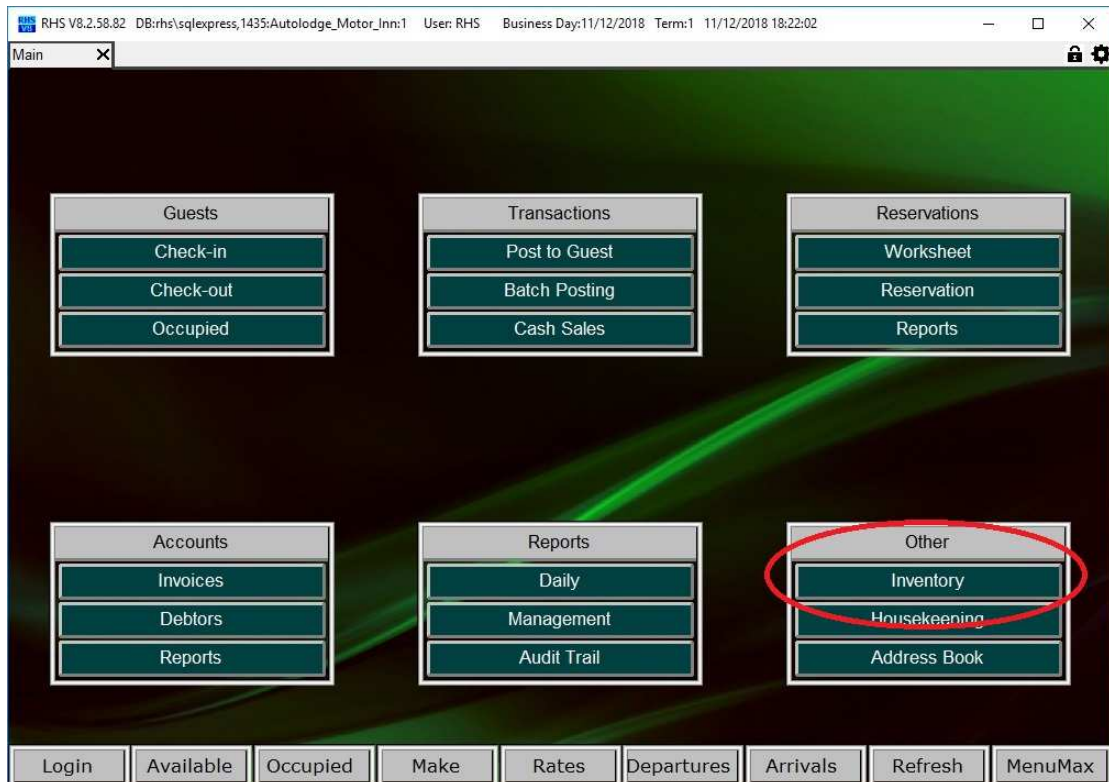
V1.1

1. Specifying Items

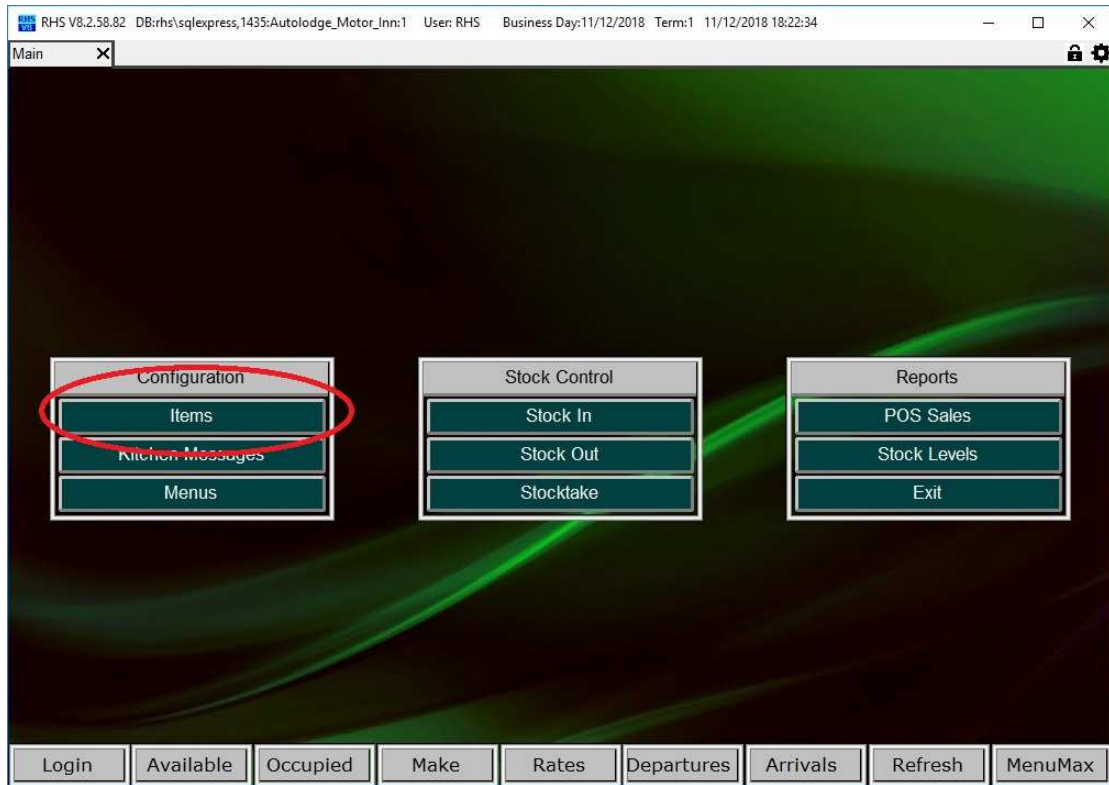
1.1 Click on “Close” button.



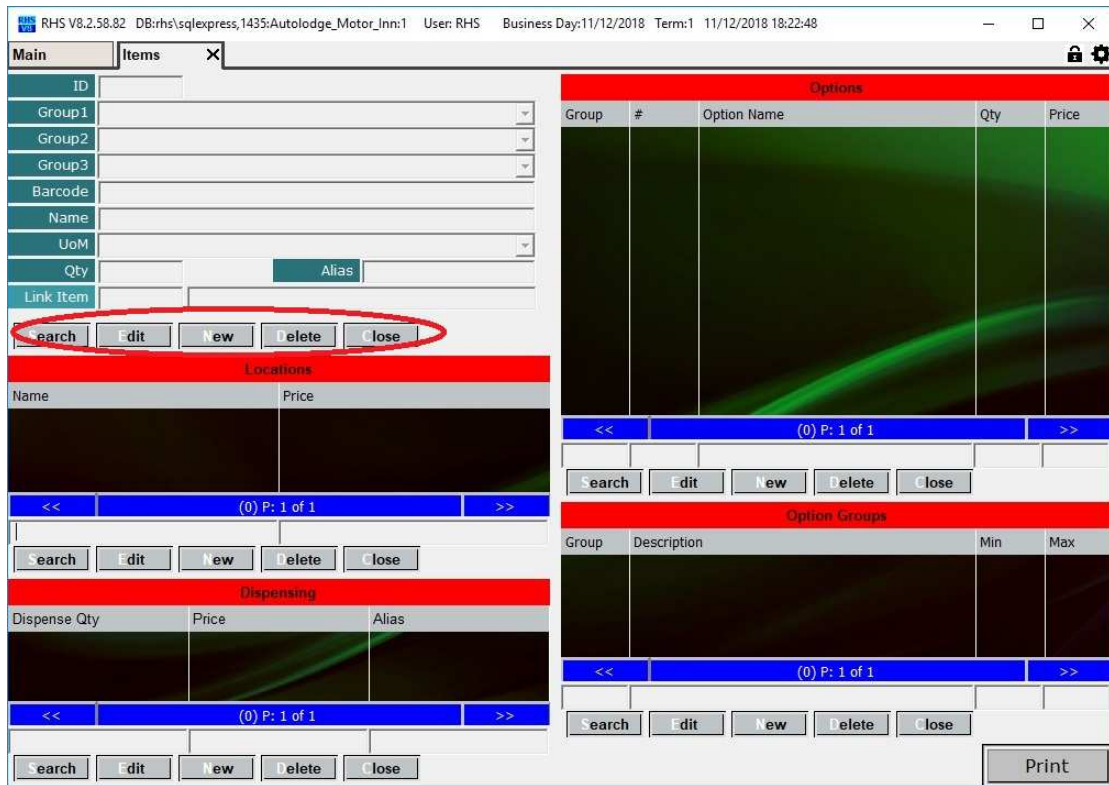
1.2. Click on “Inventory” button.



1.3. Click on “Items” button



1.4. Click on “New” button to insert a new item



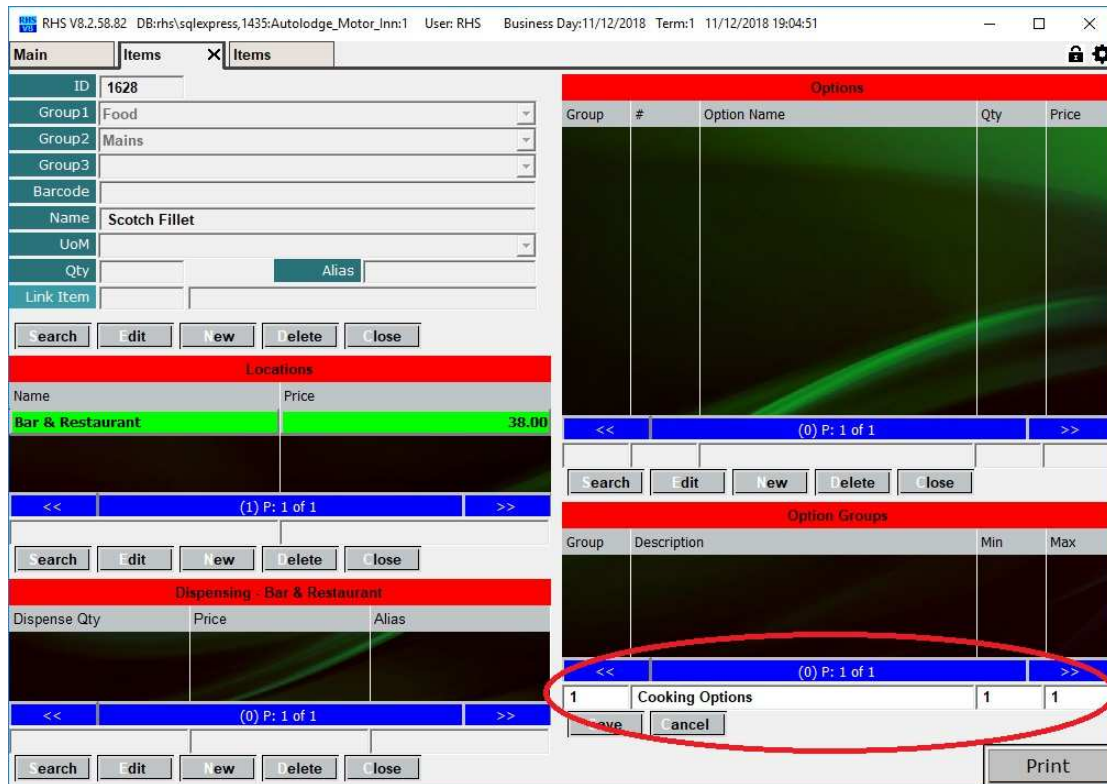
1.5. Enter groups and the item's name and click on "Save" when finished.

The screenshot shows the 'Items' form in the MenuMax V8 application. The 'Group1' dropdown is set to 'Food' and 'Group2' is set to 'Mains'. The 'Name' field contains 'Scotch Fillet'. A red circle highlights the 'Group1', 'Group2', and 'Name' fields. The 'Save' button is visible at the bottom left of the form area.

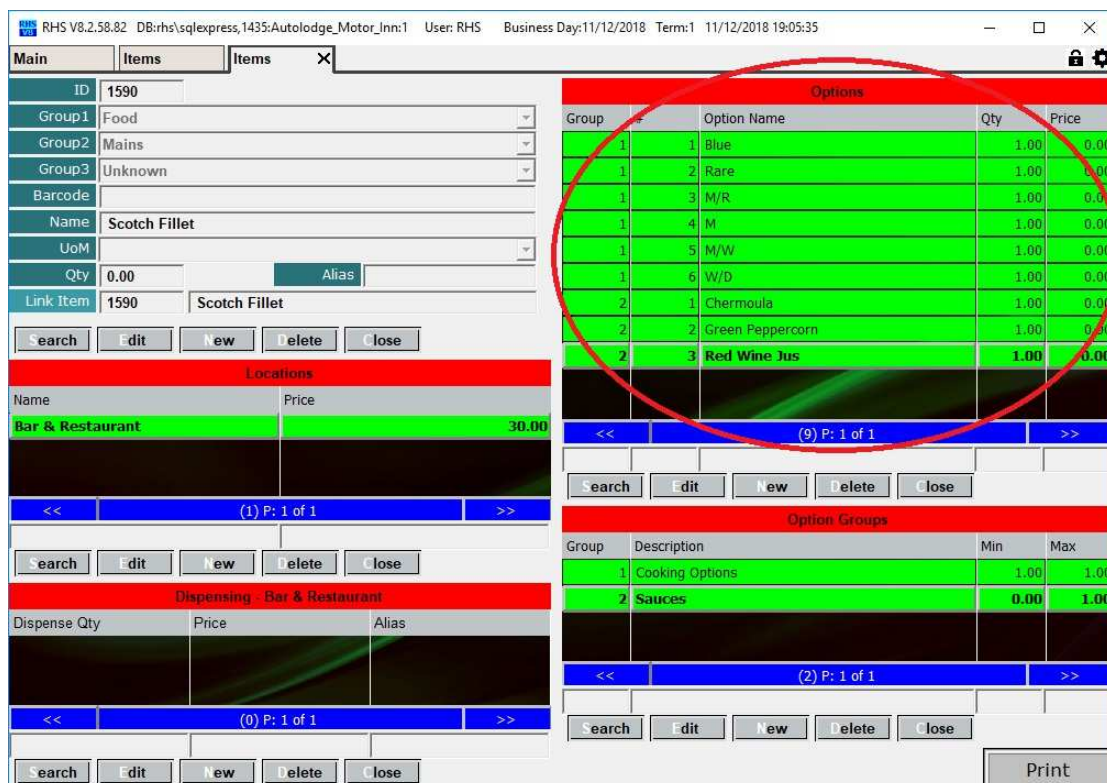
1.6. Click on "New" button to add location and base unit price. Click on "Save" to commit the entry.

The screenshot shows the 'Items' form in the MenuMax V8 application. The 'Group1' dropdown is set to 'Food' and 'Group2' is set to 'Mains'. The 'Name' field contains 'Scotch Fillet'. The 'Locations' table now contains one entry: 'Bar & Restaurant' with a price of '38'. A red circle highlights this new entry. The 'Save' button is visible at the bottom left of the form area.

1.7. Add option groups. Min and max levels specify number of options that can be selected. (e.g. min 1 and max 3 means that at least one option must be selected and no more than 3 are allowed).



1.8. Enter each group item by clicking on “New” button. Specify what group number it belongs and what its sequence is in the option group. Press F2 on the Option Name to select the item. Specify its quantity and price and press on “Save” to commit changes.



1.9. If you want to enter dispensing for the item click on the “New” button under dispensing table, enter quantity, price and alias (used for display/print). The quantity unit of measure is specified in the item header above (i.e. “ml”).
 If \$0 is specified under location then the item will be not sold as base unit (i.e. 750 ml bottle). If \$-999 is specified as price than the item will have a price prompt on the sale screen.

The screenshot displays the MenuMax V8 software interface. The main window title is 'RHS V8.2.58.82 DB:rhs/sqlcxpress,1435:Autolodge_Motor_Inn:1 User: RHS Business Day:11/12/2018 Term:1 11/12/2018 19:06:49'. The interface is divided into several sections:

- Item Details:** ID: 1304, Group1: Beverage, Group2: House Wine, Group3: Red Wine, Name: House Merlot, UoM: ml, Qty: 750.00, Alias: (empty), Link Item: 1304 House Merlot. Buttons: Search, Edit, New, Delete, Close.
- Locations:** Table with columns Name and Price. One entry: Bar & Restaurant (34.00). Buttons: Search, Edit, New, Delete, Close.
- Dispensing - Bar & Restaurant:** Table with columns Dispense Qty, Price, and Alias. One entry: 187.50 (9.00). This table is circled in red. Buttons: Search, Edit, New, Delete, Close.
- Options:** Table with columns Group, #, Option Name, Qty, Price. Currently empty. Buttons: Search, Edit, New, Delete, Close.
- Option Groups:** Table with columns Group, Description, Min, Max. Currently empty. Buttons: Search, Edit, New, Delete, Close.
- Print:** A button located at the bottom right of the interface.

1.10. To edit an existing item click on “Search” button in the item header and select it from the list by using its search fields to filter the selection. Double click or press enter to select the item.

Search Items									
Barcode	Code	Name	Price	Group1	Group2	Group3	Qty	UoM	Location
	2001	Big breakfast	22.00	Food	Breakfast	Unknown	0.00		
	2002	Express breakfast	10.00	Food	Breakfast	Unknown	0.00		
	2004	Salmon benne	21.00	Food	Breakfast	Unknown	0.00		
	2005	Bacon benne	19.00	Food	Breakfast	Unknown	0.00		
	2006	Porridge	10.00	Food	Breakfast	Unknown	0.00		
	2007	Breakfast \$	0.00	Food	Breakfast	Unknown	0.00		
	2008	Creamy mushrooms	12.00	Food	Breakfast	Unknown	0.00		
	2017	Bacon & eggs	17.50	Food	Breakfast	Unknown	0.00		
	2018	Omelette	19.50	Food	Breakfast	Unknown	0.00		
	2019	Hot cakes	19.00	Food	Breakfast	Unknown	0.00		
	2021	Breakfast	0.00	Food	Breakfast	Unknown	0.00		
	2023	Eggs light option	10.00	Food	Breakfast	Unknown	0.00		
	2025	Eggs on toast	15.00	Food	Breakfast	Unknown	0.00		
	2026	Breakfast extra	0.00	Food	Breakfast	Unknown	0.00		
	2028	Room service	1.50	Food	Breakfast	Unknown	0.00		
	2029	Continental	17.50	Food	Breakfast	Unknown	0.00		
	2042	Mush & spinach benne	19.00	Food	Breakfast	Unknown	0.00		
	2045	Buffet bfast \$22	20.00	Food	Breakfast	Unknown	0.00		
	1568	Breakfast Extra	0.00	Food	Breakfast	Unknown	0.00		
	1569	Breakfast	0.00	Food	Breakfast	Unknown	0.00		
	1580	Breakfast \$20	0.00	Food	Breakfast	Unknown	0.00		
	1610	UFBA breakfast	0.00	Food	Breakfast	Unknown	0.00		
	1614	Buffet Breakfast	0.00	Food	Breakfast	Unknown	0.00		

(23) P: 1 of 1 Clear Add Close KBD >>

1.11. Use “Edit” buttons to modify the item header or other tables on the item screen.

RHS V8.2,58.82 DB:rhs/sqlserv,1435:Autolodge_Motor_Inn:1 User: RHS Business Day:11/12/2018 Term:1 11/12/2018 19:24:02

Main Items X

ID	1008
Group1	Food
Group2	Breakfast
Group3	Unknown
Barcode	
Name	Creamy mushrooms
UoM	
Qty	0.00
Link Item	1008 Creamy mushrooms

Locations	
Name	Price
Bar & Restaurant	12.00

(1) P: 1 of 1

Options			
Group	#	Option Name	Price

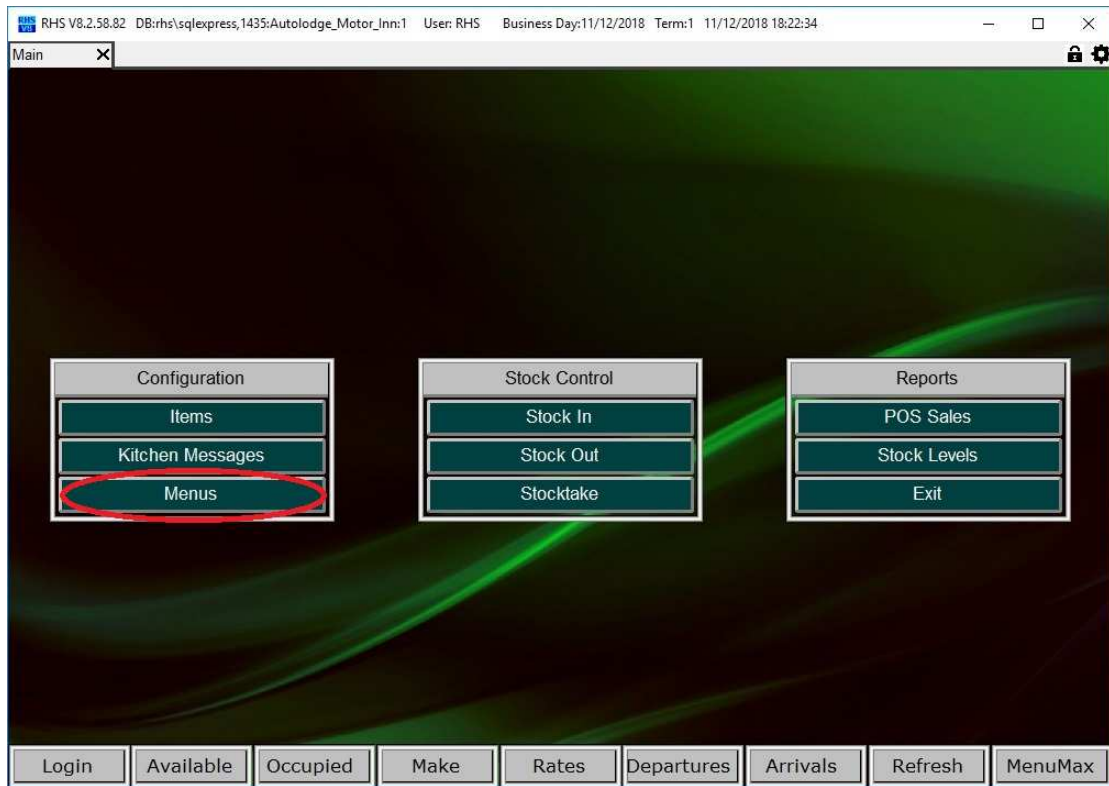
(0) P: 1 of 1

Option Groups			
Group	Description	Min	Max

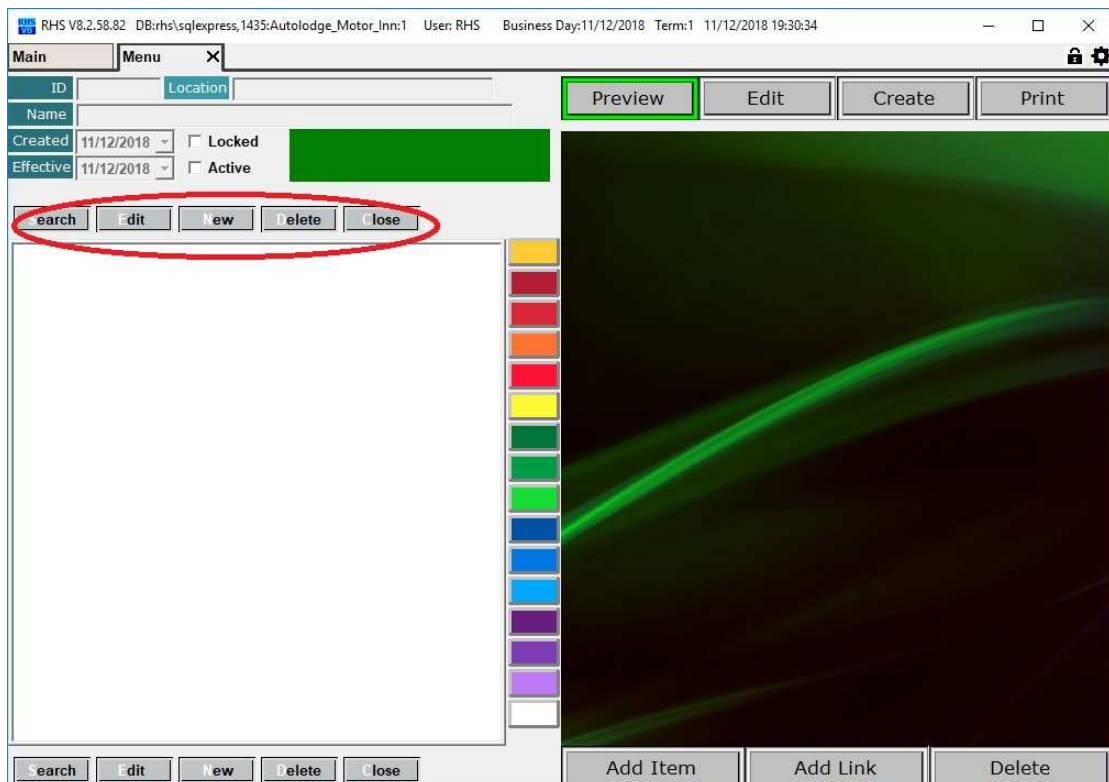
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2. Creating and Modifying Menus

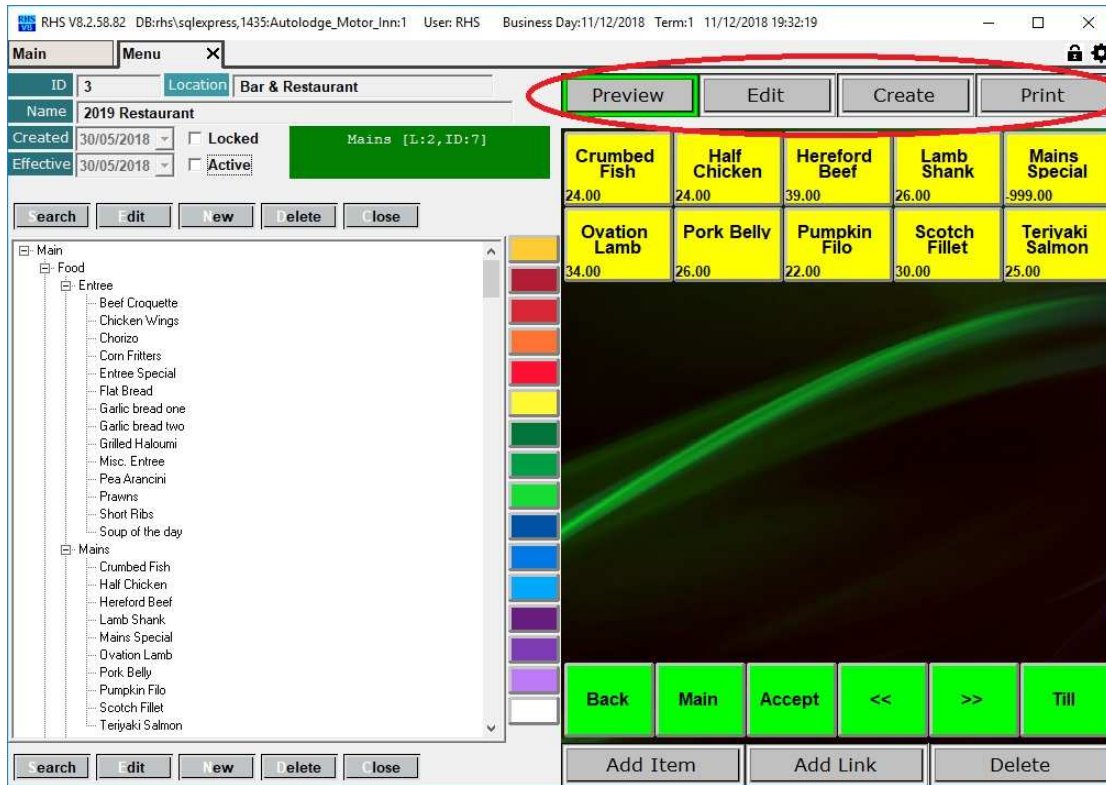
2.1 Click on “Menus” on the Inventory page.



2.2. . Select a menu or enter a new one by clicking on “Search” or “New”.



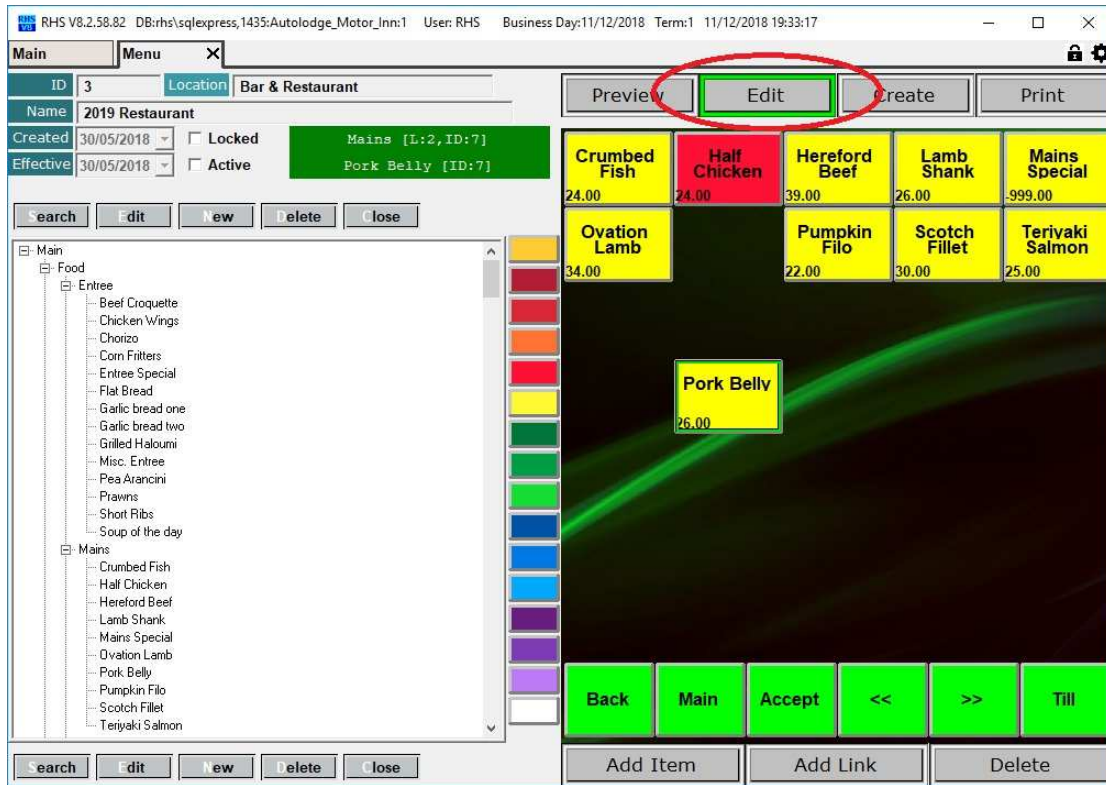
2.3 If you selected an existing menu use the treeview on click on the buttons on the right to navigate . Make sure you are in the “Preview” mode.



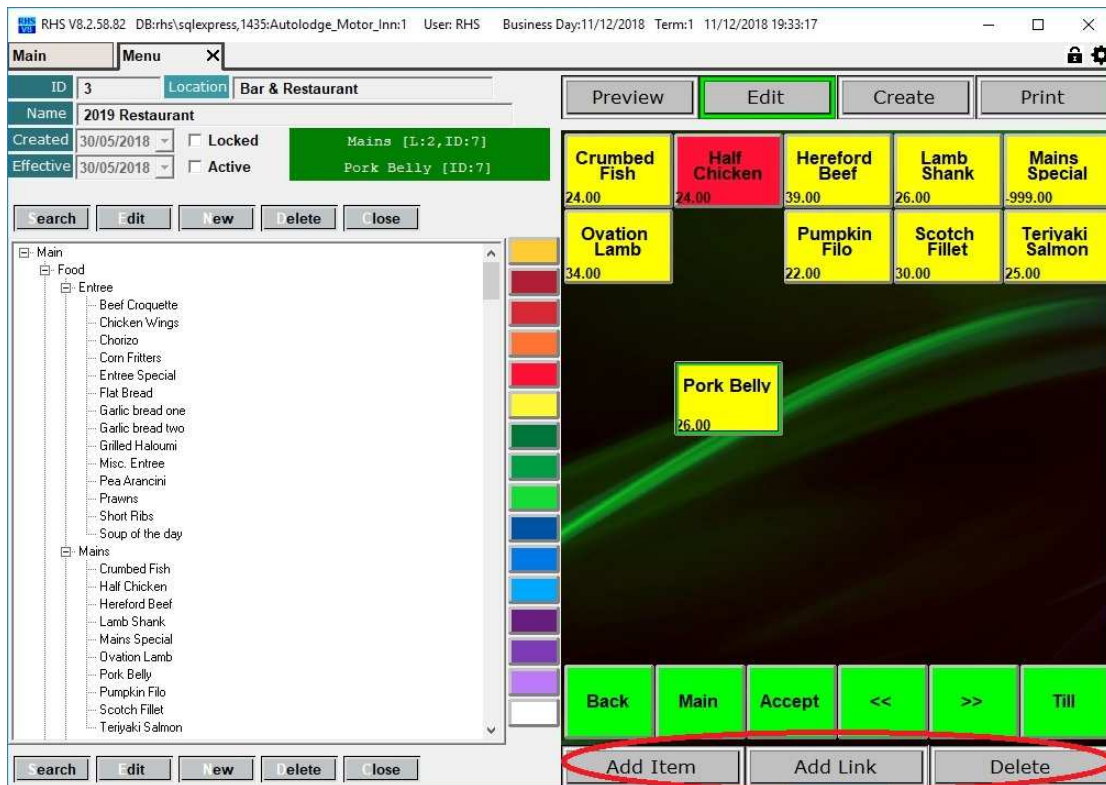
2.4 To edit an item just right-click on the button. This will open a new tab with the item details. Once finished with your changes just close the tab.



2.5. Click on “Edit” button to position items’ buttons or change their colours.



2.6. Use “Add Item” and “Add Link” to add additional items or link to other menu pages.



2.7. If you have done any item changes, such as price or name change, modified dispensing or item options you will need to recreate the menu. Simply click on “Create” button. If you are prompted on whether you want to dump/restore positions just answer ok/yes (depending on your version on settings this might be done automatically, without any prompts). The software will recreate the entire menu pages based on your item settings/pricing, whilst keeping the existing colour schema and positions. If you have a new item added please recheck its position and colour on the page.

