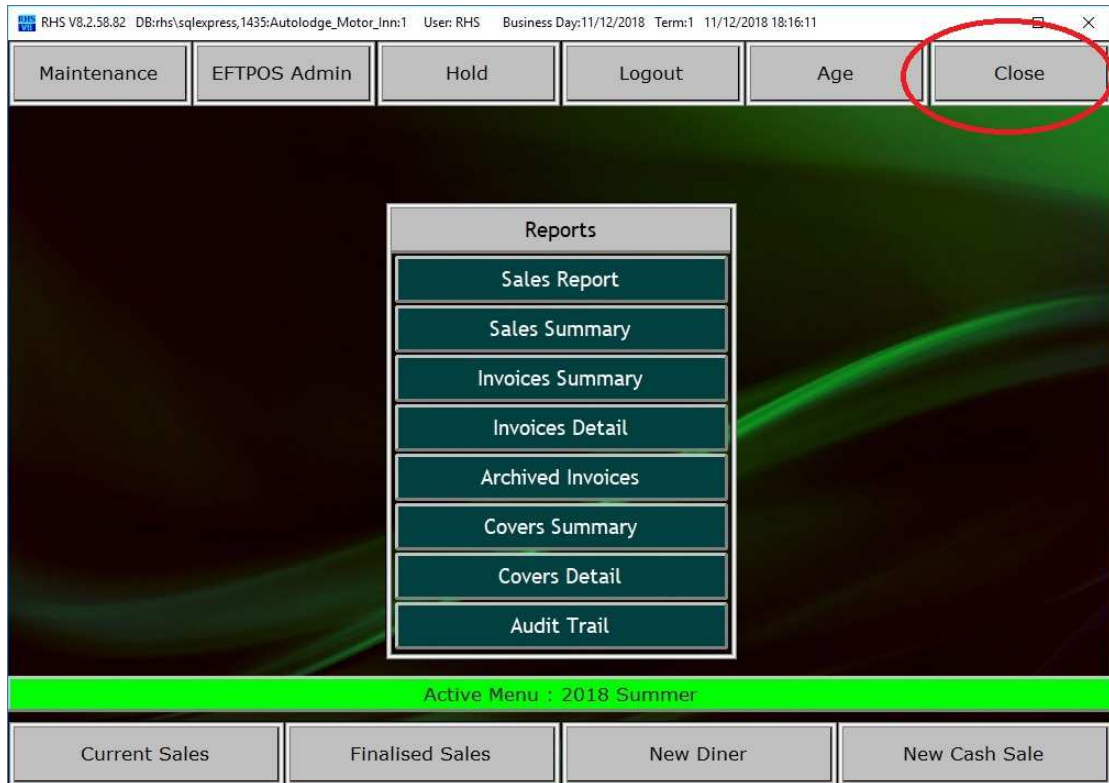# MenuMax V8
Quick Reference Guide
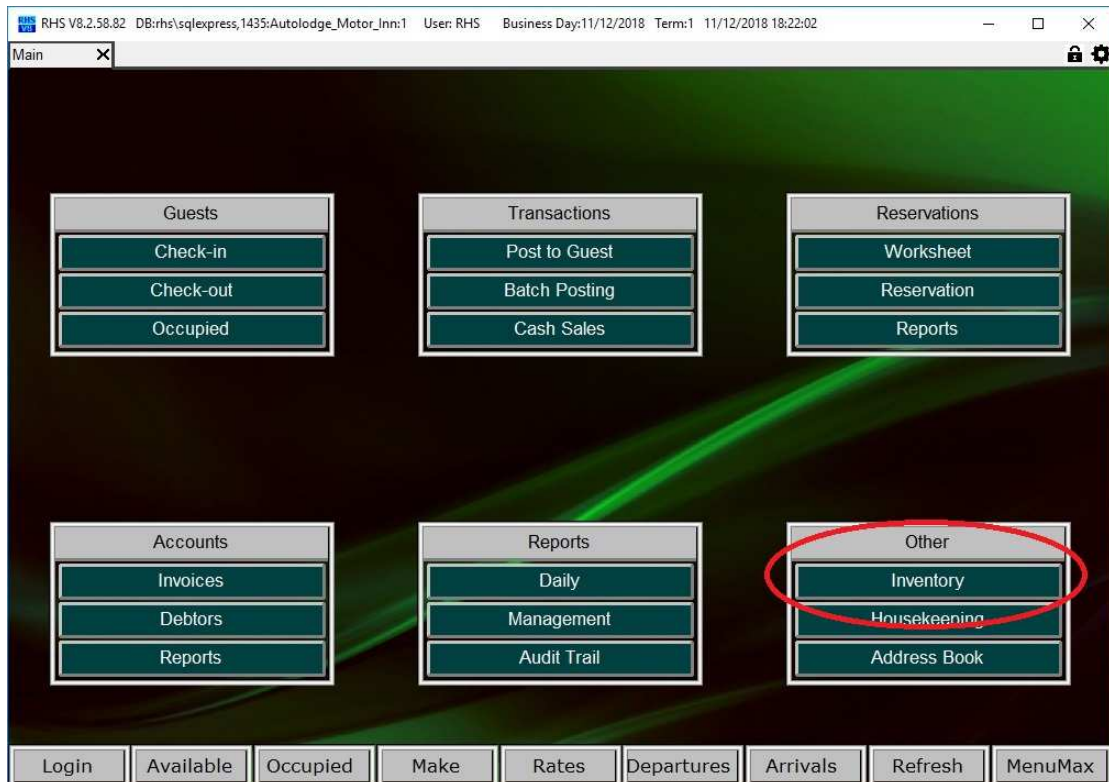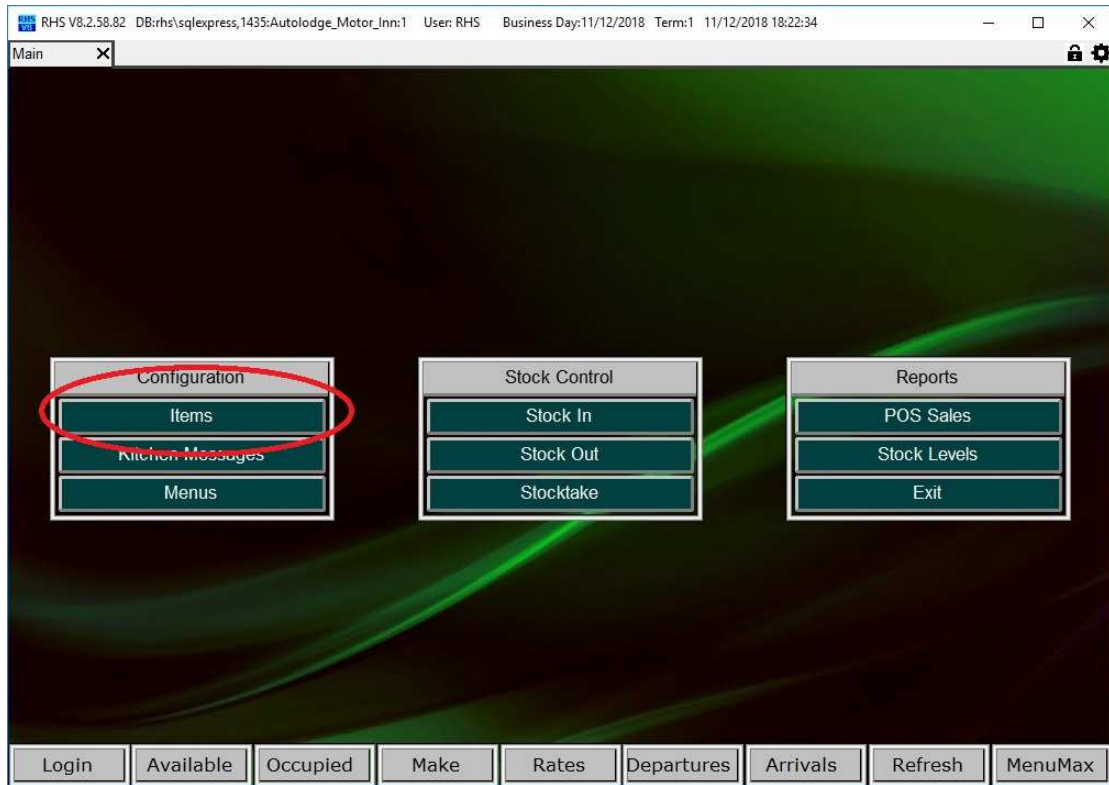
V1.1

1. Specifying Items
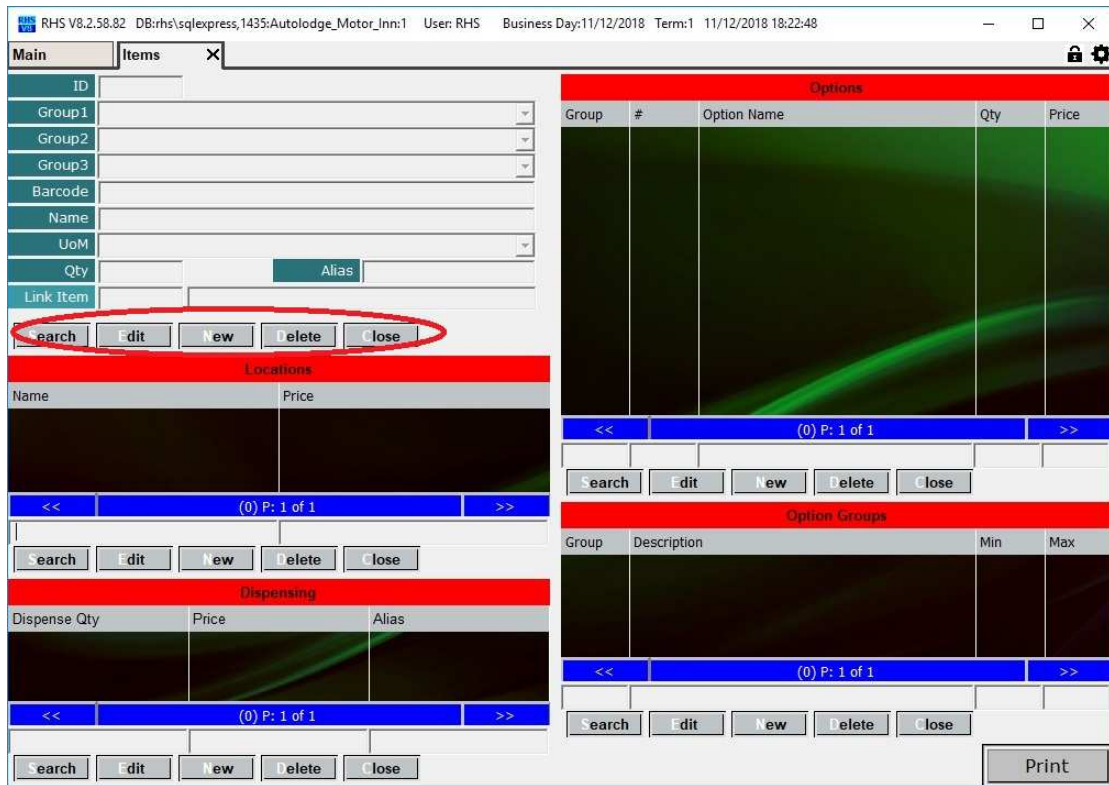
1.1 Click on "Close" button.

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.

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

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).
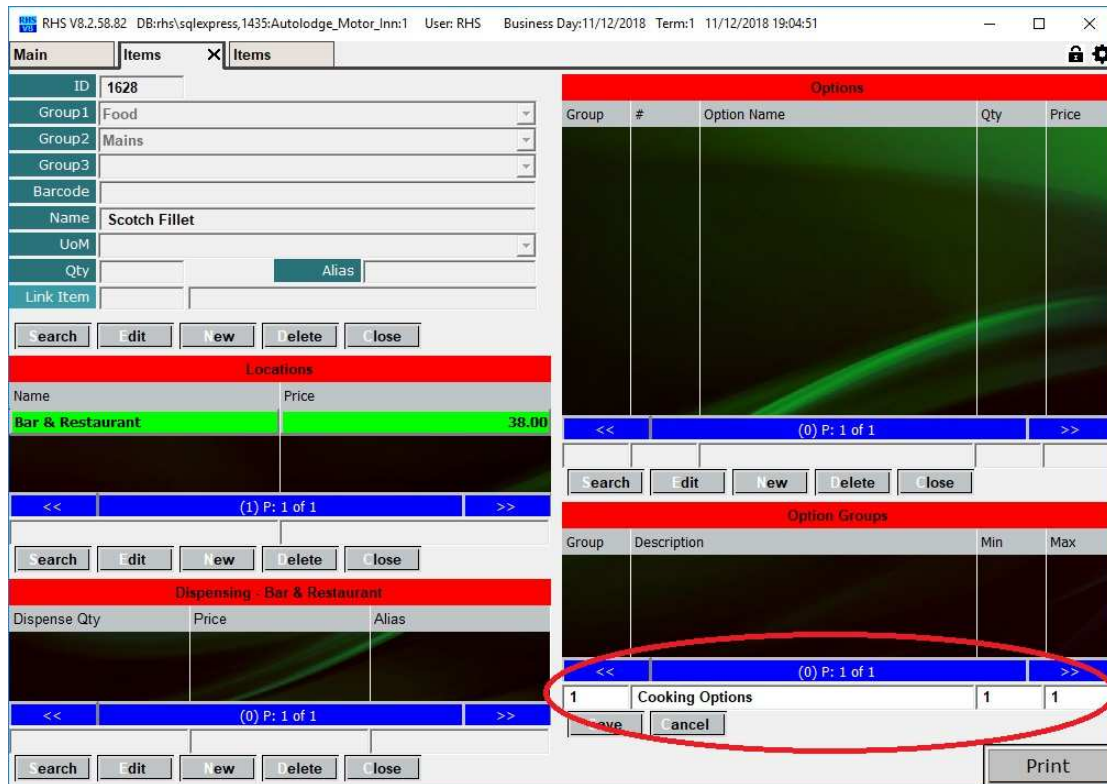
1.8. Enter each group item by clicking on "New" button. Specify what group number it belongs and what its sequence is in the option group. Press F2 on the Option Name to select the item. Specify its quantity and price and press on "Save" to commit changes.
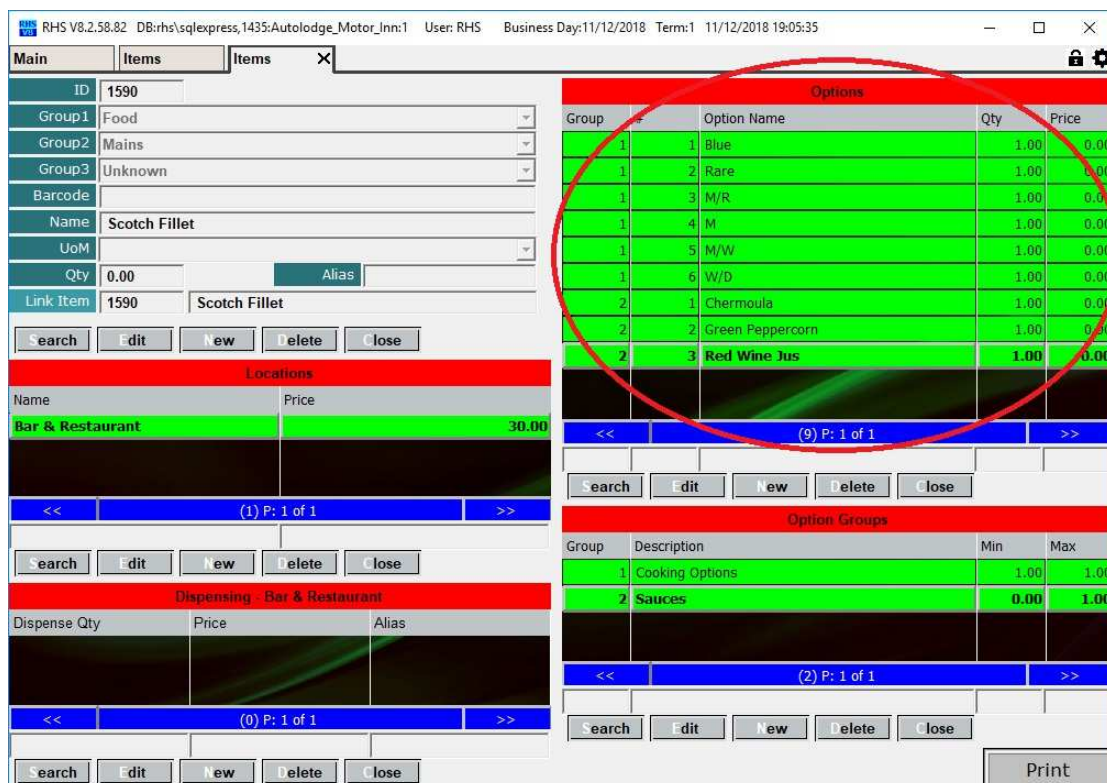
1.9. If you want to enter dispensing for the item click on the "New" button under dispensing table, enter quantity, price and alias (used for display/print). The quantity unit of measure is specified in the item header above (i.e. "ml").
If $0 is specified under location then the item will be not sold 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.

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.

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

2. Creating and Modifying Menus

2.1 Click on "Menus" on the Inventory page.
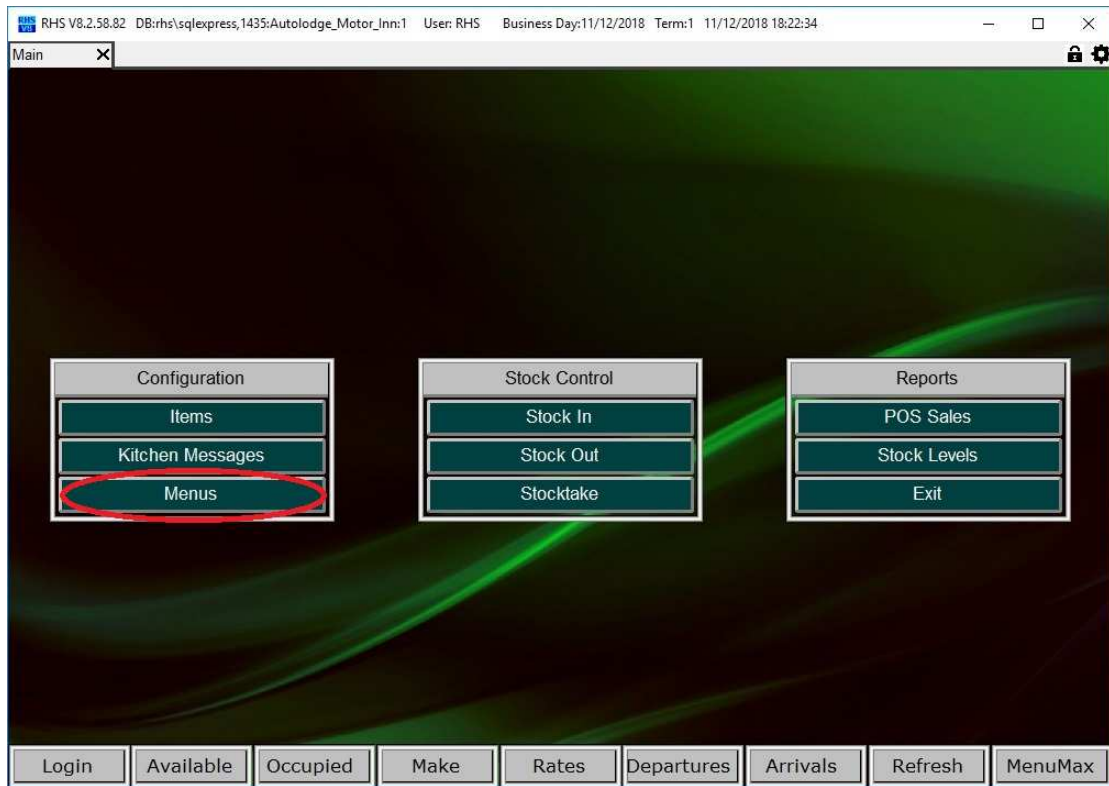
2.2. . Select a menu or enter a new one by clicking on "Search" or "New".
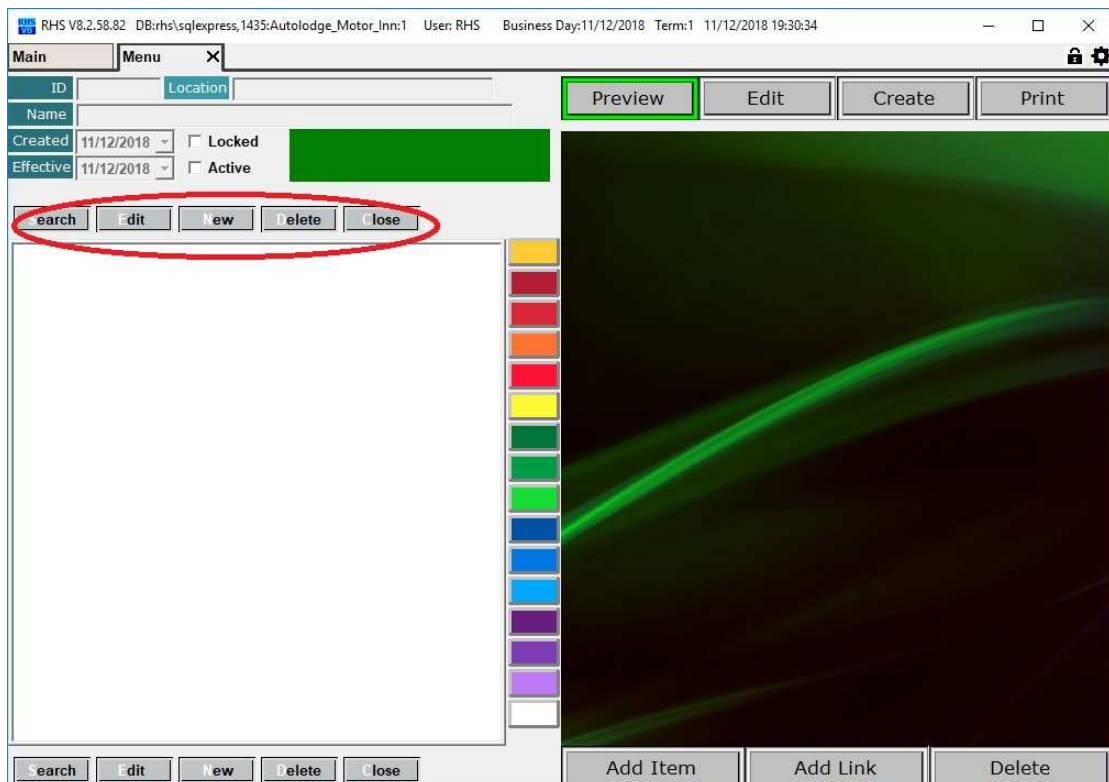
2.3 If you selected an existing menu use the treeview on click on the buttons on the right to navigate . Make sure you are in the "Preview" mode.
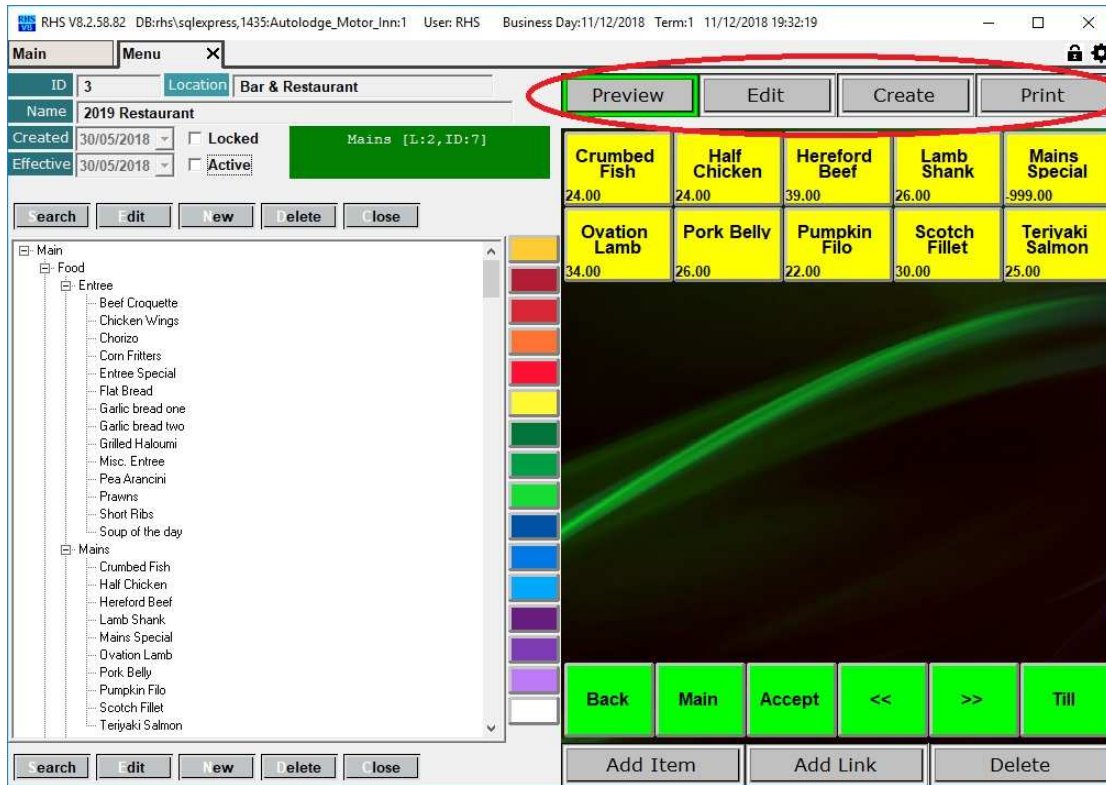
2.4 To edit an item just right-click on the button. This will open a new tab with the item details. Once finished with your changes just close the tab.

2.5. Click on "Edit" button to position items' buttons or change their colours.
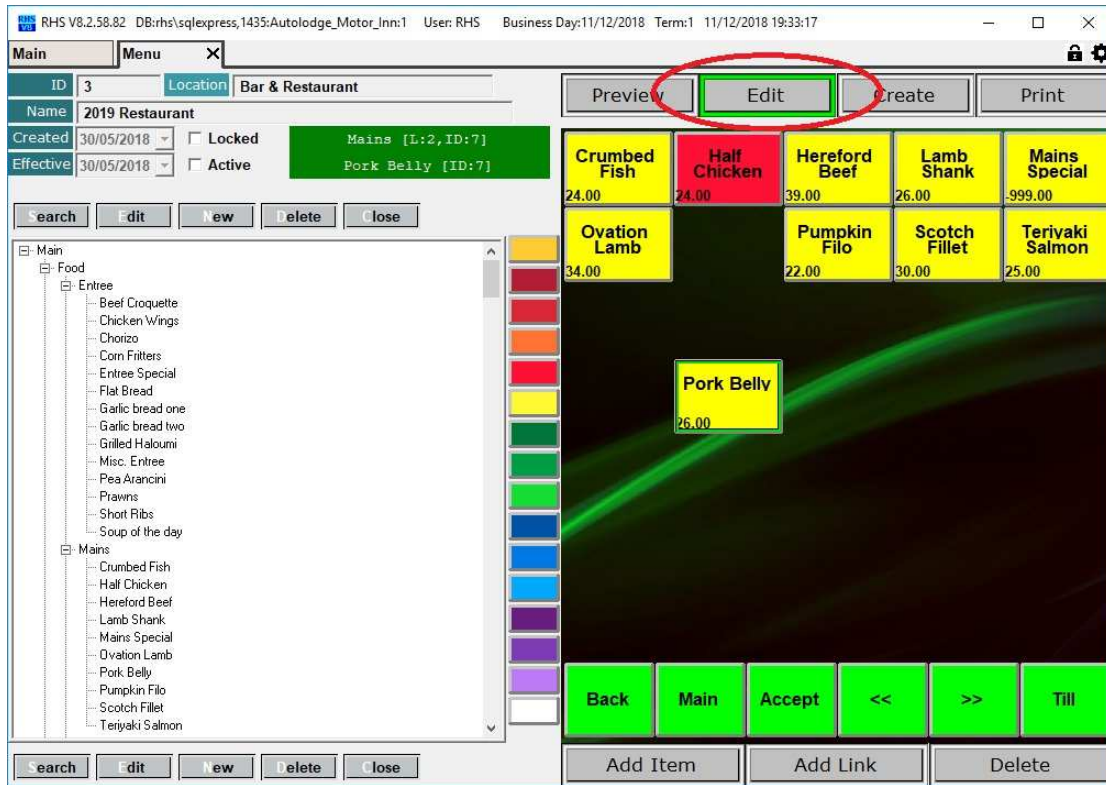
2.6. Use "Add Item" and "Add Link" to add additional items or link to other menu pages.

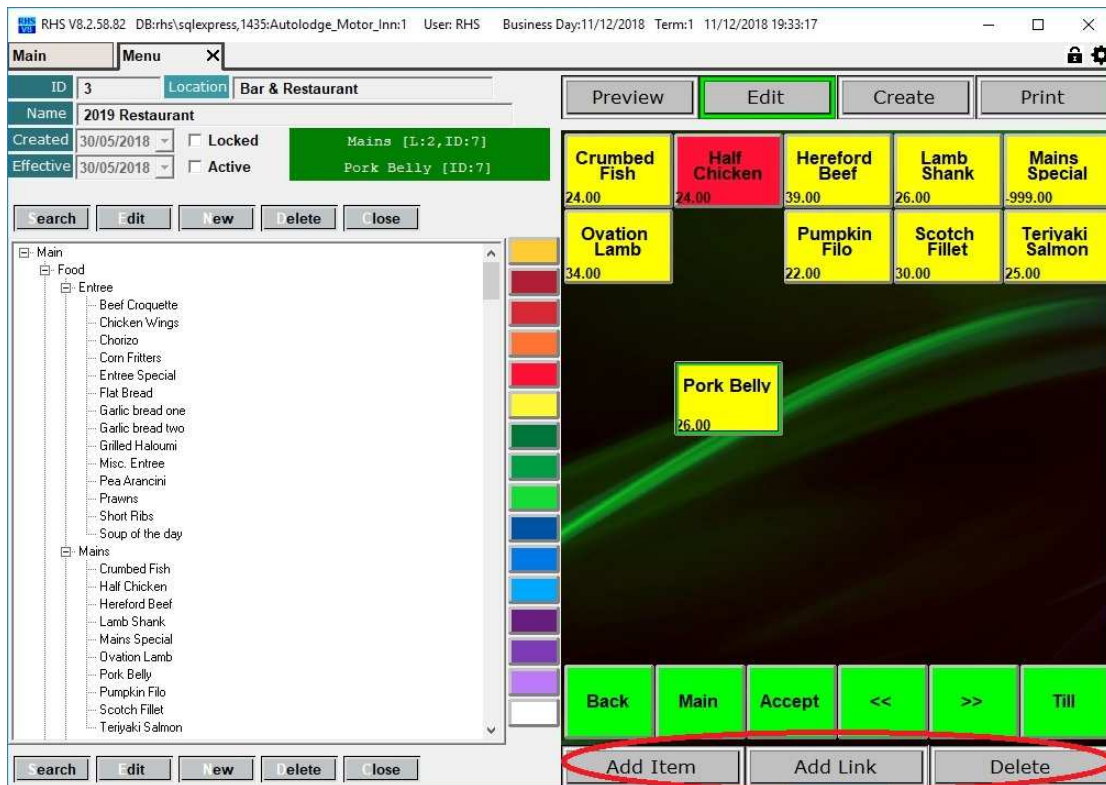2.7. If you have done any item changes, such as price or name change, modified dispensing or item options you will need to recreate the menu. Simply click on "Create" button. If you are prompted on whether you want to dump/restore positions just answer ok/yes (depending on your version on settings this 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.