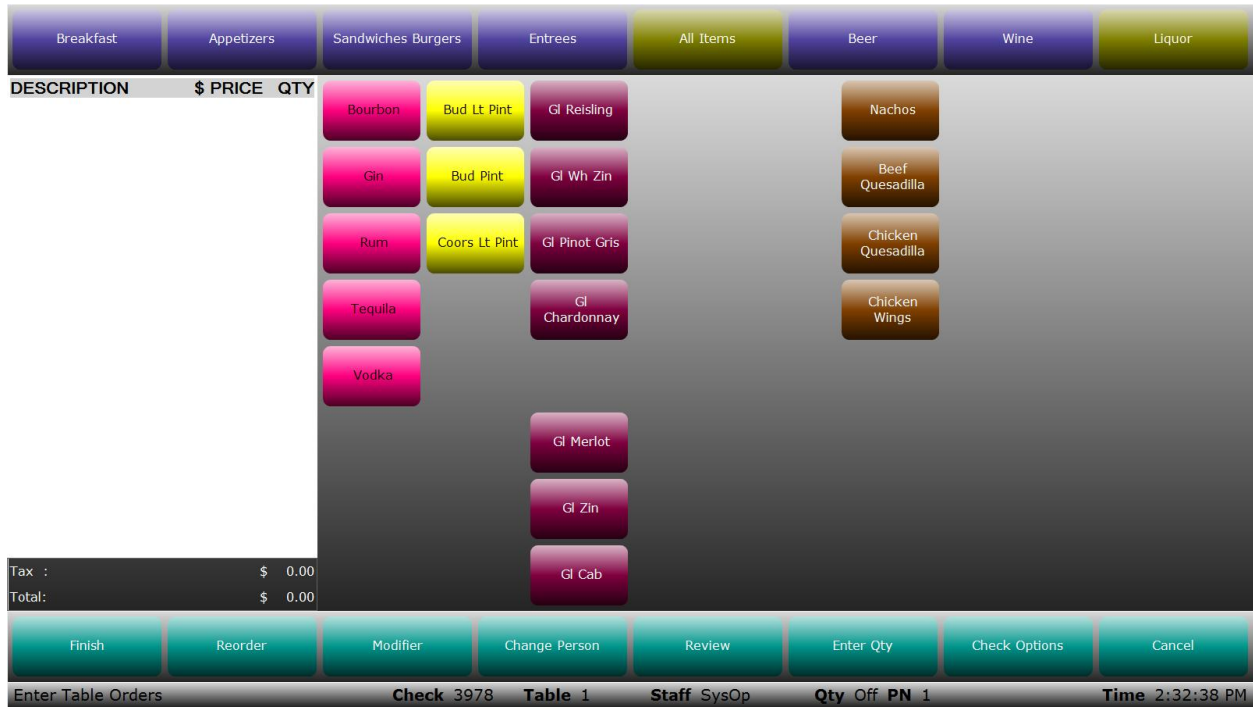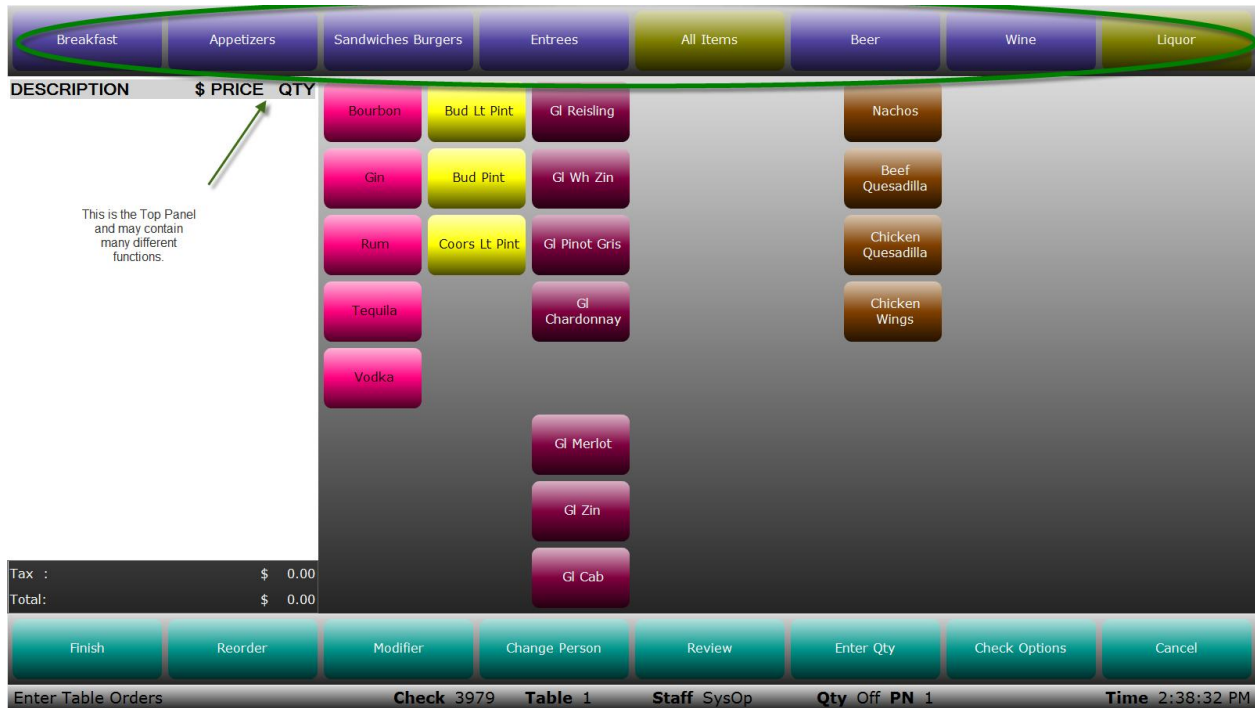It's important to understand what it is you're doing when you maintain your Menu Item database. A good working knowledge of what your staff sees is a good place to start. Spend an hour or so with a key staff member while they are making sales and you will find out a lot about your system. Let's start at the beginning. When you start a sale, you will see a few different things. (Note: my screen resolution is different than a standard POS Touch PC and will look a little different) This is what a common sales screen will look like. Let's break down the different parts of the Sales Screen.

Breakfast	Appetizers	Sandwiches Burgers	Entrees	All Items	Beer	Wine	Liquor

DESCRIPTION $ PRICE   QTY

Bourbon	Bud Lt Pint	Gl Reisling			Nachos
Gin	Bud Pint	Gl Wh Zin			Beef Quesadilla
Rum	Coors Lt Pint	Gl Pinot Gris			Chicken Quesadilla
Tequila		Gl Chardonnay			Chicken Wings
Vodka					

Gl Merlot

Gl Zin

Tax : $ 0.00
Gl Cab
Total: $ 0.00

Finish	Reorder	Modifier	Change Person	Review	Enter Qty	Check Options	Cancel

Enter Table Orders   **Check** 3978   **Table** 1   **Staff** SysOp   **Qty** Off **PN** 1   **Time** 2:32:38 PM

Across the top of the sales screen is the Top Panel. The buttons in purple are POS Windows and the buttons in olive are Window of Windows, the beginning Menu Item screen is the Speed Window.
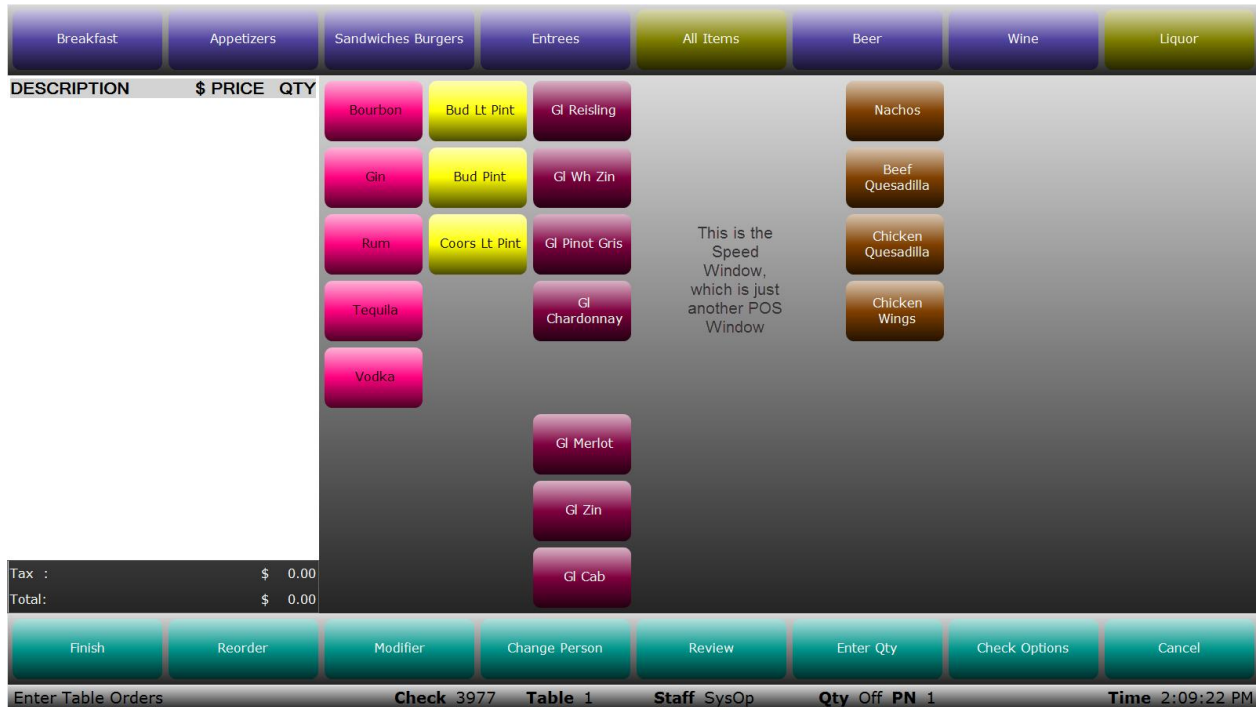
Breakfast	Appetizers	Sandwiches Burgers	Entrees	All Items	Beer	Wine	Liquor

DESCRIPTION $ PRICE QTY

This is the Top Panel and may contain many different functions.

Bourbon	Bud Lt Pint	Gl Reisling		Nachos
Gin	Bud Pint	Gl Wh Zin		Beef Quesadilla
Rum	Coors Lt Pint	Gl Pinot Gris		Chicken Quesadilla
Tequila		Gl Chardonnay		Chicken Wings
Vodka				

Gl Merlot

Gl Zin

Gl Cab

Tax : $ 0.00
Total: $ 0.00

Finish	Reorder	Modifier	Change Person	Review	Enter Qty	Check Options	Cancel

Enter Table Orders   **Check** 3979   **Table** 1   **Staff** SysOp   **Qty** Off **PN** 1   **Time** 2:38:32 PM

A POS Window is just a grouping of Menu Items. When you select a POS Window button from the Top Panel, the Menu Items associated with that POS Window will appear below the Top Panel. By selecting or pressing a Menu Item Button, you will ring up that item.

Breakfast	Appetizers	Sandwiches Burgers	Entrees	All Items	Beer	Wine	Liquor

DESCRIPTION $ PRICE QTY

This is a POS Window named Appetizers and the Menu Items affiliated with it.

Chicken Wings	Nachos	French Fries

Bacon Wrapped Shrimp	Cheese Quesadilla
Coconut Shrimp	Chicken Quesadilla
Beef Quesadilla	

Tax : $ 0.00
Total: $ 0.00

Finish	Reorder	Modifier	Change Person	Review	Enter Qty	Check Options	Cancel

Enter Table Orders   **Check** 3977   **Table** 1   **Staff** SysOp   **Qty** Off **PN** 1   **Time** 2:15:59 PM

A Window of Windows is a grouping of POS Windows. Because you only have eight buttons on the Top Panel, you may find it necessary to group lesser used POS Windows or similar POS Windows together. Pressing a Window of Windows button on the Top Panel will bring up that grouping of POS Windows. By then pressing the POS Window, you will see the Menu Items associated with that POS Window.
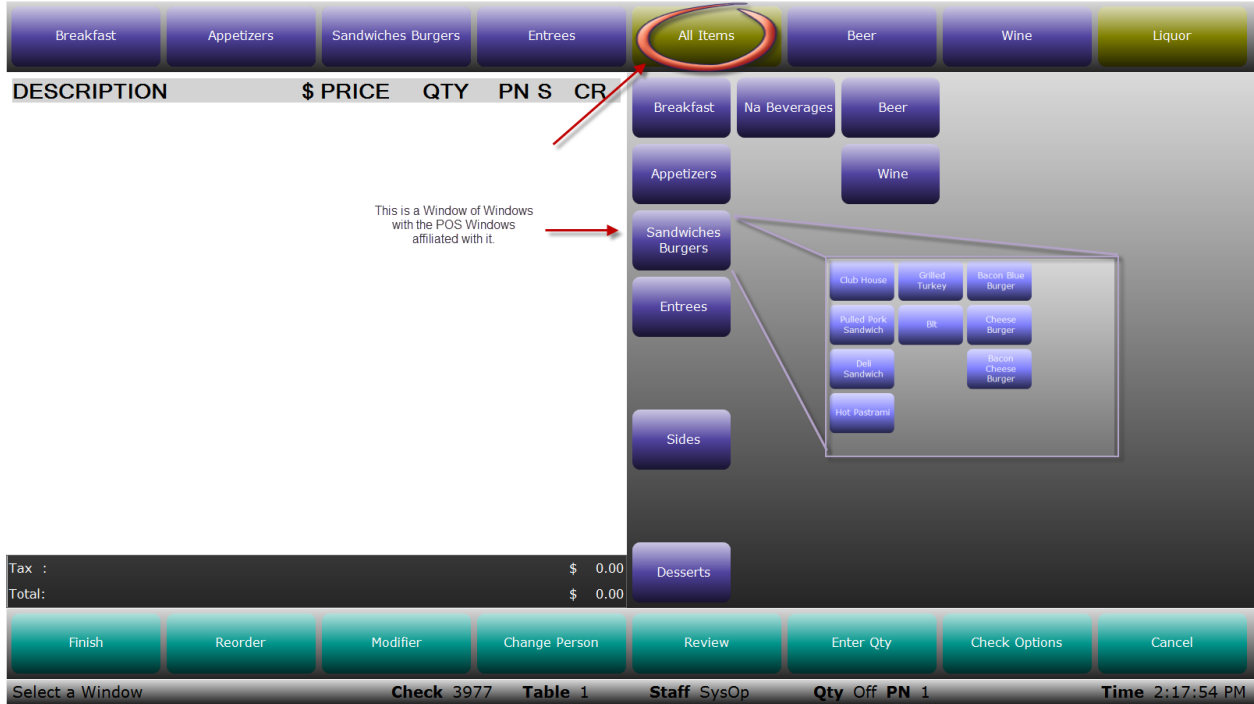
The last part of the main Sales Screen is the Speed Window. It is just a POS Window that automatically comes up at the beginning of every new sale. This should be the most common Menu Items sold in your system. If you are unsure of what Menu Items should be associated with this POS Window, a good place to start is by defining and taking a Sales Report, By Item, sorting by Quantity. You can have different Speed Windows for the different parts of your restaurant. For example, you can have mainly drinks in the bar and food in the restaurant. Depending on your unique configuration, you can also have different Speed Windows for different times of the day. For example, you could have breakfast items in the morning, sandwiches at lunch, and entrees at dinner.

Breakfast	Appetizers	Sandwiches Burgers	Entrees	All Items	Beer	Wine	Liquor

DESCRIPTION   **$ PRICE   QTY**

Bourbon   Bud Lt Pint   Gl Reisling

Gin   Bud Pint   Gl Wh Zin   Nachos

Rum   Coors Lt Pint   Gl Pinot Gris   This is the   Beef Quesadilla
                                            Speed
Tequila   Gl Chardonnay   Window,   Chicken Quesadilla
                                         which is just
Vodka   another POS   Chicken Wings
                                         Window

                       Gl Merlot

                       Gl Zin

Tax : $ 0.00
Total: $ 0.00   Gl Cab

Finish	Reorder	Modifier	Change Person	Review	Enter Qty	Check Options	Cancel

Enter Table Orders   **Check** 3977   **Table** 1   **Staff** SysOp   **Qty** Off **PN** 1   **Time** 2:09:22 PM

By becoming familiar with all of the Menu Item areas in your system, you will be able to better understand how to make changes in your system. That being said let's take a look at the programming side of the configuration.

So, where do you find the Top Panels and how do you know the configuration? The first thing you need to know is what Top Panel you are using. To find that out, you will need to load Setup. Most of the changes that are done once a system is configured are in Office. Setup may be a little foreign to some. Top Panels are controlled by the Register that is being loaded. As you can see, selecting Register and Register Definitions, you will have a pull down menu where you can choose the Register definition. On tab 4-Misc you will see the Top Panel that you are using (you will also see the Speed Window just below it).

Once you know what Top Panel you are using, you can view that Top Panel. While still in Setup, go to Misc and Top Panels. You will again see a pull down menu to select the Top Panel you want to change. Button 1 is the top left button on the Sales screen. The only two functions we will be dealing with are POS Windows and Window of Windows. You can change the POS Window or Window of Window that loads by pressing the button just to right name in the second column.

Under Setup, Misc, Top Panels you bring up Top Panel Maintenance, from the pull down menu, choose the appropriate Top Panel

You define how the button parameters on the left and the setting on the right. We are going to focus on Menu Items. For that we want to focus on POS Windows and Window of Windows

Window of Windows are also configured in Setup. Choosing Windows and Window of Windows will bring up your Window of Windows Maintenance window. It has a pull down menu for selecting the Window of Windows you want to View. You can add or subtract POS Windows by using the Find and Remove buttons.
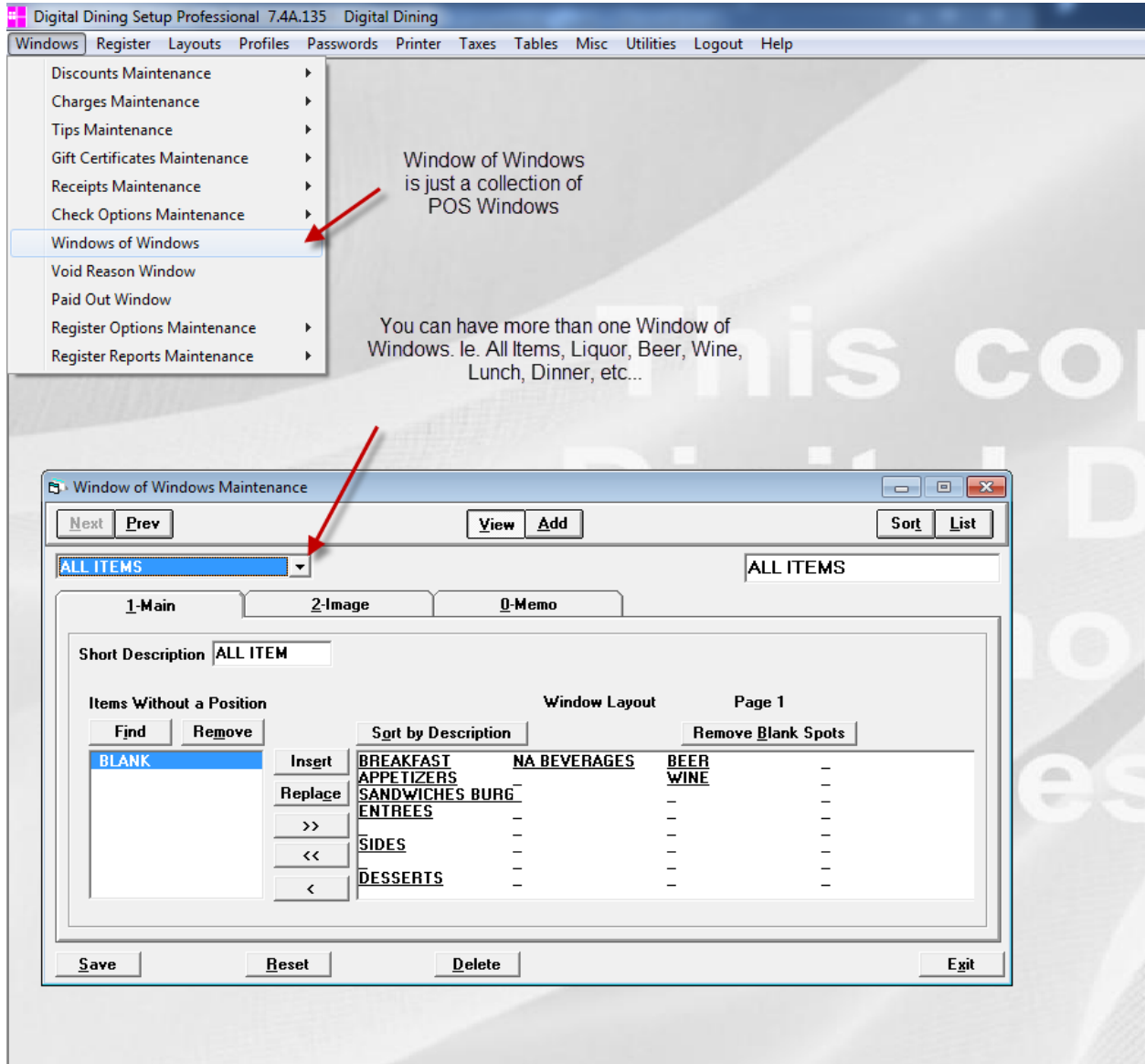
Most of this configuration isn't something you will change very often if at all; but I find it makes it quicker and easier to maintain your system if you have a base understanding of where everything comes together.

That all leads to what I find most people get confused on, Menu Items and POS Windows. A POS Window is just a grouping of similar Menu Items. Menu Item Maintenance is where you will do most of your programming and POS Windows is where you will adjust what your staff physically sees on the Sales Screens. A Menu Item can be a Normal Menu Item or a Modifier. What really determines that is if a POS Window is Inserted on the right or Modifier Windows of Menu Item Maintenance.
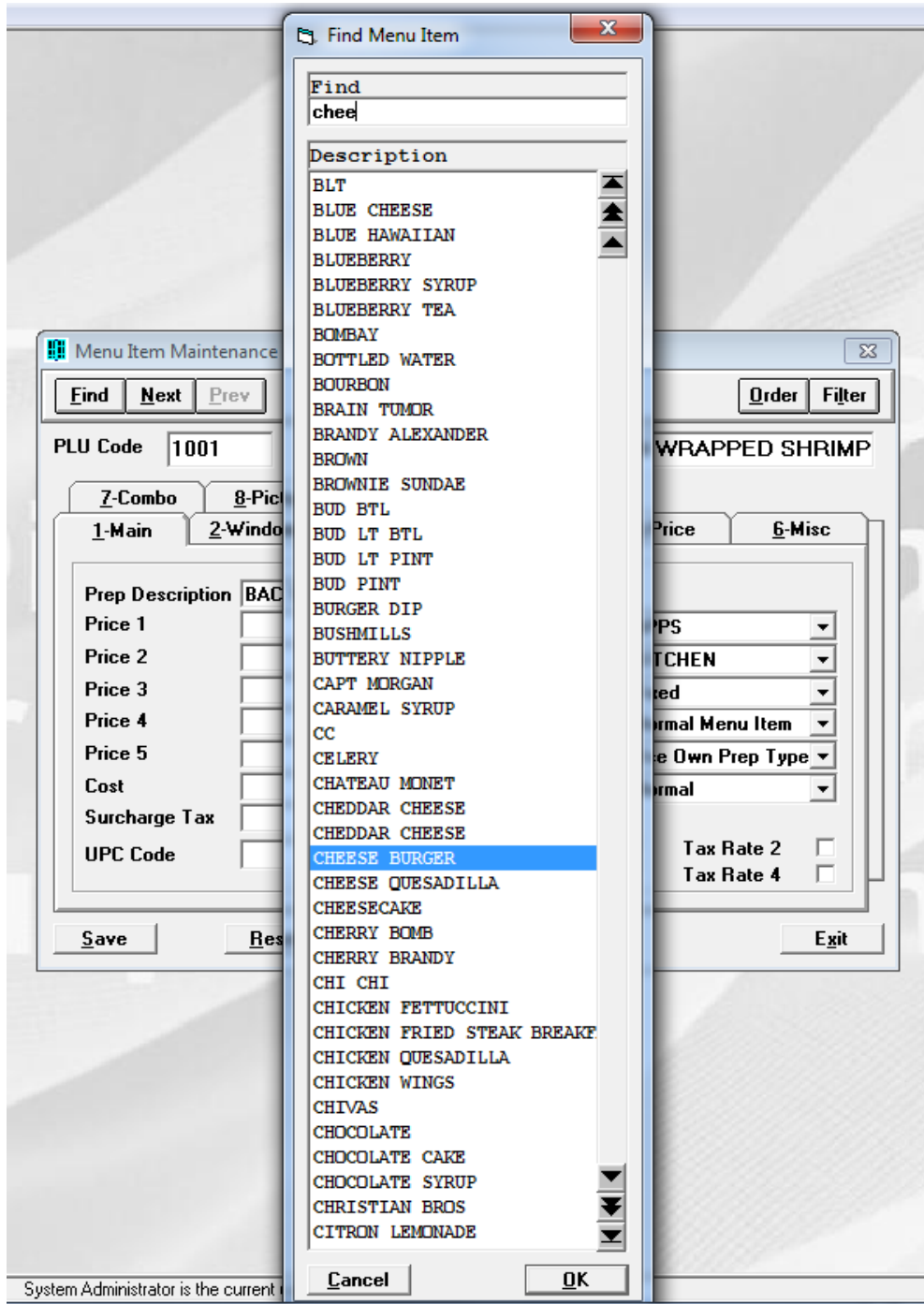
The simple, changing a price. Load Office, Menu, Menu Items. You will be Viewing the first Menu Item in your system. Because you are in View mode, you can just press Find in the upper left to find the Menu Item you want to change the price on.

Digital Dining Back Office Professional 7.4A.128

A/R | Menu | Staff | Register Reports | Utilities | Logout | Tutorials | Help

Menu Items
Menu Reports ▶
Change Item Out List
Menu Utilities ▶
Menu Setup ▶

When you go into Office, Menu, Menu Items you will load the first Menu Item and be in View mode.

Menu Item Maintenance

Find | Next | Prev | View | Add | Order | Filter

PLU Code 1001   Check Description BACON WRAPPED SHRIMP

7-Combo | 8-Picture | 9-Recipe | 0-Memo
1-Main | 2-Windows | 3-Sales | 4-Images | 5-Price | 6-Misc

Prep Description BAC SHRIMP
Price 1   10.95   0.00%   Sales Type   APPS
Price 2   10.95   0.00%   Prep Type   KITCHEN
Price 3   10.95   0.00%   Price Mode   Fixed
Price 4   10.95   0.00%   Sales Mode   Normal Menu Item
Price 5   10.95   0.00%   Modifier Mode   Use Own Prep Type
Cost   0.00   0.00   Quantity Mode   Normal
Surcharge Tax   Tare Weight
UPC Code   Tax Rate 1 ✔   Tax Rate 2 ☐
                                 Tax Rate 3 ☐   Tax Rate 4 ☐

Save | Reset | Delete | Exit

After pressing Find, just start typing the Check Description of the Menu Item. The more you type, the more specific it gets.

Find Menu Item

Find
chee

Description

BLT
BLUE CHEESE
BLUE HAWAIIAN
BLUEBERRY
BLUEBERRY SYRUP
BLUEBERRY TEA
BOMBAY
BOTTLED WATER
BOURBON
BRAIN TUMOR
BRANDY ALEXANDER
BROWN
BROWNIE SUNDAE
BUD BTL
BUD LT BTL
BUD LT PINT
BUD PINT
BURGER DIP
BUSHMILLS
BUTTERY NIPPLE
CAPT MORGAN
CARAMEL SYRUP
CC
CELERY
CHATEAU MONET
CHEDDAR CHEESE
CHEDDAR CHEESE
CHEESE BURGER
CHEESE QUESADILLA
CHEESECAKE
CHERRY BOMB
CHERRY BRANDY
CHI CHI
CHICKEN FETTUCCINI
CHICKEN FRIED STEAK BREAKF
CHICKEN QUESADILLA
CHICKEN WINGS
CHIVAS
CHOCOLATE
CHOCOLATE CAKE
CHOCOLATE SYRUP
CHRISTIAN BROS
CITRON LEMONADE

Cancel   OK

Menu Item Maintenance

Find   Next   Prev   Order   Filter

PLU Code   1001   WRAPPED SHRIMP

7-Combo   8-Pic
1-Main   2-Windo   Price   6-Misc

Prep Description   BAC
Price 1   PS
Price 2   TCHEN
Price 3   ed
Price 4   rmal Menu Item
Price 5   e Own Prep Type
Cost   rmal
Surcharge Tax   Tax Rate 2
UPC Code   Tax Rate 4

Save   Res   Exit

System Administrator is the current

You now have the Menu Item you want to change. On the pricing, you have the ability to charge 5 different prices for a Menu Item. Normally, Price 1 is your standard price and Price 2 is your Happy Hour price. This may be different at your own restaurant. Make sure you understand what price does what before just changing them. I always program all 5 price levels in an initial install. The reason for this is that when you do a price shift, all items go to that price shift. So if a Cheese Burger doesn't go on sale for Happy Hour, you want the Price 2 to be the same as Price 1.

The less simple but still not that hard, adding a new Menu Item. The key to adding a new Menu Item is to find a Menu Item as similar as possible to the one you want to Add. You will follow the same procedure as above to Find the similar Menu Item. As you can see, when I press Add to the Cheese Burger, everything but the Check Description and Prep Description are copied over.
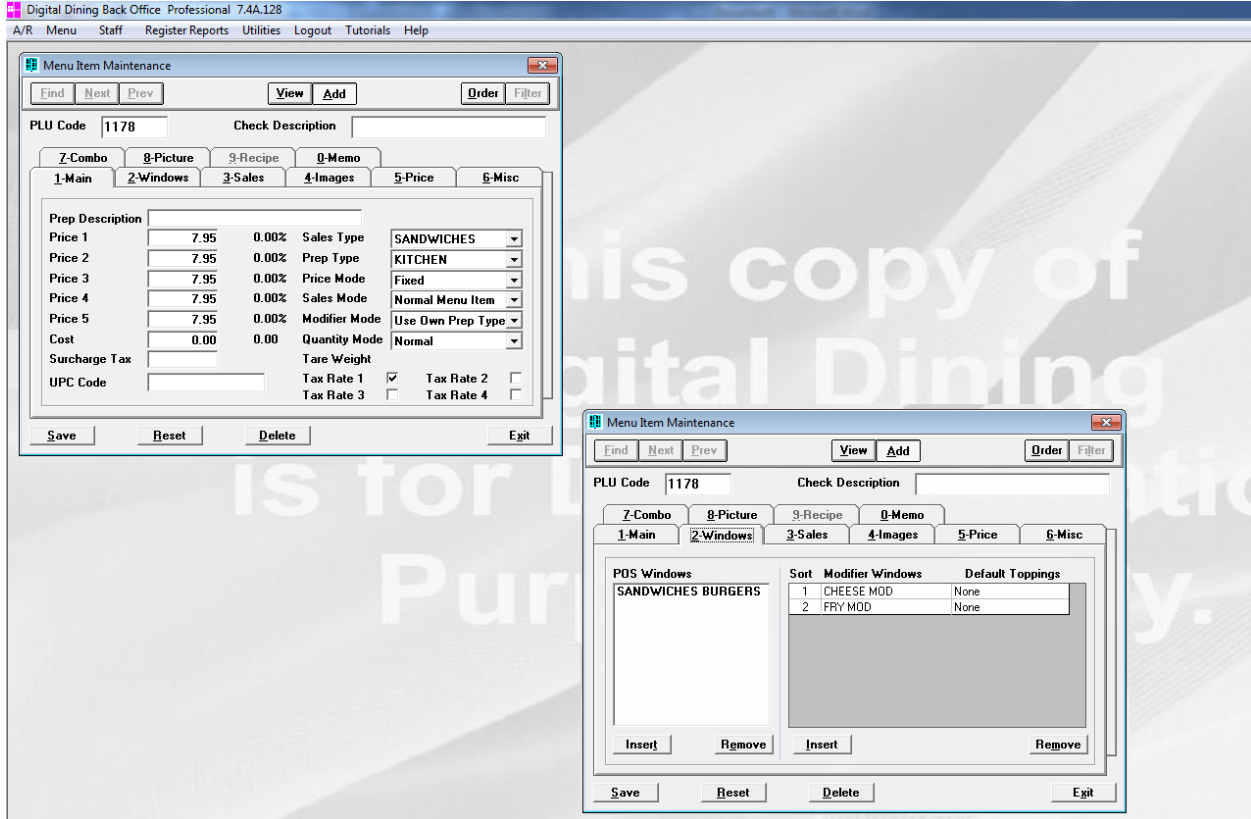
The rest is understanding what each tab contains and how it affects a Menu Item. We only need to focus on 2 tabs for the majority of what you do. The first tab 1-Main is the most common one you will change.

Menu Item Maintenance

Find | Next | Prev   View | Add   Order | Filter

PLU Code 1176   **Check Description** CHEESE BURGER

Tabs: 7-Combo | 8-Picture | 9-Recipe | 0-Memo

1-Main | 2-Windows | 3-Sales | 4-Images | 5-Price | 6-Misc

Prep Description CHEESEBURGER

Price 1	7.95	0.00%	Sales Type	SANDWICHES ▼
Price 2	7.95	0.00%	Prep Type	KITCHEN ▼
Price 3	7.95	0.00%	Price Mode	Fixed ▼
Price 4	7.95	0.00%	Sales Mode	Normal Menu Item ▼
Price 5	7.95	0.00%	Modifier Mode	Use Own Prep Type ▼
Cost	0.00	0.00	Quantity Mode	Normal ▼
Surcharge Tax			Tare Weight	
UPC Code			Tax Rate 1 ☑	Tax Rate 2 ☐
			Tax Rate 3 ☐	Tax Rate 4 ☐

Save   Reset   Delete   Exit

Tab 2-Windows is where you group Menu Items and control their forced Modifiers.

Menu Item Maintenance

Find | Next | Prev | View | Add | Order | Filter

PLU Code | 1176 | Check Description | CHEESE BURGER

| 7-Combo | 8-Picture | 9-Recipe | 0-Memo |
| 1-Main | 2-Windows | 3-Sales | 4-Images | 5-Price | 6-Misc |

POS Windows

SANDWICHES BURGERS

Sort	Modifier Windows	Default Toppings
1	CHEESE MOD	None
2	FRY MOD	None

Insert | Remove | Insert | Remove

Save | Reset | Delete | Exit

And tab 0-Memo is an under utilized tab.

Menu Item Maintenance

Find | Next | Prev   View | Add   Order | Filter

PLU Code | 1176   Check Description | CHEESE BURGER

1-Main | 2-Windows | 3-Sales | 4-Images | 5-Price | 6-Misc
7-Combo | 8-Picture | 9-Recipe | 0-Memo

Notes | Prep Instructions

Save   Reset   Delete   Exit