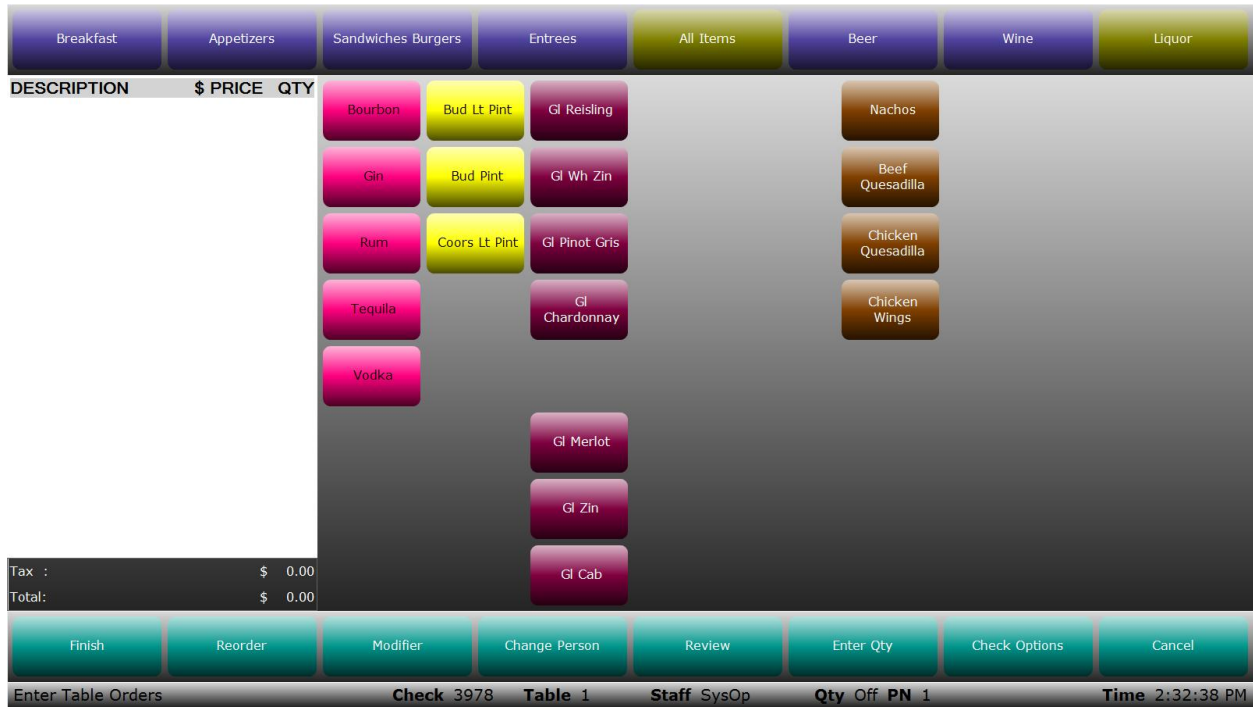
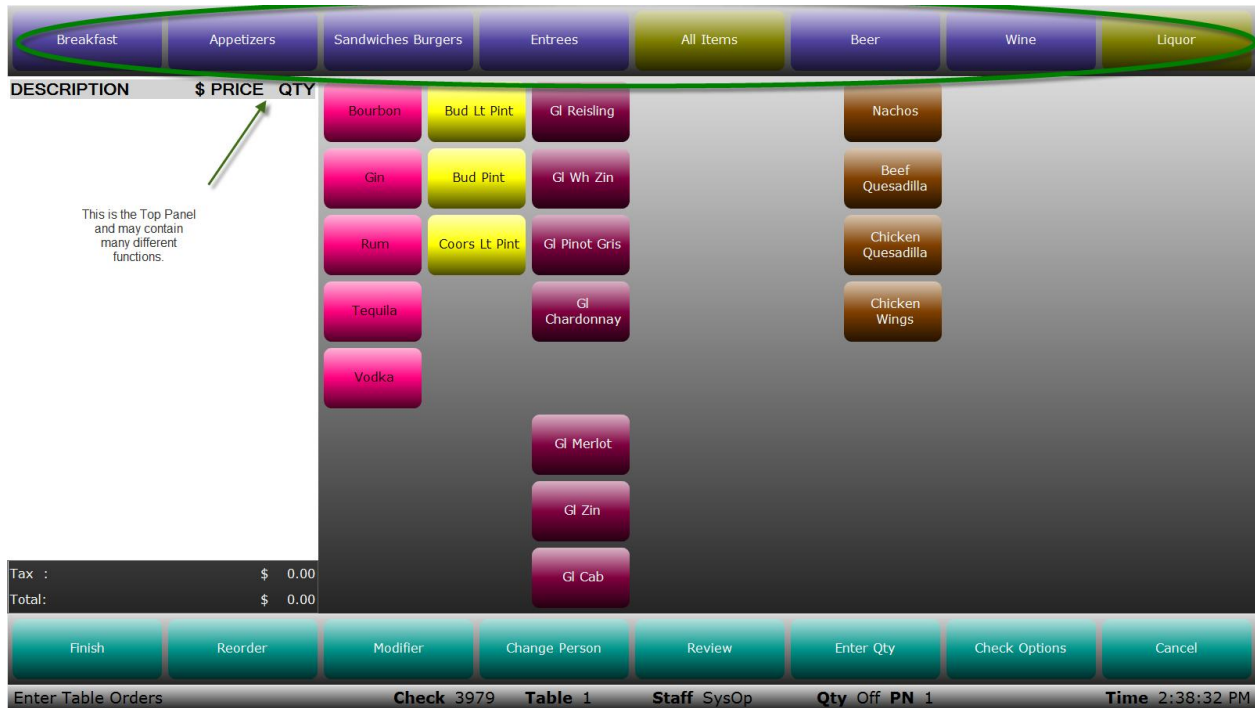


It's important to understand what it is you're doing when you maintain your Menu Item database. A good working knowledge of what your staff sees is a good place to start. Spend an hour or so with a key staff member while they are making sales and you will find out a lot about your system. Let's start 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.



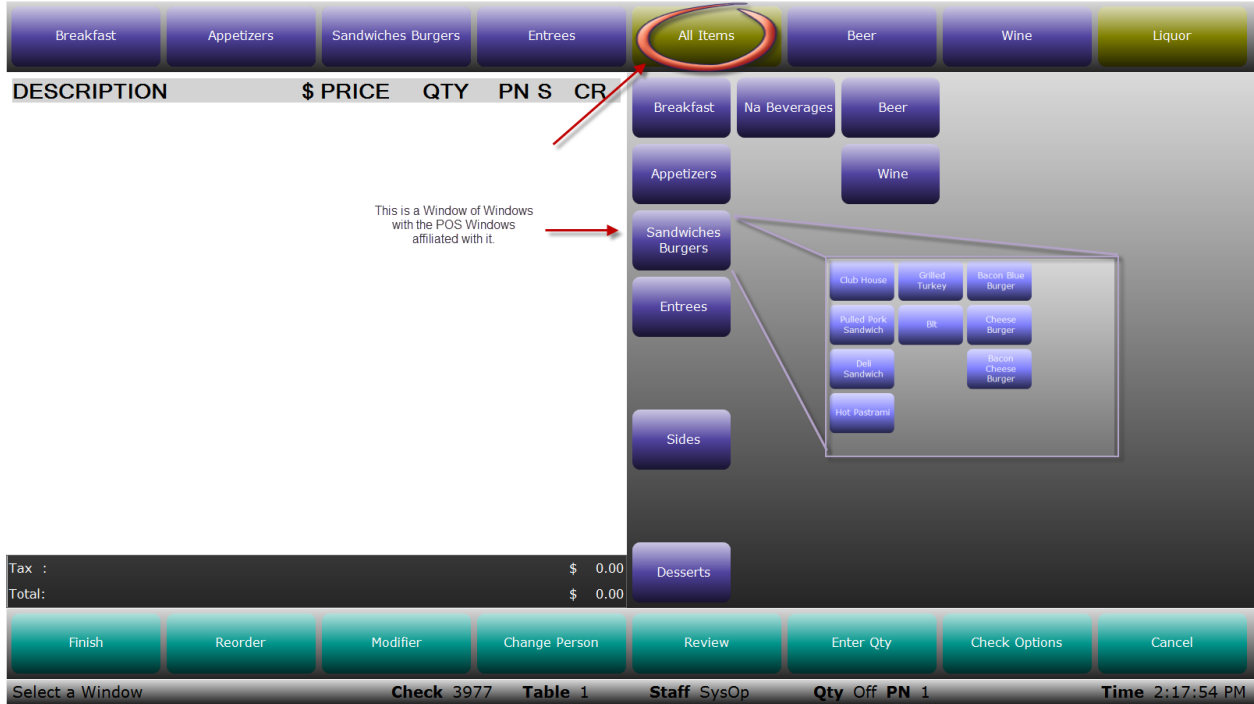
Across the top of the sales screen is the Top Panel. The buttons in purple are POS Windows and the buttons in olive are Window of Windows, the beginning Menu Item screen is the Speed Window.



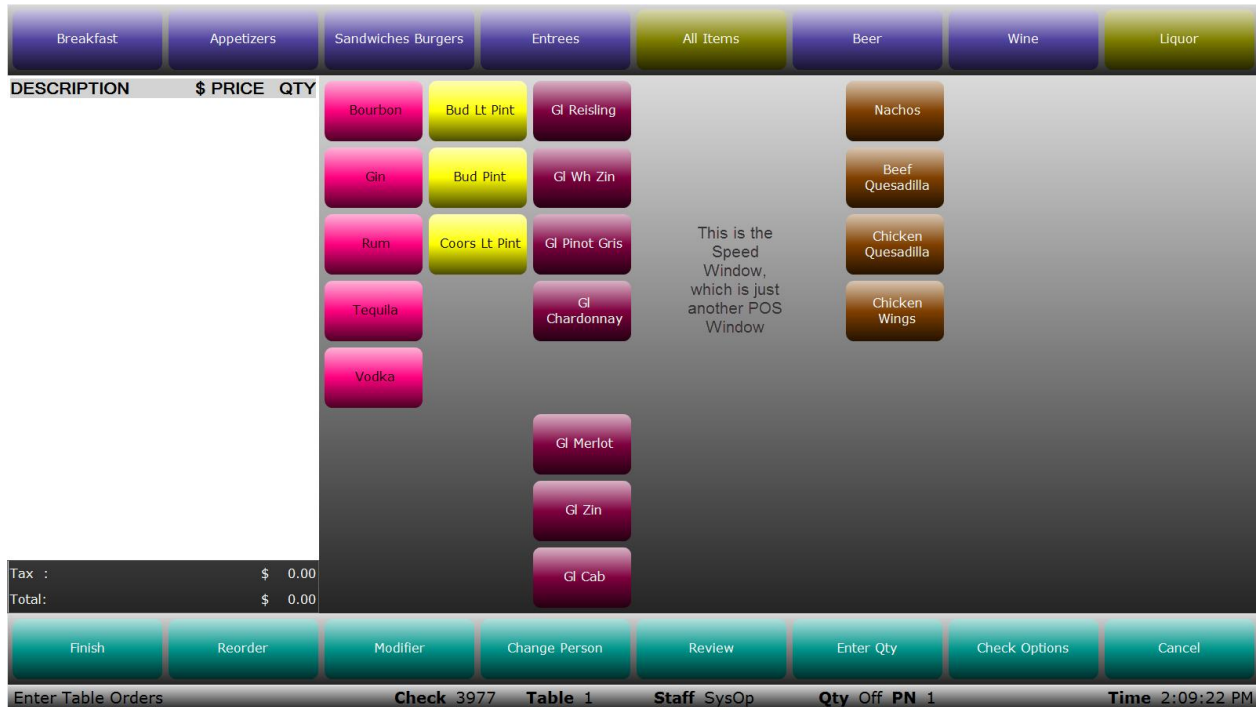
A POS Window is just a grouping of Menu Items. When you select a POS Window button from the Top Panel, the Menu Items associated with that POS Window will appear below the Top Panel. By selecting or pressing a Menu Item Button, you will ring up that item.



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.



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).

The screenshot shows the 'Digital Dining Setup Professional 7.4A.135' application. The 'Register' menu is open, showing options: Register Definitions, Register Setting Overrides, Register Timers, Register Palettes, and Process Register Reports. A red arrow points to 'Register Definitions'. A red text annotation says 'In Setup, choose Register, Register Definitions'. Below the menu, a green arrow points to the 'Register Definition Maintenance' window. A green text annotation says 'From the pull down menu, choose a Register definition'. A blue arrow points to the '4-Misc' tab in the 'Register Definition Maintenance' window. A blue text annotation says 'Go to tab 4-Misc, under Top Panel Set, you will see the Top Panel used'. The 'Register Definition Maintenance' window shows a dropdown menu with 'DINING' selected. The '4-Misc' tab is active, showing various settings: Beverage Mode (No Bev Required), Top Panel Set (DEFAULT), Speed Window (SPEED WINDOW), Selection Size (Wide), Palette (DEFAULT), Pole Message (None), Display Total (Running Total), Person Number (No Prompt), Display At Login (Item Out List), and checkboxes for Prompt for Quantity Sold, Hide Speed Window Item Count, Open Cash Drawer on Zero Sale, Disable Implied Drops, and Use server name on check selection. There is also a '1.00 FD Points Multiplier' and a 'Large Total Display' section with 'Seconds Before Auto Unload' set to 0 and 'Display Until Clicked' checked. Buttons for 'Next', 'Prev', 'View', 'Add', 'Sort', 'List', 'Save', 'Reset', 'Delete', and 'Exit' are visible.

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.

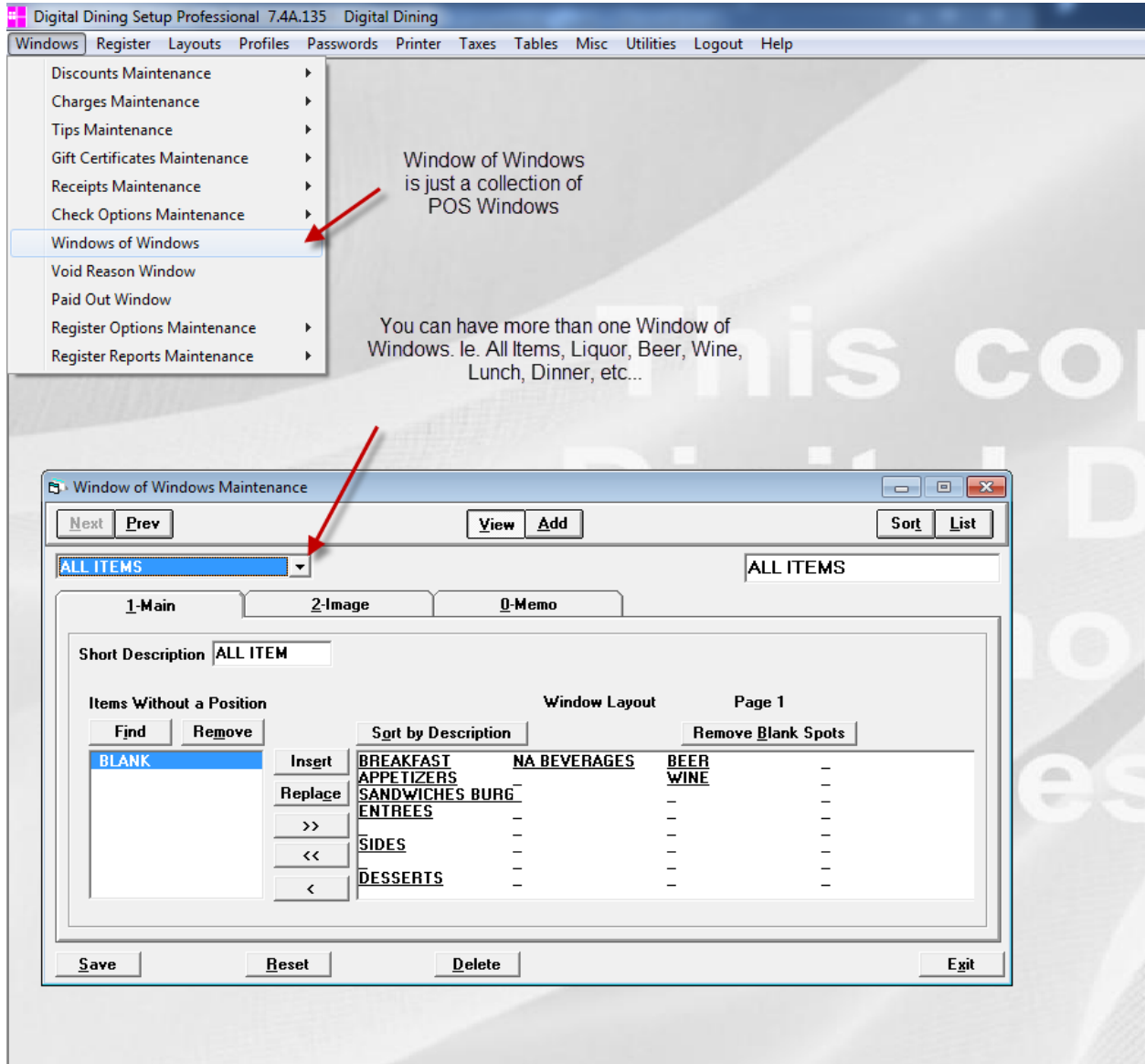
The screenshot shows the 'Digital Dining Setup Professional 7.4A.135' application. The 'Misc' menu is open, with 'Top Panels' selected. Below it, the 'Top Panel Maintenance' window is displayed. The window has a 'View' button highlighted with a red arrow. The 'Short Desc' is set to 'DEFAULT'. The '1-Main' tab is active, showing a table of button configurations. The 'Button 5' row is highlighted in yellow, with 'Window of Windows' selected in the dropdown menu. Red arrows point from the 'View' button to the 'Button 5' row and from the 'Window of Windows' dropdown to the 'ALL ITEMS' dropdown 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

Button	Setting	Menu Item
Button 1	POS Window	BREAKFAST
Button 2	POS Window	APPETIZERS
Button 3	POS Window	SANDWICHES BUF
Button 4	POS Window	ENTREES
Button 5	Window of Windows	ALL ITEMS
Button 6	POS Window	BEER
Button 7	POS Window	WINE
Button 8	Window of Windows	LIQUOR

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.

Under Menu, Menu Setup, Menu POS Windows, you will find all of your POS Windows. It is where you group your Menu Items.

Under Menu, Menu Items, you select the specific Menu Item you to View. Under tab 2-Windows you will see two sides. The left side is where this Menu Item is grouped (note: a Menu Item can be in more than one POS Window), the right side is the forced POS Window that pops up when you sell the Menu Item.

Menu Item Maintenance

PLU Code: 1006 Check Description: CHICKEN WINGS

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

POS Windows: APPETIZERS SPEED WINDOW
 Sort Modifier Windows: 1 WING HEAT MOD Default Toppings: None

POS Window Maintenance

APPETIZERS APPETIZERS

1-Main 2-Image 0-Memo

Short Description: APPETIZE Build Method: Automatic
 Window Type: Regular Sort By: None
 Part Type: Whole

Items Without a Position: Find Remove

Find	Remove	Window Layout	Page 1
BLANK	Insert	CHICKEN WINGS NACHOS FRENCH FRIES	-
	Replace	BACON WRAPPED SCHEESE QUESADILL	-
	>>	COCONUT SHRIMP CHICKEN QUESADILL	-
	<<	BEEF QUESADILLA	-
	<		-

POS Window Maintenance

WING HEAT MOD WING HEAT MOD

1-Main 2-Image 0-Memo

Short Description: WING HEAT MOD Build Method: Automatic
 Window Type: Regular Sort By: None
 Part Type: Whole

Find	Remove	Window Layout	Page 1
	Insert	WING HEAT MOD	-
	>>	SAUCE ON SIDE	-
	<<		-
	<		-

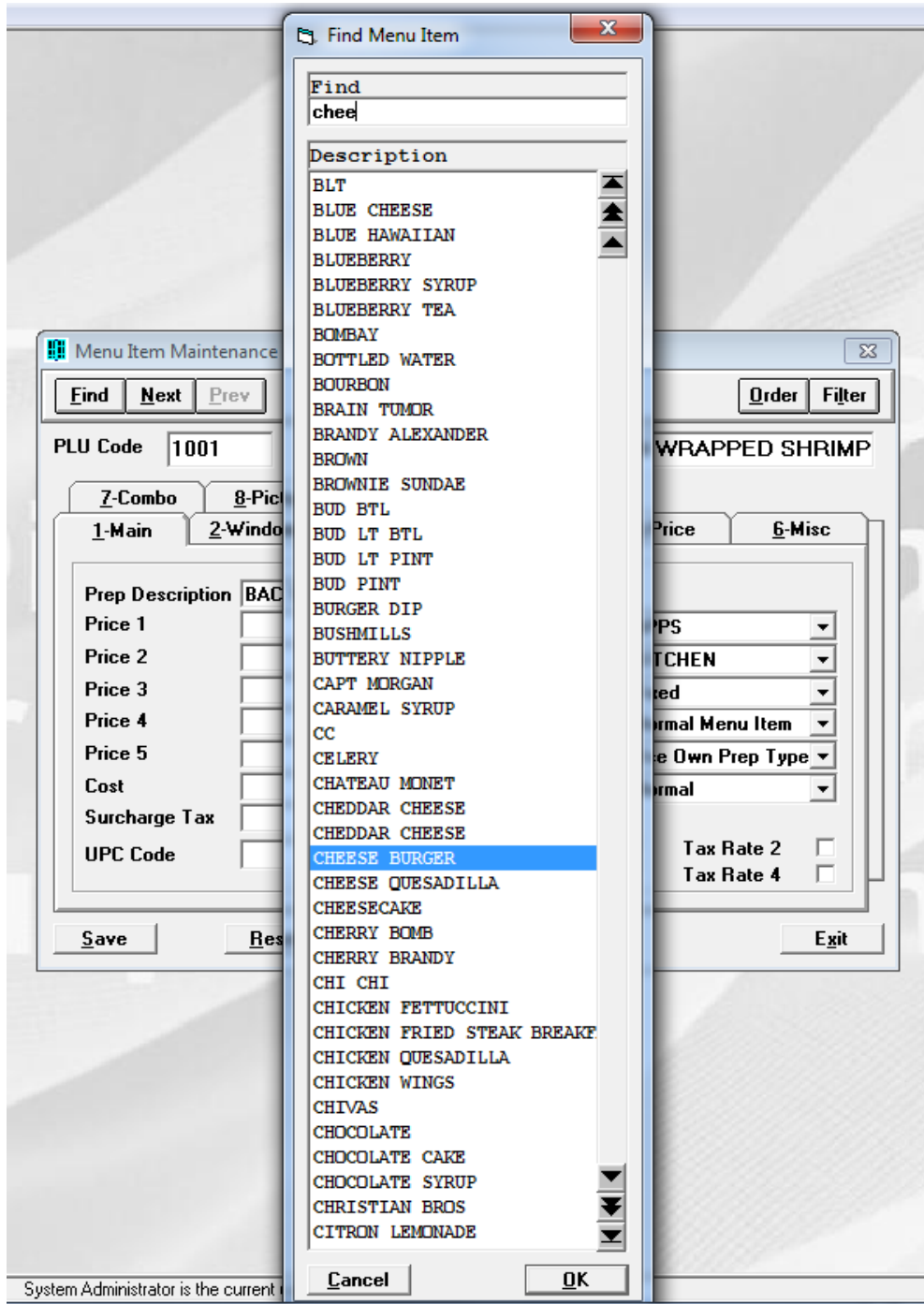
The simple, changing a price. Load Office, Menu, Menu Items. You will be Viewing the first Menu Item in your system. Because you are in View mode, you can just press Find in the upper left to find the Menu Item you want to change the price on.

The screenshot shows the 'Digital Dining Back Office Professional 7.4A.128' application. The 'Menu' menu is open, with 'Menu Items' selected. A red arrow points to this option. Another red arrow points to the 'View' button in the 'Menu Item Maintenance' window. The window displays details for the menu item 'BACON WRAPPED SHRIMP' (PLU Code 1001). The '5-Price' tab is active, showing five price points, all set to 10.95. The 'Sales Type' is 'APPS', 'Prep Type' is 'KITCHEN', and 'Price Mode' is 'Fixed'. Other fields include 'Cost' (0.00), 'Sales Mode' (Normal Menu Item), 'Modifier Mode' (Use Own Prep Type), and 'Quantity Mode' (Normal). Tax rates 1, 2, 3, and 4 are also visible.

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

Field	Value
PLU Code	1001
Check Description	BACON WRAPPED SHRIMP
Prep Description	BAC SHRIMP
Price 1	10.95
Price 2	10.95
Price 3	10.95
Price 4	10.95
Price 5	10.95
Cost	0.00
Surcharge Tax	
UPC Code	
Sales Type	APPS
Prep Type	KITCHEN
Price Mode	Fixed
Sales Mode	Normal Menu Item
Modifier Mode	Use Own Prep Type
Quantity Mode	Normal
Tare Weight	
Tax Rate 1	<input checked="" type="checkbox"/>
Tax Rate 2	<input type="checkbox"/>
Tax Rate 3	<input type="checkbox"/>
Tax Rate 4	<input type="checkbox"/>

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

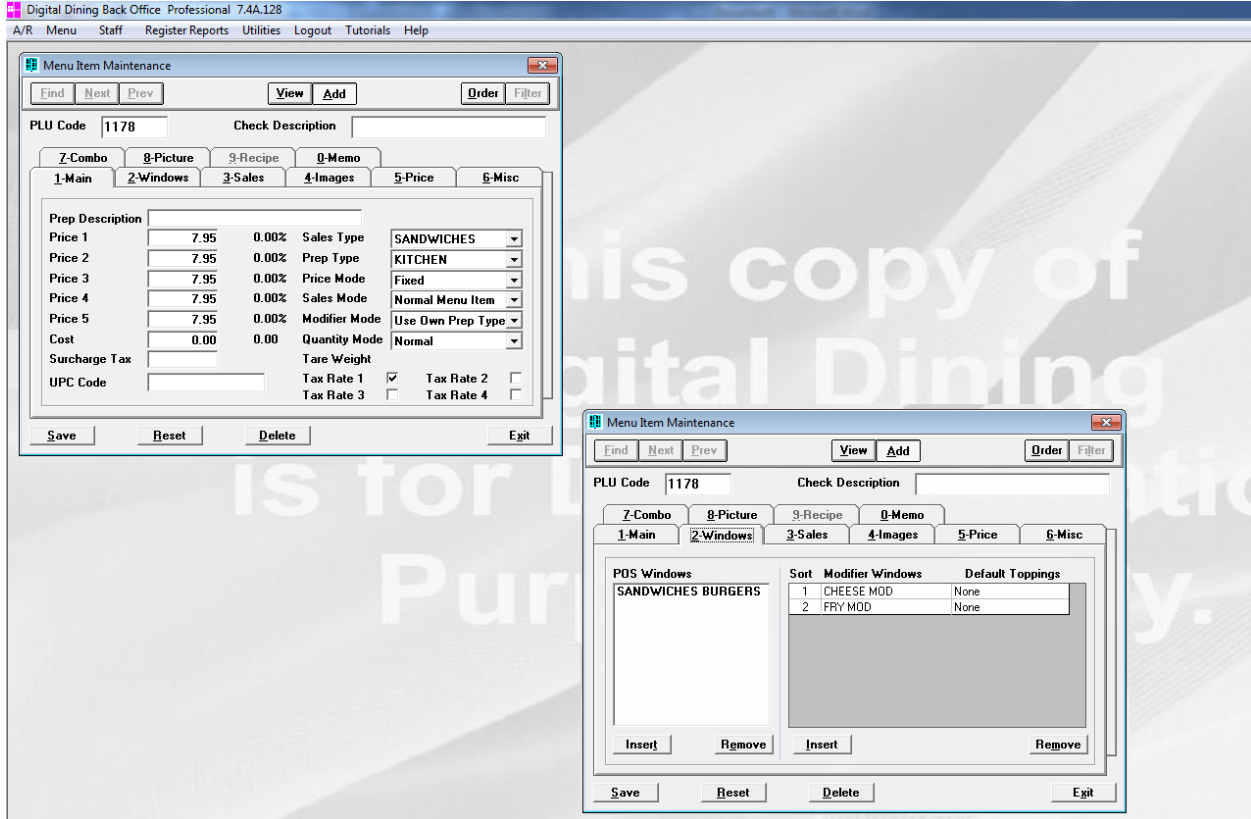


You now have the Menu Item you want to change. On the pricing, you have the ability to charge 5 different prices for a Menu Item. Normally, Price 1 is your standard price and Price 2 is your Happy Hour price. This may be different at your own restaurant. Make sure you understand what price does what 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 screenshot shows a software window titled "Menu Item Maintenance" with a close button (X) in the top right corner. The window contains several sections:

- Navigation Buttons:** Find, Next, Prev, View, Add, Order, Filter.
- Item Identification:**
 - PLU Code: 1176
 - Check Description: CHEESE BURGER
- Category Selection:**
 - 7-Combo
 - 8-Picture
 - 9-Recipe
 - 0-Memo
 - 1-Main (selected)
 - 2-Windows
 - 3-Sales
 - 4-Images
 - 5-Price
 - 6-Misc
- Main Configuration Area:**
 - Prep Description: CHEESEBURGER
 - Price 1: 7.95, 0.00%
 - Price 2: 7.95, 0.00%
 - Price 3: 7.95, 0.00%
 - Price 4: 7.95, 0.00%
 - Price 5: 7.95, 0.00%
 - Cost: 0.00, 0.00
 - Surcharge Tax: (empty)
 - UPC Code: (empty)
 - Sales Type: SANDWICHES
 - Prep Type: KITCHEN
 - Price Mode: Fixed
 - Sales Mode: Normal Menu Item
 - Modifier Mode: Use Own Prep Type
 - Quantity Mode: Normal
 - Tare Weight: (empty)
 - Tax Rate 1:
 - Tax Rate 2:
 - Tax Rate 3:
 - Tax Rate 4:
- Action Buttons:** Save, Reset, Delete, Exit.

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.

The screenshot shows the 'Menu Item Maintenance' window. At the top, there are navigation buttons: 'Find', 'Next', 'Prev', 'View', 'Add', 'Order', and 'Filter'. Below these, the 'PLU Code' is '1176' and the 'Check Description' is 'CHEESE BURGER'. There are several tabs: '7-Combo', '8-Picture', '9-Recipe', '0-Memo', '1-Main', '2-Windows', '3-Sales', '4-Images', '5-Price', and '6-Misc'. The '1-Main' tab is selected. The main area contains the following fields and options:

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	<input checked="" type="checkbox"/>	Tax Rate 2	<input type="checkbox"/>
			Tax Rate 3	<input type="checkbox"/>	Tax Rate 4	<input type="checkbox"/>

At the bottom, there are buttons for 'Save', 'Reset', 'Delete', and '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	Sort	Modifier Windows	Default Toppings
SANDWICHES BURGERS	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.

The screenshot shows a software window titled "Menu Item Maintenance" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains several sections:

- Navigation and Action Buttons:** A top row of buttons including "Find", "Next", "Prev", "View", "Add", "Order", and "Filter".
- Input Fields:** Two text boxes at the top. The first is labeled "PLU Code" and contains the value "1176". The second is labeled "Check Description" and contains the value "CHEESE BURGER".
- Tabbed Interface:** A set of tabs below the input fields. The tabs are labeled: "1-Main", "2-Windows", "3-Sales", "4-Images", "5-Price", "6-Misc", "7-Combo", "8-Picture", "9-Recipe", and "0-Memo". The "0-Memo" tab is currently selected and highlighted.
- Content Area:** Below the tabs, there are two sub-tabs: "Notes" and "Prep Instructions". The "Prep Instructions" sub-tab is active, showing a large, empty text area with a vertical scrollbar on the right side.
- Bottom Buttons:** A row of four buttons at the bottom of the window: "Save", "Reset", "Delete", and "Exit".