DINERWARE.
Intuitive Restaurant Software

OPERATOR

This guide is Intended for daily use of the system

Menu Item

Menu items are items available for purchase that correspond to items on an establishment's menu.

Tip/Trick:

if an entirely new category needs to be added to the menu, please refer FIRST to the document **How to Add a Screen Category.**

Test:

1. Go to the Order Entry Screen.

2. Look for the menu item. In this example, a menu items called 'Wings' was created.

3. Touch the menu item 'Wings.'

4. A new ticket will appear with an order called 'Wings' and a price.

5. Confirm the price is correct.

How to Add a Menu Item

If a new menu needs to be created, please start with a new database. Please refer to the How to Create a Database or ask your Dinerware authorized dealer to learn how to create a database.

For this exercise, assume a menu already exists and a new item on the menu needs to be created.

Log in to the terminal using a four-digit PIN.

1. From the Order Entry screen, touch **'Manager'** at the top right of the screen. The manager screen appears.

2. Touch **'Menu'.** The menu edit screen appears.

3. Touch **'Menu Item'** then touch **'New.'**

Use the on-screen keyboard (icon lower left) and **name the menu item** (example: Wings). Touch **'Ok.'**

4. Touch **'Revenue Class.' 'Food'** is highlighted by default. If not, touch **'Food.'**

5. Select the check box next to **'Price.'** Use the on-screen keyboard and **type in a price.** Touch **'Ok.'**
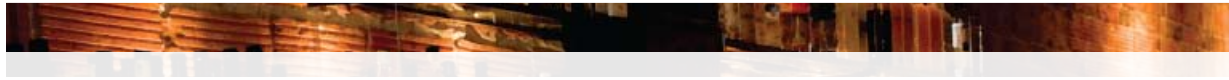
6. Touch **'Printer.'** For this exercise, choose **'Kitchen.'** Touch **'Ok'** to accept this printer.

7. Touch **'Save as New'** at the bottom of the screen.

A new menu item has been added.

Check to see if the new menu item has been added. Touch **'Back'** to get to the manager screen, then **'Back'** again to get to the order entry screen.

The newly created menu item called 'Wings' should appear.

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Screen Category

A group of menu items that appear together on the main ordering screen.

EXAMPLE

A coffee shop offers espresso drinks, sandwiches, and pastries. The manager sets up three screen categories, one for each type of menu item. A customer orders a latte. The cashier selects the "espresso drink" screen category and chooses latte from the menu.

Tip/Trick:

Once a screen category has been created, menu items can be added to this section of the menu. Please refer to the How to Add a Menu Item guide for details.
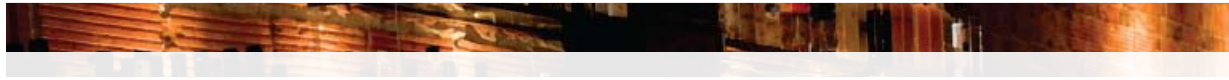
Test:

1. Go to the order entry screen.

2. Look for the screen category. In this example, the screen category 'Appetizers' was created.

3. Touch Appetizers.

Since this exercise is part of the menu setup, please refer to **How to Add a Menu Item** in order to create specific items for the Appetizer screen category.

Upon completion of the menu item step, go back to the order entry screen, touch 'Appetizers' and select a menu item.

A new ticket should open with the menu item and price.

How to Add a Screen Category

If a new menu needs to be created, please start with a new database. Please refer to the document 'How to Add a Menu Item' to learn how to add items within the screen category.

For this exercise, assume a menu already exists and a new category on the menu needs to be created.

Log in to the terminal using a four-digit PIN.

1. From the order entry screen, touch **'Manager'** at the top right of the screen. The manager screen appears.

2. In the left of the screen, touch **'Screen Category.'** The screen category screen appears.

3. Touch **'New.'**

4. Use the on-screen keyboard icon (lower left) and **name the Screen Category** (example: Appetizers). Touch **'Ok.'**

A new screen category has been created.

Check to see if the new screen category has been added. Touch **'Back'** to get to the manager screen, then **'Back'** again to get to the order entry screen.

A screen category called 'Appetizers' should appear.

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Choice Set

A group of choices that apply to a specific menu item.

EXAMPLE

A local pub offers nachos (the menu item) with the customer's choice of onions, guacamole, and jalapeños (the choice set).

Choice Sets and Menu Items:

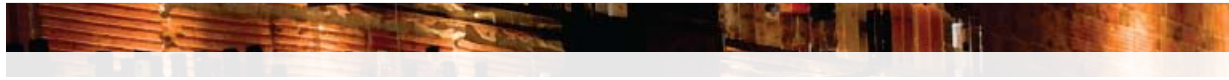To associate a **Choice Set with a menu item,** touch **'Items with this Choice Set.'**

Two columns appear.

Menu items currently in the system are on the left.

Highlight items to be attributed the 'Sauces' choice set.

Touch the **green right arrow** to move into right column.

Items moved into the right column will now be attributed to the choice set 'Sauces.'

How to Add a Choice Set

If a new menu needs to be created, please start with a new database. Please refer to the Dinerware manual to learn how to create a new menu.

For this exercise, assume a menu already exists and a new category on the menu needs to be created.

Log in to the terminal using a four-digit PIN.

1. From the order entry screen, touch **'Manager'** at the top right of the screen.

The manager screen appears.

2. Touch **'Menu'.** The menu edit screen appears.

3. From the left of the screen, touch **'Choice Sets'** then choose **'New.'**

4. Use the on-screen keyboard icon (lower left), **name the choice set** (example: Sauces), then touch **'Ok'** to accept this name.

5. Touch **'Ok'** again in the lower right of the screen to save this new choice set.

Check to see if the new choice set has been added. Touch **'Back'** to get to the manager screen, then **'Back'** again to get to the order entry screen.

A choice set called 'Sauces' should appear.

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Choices

A modifer that customizes a menu item by adding or subtracting an ingredient or side dish.

EXAMPLE

A restaurant offers blue cheese, which is available as a choice on top of salads or steaks..

Add Multiple Choices:

For multiple choices, use the **'Save as New'** button instead of touching 'Ok.'

This will enable several choices to be added quickly.

When all choices are added, each can be assigned to a Choice Set.

How to Add Choices

If a new menu needs to be created, please start with a new database. Please refer to the Dinerware manual to learn how to create a new menu. For this exercise, assume a menu already exists and a new category on the menu needs to be created.

Log in to the terminal using a four-digit PIN.

1. From the order entry screen, touch **'Manager'** at the top right of the screen.

The manager screen appears.

2. Touch **'Menu'.** The menu edit screen appears.

3. Touch **'Choices'** on the left, then touch **'New.'**

4. Use the on-screen keyboard icon (lower left), **name the choice** (example: BBQ), then touch **'Ok'** to accept this name.

5. Touch **'Ok'** again in the lower right of the screen to save this new name. The menu edit screen appears.

6. Touch **'Choice Sets.'** If ya choice set called 'Sauces' was created, it will appear in the list on the right. Touch to highlight **'Sauces'** and touch **'Edit.'**

7. The left column lists all choices created. Touch **'BBQ,'** then touch the **right arrow** and touch **'Ok.'**

Check to see if the new choice has been added. Touch **'Back'** to get to the manager screen, then **'Back'** again to get to the order entry screen.

Touch the choice set 'Sauces.' The new choice 'BBQ' should appear.