NCR VOYIX

Aloha Menu
User Guide

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Contents

About Aloha Menu

Aloha® Menu is an easy-to-use web-based authoring tool that allows you to create a full menu to be consumed by other products and services for publishing. The tool reduces the complexity of creating and maintaining consumer facing menus and can be published immediately without the need for a wait time. You can maintain precise control over every aspect of the menu from a central application.

Aloha Menu allows you to:

- Manage menus for all channels, from owned online ordering to third-party delivery.
- Enable differentiated pricing and menu availability by days or times per week.
- Provide site-level grouping for more granular control over menu items and modifiers.
- Adopt the practice of 'set it and forget it' by enabling menus to be drafted and scheduled for deployment.

Aloha Menu helps you to:

- Reduce the time it takes to create a consumer facing menu.
- Minimize the number of menus needed.
- Support evolving consumer needs that change how you interact with your clients.
- Utilize new features to help you get a competitive edge.

In Aloha Menu, you create menus and submenus specific to the application, and assign sales items, modifiers, and quick combos defined in the Point-of-Sale (POS) database. Where applicable, you can change the names and rules of these to better suit you operation.
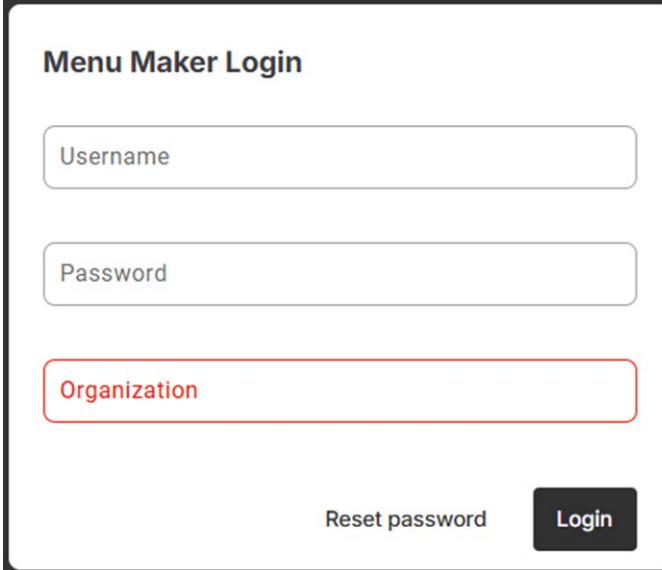
Each of these menu elements are configurable and follow a hierarchy when configuring common features that affect each element. For example, you have the ability to assign an order channel, fulfillment type, and solution partner for each element. You may want to only configure these at the menu level, and therefore, the other menu elements inherit the menu-level configuration. If you have a specific submenu, modifier, or sales item that you want to follow a different assignment, you need only to configure the assignment at the appropriate level.

Accessing Aloha Menu

To access Aloha Menu, navigate to the instance of Aloha Menu for your region.

- NAMER region: https://menu-maker-prd.ncrcloud.com/login
- EMEA region: https://menu-maker-emea-prd.ncrcloud.com/login
- APAC region: https://menu-maker-apac-prd.ncrcloud.com/login

The Login screen appears.

Figure 1 Login screen

Enter your user name, password, and organization and click Login. The landing screen appears with the Menus module active on the screen.

Working with menus

Use the Menus module to create a menu for your organization. The menu creation process involves:

- [Creating a menu.](#)
- [Adding a submenu to a menu.](#)
- [Adding a sales item to a submenu.](#)
- [Adding a quick combo to a submenu.](#)
- [Adding an image using the Menu Module.](#)
- [Sharing a global submenu.](#)

When you select the Menus module, all existing menus created for your organization appear on the landing page and uses the following statuses.

Draft	Indicates a menu that is not yet published. Consumers will not yet see this newly created menu.
Published	Indicates a menu that is published and available for use at the designated sites.
●	Indicates changes have been made to the menu and they are not yet published.
❗	Indicates there is an error that needs to be corrected, such as an empty menu, empty submenu, and more.

Creating a menu

You can create as many menus for different purposes as needed for an organization, such as all-day menus, time-sensitive menus for specific times, online menus, and others.

1. Select **Menus** in the navigation pane on the left. All menus created for your organization appear on the landing page.
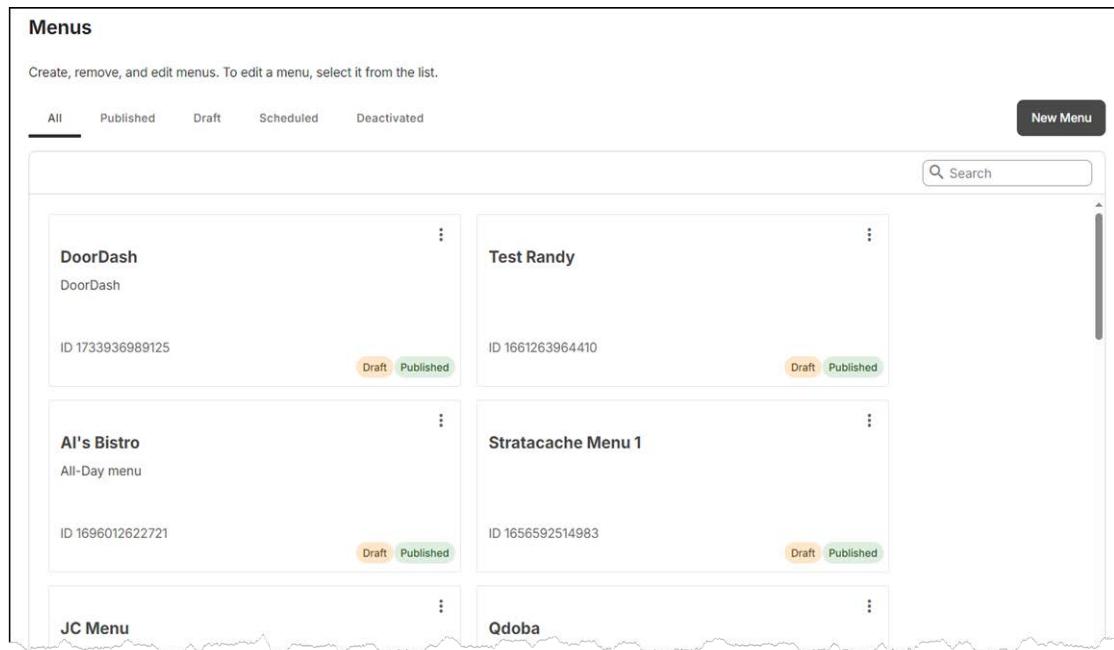

Figure 2 Menus landing page

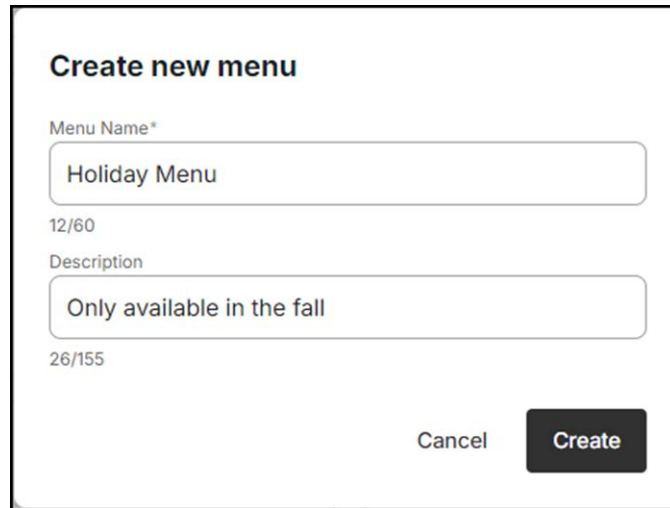2. Click **New Menu**. The 'Create new menu' screen appears:

Figure 3 'Create new menu' screen

3. Type the **name** and a brief **description** for the menu, and click **Create**. The new menu appears on the landing page with all previously created menus. The menu appears with 'Draft' and consumers of the Aloha Menu service cannot see the newly created menu yet.
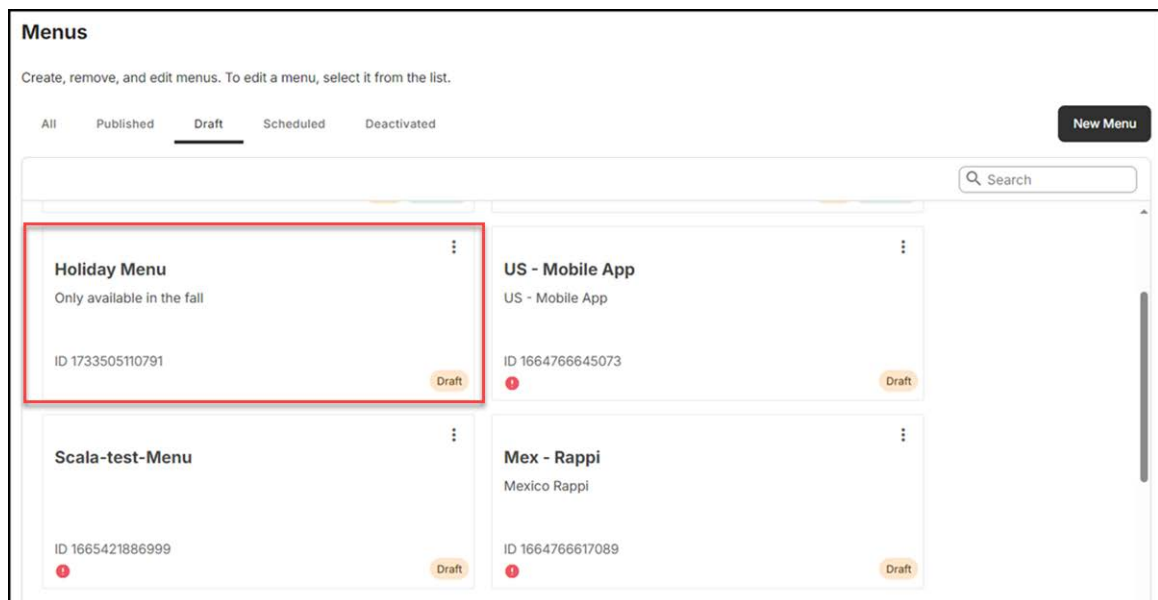
Figure 4 Newly created menu

4. Once created, click inside the **menu header** to display the properties of the menu, with the Info tab active.
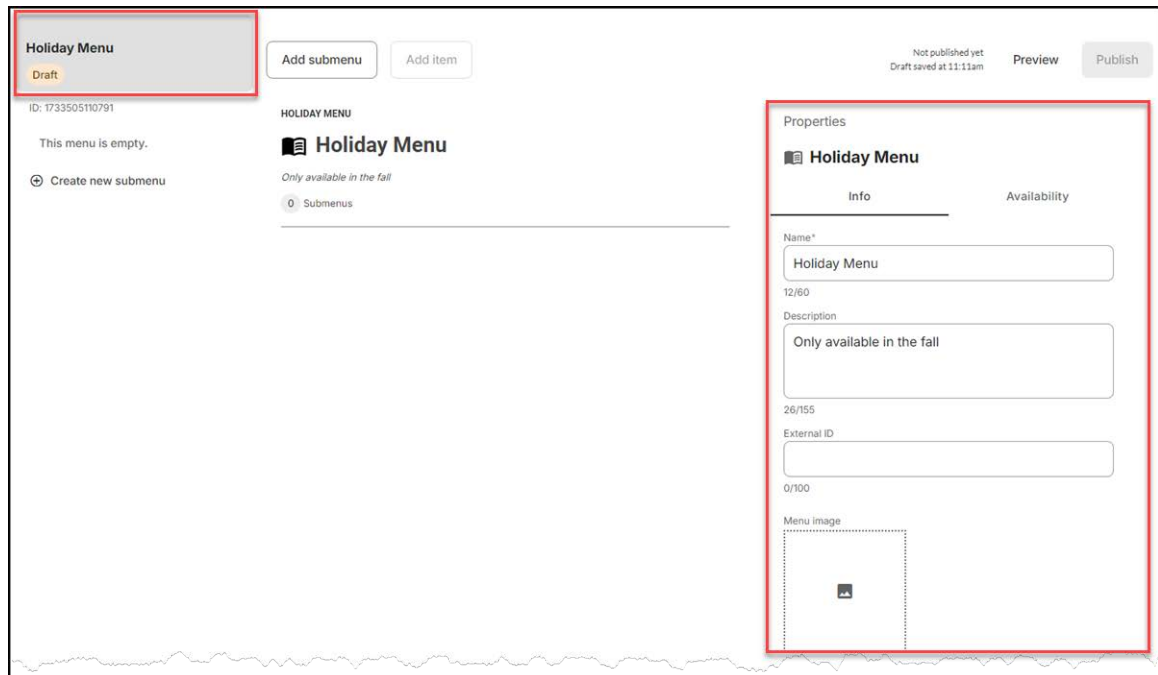
Figure 5 Menu Properties - Info tab

5. Configure the following **menu-level properties** on the Info tab, as needed.

Name — Displays the name of the menu to appear to the consumer. This is populated from when you created the menu.

Description — Displays a brief description about the purpose and/or contents of the menu. This is populated from when you created the menu.

External ID — Used to accommodate the classification system for an organization for tracking purposes, such as NAMER22Holiday.

Menu image — Specifies the image to assign to the menu in the Menu service. Refer to <u>Adding an image using the Menu Module</u> for more information on adding an image.

Tags — Specifies a comma-separated list of tags or keywords to allow consumers to easily locate the menu.

Available/Added Promotions — Displays the promotions available to add to the menu, using the Digital Coupon service. To add a promotion, click the plus sign for each promotion in the 'Available Promotions' list to add the promotion to the 'Added Promotions' list. To remove a promotion, click the minus sign for each promotion in the 'Added Promotions' list to return the promotion to the 'Available Promotions' list.

> **Note**
> The supported promotion types are quick combos, BOGOs, check reductions, and new prices.

6. Select the **Availability** tab.
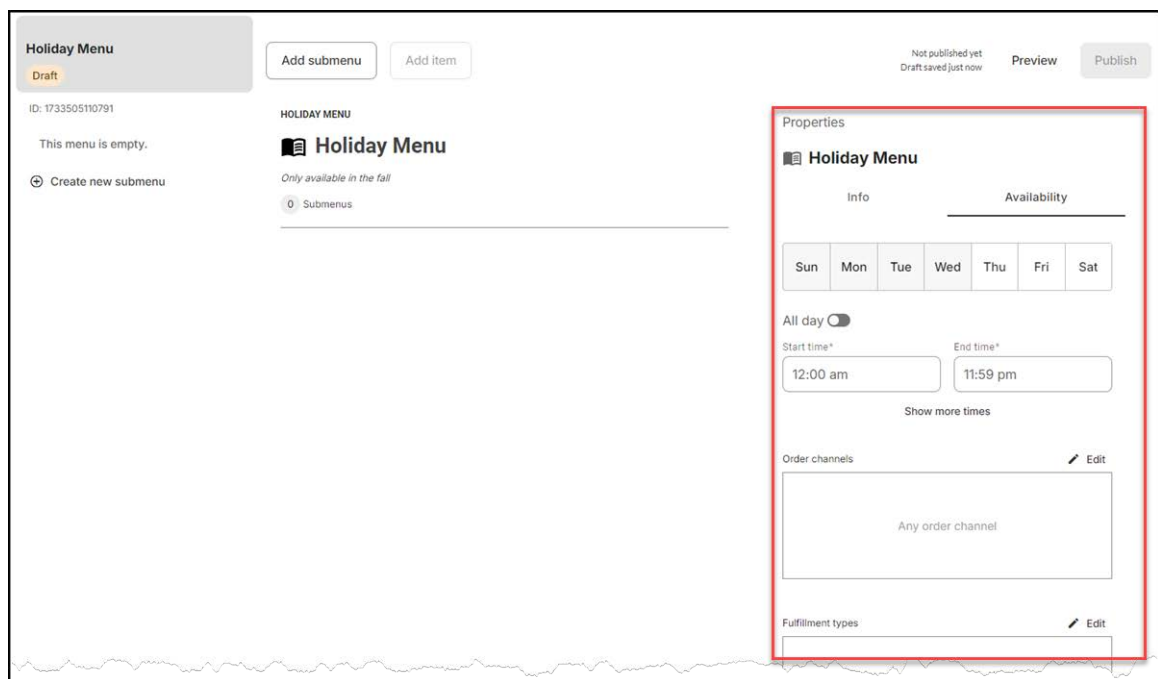
Figure 6 Menu Properties - Availability tab

7. Configure the following **menu-level properties** on the Availability tab, as needed.

Day availability buttons — Specifies the days of the week for which the menu is available to the consumer.

All day — Indicates the menu is available for all days (24 hours) of the week. When disabled, the starting and ending times for the days of the week appear.

Start time — Specifies the starting time for each specific day of the week. You must disable 'All day' to enable these options.

End time — Specifies the ending time for each specific day of the week. You must disable 'All day' to enable these options.

Order channels — Specifies the order channels to use when ordering items from this menu. Click Edit and select 'All order channels,' or select individual order channels from the list that appears, and click Save. The choices are Call Center, Email, Mobile, Web, and others.

Fulfillment types — Specifies the order mode to use when ordering items from this menu. The order modes listed are associated in the Aloha® Takeout (ATO) application. Click Edit and select 'All fulfillment types,' or select individual fulfillment types from the list that appears, and click Save. The choices are DineIn, Delivery, Curbside, and others.

Solution partners — Specifies the solution partner to consume the menu. Click Edit and select 'All solution partners,' or select individual solution partners from the list that appears, and click Save. The choices are Doordash and others.

> **Note**
>
> If you do not specify an order channel, fulfillment type, and solution partner, these values default to 'any.'

Adding a submenu to a menu

A submenu divides your menu into categories of common items for better organization, such as Salads, Sandwiches, Beverages, Kids Meals, and more. After you create a menu, add as many submenus to the menu, as needed.

To add a submenu to a menu:

1. Select the **menu** from the Menus landing page.
2. Click **Add submenu**. The 'Add submenu' screen appears with the 'Add new' tab active.
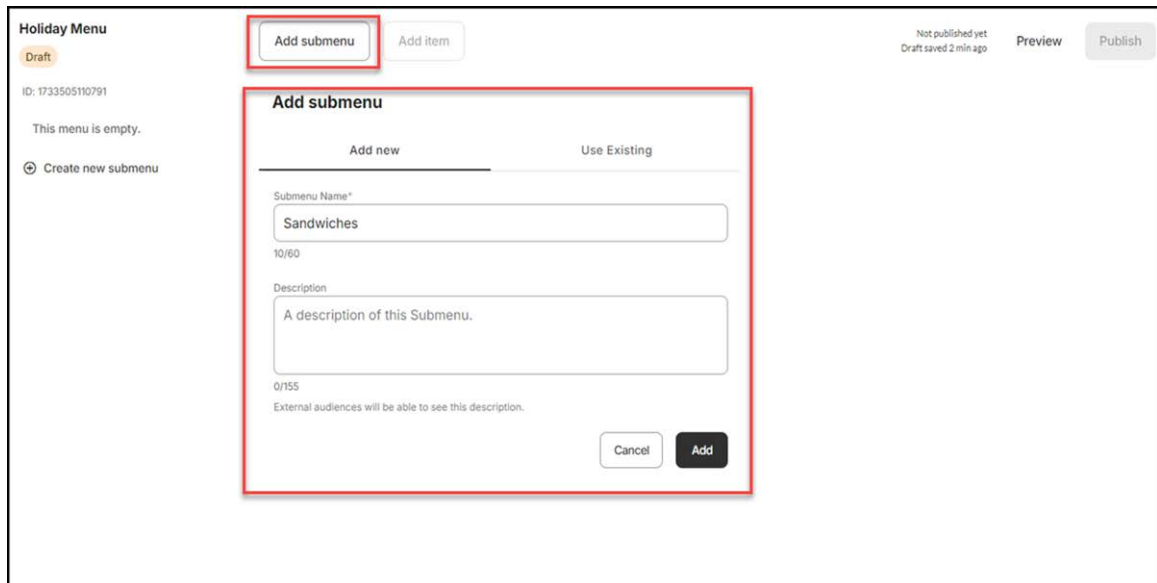

Figure 7 'Add submenu' screen

3. Enter a **name** and **description** for the submenu, and click **Add**.

> **Note**
> Please note a warning sign appears due to the submenu being empty. Errors are denoted using the 🛑 icon and are important to troubleshoot as they prevent you from publishing the menu. If the ⚠️ icon appears, you can publish the menu without resolving the error.

4. Select the new **submenu**. The submenu properties appear with the Info tab active.
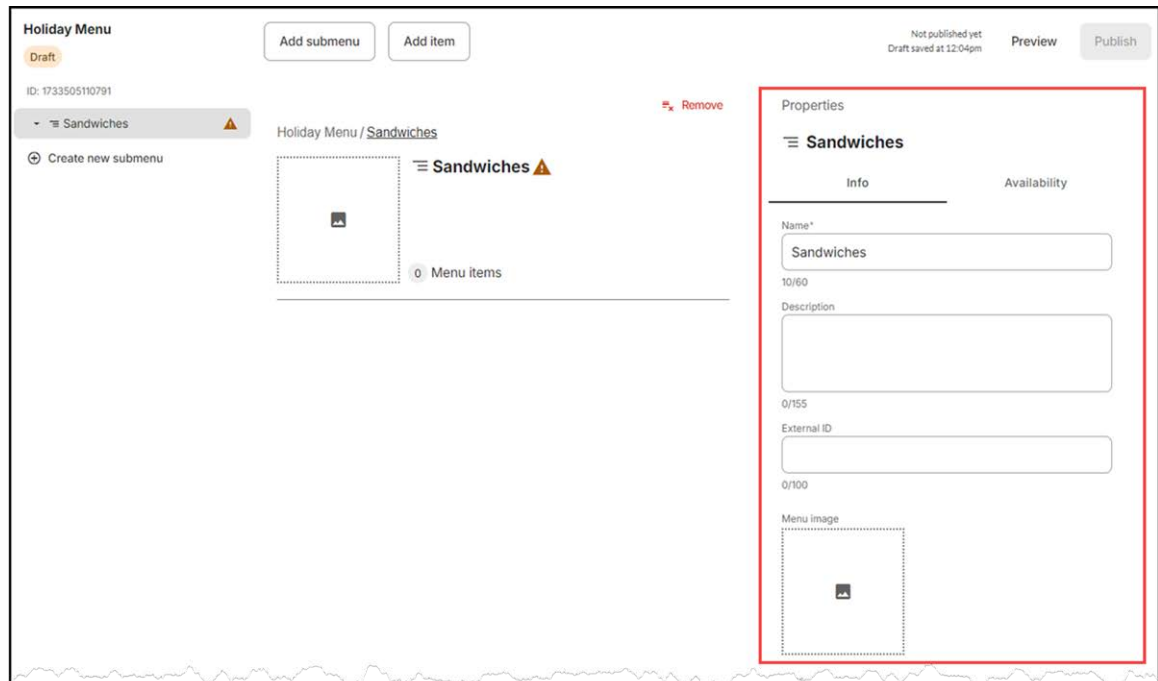
Figure 8 Submenu Properties - Info tab

5. Configure the following **submenu-level properties** on the Info tab, as needed.

Name — Displays the name of the submenu that appears to the consumer. This is populated from when you created the submenu.

Description — Displays a brief description about the purpose and/or contents of the submenu. This is populated from when you created the submenu.

External ID — Used to accommodate the classification system for an organization for tracking purposes.

Image — Specifies the image to assign to the submenu in the Menu service. Refer to Adding an image using the Menu Module for more information on adding an image.

Tags — Specifies a comma-separated list of tags or keywords to allow consumers to easily locate the submenu on the menu.

6. Select the **Availability** tab.
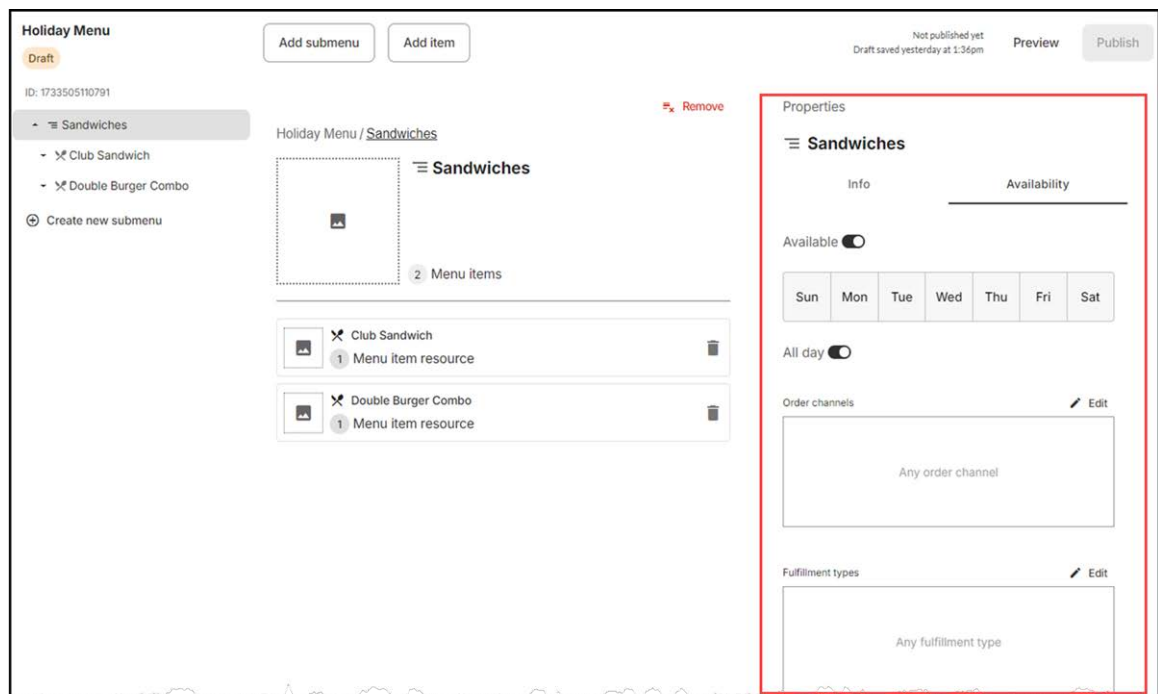
Figure 9 Submenu Properties - Availability tab

7. Configure the following **submenu-level properties** on the Availability tab, as needed.

Availability — Indicates the submenu is available to the consumer. When disabled, the submenu appears grayed out under the menu header.

Day availability buttons — Specifies the days of the week for which the submenu is available to the consumer.

All day — Indicates the menu is available for all days (24 hours) of the week. When disabled, the starting and ending times for the days of the week appear.

Start time — Specifies the starting time for each specific day of the week. You must disable 'All day' to enable these options.

End time — Specifies the ending time for each specific day of the week. You must disable 'All day' to enable these options.

Order channels — Specifies the order channels to use when ordering items from this menu. Click Edit and select 'All order channels,' or select individual order channels from the list that appears, and click Save. The choices are Call Center, Email, Mobile, Web, and others.

Fulfillment types — Specifies the order mode to use when ordering items from this menu. The order modes listed are associated in the Aloha Takeout (ATO) application. Click Edit and select 'All fulfillment types,' or select individual fulfillment types from the list that appears, and click Save. The choices are DineIn, Delivery, Curbside, and others.

Solution partners — Specifies the solution partner to consume the menu. Click Edit and select 'All solution partners,' or select individual solution partners from the list that appears, and click Save. The choices are Doordash and others.

> **Note**
>
> If you do not specify an order channel, fulfillment type, and solution partner, these values default to 'any.'

Editing a submenu

You can customize a submenu in the following ways:

To rename a submenu on a menu:
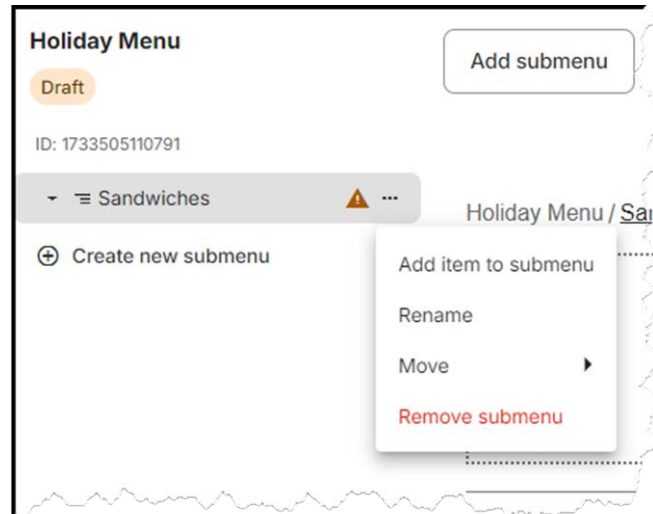
Figure 10 Renaming a submenu

Hover over the **submenu** under the menu header, click the **ellipses**, and select **Rename** from the menu that appears.

-OR-

Select the **submenu** to make it active and type the new **name** in the Info tab.

To rearrange the order of submenus on a menu:

Select the **submenu** under the menu header and 'drag and drop' to the desired **location**.

-OR-

Hover over the **submenu** under the menu header and select from the **Move >** menu that appears.

To remove a submenu from a menu:

Hover over the **submenu** under the menu header and select **Remove submenu** from the menu that appears.

-OR-

Select the **submenu** to make it active and click **Remove**.

Adding a sales item to a submenu

After you create a submenu, add as many sales items, as needed. Sales items are the individual items on a submenu that the consumer orders, such as Club Salad, Hamburger, and more. You cannot add new sales items in Aloha Menu. You must use a sales item already defined in the POS database.

To add a sales item to a submenu:

1. With the **submenu** selected, click **Add item**. The 'Add menu item' screen appears.

Figure 11 'Add menu item' screen

2. Type the **name** to make visible to the consumer for this item. This is a required field.
3. To locate the item, type the name of the **sales item** in the search box, or scroll through the **list** to find the item defined in the database. In this example, we selected 85007 Club Sandwich.

4. When found, select the **check box** next to the item, and click **Add** in the bottom right corner to add the item to the submenu. The item screen appears with the Info tab active.
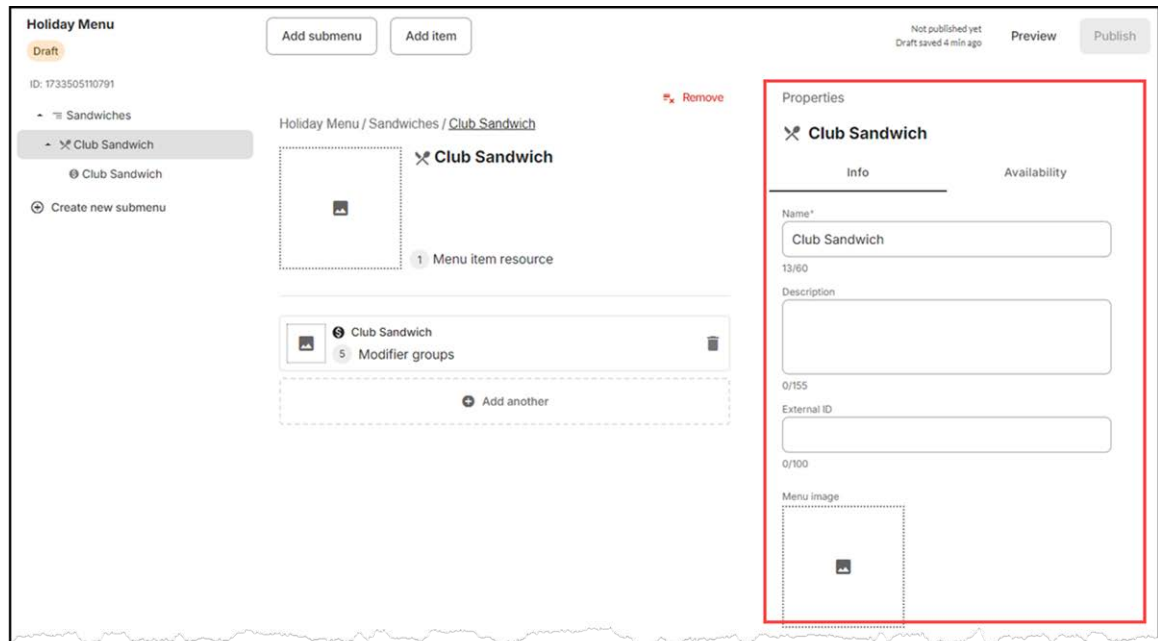
Figure 12 Item Properties - Info tab

5. Configure the following **item-level properties** on the Info tab, as needed.

POS Name — Displays the name of the sales item as defined in the POS database. You cannot change this name in Aloha Menu. This is a required field.

Name — Displays the name of the sales item that appears to the consumer. This name is visible to the consumer and is a required field.

Description — Displays a brief description about the purpose and/or contents of the sales item.

External ID — Used to accommodate the classification system for an organization for tracking purposes.

Image — Specifies the image assigned to the sales item in the Menu Service. Refer to Adding an image using the Menu Module for more information on adding an image.

Tags — Specifies a comma-separated list of tags or keywords to allow consumers to easily locate the sales item on the menu.

6. Select the **Availability** tab.
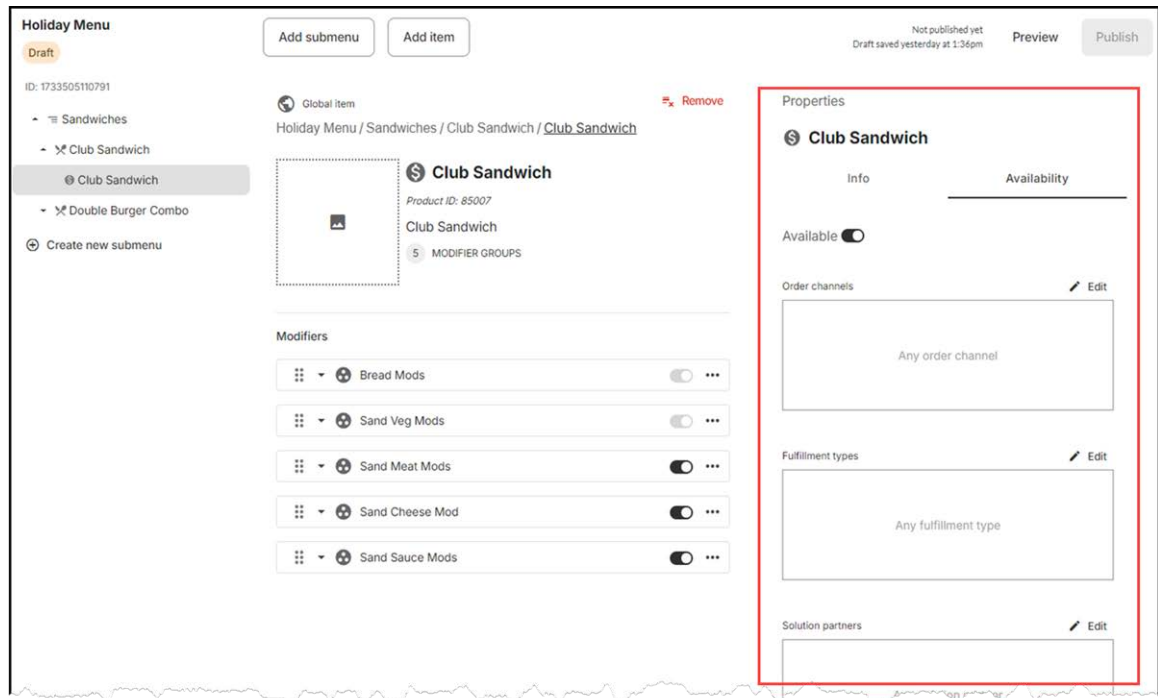
Figure 13 Item Properties - Availability tab

7. Configure the following **item-level properties** on the Availability tab, as needed.

Availability — Indicates the sales item is visible to the consumer. When disabled, the sales item appears grayed out under the menu header in the Aloha Menu interface.

Day availability buttons — Specifies the days of the week for which the submenu is available to the consumer.

All day — Indicates the sales item is available for all days (24 hours) of the week. When disabled, the starting and ending times for the days of the week appear.

Start time — Specifies the starting time for each specific day of the week. You must disable 'All day' to enable these options.

End time — Specifies the ending time for each specific day of the week. You must disable 'All day' to enable these options.

Order channels — Specifies the order channels to use when ordering items from this menu. Click Edit and select 'All order channels,' or select individual order channels from the list that appears, and click Save. The choices are Call Center, Email, Mobile, Web, and others.

Fulfillment types — Specifies the order mode to use when ordering items from this menu. The order modes listed are associated in the Aloha Takeout (ATO) application. Click Edit and select 'All fulfillment types,' or select individual fulfillment types from the list that appears, and click Save. The choices are DineIn, Delivery, Curbside, and others.

Solution partners — Specifies the solution partner to consume the menu. Click Edit and select 'All solution partners,' or select individual solution partners from the list that appears, and click Save. The choices are Doordash and others.

> **📝 Note**
> If you do not specify an order channel, fulfillment type, and solution partner, these values default to 'any.'

Editing a sales menu

You can customize a sales menu in the following ways:

To rename a sales item on a submenu:
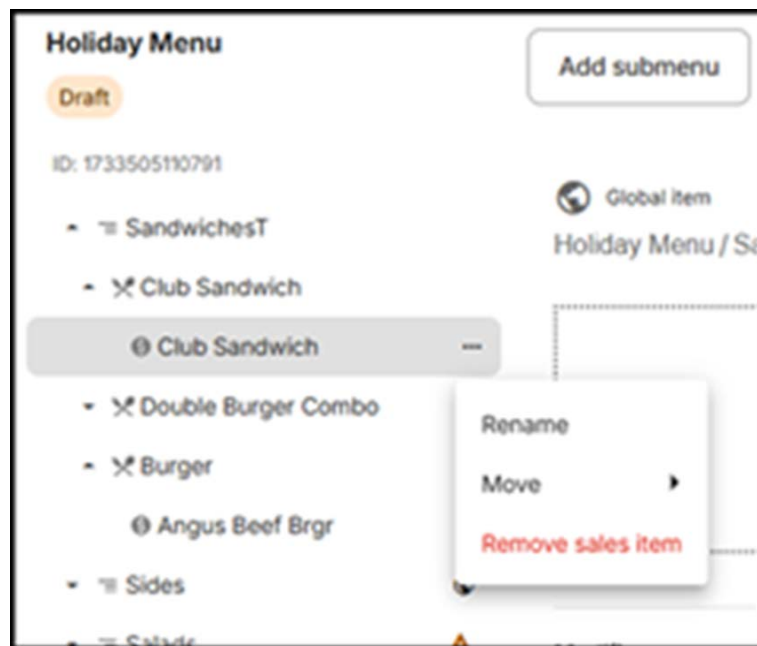
Figure 14 Renaming sales item on submenu

Hover over the **sales item** under the menu header, click the **ellipses**, and select **Rename** from the menu that appears.

-OR-

Select the **sales item** to make it active and type the new **name** in the Info tab.

To rearrange the order of sales items on a submenu:

Select the **sales item** under the menu header and 'drag and drop' to the desired **location**.

-OR-

Hover over the **sales item** under the menu header and select from the **Move >** menu that appears.

To remove a sales item from a submenu:

Hover over the **sales item** under the menu header and select **Remove sales item** from the menu that appears.

-OR-

Select the **sales item** to make it active and click **Remove**.

Working with modifier groups and modifier items

Modifier items further define a sales item, such as lettuce, white bread, and more, and they are grouped within a modifier group. Some sales items have modifier groups attached, based on the POS configuration. When you select a sales item from the submenu, all applicable modifier groups as defined in the POS appear below the item.

You cannot add new modifier groups and modifier items in Aloha Menu. You must use a modifier group and modifier item already defined in the POS database. Aloha Menu supports up to nine levels of modifier groups and modifier items.
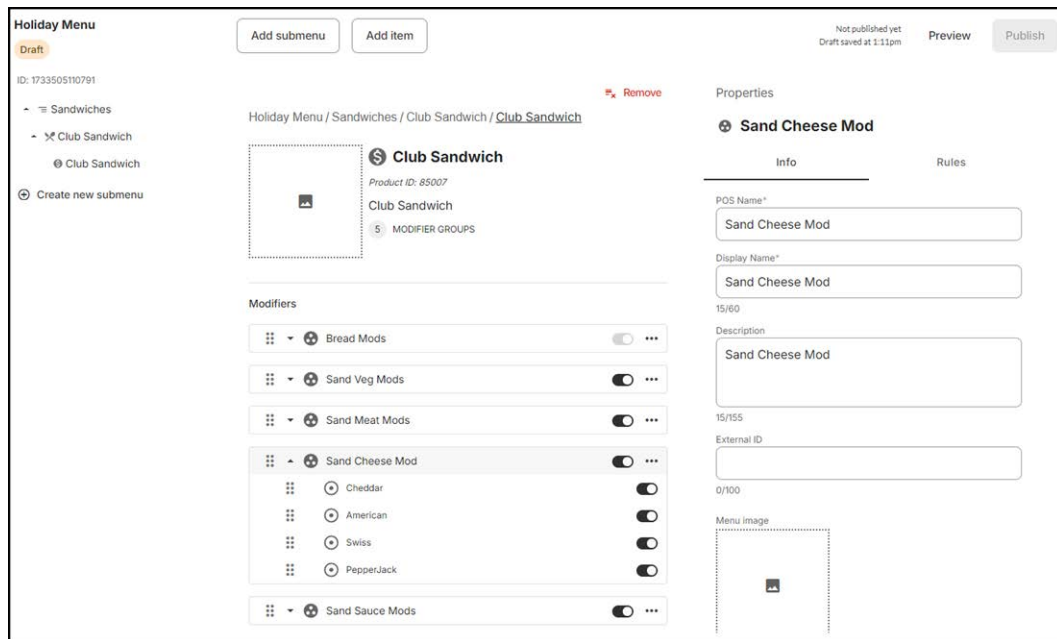
Figure 15 Modifier group properties

To configure a modifier group or modifier item

When you select a modifier group or modifier item, the Info and Rules tabs appear. The information on the Info tab is inherited from the POS and you are allowed to perform changes that are not restricted by the originating item on the POS.

Configure the following **modifier group/item-level properties** on the Info tab, as needed.

1. Select the **sales item**. All available modifier groups and modifier items configured for the item in the POS database appear.

2. Select a **modifier group** or **modifier item** from the list. The properties appear with the Info tab active.

3. On the Info tab, edit the following **options** for the modifier group or modifier item level properties:

POS Name — Displays the name of the modifier group/item as defined in the POS database. You cannot change the POS name. This is a required field.

Display name — Displays the name of the modifier group/item that appears to the consumer, as defined in the POS database. This is a required field.

Description — Displays a brief description about the purpose and/or contents of the modifier group/item.

External ID — Used to accommodate the classification system for an organization for tracking purposes.

Image — Specifies the image assigned to the modifier group/item in the Menu service. Refer to [Adding an image using the Menu Module](#) for more information on adding an image.

Tags — Specifies a comma-separated list of tags or keywords to allow consumers to easily locate the modifier group/item on the menu.

4. Select the **Rules** tab. The settings on the Rules tab are inherited from the POS database and may enforce editing restrictions based on modifier rules configured in the POS. The options vary depending on the modifier group or modifier item.

   The Rules tab also has two columns for modifier groups. The POS Quantity column populates with the rules from the POS for reference and are read-only. The Aloha Menu Quantity column allows you to add or change a value, if it is allowed by the POS. A predefined value from the POS

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populates in POS Quantity. Click 'Add a value' to change the value in the Aloha Menu Quantity column.
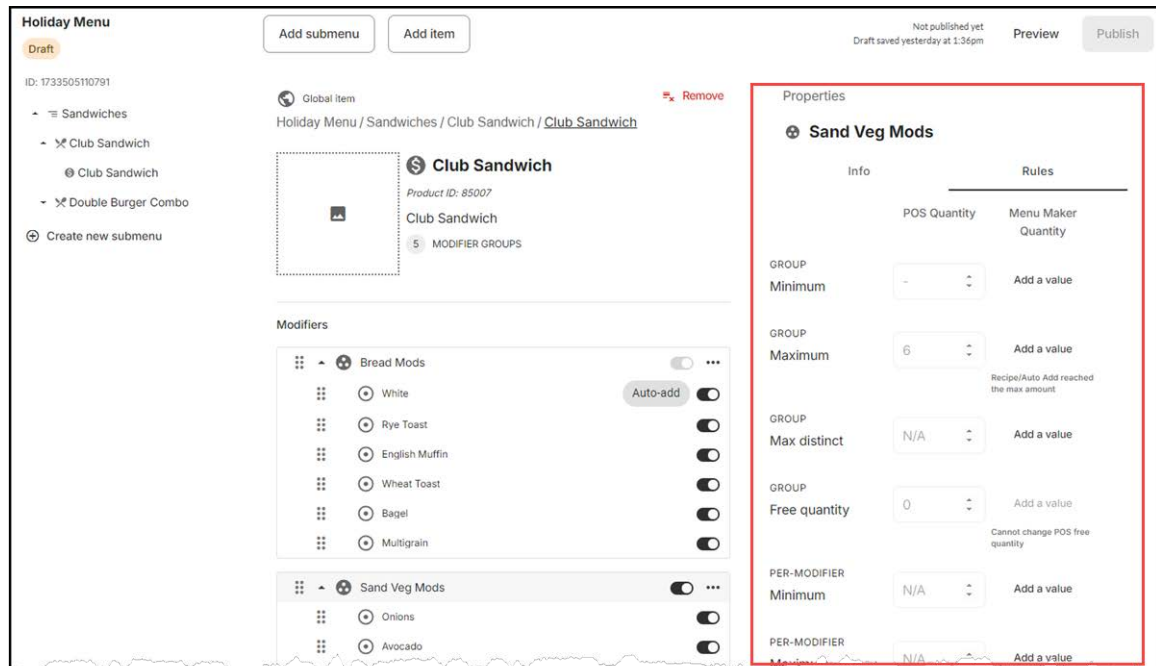
Figure 16 Modifier group - Rules tab

5. Configure the following **modifier group/item-level properties** on the Rules tab, as needed.

Modifier group rules:

GROUP Minimum — Specifies the minimum number of modifiers you can order from the modifier group. Click 'Add a value' to set the minimum number. You cannot set a number greater than the POS quantity.

GROUP Maximum — Specifies the maximum number of modifiers you can order from the modifier group. Click 'Add a value' to set the maximum number. You cannot set a number less than the POS quantity.

GROUP Max distinct — Specifies the maximum number of the same modifier you can order from the modifier group. Click 'Add a value' to set the maximum number. You must have quantity enabled for each modifier item.

GROUP Free quantity — Specifies the number of modifiers you can order from the modifier group that are at no charge. Click 'Add a value' to set the number. You cannot set a number if the POS quantity is 0.

PER-MODIFIER Minimum — Specifies the minimum number of the same modifier you can order from the modifier group. Click 'Add a value' to set the minimum number.

PER-MODIFIER Maximum — Specifies the maximum number of the same modifier you can order from the modifier group. Click 'Add a value' to set the maximum number.

PER-MODIFIER Free quantity — Specifies the number of modifiers you can order at no charge. Click 'Add a value' to set the number.

PER-MODIFIER Step quantity — Specifies the number of steps you can use when you order from the modifier group. Click 'Add a value' to set the number.

Modifier item rules:

Minimum — Specifies the minimum number of this modifier item you can order. Click 'Add a value' to set the number.

Maximum — Specifies the maximum number of this modifier item you can order. Click 'Add a value' to set the number.

Free quantity — Specifies the number of modifier items you can order at no charge. Click 'Add a value' to set the number.

Step quantity — Specifies the number of steps you can use when you order the modifier item. Click 'Add a value' to set the number.

Recipe/Auto-add — Specifies the modifier item is included as a recipe item or is automatically added to the order. Select Recipe, Auto-add, or None from the drop-down list. When selected, a 'Recipe' or 'Auto-add' indication appears next to the modifier item.

6. Repeat this **procedure** for another modifier group or modifier item.

Editing a modifier group or modifier item

You can customize a modifier group and modifier item in the following ways:

To rename a modifier group or modifier item:

Select the **modifier group** or **modifier item** to make it active and type the new **name** in the Info tab.

To rearrange the order of the modifier groups and items to the consumer:

If you are rearranging a modifier item, first expand the **modifier group**.

Select the **modifier group** or **modifier item**, and 'drag and drop' to the desired **location**.

To determine the visibility of a modifier group and modifier item to the consumer:

You can rearrange the order of how these appear on the menu and hide or expose each one to prevent consumers from seeing certain modifier groups. When you hide a modifier group, all

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modifiers within the group do not appear on the menu; however, you can hide individual modifier items. To do this, you must first expand the modifier group to view the modifier items.
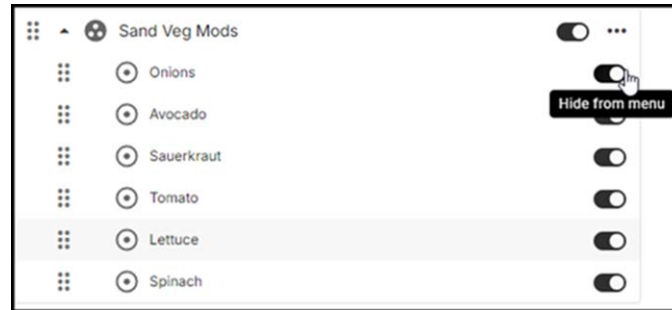
Figure 17 Hiding modifier group/modifier item from menu

- To hide a modifier group, hover over the **modifier group** or **modifier item**, and toggle to **Hide from menu**.
- To make a hidden modifier group visible, hover over the **modifier group** or **modifier item**, and toggle to **Show on menu**.

To add rules to a modifier:

If the POS database does not enforce restrictions on a modifier group or modifier item, you can adjust them in Aloha Menu. In this example, we added a minimum and maximum rule of one to Cheddar, for which there are no rules set in the POS. The consumer can now order only one Cheddar.
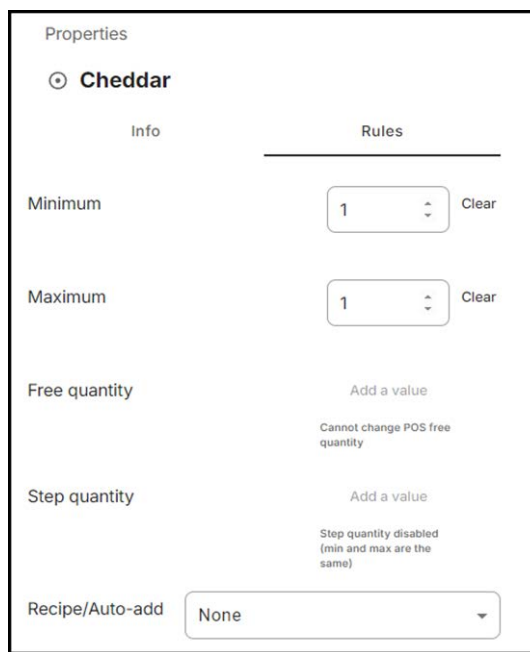
Figure 18 Setting min/max properties for modifier

In contrast, we attempted to change the minimum and maximum values on a modifier group that has a restriction of one. You must abide by the rules set in the POS; changing this value is not allowed.

Figure 19 Unable to change POS rules

Adding a quick combo to a submenu

A quick combo is a group of items sold together as one and often appears to the consumer as a single item. When you select a quick combo from the submenu, all applicable sales items and their modifiers appear below the quick combo, as defined in the POS. You cannot add a new quick combo in Aloha Menu. You must use one already defined in the POS database.

> 📖 **Reference**
>
> Refer to Adding a sales item to a submenu and Working with modifier groups and modifier items for information on configuring sales item-level and modifier-level properties.

You can add as many quick combos to a submenu, as needed.

To add a quick combo to a submenu:

1. Select the **submenu** onto which to add the quick combo, and select **Add item.** The 'Add menu item' screen appears with the 'Add sales item' tab active.
2. Select the **Add quick combos** tab.

Figure 20 'Add quick combos' tab

3. Type the **name** to appear to the consumer for the quick combo. This is a required field.

4. To locate the quick combo, type the name of the **quick combo** in the search box, scroll through the **list** to find the quick combo defined in the database.

5. When found, select the **check box** next to the quick combo, and click **Add** in the bottom right corner to add the quick combo to the submenu. The item screen appears with the Info tab active.
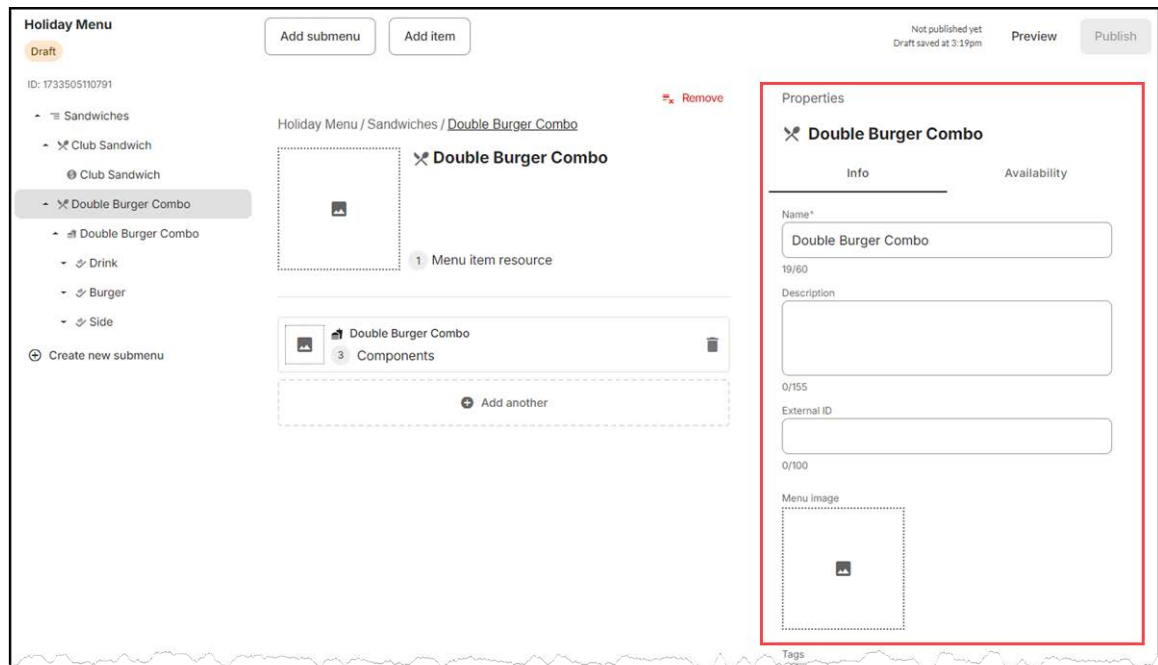
Figure 21 Quick combo Properties - Info tab

6. Configure the following **quick combo-level properties** on the Info tab, as needed.

POS Name — Displays the name of the quick combo as defined in the POS database. You cannot change the name.

Name — Displays the name of the quick combo that appears to the consumer. This is a required field.

Description — Displays a brief description about the purpose and/or contents of the quick combo.

External ID — Used to accommodate the classification system for an organization for tracking purposes.

Menu image — Specifies the image assigned to the quick combo in the Menu service. Refer to Adding an image using the Menu Module for more information on adding an image.

Tags — Specifies a comma-separated list of tags or keywords to allow consumers to easily locate the quick combo on the menu.

7. Select the **Availability** tab.
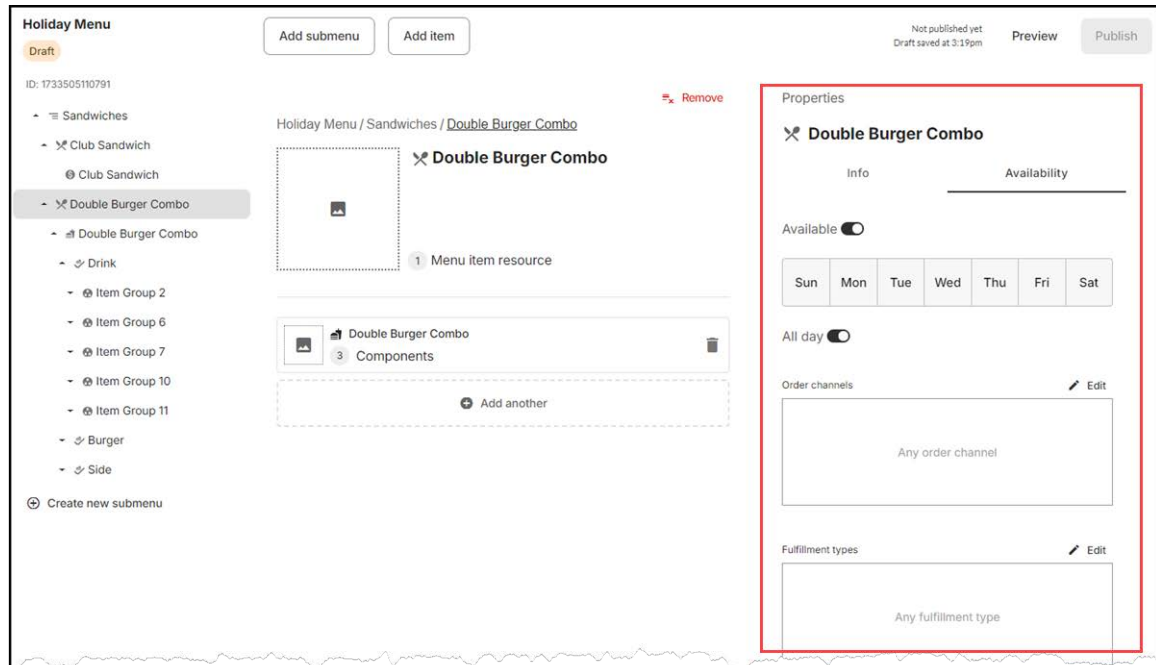
Figure 22 Quick combo Properties - Availability tab

8. Configure the following **quick combo-level properties** on the Availability tab, as needed.

Availability — Indicates the quick combo is visible to the consumer. When disabled, the quick combo is grayed out under the menu header in the Aloha Menu interface.

Day availability buttons — Specifies the days of the week for which the quick combo is available to the consumer.

All day — Indicates the quick combo is available for all days (24 hours) of the week. When disabled, the starting and ending times for the days of the week appear.

Start time — Specifies the starting time for each specific day of the week. You must disable 'All day' to enable these options.

End time — Specifies the ending time for each specific day of the week. You must disable 'All day' to enable these options.

Order channels — Specifies the order channels to use when ordering items from this menu. Click Edit and select 'All order channels,' or select individual order channels from the list that appears, and click Save. The choices are Call Center, Email, Mobile, Web, and others.

Fulfillment types — Specifies the order mode to use when ordering items from this menu. The order modes listed are associated in the Aloha Takeout (ATO) application. Click Edit and select 'All fulfillment types,' or select individual fulfillment types from the list that appears, and click Save. The choices are DineIn, Delivery, Curbside, and others.

Solution partners — Specifies the solution partner to consume the menu. Click Edit and select 'All solution partners,' or select individual solution partners from the list that appears, and click Save. The choices are Doordash and others.

> **Note**
>
> If you do not specify an order channel, fulfillment type, and solution partner, these values default to 'any.'

9. Repeat this **procedure** for another quick combo.

Viewing the components of the quick combo

The components (item groups) of a quick combo dictates the items you can order from the quick combo. These are controlled by the POS database.

To view the components of a quick combo:

1. Select the **quick combo**. The total number of components appear under the quick combo item.
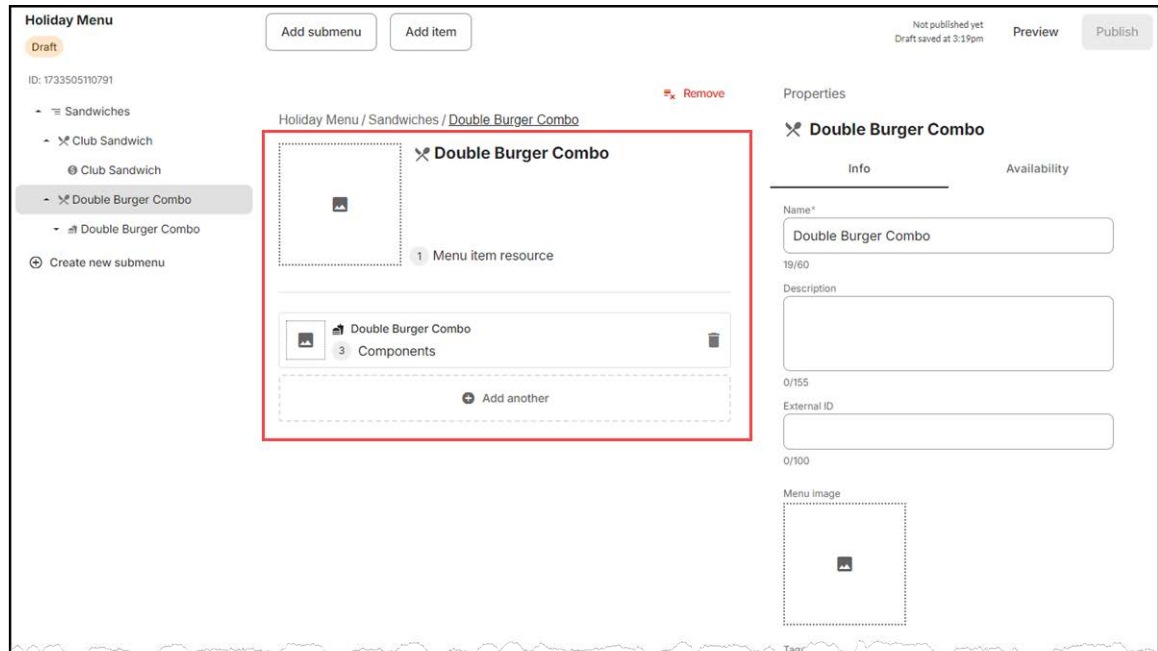
Figure 23 Quick combo - collapsed components

2. Select the **collapsed component** to display each individual component of the quick combo.
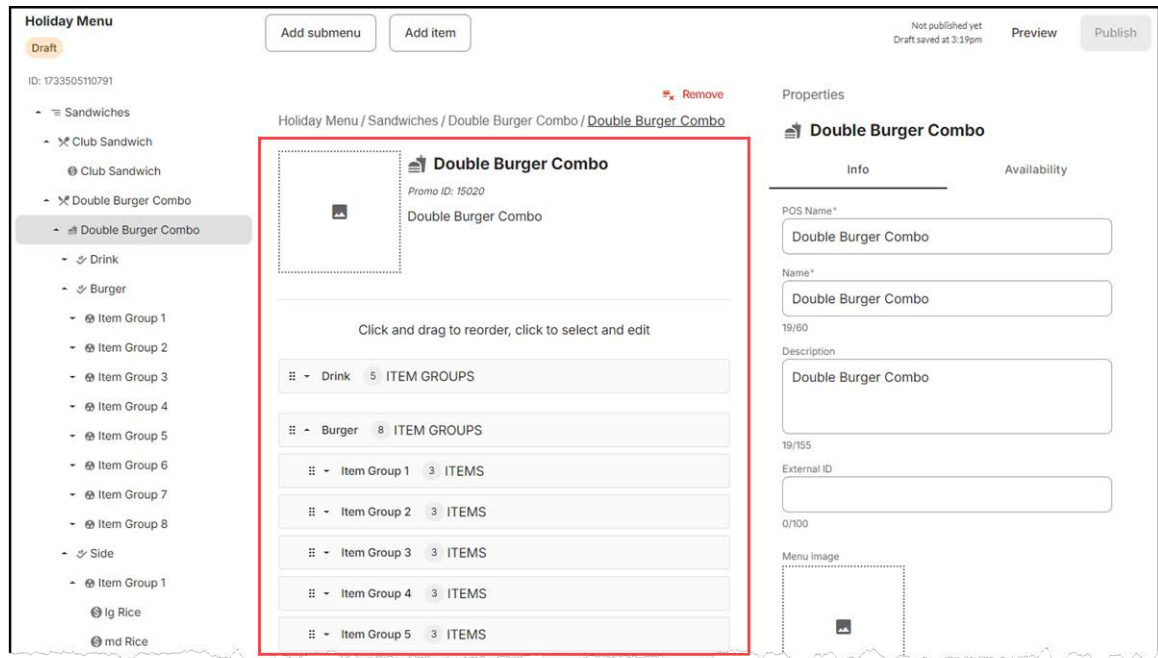
Figure 24 Quick combo - expanded components

In this example, the Double Burger Combo has three components, Burger, Side, and Drink. Within each component, you find the item groups and associated items.

Editing a quick combo

You can customize a quick combo in the following ways:

To rename a quick combo on a submenu:

Hover over the **quick combo** under the menu header, click the **ellipses**, and select **Rename** from the menu that appears.

-OR-

Select the **quick combo** to make it active and type the new **name** in the Info tab.

To rearrange the order of quick combos on a submenu:

Select the **quick combo** under the menu header and 'drag and drop' to the desired **location**.

-OR-

Hover over the **quick combo** under the menu header and select from the **Move >** menu that appears.

To rearrange the order of the components in a quick combo:

Select the **quick combo component** under the menu header and 'drag and drop' to the desired **location**.

-OR-

Hover over the **quick combo component** under the menu header and select from the **Move >** menu that appears.

To remove a quick combo from a submenu:

Hover over the **quick combo** under the menu header and select **Remove menu item** from the menu that appears.

-OR-

Select the **quick combo** to make it active and click **Remove**.

Adding an image using the Menu Module

You can add an image to each instance of a menu element in Aloha Menu, such as menu, submenu, sales item, modifier group, modifier item, and quick combo.

To add an image:

1. Select either a **menu**, **submenu**, **sales item**, **modifier group**, **modifier item**, or **quick combo**, and navigate to the respective **Info tab**. In this example, we used a Club Sandwich sales item.

2. In the Info tab, click **Menu image**. The 'Select image' screen appears with the 'Upload a file' tab active.
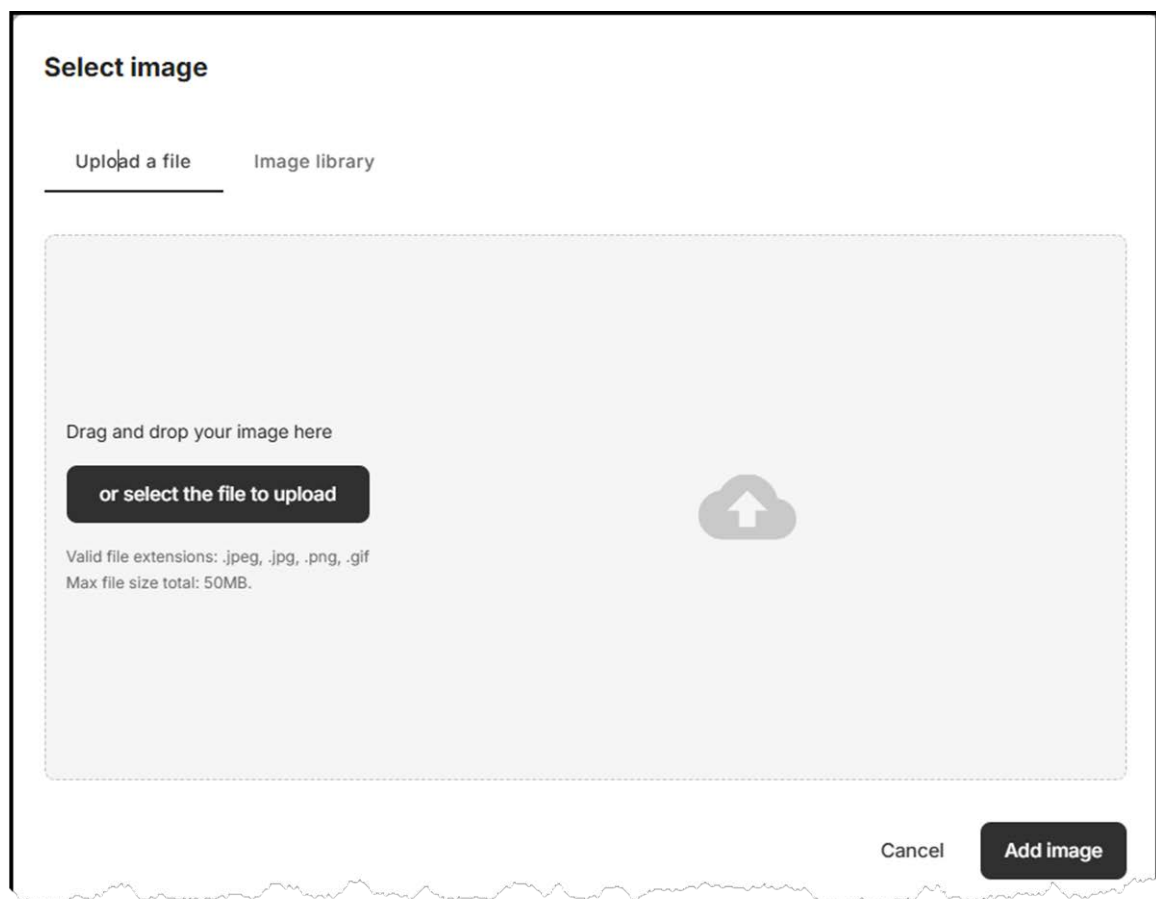
Figure 25 'Select Image' screen

3. Choose **one** of the following methods to select an image.

   ○ On the 'Upload a file' tab, drag and drop an **image** onto the screen.

   ○ On the 'Upload a file' tab, click **or select the file to upload** and select an available **image**, using File Explorer. The system defaults to the Download folder.

   ○ Select the **Image library** tab and select an **image** from the image library.

4. Click **Add image**. The image appears with the respective menu element everywhere it appears on the menu.
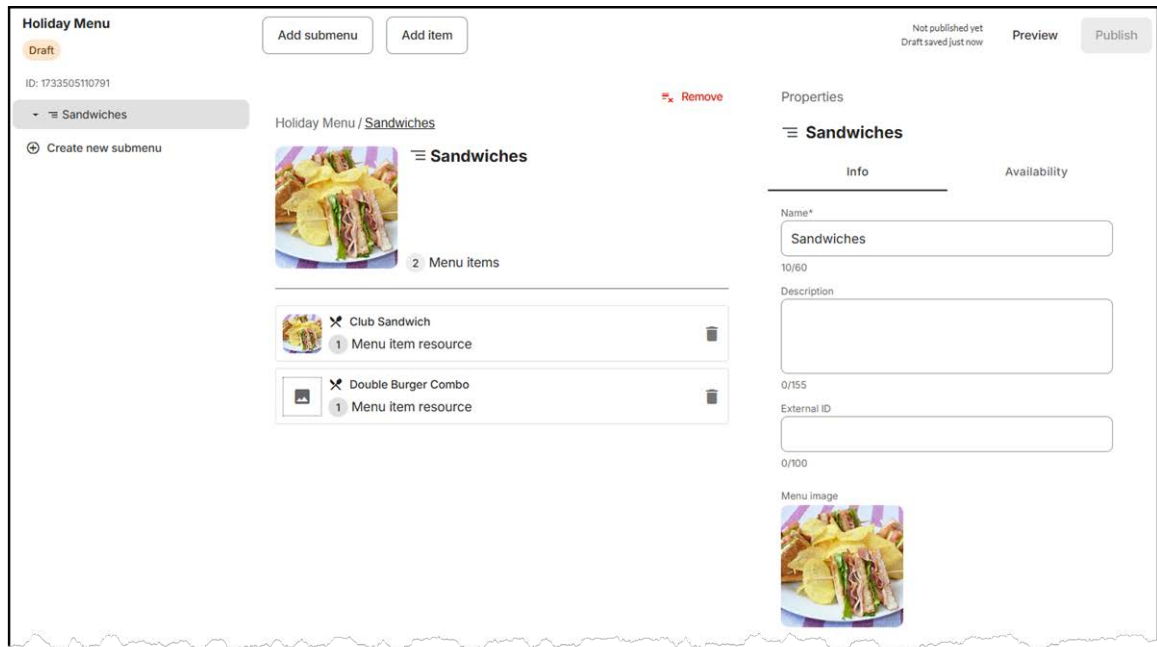
Figure 26 Added image

5. Repeat this **procedure** for another menu element.

To edit or remove an image:

1. Select the **image** attached to menu element, or hover over the **image** until the pencil icon appears, and then click the **image**. The Edit image screen appears.
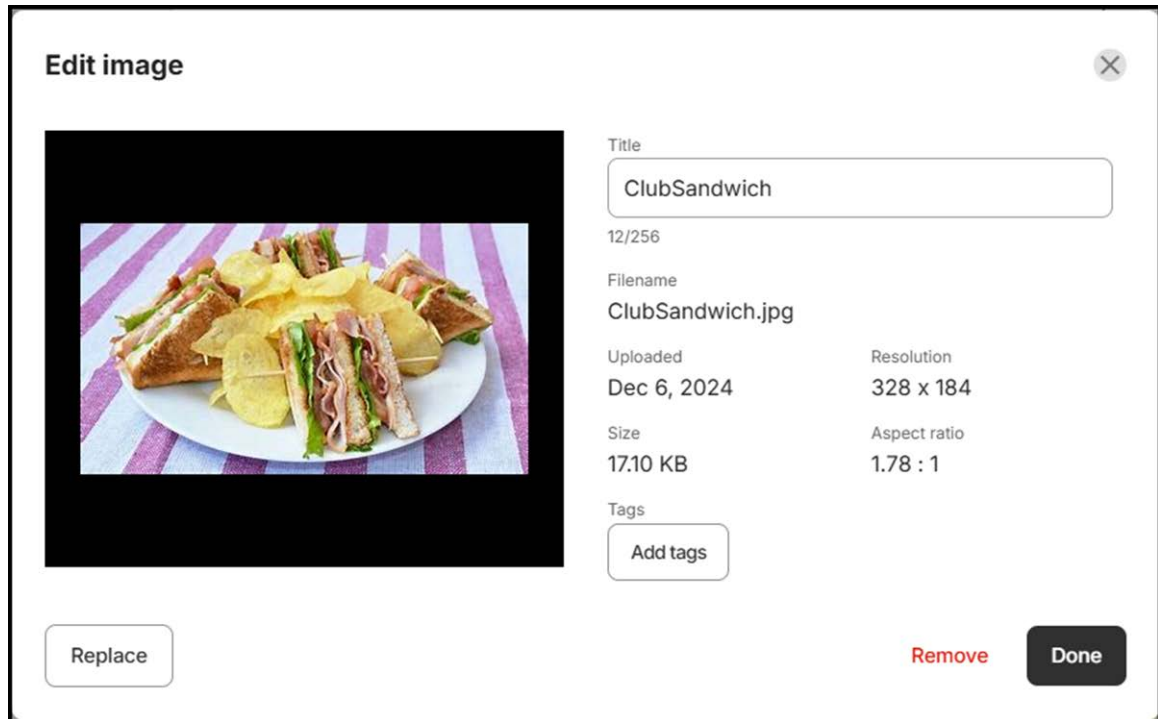
Figure 27 'Edit image' screen

2. Rename the **image**, if necessary.
3. Click **Add tags** to add any tags, as necessary.
4. Click **Remove** to remove the image or click **Done** to save your changes without removing the image. If you removed the image, a confirmation message appears.
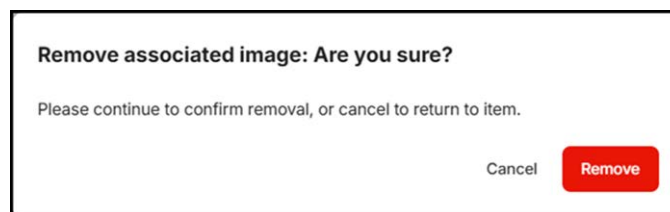
Figure 28 'Remove associated image' confirmation

5. Click **Remove**.

Sharing a global submenu

When you finish creating a submenu, you can share that submenu to create another submenu without having to start from scratch.

> **Important**
> Be aware that all elements of the submenu, including sales items and quick combos, are shared with each copied submenu. If you edit a shared submenu, such as adding or removing a sales item, the change is reflected in all submenus from which it is shared.

To share a global submenu:

1. Click **Add submenu**. The 'Add submenu' screen appears with the 'Add new' tab active.

2. Select the **Use Existing** tab.
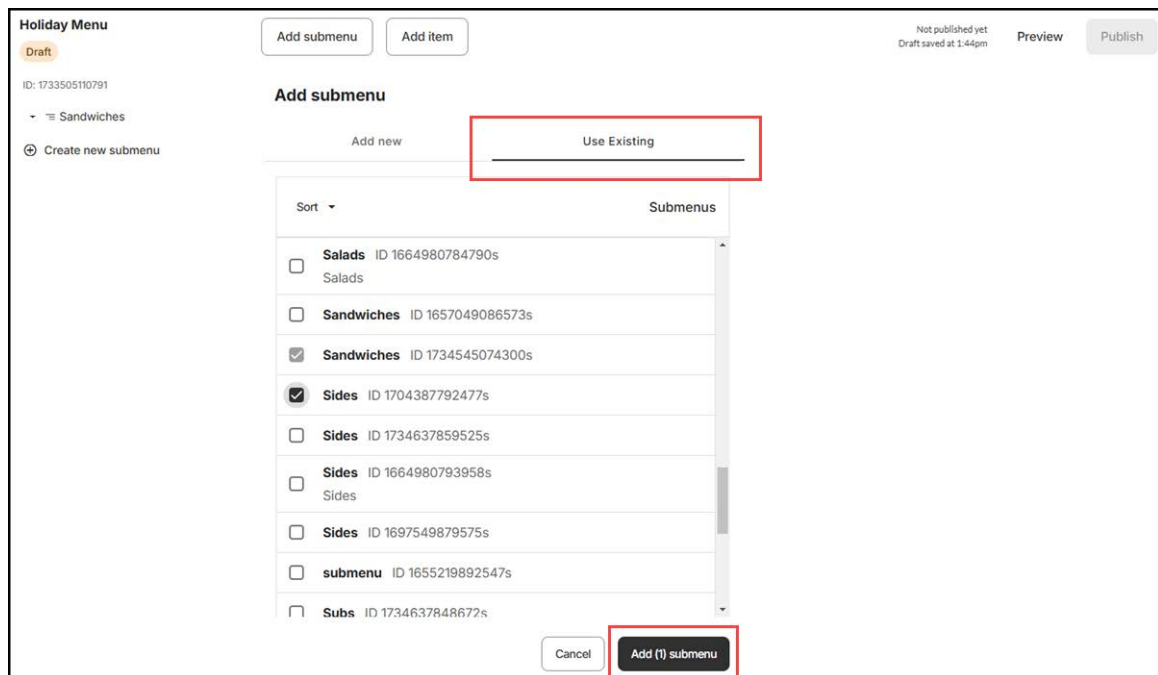
Figure 29 'Add submenu' screen - Use Existing tab

3. Click the **check box** next to the submenu you want to share, and click **Add (x) submenus**, where x is the number of selected submenus. The shared submenu is added to the menu.

Working with the image library

Use the Images module to view the image library associated with your organization. You upload new images directly into the library and assign them to a menu element. You can also remove or replace existing images, and search for images.

The Image service uses a CDN provider to ensure better performance and increased reliability. We recommend you upload high-quality images, as the service transforms and resizes the images for consumers, regardless of their device. The Image service supports JPEG, JPG, PNG, and GIF file formats. The maximum allowed file size is 50 MB.

To upload an image into the image library:

1. Select **Images** in the navigation pane on the left. The Images screen appears.
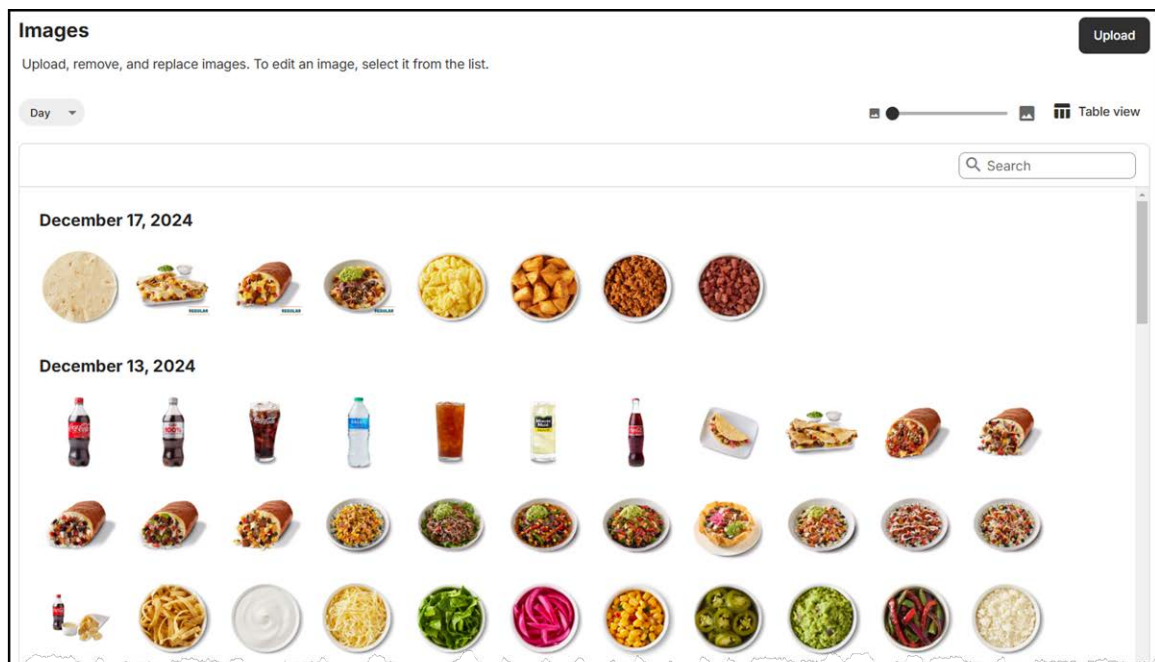
Figure 30 Image library

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2. Click **Upload**. The 'Upload image' screen appears.
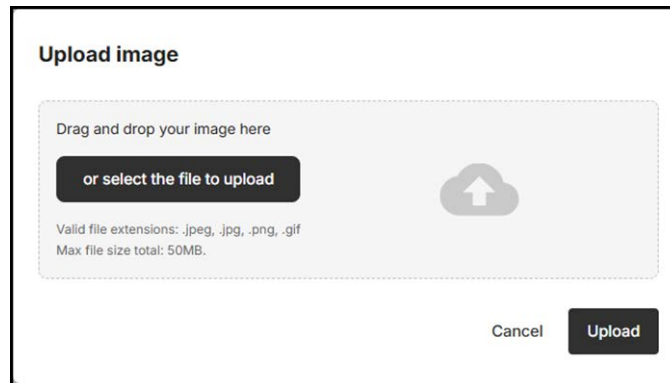
Figure 31 'Upload image' screen

3. Browse to the **location** of the image file or drag and drop the **image file** into the box and click **Upload**. The image is added to your library.

To edit an image in the image library:

1. Locate and select the **image** in the image library. The 'Edit image' screen appears.
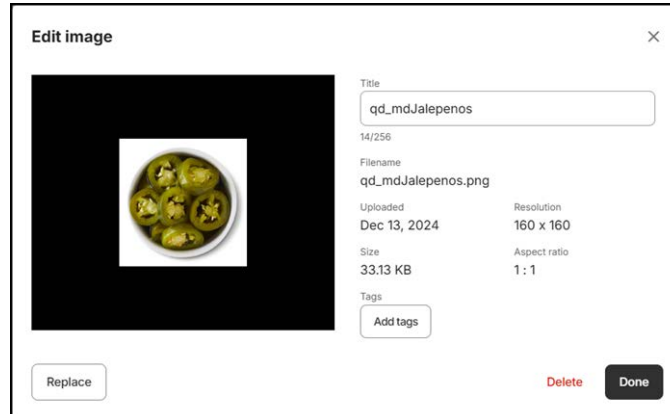
Figure 32 'Edit image' in Image library

2. Edit the **properties** of the image using the options to the right. You can edit the title, add tags, and view the properties associated with the image.
3. Click **Done**.

To delete or replace an image:

1. Locate and select the **image** in the image library. The 'Edit image' screen appears.
2. Click **Delete**. If the image is currently in use on other menu elements, a prompt to review the menus and items affected by deleting the image appears.
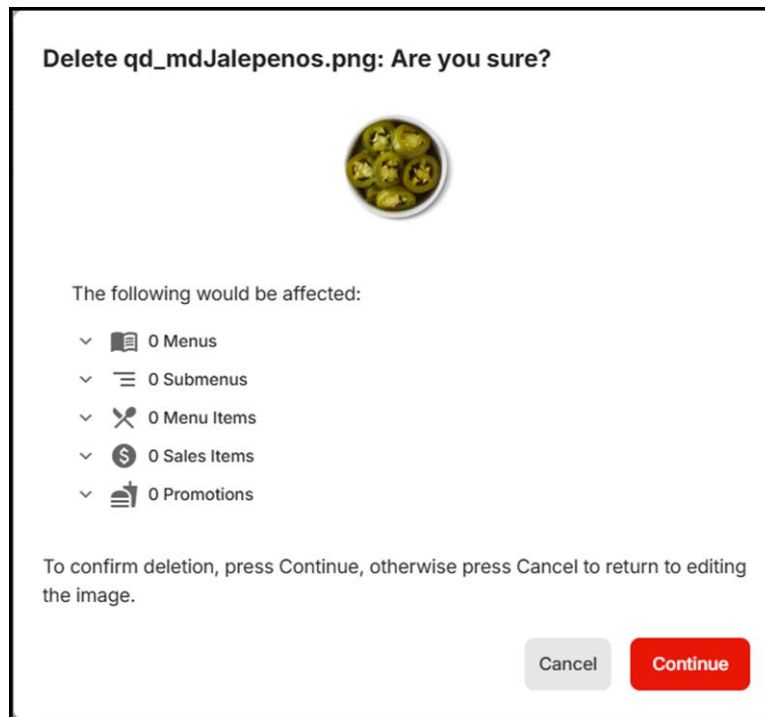
Figure 33 Deleting an image

Similarly, if you attempt to replace an image currently in use, a prompt to review the menus affected by replacing the image appears.
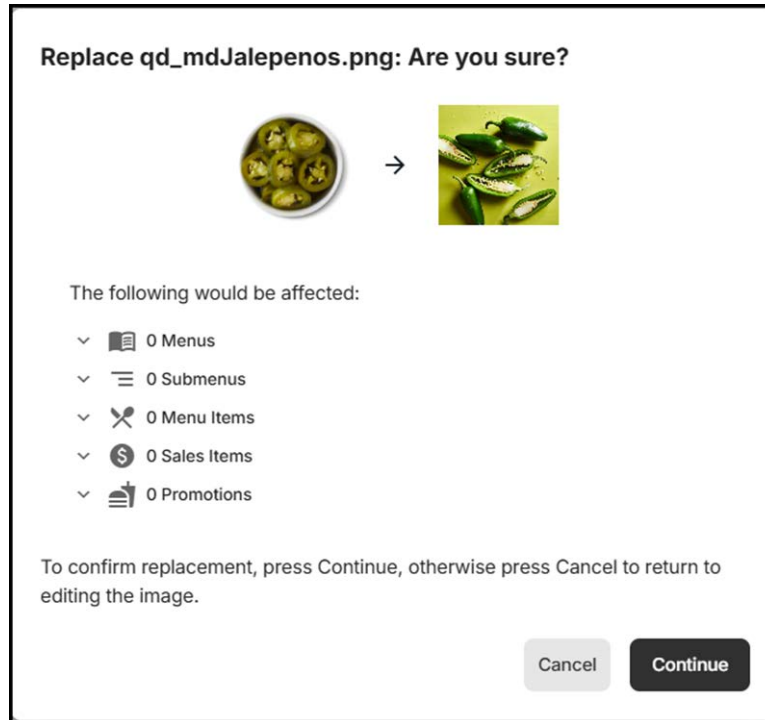
Figure 34 Replacing an image confirmation

3. Click **Continue** to remove or replace the image.

Working with sites and site groups

When you finish your menu, you must assign the menu to a site or site group before publishing.

To create a site group:

1. Select **Sites** in the left navigation pane. The Sites screen appears with all sites within the organization.
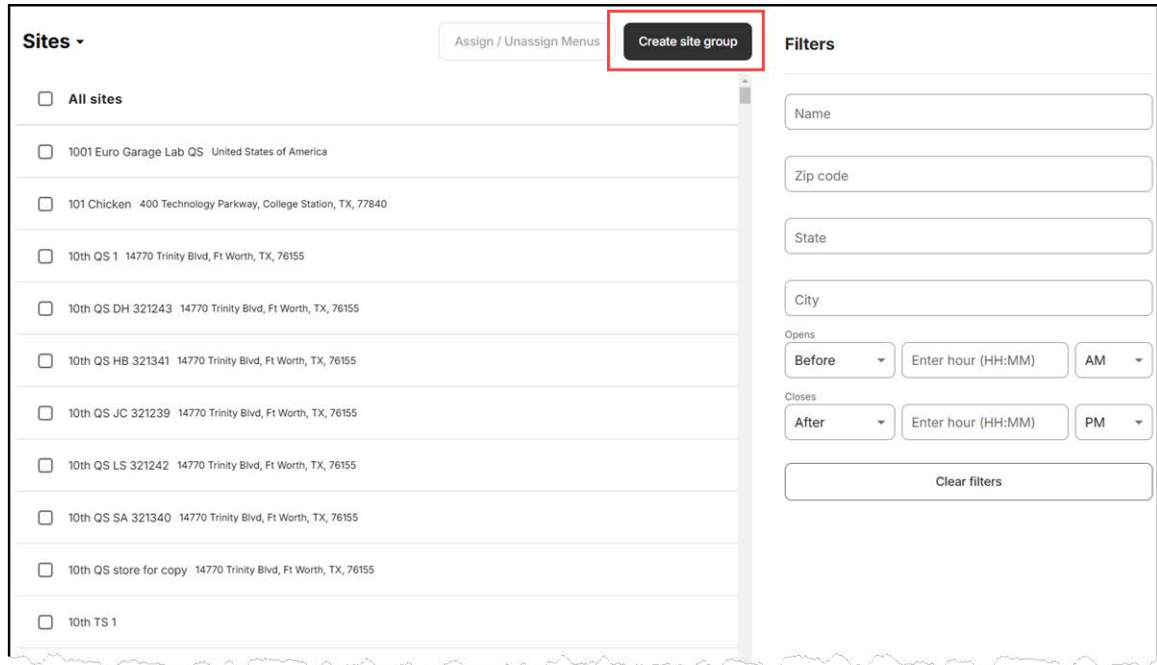
Figure 35 Sites screen

2. Click **Create site group**. The 'Create site group' screen appears.

Figure 36 'Create site group' screen

3. Type a **name** for the site group. This is a required field.
4. Select **Sites** or **Site Groups** from the drop-down list depending on which you are grouping.
5. Type the **site or site group** in the search box to filter, or scroll through the **list** to locate the site or site group.
6. When found, select the **check box** next to the site or site group and click **Save** in the bottom right corner. The site group is added to the list of site groups.

To assign a menu to a site or site group:

1. Select **Sites** in the left navigation pane. The Sites screen appears with all sites within the organization.
2. If you are assigning a menu to a site group, select **Site Groups** from the 'Sites' drop-down list.

3. To filter the sites or site groups, use the **filter options** on the right side of the screen.
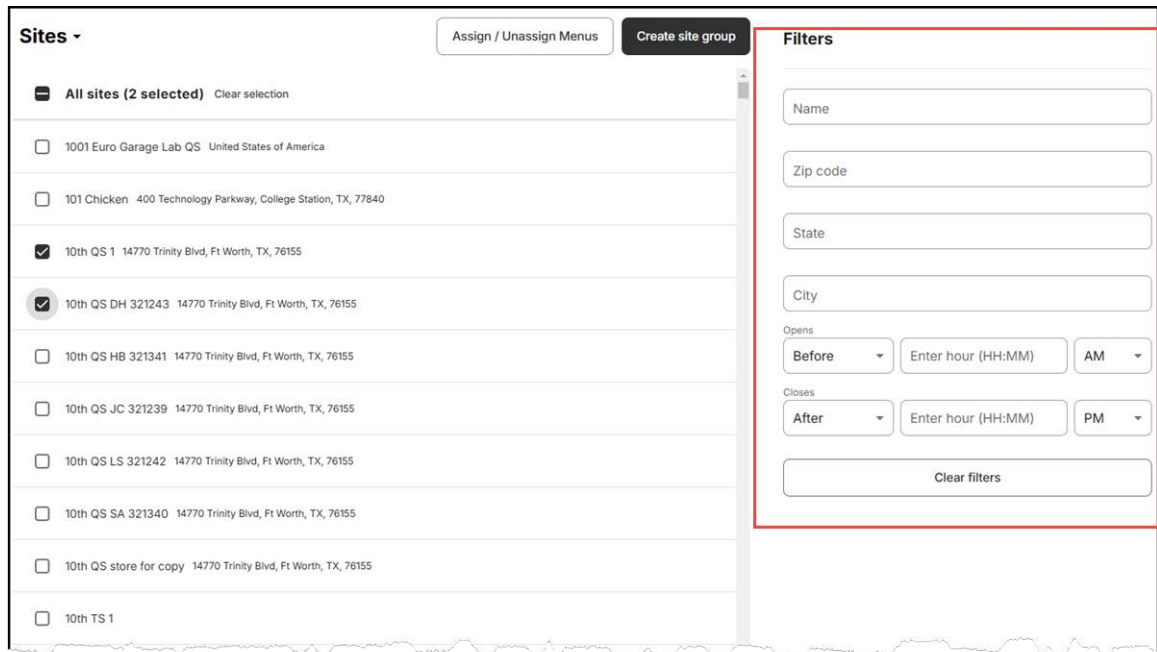
Figure 37 Site filter options

4. Select the **check box** next to the desired **site(s)** or **site group(s)**.

5. Click **Assign/Unassign Menus**. The 'Assign/unassign menus to sites' screen appears with the Assign tab active. The menus appear in the list for selection and the selected sites appear in the Preview panel on the right.
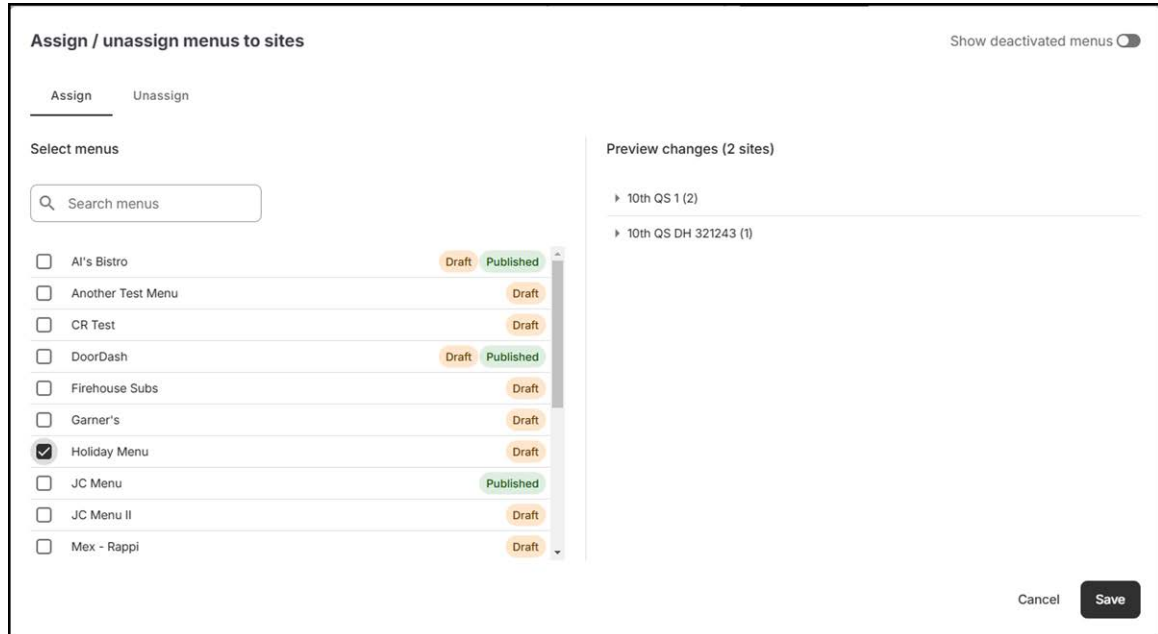
Figure 38 'Assign/unassign menus to sites' screen - Assign tab

6. Click **Save**.

To unassign a menu:

1. Select **Sites** in the left navigation pane. The Sites screen appears with all sites within the organization.
2. If you are unassigning a menu to a site group, select **Site Groups** from the 'Sites' drop-down list.
3. Click **Assign/Unassign Menus**. The 'Assign/unassign menus to sites' screen appears with the Assign tab active.
4. Select the **Unassign** tab.

5. Select the **menu** to unassign from the site.
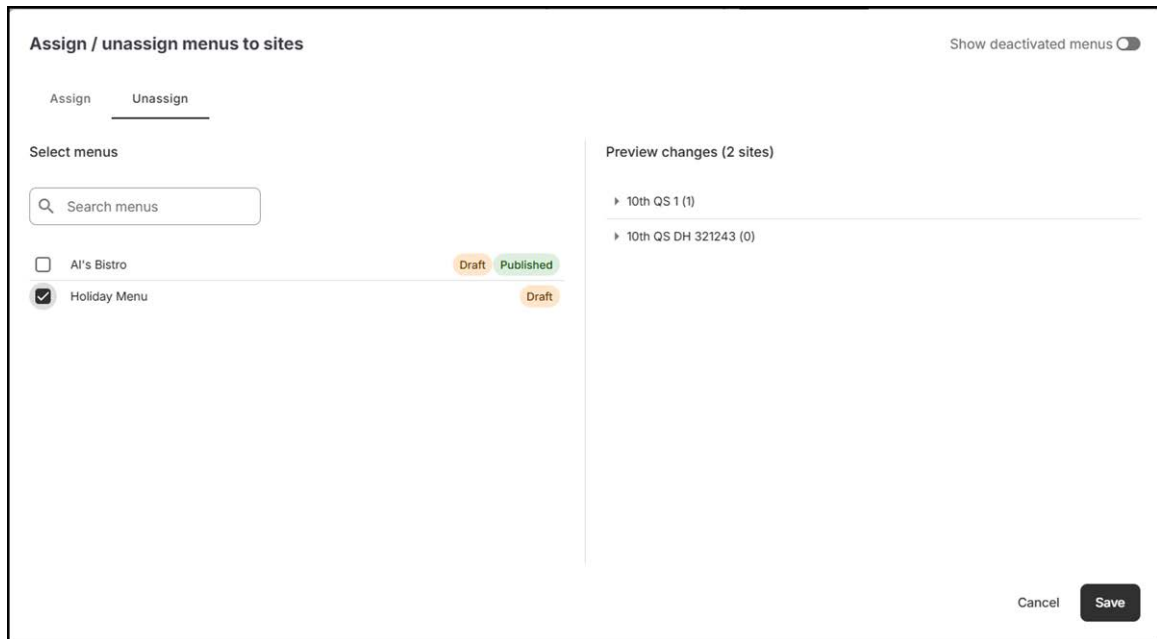
Figure 39 'Assign/unassign menus to sites' screen - Unassign tab

6. Click **Save**.

Working with price schemes

Use the Price Schemes module to create different price schemes for your menu. Price schemes allow pricing customization among solution partners, order fulfillment types, order channels, menus, site groups, and sites. You do not set prices in Aloha Menu. Here you configure a specifications sheet for a consumer of the menu, such as a third-party solution partner, to use a price scheme in the POS database. For example, a third-party delivery partner can use the Price Changes function in the Aloha POS to apply to their menu.

To add a price scheme:

1. Select **Price Schemes** in the navigation pane on the left. The 'Price schemes' screen appears.
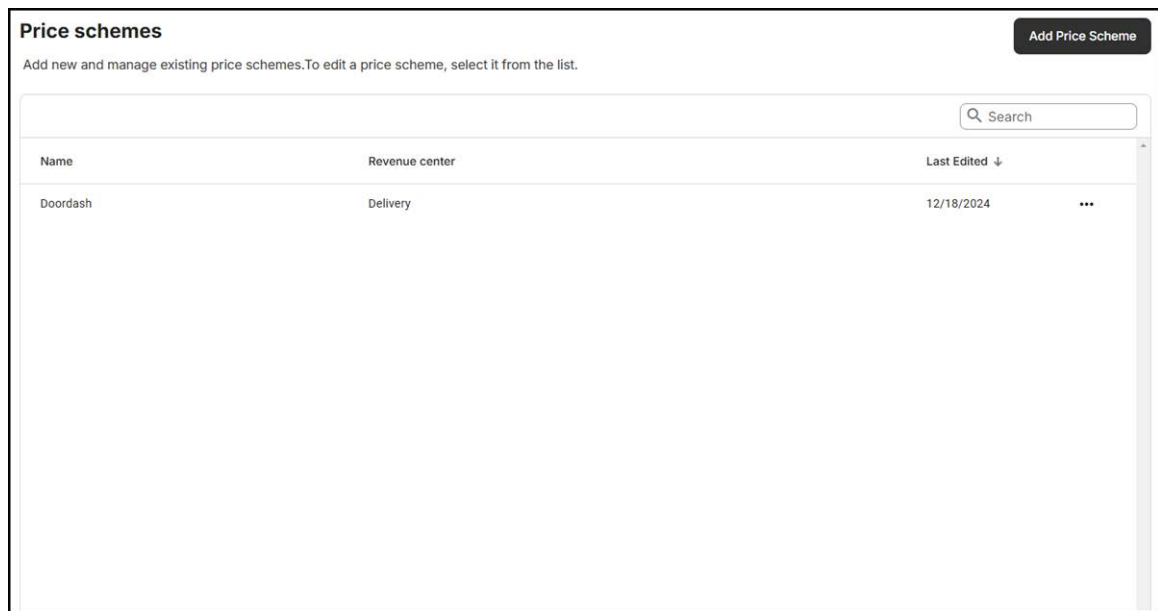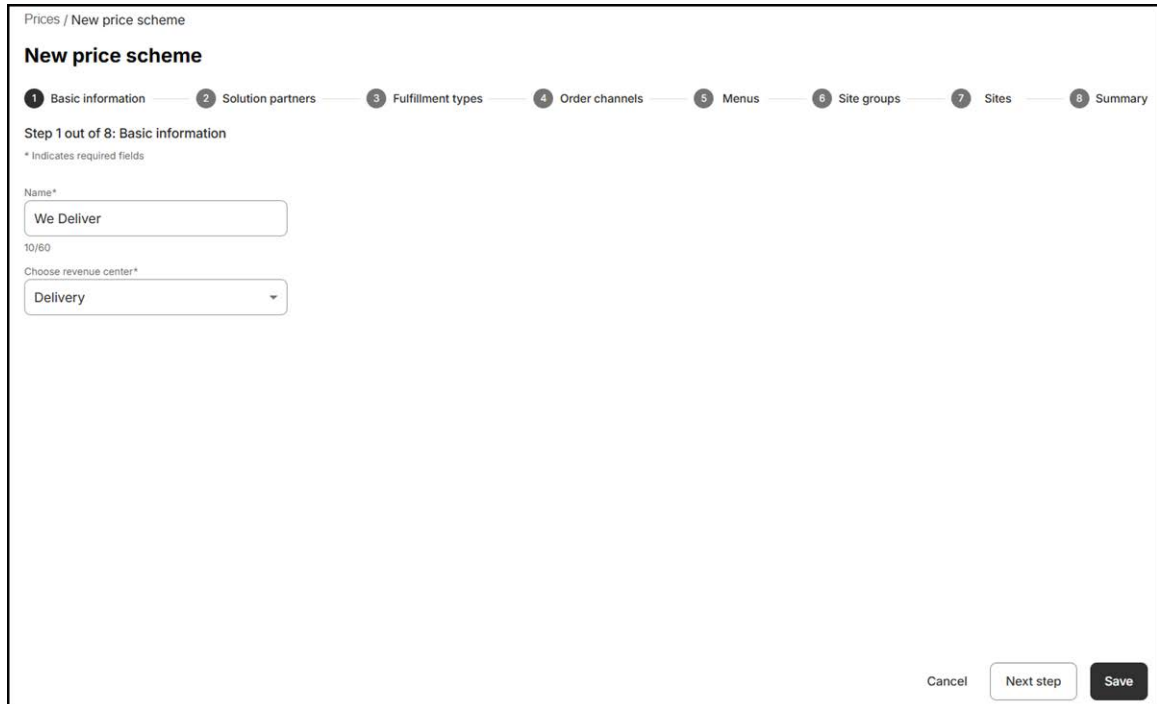
Figure 40 'Price schemes' screen

2. Click **Add price scheme**. The 'New price scheme' screen appears.

Figure 41 'New price scheme' screen - 'Basic Information'step

3. Under the '1. Basic information' step, type a **name** for the price scheme.

4. Select a **revenue center** from the 'Choose revenue center' drop-down list.

5. Click **Next step** at the bottom of the screen to advance to the next screen.

Figure 42 'New price scheme' screen - 'Solution partners' step

6. Under the '2. Solution partners' step, select **Any solution partner** or **Select from list**.

7. If you select 'Select from list,' select from the **list** of available solution partners that appears.

8. Click **Next step** to advance to the next screen.

Figure 43 'New price scheme' screen - 'Fulfillment types' step

9. Under the '3. Fulfillment types' step, select **Any fulfillment type** or **Select from list**.

10. If you select 'Select from list,' select from the **list** of available fulfillment types that appears. If an order is placed by a solution partner for delivery or pickup, they can see the prices associated with the selected revenue center

11. Click **Next step** to advance to the next screen.

Figure 44 'New price scheme' screen - 'Order channels' step

12. Under the '4. Order channels' step, select **Any order channel** or **Select from list**.

13. If you select 'Select from list,' select from the **list** of available order channels that appears.

14. Click **Next step** to advance to the next screen.

Figure 45 'New price scheme' screen - 'Menus' step

15. Under the '5. Menus' step, select **Any menu** or **Select from list**.

16. If you select 'Select from list,' select from the **list** of menus that appears.

17. Click **Next step** to advance to the next screen.

Figure 46 'New price scheme' screen - 'Site groups' step

18. Under the '6. Site groups' step, select **Any site group** or **Select from list**.

19. If you select 'Select from list,' select from the **list** of site groups that appears.

20. Click **Next step** to advance to the next screen.

Figure 47 'New price scheme' screen - 'Sites' step

21. Under the '7. Sites' step, select **Any site** or **Select from list**.

22. If you select 'Select from list,' select from the **list** of sites that appears.

23. Click **Next step** to advance to the next screen.

Figure 48 'New price scheme' screen - 'Summary' step

24. Review the **selections** for the price scheme.

25. Click **Save**.

Previewing and publishing a menu

Once you assign a menu to one or more sites, use the Menus module to preview and publish the menu. You can always make changes to the menu prior to, and after, you publish.

> **Note**
> You must assign a menu to at least one site before publishing.

Previewing a menu

Preview the menu to help identify any errors and make last minute changes, as needed.

To preview a menu:

1. Select **Menus** in the navigation pane on the left. All menus appear for selection.
2. Select the **menu** to preview.
3. Click **Preview**. All items appear $0.00 due to prices being site specific. If an item is out of stock and unavailable by the Item Availability service, it appears grayed out.
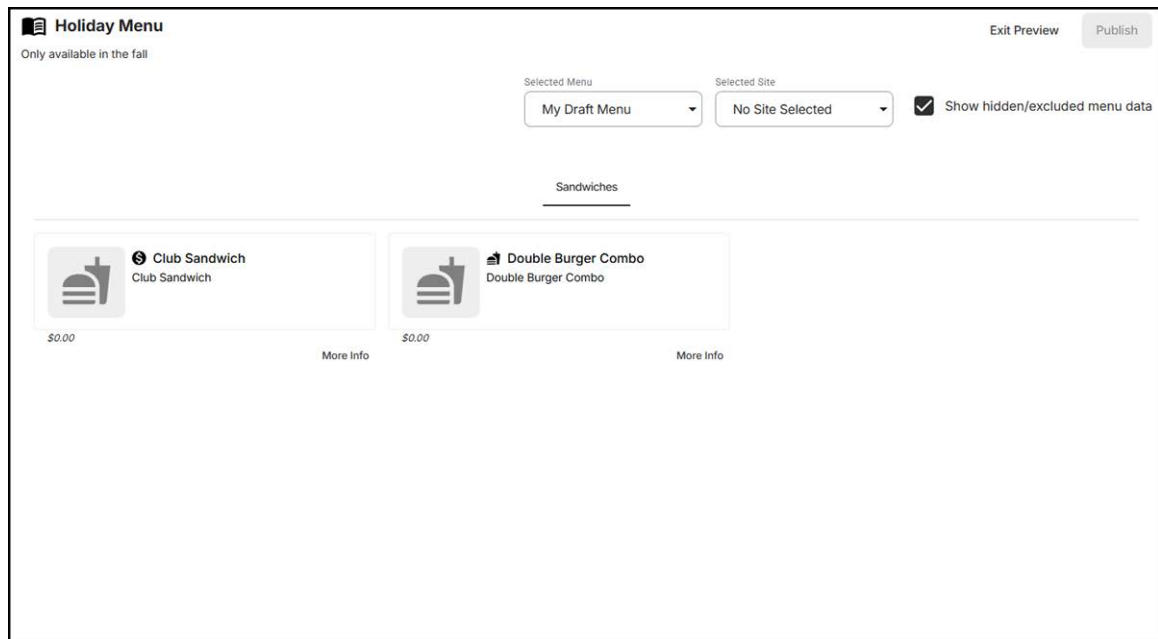

Figure 49 Preview menu

4. Select a **site** from the 'Selected Site' drop down list to view the item prices for that site.
5. Clear **Show hidden/excluded menu data** to hide items that do not contain a price.

6. Click **More Info** next to a sales item or quick combo to display the properties and drill down.
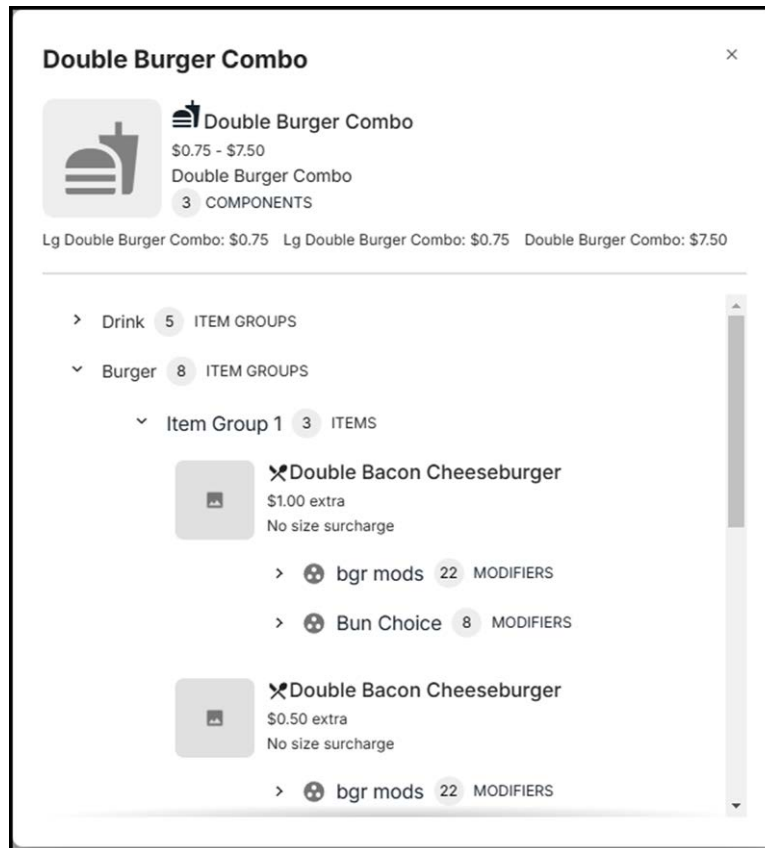

Figure 50 Preview quick combo

7. Click **Exit Preview** to return to the menu.

Publishing a menu

Once you preview the menu for the desired sites, publish the menu to make it available for live ordering.

To publish a menu:

1. With the menu still active on the screen, click **Publish now**. The Publish screen for the respective menu appears with a summary of the sites and site groups assigned to the menu, and any errors or warning messages that are found.
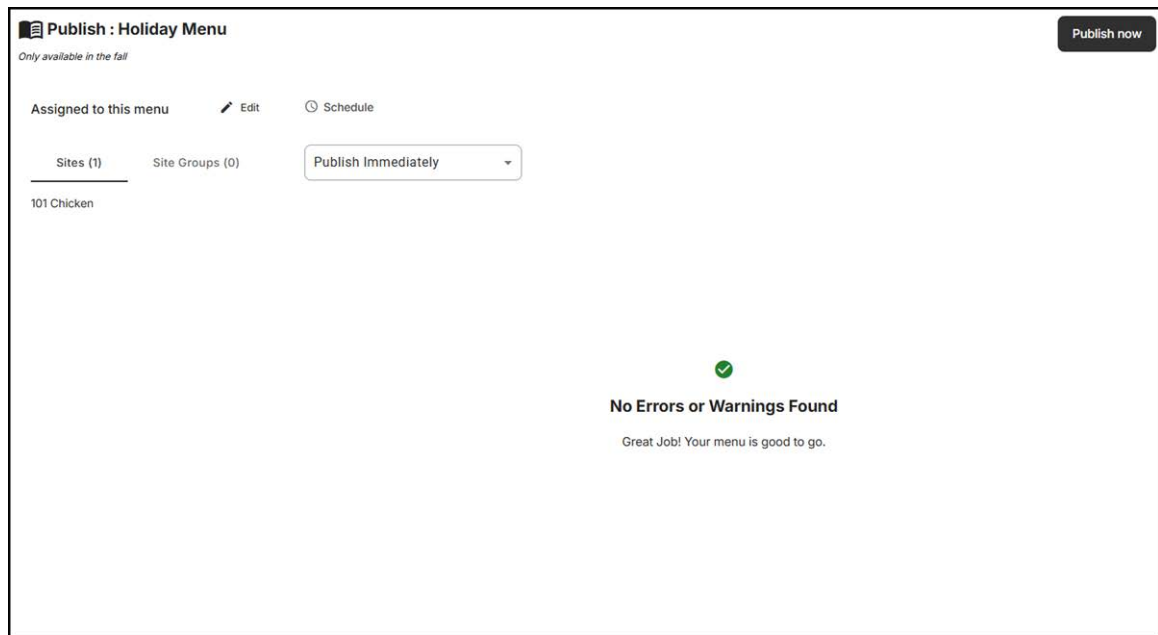

Figure 51 'Publish' screen

2. Select **Publish Immediately** from the 'Schedule' drop-down list for the menu changes to be instantly available to all consumers.

   -OR-

   Select **Publish on date** from the 'Schedule' drop-down list and select a specific date and time to publish your menu.

3. Click **Publish now** to publish the menu. A confirmation message appears to confirm the menu is published.

Figure 52 Menu Published success message

Aloha Menu, User Guide

NCR Voyix welcomes your feedback on this document. Your comments can be of great value in helping us improve our information products. Please contact us using the following email address: Documentation.HSR@NCRVoyix.com