NCR V:YIX

Aloha Menu User Guide

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

The Login screen appears.

Username	
Password	
Organization	

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:

- <u>Creating a menu.</u>
- 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.



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.

te, remove, and edit menus. To edit a menu, select it from the list.		
I Published Draft Scheduled Deactivated		New
		Q Search
: DoorDash	:	
DoorDash	Test Randy	
ID 1733936989125	ID 1661263964410	
Draft Published	Draft Published	
Al's Bistro	: Stratacache Menu 1	
All-Day menu		
ID 1696012622721	ID 1656592514983	

Figure 2 Menus landing page



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

Holiday Menu	
2/60 Description	
Only available in the fall	
26/155	

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.

enus			
te, remove, and edit menus. To edit a menu, select it from the list.			
II Published Draft Scheduled Deactivated			New Me
			Q Search
1		I	
Holiday Menu	US - Mobile App		
Only available in the fall	US - Mobile App		
ID 1733505110791	ID 1664766645073		
Draft	0	Draft	
:		:	
Scala-test-Menu	Mex - Rappi		
	Mexico Rappi		
ID 1665421886999	ID 1664766617089		
O Draft	0	Draft	

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.

loliday Menu ^{Draft}	Add submenu Add item	Not published yet Preview Publ Draft saved at 11:11am Preview Publ
ID: 1733505110791 This menu is empty. ④ Create new submenu	HOLIDAY MENU Holiday Menu Only available in the fail O Submenus	Properties Image: Holiday Menu Info Availability Name* Holiday Menu 12/60
		26/155 External ID
		0/100 Menu image

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</u> an image using the <u>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 'Added Promotions' list to return the promotion to the 'Added Promotions' list to return the promotion to the 'Available Promotions' list.

Note

E,

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

6. Select the **Availability** tab.

Holiday Menu Draft	Add submenu Add item	Not published yet Draft saved just now Preview Publish
ID: 1733505110791 This menu is empty.	HOLIDAY MENU Menu Holiday Menu Only available in the fail O Submenus	Properties III Holiday Menu Info Availability
		Sun Mon Tue Wed Thu Fri Sat All day Image: Compared and the second a
		Start time* End time*
		Order channels Edit Any order channel
the the second		Fuffilment types Edit

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.

B 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.

Holiday Menu Draft	Add submenu Add item		Not published yet Draft saved 2 min ago	Preview	Publish
ID: 1733505110791 This menu is empty.	Add submenu	Use Existing			
	Submenu Name* Sandwiches 10/60 Description A description of this Submenu.				
	0/155 External audiences will be able to see this descri	Cancel Add			

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.

Holiday Menu Draft	Add submenu Add item	Not published yet Draft saved at 12:04pm Preview Publish
ID: 1733505110791	≡ _κ Remove	Properties
 ■ Sandwiches ▲ Create new submenu 	Holiday Menu / Sandwiches A	External ID Menu image Menu image Menu
manit	marker and a second	

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 <u>Adding an</u> <u>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 submenu on the menu.

6. Select the **Availability** tab.

Holiday Menu Draft	Add submenu Add item	Not published yet Draft saved yesterday at 1:36pm Preview Publish
Ib: 173350510791 • ■ Sandwiches • % Club Sandwich • % Double Burger Combo ④ Create new submenu	Holiday Menu / <u>Sandwiches</u>	The Sandwiches
	 Club Sandwich Menu item resource Double Burger Combo Menu item resource 	All day C Order channels
		Fuffilment types 🖍 Edit

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.



© 2025 NCR Voyix. All rights reserved. NCR Voyix — Confidential Use and Disclose Solely Pursuant to Company Instructions **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.

P 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:

Holiday Menu	Add submenu
ID: 1733505110791	
	A ··· Holiday Menu / Sa
Create new submenu	Add item to submenu
	Rename
	Move
	Remove submenu
	I

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.

Holiday Menu Draft	4 2	Add submenu Add item			Not published yet Draft saved just now	Preview	Publish
ID: 1733505110791 • ™ Sandwiches ④ Create new submenu	•	Add menu item Name* Club Sandwich 13/60 Add sales item Add quick cd Q, club (6) total results for "club"		Submenu* Sandwiches			•
		Number	Item name 🕈				î
		 Sola Sola Sola 	Chicken Club Salad				
		□	Homestyle Ranch Ckn Club				
		Image: 125120Image: 125110	Lg Club Sandwich Md Club Sandwich				_
		- • • • • •	Annadariak Akladara Akk			Cancel	Add

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.

Holiday Menu Draft	Add submenu Add item	Not published yet Draft saved 4 min ago Preview Publ
D: 1733505110791	Holiday Menu / Sandwiches / <u>Club Sandwich</u>	Properties
 ★ Club Sandwich O Club Sandwich 	Club Sandwich	Info Availability
	1 Menu item resource	Name" Club Sandwich 13/60 Description
	Club Sandwich S Modifier groups	
	C Add another	0/155 External ID
		0/100 Menu image

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 <u>Adding an</u> <u>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 sales item on the menu.



6. Select the Availability tab.

Holiday Menu Draft	Add submenu Add item		Not p Draft saved yesterda	ublished yet Preview Publis
D: 1733505110791	Ciobal Item Holiday Menu / Sandwiches / Club Sandwich / <u>Club Sandwich</u> Club Sandwich <i>Club Sandwich Product ID: 85007</i> Club Sandwich Club	≓ _x Remove	Properties Club Sandwich Info Available C Order channels	Availability
	Modifiers			der channel
	 ₩ ♥ Sand Veg Mods ₩ ♥ Ø Sand Meat Mods 	•••	Fulfillment types	🖍 Edit
	🔢 🝷 🚱 Sand Cheese Mod	•••	Any fut	fillment type
	🗄 👻 🔂 Sand Sauce Mods	•••		
			Solution partners	/ Edit

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:

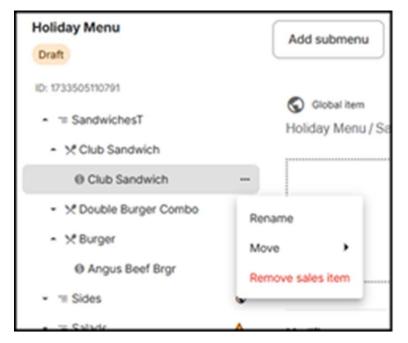


Figure 14 Renaming sales item on submenu

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.



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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.

Holiday Menu	Add submenu	Add item		Not published yet Draft saved at 1:11om	Preview Public			
Draft								
ID: 1733505110791 •	Holiday Menu / Sa	Indwiches / Club Sandwich / <u>Club Sandwich</u>	≡ _× Remove	Properties Sand Cheese Mod Info	Rules			
 Create new submenu 		Club Sandwich 5 MODIFIER GROUPS		POS Name* Sand Cheese Mod Display Name* Sand Cheese Mod				
	Modifiers			(
				15/60 Description				
	🗄 👻 🚱 Brea	ad Mods	•••	Sand Cheese Mod				
	🔢 🝷 🔂 San	d Veg Mods	•••	Sand Cheese wou				
	🗄 👻 🚱 Sand Meat Mods 🔍 🖤			15/155 External ID				
	🔢 🔺 🔂 San	d Cheese Mod	•••		1			
	II 💿	Cheddar		0/100				
		American Swiss		Menu image				
	∷ ⊙	PepperJack						
	🗄 👻 🚱 San	d Sauce Mods	•••					

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



populates in POS Quantity. Click 'Add a value' to change the value in the Aloha Menu Quantity column.

Holiday Menu	Add submenu	Add item			Not published ye	
Draft				Draft sa	ved yesterday at 1:36pm	
D: 1733505110791 •		andwiches / Club Sandwich / <u>Club :</u>	≡ _x Remove Sandwich	Properties Sand Veg	Mods	
 ♥ Club Sandwich ✓ X Double Burger Combo ♥ Create new submenu 		Club Sandwich Product ID: 85007 Club Sandwich 5 MODIFIER GROUPS		Info	POS Quantity	Rules Menu Maker Quantity
	l			GROUP Minimum	- :	Add a value
	Modifiers			GROUP		
		ad Mods White	Auto-add	Maximum	6 :	Add a value Recipe/Auto Add reached the max amount
		Rye Toast English Muffin		GROUP Max distinct	N/A :	Add a value
		Wheat Toast Bagel		GROUP Free quantity	o ‡	Add a value
		Multigrain d Veg Mods	•	PER-MODIFIER	N/A C	Cannot change POS free quantity Add a value
	. ⊙	Onions Avocado		Minimum PER-MODIFIER	· · · · · · · · · · · · · · · · · · ·	
		Avocado		the second second	N/A	Add a value

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.



© 2025 NCR Voyix. All rights reserved. NCR Voyix – Confidential Use and Disclose Solely Pursuant to Company Instructions **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



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.

 0	Sand Veg Mods	•••
	 Onions 	Qhn
	Avocado	Hide from menu
	• Sauerkraut	•
	 Tomato 	
	Lettuce	
	Spinach	

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.

Properties	
 Cheddar 	
Info	Rules
Minimum	1 Clear
Maximum	1 Clear
Free quantity	Add a value
	Cannot change POS free quantity
Step quantity	Add a value
	Step quantity disabled (min and max are the same)
Recipe/Auto-add None	•

Figure 18 Setting min/max properties for modifier



© 2025 NCR Voyix. All rights reserved. NCR Voyix — Confidential Use and Disclose Solely Pursuant to Company Instructions 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.

Info			Rul	es	
	POS Qu	antity		Maker	
group Minimum	1	*	Add a	value	
group Maximum	1	\$	2	¢	Clear
			Can't go hi POS value	gher than	
GROUP					
Max distinct	N/A	÷	Add a	value	
GROUP					
Free quantity	0	÷	Add a	value	
			Cannot chan quantity	ige POS free	
PER-MODIFIER					
Minimum	N/A	÷	1	÷	Clear

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

a

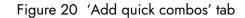
Refer to <u>Adding a sales item to a submenu</u> and <u>Working with modifier groups and modifier items</u> for information on configuring sales item-level and modifier-level properties.

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.

Add submenu Add item			Not published yet Draft saved at 3:19pm	Preview	Publish
Add menu item		Submenu*			
Double Burger Combo		Sandwiches		-	•
19/60 Add sales item Add quick co	ombos				
Q double (2) total results for "double"					
Number	ltem name ↑				*
d31e345-ced0-43f	#5 Double Jack				
☑ 🚽 d3ce6cf5-f3ea-484e	Double Burger Combo				
				Cancel	Add





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- 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.

Holiday Menu Draft	Add submenu Add item	Not published yet Draft saved at 3:19pm Preview Pub
ID: 1733505110791 → TE Sandwiches → X Club Sandwich @ Club Sandwich → Club Sandwich → X Double Burger Combo → at Double Burger Combo	Holiday Menu / Sandwiches / <u>Double Burger Combo</u>	Properties
 → Double Burger Combo → Drink → Burger → Side Greate new submenu 	1 Menu item resource 1 Menu item resource 1 Double Burger Combo 3 Components	Double Burger Combo
	Add another	0/155 External ID
		Menu image

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.

): 1733505110791									
 ■ Sandwiches 	andwiches / <u>Double Burger Combo</u>		Propert		Burger	Coml		ailabilit	у
			Availab	le 🕥					
 → Drink → Ø Item Group 2 	 1 Menu item resource		Sun	Mon	Tue	Wed	Thu	Fri	Sat
 ltem Group 6 ltem Group 7 	le Burger Combo nponents	Ĩ	All day						
 	G Add another		Order cha	innels					/ Edit
- & Burger - & Side					Any	order ch	annel		
Create new submenu									
			Fulfillmen	t types					🖊 Edit
					Any	fulfillmer	it type		

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.



© 2025 NCR Voyix. All rights reserved. NCR Voyix – Confidential Use and Disclose Solely Pursuant to Company Instructions **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.

Holiday Menu Draft	Add submenu Add item	Not published yet Draft saved at 3:19pm	Preview Publish
ID: 1733505110791	Holiday Menu / Sandwiches / Double Burger Combo	Properties	Availability
	Double Burger Combo Components Add another	0/155 External ID	
	·	0/100 Menu image	

Figure 23 Quick combo - collapsed components



2. Select the **collapsed component** to display each individual component of the quick combo.

Holiday Menu Draft	Add submenu	Add item	Not published yet Draft saved at 3:19pm	Preview Publish
ID: 1733505110791 • ≡ Sandwiches • ★ Club Sandwich	-	ndwiches / Double Burger Combo / Double Burger C	Remove Properties	
O Club Sandwich X Double Burger Combo # Double Burger Combo		Double Burger Combo Prama ID: 15020 Double Burger Combo	POS Name" Double Burger Combo	Availability
- ở Drink - ở Burger - ⊛ Item Group 1			Name* Double Burger Combo	
 • Item Group 2 • Ø Item Group 3 • • •	Click	and drag to reorder, click to select and edit	19/60 Description Double Burger Combo	
 ⊕ Item Group 4 ⊕ Item Group 5 	∷ - Burger 8	ITEM GROUPS	19/155	
 ⊕ Item Group 6 ⊕ Item Group 7 	-	up 1 3 ITEMS	External ID	
- ⊛ Item Group 8 - ∜ Side		up 2 3 ITEMS	0/100 Menu image	
	-	up 4 3 ITEMS		

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.



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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.

Upload a file	Image library			
Deep and deep use				
	ır image here			
or select the f	file to upload		0	
or select the f	file to upload		6	

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.



© 2025 NCR Voyix. All rights reserved. NCR Voyix – Confidential Use and Disclose Solely Pursuant to Company Instructions 4. Click **Add image**. The image appears with the respective menu element everywhere it appears on the menu.

Holiday Menu Draft	Add submenu Add item		Not published ye Draft saved just no	
ID: 1733505110791		a Denne	Dreventies	
- 🗉 Sandwiches	Holiday Menu / Sandwiches	≡ _x Remove	Properties	
	= Sandwiches		Sandwiches	Availability
			Name*	
	2 Menu items		10/60 Description	
	Club Sandwich	ĩ		
	Double Burger Combo Menu item resource	Ĩ	0/155 External ID)
			0/100	
			Menu Image	

Figure 26 Added image

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



To edit or remove an image:

 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.

Edit image			\times
	Title		
	ClubSandwich		
	12/256 Filename ClubSandwich.jpg Uploaded	Resolution	
	Dec 6, 2024	328 x 184	
	Size 17.10 KB	Aspect ratio 1.78 : 1	
	Tags Add tags		
Replace		Remove	Done

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.

Remove associated image: Are	you sure?	
Please continue to confirm removal, or ca	ncel to return to item.	
	Cancel	Remove

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

Т

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.

Holiday Menu Draft ID: 1733505110791	Add submenu Add item Add submenu		Not published yet Draft saved at 1:44pm	Preview Publish
 ■ Sandwiches ⊕ Create new submenu 	Add new	Use Existing		
	Sort 👻	Submenus		
	Salads ID 1664980784790: Salads	s		
	Sandwiches ID 165704908 Sandwiches ID 173454507			
	Sides ID 1704387792477s			
	Sides ID 1734637859525s Sides ID 1664980793958s Sides			
	Sides ID 1697549879575s			
	□ submenu ID 165521989254 □ Subs ID 17346378486725	47s		
		Cancel Add (1) submenu		

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.

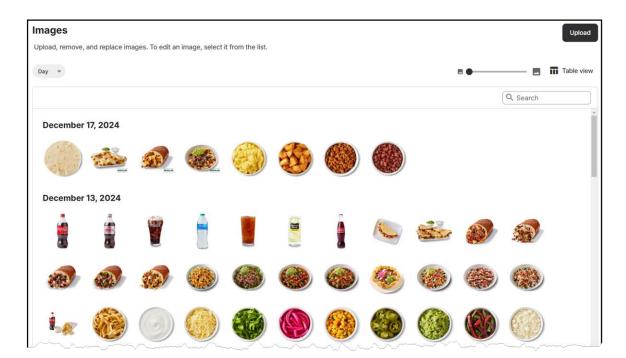


Working with the image library

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



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

Drag and drop your image here	
or select the file to upload	-
Valid file extensions: .jpeg, .jpg, .png, .gif	
Max file size total: 50MB.	

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.

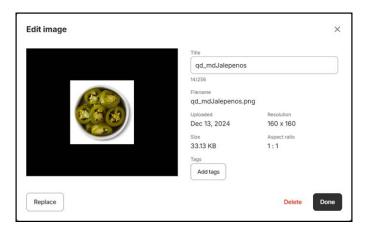


Figure 32 'Edit image' in Image library

- 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.

Delete qd_mdJalepenos.png: Are you sure?
The following would be affected: ✓ ■ 0 Menus ✓ = 0 Submenus ✓ № 0 Menu Items ✓ ⑤ 0 Sales Items ✓ ◎ 0 Promotions
To confirm deletion, press Continue, otherwise press Cancel to return to editing the image.

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.

Replace qd_mdJalepenos.png: Are you sure?
\rightarrow
The following would be affected:
V ■圓 0 Menus
✓ Ξ 0 Submenus
 X 0 Menu Items
✓ S 0 Sales Items
 Image: O Promotions
To confirm replacement, press Continue, otherwise press Cancel to return to editing the image.
Cancel Continue

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.

Site	S *	Assign / Unassign Menus	Create site group	Filters			
	All sites		1	Name			
	1001 Euro Garage Lab QS United States of America			Zip code			
	101 Chicken 400 Technology Parkway, College Station, TX, 77840			Zip code			
	10th QS 1 14770 Trinity Blvd, Ft Worth, TX, 76155			State			
	10th QS DH 321243 14770 Trinity Blvd, Ft Worth, TX, 76155			City			
	10th QS HB 321341 14770 Trinity Blvd, Ft Worth, TX, 76155			Before	•	Enter hour (HH:MM)	AM -
	10th QS JC 321239 14770 Trinity Bivd, Ft Worth, TX, 76155			Closes After	•	Enter hour (HH:MM)	PM +
	10th QS LS 321242 14770 Trinity Blvd, Ft Worth, TX, 76155					Clear filters	
	10th QS SA 321340 14770 Trinity Blvd, Ft Worth, TX, 76155						
	10th QS store for copy 14770 Trinity Blvd, Ft Worth, TX, 76155						
	10th TS 1						
		201		2200			

Figure 35 Sites screen



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

Basic information		Preview site group	
Site group name*			
Southern Region		Southern Region 10th QS HB 321341	
5/32		10th QS HB 321341	
Selected menu		1011 40 00 02 1235	
Select sites / site groups * Sites *			
Q Search sites			
10th QS HB 321341	^		
10th QS JC 321239			
10th QS LS 321242			
	-		

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.

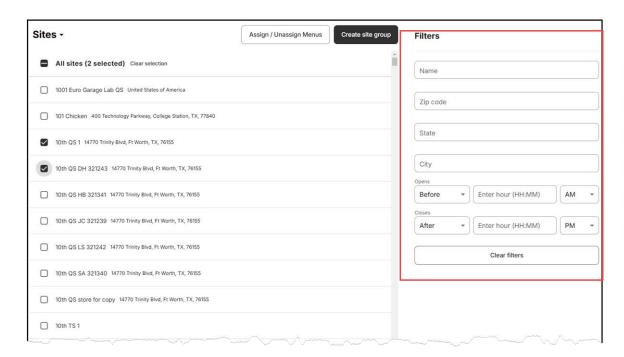


Figure 37 Site filter options

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.

Assign / unassign menus to sites			Show deactivated menus
Assign Unassign			
Select menus		Preview changes (2 sites)	
Q Search menus		▶ 10th QS 1 (2)	
		▶ 10th QS DH 321243 (1)	
Al's Bistro	Draft Published		
Another Test Menu	Draft		
CR Test	Draft		
DoorDash	Draft Published		
Firehouse Subs	Draft		
Garner's	Draft		
Holiday Menu	Draft		
JC Menu	Published		
JC Menu II	Draft		
Mex - Rappi	Draft		
			Cancel Save

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.

Price schemes		Add Price Scheme
Add new and manage existing price	e schemes.To edit a price scheme, select it from the list.	
		Q Search
Name	Revenue center	Last Edited 🕹
Doordash	Delivery	12/18/2024

Figure 40 'Price schemes' screen



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

Prices / New price scheme							
New price scheme							
Basic information Solution partners	3 Fulfillment types	Order channels	5 Menus	6 Site groups	- 🕐 s	ites	8 Summar
Step 1 out of 8: Basic information							
* Indicates required fields							
Name*							
We Deliver							
10/60							
Choose revenue center*							
Delivery -							
					Cancel	Next step	Save

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.

Prices / New	price scheme								
New pri	ce scheme								
Basic info	ormation 2 Solution p. f 8: Solution partners	artners	3 Fulfillment types	4	Order channels 5 Mer	nus	6 Site groups 7	Sites 8	Summary
O Any so	olution partner								
Select	t from list							Q Filter Solution Pa	artners
	solution partners (315)								*
	2020021801		411-eat		4fcd9177b76a40c7adb9a6c31_		5950c864406a4fc1a296781fb.	8	- 1
	7-shifts		9d6a48495ab34c009389a5a		acotel		acrelec		
	active-intelligence-inc		agilence		aglience		aic		
	aigens		ajrm		ally		aloha-cloud-channel-demo		
	aloha-cloud-partner-demo		aloha-salesforce		amazon		ameego		
	answer-rocket		apex		apigee-prod-partner		ap-partner		
	app-holdings		atm-solucoes		austin-marketing-concepts		autobooks-di-tpv		
							Cancel Previous ste	p Next step	Save

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.



Prices / New price scheme			
New price scheme			
Basic information Solution partners Solution partners Step 3 out of 8: Fulfillment types	Order channels	6 Menus — 6 Site groups –	Sites - 8 Summary
O Any fulfillment type			
Select from list			
All fulfilment types (5)			
Pickup Delivery	Curbside	Dineln	
DriveThru			
		Cancel	vious step Next step Save

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



Prices / New price scheme									
New price scheme									
Basic information Solu	ution partners	Fulfillment types	4	Order channels	6 Menus	6 Site gr	oups 🦳 🕖	Sites	8 Summary
Step 4 out of 8: Order channels									
Any order channel									
Select from list									
All order channels (11)									
Mobile		Web		Mobile Web		Kiosk			
Fax		Email		Call Center		Voice			
Vehicle		ChatBot		Watch					
						Cancel	Previous step	Next	step

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.



	me								
Basic information	🕑 s	olution partners	Fulfillment types	Order	channels 5	Menus	6 Site groups) Sites — 8	Sumn
ep 5 out of 8: Menus									
Any menu									
Select from list									
_									
All menus (19)									
Al's Bistro		Holiday Menu	Another Test	Me	CR Test		DoorDash	Firehouse Subs	
0		0	0		0		0	0	
Garner's		JC Menu	JC Menu II		Mex - Rappi		Mex - Uber Eats	Mexican Grill	
0		4	0		0		0	۵	
Scala-test-Menu		Stratacache Me	Test Randy		US - Deliverect		US - Kiosks	US - Mobile App	
0		0	0		0		0	0	
0	-								
US - Uber Eats									

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.



Prices / New price scheme	
New price scheme	
Solution partners — Solution partners — Kufiliment types — Solution partners — Menus —	6 Site groups 7 Sites 8 Summary
Step 6 out of 8: Site groups	
O Any site group	
Select from list	Q Filter Site Groups
All site groups (2)	
	Cancel Previous step Next step Save

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.



Prices / Nev	w price scheme						
New pr	ice scheme						
Basic in Step 7 out o	•	artners	Fulfillment types	0	Order channels — 🖉 Me	enus	Site groups 7 Sites 6 Summary
O Any s	site						
Selection	ct from list						Q Filter Sites
	l sites (408)						
	1001 Euro Garage Lab QS		101 Chicken		10th QS 1		10th QS DH 321243
	10th QS HB 321341		10th QS JC 321239		10th QS LS 321242		10th QS SA 321340
	10th QS store for copy		10th TS 1		10th TS Store for Copy		12.3 JC Lab
	2013 TS FULL		2014 QS Full Site VM		2016 NRA QS		2019 Bloomin Demo System
	2021 QS Tradeshow		3 Demo Site CA		Aaron's Lab		Aaron's Lab
	Aaron's Store		Aaron's VM		ABP		Adyen Lab EMEA
	Al's Coffe Shop		Al's Lab		Al's Lab		Al's VM
							Cancel Previous step Next step Save

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.



es / New price scheme		
ew price scheme		
Basic information Solution par	tners 💫 🔗 Fulfillment types 💫 🤡 Order channels 💫 🤗 Menus 💫 🤡 Site group	ps 🛛 🔗 Sites 💦 🔞 Summa
Basic information ^		
Name	Revenue center	
We Deliver	8b00715676594159b1a2a0931cc6b0b3	
Fulfillment types ^		
Any fulfillment type		
Order channels ^		
Any order channel		
		Cancel Previous step Sa

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.

R 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.

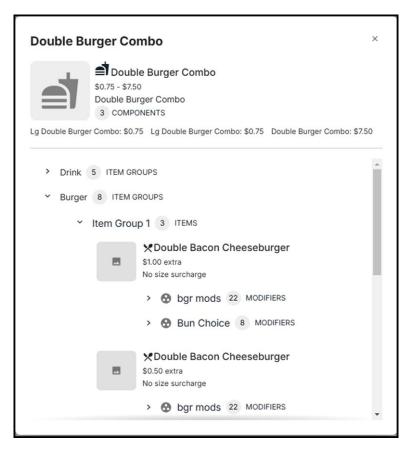


Figure 50 Preview quick combo

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.

						Publish now
Assigned to this menu	Edit 🕓 Schedule					
Sites (1) Site Groups	(0) Publish Immediately	•				
101 Chicken						
				0		
			No Erro	ors or Warnings Fo	ound	
			Great J	lob! Your menu is good to	o go.	

Figure 51 'Publish' screen

 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.

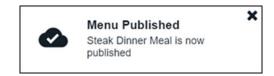


Figure 52 Menu Published success message



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

