

# Menu Maker User Guide

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## About Menu Maker

Menu Maker 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.

Menu Maker 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.

Menu Maker 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 Menu Maker, 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 your 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 Menu Maker

To access Menu Maker, navigate to the instance of Menu Maker 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.

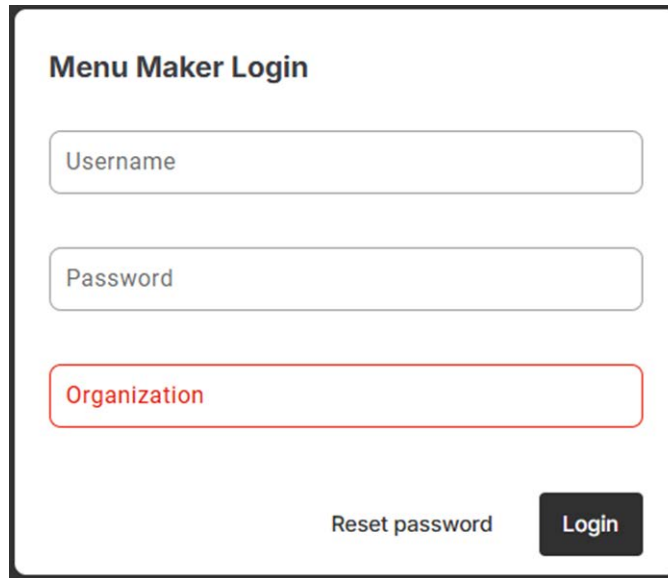
The image shows a login form titled "Menu Maker Login". It contains three input fields: "Username", "Password", and "Organization". The "Organization" field is highlighted with a red border. Below the fields are two buttons: "Reset password" and "Login". The "Login" button is dark grey with white text, while "Reset password" is a plain text link.

Figure 1 Menu Maker 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 use 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.

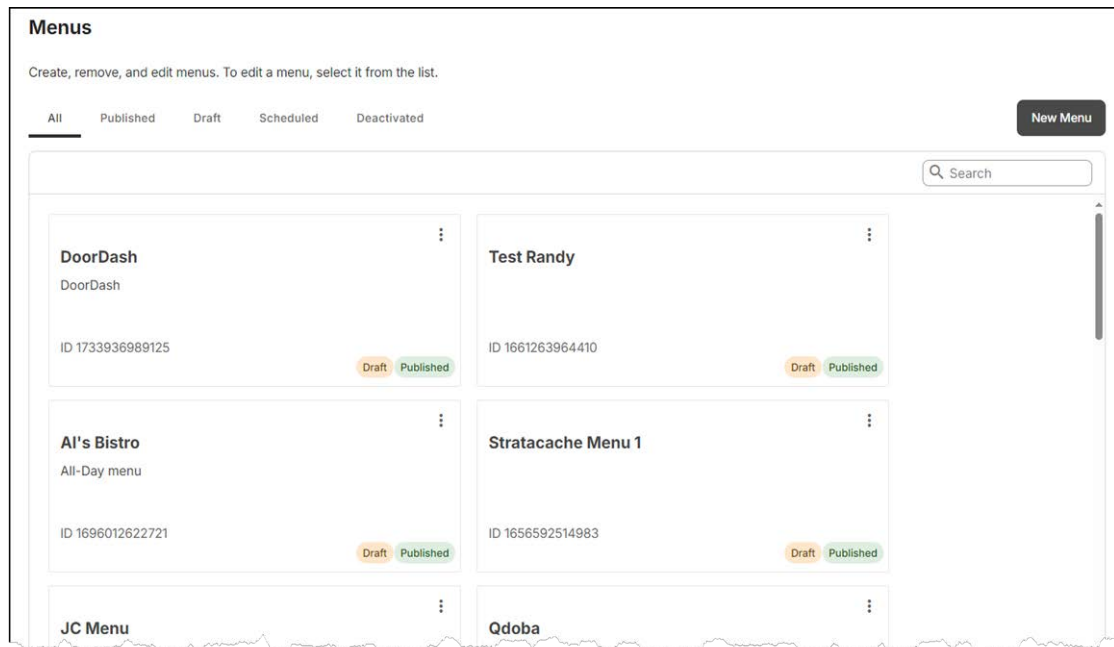
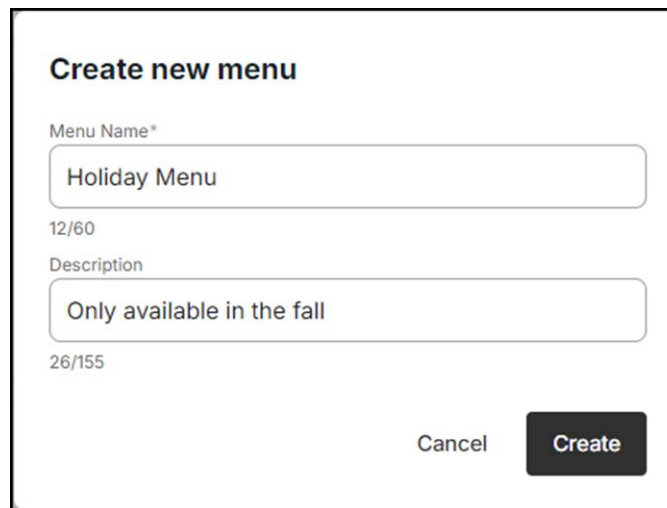


Figure 2 Menus Landing Page

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

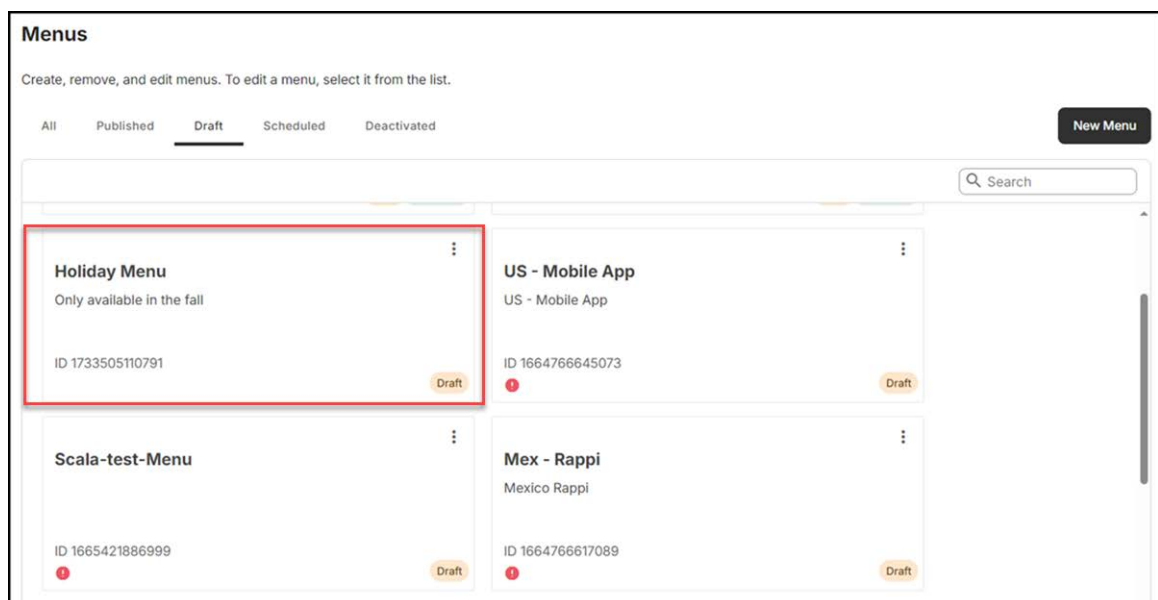


The 'Create new menu' screen is a form with the following fields and controls:

- Menu Name\***: A text input field containing 'Holiday Menu' with a character count of 12/60.
- Description**: A text input field containing 'Only available in the fall' with a character count of 26/155.
- Buttons**: 'Cancel' and 'Create' buttons at the bottom right.

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 Menu Maker service cannot see the newly created menu yet.



The 'Menus' landing page displays a list of menus. The 'Draft' tab is selected. The 'Holiday Menu' is highlighted with a red border. The list includes:

Menu Name	Description	ID	Status
Holiday Menu	Only available in the fall	ID 1733505110791	Draft
US - Mobile App	US - Mobile App	ID 1664766645073	Draft
Scala-test-Menu		ID 1665421886999	Draft
Mex - Rappi	Mexico Rappi	ID 1664766617089	Draft

Figure 4 Newly Created Menu

- Once created, click inside the **menu header** to display the properties of the menu, with the Info tab active.

The screenshot displays the 'Menu Maker' interface. On the left, a sidebar shows a list of menus with 'Holiday Menu' selected and highlighted in a red box. The main area is divided into two sections. The top section, also highlighted in a red box, contains the 'Properties' panel for the 'Holiday Menu'. It includes tabs for 'Info' and 'Availability', with 'Info' currently active. The 'Info' tab contains fields for 'Name\*' (filled with 'Holiday Menu'), 'Description' (filled with 'Only available in the fall'), 'External ID' (empty), and 'Menu image' (a placeholder box). The bottom section of the main area shows the 'Holiday Menu' details, including its ID (1733505110791), a status of 'Draft', and a description 'This menu is empty.'.

Figure 5 Menu Properties - Info Tab

- 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 [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 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<sup>®</sup> 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.

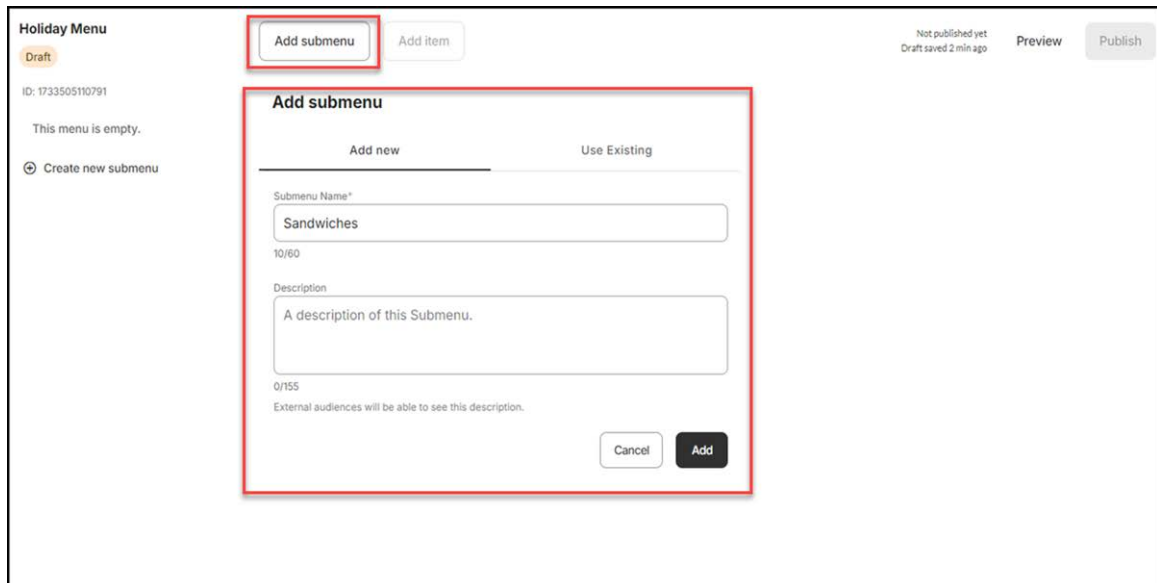


The screenshot shows the 'Add submenu' screen within the Menu Maker interface. At the top, there's a header bar with 'Holiday Menu' on the left, 'Add submenu' and 'Add item' buttons in the center, and 'Not published yet', 'Draft saved 2 min ago', 'Preview', and 'Publish' on the right. Below the header, on the left, is a sidebar with 'Draft', 'ID: 1733505110791', 'This menu is empty.', and a 'Create new submenu' button. The main area is titled 'Add submenu' and has two tabs: 'Add new' (active) and 'Use Existing'. Under 'Add new', there's a 'Submenu Name\*' field with 'Sandwiches' entered, a character count '10/60', a 'Description' field with 'A description of this Submenu.', another character count '0/155', and a note 'External audiences will be able to see this description.' At the bottom right of the form are 'Cancel' and 'Add' buttons. A red rectangle highlights the 'Add submenu' button in the header and the entire 'Add submenu' form.

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.

The screenshot shows the 'Holiday Menu' editor. On the left, a sidebar lists 'Sandwiches' as a submenu. The main area displays the 'Sandwiches' submenu with a 'Menu items' section. On the right, a 'Properties' panel is open, showing the 'Info' tab for the 'Sandwiches' submenu. The 'Info' tab contains the following fields: 'Name\*' (filled with 'Sandwiches'), 'Description' (empty), 'External ID' (empty), and 'Menu image' (empty). The 'Availability' tab is also visible but not active. The 'Properties' panel is highlighted with a red border.

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.

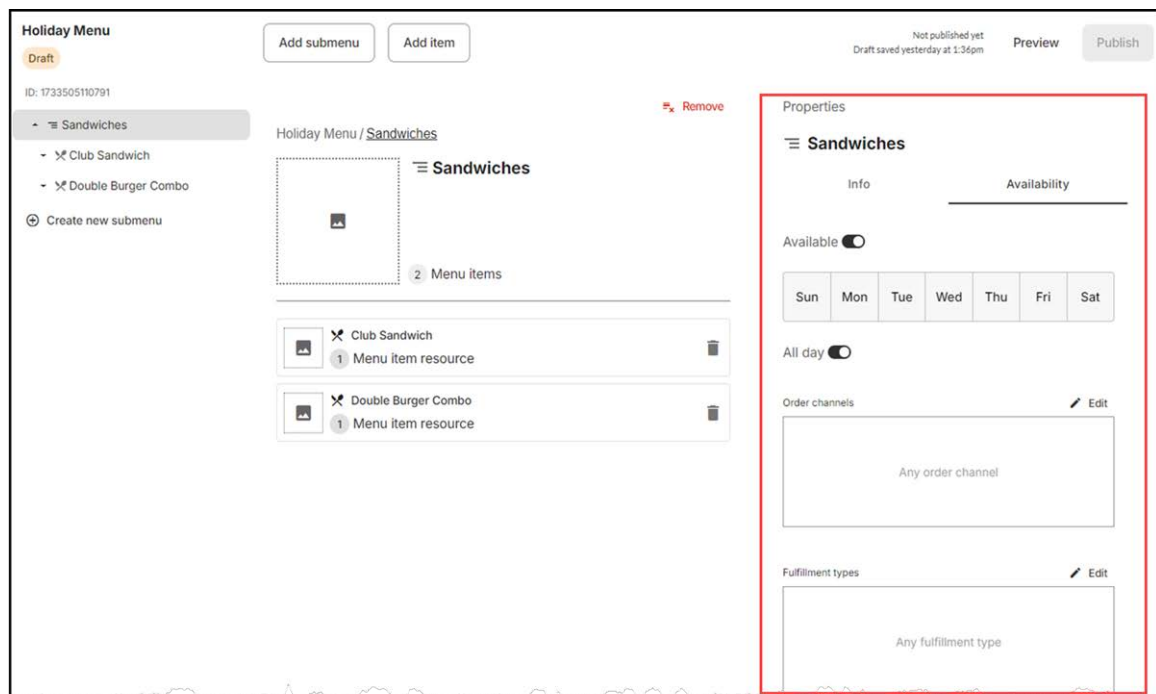


Figure 9 Submenu Properties - Availability Tab

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:

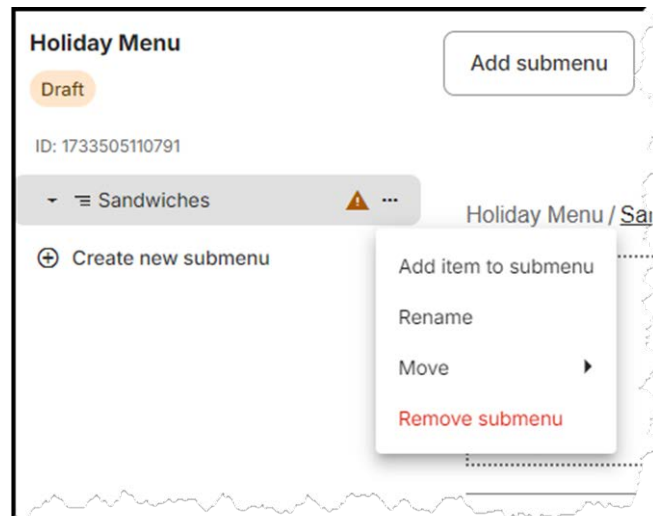


Figure 10 Submenu Ellipsis

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 Menu Maker. 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  
ID: 1733505110791  
Sandwiches  
Create new submenu

Add submenu Add item

Not published yet  
Draft saved just now  
Preview Publish

**Add menu item**

Name\* Club Sandwich Submenu\* Sandwiches

13/60

Add sales item Add quick combos

club

Check for other versions

(6) total results for "club"

Number	Item name ↑
<input type="checkbox"/> 5018	Chicken Club Salad
<input checked="" type="checkbox"/> 85007	Club Sandwich
<input type="checkbox"/> 5014	Homestyle Ranch Ckn Club
<input type="checkbox"/> 125120	Lg Club Sandwich
<input type="checkbox"/> 125110	Md Club Sandwich

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.

- 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.

The screenshot shows the Menu Maker interface. On the left, a sidebar displays a menu tree with 'Sandwiches' expanded, showing 'Club Sandwich' and 'Create new submenu'. The main workspace shows 'Holiday Menu / Sandwiches / Club Sandwich' with a 'Club Sandwich' item. The right-hand 'Properties' panel is open, with the 'Info' tab selected. The 'Info' tab contains the following fields: 'Name\*' (highlighted with a red box), 'Description', 'External ID', and 'Menu image'. The 'Availability' tab is also visible.

Figure 12 Item - Info Tab

- 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 Menu Maker. 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.

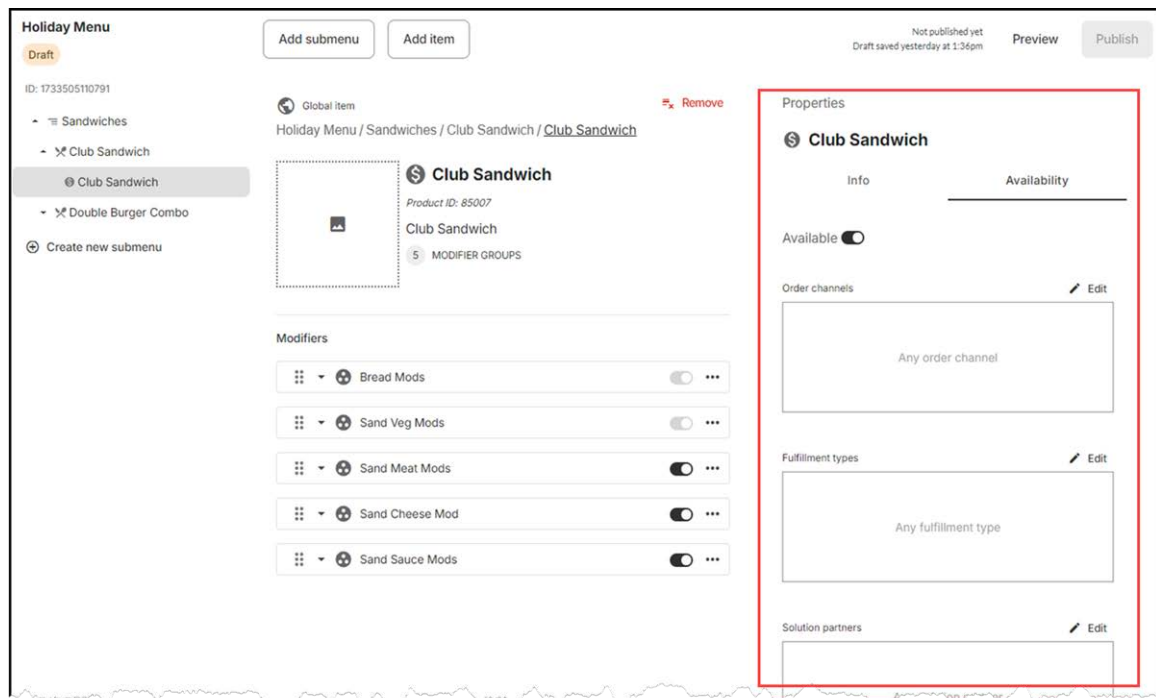


Figure 13 Item - Availability Tab

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 Menu Maker 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:**

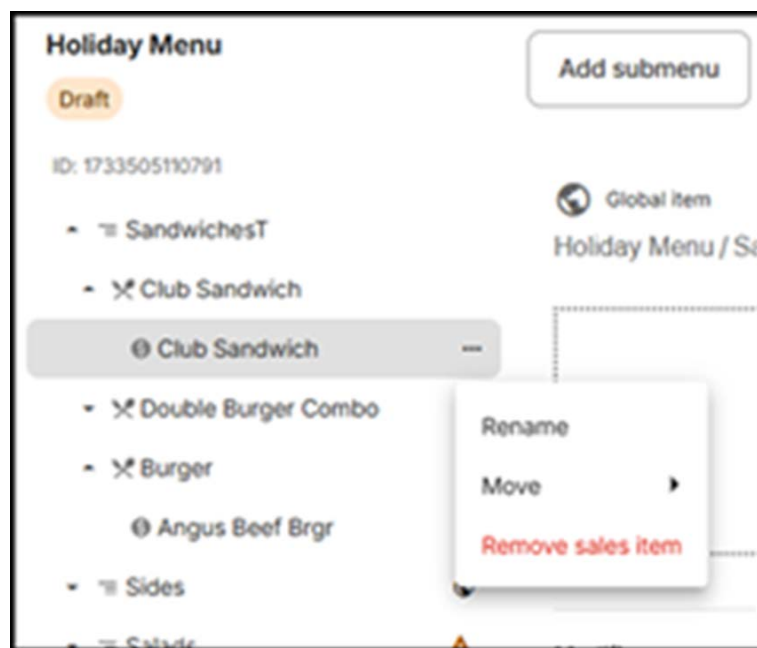


Figure 14 Submenu Ellipsis

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 Menu Maker. You must use a modifier group and modifier item already defined in the POS database. Menu Maker supports up to nine levels of modifier groups and modifier items.

The screenshot displays the 'Holiday Menu' interface. On the left, a sidebar shows a hierarchy: 'Sandwiches' > 'Club Sandwich' > 'Club Sandwich'. The main area shows the 'Club Sandwich' item with its product ID '85007'. Below the item, a list of modifier groups is shown, including 'Bread Mods', 'Sand Veg Mods', 'Sand Meat Mods', 'Sand Cheese Mod' (selected), and 'Sand Sauce Mods'. The 'Sand Cheese Mod' group is expanded, showing options: 'Cheddar', 'American', 'Swiss', and 'PepperJack'. On the right, the 'Properties' panel is open for 'Sand Cheese Mod', showing fields for 'POS Name\*', 'Display Name\*', 'Description', 'External ID', and 'Menu image'.

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 Menu Maker 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 Menu Maker Quantity column.

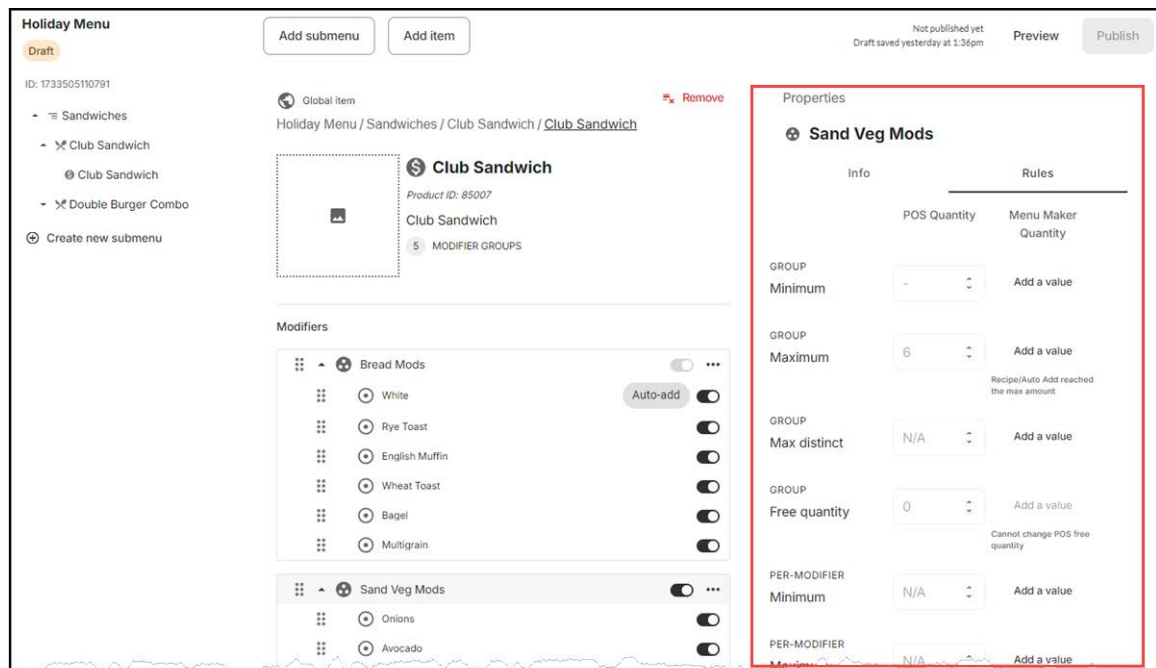


Figure 16 Modifier Group - Rules Tab

- 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

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.

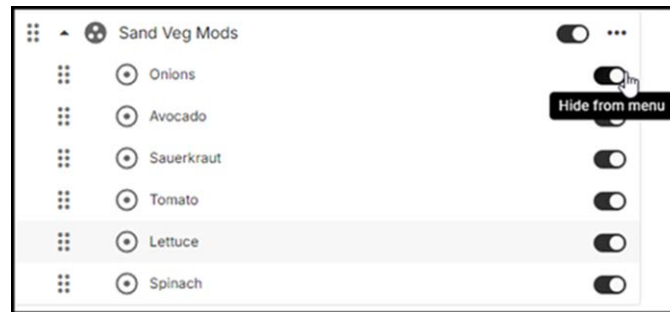


Figure 17 Hide From Menu

- 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 Menu Maker. 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

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.

Properties

Bread Mods

Info

Rules

POS Quantity

Menu Maker Quantity

GROUP

Minimum

1

Add a value

GROUP

Maximum

1

2

Clear

Can't go higher than POS value

GROUP

Max distinct

N/A

Add a value

GROUP

Free quantity

0

Add a value

Cannot change POS free quantity

PER-MODIFIER

Minimum

N/A

1

Clear

PER-MODIFIER

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 Menu Maker. 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.

The screenshot shows the 'Add menu item' screen in the Menu Maker application. At the top, there are buttons for 'Add submenu' and 'Add item', along with status indicators 'Not published yet' and 'Draft saved at 3:19pm', and 'Preview' and 'Publish' buttons. The main heading is 'Add menu item'. Below this, there are two input fields: 'Name\*' with the text 'Double Burger Combo' and 'Submenu\*' with a dropdown menu showing 'Sandwiches'. A character count '19/60' is visible below the name field. Below the input fields, there are two tabs: 'Add sales item' and 'Add quick combos'. The 'Add quick combos' tab is selected and highlighted with a red box. Below the tabs, there is a search bar with the text 'double'. Below the search bar, it says '(2) total results for "double"'. Below this, there is a table with two columns: 'Number' and 'Item name ↑'. The table contains two rows: the first row has an unchecked checkbox, a document icon, a truncated ID 'ed31e345-ced0-43f...', and the item name '#5 Double Jack'; the second row has a checked checkbox, a document icon, a truncated ID 'd3ce6cf5-f3ea-484e...', and the item name 'Double Burger Combo'. At the bottom right of the screen, there are 'Cancel' and 'Add' buttons, with the 'Add' button highlighted by a red box.

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.

The screenshot shows the Menu Maker interface for editing a 'Double Burger Combo' item. The 'Properties' panel on the right is highlighted with a red box. It contains the following fields:

- Name\***: A text input field containing 'Double Burger Combo'.
- Description**: A text input field.
- External ID**: A text input field.
- Menu image**: A placeholder for an 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.

7. Select the **Availability** tab.

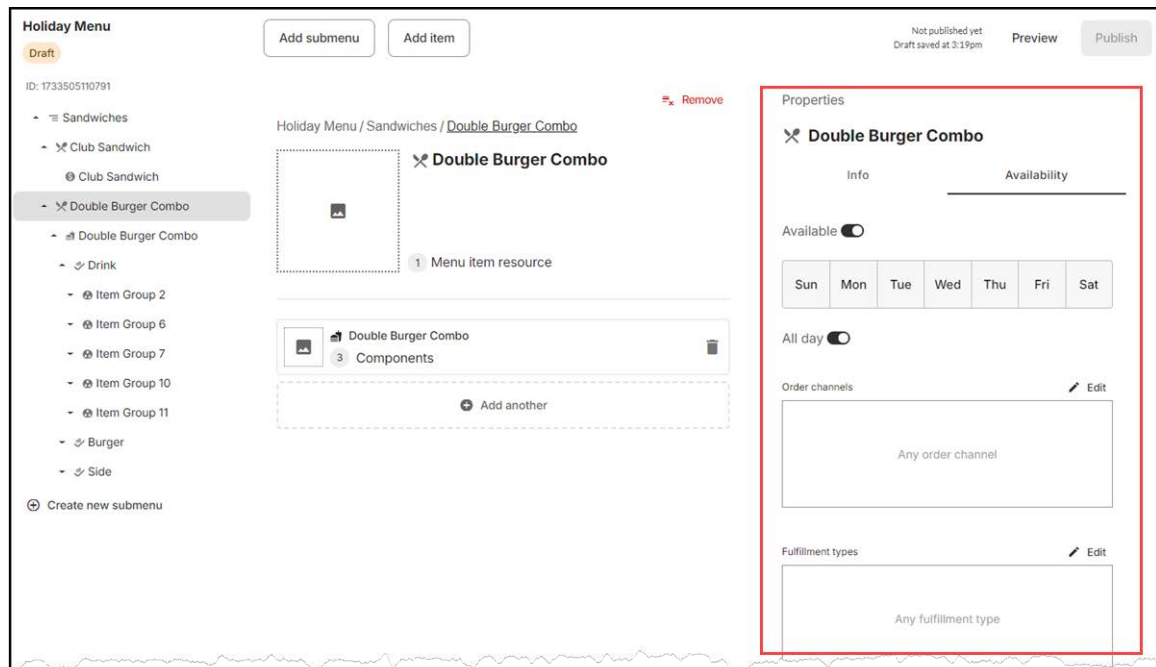


Figure 22 Quick Combo Properties - Availability Tab

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 Menu Maker 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.

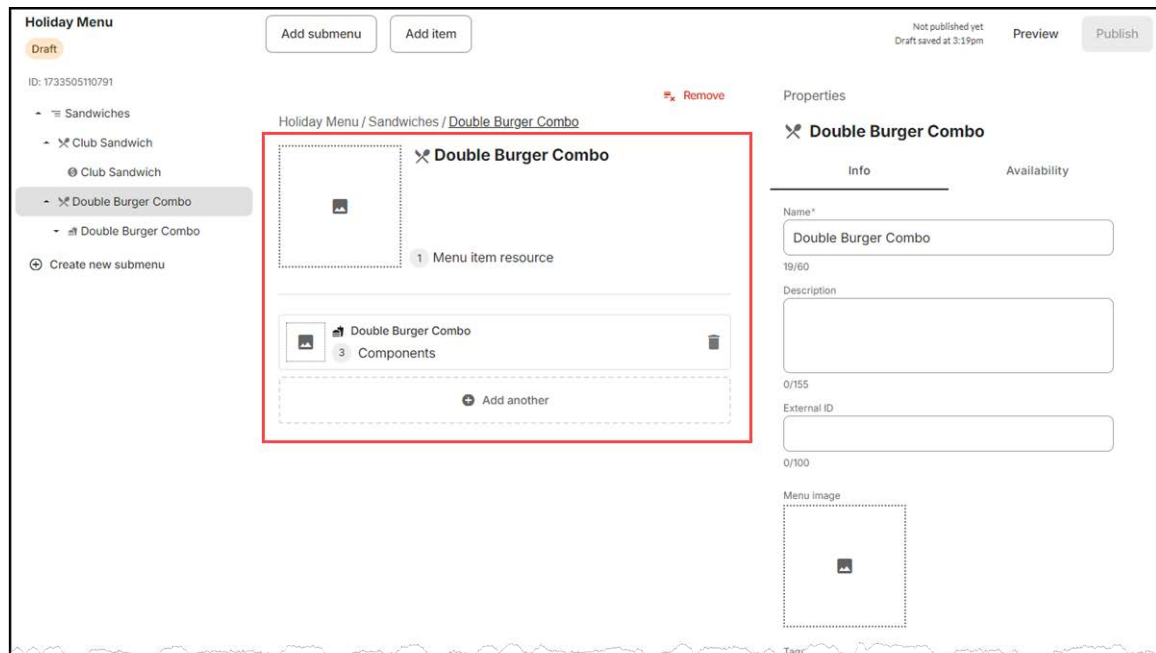


Figure 23 Quick Combo - Collapsed Components

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

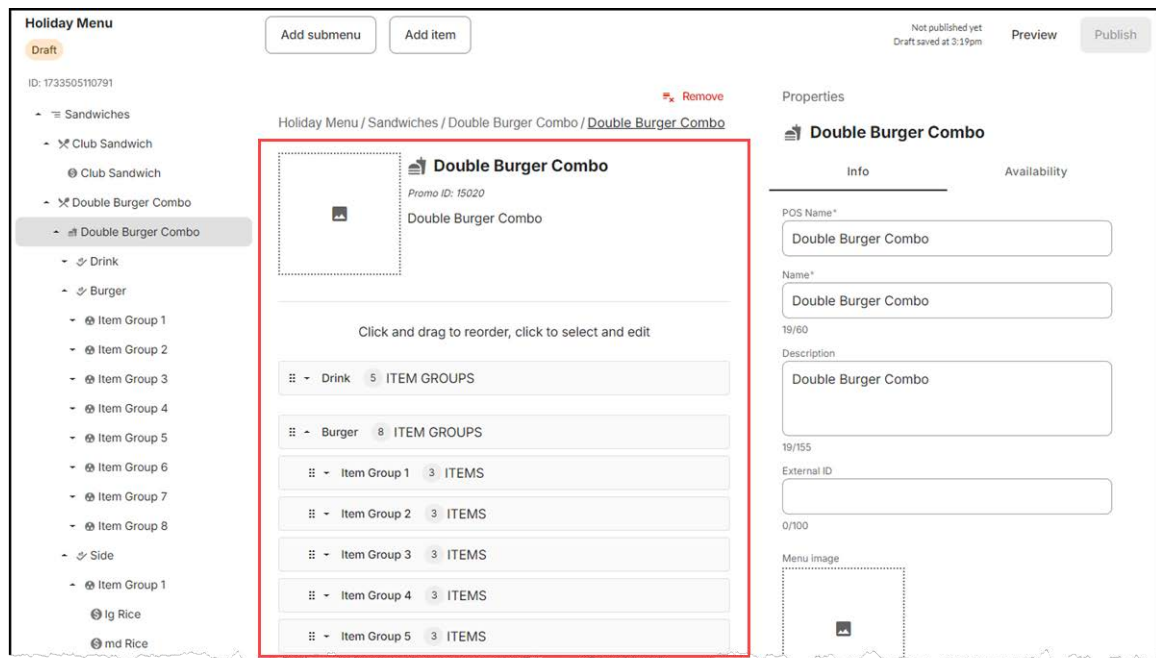


Figure 24 Quick Combo - Expanded Components

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 Menu Maker, 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.

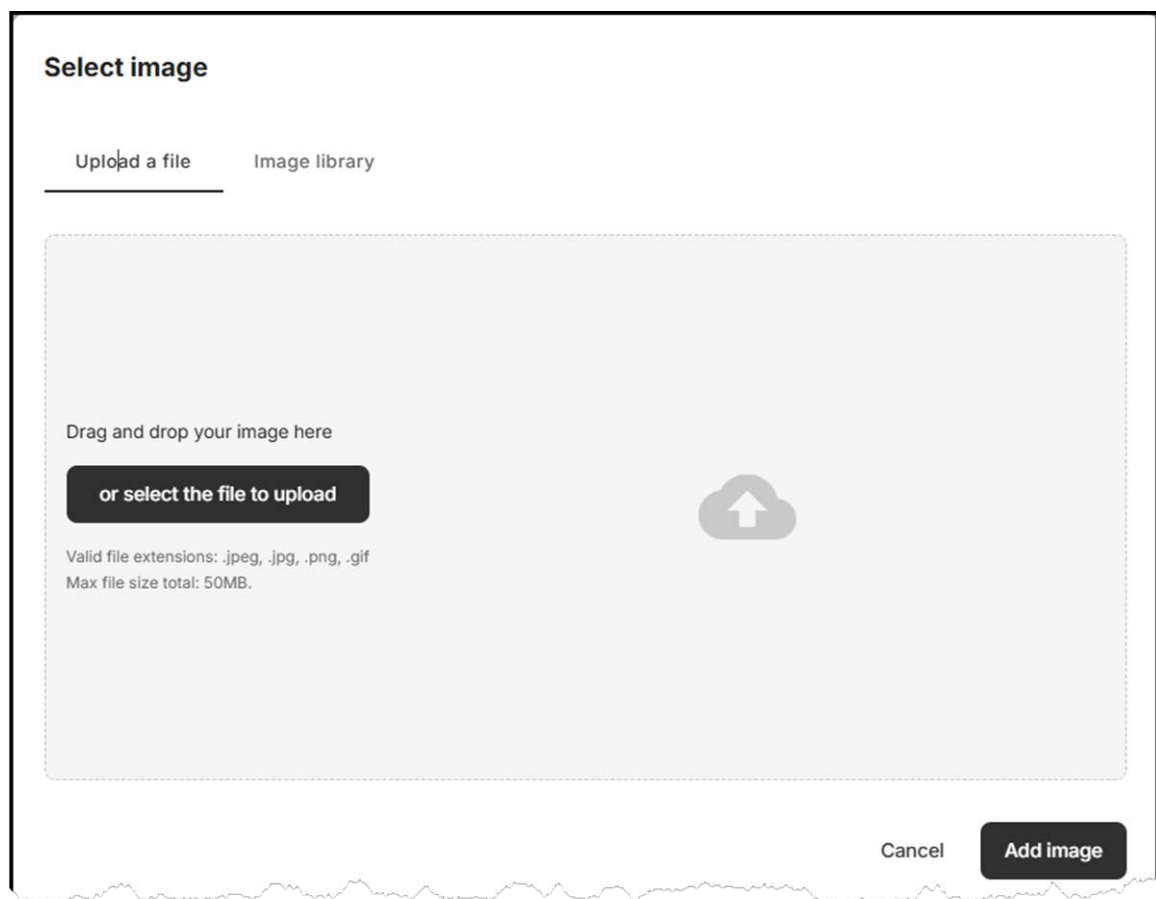


Figure 25 Select Image Screen

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.

- Click **Add image**. The image appears with the respective menu element everywhere it appears on the menu.

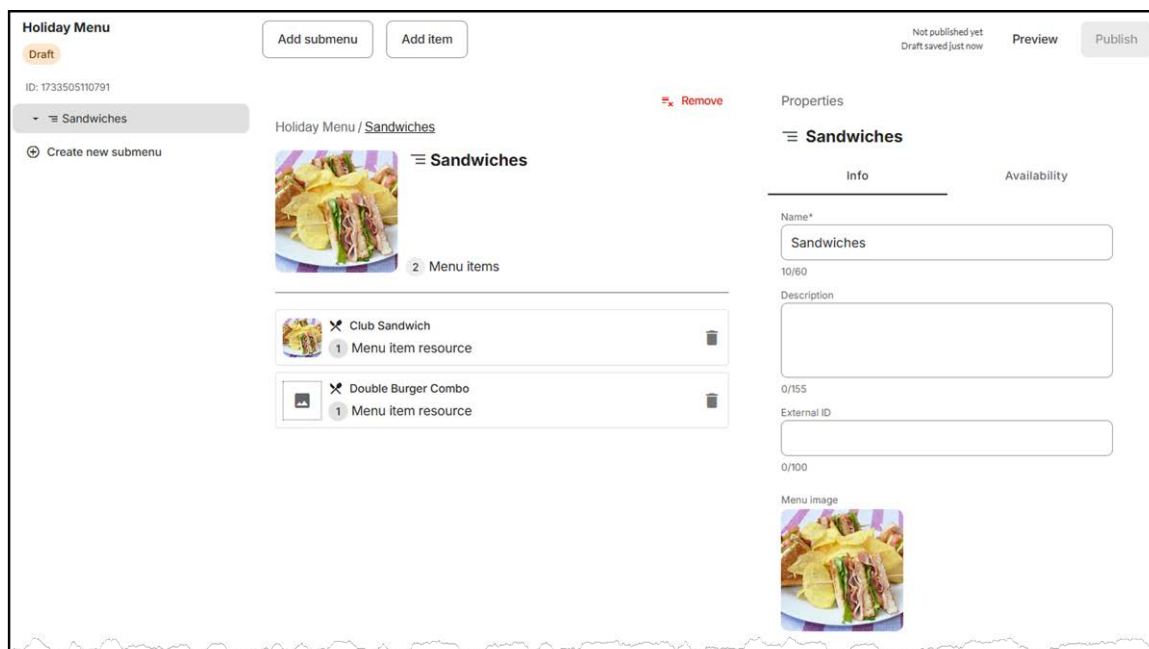


Figure 26 Added Image

- 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.

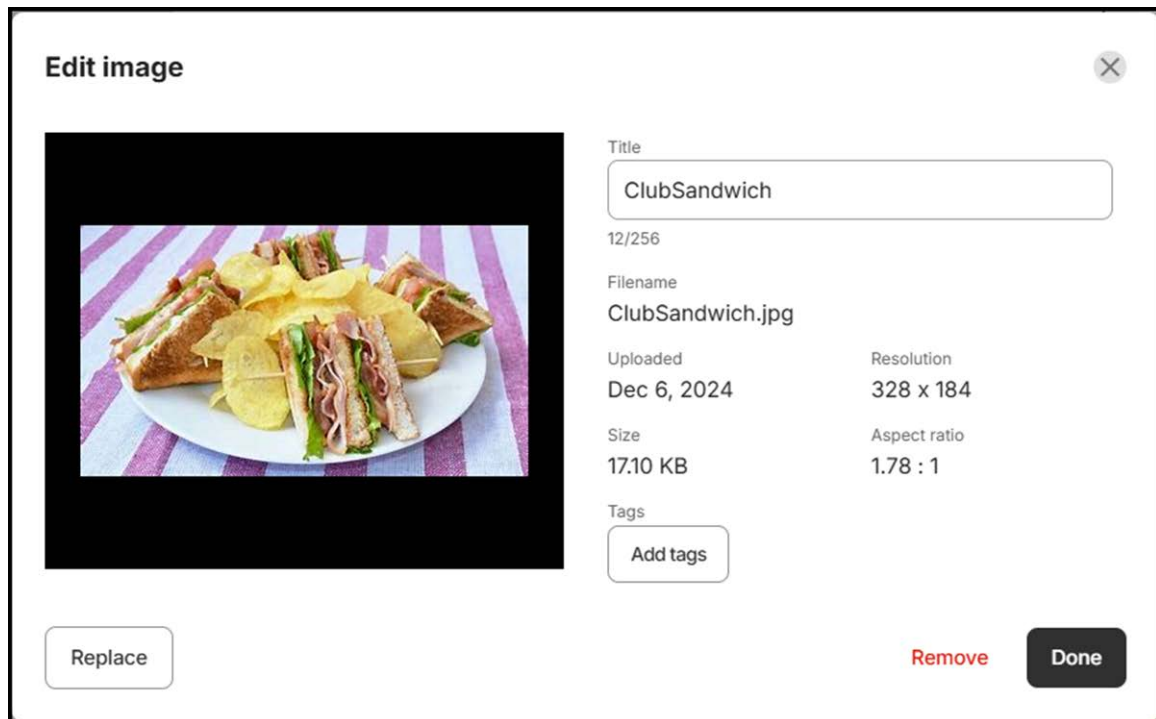


Figure 27 Edit Image Screen

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.

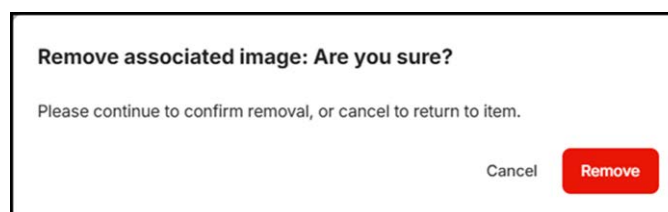


Figure 28 Remove Associated Image Confirmation

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.

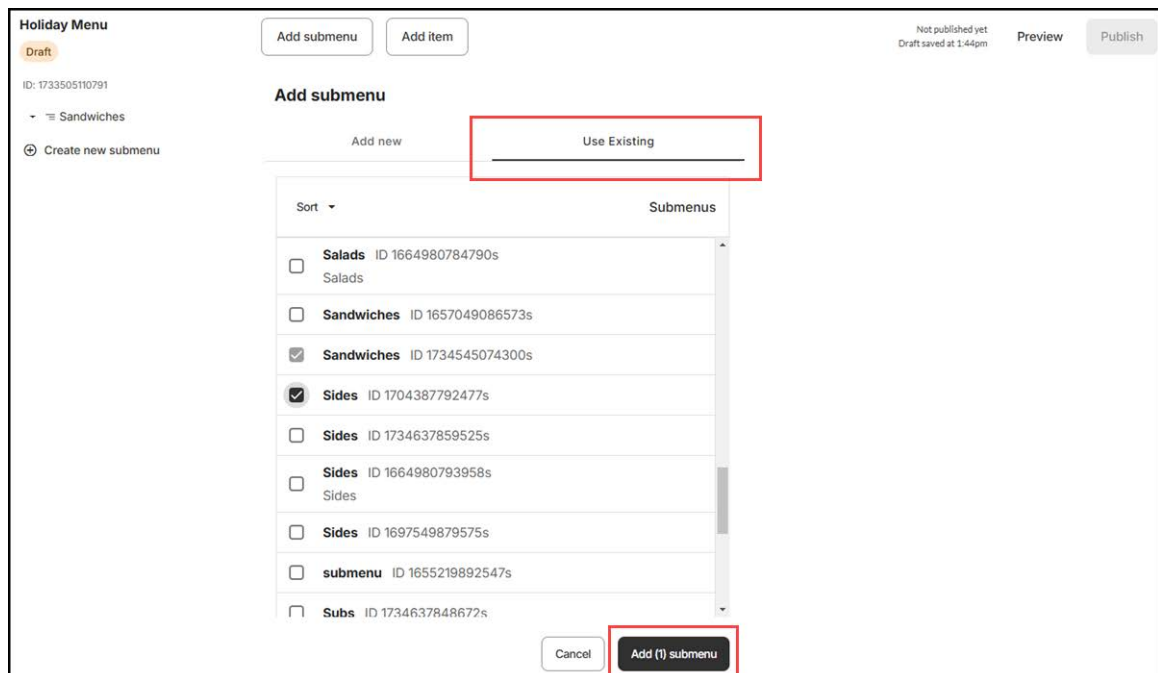


Figure 29 Add Submenu - Use Existing

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.

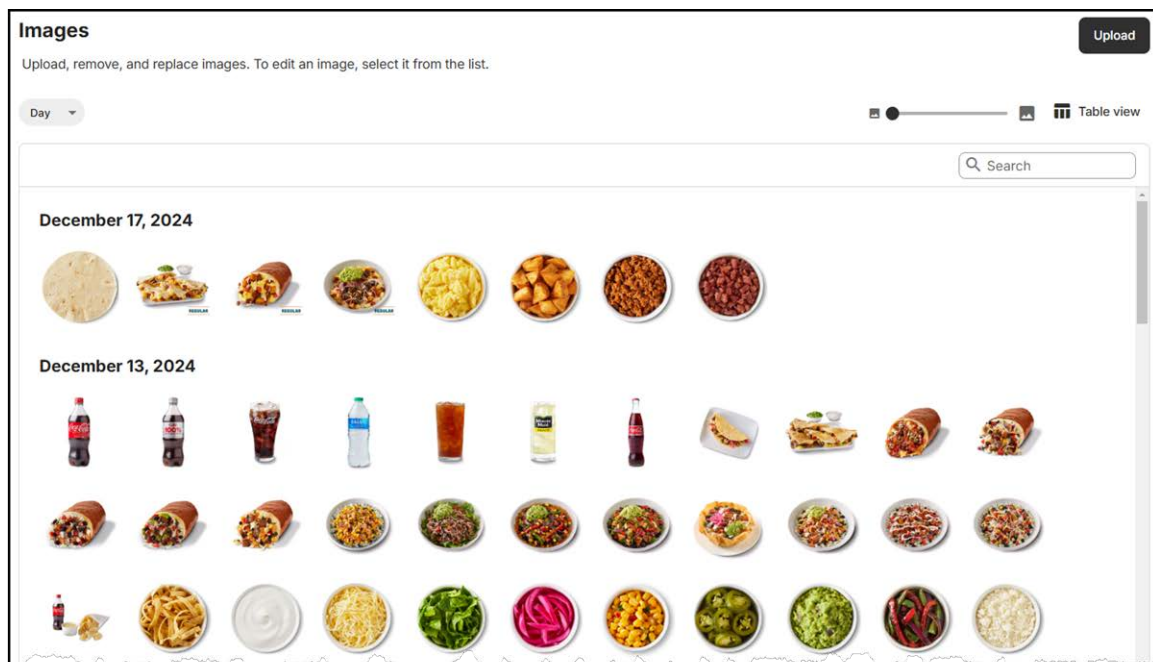


Figure 30 Image Library

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

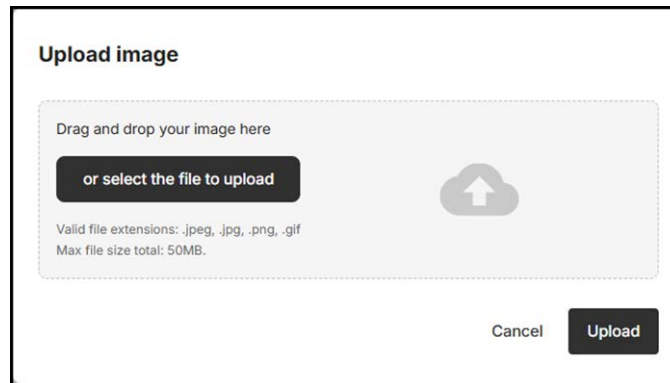


Figure 31 Upload Image

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.

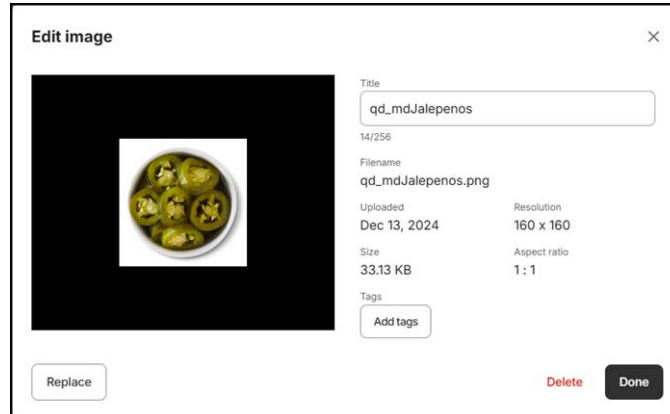


Figure 32 Editing an Image in Image Library

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.

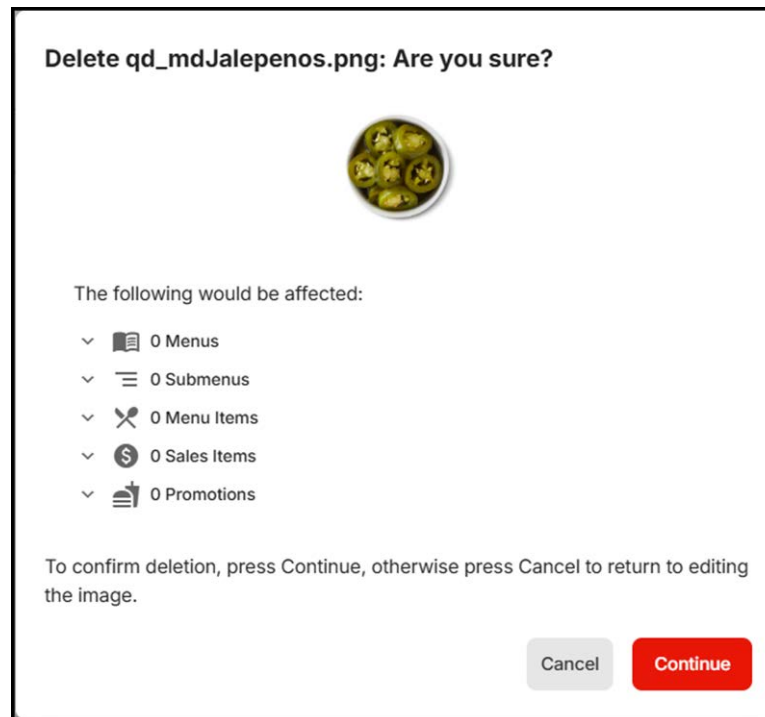


Figure 33 Deleting an Image

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

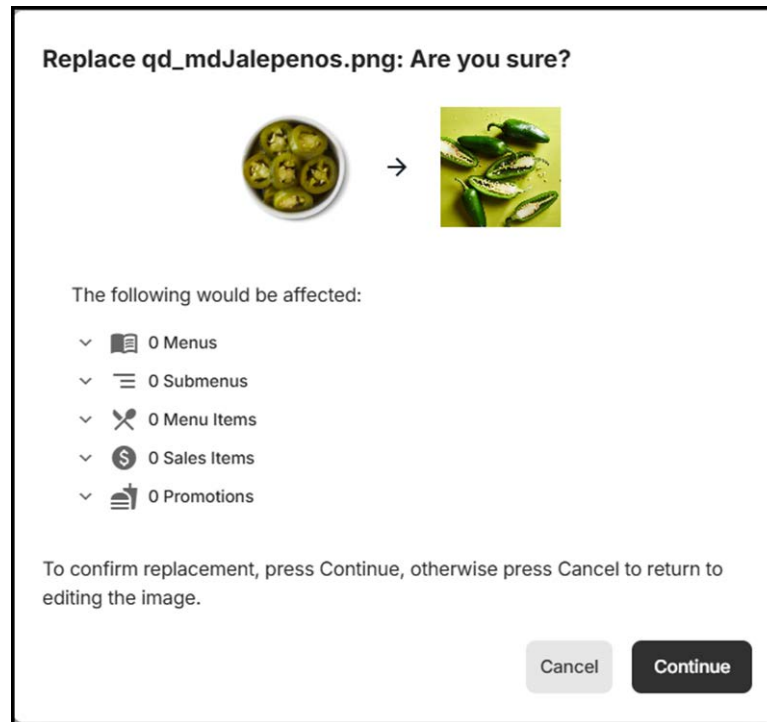


Figure 34 Replacing an Image Confirmation

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.

**Sites** ▾

Assign / Unassign Menus **Create site group**

☐ All sites

☐ 1001 Euro Garage Lab QS United States of America

☐ 101 Chicken 400 Technology Parkway, College Station, TX, 77840

☐ 10th QS 1 14770 Trinity Blvd, Ft Worth, TX, 76155

☐ 10th QS DH 321243 14770 Trinity Blvd, Ft Worth, TX, 76155

☐ 10th QS HB 321341 14770 Trinity Blvd, Ft Worth, TX, 76155

☐ 10th QS JC 321239 14770 Trinity Blvd, Ft Worth, TX, 76155

☐ 10th QS LS 321242 14770 Trinity Blvd, Ft Worth, TX, 76155

☐ 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

**Filters**

Name

Zip code

State

City

Opens

Before ▾ Enter hour (HH:MM) AM ▾

Closes

After ▾ Enter hour (HH:MM) PM ▾

Clear filters

Figure 35 Sites Screen

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

The screenshot shows the 'Create site group' interface. On the left, under 'Basic information', the 'Site group name\*' is 'Southern Region'. The 'Selected menu' is 'Sites'. Below, the 'Select sites / site groups \*' section has a search bar and a list of three items: '10th QS HB 321341' (checked), '10th QS JC 321239' (checked), and '10th QS LS 321242' (unchecked). On the right, the 'Preview site group' section displays the same information. At the bottom right are 'Cancel' and 'Save' buttons.

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.

- To filter the sites or site groups, use the **filter options** on the right side of the screen.

The screenshot shows the Menu Maker interface. On the left, the 'Sites' panel displays a list of sites with checkboxes for selection. Two sites are selected: '10th QS 1' and '10th QS DH 321243'. On the right, the 'Filters' panel is highlighted with a red border. It contains input fields for 'Name', 'Zip code', 'State', and 'City'. Below these are 'Opens' and 'Closes' sections, each with a dropdown menu (set to 'Before' and 'After' respectively), an 'Enter hour (HH:MM)' field, and an AM/PM dropdown. A 'Clear filters' button is at the bottom of the 'Filters' panel.

Figure 37 Filter Options

- 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.

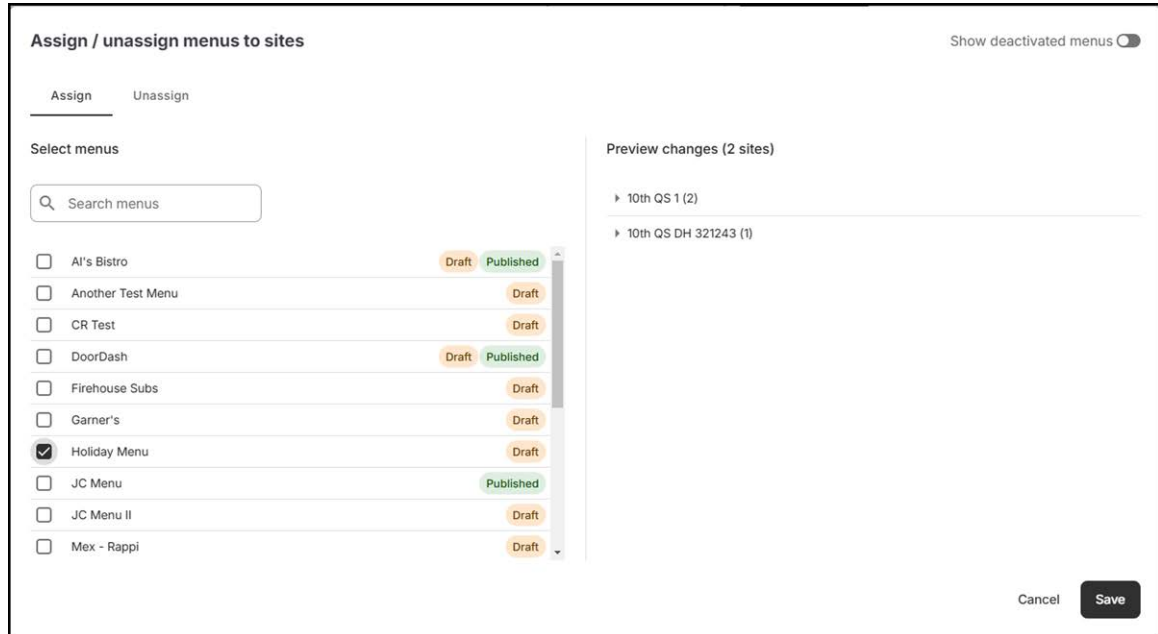


Figure 38 Assign/Unassign Menus to Sites - Assign Tab

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.

The screenshot shows a web interface titled "Assign / unassign menus to sites". At the top right, there is a toggle switch labeled "Show deactivated menus" which is currently turned off. Below the title, there are two tabs: "Assign" and "Unassign", with "Unassign" being the active tab. On the left side, under the heading "Select menus", there is a search bar labeled "Search menus". Below the search bar, there is a list of menu items: "Al's Bistro" with an unchecked checkbox and a "Draft" status tag, and "Holiday Menu" with a checked checkbox and a "Draft" status tag. On the right side, under the heading "Preview changes (2 sites)", there is a list of site groups: "10th QS 1 (1)" and "10th QS DH 321243 (0)". At the bottom right of the interface, there are two buttons: "Cancel" and "Save".

Figure 39 Assign/Unassign Menus to Sites - 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 Menu Maker. 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.

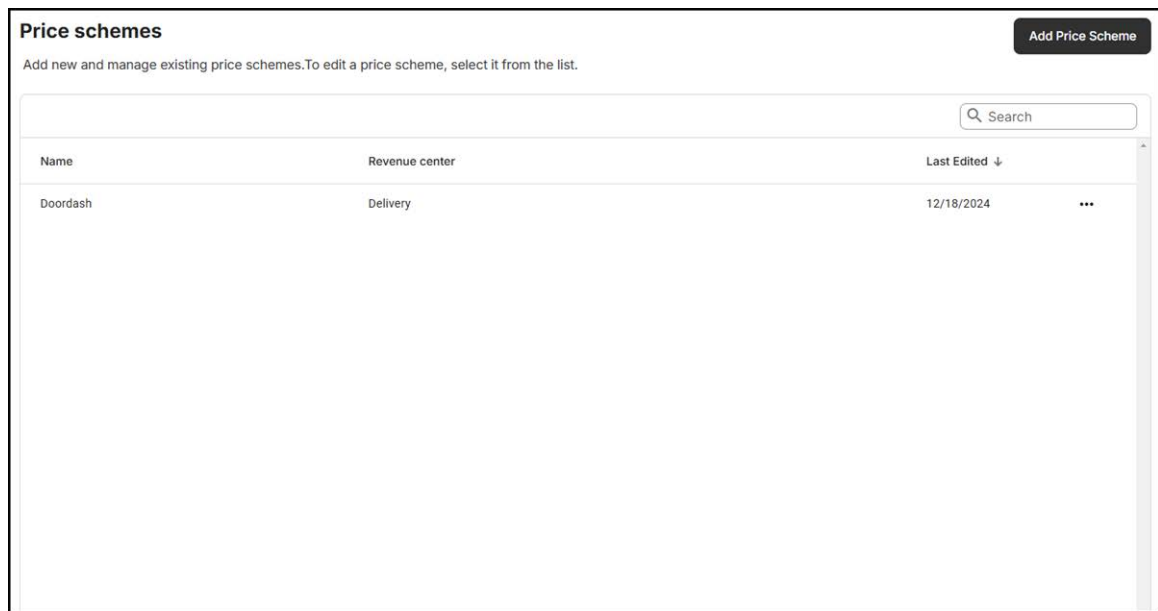


Figure 40 'Price schemes' Screen

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

The screenshot shows the 'New price scheme' screen with a progress bar at the top indicating eight steps: 1. Basic information, 2. Solution partners, 3. Fulfillment types, 4. Order channels, 5. Menus, 6. Site groups, 7. Sites, and 8. Summary. The first step, 'Basic information', is currently active. Below the progress bar, the text 'Step 1 out of 8: Basic information' is displayed, followed by a note '\* Indicates required fields'. The form contains two fields: 'Name\*' with the text 'We Deliver' and a character count '10/60', and 'Choose revenue center\*' with a dropdown menu showing 'Delivery'. At the bottom right, there are three buttons: 'Cancel', 'Next step', and 'Save'.

Figure 41 'New price scheme' Screen - Basic Information

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.

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

Prices / New price scheme

### New price scheme

☒ Basic information
 ☐ 2 Solution partners
 ☐ 3 Fulfillment types
 ☐ 4 Order channels
 ☐ 5 Menus
 ☐ 6 Site groups
 ☐ 7 Sites
 ☐ 8 Summary

Step 2 out of 8: Solution partners

☐ Any solution partner  
☒ Select from list

Filter Solution Partners

All solution partners (315)

<input type="checkbox"/> 2020021801	<input type="checkbox"/> 411-eat	<input type="checkbox"/> 4fcd9177b76a40c7adb9a6c31...	<input type="checkbox"/> 5950c864406a4fc1a296781fb...
<input type="checkbox"/> 7-shifts	<input type="checkbox"/> 9d6a48495ab34c009389a5a...	<input type="checkbox"/> acotel	<input type="checkbox"/> acrelec
<input type="checkbox"/> active-intelligence-inc	<input type="checkbox"/> agilence	<input type="checkbox"/> agilence	<input type="checkbox"/> aic
<input type="checkbox"/> aigens	<input type="checkbox"/> ajrm	<input type="checkbox"/> ally	<input type="checkbox"/> aloha-cloud-channel-demo
<input type="checkbox"/> aloha-cloud-partner-demo	<input type="checkbox"/> aloha-salesforce	<input type="checkbox"/> amazon	<input type="checkbox"/> ameeego
<input type="checkbox"/> answer-rocket	<input type="checkbox"/> apex	<input type="checkbox"/> apigee-prod-partner	<input type="checkbox"/> ap-partner
<input type="checkbox"/> app-holdings	<input type="checkbox"/> atm-solucoes	<input type="checkbox"/> austin-marketing-concepts	<input type="checkbox"/> autobooks-di-tpv

Cancel Previous step Next step Save

Figure 42 New Price Scheme Screen - Solution Partners

- Under the '2. Solution partners' step, select **Any solution partner** or **Select from list**.
- If you select 'Select from list,' select from the **list** of available solution partners that appears.

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

The screenshot shows the 'New price scheme' screen in the Menu Maker application. The breadcrumb trail at the top reads 'Prices / New price scheme'. Below it, the title 'New price scheme' is followed by a progress bar with eight steps: 1. Basic information (checked), 2. Solution partners (checked), 3. Fulfillment types (active), 4. Order channels, 5. Menus, 6. Site groups, 7. Sites, and 8. Summary. Below the progress bar, the text 'Step 3 out of 8: Fulfillment types' is displayed. The main content area contains three radio button options: 'Any fulfillment type', 'Select from list' (which is selected), and 'All fulfillment types (5)'. Under the 'All fulfillment types (5)' option, there are five checkboxes for different fulfillment methods: 'Pickup', 'Delivery', 'Curbside', 'Dinein', and 'DriveThru'. At the bottom right of the screen, there are four buttons: 'Cancel', 'Previous step', 'Next step', and 'Save'.

Figure 43 'New price scheme' Screen - 'Fulfillment types'

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

The screenshot shows the 'New price scheme' screen in the Menu Maker application. The breadcrumb trail at the top reads 'Prices / New price scheme'. The main heading is 'New price scheme'. Below it is a progress bar with eight steps: 1. Basic information (checked), 2. Solution partners (checked), 3. Fulfillment types (checked), 4. Order channels (active), 5. Menus, 6. Site groups, 7. Sites, and 8. Summary. Below the progress bar, it says 'Step 4 out of 8: Order channels'. There are two radio button options: 'Any order channel' and 'Select from list'. The 'Select from list' option is selected. Below this, there is a checkbox labeled 'All order channels (11)'. Under this checkbox, there are twelve individual checkboxes for different order channels: Mobile, Web, Mobile Web, Kiosk, Fax, Email, Call Center, Voice, Vehicle, ChatBot, and Watch. At the bottom right, there are four buttons: 'Cancel', 'Previous step', 'Next step', and 'Save'.

Figure 44 'New price scheme' Screen - 'Order channels'

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.

Prices / New price scheme

### New price scheme

✓ Basic information — ✓ Solution partners — ✓ Fulfillment types — ✓ Order channels — **5 Menus** — 6 Site groups — 7 Sites — 8 Summary

Step 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 ☁
Garner's ☁	JC Menu ✓	JC Menu II ☁	Mex - Rappi ☁	Mex - Uber Eats ☁	Mexican Grill ✓
Scala-test-Menu ☁	Stratacache Me... ✓	Test Randy ✓	US - Deliverect ☁	US - Kiosks ☁	US - Mobile App ☁
US - Uber Eats ☁					

Cancel Previous step Next step Save

Figure 45 'New price scheme' Screen - 'Menus'

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.

The screenshot shows the 'New price scheme' screen in the Menu Maker application. The breadcrumb trail at the top reads 'Prices / New price scheme'. The main heading is 'New price scheme'. Below it is a progress bar with eight steps: 'Basic information', 'Solution partners', 'Fulfillment types', 'Order channels', 'Menus', 'Site groups' (the current step, highlighted with a '6'), 'Sites', and 'Summary'. Below the progress bar, it says 'Step 6 out of 8: Site groups'. There are two radio button options: 'Any site group' and 'Select from list'. The 'Select from list' option is selected. To the right of these options is a search bar labeled 'Filter Site Groups'. Below the search bar, there is a checkbox labeled 'All site groups (2)'. Under this checkbox, there are two more checkboxes: 'Southern Region' and 'West Region'. At the bottom right of the screen, there are four buttons: 'Cancel', 'Previous step', 'Next step', and 'Save'.

Figure 46 'New price scheme' Screen - 'Site groups'

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.

Prices / New price scheme

### New price scheme

✓ Basic information — ✓ Solution partners — ✓ Fulfillment types — ✓ Order channels — ✓ Menus — ✓ Site groups — **7 Sites** — 8 Summary

Step 7 out of 8: Sites

☐ Any site

☒ Select from list Filter Sites

☐ All sites (408)

<input type="checkbox"/> 1001 Euro Garage Lab QS	<input type="checkbox"/> 101 Chicken	<input type="checkbox"/> 10th QS 1	<input type="checkbox"/> 10th QS DH 321243
<input type="checkbox"/> 10th QS HB 321341	<input type="checkbox"/> 10th QS JC 321239	<input type="checkbox"/> 10th QS LS 321242	<input type="checkbox"/> 10th QS SA 321340
<input type="checkbox"/> 10th QS store for copy	<input type="checkbox"/> 10th TS 1	<input type="checkbox"/> 10th TS Store for Copy	<input type="checkbox"/> 12.3 JC Lab
<input type="checkbox"/> 2013 TS FULL	<input type="checkbox"/> 2014 QS Full Site VM	<input type="checkbox"/> 2016 NRA QS	<input type="checkbox"/> 2019 Bloomin Demo System
<input type="checkbox"/> 2021 QS Tradeshow	<input type="checkbox"/> 3 Demo Site CA	<input type="checkbox"/> Aaron's Lab	<input type="checkbox"/> Aaron's Lab
<input type="checkbox"/> Aaron's Store	<input type="checkbox"/> Aaron's VM	<input type="checkbox"/> ABP	<input type="checkbox"/> Adyen Lab EMEA
<input type="checkbox"/> Al's Coffe Shop	<input type="checkbox"/> Al's Lab	<input type="checkbox"/> Al's Lab	<input type="checkbox"/> Al's VM

Cancel Previous step Next step Save

Figure 47 'New price scheme' Screen - 'Sites'

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.

The screenshot shows the 'New price scheme' screen in the 'Summary' step. At the top, a progress bar indicates the following steps: Basic information (checked), Solution partners (checked), Fulfillment types (checked), Order channels (checked), Menus (checked), Site groups (checked), Sites (checked), and Summary (active, indicated by a circled 8). Below the progress bar, the 'Basic information' section is expanded, showing two input fields: 'Name' with the value 'We Deliver' and 'Revenue center' with the value '8b00715676594159b1a2a0931cc6b0b3'. Below this, the 'Solution partners', 'Fulfillment types', and 'Order channels' sections are each expanded, showing a single input field with the placeholder text 'Any solution partner', 'Any fulfillment type', and 'Any order channel' respectively. At the bottom right, there are three buttons: 'Cancel', 'Previous step', and 'Save'.

Figure 48 'New price scheme' Screen - 'Summary'

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.

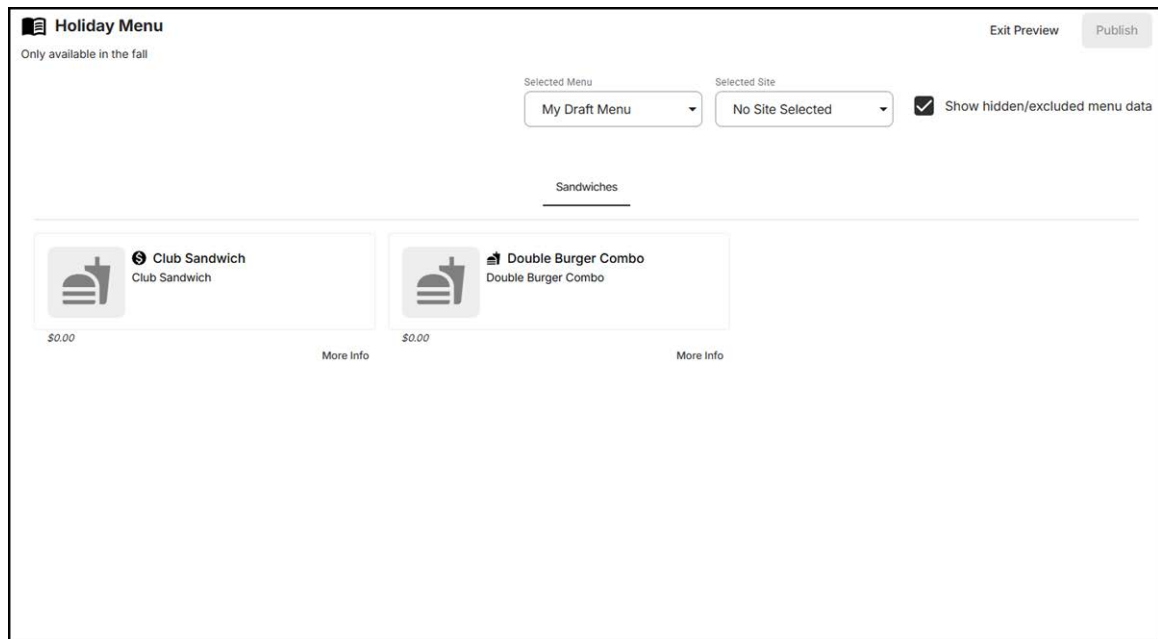


Figure 49 Preview Menu

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.

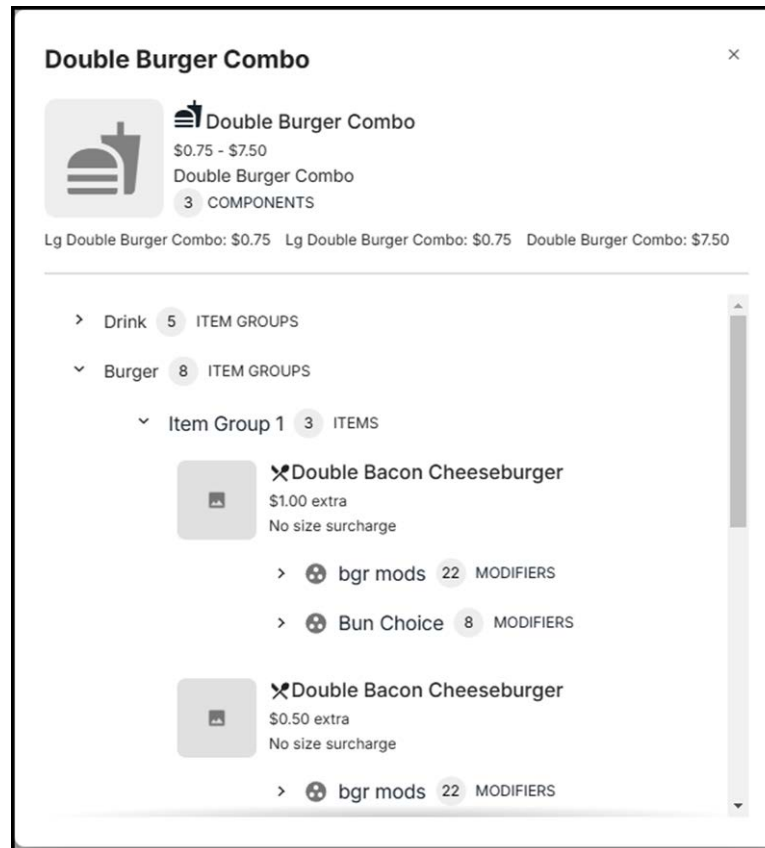


Figure 50 Preview Quick Combo

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.

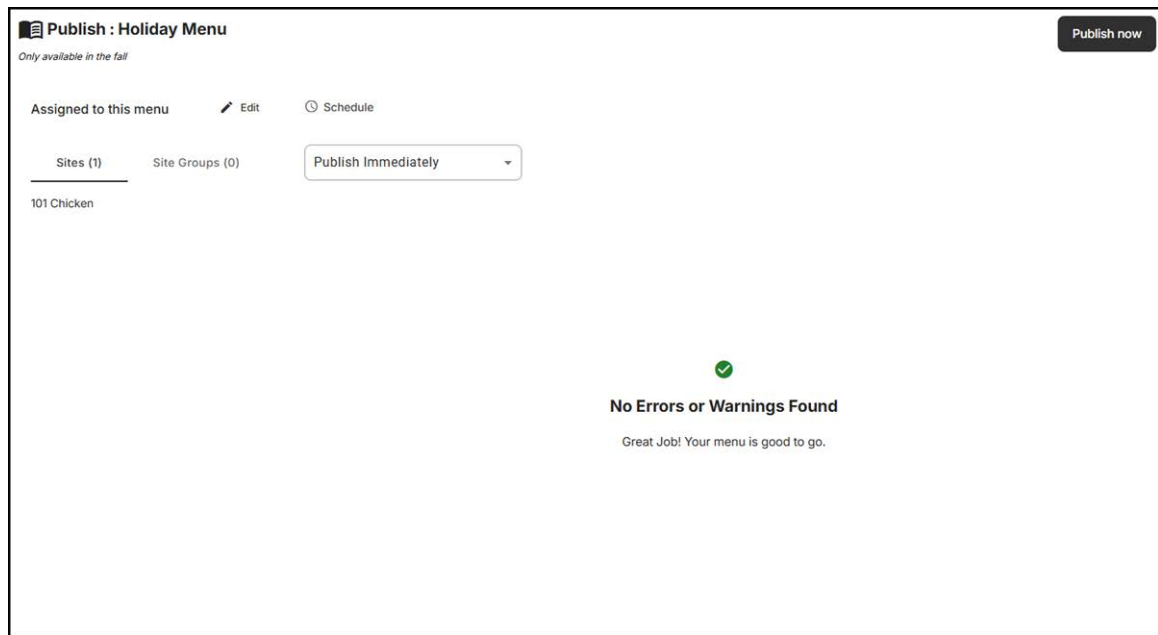


Figure 51 Publish Screen

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

## Menu Maker, 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:  
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