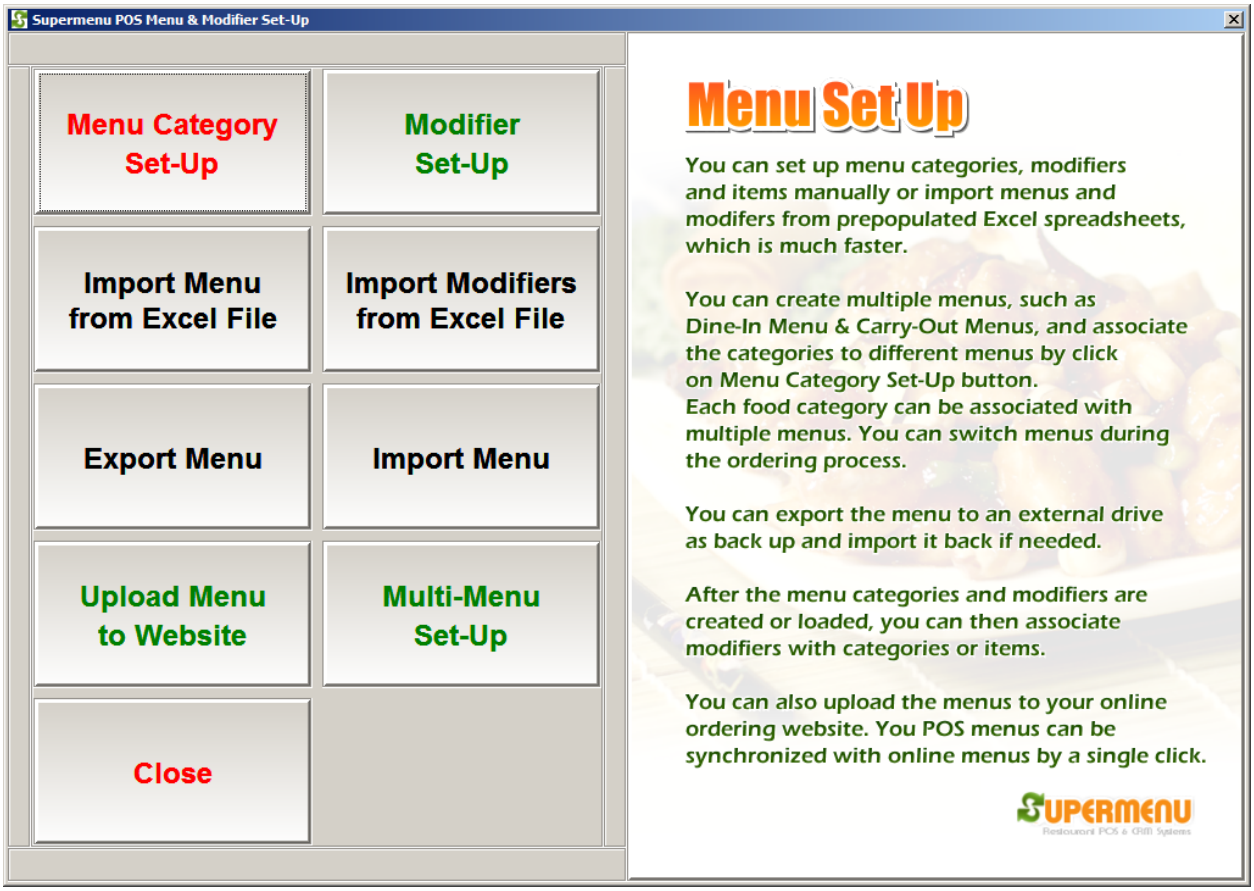
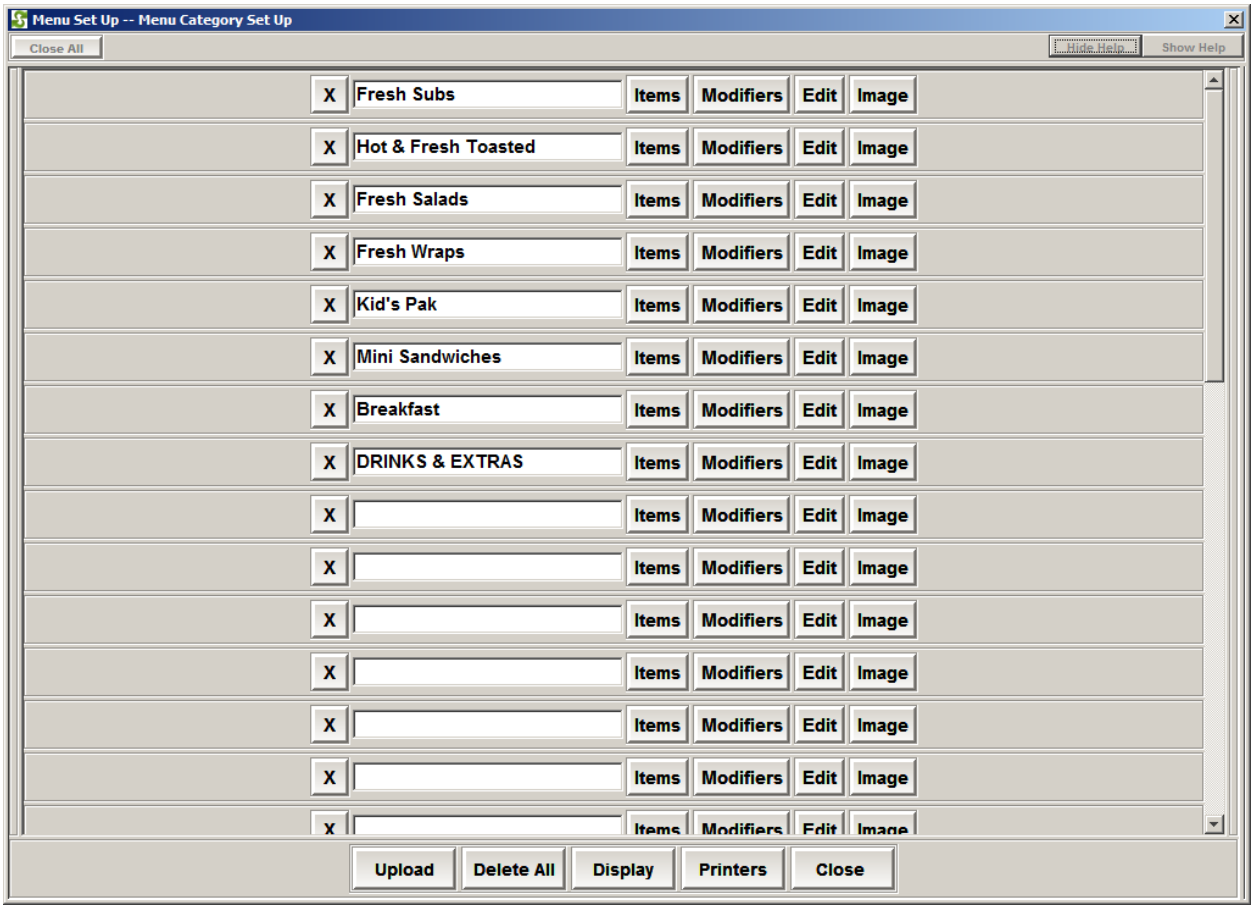
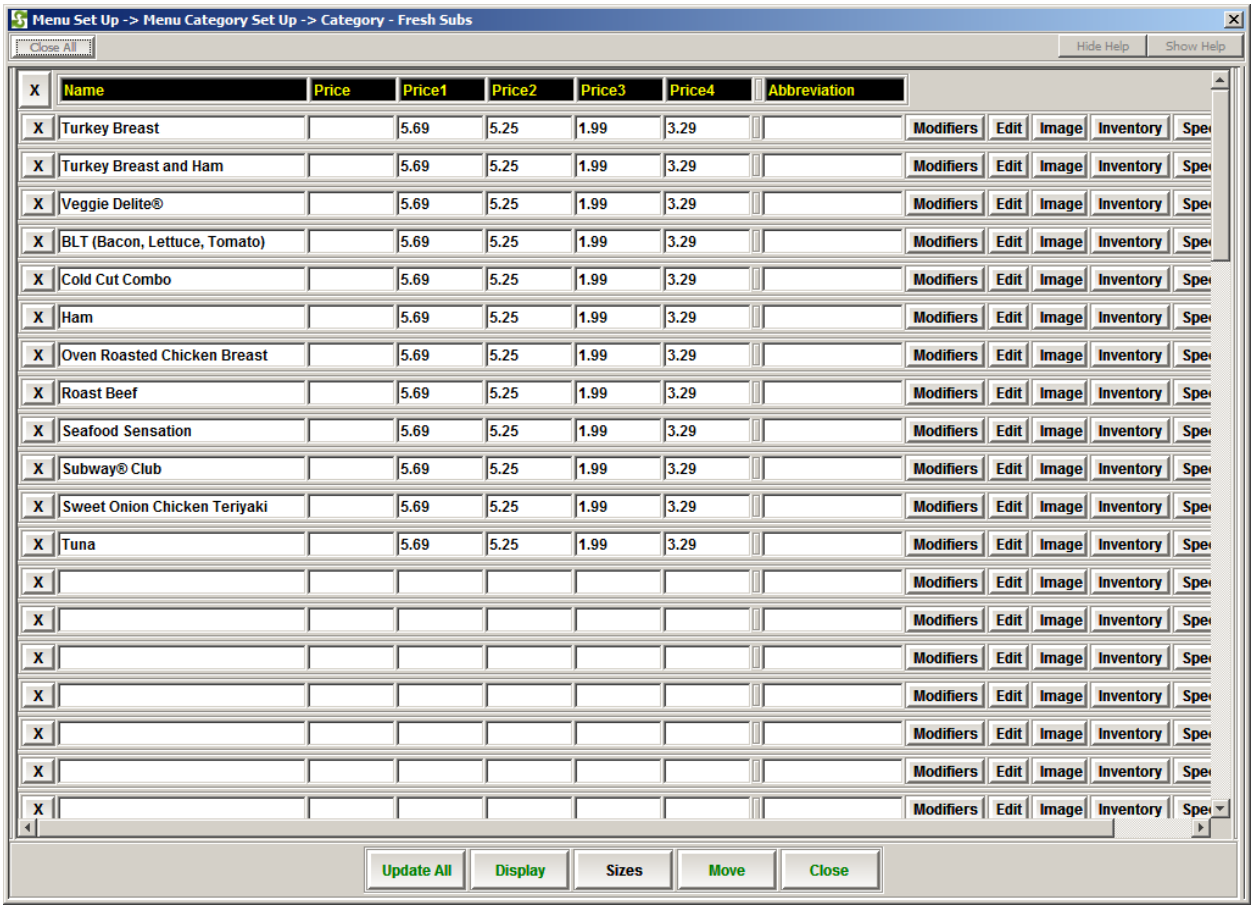
Menu Set Up

To set up Menus, click on All Set Up on the Main Screen, then Menu Set Up:

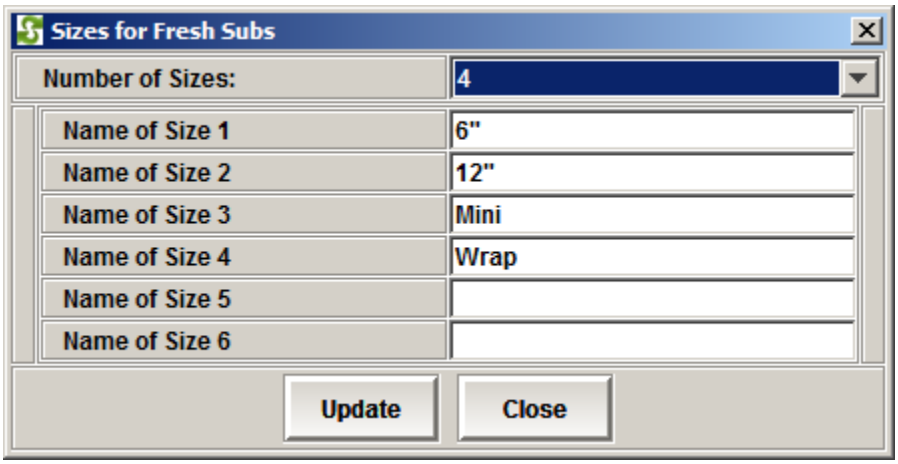




On Menu Category Set Up Screen, you can enter all the categories names in the field. After the name is entered, click on Items to enter the items for the category:



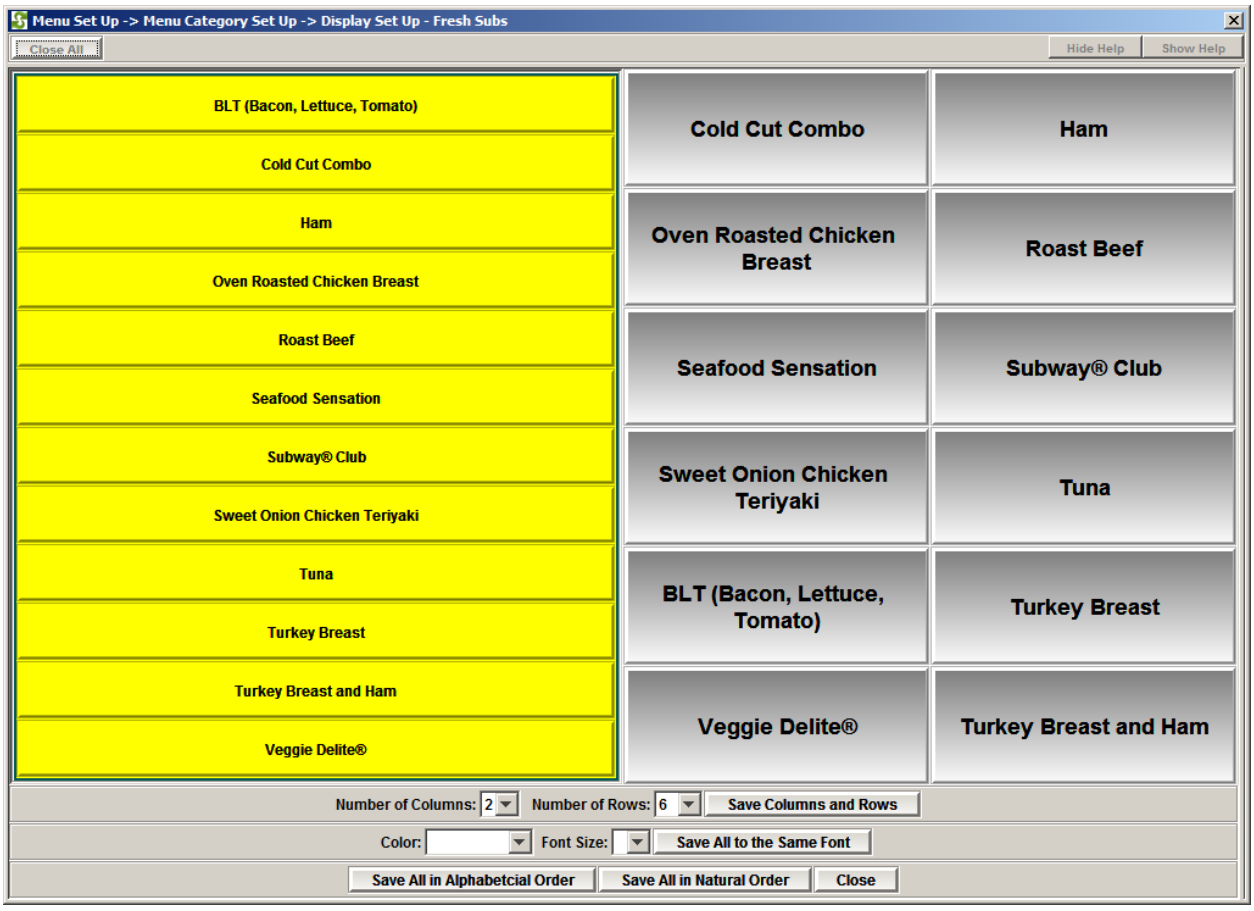
Each Category may have multiple sizes, such as Small, Medium, Large, etc. To set up the sizes, click on Sizes Button:



On the category sizes screen, first select the number of size, then enter the size names, such as Small, Large, 6'', 12'', etc., then click on Update.

You can enter the prices for the items. If there is only one size for the category, enter the price in the price field. If there are multiple sizes, enter price 1, price 2, price 3, etc. in the fields. Everything will be automatically saved as you typed in.

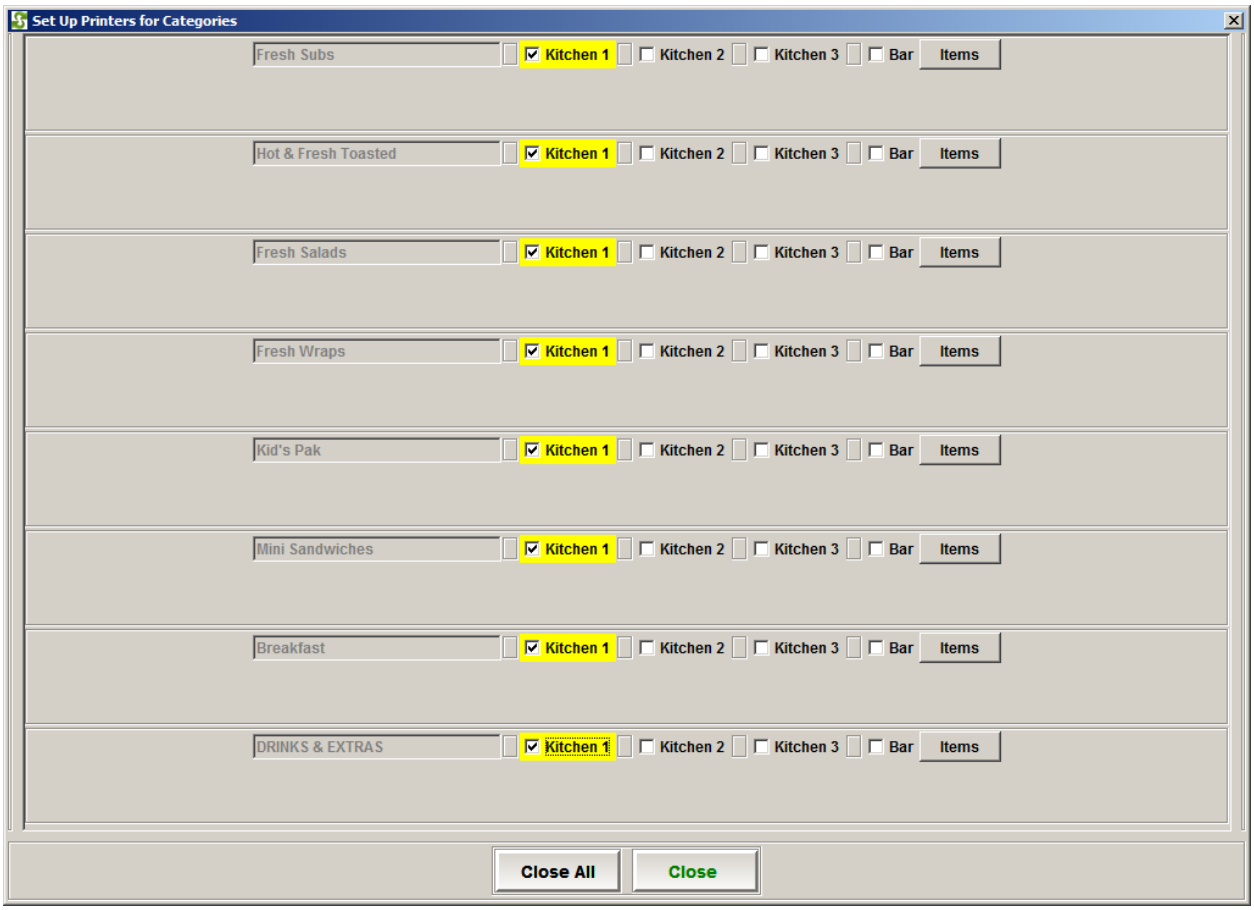
After you enter all the items for the category, you can click on Display to set up the display attributes for the items:



On this screen, if you want to change the position of certain item, click on the item on the left, then click on the button on the right to set the position until all buttons on the left turns yellow. To change the font size and color, select the button on the right and select the color and font size on the bottom. You can also change the numbers of rows and columns on the screen.

You can also set the online images for item by click on Image button.

To set up printers for the category, click on Printers button on the category set up screen, the following screen will appear:



The make a category to print to a printer, check the check box for the category. Supermenu POS supports three kitchen printers and 1 bar printer. To set printers for an item, click on the Items button on the screen.

Load Menu from Excel Files

The quickest way to set up Menu is to create a menu spreadsheet and import the menu to the systems. The following is a menu template image. Click here to Download.

1. Enter the Category Name in Column A

2. Enter the Item Name in Column B

3. Enter the Item Price in Column C

4. If the category has multiple sizes, enter the prices in Column D, E, F, G, H

5. Enter the optional name in Foreign Language such as Chinese, Thai, in Column I

6. Enter the description in Column J, if needed

7. Import the Menu into the System

   (1) Go to Menu & Modifier Set Up,

   (2) Then Go to Menu Set up

   (3) Click on Import Excel Menu, find the Menu Excel File and open it

Microsoft Excel - MenuTemplate

File Edit View Insert Format Tools Data Window Help

C20 = 8.45

	A	B	C	D	E	F	G
1	CATEGORY NAME	ITEM NAME	ITEM PRICE	ITEM PRICE1	ITEM PRICE2	ITEM PRICE3	ITEM PRICE4
2							
3	Traditional Pizza			Small 10"	Large 14"	X-Large "18"	
4		Cheese Pizza		7.75	11.95	15	
5							
6	Appetizers						
7		Breadsticks	3.95				
8		Tuscan Hummus	4.95				
9		Baked Feta Marinara	7				
10		Cheesy Bread	5.25				
11		Waffle Fries	3.95				
12		Sampler Selection	4.95				
13		Spinach & Feta Triangles	6.5				
14		Spinach Dip	5.95				
15		Mozzarella Cheese Sticks	5.25				
16		Caprese	8.5				
17		Garlic Bread	5.25				
18		Chicken Tender (I Pcs)	3.25				
19	Wings						
20		10 Pcs Wings	8.45				
21		20 Pcs Wings	15.95				
22		30 Pcs Wings	22.95				
23		50 Pcs Wings	33.95				
24	Calzones						
25		Chicken Portabella	10.25				
26		Spinach & Artichoke	10.25				
27		Italian	10.25				
28		Meatball	10.25				
29		Your Favorite	10.25				
30	Pasta						
31		Homemade Cheese Manicotti	8.75				
32		Spaghetti & Meat Sauce	8.75				
33		Spaghetti & Meatballs	9				

Sheet1 Sheet2 Sheet3

Ready Sum=81.3