

Menu Set Up

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

| | |
|------------------------------------|---|
| Menu Category Set-Up | Modifier Set-Up |
| Import Menu from Excel File | Import Modifiers from Excel File |
| Export Menu | Import Menu |
| Upload Menu to Website | Multi-Menu Set-Up |
| Close | |

Menu Set Up

You can set up menu categories, modifiers and items manually or import menus and modifiers from prepopulated Excel spreadsheets, which is much faster.

You can create multiple menus, such as Dine-In Menu & Carry-Out Menus, and associate the categories to different menus by click on Menu Category Set-Up button. Each food category can be associated with multiple menus. You can switch menus during the ordering process.

You can export the menu to an external drive as back up and import it back if needed.

After the menu categories and modifiers are created or loaded, you can then associate modifiers with categories or items.

You can also upload the menus to your online ordering website. Your POS menus can be synchronized with online menus by a single click.

UPERMENU
Restaurant POS & CRM Systems



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:

Menu Set Up -> Menu Category Set Up -> Category - Fresh Subs

| X | Name | Price | Price1 | Price2 | Price3 | Price4 | Abbreviation | | | | | | |
|---|------------------------------|-------|--------|--------|--------|--------|--------------|--|-----------|------|-------|-----------|-----|
| X | Turkey Breast | | 5.69 | 5.25 | 1.99 | 3.29 | | | Modifiers | Edit | Image | Inventory | Spe |
| X | Turkey Breast and Ham | | 5.69 | 5.25 | 1.99 | 3.29 | | | Modifiers | Edit | Image | Inventory | Spe |
| X | Veggie Delite® | | 5.69 | 5.25 | 1.99 | 3.29 | | | Modifiers | Edit | Image | Inventory | Spe |
| X | BLT (Bacon, Lettuce, Tomato) | | 5.69 | 5.25 | 1.99 | 3.29 | | | Modifiers | Edit | Image | Inventory | Spe |
| X | Cold Cut Combo | | 5.69 | 5.25 | 1.99 | 3.29 | | | Modifiers | Edit | Image | Inventory | Spe |
| X | Ham | | 5.69 | 5.25 | 1.99 | 3.29 | | | Modifiers | Edit | Image | Inventory | Spe |
| X | Oven Roasted Chicken Breast | | 5.69 | 5.25 | 1.99 | 3.29 | | | Modifiers | Edit | Image | Inventory | Spe |
| X | Roast Beef | | 5.69 | 5.25 | 1.99 | 3.29 | | | Modifiers | Edit | Image | Inventory | Spe |
| X | Seafood Sensation | | 5.69 | 5.25 | 1.99 | 3.29 | | | Modifiers | Edit | Image | Inventory | Spe |
| X | Subway® Club | | 5.69 | 5.25 | 1.99 | 3.29 | | | Modifiers | Edit | Image | Inventory | Spe |
| X | Sweet Onion Chicken Teriyaki | | 5.69 | 5.25 | 1.99 | 3.29 | | | Modifiers | Edit | Image | Inventory | Spe |
| X | Tuna | | 5.69 | 5.25 | 1.99 | 3.29 | | | Modifiers | Edit | Image | Inventory | Spe |
| X | | | | | | | | | Modifiers | Edit | Image | Inventory | Spe |
| X | | | | | | | | | Modifiers | Edit | Image | Inventory | Spe |
| X | | | | | | | | | Modifiers | Edit | Image | Inventory | Spe |
| X | | | | | | | | | Modifiers | Edit | Image | Inventory | Spe |
| X | | | | | | | | | Modifiers | Edit | Image | Inventory | Spe |
| X | | | | | | | | | Modifiers | Edit | Image | Inventory | Spe |
| X | | | | | | | | | Modifiers | Edit | Image | Inventory | Spe |

Update All Display Sizes Move Close

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

Sizes for Fresh Subs

Number of Sizes: 4

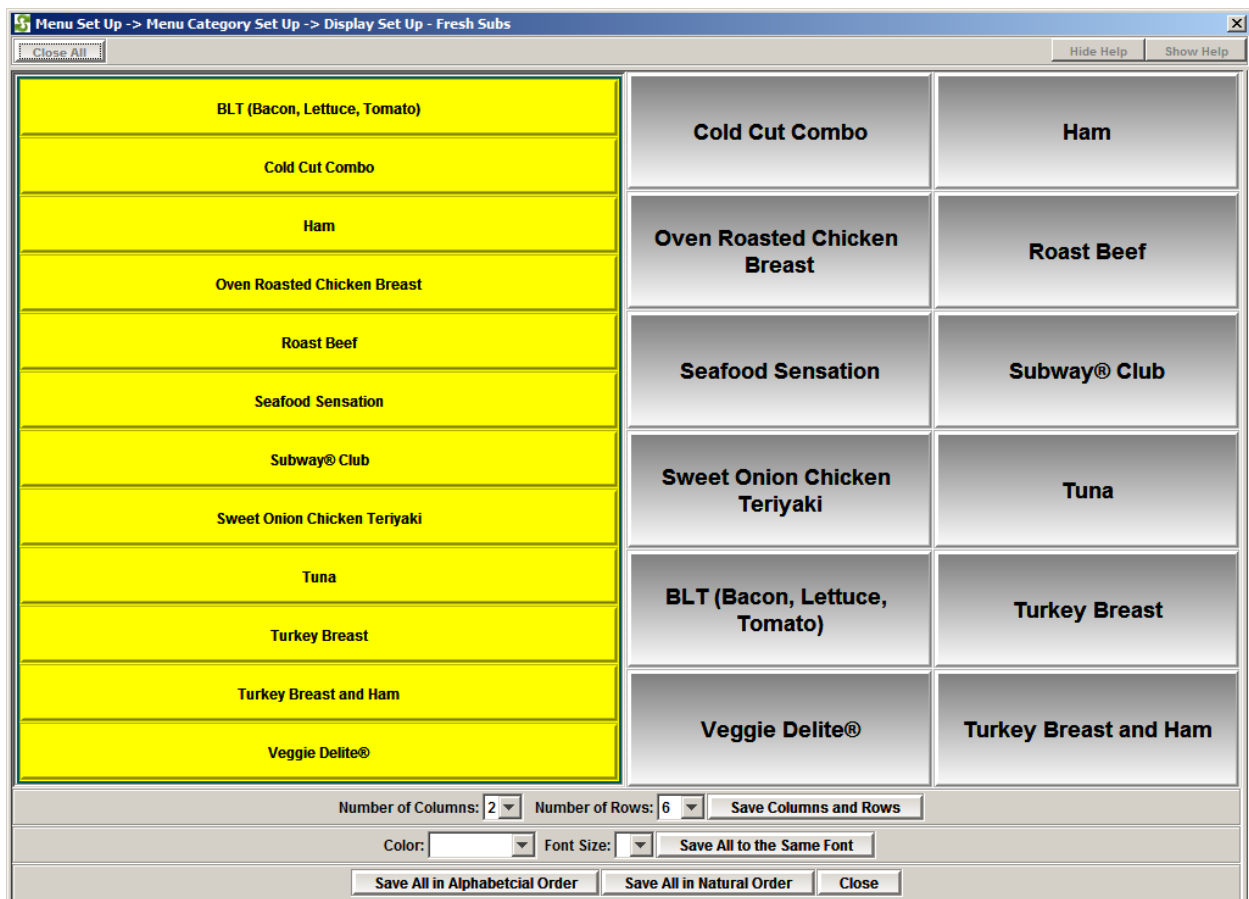
| | |
|----------------|------|
| Name of Size 1 | 6" |
| Name of Size 2 | 12" |
| Name of Size 3 | Mini |
| Name of Size 4 | Wrap |
| Name of Size 5 | |
| Name of Size 6 | |

Update Close

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 (1 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