

What is it?

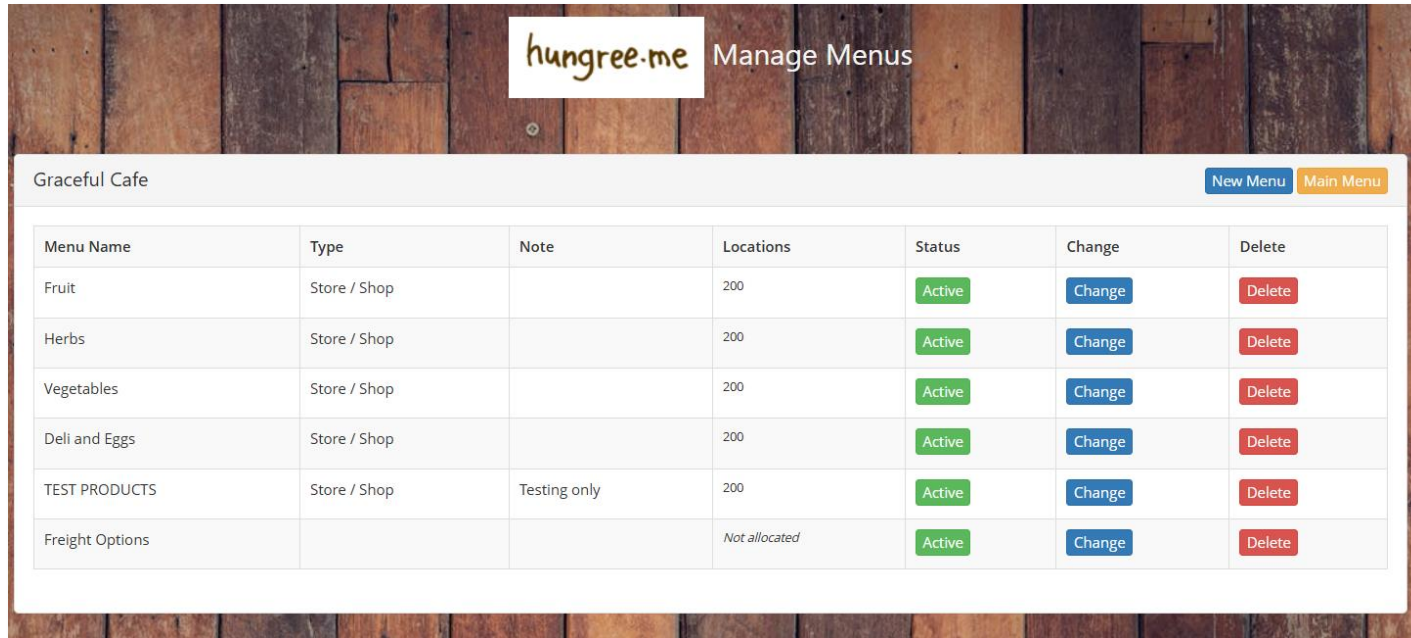
Manage Menus allows you to create separate drop-down menus for each category of item you sell.

What can it do?

Manage Menus allows you to create, edit and change menus, including adding and removing products, and changing where the menus can be active, and when.

Useful information

Menus require Items to be set up. Menus are allocated to a 'table (location)' type to group common ones together.



The screenshot shows the 'Manage Menus' interface for 'Graceful Cafe'. At the top, there's a header with the 'hungree.me' logo and the title 'Manage Menus'. Below this, there are two buttons: 'New Menu' (blue) and 'Main Menu' (orange). The main area contains a table with the following columns: Menu Name, Type, Note, Locations, Status, Change, and Delete. The table lists several menu items, all of which are 'Active' and have a 'Change' button next to them. The 'Delete' button is red and labeled 'Delete'.

Menu Name	Type	Note	Locations	Status	Change	Delete
Fruit	Store / Shop		200	Active	Change	Delete
Herbs	Store / Shop		200	Active	Change	Delete
Vegetables	Store / Shop		200	Active	Change	Delete
Deli and Eggs	Store / Shop		200	Active	Change	Delete
TEST PRODUCTS	Store / Shop	Testing only	200	Active	Change	Delete
Freight Options			Not allocated	Active	Change	Delete

KEY ACTION: Clicking on a menu line will bring it up in 'test mode' so you can preview how it looks.

INFORMATION: A menu must be allocated to a location, and both must be active (with active items) for it to display.

New Menu Create a new menu with a new group of items. See Reference sheet for *New Menu*.

CLOSE Returns to the Active Order screen.

Menu Name Name allocated to the menu.

Type Type of menu – Store, Restaurant, Bar, etc.

Note Note, not visible to the customer, for internal reference

Locations List of Table/Location numbers the menu is valid at

Status Toggle the menu as 'active' or 'inactive'.

Change Open the menu for editing all details. See Reference sheet for *Change Menu*

Delete Permanently delete the menu. Note, this does not delete the items, just the menu list.

What is it?

New Menu is for creating a brand new menu.

What can it do?

New Menu lets you set up a menu from scratch, and then search and add items to it.

Useful information

Menu is available immediately.

Add Menu

Edit menu itemsAdd

Menu Name

Training Menu

Menu Note

Applicable Table Types

S

Click to change applicable tables

Sequence

Display order - lower number = higher on the screen.

1000

Active From Time

24 hour format - 09:30 for 9:30am, 22:30 for 10:30pm

09:00

Active To Time

24 hour format - 09:30 for 9:30am, 22:30 for 10:30pm

23:00

Active From Date

yyyymmdd format i.e. 20220501 for 1st May 2022

20200101

Active To Date

yyyymmdd format - can be up to 20991231 for 'forever'

20500101

Days of Week Active

-111111-

Add

Menu Valid at these Locations

☐	Accommodation
☐	Loyalty
☒	Restaurant
☐	Store
☐	Take-Away

Update Types

Menu Items

Search to ADD Items Search

Search for Items in this menu SearchReset

Key	Item	Available	Remove	Up	Down
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Select item(s) to add to this menu

Description	Price Level	Price	Action
Strawberry Pun 500G PLU 001014	1	\$4.99	Add
Blackberries Punnet PLU 1030	1	\$5.90	Add
Blueberries Punnet PLU 1031	1	\$4.00	Add
Raspberries Punnet PLU 1033	1	\$4.55	Add
Strawberry Pun 250G PLU 223	1	\$5.00	Add
Bean Sprout 250G Punnet PLU 003006	1	\$3.50	Add
Salt Bush Punnets PLU 003085	1	\$22.50	Add
Mushroom Enoki Pun PLU 10040	1	\$4.45	Add
Mushroom Swiss Brown Per Pun PLU 1276	1	\$5.49	Add
Mushroom Oyster Per Pun PLU 1279	1	\$5.49	Add
Tomatoes Heirloom Pun PLU 1004	1	\$5.50	Add
Tomato Cherry Punnet PLU 273	1	\$3.45	Add
Mushroom Black Pungi Per Pun PLU 1280	1	\$5.49	Add
Mushroom Shemji Per Pun PLU 1282	1	\$6.99	Add

Menu Items

Search to ADD Items Search

Search for Items in this menu SearchReset

Key	Item	Available	Remove	Up	Down
2118	Raspberries Punnet PLU 1033	Yes	2	▲	▼
2123	Strawberry Pun 500G PLU 001014	Yes	2	▲	▼
2122	Strawberry Pun 250G PLU 223	Yes	2	▲	▼
2148	Salt Bush Punnets PLU 003085	Yes	2	▲	▼
2083	Blackberries Punnet PLU 1030	Yes	2	▲	▼
2084	Blueberries Punnet PLU 1031	Yes	2	▲	▼
2159	Bean Sprout 250G Punnet PLU 003006	Yes	2	▲	▼



Menu Name is the name you assign the menu, and what is visible to the customer.



Menu Note is for your internal reference only



Applicable Table Types Select which types of tables (locations) this menu should appear on.



Active From / To Time Select the local times that the menu will be available



Active From / To Date Select the dates that the menu will be available



Days of Week Active Set what days of the week the menu will appear. This is in the format SMTWTFS. Use a '-' character to hide the menu on a particular day. [i.e. -MTWTF- will only show the menu Monday to Friday]



Edit menu items Search and add items that have been loaded into hungree.me to the menu. You can then rearrange their order as required.



KEY ACTION: After adding or changing the menu, click on on the Update button to commit changes



INFORMATION: Menu changes take place immediately. New items added to hungree.me will not automatically be added to a menu.

What is it?

Edit Menu allows you to alter the availability and items on a menu.

What can it do?

Edit Menu lets you take an existing menu and change where it shows, what items it has, and when it is available.

Useful information

Changes are effective immediately.

Edit Menu

Edit menu items

Update

Menu Name

Fruit

Menu Note

Applicable Table Types

S

Click to change applicable tables

Sequence

Display order - lower number = higher on the screen.

10

Active From Time

24 hour format - 09:30 for 9:30am, 22:30 for 10:30pm

00:00

Active To Time

24 hour format - 09:30 for 9:30am, 22:30 for 10:30pm

23:59

Active From Date

yyyymmdd format i.e. 20220501 for 1st May 2022

20200101

Active To Date

yyyymmdd format - can be up to 20991231 for 'forever'

20500101

Days of Week Active

SMTWTFS

Update

Menu Items

Search to ADD item(s):

Search...

Search for items in this menu:

Search...

Reset

Key	Item	Available	Remove	Up	Down
2069	Granny Smith Apples L 12kg ctn PLU 171	Yes	X	▲	▼
2070	Apples Granny Smith per kg PLU 1001	Yes	X	▲	▼
2071	Apples Juicing Per Kg PLU 149	Yes	X	▲	▼
2072	Apples Pink Lady 12Kg Ctn PLU 189	Yes	X	▲	▼
2073	Apples Pink Lady Per Kg PLU 1004	Yes	X	▲	▼
2074	Apples Red Delicious Per Kg PLU 001008	Yes	X	▲	▼
2075	Apples Red Delicious Ctn PLU 1401	Yes	X	▲	▼
2076	Apples Royal Gala 12Kg Ctn PLU 191	Yes	X	▲	▼
2077	Apples Royal Gala Per Kg PLU 1003	Yes	X	▲	▼
2078	Avocado Bulk Tray 10kg PLU 193	Yes	X	▲	▼
2079	Avocado Each PLU 1159	Yes	X	▲	▼
2080	Avocado Tray PLU 1161	Yes	X	▲	▼
2081	Bananas Cavendish per Kg PLU 1025	Yes	X	▲	▼
2082	Bananas XI 15 Kg Cartons PLU 288	Yes	X	▲	▼

Edit Menu Panel All information about the menu is able to be changed. This includes nominating the days of the week, when it is active from (i.e. a breakfast menu that stops at midday) and where it appears in the order of menus.

Edit menu items Brings up a detailed panel with all of the items associated with that menu. Refer below:

Search to ADD items Search within hungree.me for an item to add, using PLU or words from the description

Search for items in this menu Find existing menu item

Key / Item These fields are read-only and give a summary of the item on the menu.

Available Toggle the item on the menu as 'Yes' or 'No' if temporarily unavailable.

Remove Remove the item from the menu. Note, does not remove the item from hungree.me

Up / Down Move the item up or down in the menu sequence.

KEY ACTION: After changing the menu, click on the Update button to commit changes

INFORMATION: Menu changes take place immediately. New item will not automatically be added to a menu.