

MenuMax V8 Quick Reference Guide

V1.1

1. Specifying Items

1.1 Click on "Close" button.

| RHS V8.2.58.82 DB:rhs\sql | express, 1435: Autolodge_Motor_I | nn:1 User: RHS Business | Day:11/12/2018 Term:1 11/12 | /2018 18:16:11 | | × |
|---------------------------|----------------------------------|-------------------------|-----------------------------|----------------|-----|-------------|
| Maintenance | EFTPOS Admin | Hold | Logout | Ag | e 🌔 | Close |
| | | | | | | |
| | | | | | | |
| | | Rep | orts | | | |
| | | Sales | Report | | | |
| | | Sales S | ummary | | | |
| | | Invoices | Summary | 1 | | |
| | | Invoice | s Detail | | | |
| | | Archived | Invoices | | | |
| | | Covers S | iummary | | | |
| line-+ | | Covers | Detail | | | |
| | | Audit | Trail | | | |
| | | Active Menu : | 2018 Summer | | | |
| Current Sale | es Fina | alised Sales | New Dine | er | Ne | w Cash Sale |

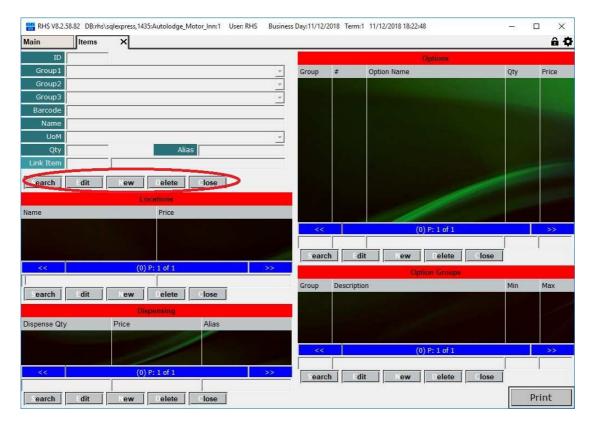
1.2.Click on "Inventory" button.

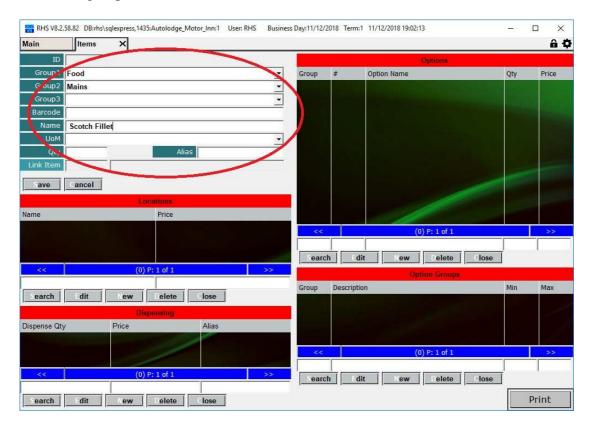
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| | | | |
| | Guests | Transactions | Reservations |
| | Check-in | Post to Guest | Worksheet |
| | Check-out | Batch Posting | Reservation |
| | Occupied | Cash Sales | Reports |
| | | | |
| | | | |
| | Accounts | Reports | Other |
| | Accounts Invoices | Reports Daily | Other Inventory |
| | | | |
| | Invoices | Daily | Inventory |
| | Invoices Debtors | Daily Management | Inventory Housekeening |
| | Invoices Debtors | Daily Management | Inventory Housekeening |

1.3. Click on "Items" button

| RHS V8 | 8.2.58.82 D | B:rhs\sqlexpress,1435:Autolodge_Motor_Inn: | User: RHS | Business Day:11/12/2018 | Term:1 1 | 1/12/2018 18:22:34 | - | | × |
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| | | Configuration | | Stock Control | | | Reports | | |
| | | Items | | Stock In | | | POS Sales | | 1 |
| | Mill | then Historyes | | Stock Out | | | Stock Levels | | 1 |
| | | Menus | | Stocktake | | | Exit | | 1 |
| L | | | | | | | 121/0024 | _ | - |
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| | | | | | | | | | |
| Logi | in | Available Occupied | Make | Rates De | partur | es Arrivals | Refresh | Menu | Max |

1.4. Click on "New" button to insert a new item



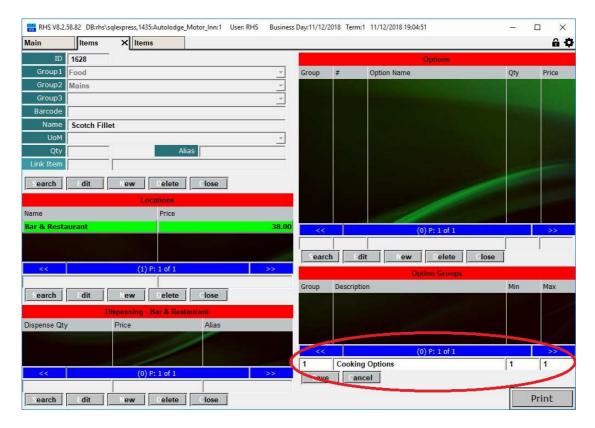


1.5. Enter groups and the item's name and click on "Save" when finished.

1.6. Click on "New" button to add location and base unit price. Click on "Save" to commit the entry.

| RHS V8.2.5 | 8.82 DB:rhs\so | qlexpress, 1435: Autolodge_M | otor_Inn:1 User: RH | HS Busines | s Day:11/12/2 | 018 Term:1 | 11/12/2018 19:0 | 3:37 | | | |
|--------------|----------------|------------------------------|---------------------|-----------------|---------------|-------------|-----------------|---------------|-------|-----------|---------|
| Main | Items | × Items | | | | | | | | | â 🗘 |
| ID | 1628 | | | | | | | Options | | | |
| Group1 | Food | | | Ψ | Group | # | Option Name | | | Qty | Price |
| Group2 | Mains | | | Ŧ | | | | | | | |
| Group3 | | | | Ŧ | | | | | | | |
| Barcode | - | | | | | | | | | | |
| Name | Scotch Fille | t | | | | | | | | | |
| UoM | | 10 | _ | Ŧ | | | | | | | |
| Qty | | Alia | | | | | | | | | |
| Link Item | | | | | | | | | | 1 | |
| Search | Edit | New Delete | Close | | | | | | | | افتعتما |
| | | Locations | | | | | | 1 | | | |
| Name | | Price | | | | | | | | | |
| | | | | | << | Î | | (0) P: 1 of 1 | | | >> |
| | | | | | | | | | | | |
| | | | | | Search | n Edi | t New | Delete | Close | í | |
| | | (0) P: 1 of 1 | | | | - 1- | 0 | ption Groups | • [a | e. | |
| Bar & Restau | percent a | 38 | | | Group | Descriptio | | | | Min | Max |
| ave | Cancel | | | | | | | | | المحجد ال | |
| | | Dispensing | | | | | | | | | |
| Dispense Qty | | Price | Alias | | | | | | | | |
| | | | 1 | | | | | | | | |
| | | | | | << | 1 | | (0) P: 1 of 1 | | | >> |
| << | | (0) P: 1 of 1 | | >> | Searcl | n Edi | t New | Delete | Close | Ī | 1 |
| Search | Edit | New Delete | Close | | 1 | | - I | | | F | rint |

1.7. Add option groups. Min and max levels specify number of options that can be selected. (e.g. min 1 and max 3 means that at least one option must be selected and no more than 3 are allowed).



1.8. Enter each group item by clicking on "New" button. Specify what group number it belongs and what its sequence is in the option group. Press F2 on the Option Name to select the item. Specify its quantity and price and press on "Save" to commit changes.

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|--------------|--------------------|-----------------|-----------------|----------------|----------|-------------|-------|------------|-------------------------|-----------|--------------|-------|-----|------|-------|
| Main | Items | Items | × | | | | | | | _ | _ | - | | | â¢ |
| ID | 1590 | | | | | | | d. | | | Options | | | | |
| Group1 | Food | | | | ~ | Group | /- | | Option | Name | | | Qty | 1 | Price |
| Group2 | Mains | | | | ~ | | 1 | 1 | Blue | | | | | 1.00 | 0.00 |
| Group3 | Unknown | | | | ~ | | 1 | 2 | Rare | | - | | | 1.00 | 000 |
| Barcode | | | | | 1 | | 1 | 3 | M/R | | | | | 1.00 | 0.0 |
| Name | Scotch Fillet | | | | | | 1 | 4 | м | | | | | 1.00 | 0.00 |
| UoM | | N | | | Ŧ | | 1 | 5 | M/W | | | | | 1.00 | 0.00 |
| Qty | 0.00 | | Alias | | 1 | | 1 | 6 | W/D | | | | | 1.00 | 0.00 |
| Link Item | 1590 S | cotch Fillet | | | | | 2 | 1 | Cherm | oula | | | | 1.00 | 0.00 |
| Search | dit | ew D | elete Clo | se | | | 2 | 2 | Green | Pepperco | FR - | | | 1.00 | 0,00 |
| earch | | | | 130 | _ | | 2 | 3 | Red W | /ine Jus | | | | 1.00 | 0.00 |
| | | Locat | | | | | | | | | 1 | | | | |
| Name | | | Price | | | | | | | 11 | | | - | | |
| Bar & Resta | aurant | | | | 30.00 | << | | | No. of Concession, name | (| 9) P: 1 of 1 | | | | >> |
| | | | | | | | | | | | | | | | |
| | _ | | | | 1994 - A | Sear | ch | Edit | | New | Delete | Close | | | |
| << | | (1) P: 1 | of 1 | | >> | | | | | 01 | tion Group | | | | |
| | | | | | | Group | D | escriptior | 1 | | | | Min | | Max |
| Search | dit | ew | elete | se | | | 10 | ooking O | ptions | | | | | 1.00 | 1.00 |
| | Disp | ensing - Bai | & Restaurant | | | | 2 5 | auces | | | | | | 0.00 | 1.00 |
| Dispense Qty | / Pr | ice | A | lias | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | 1 | | | << | | | | (| 2) P: 1 of 1 | | | | >> |
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| Search | dit | ew D | elete Clo | se | | | | | | | | | | Pri | int |

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1.9. If you want to enter dispensing for the item click on the "New" button under dispensing table, enter quantity, price and alias (used for display/print). The quantity unit of measure is specified in the item header above (i.e. "ml").

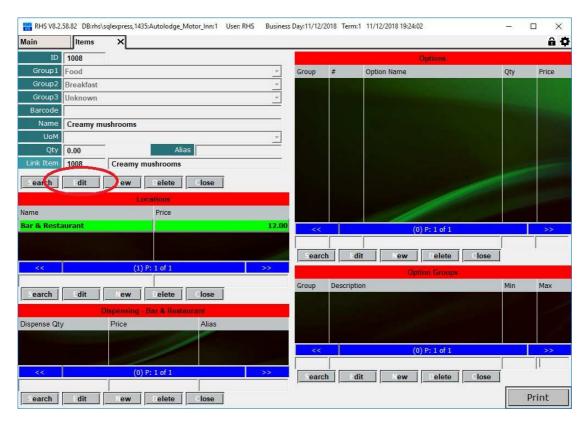
If \$0 is specified under location then the item will be not sold as base unit (i.e. 750 ml bottle). If \$-999 is specified as price than the item will have a price prompt on the sale screen.

| RHS V8.2. | 58.82 DB:rhs\: | sqlexpress, 1435: Aut | olodge_Motor_Inn:1 U | ser: RHS Business | Day:11/12/2 | 018 Term:1 | 11/12/2018 19:06:49 | | -2 | |
|---|---|-----------------------|--|-------------------|-------------|------------|---------------------|---|-----|-------|
| Main | Items | × | | | | | | | | â¢ |
| ID | 1304 | 1 | | | | | Options | | | |
| Group1 | Beverage | | | * | Group | # | Option Name | | Qty | Price |
| Group2 | House Wine | Ð | | - | | | | | | |
| Group3 | Red Wine | | | ~ | | | | | | |
| Barcode | | | | | | | | | | |
| Name | House Mer | lot | | | | | | | | |
| UoM | ml | <i>1</i> - | | ~ | | | | | | |
| Qty | 750.00 | | Alias | | | | | | | |
| Link Item | 1304 | House Merlot | | | | | | | | |
| Search | Edit | New De | elete Close | | | | | | | |
| | | Locatio | | | | | | | | |
| Name | | in los | rice | | | | | | | |
| Bar & Resta | weant | | nce | 34.00 | | L., | | | | |
| Bar ex Rests | iu aic | | | 54.00 | << | | (0) P: 1 of 1 | | | >> |
| | | | | | | | | 1 | ļ | |
| 1000 | | | 11 K | | Search | n Edit | t New Delete | Close | | |
| << | | (1) P: 1 | 01 1 | >> | | | Option Group | | | |
| Consta | dit | | teas Class | | Group | Descriptio | n | | Min | Max |
| Search | - | | elete Close | | | | | | | |
| | and the second se |)ispensing Bar | the second s | | | | | | | |
| Dispense ory | | Price | Alias | | | | | | | |
| | 187.50 | D | 9.00 | | | | | | | |
| and the second se | | | | | << | | (0) P: 1 of 1 | | | >> |
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| | | (1) | | | Search | Edit | t New Delete | Close | | |
| Search | Edit | New De | elete Close | | | | | | | Print |

| | | | | foo | break | | | | |
|---------|------|----------------------|-----------------|--------|-----------|---------|------|-----|------|
| Barcode | Coue | None. | Drice | Croupi | Group2 | Groups | QLY | UoM | Loca |
| | 2001 | Big breakfast | 22.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 2002 | Express breakfast | 10.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 2004 | Salmon benne | 21.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 2005 | Bacon benne | 19.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 2006 | Porridge | 10.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 2007 | Breakfast \$ | 0.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 2008 | Creamy mushrooms | 12.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 2017 | Bacon & eggs | 17.50 | Food | Breakfast | Unknown | 0.00 | | |
| | 2018 | Omelette | 19.50 | Food | Breakfast | Unknown | 0.00 | | |
| | 2019 | Hot cakes | 19,00 | Food | Breakfast | Unknown | 0.00 | | |
| | 2021 | Breakfast | 0.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 2023 | Eggs light option | 10.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 2025 | Eggs on toast | 15.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 2026 | Breakfast extra | 0.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 2028 | Room service | 1.50 | Food | Breakfast | Unknown | 0.00 | | |
| | 2029 | Continental | 17.50 | Food | Breakfast | Unknown | 0.00 | | |
| | 2042 | Mush & spinach benne | 19.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 2045 | Buffet bfast \$22 | 20.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 1568 | Breakfast Extra | 0.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 1569 | Breakfast | 0.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 1580 | Breakfast \$20 | 0.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 1610 | UFBA Breakfast | 0.00 | Food | Breakfast | Unknown | 0.00 | | |
| | 1614 | Buffet Breakfast | 0.00 | Food | Breakfast | Unknown | 0.00 | | |
| | | | 1990 (Constant) | | | | | | |
| | | | | | | | | | |

1.10. To edit an existing item click on "Search" button in the item header and select it from the list by using its search fields to filter the selection. Double click or press enter to select the item.

1.11. Use "Edit" buttons to modify the item header or other tables on the item screen.

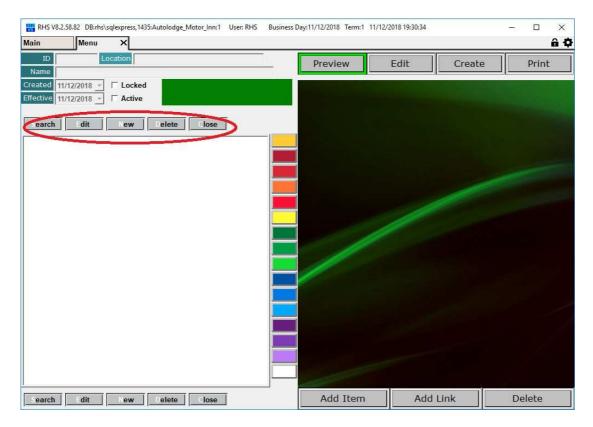


2. Creating and Modifying Menus

2.1 Click on "Menus" on the Inventory page.

| | 2 DB:rhs\sqlexpress,1435:Autolodge_Motor_I | nn:1 User: RHS | Business Day:11/12/2018 | Term:1 11/12/ | 2018 18:22:34 | - | - 0 | × |
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| | Configuration | | Stock Control | | 1 | Reports | | |
| | Items | r | Stock In | | | POS Sales | | 1 |
| | Kitchen Messages | | Stock Out | | | Stock Levels | | 1 |
| - | Menus | | Stocktake | | | Exit | | 1 |
| | | | | | L | | | - |
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2.2. . Select a menu or enter a new one by clicking on "Search" or "New".



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2.3 If you selected an existing menu use the treeview on click on the buttons on the right to navigate . Make sure you are in the "Preview" mode.

| ain Menu X | | a think the second s | | 12 | | | the second s |
|---|----|---|-----------------|--------|--------|-----------------|--|
| ID 3 Location Bar & Restaurant | | Preview | Ed | it | Create | e | Print |
| Name 2019 Restaurant | | | | | | | _ |
| Gamma Control Contron Control Control Control Control Control Control C | | Crumbed Fish | Half Chicken | Herefo | | Lamb Shank | Mains Special |
| | 24 | 4.00 | 24.00 | 39.00 | 26.00 | 0 - | 999.00 |
| Search dit New Delete Oose | | Ovation Lamb | Pork Belly | Pumpl | | cotch Fillet | Teriyaki Salmon |
| E Food | | 4.00 | 26.00 | 22.00 | 30.00 | 0 2 | 5.00 |
| Chorizo Corn Fritters | | | | | 1 | | |
| | | | | | | | |

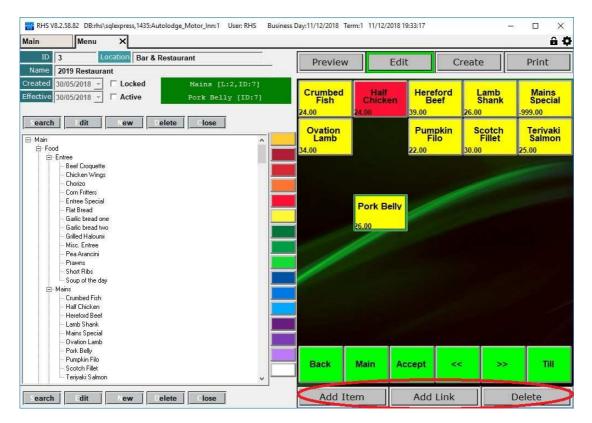
2.4 To edit an item just right-click on the button. This will open a new tab with the item details. Once finished with your changes just close the tab.

| RHS V8.2. | 58.82 DB:rhs\sqlexpress,14 | 35:Autolodge_Motor_Inn:1 | User: RHS Business | Day:11/12/20 |)18 Term:1 | 11/12/2018 19:32 | :50 | | - C | ı x |
|--------------|----------------------------|--------------------------|--------------------|--------------|------------|------------------|---------------|-------|------|--------|
| Main | Menu | ns 🗙 | | | | | | | | âØ |
| ID | 1595 | | | | | | Options | | | |
| Group1 | Food | | Ψ. | Group | # | Option Name | | | Qty | Price |
| Group2 | Mains | | - | 2 | 1 | Chermoula | | | 1.00 | 0.00 |
| Group3 | Unknown | | Ψ. | 2 | 2 | Green Pepperco |)FR | | 1.00 | 0.00 |
| Barcode | | | | 2 | 3 | Red Wine Jus | | | 1.00 | 0.00 |
| Name | Crumbed Fish | | | | | | | | | |
| UoM | | 12 D | - | | | | | | | |
| Qty | 0.00 | Alias | | | | | | | | |
| Link Item | 1595 Crumbed | l Fish | | | | | | | | |
| Search | Edit New | Delete Close | | | | | | | | |
| curci | | | | | | | | | | |
| | , b | ocations | | | | | 1 | | | |
| Name | | Price | | | | | | | | |
| Bar & Resta | aurant | | 24.00 | << | | | (3) P: 1 of 1 | | | >> |
| | | | | | | | | | ,, | |
| | | | | Search | Edit | New | Delete | Close | | |
| << | (1) |) P: 1 of 1 | >> | | 50.000 | 01 | ntion Groups | | | |
| | | | | Group | Descriptio | n | | | Min | Max |
| Search | Edit New | Delete Close | | 2 | Sauces | | | | 0.00 | 1.00 |
| | Dispensing | Bar & Restaurant | | | | | | | | |
| Dispense Qty | / Price | Alias | | | | | | | | |
| 1 | | | | | | | | | | |
| | | | | << | 1 | | 1) P: 1 of 1 | | | >> |
| | | | | | | | | | | |
| << | (0) |) P: 1 of 1 | >> | Search | Edit | New | Delete | Close | | |
| | | | | | | | | | | AD 105 |
| Search | Edit New | Delete Close | | | | | | | Pr | int |

2.5. Click on "Edit" button to position items' buttons or change their colours.

| m Menu X | | And the second second | - | | | â |
|---|---------|-----------------------|--|---------|-----------------|------------------|
| ID 3 Location Bar & Restaurant | Previe | | Edit | reate | | Print |
| ame 2019 Restaurant | | | | | | |
| ated 30/05/2018 - [Locked Mains [L:2, ID:7] | 1 | | | | | |
| ective 30/05/2018 - CActive Pork Belly [ID:7] | Crumbed | Half | Heref | ford La | amb | Mains |
| | Fish | Chicke | | | hank | Specia |
| | 24.00 | 24.00 | 39.00 | 26.00 | -9 | 99.00 |
| earch Edit New Delete Close | | | - | | | |
| Main | Ovation | | Pump | okin Sc | Fillet | Teriyak Salmo |
| Mann All | | | and the second | | CONTRACTOR OF A | |
| | 34.00 | _ | 22.00 | 30.00 | 25 | 5.00 |
| Beef Croquette | | | | | | |
| | | | | | | |
| - Lhicken wings | | | | | | |
| Chicken Wings Chorizo | | | | | | |
| | | 10 | | | | |
| Chorizo | | | | | | |
| - Chorizo - Corn Fritters | | Pork Be | | | | |
| Chorizo Corn Fritters Entree Special | | | | | | |
| – Chorizo – Con Fritters – Entree Special – Flat Bread | | Pork Be | | | | |
| - Chorizo - Con Fritters - Entree Special - Flat Bread - Garlic bread one | | | ily | | | |
| - Chorizo - Corn Fritters - Entree Special - Flat Bread - Garlic bread one - Garlic bread two | | | | | | |
| - Chorizo - Con Fritters - Entre Special - Flat Bread - Garlic bread one - Garlic bread two - Grilled Haloumi | | | | | | |
| - Chorizo - Corn Fritters - Fintee Special - Flat Bread - Garlic bread one - Garlic bread two - Griled Haloumi - Misc. Entree | | | | | | |
| - Chorizo - Corn Fritters - Entree Special - Flat Bread - Garlic bread two - Garlied Haloumi - Misc. Entree - Pee Aranchini | | | | | | |
| Chorizo Corn Fritters Corn Fritters Flat Bread Garlic bread one Garlic bread two Garlic Bread two Garlic Haloumi Misc. Entree Pea Arancini Prawns | | | lly | | | |
| Chorizo Corn Fritters Entree Special Flat Bread Garlic bread one Garlic bread two Garlic bread two Garlic bread two Garlic bread two Pea Aranchin Prawns Short Ribs | | | ilv. | | | |
| Chorizo Corn Fritters Entree Special Garlic bread two Garlic bread two Garlied Haloumi Misc. Entree Pea Arancini Prawns Short Ribs Soup of the day | | | | | | |
| Chorizo Corn Fritters Entree Special Flat Bread Garlic bread one Garlic bread two Grilled Haloumi Misc. Entree Pea Arancini Pravms Short Ribs Soup of the day Misic | | | ilv I | | | |
| Chorizo Corn Fritters Entree Special Flat Bread Garlic bread two Garlic bread two Grilled Haloumi Misc: Entree Pea Atrancini Shore Ribs Soup of the day Mains Cumbed Fish | | | | | | |
| Chorizo Corn Fritters Entree Special Flat Bread Garlic bread two Grilled Haloumi Misc. Entree Pea Arancini Prawns Short Ribs Sout of the day Mains Crumbed Fish Hall Chicken | | | | | | |
| Chorizo Corn Fritters Entree Special Flat Bread Garlic bread one Garlic bread two Grilled Haloumi Misc. Entree Pea Arancini Prawns Short Ribs Soup of the day Mains Crumbed Fish Half Chicken Herford Beef | | | | | | |
| Chorizo Corn Fritters Entree Special Flat Bread Garlic bread one Garlic bread two Grilled Haloumi Misc. Entree Pea Arancini Prawns Soup of the day Soup of the day Cumbed Fish Half Chicken Hereford Beef Lamb Shank | | | | | | |
| Chorizo Corn Fritters Entree Special Flat Bread Garlic bread two Grilled Haloumi Misc. Entree Pea Arancini Prawns Short Ribs Soup of the day Mains Half Chicken Hereford Beef, Lamb Shank Mains Special | | | | | | |
| Chorizo Corn Fritters Entree Special Flat Bread Garlic bread two Grilled Haloumi Misc. Entree Pea Arancini Prawns Short Ribs Soup of the day Mander Fish Half Chicken Hereford Beef Lamb Shank Mains Mains | | 26.00 | | | | |
| Chorizo Corn Fritters Entree Special Flat Bread Garlic bread one Garlic bread two Grilled Haloumi Misc. Entree Pea Arancini Prawms Shoup of the day Soup of the day Cumbed Fish Half Chicken Hereford Beef Lamb Shank Mains Special Ovation Lamb Pork Belly | Back | | Accept | ~ | ~ | Тан |

2.6. Use "Add Item" and "Add Link" to add additional items or link to other menu pages.



2.7. If you have done any item changes, such as price or name change, modified dispensing or item options you will need to recreate the menu. Simply click on "Create" button. If you are prompted on whether you want to dump/restore positions just answer ok/yes (depending on your version on settings this might be done automatically, without any prompts). The software will recreate the entire menu pages based on your item settings/pricing, whilst keeping the existing colour schema and positions. If you have a new item added please recheck its position and colour on the page.

