

Menu Programming

Setup Manual

Version 10



MicroSale POS Systems

Menu Programming Manual – Version 10

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For a condensed version, please go to www.microsale.net/help/HowTo-buildyourmenu.pdf

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Introduction

About

MicroSale has virtually limitless menu programming functionality. There are multiple ways to accomplish the same goal in the setup. This manual will provide you with the tools you need to set up the menu that best fits the need of the restaurant. To learn the basics of menu programming from start to finish, please reference the Condensed Menu Building guide on the Virtual Help Desk under Menu Programming.

Keys in Manual

	Indicates a helpful note or tip
	Indicates a section that should be used with caution
	Descriptions or more explanation on a section
	How to get to the location in the software

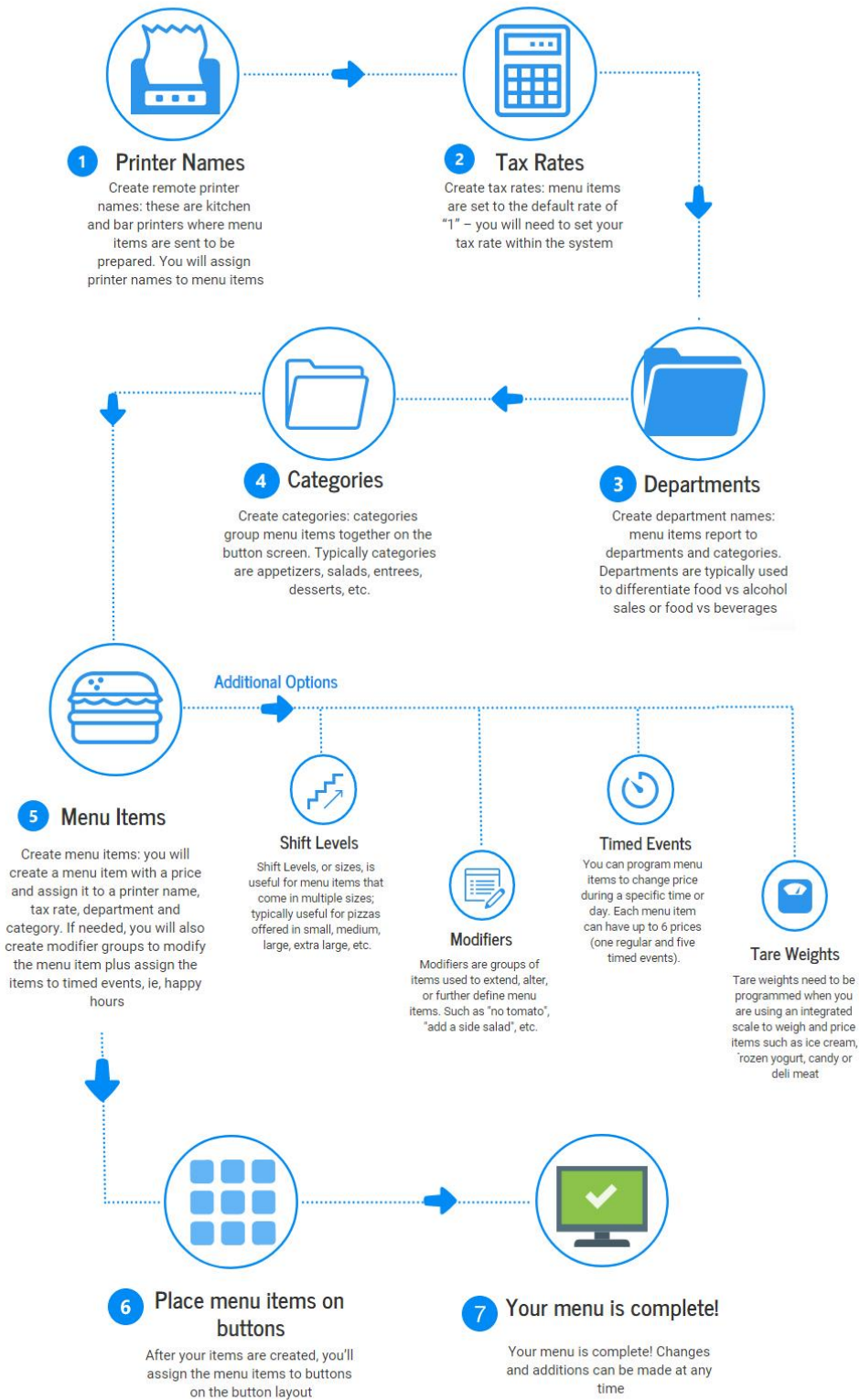
Fundamentals

- The goal is to minimize the number of touches it takes to complete an order
- The organization of the menu affects all aspects of sales reports. Disorganized menus will result in poor or confusing sales reports. Map out how the menu should be organized; use the same terminology as the paper menu. Example: *Appetizers may be called "Starters"*
- 14 category buttons fit on the order screen. If you have over 14 categories, a "Display All" button automatically populates on the order screen. Try to consolidate as many sections as you can to prevent additional steps in the order taking process
- 45 menu item buttons fit on each screen. If you have over 45 buttons, a page down arrow will appear on the screen to access remaining items. Subcategories are useful for large categories, as it further organizes a section and helps users quickly find items. For example, the "Beverages" category may be broken down into subcategories for "Beer" and "Wine"
- Before programming menu items, you should already have your printer names, taxes, department names and categories set up in the system. All other components such as timed events, modifiers, price levels and timed events can be completed in any order

System Databases

MicroSale is driven from SQL and Access databases. To start a new menu, go to the M\$CD Folder and click on **Blank Databases**. Select the Crmenu.mdb, Menumods.mdb, and Discounts.mdb files. Only copy the Crmenu.mdb, Menumods.mdb, and Discounts.mdb and paste the files into the main Micro\$ale folder. If the Crmenu.mdb and/or Menumods.mdb are overwritten before the restaurant starts using the system, the menu cannot be restored. It is beneficial to make multiple backups of your files in order to prevent mistakes or losing your data. Make a "Back Ups" folder on your computer and copy/paste the Crmenu.mdb and Menumods.mdb from the main Micro\$ale folder regularly as you build your menu. After the restaurant goes live, backups of each database are created automatically after the nightly closeout.

Flowchart of creating a menu



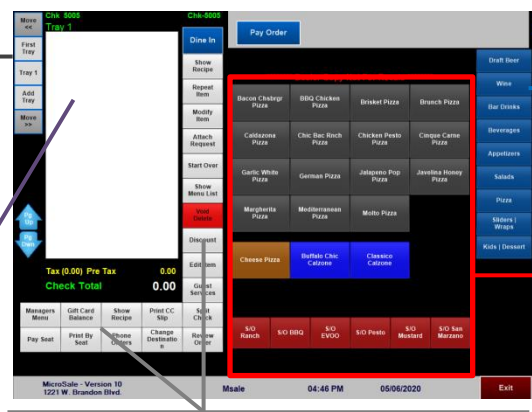
Screen descriptions and terminology

Seat Numbers

This setting can be disabled in register options. Full service displays "seats" and quick service displays "trays"

Virtual Check

Menu item buttons entered display in this area. The virtual check displays menu items, modifiers and discounts rang in. This area is interactive. You can add, edit or delete any items before they are sent to the printers. Printed items appear in red text



Function Buttons

These appear constantly on the screen regardless of the category selected. You can add/remove function buttons, change the background color and text color or add function buttons to menu item buttons.

Categories

(Blue by default) You can change the background color, text color or add a picture. Categories always appear on the right hand side of the screen with a maximum of 14 buttons displayed at one time. If you have more than 14 categories, an "All Categories" button appears at the bottom of the column.

Menu Item Buttons

These are your programmed menu items. Your menu items are assigned to one category for reporting but you can assign menu item buttons to multiple category screens for quicker order entry. You can change the background color, text color, add a picture, make it larger or smaller and move it anywhere within the button layout parameters (illustrated in the red box)

Shortcut Keyboard Keys

While you can use the onscreen tools, these keyboard shortcuts are useful to speed up data entry.

Control S (CTRL S)

With the cursor in the Menu Item Name field (on the Menu Items and Pricing screen), you can press CNTRL S to save the menu item on the screen while keeping all other links on the screen such as kitchen names, modifiers, timed events, etc. This is beneficial for adding similar menu items such as draft beer, sides or mixed drinks.

Insert

When adding modifier names in the modifier setup area, press INSERT on the keyboard to move the modifier name into the modifier list area

Preparing the Registers and Organizing the Menu

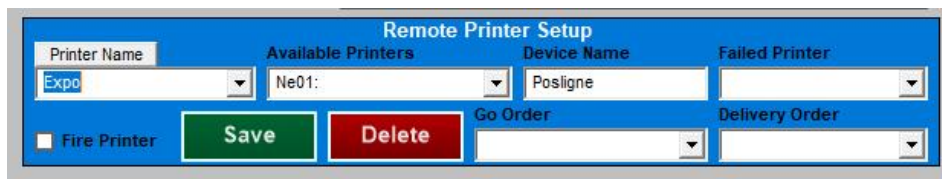
Remote Printer Names

Remote printers are kitchen and bar printers where menu items print at a distant area to be prepared. You can create the printer names in MicroSale prior to the actual printer setup in Windows. This is helpful when you are creating a menu before the registers and printers are physically setup. During the menu creation, you will assign menu items to printer names. Up to 6 remote printers or kitchen video monitors (excluding the receipt printers) can be attached to individual menu items. To create a printer name in MicroSale, please follow the steps below. To install printers in Windows, please reference the [printer setup guide](#).

 ID Screen > Register Setup > **Printers / Devices Setup**

Setting up printer names

- 1 In the blue Remote Printer Setup area, type in a name for a printer, such as Kitchen, Expo, Patio Bar, etc (see example under #3)
- 2 On the right of the printer name, click the dropdown arrow under **Available Printers** and select *Ne00*. This shows the **Device Name** (this is the device name in your Windows configuration). Keep selecting ports until the correct device name is displayed to the right. **If you do not have printers installed, choose “None” under Available Printers. After your printers are setup in Windows, you can go back to this area and assign the correct Windows printer to your MicroSale named printer.**
- 3 Select **Save**



Redundancy for failed printers

You may also assign a “Failed Printer” to each remote printer. In order to use the “Failed Printer” option, the vendor specific drivers for that printer must be used; “Generic/Text Only” is not supported. Please reference the [Installing Printers](#) guide for advanced printing options.

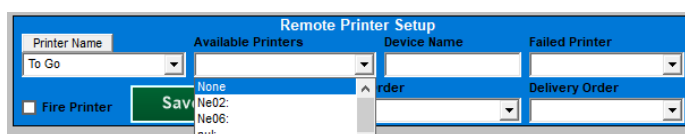
Printing based on order destination

Each remote printer can be set to route to another printer based on the destination of the order. Once you have a remote printer selected (and the assigned device is populated), you can click on the drop-down menu for “Go Order” and “Delivery Order” and assign a different device for one or both types of orders.

To enable this feature you must also go to Managers Menu > Register Setup > Register Options by Terminal > Printing/Cash Drawer Options > **Advanced Options** > put a check in the box next to “**turn on remote printer routing for go and delivery orders**”

Printing to go or delivery items only (not printing in-house orders)

- 1 Type in a printer name and select “None” under Available Printers



- 2
- 3 Select **Save**
- 4 Select the dropdown under “Printer Name” and select the newly created printer name.

- 5** Under the "Go Order" field, select the appropriate kitchen printer where the to-go orders should print (this is not be the same printer name!) You must assign to a real printer. In the example below, "To Go" goes to the **Kitchen** printer.

Remote Printer Setup

Printer Name	Available Printers	Device Name	Failed Printer
To Go	None	None	

Fire Printer **Save** **Delete** Go Order: Kitchen Delivery Order:

- 6** Repeat Step #5 for Delivery Orders.
- 7** Save when completed (please use Save button located in the teal Remote Printer Setup area)
- 8** Exit when completed
- 9** Your menu items must be assigned to the appropriate **To Go** printer name.
- 10** Go to Menu Items and Pricing > Select Menu Item Name > select "Turn On Remote Printing" > Select the appropriate printer name (in this example, the printer name is "To Go").
- 11** When the order is Dine-in, the item will not print. If the item is To Go or Delivery, it will print to the "Kitchen" printer.
- 12** Save the menu item when completed
- 13** Repeat steps until all appropriate menu items are assigned

Tax Rates

Set up your tax rates to comply with your state's standards. Although some of your items may be tax exempt, you will need to have your standard tax rate setup before using the system. *If tax rates are not set and items are rang in, the system prompts "tax exempt" on the order screen.*

📍 Managers Menu > Register Setup > **Sales Tax Menu**

Adding a Tax Rate

Set up to 5 different levels of sales tax percentages. Enter sales tax percentages as follows
Example : 6% would be entered as 6.0, 6.5% would be entered as 6.5

Sales Tax	Start	End	Tax
6.0			
0.000			
0.000			
0.000			
0.000			

Alternate Value Add Tax

TX1		Load Tbl 1
TX2		Load Tbl 2
TX3		Load Tbl 3
TX4		Load Tbl 4
TX5		Load Tbl 5

Special tax can be used in addition to regular sales tax on any item. Enter special tax percentages as follows Example : 5 % or half percent would be entered as .50 or 1% as 1.0

Adding a Tax Rate

- 1 Use a mouse and left click in the first field to the right of "Sales Tax" (see circled field in above image)
- 2 Type in your tax rate without a percentage sign. For example, 6% is 6.0, 7.5% is 7.5, 8.25% is 8.25
- 3 Select **Save** (top left corner)
- 4 Restart MicroSale on all terminals (Managers Menu > Register Setup > Exit to Windows) > Double-click MicroSale icon

Editing a Regular Tax Rate

- 1 Use your mouse and left click in the first field to the right of "Sales Tax".
- 2 Use the backspace button on your keyboard and delete out the existing rates.
- 3 Type in your tax rate without a percentage sign. For example, 6% is 6.0, 7.5% is 7.5, 8.25% is 8.25
- 4 Select **Save** (top left corner)
- 5 Restart MicroSale on all terminals (Managers Menu > Register Setup > Exit to Windows) > Double-click MicroSale icon

Creating a Special Tax

Once your standard tax rate has been set up, you may need to create separate taxes for specific menu items. For example, your state may have a different tax rate for alcohol. You will need to create a "special tax" in the tax setup area and then assign the special tax to each applicable menu item (assigning the tax to menu items are covered in the creating menu items section). If you need specialty taxes and additional rates programmed, please reference the *Tax Section* on the help desk.

Adding a Special Tax

- 1 When using the Special Tax, you must assign a **Min Tax** and **Max Tax** in addition to the percentage amount and then select or type something other than "None" for the **Tax Exceptions**.
 - a. The **Min Tax** should be the smallest check total that qualifies for the Special Tax. Use .01 if there is no minimum amount.

- b. The **Max Tax** should be the highest check total that qualifies for the Special Tax. Use 9999.99 if the is no maximum amount.

- 2 You can select an Order Destination for the **Tax Exceptions** if the Special Tax is not charged for certain orders (Pick Up, Delivery, etc.). If the Special Tax applies to all order destinations, then just type a word in the box to replace the word “None”

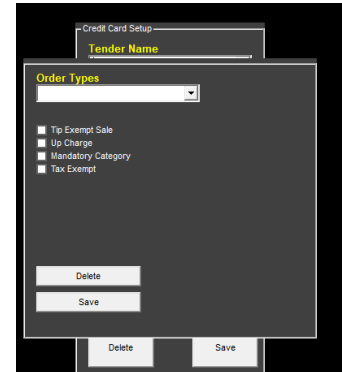
Tax Exempt Order Destinations

If a specific order destination or multiple destinations are always tax exempt, you can set the system to automatically exempt the tax to eliminate possible manual errors. When using this feature, all order destinations prompt when you select the “Dine In” button on the order screen.

- 📍 ID Screen > Managers Menu > Register Setup > Terminal Configuration > Tenders-Job Codes-Paid Out-etc > Misc Setup > **Order Destinations**

- 1 Select the proper order destination from the dropdown list
- 2 With the order destination in the field, tick the checkbox next to “Tax Exempt”
- 3 Save

- 💡 A restaurant may want to use the prompt feature without assigning a destination as tax exempt. To do so, type in a new order destination named Tax Exempt and tick the checkbox next to tax exempt, save when completed.



Tare Weights

This section only needs to be followed for restaurants that use weighted items with an integrated scale, such as frozen yogurt, ice cream, deli meats or candy. MicroSale is NTEP certified by the National Conference on Weights and Measures. Using MicroSale with your scale will ensure accuracy, save time, and guarantees you meet national standards.

- 📍 ID Screen > Menu Maintenance > **Tare Weights**

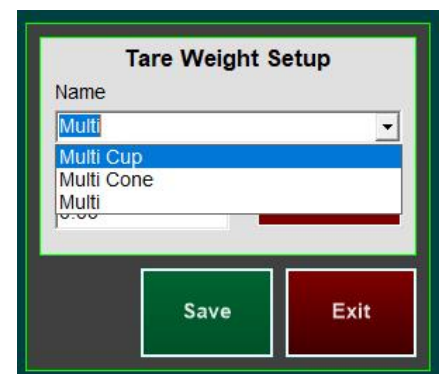
Setting up tare weights

⚠️ You must weigh each container prior to setting up the tare weights in MicroSale

- 1 Type the name of the container(s) that will be used for the scalable items and the weight of each container. *This amount will be subtracted when figuring the weight of the item.*
- 2 In the **Menu Items and Pricing Screen**, create a menu item (if you have not read this manual yet, please go to the Menu Items chapter to learn more).
- 3 Create a **Menu Item Name** such as Frozen Yogurt
- 4 Choose the appropriate Category, Department and Printer
- 5 Set the **Regular Price** to the price of one unit of measurement
 - a. For example, if the restaurant charges *.53 an ounce*, the regular price is entered as **.53**
 - b. In the Tare Weight (scale) field, use the dropdown and select the proper container for this menu item such as Waffle Cone, Bowl, or **Multi** (instructions for multi are below);

To ring in **multiple** items on the scale at once **using multiple tare weights**, you must complete the following setup. If you only have one tare weight, you can ring in multiple items without using the Multi feature.

- 1 Create a tare named **Multi** (must use the name “Multi”)
- 2 Set the tare weight to -2.00 (negative 2)



- 3** Save
- 4** Create all container names with the word **Multi** in front such as Multi Cup, Multi Cone, etc.
 - a. Save each *Multi Container Name* with the appropriate tare weight
 - b. The word Multi in front of the container names will allow the scale to properly deduct the tare weights from the menu item. If you only have one tare (or container), you do not need to set up the Multi feature.
- 5** After completing the tare weights and container names, go to **Menu Items and Pricing**
- 6** In the Menu Items and Pricing Screen, create a **menu item**
- 7** Create a Menu Item Name such as **Frozen Yogurt**
- 8** Choose the appropriate Category, Department and Printer
- 9** Set the **Regular Price** to the price of one unit of measurement
 - c. For example, if the restaurant charges *.53 an ounce*, the regular price is entered as **.53**
 - d. In the Tare Weight (scale) field, use the drop down and select **Multi**

Departments

Departments are global group names assigned to each menu item. Departments are used in nearly all reports to see *Food* sales vs *Alcohol* sales. All menu items require a department assignment.

📍 ID Screen > Managers Menu > Menu Maintenance > **Department Menu**

There are typically less than four departments per menu. Departments are typically broad, general groups such as food and drinks.

💡 Keep in mind, menu items also get grouped by category (appetizers, entrees, etc.). **Departments for restaurants with alcohol are typically Food, Alcohol, and NA Drinks. Restaurants without alcohol are typically Food and Drinks**

Screen Breakdown

Department Name – where you will type in Food, Alcohol, Drinks, etc.

Master Department – used to categorize departments; such as Beer and Wine would go in a Master Department of Alcohol. **For most restaurants, Master Departments are unnecessary and can be left blank.**

Department ID – Used for specific above store interfaces such as RTI. **For most restaurants, the Department ID is unnecessary and can be left blank**

Qualifies for EBT – used only for restaurants that accept EBT cards

Timed Event Pricing – you have the ability to connect a timed event to nearly every component of the menu. Most timed events will only need to be connected to a single menu item. However, in this area, you can set a timed event globally to all items within a department. For example, if you want all “Alcohol” items to have \$1 off during a specific time. **For most restaurants, the Timed Event area in the Department menu should be left blank.**

QSR Categories – feature is designed only for QSR automations for reporting. Please refer to QSR reports for further clarification and setup

Setting up departments

- 1 Type in a **Department Name**. *Example: Food*
- 2 Select **Save**

💡 *Master Departments are rarely used. Master Departments are used in few environments when you want to further group departments together. For example, you may want to group Wine, Beer, and Liquor into a Master Department of Alcohol*

The screenshot shows the 'Department Menu' interface. At the top, there is a 'Department Name' field with 'Food' entered. Below it is a 'Master Department (Optional)' dropdown menu. Further down is a 'Department ID' field with '0' entered. There is a checkbox for 'Qualifies for EBT' and a button for 'Add Game Function'. Below these is a 'Timed Event Pricing' section with five dropdown menus, all set to 'None'. At the bottom, there are five buttons: 'QSR Categories', 'Master Department', 'Remove', 'Save', and 'Exit'. A green box highlights the 'Department Name' field with the text 'Type in a department name'. Another green box highlights the 'Save' button with the text 'Select Save'.

Customer Game Tracking (Optional specialty feature)

The customer game feature was designed for a nonprofit organization. The organization sells games and scratch-off tickets that must be tracked and fully accounted in the POS system. Selecting “Add Game Function” automatically adds a “Games” department and automatically creates a Games report using the Menu Items by Individual report. Users can view the report to see how many games are in stock and how many have been sold.

📍 Managers Menu > Menu Maintenance > **Department Menu**

- 1 Select **Add Game Function**
(It will prompt “Done” and populate ‘Games’ in the dropdown list of departments)
- 2 Add menu items to the Games department

📍 Managers Menu > Menu Maintenance > **Menu Item and Pricing**

- 3 Select the dropdown next to Department and choose Games
- 4 Enter in the Number Available (such as 100 on hand)
- 5 Enter in menu items as normal

Example; Menu Item Name=Scratcher, Category=Retail, Price=\$5, Department=Games, Number Available=100, Save, Add to button

How it works

- 1 The Game Function is a premade report. Go to Reports Menu > Menu and Menu Sales > **Menu Item(s) by Individual**
- 2 Under **Product Mix Report Name**, select Games
- 3 Run the report for today or a date range




Categories

A category is used to group similar menu items together on the order screen and in reports. 14 categories fit on the main order screen. Using over 14 categories automatically populates a “Display All” button on the order screen to access the remaining categories. For sections of the menu with few items, combine them into a single category.

Examples of categories are Beverages, Appetizers, Sides/Desserts

 ID Screen > Managers Menu > Menu Maintenance > **Category Menu**

Setting up categories

- 1 Type in a category name
- 2 Select **Add/Edit** and then **Yes** to save
You should now see the category on the right side in the Unassigned Categories List. Unassigned categories do not appear on buttons and are not accessible from the order screen – this is helpful for rotating or seasonal menus
- 3 Select a category from the unassigned list and select **Assign to Button**
- 4 Repeat above steps until you are done adding categories. You can also come back to this screen and add more at a later time
 -  If you need to change the order of the categories, select the category text you wish to move and then use the Move Up or Move Down arrow
 -  To delete a category, select the dropdown by Category Name and select Delete. You cannot delete a category with assigned menu items – you will need to un-assign the menu items before you can delete the category
 -  To rename a category, select the dropdown by Category Name and select a category. In the field labeled “Change Category Name”, type in a new name and select “Change Name” to the right of the field. All menu items assigned to the category will be reassigned to the new category name
- 5 Select **Exit** when completed

Screen Breakdown	
Name	Description
Up/Down Arrows	Select the category name under Category Button List. Use the “Move Up” and “Move Down” arrows at the bottom of the screen to move the <i>category name</i> . The placement in this list is the placement of the buttons on the order screen. Select Save Button List when completed.
Disable Modifiers	The Disable Modifiers button is terminal specific. This is designed for bartenders so that they do not have to go through modifiers to complete an order for drinks. By default, categories are set to No . If you want to disable the Modifiers , it is a two-step process. Click the No and it will become Yes. Next, go to Register Setup, Register Options by Terminal and in the blue Modifiers area check the Disable Modifier By Category . Select Save.
Mandatory Category	The Mandatory Category button forces one menu item in the mandatory category for every table cover. Use COMBO to allow a combination of categories such as drinks, beer, and wine. See next section, Requiring Drinks on a Check
Tip Exempt	The Tip Exempt button allows the Category Sales to be exempt from Tip Dollars. This appears on user reports as a tip exempt category. By default, all Categories are set to No . For example, a Catering Category may be exempt from tips.
Category Prompt	The Category Prompt button is used to prompt a message when a category is selected. Type the message desired next to the category.
Category Menu Report	Category Menu Report allows you to choose desired categories that will be filtered in the Sales Mix, Mix by Category/Department report. Designed to allow management to quickly determine bread counts for sold sandwich items.
Change Category Name	Change Category Name allows you to change the category name and reassigns all menu item within the existing category to the new category name.
Meal Period Setup	Meal Period Setup is used for restaurants that may have a full breakfast in the morning and then switches to a lunch/dinner menu. Meal Periods enable the restaurant to automatically switch from full breakfast to the regular menu without manual intervention. Meal Periods work with Timed Events. You must setup timed events before setting up meal periods.

Requiring Drinks on a Check

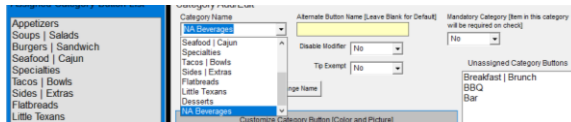
Is your staff forgetting to add drinks or certain items on checks? This setting will prevent users from sending food to the kitchen until 1 required category item is on the check per table cover (number in party)

⚠ Make sure you have water or another no-charge item assigned in the mandatory category.

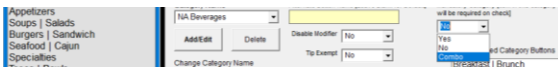
Setting required items on a check

📍 Managers Menu > Menu Maintenance > **Menu Category**

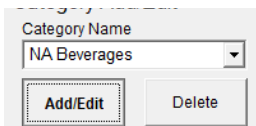
1 Select the category that should be required - in the Category Name dropdown (such as beverages)



2 Choose **Yes** or **Combo** under "Mandatory Category" - use **Combo** if the user can use a combination of categories (you may have multiple drink categories such as beverages, beer, wine, etc., that may all count as drinks). *Subcategories assigned to the mandatory categories are counted in the main category.*



3 Select the **Add/Edit** button under the Category Name

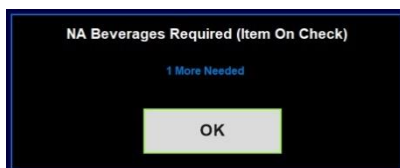


4 Continue until finished. **Exit** when completed (changes save automatically)

Using Required Drinks

1 The number of required drinks is based on the number in the party (when you start a table and you choose the number of guests)

2 Before any item can be sent to the kitchen (or pay order in Express order), you must have as many drinks on the check as the number in party. If the requirement is not satisfied, it will remind you to enter the items




3 Select **OK** and ring in the required items


4 You can now send your check to the kitchen or pay the order

Subcategories

As you build your categories and think about the menu items that will go into each category, remember that the goal of the categories is to organize your menu for reporting as well as on the order screen for quick order entry. A well-organized menu on the order screen will optimize order entry and provide clear, concise product mix reports.

Subcategories help further organize menu items. A subcategory is connected to a category and will appear as an unassigned menu item in the button layout of the assigned category. You will need to add the subcategory button to the order screen as you would a regular menu item. For example, at a brewery, you may want to separate the “Beer” category with subcategories such as Craft, IPA, Seasonal, etc.


 ID Screen > Managers Menu > Menu Maintenance > **Sub Category Menu**

 Categories, subcategories and menu items must all have unique names

Creating identical names for a category and a sub category or a menu item will cause confusion in the system. There may be times that you need to make the names similar. In that case, change something simple about the names, for example “Drafts” or “Draft Beer” instead of “Draft”

Setting up subcategories

- 1 Type in a subcategory name
- 2 Select the dropdown to assign the subcategory to a category.
- 3 Select **Save**


 You can assign subcategories to Timed Events, however instead of the Timed Event raising or lowering the price, it will simply make the subcategory button active or inactive. If a user selects the subcategory button on the order screen during a time outside of the Timed Event, it prompts “Subcategory is not available during this time”. To control menu item pricing during timed events, set the price on the Menu Items and Pricing screen

- 4 Go to the Button Layout screen and find the category the subcategory is assigned to. Place the subcategory on a button. Please follow the Button Layout Section to learn how to add items to the button layout.


Menu Items

Creating Menu Items

All sales in the POS system come from the programmed menu items. It is important to thoughtfully and thoroughly create each item in the system to ensure the price and the behavior of the item is properly set.


 The **Menu Items and Pricing** screen is where menu items are created, organized, priced, set for tax, and linked. While on the Menu Items and Pricing screen, think about the following questions:


- What category does this item belong to?
- What is this item – food, beverage, alcohol? (department)
- How much is this item selling for?
- Does this item need to print anywhere to be prepared? (Kitchen or bar?)
- Can the customer modify this item? Such as meat temp, add toppings, etc.
- Is this item available for a happy hour price?

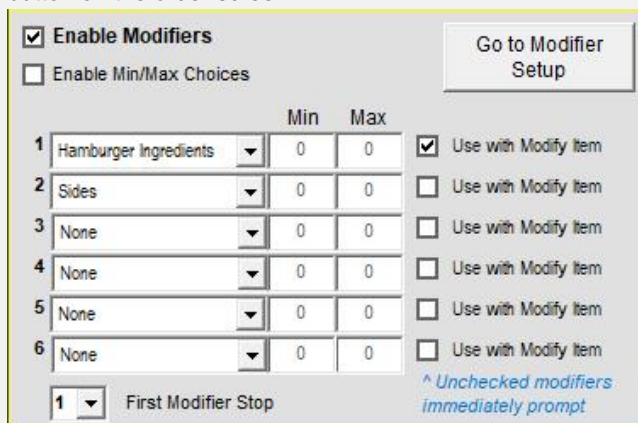
 ID Screen > Managers Menu > Menu Maintenance > **Menu Items and Pricing**

Adding a menu item

- 1 Type in a menu item, such as **Hamburger**
- 2 Use the dropdown to select the appropriate category and department name.
- 3 Type in a regular price
- 4 If the item needs to print in the kitchen or at the bar, select Turn on Remote Printing and select the appropriate printer name in **Remote Printer #1**
- 5 If you need to attach modifiers, please make sure the modifier group is already created, if it is not, skip to the Modifiers chapter
- 6 Check the option, **Turn on modifiers**
- 7 Next to Modifier #1, select the Modifier Title that is appropriate for this menu item
- 8 If the modifier group needs to prompt as soon as the user selects this menu item, leave the box unchecked (*the option box to the left of each modifier row*)

 Only important modifier groups should prompt (unchecked option) – such as meat temps, mandatory sides, and other additions that are important for the kitchen/bar to know. (if you leave all unchecked, meaning all modifier groups prompt, it takes the user more time to complete an order)

 If the Optional Modifier box is checked, modifier group will only appear if the user selects the *Modify Item* function button on the order screen



		Min	Max	
<input checked="" type="checkbox"/> Enable Modifiers				<input checked="" type="checkbox"/> Use with Modify Item
<input type="checkbox"/> Enable Min/Max Choices				<input type="checkbox"/> Use with Modify Item
1	Hamburger Ingredients	0	0	<input checked="" type="checkbox"/> Use with Modify Item
2	Sides	0	0	<input type="checkbox"/> Use with Modify Item
3	None	0	0	<input type="checkbox"/> Use with Modify Item
4	None	0	0	<input type="checkbox"/> Use with Modify Item
5	None	0	0	<input type="checkbox"/> Use with Modify Item
6	None	0	0	<input type="checkbox"/> Use with Modify Item

1 First Modifier Stop ^ Unchecked modifiers immediately prompt

Go to Modifier Setup

- 9 Select **Save** when you are done.

Quickly Creating New Items (copying existing menu items)

- 1 If you are adding similar menu items to one you have already built, pull up the existing menu item that is similar to your new item. This will be used as a template for additional items. Example: Hamburger
- 2 Select **Hamburger** from the drop-down, and type a new menu item name over **Hamburger** (You will not overwrite your Hamburger!)
- 3 Make other necessary changes such a new **price**, **remote printer** names, or **modifiers** and then select **Ctrl S** (Ctrl "Save") on your keyboard (pressing the buttons simultaneously).
 - 💡 *Ctrl S is a shortcut that keeps all attributes to the menu item on the screen – it saves you time since you will not need to repeatedly choose the category, department, price, printers, and modifiers.*


Screen Breakdown	
Name	Description
<i>Red = Required Fields</i>	
<i>Menu Item Name</i>	Type in a name for the menu item – this name will appear on the virtual check and on the customer's receipt
Button (name)	This field can be left blank. However, if you need to have another name on the button vs. the check, please add in the name here. This name will only appear on the order screen button.
Alt. Name to Remote	This field can be left blank. However, if the kitchen needs a different name than the name used on the receipt, please add the name here. This can also be used to show menu items in the kitchen in another language or an abbreviated version of the menu item.
PLU/Bar Code	This field will generally be left blank. However, if you are using Berg Liquor Control, bar code scanners, or online ordering you will need to type in the necessary PLU or barcode number.
<i>Category/Sub Cat.</i>	Use the dropdown and select the appropriate category name that needs to be assigned to the menu item. The menu item will report to this category. While the menu item will always report to the category assigned here, you can place the menu item on a button on any category screen, or multiple category screens.
Department	The department field is used for a variety of special functions as well as to assign a menu item to a department. For regular menu items, only choose one of the departments that you manually created such as Food, Alcohol or NA Beverages.
Regular Price	Type in the regular price for this item. Only type in numbers and decimals.
Make Menu Item Open Price	Disables the Regular Price and prompts a keyboard to type in a price for the menu item. This is used for market price menu items or other items that may have a custom price.
Menu Item is Taxable	Unless this is a tax exempt item, keep this checkmark.
Price Includes Sales Tax	Used for tax inclusive items such as alcoholic drinks or concession stands that want totals to be whole numbers. Tax Inclusive menu items must have the Taxable option checked.
Sales Tax Table	Unless you are using special taxes, keep this set at the default, 1.
Special Tax Table	Separates taxes on reporting such as alcohol tax from standard tax. You can keep this set at the default number on the screen.
Surcharge/Tax 3	If you are using an additional tax on top of standard taxes. Or, needing to tax a tax. (please reference Configuring Three Tax Rates document)
Enable Remote Printing	Allows this menu item to print at the bar or kitchen. Even when this option is disabled, the item will always print on the receipt printer as long as there is a printer attached to the terminal. Use the dropdowns to assign the appropriate printer(s) to the menu items.
Enable Timed Events	Menu items can have up to 5 timed events attached. The menu item can automatically change price during the timed event window, or you can deselect "Menu Item Always Available" to only allow the item to be ordered during the timed event window.
Shift Pricing Area (bottom of screen)	
Shift Levels (or Shift Pricing) are typically used for menu items that have multiple sizes – such as draft beer or pizzas. You must create the shift levels in the Shift Levels setup area before you can complete this portion of the Menu Items and Pricing screen. You can save the screen you are on (menu items and pricing) and then go back to this item to complete the screen at a later time.	

Prefix Name	The Prefix Name is the name that will go in front of the menu item, such as Small pizza. The Price Level 1 is the price associated with the prefix name. The Event Name to the right of the Prefix Name is used for Timed Events. For example, the small pizza is on special while the medium and large are regular price.
Price Level	The Price Level is the price of the menu item for that size (or Prefix name).
Timed Event Name	Event Name is another name for a Timed Event. If the size (or Prefix name) uses a special Timed Event/price, assign the Timed Event name using the dropdown and put the appropriate price in for the Price next to Event Name – this is not a price difference. Put in the actual dollar amount of the menu item for the Event.
Modifier	Modifier (next to the Event Name / Price) is used only if a specific modifier group needs to prompt for the size selected. This is typically used for “PTCHR” beer and then prompts number of mugs while the 12oz and 16oz beer does not prompt for number of mugs. If this is blank, the menu item will follow the standard modifier groups connected to the item (assigned in the top left area of the screen).
Mod Price Level	Mod Price Level means the <i>Price Level</i> the modifiers use in conjunction with the size (or Prefix name). For example, if you have modifier prices for each size of the menu item, you will use the Price Levels in the modifier setup area and assign each size to the corresponding level number.
PLU	PLU is used for third-party programs such as liquor control and/or online ordering. A representative at the third-party company will set the PLU numbers up for you.
Modifier Groups (area on top right of screen)	
Check the option Enable Modifiers to allow modifiers to be connected to the menu item. You will need to have modifiers created before you can attach modifiers to the menu item. You can either save the screen you are on and go to the Modifier setup screen or you may select the “Goto Modifier Screen” shortcut to go to the screen without having to save/exit the screen you are currently on.	
Enable Min/Max Choices	Enable Min/Max Choices will force the user to choose a certain amount of modifiers in the modifier group. For example, if a menu item comes with two sides, you would set the Min to 2 and Max to 2. Or if a pizza with up to 5 toppings, you would set the Min to 0 and Max to 5. The Min/Max function is NOT REQUIRED. By default, the number of choices is set by the modifier group in the modifier setup screen (more information in the Modifiers chapter).
Matrix Stop	First Matrix Stop: Only used for quick service on <i>Conversational Ordering</i> . Example: Combo Meal: Modifier #1: Sandwich Alterations Modifier #2: Sides Modifier #3: Drink Example: First Matrix stops ‘2’. This bypasses the first modifier on the <i>Matrix</i> . To access the Sandwich alterations, press the first matrix box, or simply finish the order and press the menu item on the virtual check. This will automatically pop up the alterations modifier.
	Checkbox to the right of <i>Min/Max (Optional Modifier)</i> - If you want the modifier group name to prompt as soon as the user selects the menu item, leave the Optional Modifier box <u>unchecked</u> . Only prompt modifier groups that are important to appear with the menu item such as meat temps, mandatory sides, other additions that are important for the kitchen to know, or additions that incur an extra cost. If the Optional Modifier box is <u>checked</u> , it means that the modifier group will only show up if the user or user uses the Modify Item function button on the Order Screen.
Additional Options (right area of screen)	
Enlarge print on remote printing	Checked by default, prints in size 14-font to the kitchen or bar instead of size 12.
Scale Print (Unit Cost)	Allows the item to be used with a scale. When this is selected, the Regular Price will be the unit cost for a lb. or oz., depending on the unit used in the system setup. <i>The Tare Weight of the containers will need to be set up before linking it to a menu item</i>
Item Charge by Time (rental)	Charges per minute from the time the item is entered on the check to the time the check closes. This is beneficial for pool table rentals or rentals for tables during sporting events. <ol style="list-style-type: none">1 Create a menu item (with the appropriate category and department)2 In the “Regular Price” field enter the price of the item for 1 minute. Example: Pool table rentals might be \$7.00 per hour. 7.00/60= \$.12 per minute.3 Place a check mark in the box Charge by Time4 Select Save when finished

Available with barcode scanner	This option must be checked when using a scanner for retail items
Set as Open Modifier	<p>This option changes the functionality of the menu item. When checked, the menu item name works as a 'bridge' to access the modifier groups connected to this menu item. This allows you to add the button to the order screen and access any of the modifier groups connected to it. This is beneficial as it allows you to modify any menu item without having to assign the modifier groups to each of the menu items.</p> <p>Because the Menu Item name works as a link to get to the modifier list, the regular price field is ignored. If you have upcharges, they will need to be assigned to the modifiers. The modifiers chosen on the order screen will follow the menu item they are attached to; you do not need to set up the printer routing on the open modifier menu item.</p>
Item Counts as Customer	This checkbox is useful for restaurants that do not use table covers. Usually beverages are used with this checkmark as most people only order one drink per person but may order multiple sandwiches or sides.
Item cannot be discounted	Menu items associated with this checkmark will never take a discount. Typically high food cost items will be exempted from all discounts. While you can set this in the discounts area as well, this checkmark ensures items are never inadvertently discounted.
Link Item to Ride Ticket	When using a ticket printer, the menu item will prompt a ticket to print. Such as "Child's Entry" menu item.
Product Cost	<p>In many reports, you may notice your cost is at "0.00" The product cost allows the restaurant to quickly find costs, percentages and totals that may otherwise only be found in the Inventory Module or 3rd party Inventory software.</p> <p>Ex: A Cheeseburger has a price of \$8.00 and the Product Cost (bun, burger, cheese, fixings) is \$3.00.</p>
Price Adjust Go Orders	This is an adjustment in price based on a to-go order. Only put in a price difference. For example if a 'Coke' is \$2.00 for Dine in but \$3.00 To Go, put in 1.00. If the To Go's are sold at a lower price, adjust it with a negative, such as -1.00.
Age Requirement to Sell	The Age Requirement is to allow the user to ring in the item. In some states, a user must be of a certain age to SELL the product to a customer. You must set the employees' age in the Employee Maintenance to use the Age Requirement option.
Access Required to Sell	The Access Required will only allow employees of a specific access or higher to ring in the item. This could be used for open priced menu items or other items that need to be restricted to manager only.
Days to Expiration	When set (numerically, such as 50), the menu item will count down days. Days are recognized through Windows' settings. When the menu item expires, it will not allow users to ring in the item.
Priority Sort Level	Menu Items are sorted by category by default. However, if you need to further define how menu items appear in the kitchen/virtual check, you can set a priority sort number to each individual menu item. Please reference the section on "Priority Sort Level" for more information.
Product Inventory	<p>This option is designed to track simplistic menu items such as bottled beer. <i>You cannot use this option for any item that has price shift levels, such as Sml, Med and Lrg.</i></p> <p>Enter a number at the start of the day. The "Menu Inventory" report automatically prints on the Daily Close if a product inventory amount was entered for an item.</p> <p>To manually execute this report, go to <i>Managers Menu > Reports Menu > Menu Reports > Daily Menu Inventory</i></p> <p>On the Menu Inventory report, the "Amount On Hand" represents the "Product Inventory/Beginning Count" minus the quantity sold that day. If you did a physical count of how many are left at the end of the day, it should match the "Amount On Hand"</p>
Number Available	<p>When the default of 9999 is left as is, the feature is not active. This feature is intended to be used as a count-down for Daily Specials. Enter the total number of Specials available at the start of day in the Number Available field. The count decreases as each special is ordered. This prevents users from ringing up an item that is no longer available.</p> <p>When the count becomes low, it shows "Low Stock Warning" along with the quantity left in stock on the chalkboard of the ID Screen. The menu item button will display the quantity still available on the order screen, unless there is a logo image on the button which hides the count. If Users try to ring up an item that has already counted down to zero, a message appears "Menu Item is out of stock."</p>

Misc Menu Functions	Quantity Required; forces the user to type in a quantity before the item can be entered. The quantity will multiply the 'Regular Price' by the amount selected
Create Ride Ticket	This option links the menu item with a ticket for rides or admission. The ticket must be in a .BCA format
Ingredient List	<i>Designed for Hibachi.</i> Prints the ingredients that are required to prepare each entrée. This ensures that the proper food is taken out to the Hibachi Grill to prepare at the table
Nutritional Value	Prints the nutritional values for the items ordered. You will not see the Nutritional Values on the screen when you ring up a sale. The information only prints on the bottom of the receipt.
Debit Card Set Up	Used with the InterCard or Sacoa Interface only. When using this, the department must be set to <i>Debit Card</i> . Touch the <i>Debit Card Setup</i> . For promotional value added to the card, you may give points, Bonus dollars, or Courtesy Group No. is no longer used. Time Play Card Set Up also uses the Debit Card setup. However, you must set the department to <i>Time Play</i> , Touch the <i>Debit Card Setup</i> . Set the Duration in Minutes, Click the Start Time and the Hours and Minutes must be selected, then, select the Day of the week the card is active.
Recipes / Procedures	Attaches a recipe or procedure to the menu item. Works with the "Show Recipe"
Search By/ Labels	The <i>Search By</i> button on the <i>Menu Items and Pricing</i> Screen allows three different methods to search for items in your database. If you have many items that you scan, the most helpful method would be to <i>Search by bar code</i> . Often it is not obvious what name or descriptor was given to the items with UPC #'s. You can also search by <i>Menu Item Name</i> or <i>Alternate Print Product Code</i> . This feature allows you to <i>create label files</i> for your items, and <i>print Bar Code labels</i> .
Parent Item	Designed for 'All You Can Eat' scenarios. The 'child' item is dependent on the parent item. This means, when the child item is connected to a parent, it will not be able to be rang in until the parent item is rang in (and sent to the kitchen) first.
Configure Bar Codes	Please reference barcode document

Adding Tax to Menu Items

 ID Screen > Managers Menu > Menu Maintenance > **Menu Items and Pricing**

Setting up standard taxed items

By default, menu items will already be set to the tax table "1" (The standard sales tax table)

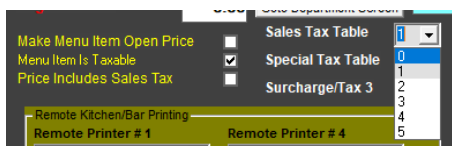
- 1 In the Menu Items and Pricing screen, ensure the dropdown field is set to "1" when adding a new menu item that should have a regular, standard tax



Setting up tax exempt items

Certain items may need to be set as tax exempt. You can assign items to the tax rate of "0" for a tax exemption or you can uncheck the option "Menu Item is Taxable". Alternatively, if the item is tax exempt based on the customer, you can use a "tax exempt" function on the order screen. The instructions below are for a menu item that is always exempt from tax.

- 1 In the Menu Items and Pricing screen, navigate to the appropriate menu item.
- 2 Uncheck the option, Menu Item is Taxable or set the Sales Tax Table to 0. Either option works.

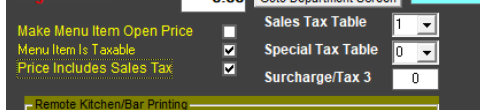


- 3 **Save** when completed

Assigning Tax Included Items

It is a common practice to include tax on beer and liquor in the item price in order to make menu item prices a whole dollar figure. This means the price of the item will include the tax within the item price as opposed to tax being added on top of the price.

- 1 In the Menu Items and Pricing screen, navigate to the appropriate menu item.
- 2 In the Sales Tax Table area, ensure the Sales Tax Table is set to "1"
- 3 Check the option next to "Price Includes Sales Tax"



- 4 **Save** when completed

Smart Tax

By default, the system is set for "Smart Tax".

Smart Tax: Smart tax works with tax inclusive items. With Smart Tax, inclusive menu items are recalculated into a standard item when both food and alcohol are on the check. This means that the tax is flipped on inclusive items, generating additional revenue. For example, a \$3.00 that includes the tax becomes a \$3.00 plus tax.

This is useful for restaurants who would like alcohol-only checks to be Tax Included to optimize speed, but for tickets with Drinks and Food to be Tax Not Included. To disable smart tax, go to Register Options > Full Service > **Turn off smart tax**

Drink Recipes

ID Screen > Managers Menu > Menu Maintenance > **Menu Items and Pricing**

There are two options for adding Drink (or Menu Item) recipes into MicroSale. If you will be using standard recipes, we suggest using the following website: <https://mrbostondrinks.com>. You will be able to copy/paste the recipe into MicroSale.

⚠ Character Limit: 255

If you are inputting drink recipes as you build the menu, use option 1. If you are going to bulk import a list after the menu is created, use option 2.

Option 1

? This setup shows a Recipe Window in MicroSale. This feature is useful to bartenders who may need a reference on a drink recipe

Entering Recipes

- 1 Build a menu item or select a previously programmed item.
- 2 Select **Recipe / Procedure** (red button on the bottom of the *Menu Items and Pricing* Screen) while the appropriate menu item is on the screen.
- 3 In the prompted **Recipe / Procedure** window, either type in your recipe or paste in the recipe from a website or outside source
- 4 When your recipe is completed, select **Done** and then **Save** the menu item

⚠ When you are using the “Control S” shortcut to quickly create items, please note that it will also carry over the recipe / procedure. If you are creating multiple new menu items using the current menu item as a template, you will need to either 1) create the new menu items before putting in the recipe or 2) delete out the recipe for all new menu items created.



Using “Show Recipe”

- 1 From the order screen, select **Show Recipe**
- 2 Select your menu item button such as “Bloody Mary”
- 3 To **print** the recipe, touch anywhere in the recipe window
- 4 To close the window, select **Exit**

Option 2

Bulk Recipe Import

To use the txt files for drinks, use attached files into the MicroSale directory. (C://Program Files/MicroSale. The "PpU210B.DRK" and "Recipes.zip" files. Files are located on www.microsale.net

This will prompt notepad over MicroSale when selecting "Show Recipe".

 You must unzip the Recipes.zip and copy/paste the txt files into the MicroSale directory. If you need to add additional drinks, you can do so as long as you save them as txt files


Sorting menu items on the check


By default, menu items are organized by category on the check. *All menu items assigned to the first category print at the top of the check, all menu items assigned in the middle categories print in the middle of the check and the last category prints at the bottom of the check).*

If you need to further define how menu items appear in the kitchen/virtual check, please follow one of the sections below.

Priority Sort Level

Menu items can be printed on a guest check in accordance with their Priority Sort Number (lowest numbers print first, largest numbers print last).

 ID Screen > Managers Menu > Menu Maintenance > **Menu Items and Pricing**


 When using Priority Sort Levels, you must assign numbers to ALL menu items.

 **It is easiest to prioritize by groups. For example, Drinks could be from 1-1000, giving an ample range to add more drink menu items as the menu grows. 1000=top of receipt. 5000=middle of receipt, 9000=bottom of receipt**

- 1** On the menu items and pricing screen, select a menu item (or create an item)
- 2** Type in a priority sort level for the item (on the right side in the Additional Options section)
- 3** **Save** when completed


Print Items in Order as Entered

This option will cause all items on a check to print in the order that they are entered by the user. By default, menu items print on the guest check in the order of the Category Priority. The primary purpose for this option is for full service restaurants that have multiple courses; allowing the user to enter the items in the order the items are to be prepared.

 Manager Menu > Register Setup > Terminal Configuration > Register Options > **Menu / Credit Cards** > Print Items in Order as Entered (save after making changes)


Menu Items Grouped Together

The option is used with "menu items in order as entered" and groups menu items assigned by category together. For example, if you enter in a Coke, sandwich, Diet Coke, dessert, it will rearrange it on the virtual check/receipt to show Coke, Diet Coke, sandwich, dessert.

 Manager Menu > Register Setup > Terminal Configuration > Register Options > **Menu / Credit Cards** > **Menu Items Grouped Together**

Dependent Menu Items

Designed for 'All You Can Eat' scenarios; The All You Can Eat (with a price) must be entered before you can ring in a 'Refill'


 Manager Menu > Menu Maintenance > **Menu Items and Pricing**

Parent Item – connects previously made menu items together. The 'child' item is dependent on the parent item. This means, when the child item is connected to a parent, it will not be able to be rang in until the parent item is rang in (and sent to the kitchen) first.

Setting up parent/child items

- 1 Select the **Parent Item Button**
- 2 Select the **Parent Item** (must be made as a menu item first)
- 3 Select the **Child Item** (must be mad as a menu item first)
- 4 **Save**

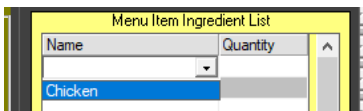
Ingredient List

 ID Screen > Managers Menu > Menu Maintenance > **Menu Items and Pricing**

Ingredient List – designed for Hibachi Style Cooking. MicroSale will print the ingredients that are required to prepare each entrée. This ensures that the proper food is taken out to the Hibachi Grill to prepare at the table in front of the guests.

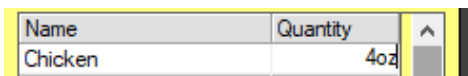
Setting up ingredient list

- 1 Create a new menu item or pull up an existing menu item that needs an ingredient list attached
- 2 Select Ingredient List
- 3 Under Create Ingredients, type in the first ingredient (as whole items, such as "Chicken")
- 4 Select Save Item (gray button under the Create Ingredients field)
- 5 Under the Menu Item Ingredient List, select the first field and select your ingredient



Name	Quantity
Chicken	

- 6 Next to Quantity, type in the amount needed for this item. Such as 4oz, 2, etc., an integer that will be understood for this menu item



Name	Quantity
Chicken	4oz

- 7 *Continue creating your ingredients for this menu item*
- 8 In the Ingredient Printer field select the appropriate printer. When finished, select **Done**





Ingredient Printer
Kitchen
Done



To have the ingredients print at the printer you selected, the following steps must also be done:


Go to Managers Menu > Register Setup > Terminal Configuration > Register Options > **Printing/Cash Drawer**. On the Receipt Printer Options tab, put a check mark in the box beside **Print Ingredient List** to Remote. Save when completed

Example kitchen receipt using ingredient list feature

<p>Menu Item Printed:</p> <p>Surf n Turf Hibachi</p>  <p>The screenshot shows a standard kitchen receipt. At the top, it says 'B16-RED' and 'Dine In'. The main item is '1 Surf n Turf Hibachi' with 'End Order' below it. The time is 'Time In 11:54 AM'. At the bottom, it lists 'Table 3017', 'Party No. 1', and 'Server New Employee'.</p>	<p>Menu Item Printed to "Ingredient Printer":</p> <p>Lists menu item name on top of the check, lists ingredients in bold. In the ingredient list for this item, the quantity displays on the left (example, 1 filet, 5 scallops, and 3 shrimp)</p>  <p>The screenshot shows a kitchen receipt with an ingredient list. The top line is 'Menu Items Ordered' followed by '01 Surf n Turf Hibachi'. Below that is a section titled '*** Ingredient List ***'. The ingredients are listed as '01 Filet Mignon', '05 Sea Scallops', and '03 Shrimp'. At the bottom, it says 'Table 3017 Party Of 1', 'Server New', and 'Time 11:54 AM'.</p>
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Nutritional Value

The Nutritional Value prints the nutritional values for the items on the guest receipt. *You will not see the nutritional values on the screen when you ring up a sale.*

 ID Screen > Managers Menu > Register Setup > Terminal Configuration > Misc System Configuration Page > **Nutritional Data** (displayed on toolbar)

Setting up Nutritional Values

- 1 Select a **Menu Item**
- 2 Enter the appropriate values
- 3 **Save**
- 4 Continue steps 1-3 until completed
- 5 Enable Nutritional Value Printing by exiting the current screen (you should now be on the Terminal Configuration Screen)
- 6 Select Register Options > **Printing/ Cash Drawer**
- 7 Select **Advanced Options**
- 8 Enable the option, "**Turn on nutritional values on bottom of receipt**"
- 9 Save and Exit

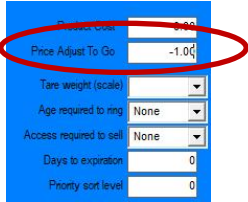
Price Adjust Go Orders

ID Screen > Managers Menu > Menu Maintenance > **Menu Items and Pricing**

If the restaurant does not change a price based on to go orders, leave the option set at 0.00. If the restaurant charges an additional fee or discounted price based on to go orders, you will set the adjustment in this field.

⚠ The adjustment is a price difference. Do not put the price of the entire menu item in this field

For example if a 'Coke' is \$3.00 for Dine in but \$2.00 To Go, put in -1.00. If the To Go's are sold at a higher price, adjust it with a positive number.



Creating Sizes for Menu Items

Sizes, or Shift Levels, are useful for menu items that offer multiple sizes such as draft beer (12oz, 16oz, Pitcher) or pizza (Small, Medium, and Large). A Shift Level must be created in the Shift Level area before it can be assigned to a menu item. Since a shift level can be added as a button on the order screen, the shift is first assigned to a category. A shift level can be added as a button on order screen to allow the user to ring in the item in two ways; touch size then the item or touch the item and then the size. Shift levels are helpful when you have over 10 items with 2-3 sizes per item, thus eliminating an excessive number of buttons on the order screen.

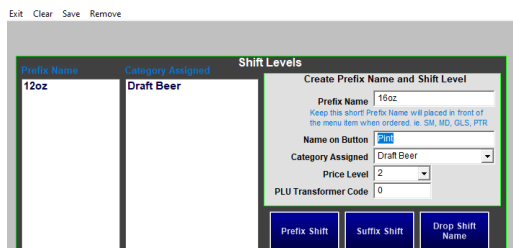
Keep in mind, the goal is to minimize the number of touches to complete an order. If the restaurant only has a few menu items with multiple sizes, simply create individual items with sizes in the name, such as "12oz Bud" and "16oz Bud".

ID Screen > Managers Menu > Menu Maintenance > **Shift Levels**

Screen Breakdown

The **Prefix Name** is the abbreviated size that will go in front of the menu item such as "16oz". This appears in front of the menu item on remote printers and the guest check.

The **Name on Button** is displayed on the button in the POS for your staff to see only; for example, you may want 16oz shown on the guest check but Pint on the button. If you leave the "Name on Button" blank, it defaults to the Prefix Name.



- A Shift Level is assigned by Category in order to add the shift level to a button on the order screen.
- Press the dropdown and put in the appropriate price level. (1 is the smallest size available, 5 is the largest. If you only have three sizes use levels 1-3)

Optional Settings

- Prefix Shift means the Prefix Name goes in front of the menu item name, it does this by default
- Suffix Shift adds the Prefix Name to the end of the menu item name *recommended to keep the Prefix Name at the front of the item; if you're item name is too long, it may cut off the size and confuse the kitchen*
- The PLU Transformer Code will typically stay at the default number of 0. This is used for above store interfaces that use PLU numbers
- Timed Event 1-5 are for global price changes, where it add or subtracts a set amount (similar to the department setup area). To set individual menu items on a happy hour price, set the price in the "Menu Items and Pricing" area.

Creating a shift level

- 1 Type in a prefix name. The **Prefix Name** is the abbreviated size that will go in front of the menu item such as “16oz”. This appears in front of the menu item on remote printers and the guest check.
- 2 Type in a name for the button. The **Name on Button** is displayed on the button in the POS for your staff to see only; for example, you may want 16oz shown on the guest check but Pint on the button. If you leave the “Name on Button” blank, it defaults to the Prefix Name.
- 3 Press the drop down next to **Category Assigned** and choose the desired category. (A Shift Level is assigned by category in order to add the levels to buttons on the order screen).
- 4 Press the drop down and put in the appropriate price level. (1 is the smallest size available, 5 is the largest. If you only have three sizes use levels 1-3)
- 5 The PLU Transformer Code can be level at 0. (This is used for above store interfaces that use PLU numbers)
- 6 Select **Save**
- 7 Repeat steps 2-7 for all remaining levels, exit
- 8 Go to **Menu Items and Pricing**
- 9 Find a menu item that will use a shift pricing
- 10 When on your menu item, go to the bottom of the screen in Shift Pricing. Press the down arrow to find your shift names (under “Prefix Name”).
- 11 Next to each size, type in the correlating price.

The top screenshot shows the 'Menu Item Details' screen for 'Cheese Pizza'. Fields include: Button (name), Alt. Name to remove, PLU/Bar Code, Category (Pizza), Department (Food), Supplier Price (.00), Make Menu Item Open Price, and Menu Item is Taxable. The bottom screenshot shows the 'Shift Pricing' screen with a table for setting prices for different sizes (16in, 20in) and price levels (1-5). The 'Shift Price Only' checkbox is checked.

Prefix Name	Price Level 1	Price Level 2	Price Level 3	Price Level 4	Price Level 5	Event Name
16in	11.99					
20in	16.99					
	0.00					
	0.00					
	0.00					

- 12 If the user must choose a size, check the option for “**Shift Price Only**”
- 13 If the modifier prices should vary based on the size chose, please continue to the next section, “Using Price Levels in Modifiers.”
- 14 **Save** and Exit

The screenshot shows the 'Shift Pricing' screen with a table for setting prices for different sizes (16in, 20in) and price levels (1-5). The 'Shift Price Only' checkbox is checked.

Prefix (Shift Name)	Price Level 1	Timed Event Name	Timed Event Price	Modifier	Mod Price Level	PLU #
None	0.00		0.00		0	
16in	0.00		0.00			

The **Prefix Name** goes in front of the menu item, such as 16oz Coffee. The Price Level 1 is the price associated with the prefix name. The Event Name to the right of the Prefix Name is used for Timed Events. For example, the small pizza is on special while the medium and large are regular price.

The **Price Level** is the price of the menu item for that size (or Prefix Name).

Timed Event Name is another name for a Timed Event. If the size (or Prefix name) uses a special Timed Event/price, assign the Timed Event name using the dropdown and put the appropriate price in for the **Price** next to Event Name – this is not a price difference. Put in the actual dollar amount of the menu item for the Event.

Modifier (next to the Event Name / Price) is used only if a specific modifier group needs to prompt for the size selected. This is typically used for “PTCHR” beer and then prompts number of mugs while the 12oz and 16oz beer does not prompt for number of mugs.

Mod Price Level means the *Price Level* the modifiers use in conjunction with the size (or Prefix name). For example, if you have modifier prices for each size of the menu item, you will use the Price Levels in the modifier setup area and assign each size to the corresponding level number.

PLU # is used for third-party programs such as liquor control and/or online ordering. A representative at the third-party company will set the PLU numbers up for you.

Using Price Levels in Modifiers

Sizes, or Shift Levels, are *levels* of pricing for a single menu item. With multiple levels for menu items, you may need multiple levels of pricing for modifiers. This is designed for pizza toppings. For example, your 16in and 20in pizza may charge differently for toppings.

ID Screen > Managers Menu > Menu Maintenance > **Menu Modifiers**

Setting up multiple prices per modifier

- 1 Create a **Modifier Title**
- 2 Type in a Modifier Name such as *Bacon*, leave the regular modifier price at 0.00

Think about the shift levels that were setup in the above section. If you created shift levels for pizza, you may have a 16in size (using Price Level 1) and 20in size (using Price Level 2).

- 3 Type in the appropriate price that correlates with each size. In level 1, representing the 16in size, put the price in the first field. If there is no price, leave it at 0.00
- 4 Continue with the prices for level two and then select **Add/Update**. (Note: unless you need Bacon to say 16in Bacon, you can leave the prefix field blank. The prefix is useful for third-party inventory programs where you need to thoroughly track portion sizes)

Level	Prefix	Price
1		1.99
2		2.99

- 5 When you are done with your list of modifiers, select **Save** and **Exit**. You can always go back and add more later.
- 6 Go to the Menu Items and Pricing screen and pull up a menu item (if you do not have one in the list already, go ahead and add it now.)
- 7 In the modifier area in the top right, select the dropdown next to Modifier #1 and choose a modifier title

- 8 In the shift level section of the Menu Items and Pricing screen, check the option for “Shift Price Only”, so that the pizza cannot be rang in without a selected size.
- 9 After the shift levels are assigned to the item, next to the first price level (16in) select the Mod Price at 1. The 1 represents the first price level on all modifier groups attached to this menu item.
- 10 On the second price level (20in), select the Mod Price 2.

16in	Price Level 1	11.99		0.00		1
20in	Price Level 2	16.99		0.00		2

- 11 Continue until all shift levels have an appropriate modifier price level
- 12 **Save** when completed

⚠ If each size of pizza only uses 1 price level, you can set all associated “Mod Price” levels at 1. ****This will force all sizes to look at the first price level for all modifiers in the attached modifier group**

Creating Pizzas

This section is a repeat of the shift level section and goes into greater detail specifically for pizza items.

In MicroSale, you have two options for creating pizza items. **(Option 1)** You can build them as separate, individual items with the size built into the name, such as “Small Cheese Pizza” and “Medium Cheese Pizza” or you can use **(Option 2)** shift levels, attaching a shift level (size) to a single menu item called “Cheese Pizza”. The way you choose depends on the complexity and availability of your menu offerings.

When to use Option 1


- 1 Specific modifiers are **ONLY** available on specific sizes, such as a Small Pizza can get thick or thin crust while Medium and Large only comes in Thin
- 2 Restaurant has a small selection of pizzas. *The goal is to minimum touches to complete an order.* If the restaurant has 5 or 6 pizzas, it is faster to ring them up as individual items
- 3 The restaurant offers multiple timed event specials on specific sizes only. Only one timed event can be assigned to a size. If the restaurant offers multiple automated price changes, you must use Option 1.

When to use Option 2

- 1 Each pizza is programmed similar as far as toppings available and sizes. For example, you may have a small, medium and large meat lovers that all come with the same toppings (you can price toppings separately based on price level)
- 2 The restaurant has a large selection of pizzas with 3 or more sizes per pizza. The shift levels consolidate all of the sizes as one button to eliminate the number of buttons on the screen

Part 1

Creating multiple sizes for pizzas (option 2)

 ID Screen > Managers Menu > Menu Maintenance > **Shift Levels**

Sizes, or Shift Levels, are useful for menu items that offer multiple sizes such as pizza (Small, Medium, and Large). A Shift Level must be created in the Shift Level area before it can be assigned to a menu item. The shift level is assigned to a category in this area and then assigned to the individual menu item later. Assigning a shift level to a category first allows the shift to be placed on a button in the screen with the pizzas. This allows you to either touch the size then the menu item or the menu item then the size (offering flexible ordering techniques).

Step-by-Step Instructions

- 1 Type in a prefix name. The **Prefix Name** is the abbreviated size that will go in front of the menu item such as “SM”. This appears in front of the menu item on remote printers and the guest check.
- 2 Type in a name for the button. The **Name on Button** is displayed on the button in the POS for your staff to see only; for example, you may want SM shown on the guest check but Small on the button. If you leave the “Name on Button” blank, it defaults to the Prefix Name.
- 3 Press the drop down next to **Category Assigned** and choose the desired category. (A Shift Level is assigned by category in order to add the levels to buttons on the order screen).
- 4 Press the drop down and put in the appropriate price level. (1 is the smallest size available, 5 is the largest. If you only have three sizes use levels 1-3)
- 5 The PLU Transformer Code can be level at 0. (This is used for above store interfaces that use PLU numbers)
- 6 Select **Save**
- 7 Repeat steps for all remaining levels
- 8 **Exit**

Part 2

Creating a pizza menu item

ID Screen > Managers Menu > Menu Maintenance > **Menu Items and Pricing**

- 1 Type in your item. In this example, type in **Cheese Pizza**
- 2 Use the drop-downs to select the appropriate category and department name. Remember, your shift levels (or sizes) are assigned to the category first. You must choose the same category on this screen to populate your shift levels
- 3 Leave the regular price blank. In this example, the pizza price depends on the size chosen.
- 4 If this item needs to print in the kitchen, select **Turn on Remote Printing** and select **Kitchen** in the **Remote Printer #1** or another name listed in the dropdown
- 5 In the gray shift pricing area, select the dropdown next to the first "Prefix (or Shift Name)" and select SM. If you do not see anything in the drop down, save the item now (bottom right of screen). This means that your database has not yet updated. After you save the item, press the dropdown next to Menu Item Name and select Cheese Pizza.
- 6 Now, in the gray shift pricing area, press the dropdown next to the first Prefix (or Shift Name) and select SM (or the name you previously saved in the shift pricing section).
- 7 Select the other dropdowns and put a price in for each size. Tick the checkbox for "**Shift Price Only**". For pizzas, the user must choose a size, so you need to tell the software that the user must select the size for this particular menu item
- 8 It should look similar to this so far:

The screenshot shows the 'Menu Item Name' field set to 'Cheese Pizza'. The 'Category/Sub Cat' is 'Misc Items' and the 'Department' is 'Food'. The 'Regular Price' is 0.00. The 'Remote Kitchen/Bar Printing' section is checked, with 'Remote Printer #1' set to 'Kitchen'. The 'Shift Pricing' section shows five price levels: SM (8.99), MD (9.99), LG (11.99), and two 'None' entries (0.00). The 'Shift Price Only' checkbox is checked.

Typically pizzas can be modified, so toppings will need to be programmed

If the toppings that will be programmed are priced based on pizza size, look to the right of the screen. You'll see a Mod Price Level dropdown

The screenshot shows a 'Mod Price Level' dropdown menu with options 0 through 7. The 'PLU #' field is empty. Below the dropdown, there is a note: 'call the modifier listed for the [] u item with the prefix of the shift'.

The Mod Price Level correlates to the group of toppings that will soon be attached to this menu item. The Price Level chosen matches to the price level of toppings that will be programmed. For example; to the right, we have SM, MD and LG sizes. The SM pizza is going to use toppings that have a group of prices particularly for the SM pizza. – go to Step 9.


- 9 Next to "SM", set the Mod Price Level to 1. 1 being the smallest price level. The MD pizza is going to use toppings that have a group of prices for the MD pizza, so the level is 2. In some cases, you may only have 2 sets of price groups for your pizzas, so you may set your MD and LG BOTH to the Mod Price Level 2. This drop down area allows you to control which groups of prices are used.

The screenshot shows the 'Shift Pricing' section with the 'Mod Price Level' dropdown set to 1. The 'Prefix (Shift Name)' is SM, and the 'Price Level 1' is 8.99. The 'MD' prefix is set to Price Level 2 (9.99), and the 'LG' prefix is set to Price Level 3 (11.99). The 'Shift Price Only' checkbox is checked.

- 10 Save your item!!

Part 3

Creating modifier groups for multiple size pizzas

 ID Screen > Managers Menu > Menu Maintenance > **Menu Modifiers**

1 Create a **Modifier Title**

2 If this group can be modified by pizza half, select the dropdown under "Department / Function" and select **Select 1/2**. By default, Select 1/2 takes 50% off the whole topping price for choosing half of a topping. To customize this amount, please reference the Select 1/2 area of this document.

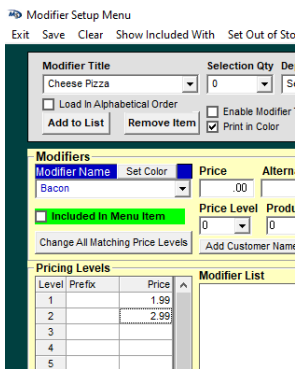
3 Tick the checkbox for "Select Until Done". This will allow the user to add/delete as many toppings as necessary until selecting "Done" on the screen.

4 Type in a Modifier Name such as *Bacon*, leave the regular modifier price at 0.00

Think about the shift levels that were setup in the above section. If you created shift levels for pizza, you may have a 16in size (using Price Level 1) and 20in size (using Price Level 2).

5 Type in the appropriate price that correlates with each size. In level 1, representing the 16in size, put the price in the first field. If there is no price, leave it at 0.00

6 Continue with the prices for level two and then select **Add/Update**. (Note: unless you need Bacon to say 16in Bacon, you can leave the prefix field blank. The prefix is useful for third-party inventory programs where you need to thoroughly track portion sizes)



Level	Prefix	Price
1		1.99
2		2.99
3		
4		
5		

7 When you are done with your list of modifiers, select **Save** and **Exit**

8 Go to the Menu Items and Pricing screen and pull up your Cheese Pizza pizza menu item

9 Add your menu Modifier Title in the top right section of the **Menu Items and Pricing** Screen

10 Tick the checkbox to the right of the modifier title if you want this modifier group to only appear when called upon (uses the function Modify Item) or keep the checkbox unclicked to make the modifier group immediately prompt after the item is selected on the order screen



11 Since you have now altered your menu item, select **Save** to save your new changes

12 You are done. Now, add your pizza item to the button layout (follow the button layout section to add your item to a button).

Copying modifier price levels to new modifier groups

After creating a modifier group with multiple prices per modifier name, you can copy and paste the prices to new modifier groups.

1 On the modifier setup screen, select a modifier group from the dropdown (select a modifier group with the price levels already programmed)

2 Delete the modifier title and create a new title (such as replace "Cheese Pizza" with "Pepperoni Pizza")

a. This will create a **NEW** modifier group with the saved modifier names in the list; it will not replace your existing group!

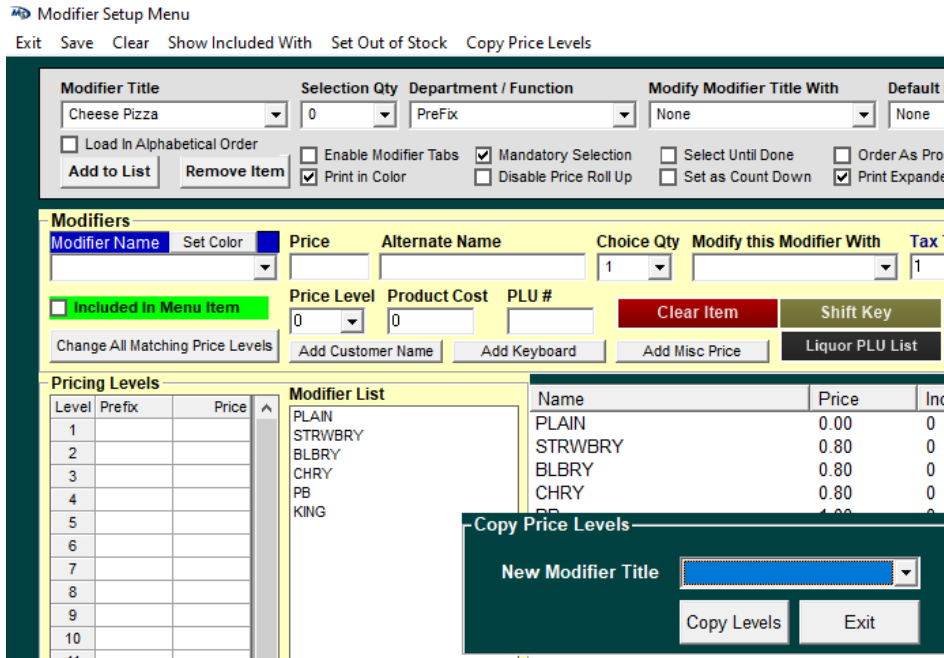
3 Click in the Modifier Name field – when prompted, select “yes” to create a new modifier group

4 Select Save

⚠ While it creates a new modifier group from the existing list, the modifier price levels are not copied over by default – continue to step 5 to copy over the price levels

5 Select the original modifier title from the dropdown

6 On the toolbar, select **Copy Price Levels**



7 Select your new Modifier Title from the dropdown and select **Copy Levels**

Creating Combos

MicroSale has multiple ways of setting up combos. Please review the following section to determine which way fits your customers' needs best.

Shifted Combos

A **Shift Combo** is a way to create a menu item into a combo meal after it is on the virtual check (when a customer changes their mind or does not say they want a combo before starting to order).

The user can touch the word “combo” or “meal”, and then touch the menu item on the check. It will then recreate the single menu item into a combo (with appropriate pricing and modifiers).

Creating a shift level combo (part 1)

1 Go to **Shift Levels** in Menu Maintenance

2 Create a Shift Level, with the Key Name of “Combo”, “Meal” or any other word desired. Make sure you put an exclamation point at the end, such as **Combo!**

3 Type in a **Name on Button** (this word will be displayed on the button in the order screen)

4 Assign it to the appropriate category

5 Assign the Shift Level to 1 (one).

6 **Save** and **Exit**

Creating a shift level combo (part 2)

- 1 Go to **Menu Items and Pricing**
- 2 Create a **Menu Item Name**. Example: *Baconzilla*
- 3 Put in the **price** for the single sandwich option
- 4 Assign the item, *Baconzilla*, to a category and department.

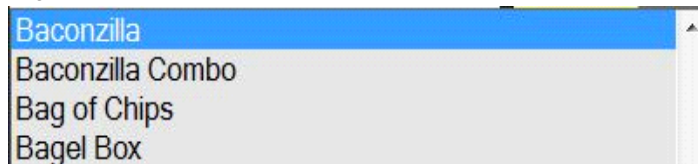
Shift Levels are assigned to categories. In order for shift size to appear, you need to save the menu item in the appropriate category. Go ahead and save your menu item as it is now and then select the dropdown to reselect it

- 5 You should now see your shift level in the lower left corner of the screen
- 6 In the Shift Pricing area, put in the price for the Combo version of this menu item. **DO NOT FORCE THE ITEM TO SHIFT!**
- 7 **Save**

Your item should look like this:

The screenshot shows the 'Button Preview' screen for a menu item named 'Baconzilla'. The 'Menu Item Name' is 'Baconzilla'. The 'Regular Price' is 6.19. The 'Category/Sub Cat.' is 'Sliders | Wraps' and the 'Department' is 'Food'. The 'Shift Pricing' section is highlighted with a red oval, showing 'Prefix (Shift Name)' as 'Combo', 'Price Level 1' as 7.35, and 'Price Level 2' as 0.00. The 'Timed Event Name' is empty. The 'Remote Kitchen/Bar Printing' section is also visible, with 'Enable Remote Printing (Kitchen / Bar Printers)' checked.

- 8 Now create the combo version of the menu item, such as **Baconzilla Combo**. Put in all appropriate sizes and modifiers (such as sandwich mods, drink prompt and size prompt). The **Combo Name** must identically match the single menu item name plus the shift level name, such as *Baconzilla Combo*



- 9 In the modifier area of the Menu Items and Pricing Screen, put in the sandwich modifier first (such as tomato, etc.) then put in the drink and the side. Put the first Matrix Stop at 2. This will bypass the first modifier for speed
- 10 Put the *Combo Shift* function on a button.
The shift name will appear as an unassigned button in the Button Layout area.
Two operational options for the function: Touch Combo then the Baconzilla to create the combo or ring in the Baconzilla, highlight then menu item, and then touch Combo

Combo Detection

The system can detect which items make up a combo meal. This helps the customer save money and prevents the user from reentering the individual items again as a combo.

Combo Detection has two options:


- **Automatic Combo Discount:** automatically discounts the items when applicable items are on a check
Beneficial for automatic BOGOs, combination specials (ex: 18 wings, pitcher of beer, and side of fries for \$x.xx), etc.
- **Recreating Items on the Check into a Combo Item:** automatically recreates the items into a combo menu item with the appropriate price
Beneficial for quick service restaurants to create items into a “Cheeseburger Combo”, “Chicken Nugget Combo”, etc.

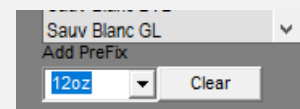
Automatic Combo Discount

Automatically discounts the items that make up a combo or special. This is beneficial for restaurants that offer BOGOs, combo specials such as 18 wings and a pitcher for \$X.XX, etc.

 ID Screen > Managers Menu > **Discounts, Gratuity and Maintenance**

- 1 Type in a Name such as “Meal”, “Spec”, “Combo”, “Cmb”, etc. *This Combo Name will be shown as a discount at the bottom of the check.*
- 2 Select the appropriate combo discount **Type** – only uses **Combo Amount** or **Combo Set Amount**
 - Combo Amount takes off a dollar amount off of the combo item.
 - Combo Set Amount forces the combo item to the amount set in the “Amount” box
- 3 Choose **Combo Amount**
- 4 Choose a low Access Level for this combo item (this is typically designed for discounts that need to be set for a specific security level, since this is a combo, set it to the lowest possible access of **Cook**).
- 5 Select the Category of **Combo**
- 6 Click on the **Combos** button
- 7 Select which items are included in the **Combo** menu item. This is designed specifically for combo meals. You cannot put the same menu item name in more than one box.
- 8 Choose the *primary menu item name* from the Menu Items box and insert it in the **Combo Item** box.
- 9 Choose an additional item for the combo such as a side in the Combo Match #1 box; Put all types of sides you can get in this box
- 10 Choose an additional item for the combo such as a drink in the Combo Match #2 box; Put all types of drinks in this box

 The combo feature must have exact matches to menu items. If you have shift pricing in your menu, you must put all shift prefixes in the combo boxes



Setting up shift prefixes

- 1 Select the Menu Item in the Menu Items box (left box) and choose a *shift prefix* in the **Add Prefix Box**
- 2 Select the appropriate **Combo Match** box – you should see the menu item name with the shift name in front of the item.
- 3 Continue adding all similar items in each box until you are done.
- 4 Select **Done**
- 5 **Save** the Combo Discount

Recreating Items on the Check into a Combo Item

Automatically recreate the items into a combo menu item with the appropriate price. *Beneficial for quick service restaurants to create items into a "Cheeseburger Combo", "Chicken Nugget Combo", etc.*

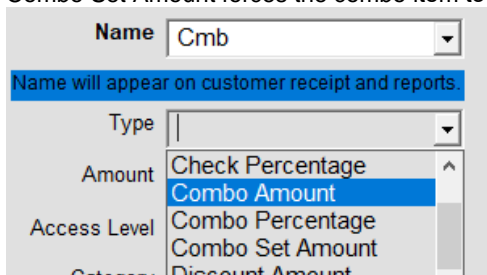
 ID Screen > Managers Menu > **Discounts, Gratuity and Maintenance**

- 1 Type in a Name such as "Meal", "**Cmb**", or "Combo". *This Combo Name will be suffixed at the end of the menu item from Combo Item box*

 Keep in mind that receipts only allow 18 characters. If the menu item name is too long, your combo name may cut off and prevent the combo feature from triggering

- 2 Select the appropriate combo discount **Type** – only uses **Combo Amount** or **Combo Set Amount**

- a. Combo Amount takes off a dollar amount off of the combo item.
- b. Combo Set Amount forces the combo item to the amount set in the "Amount" box



- 3 With this example, choose **Combo Amount**

- 4 Choose a low Access Level for this combo item (this is typically designed for discounts that need to be set for a specific security level, since this is a combo, set it to the lowest possible access of **Cook**).

- 5 Select the Category of **Combo Item**. *Combo Item turns this 'discount' into a Combo Item vs. the regular discount of Combo.*


- 6 Click on the **Combos** button

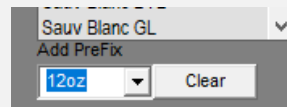
- 7 Select which items are included in the **Combo** menu item. This is designed specifically for combo meals. You cannot put the same menu item name in more than one box.

- 8 Choose the *primary menu item name* from the Menu Items box and insert it in the **Combo Item** box.

- 9 Choose an additional item for the combo such as a side in the Combo Match #1 box; Put all types of sides you can get in this box

- 10 Choose an additional item for the combo such as a drink in the Combo Match #2 box; Put all types of drinks in this box

 The combo feature must have exact matches to menu items. If you have shift pricing in your menu, you must put all shift prefixes in the combo boxes




Setting up shift prefixes

- 1 Select the Menu Item in the Menu Items box (left box) and choose a *shift prefix* in the **Add Prefix Box**
- 2 Select the appropriate **Combo Match** box – you should see the menu item name with the shift name in front of the item.
- 3 Continue adding all similar items in each box until you are done.
- 4 Select **Done**
- 5 **Save** the Combo Discount

Item Reference

This feature reminds the user to upsell an item. After a menu item is selected, a Yes or No question immediately prompts. If “Yes” is selected, the menu item links to an identical menu item name with a suffix. Meaning, you may want to remind a bartender to ask to upsell premium vodka or remind a cashier to upsell a menu item into a combo.

 ID Screen > Managers Menu > Menu Maintenance > **Menu Items and Pricing**

Setting up the prompt

- 1 Go to the Manager’s Menu and then **Menu Maintenance**
- 2 Go to Menu Items and Pricing; set up a regular menu item
- 3 Press the **Recipe/Procedure** button at the bottom of the screen
- 4 Type in the word **Prompt** with a colon (*Prompt:*), followed by a question. After your question, put a dash and a reference word. MicroSale will automatically look for the reference word as a prefix. For MicroSale to look for that word as a suffix, put an exclamation point on the end.
- 5 Press **Done**
- 6 **Save** the menu item


Examples

A screenshot of the 'Recipe / Procedures' screen. The text 'Prompt: Do you want to make it a Combo? -Combo!' is displayed in a white box with a black border.


A screenshot of the 'Recipe / Procedures' screen. The text 'Prompt: Do you want to make it a Combo? -Combo!' is displayed in a white box with a black border.

The reference word can be anything as long as it matches to a menu item

- 1 Create a Combo menu item using identical spelling with the added word of **Combo (or the word you used in the Recipe/ Procedure)**. Add in all necessary pricing, modifiers, etc.

 If you used the Cntl S feature (where a menu item is saved and keeps all attributes of the previous menu item), be sure that you delete the Prompt instructions in the Recipe / Procedure box. If you have the prompt again on the combo, it will throw the user into an endless loop.

- 2 **Save** your new combo menu item
- 3 Put both menu items on to buttons

 By default, when the user touches “No”, the prompt will not appear again on the current order. This is to prevent ongoing questions on the check. The **Yes or No** prompt is essentially designed to simply remind a user that another version of the menu item is available. To make the menu item **ALWAYS** prompt the question regardless of touching no, create a data file in the MicroSale directory:

1. Create a new text file and name it **promptison.dat**. *Nothing needs to be inside the .dat file*
2. Add the promptison.dat into the Dat Files folder in the MicroSale directory

Combo Menu Items

This feature forces menu items to ring in immediately following a selected menu item

 ID Screen > Managers Menu > Menu Maintenance > **Combo Menu Items**

 **This feature is typically used for the following scenarios:**

1. To add a muffin/biscuit to the end of a menu item as a reminder to the kitchen that an additional item comes with an order by default
2. When selling a party package; ex; Party#1 comes with 100 wings, 3 2-liter sodas, and 3 sides of fries

Setting up combo menu items

- 1 Select the dropdown and select a menu item in the Combo Name. This will make the menu item the "leader" and you will then tell other menu items that need to follow the menu item set under **Combo Name**
 - 2 Select the blank fields in the **Menu Items** box and select appropriate menu items that need to follow the **Combo Name**
- 💡 If the **Combo Name** does not have a price (price in the **Menu Items and Pricing screen** regular price), the Combo Name will not be shown; All menu items connected to the combo name will appear on the virtual check with individual prices
 - 💡 If a price is attached to the **Combo Name**, all menu items' prices attached to the Combo Name's prices will drop
 - 💡 If the **Combo Name** needs a specific discount attached to it, you will attach it here (or you can also attach it in the Discounts setup screen)

The screenshot shows a software window titled "Menu Link" with a close button in the top right corner. The main content area is titled "Combo Name" and contains a dropdown menu currently set to "Burger Combo". Below this is a section labeled "Menu Items" with a "Clear Grid" button to its right. A list of menu items is displayed in a scrollable area, including "None", "1 Cheesecake Parfait", "1879 Prohib 16oz", "1879 Prohib 21oz", "1879 Prohib 64oz", "25 To Life 16oz", "25 To Life 21oz", "25 To Life 64oz", "4 Cheesecake Parfait", "American Stout 12oz", and "American Stout 64oz". At the bottom of the main area is an "Attach Discount (Optional)" dropdown menu. At the very bottom of the window are three buttons: "Delete" (red), "Save" (green), and "Exit" (dark red).

Liquor Doubles Builder

There are several ways to create doubles for liquor items. Please review the options below to determine the best solution for the restaurant.

Option 1

Doubles with multiple modifier groups

The most simplistic way to create doubles is to create multiple identical modifier groups that includes a modifier named “double” set to multiple prices. Typically liquor items have limited ranges in price. Wells may be \$4, Calls \$5, Top \$6 and Premium at \$7.

- 1 Create a modifier group called “Well Mixers”
 - a. Add a modifier name called Double with the price of your well items (example; type in a price of \$4.00 for “Double” for \$4 wells. If doubles are 75% more than the item, type in \$3)
 - b. Add additional modifier names such as sodas, water, tonic, Red Bull, etc.
 - c. When the list is completed, select Save

Your screen should look similar to this:

Level	Prefix	Price
1		0.00
2		0.00
3		0.00
4		0.00
5		0.00
6		0.00
7		0.00
8		0.00

Name	Price	Included	Price Level	Modified
DOUBLE	4.00	0	0	None
SPLASH	0.00	0	0	None
ROCKS	1.00	0	0	None
TALL	0.00	0	0	None
SHORT	0.00	0	0	None
Coke	0.00	0	0	None
Diet	0.00	0	0	None
Sprite	0.00	0	0	None
Water	0.00	0	0	None
Tonic	0.00	0	0	None

- 2 After the Well Mixers are saved, select the dropdown and choose “Well Mixers”.
- 3 Replace the name Well Mixers with Call Mixers (this creates a NEW modifier group, it does not overwrite your existing list).

Level	Prefix	Price
1		0.00
2		0.00
3		0.00
4		0.00
5		0.00
6		0.00
7		0.00
8		0.00

Name	Price
DOUBLE	4.00
SPLASH	0.00
ROCKS	1.00

- 4 Double click the modifier name, DOUBLE.
- 5 Select “Yes” when prompted, “do you want to make a new list?”
- 6 DOUBLE should now be shown under “Modifier Name”

Level	Prefix	Price
1		0.00
2		0.00
3		0.00
4		0.00
5		0.00
6		0.00
7		0.00
8		0.00

Name	Price
DOUBLE	4.00
SPLASH	0.00
ROCKS	1.00

- 7 Delete the 4.00 and type in the price of doubles for your call liquors
- 8 Select “Insert” on your keyboard or select “Add/Update”.

- 9 Save your list
- 10 Repeat steps to create multiple groups
- 11 After your modifier groups are created, go to Menu Items and Pricing
- 12 Create a menu item or pull up an existing item;
 - a. For a well liquor, select "enable modifiers"
 - b. Select the dropdown next to modifier #1, and choose WELL MIXERS
 - c. If the mixers group should prompt immediately after ringing in the item, keep the checkbox next to "WELL MIXERS" unchecked. If you want the modifier group to only appear when called upon (by selecting Modify Item), tick the checkbox.
 - d. Save your item

	Min	Max	
1 WELL MIXERS	0	0	<input type="checkbox"/> Use with Mc
2 None	0	0	<input type="checkbox"/> Use with Mc
3 None	0	0	<input type="checkbox"/> Use with Mc
4 None	0	0	<input type="checkbox"/> Use with Mc
5 None	0	0	<input type="checkbox"/> Use with Mc
6 None	0	0	<input type="checkbox"/> Use with Mc

Option 2

Shift Level Doubles

Benefits

- 1 The user can ring in the menu item first and then change it to a double after it is on the virtual check (by highlighting the item on the check and selecting "DBL") or by selecting DBL and then the menu item
- 2 The reports will clearly show DBLs vs. Single liquor items so the inventory and product costs will be more accurate
- 3 The system automatically doubles the price, you do not have to manually type in the price in the *Menu Items and Pricing* section

Creating a double as a shift level

- 1 Go to **Shift Levels** in the Menu Maintenance Screen
- 2 Type in **DBL** for the **Prefix Name**

⚠ The letters "DBL" triggers the function of doubling the price of the menu item. If you do not want the system to automatically double the price, use a slight variation of this abbreviation such as "DBL." or "Dble".

- 3 Type in **Double** for the **Key Description** (a key description is only shown on the button for the software user)
- 4 Select the **category** that will allow doubles (such as Rum)
- 5 Set the Price Level to 1
- 6 **Save**
- 7 **You will need to repeat steps 2-5 for all categories that will accept doubles**
- 8 Your screen should look identical to this

- 9 Go to a liquor item that will accept a double in the **Menu Items and Pricing Screen**
- 10 If you do not already have the liquor item programmed, program it now.
- 11 In the Shift Pricing area, press the dropdown and select **DBL**. *If you do not see anything in the dropdown list, the screen has not refreshed. **Save the menu item and go back to the item you just created.***
- 12 Next to Price Level 1, put in the price for the item with the **DBL price**. This is not a price difference. **If you are using "DBL" which will double the price, leave the field blank as the system will automatically double the price of the value used in the regular price field.
 - a. For example, if a Captain Morgan is regularly \$5 and a double Captain Morgan is \$8.50, put **\$8.50** in the **Price Level 1**
 - b. **Do not check "Shift Price Only"** – this option forces the user to shift the item. This option is necessary for items that must have a shift attached such as a Small Coke, Medium Coke, and Large Coke. Since you can ring in this item without the Shift, **Do Not** checkmark the Shift Price Only option.

- 13 When you are done, select **save**
- 14 Since this item is not going to automatically shift the price, **you must put the DBL shift on a button**
- 15 Go to **Menu Item Button Layout**
- 16 Select the appropriate category
- 17 Find **DBL** in the unassigned Menu Items list and add it on a button. *Shift level buttons will always appear red on the order screen. **You cannot change this color***

Option 3

Prefix Doubles / Rocks

In several third-party inventory programs, it may be difficult to inventory modifier counts. The Prefix (or Suffix) function enables a menu item to transform into a new menu item. For example, if a user rings in Captain Morgan with the modifier, 'Rocks', the item will appear as *Captain Morgan Rocks* with the upcharge rolled into the menu item price.

! For this function, the modifier group must prompt immediately following the menu item (meaning, leave the Optional Modifier box Unchecked).

- 1 Create a modifier title
- 2 Select **Suffix** or **PreFix** in the Department/Function screen (*you can also type in Suffix or PreFix*)
- 3 If a choice must be selected, check **Mandatory Selection**
- 4 Create a modifier name such as *Dble*
 - Keep the name as short as possible. The max number of characters for a receipt printer is 18 characters, as the menu item name gets longer, letters may get cut off
 - You may choose to have an Alternate Description if you want the button name to be more descriptive. The Alternate Description appears on the button and in place of the regular Modifier Name on the remote printers (kitchen/bar printers).
- 5 The Modifier Price will be the price difference – this number will be **ADDED** to the regular price.

6 **Save** when completed

- 7 Assign this modifier group to the appropriate menu items, ensuring that this modifier group will prompt – **leave the option Unchecked next to the modifier group**

Option 4

Creating a multiplier for doubles

The modifier function, Multiply PreFix, puts a modifier name in front of the menu item and multiplies the menu item's price by the number in the modifier name's price. The price field takes on the functionality of a multiplier instead of a price.

Ex: a Vodka Double is 2 times the price of a regular vodka shot. The Modifier Name would be written as Double or DBL with a 2 inserted in the price field. Vodka \$5.00 | Double Vodka \$10.00

Multiply PreFix may also be used as a percentage.

- Ex: a guest orders a Margarita with double tequila. The restaurant owner does not want to double the price of the margarita but instead will add a percentage to make up the difference for the tequila. This will allow you to reuse the same modifier for all drinks, raising the price 20%, 30%, etc. The percentage is represented as a decimal. Keep in mind that the percentage in the modifier name is working as a multiplier. If you only put in .25 (to represent a 25% price increase, the menu item price will actually be discounted to 25% of the menu item price. To add 25% on top of the menu item price, type in 1.25.

Modifier Title	Selection Qty	Department / Function	Modify Modifier Title With	Default Modifier Name	Rear Display
Add a Shot	0	Multiply PreFix		None	

Modifier Name	Set Color	Price	Alternate Name	Choice Qty	Modify
Double		1.25		1	None

Included In Menu Item	Price Level	Product Cost	PLU #	Clear Item	Shift Key	Shift Exempt	Add/Update
<input checked="" type="checkbox"/>	0	0					

25% Price Increase: $\$8.00(1.25)=\10.00

- ⚠** This feature requires the modifier to immediately prompt (cannot be used with "modify item" where the modifier group does not immediately prompt). By using the Multiply PreFix function, every modifier name in this list works as a multiplier. You cannot put standard mixers in this list. If you want doubles to be on the same list as your mixers, use Option 1 of this section.

Creating a multiplier prefix

- 1 Create a modifier title such as Add a Shot
- 2 Choose the department Multiply PreFix (if it is not accessible in the dropdown list, you can type it in)
- 3 Under Modifier Name, type in Double
- 4 In the price field, type in the multiplier (use a 2, to multiply the menu item \$ by 2, or type in 1.25 to raise the menu item \$ by 25%, etc)
- 5 Press "Insert" on your keyboard or select "Add/Update"

Your screen should look like this:

Modifier Title	Selection Qty	Department / Function	Modify Modifier Title With	Default Modifier Name	Rear Display
Add a Shot	0	Multiply PreFix		None	

Modifier Name	Set Color	Price	Alternate Name	Choice Qty	Modify this Modifier With	Tax Tbl	Spc Tax Surcharge	Edit Modifier With
Double		1.25		1	None	0	0	None

Included In Menu Item	Price Level	Product Cost	PLU #	Clear Item	Shift Key	Shift Exempt	Add/Update
<input checked="" type="checkbox"/>	0	0					

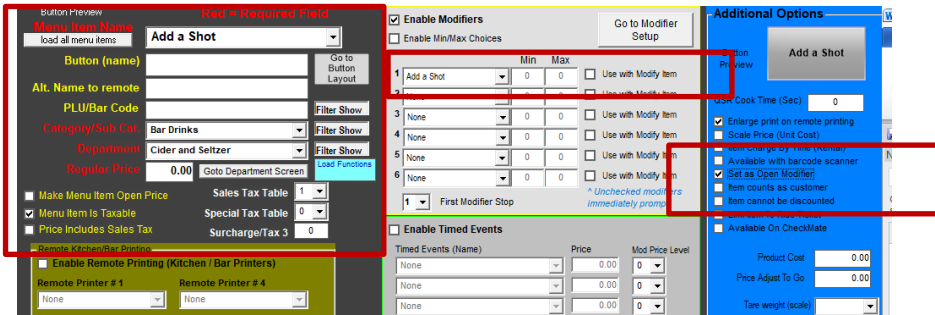
Level	Prefix	Price	Name	Included	Price Level	Modified By
1			Double	0	0	None

- 6 Save the modifier group

- Instead of attaching this to every liquor item, the best way to use this option is as an "Open Modifier". This means that the modifier is accessible on the order screen for easy access. Continue with steps below.
 - Go to Menu Items and Pricing
 - Create a menu item name called "Add a Shot" or any other name of your choosing
 - Select a category and department
 - Leave the Regular Price blank (the price will be driven by the modifier!)
 - You do not need to enable printing, as this will be an open modifier and will directly follow a selected menu item
 - Tick the checkbox "Set as Open Modifier"

- g. In the modifier area, choose the modifier title you created for the doubles, for example, “add a shot”. Do not check the option to the right of the modifier title (open modifiers must immediately prompt)

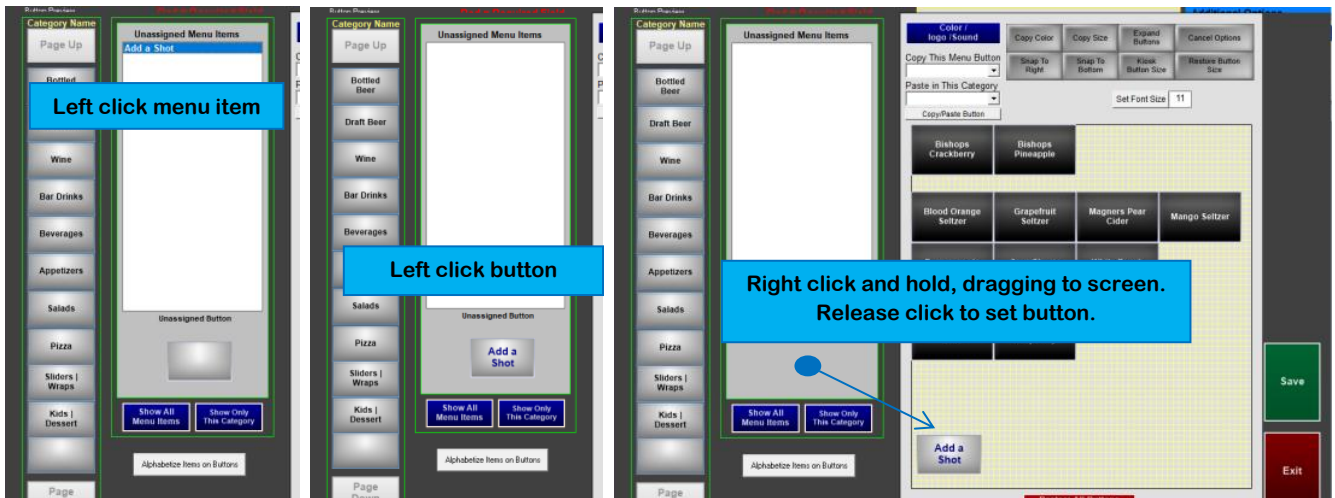
Your screen should look identical to this:



- h. Save
 i. Lastly, the open modifier needs to be placed on a button to be accessible on the order screen
 j. Go to the button layout
 k. Select the assigned category

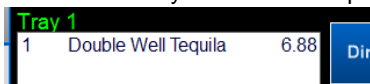


You can also put this button on multiple screens by selecting “Show All Menu Items” – double click the Add a Shot menu item and say “yes” to add it to the screen, place it on a button and drag it to the screen)
 l. Select the menu item, add to a button, drag to the screen and save (illustration below):



How it works

- 1 Ring in a liquor item
- 2 Select the liquor item on the virtual check
- 3 Select **Add a Shot** and select “Double”. The modifier name, Double, inserts in front of the menu item name and multiplies the modifier name by the menu item price



Timed Events


Timed Events, or happy hours, automatically adjust prices based on the day of the week and/or time of day. Timed events can also control prices of modifiers. You can program menu items to change price during a specific time or day. Each menu item can have up to 6 prices (one regular and five timed events).


 ID Screen > Managers Menu > Menu Maintenance > **Timed Events**


Screen Breakdown


Disable Event on This Terminal – disables the timed event from working on the register. This is beneficial if certain terminals in your restaurant have other Timed Events than the rest of the restaurant; such as having a later happy hour at the bar vs. the floor.

Reduce Price or Increase Price – if you have a global price increase/reduction for a department/category/menu item, you can put the price reduction/increase in this field. Typically you will leave this area blank and control the timed event price on the actual menu item in the Menu Items and Pricing area.

 If your happy hour, or Timed Event, runs after 12:00 AM, you do not need to select the following day – the system knows you are running the same business day up until the store closes even if that is not until 4am. If you select the following day, the day selected will activate again during the Start Time and End Time


 You do not need to set “Dates Valid” – the timed event will be active every week on the selected days

 **Use a descriptive name for your happy hour** – Since you will only be able to see the Timed Event name that is connected to the menu item, you should use a name that represents the day and time that the happy hour occurs

 Try to use short abbreviations when naming your Timed Events

Setting up a timed event

- 1** **Type in a descriptive name for your happy hour** – Since you will only be able to see the Timed Event name that is connected to the menu item, use a name that represents the day and time that the happy hour occurs. Try to use short names or abbreviations when naming your Timed Events (such as *M-Th 3PM-6PM*)
- 2** Select a **Start Time** by clicking in the Start Time box – an Hour prompt will appear.
- 3** Select **Minutes** – common denominations are on the left
- 4** You can skip selecting “00” for the minutes, and simply select **AM** or **PM** after selecting the hour as shown in the next step.
- 5** Select **AM** or **PM**
- 6** Ensure the time is correct and select **Accept**
- 7** Enter the **End Time**
- 8** **Select the days** that this happy hour, or Timed Event, needs to be active.

 If your happy hour, or Timed Event, runs after 12:00 AM, you do not need to select the following day – the system knows you are running the same business day up until the store closes even if that is not until 4am. If you select the following day, the day selected will activate again during the Start Time and End Time.

- 9** You do not need to set “Dates Valid” – the timed event will be active every week on the selected days.

10 **Save** and then Exit

11 **Assign the timed event to a menu item:**

a) Go to Menu Items and Pricing

b) Select a menu item

c) Select Enable Timed Events

d) If this menu item is **ONLY** available during the timed event, uncheck “Menu Item Always Available” under the timed event section

e) Select the dropdown and choose the appropriate Timed Event name

f) Type in the price that this item should be during the Timed Event

⚠ This is not a price *difference*. You need to type in the new total price for that menu item during the timed event. If the Regular Price is \$5.50 and the happy hour is \$1.00 off, type in \$4.50

Your item should look like this:

The screenshot shows the configuration interface for a menu item named 'Well Tequila'. The 'Regular Price' is set to 5.50. The 'Timed Events' section is active, showing a list of events with columns for 'Timed Events (Name)', 'Price', and 'Mod Price Level'. The first event, 'M-Th 3pm-6:30pm', has a price of 4.50. The 'Enable Timed Events' checkbox is checked. The 'Menu Item Always Available' checkbox is also checked. The interface includes various other options like 'Enable Modifiers', 'Sales Tax Table', and 'Remote Printing'.

g) Select Save and then Exit.

How to disable a Timed Event on a specific terminal (or for a day)

Useful for bars, you may have separate timed events at the server station vs bar station. Or, if you are hosting an event or you need to temporarily disable a Timed Event, you can disable the timed event on the terminal.

📍 Manager Menu > Menu Maintenance > Timed Event -> Select Timed Event > Check "**Disable Timed Event on this Terminal**"

Differentiating regular items sold vs items sold during the timed event

By default, the software automatically changes the menu items' prices during a timed event. If you would like the items to show the timed event name on the menu items sold during the timed event, set the following option on each register:

📍 Manager Menu > Register Setup > Terminal Configuration > Register Options > Menu/Credit Cards > Additional Options > enable the option, 'Turn on Time Event Prefix'

⚠ This option puts the actual name of the Timed Event in front of the menu item name. You must keep the name of the timed event short so that it does not cut off too much of the menu item. For example, instead of the name *M-Th 3PM-6PM*, use "*HH*" or "*Spec.*"

Changing modifier prices during a timed event

Typically modifier prices stay the same during happy hour. However, if your restaurant changes modifier prices during a timed event, set the following options.

⚠ You cannot use this feature if the menu item is using shift prices (where modifiers are using multiple prices per size)

1 On the menu item assigned to a timed event, the Mod Price Level forces the modifiers from its regular price to the price level selected. The regular price is considered "0". To have modifiers go to the price level 1, select the dropdown and choose 1 (ref: image A1)

⚠ Choosing a Mod Price Level forces all modifiers connected to this menu item to use the price level. If you have a regular price for the modifier and nothing in the Price Level, the modifier will be \$0.00 during the timed event. You must re-enter the price of the modifier in the Price Level for all modifiers connected to this menu item. (ref: image A2)

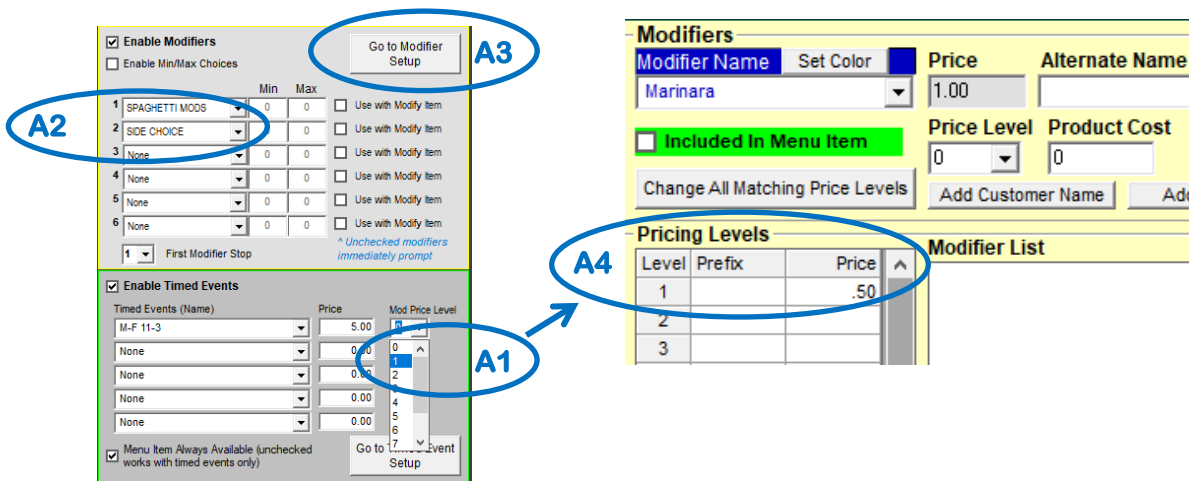
2 Select "Go to Modifier Setup" on the top right of the screen (ref: Image A3 below)

3 Select the first modifier title associated with your menu item. Select a modifier name so that the name appears under "Modifier Name"

4 Type in the discounted (or up charged) price in the Price Level area. This is not a price difference – type in the full amount of the modifier during the timed event. The regular price is ignored completely when the Timed Event's Mod Price Level is used (ref: image A4).

5 After the price is entered, select **Add/Update** to add it back to the list.

6 **Save** the screen before exiting (Save is located on the top toolbar)



Excluding timed events on to go orders

You can disable or ignore timed event pricing (happy hour pricing) for to go orders, delivery and/or pick up orders.

📍 Managers Menu > Register Setup > Terminal Configuration > Register Options > Full Service > check the option **Turn off timed pricing for go orders**

NOTE: "Go Order" is referred to the order destination where the user chooses "Dine In" or "Go Order". A phone order (pick up and delivery) is not considered a "Go Order". If you need to disable the timed events on these options as well, please follow the steps below.

[Call In Orders]

Timed Event Pricing is Excluded Pick Up=Yes

Timed Event Pricing is Excluded Delivery=Yes


1. After the text is copied, paste it into your Functions.ini file.

2. Save

3. Exit out of all open folders and launch MicroSale

Button Layout

Up to 45 buttons fit on each screen. If you have more than 45 buttons, you will have to put the 46+ buttons on the next page, using the Page Down button on the Button Layout screen. If you do have over 45 menu items in a category, it will be easier for your staff to navigate through the screens with subcategories. Subcategories help further organize groups of menu items such as Gluten Free Pizzas, Vodka, Rum, Specialty Drinks, etc. You cannot go to the second page with less than 45 buttons on the first screen.

 ID Screen > Managers Menu > Menu Maintenance > **Menu Item Button Layout**


Screen Breakdown	
Name	Description
Show All Menu Items	The Show All Menu Items button populates all menu items in the system. This allows you to put menu items on multiple screens. For example, you may want your subcategories on every page or sides on every screen. While the items may be on multiple screens, it will only report to the category the item is assigned to in the Menu Items and Pricing screen
Show Only This Category	Used after the Show All Menu Items is selected to only show items assigned to the category screen you are currently editing.
Command Functions	
	<p>Select Cancel Options when you are no longer using a function. Otherwise, when you click a button, it will do the highlighted command</p> <p>Color / Logo / Sound – used for customizing the button color, adding a picture, or adding a sound. If you cannot find the picture you are looking for, you can create your own. Please reference the Customizing MicroSale document</p> <p>Restore All Buttons Back to Default Size and Placement – populates as many buttons on the layout as unassigned items in the Unassigned Menu Item list. Or, if you select this after buttons are on the screen, it will repopulate them all to the default size and grouped together</p> <p>Alphabetical Order – automatically populates all unassigned items onto the buttons on the screen. <i>This function works best if you use the Restore Default function first</i></p> <p>Copy Color – copies one button color to another. Click the Copy Color function and then click (left click) the button that you want to copy and then left click one or multiple buttons to “paste” the color</p> <p>Expand Buttons – increases or decreases the size of a button. Click Expand Buttons and then holding a right click on a button, drag the button inwards or outwards. Use Expand Buttons first and then copy the new size to other buttons using Copy Size</p> <p>Copy Size – copies one button size to another. Click the Copy Size function and then click (left click) the button that you want to copy and then left click one or multiple buttons to “paste” the new size</p> <p>Restore Button Size – restores selected buttons back to the default size. Click Restore and then click (left click) one or multiple buttons</p> <p>Snap to Bottom Snap to Right – ‘snaps’ buttons together to keep buttons aligned and organized. Assuming at least one button is on the layout screen, click (left click) the button that you want all other buttons to snap to, think of this as the base. After clicking the first button, left click one or multiple buttons that should snap together under/or right the base button. If you click too many times, you may have one button under another, so you will need to drag it out of the way and redo it (click Cancel Options > Snap to Bottom > then click on the last button that now needs to work as the base</p> <p>Set Font Size – increases or decreases the text on a button. Click font size or font number and input the desired size (the default font size is 9). After the size is inputted, double click one or multiple buttons that should use this font size. If you only left click once, you may think your text disappeared. Simply click again. With only one click, the system ‘pends’ the text, to allow you to place the text on another button on the screen</p> <p>Copy This Menu Button, Paste in this Category – select button text in the dropdown and then choose the category you wish to copy the button to, followed by Copy Button. This function is beneficial when you want the same button on multiple screens and want it in the exact same placement on the screen. If you do not need the button in the same place with the same attributes, the All Categories function will allow you to place the same menu item on multiple screens</p>

	Kiosk Button Size – makes the button the default size for Kiosk functionality
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Button Layout Guidelines

1. You must click **Save** on the button layout before you toggle to another category or exit the screen. If you are unhappy with the layout and you do not want to save it, simply click **Exit** and go back.
2. You must click **Cancel Options** in order to deactivate a highlighted function
3. One left click on a button with text will *pend* the text in the system. It will allow you to click in the Unassigned Menu Items box to place it back in the box or will allow you to place the text on another button. Double click or click again to place the text back on a button.
4. If you want to put buttons on a second page (using **Page Down**), you must have 45 buttons on the first page. To quickly see if 45 are on the page, click **Restore Default**. If any spaces are missing, you have not reached the 45 button maximum.
5. If you want to place a menu item on a screen that does not belong to that category, click **Show All Categories**. If you do not see an Unassigned Button, that means that there are no other menu items assigned to that category. Simply double click the menu item text to add a button to the screen.

Adding menu items to the button layout

 **Shortcut** - Select Restore All Buttons, bottom red button; (this will populate as many buttons as there are menu items listed in the Unassigned Button area). Then start placing the menu item text on the buttons or use Alphabetical Order to automatically populate all menu items to the buttons

- 1 Select **Menu Item Button Layout**
- 2 Select the appropriate category on the left side of the screen
- 3 You should see all of your saved items in the white box under “Unassigned Menu Items”
 - a. (You can have menu items saved in the system without making them accessible on the Order Screen – this is useful for rotating specials or seasonal items)
- 4 Select an item that you want to add to a button. (left click)
- 5 Add the menu item on an unassigned button (left click)
- 6 Drag the button to the screen (holding a right click)
- 7 Continue until all items are on the screen
- 8 *Use your top button as your ‘axis’ point – meaning this is your “base” menu item for alignment.* (Left Click) Select Snap To Bottom
- 9 Left Click on your top button – in the example, Bacon Burger (the system now triggers this is your base item) now left click on all items that you want to snap under it. If you mess up, select Cancel Options and start again.
- 10 Now your items should be perfectly aligned. When you are done aligning your buttons, select Cancel Options – otherwise the “Snap to Bottom” trigger will stay on.
- 11 Select Set Font Size – and type in a desired size.
- 12 (Left click) double click all buttons that should use the new font size.
- 13 Select Save when you are ready to leave the screen – if you select Exit first, you will lose your changes!!!

Adding Button Colors

- 1 Select **Copy Color**
- 2 Select **Color / Logo / Sound**
- 3 Select the **Button Color**
- 4 Choose a desired color, or select **Define Custom Colors >>** for more options
- 5 Select **Text Color** (if you do not change the text color, it will stay the default color of Navy Blue).
- 6 When you are satisfied with the button in the sample, (left click) select each of the buttons on the grid that should use the same attributes as the button sample.
- 7 Select **Cancel Function** when completed

Adding Pictures to Buttons

- 1 Select **Copy Color**
- 2 Select **Color / Logo / Sound**
- 3 Select an image
- 4 When you are satisfied with the button in the sample, (left click) select the appropriate button. *The image will overlay over the text on the order screen.*
- 5 If you need to take off the image, select **Cancel Function** and then double click the button

Copying button colors from existing buttons

In addition to creating new button colors, you can also copy existing buttons' colors onto new buttons. This is useful when you are adding new buttons to an existing screen.

- 1 Select **Copy Color**
- 2 Select the button that you want to copy. The Set Button Color window will appear. *Ignore the window that appears*
- 3 Select (left click) the other buttons that you want to use the same color scheme as displayed on the Button Sample.
- 4 Select **Save** before Exiting

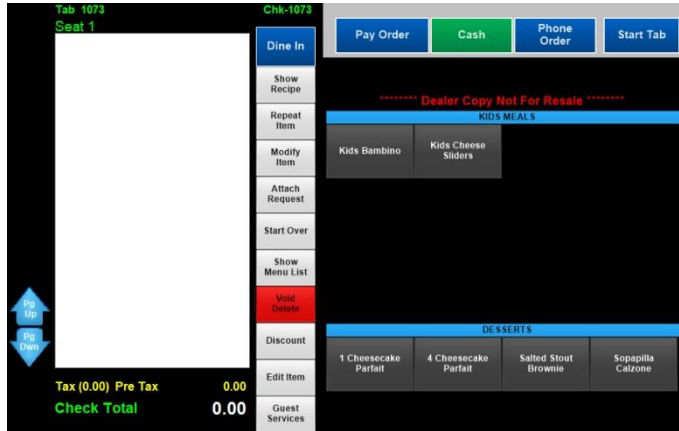
Adding Menu Items to Multiple Screens

You can add menu items to buttons from other categories by selecting Show All Menu Items. The menu items will continue to report to its assigned category from the Menu Items and Pricing screen.

- 1 Double click the text to add a new button
- 2 Select **Yes** when prompted, "Add Button?"
- 3 Add the text to the unassigned button (gray button under the Unassigned Menu Item box)
- 4 Drag the button to the button layout

Blank Buttons

Blank buttons act as label names. This helps separate groups of items on a single category screen.




Blank Buttons: *disabled buttons used as separators/labels on the order screen*

Creating blank buttons

- 1 Create a **regular menu item** with the text Blank in the name.
- 2 The word "Blank" is a trigger in MicroSale to deactivate the button – meaning, the button will not have functionality on the order screen. Blank buttons allow you to organize and separate sections of a screen. As long as the word Blank is a part of the name, you can add other words to it to help differentiate between all of your blanks (assuming you will be creating multiple blank buttons). Such as Soda Blank, Hot Dogs Blank, Bottled Beer Blank
- 3 Create a description for the **Button Name (under Menu Item Name)** for your blank button that will help describe the group of buttons that will be placed under the blank button.
 - 💡 Since this button is non-functional, it does not need a Regular Price but you will need to assign it to the proper Category name in order to find it. Set the Department to anything in the dropdown list (since the button is unable to ring in, you will not see this on your reports).
- 4 Save your menu item
- 5 Select **Menu Item Button Layout** (from the Menu Items and Pricing screen or from the Managers Menu)
- 6 Select the appropriate category on the right side and select (left click) the Blank- Sodas in the Unassigned Menu Items list
- 7 Add the menu item on an unassigned button (left click)
- 8 Drag the button to the screen (holding a right click)
- 9 Select Expand Buttons
- 10 Right click (and hold) the Blank button to expand
- 11 Keep holding until you have reached the desired shape of the button.
- 12 When you are satisfied with the button, click **Cancel Options** and **Save**

Modifier Configuration

Modifiers are groups of items used to extend, alter, or further define menu items. Modifier Functions further define modifiers, allowing them to take on a new role or function that is different than the norm

 ID Screen > Managers Menu > Menu Maintenance > **Modifier Setup**

Screen Breakdown (top section – gray area)

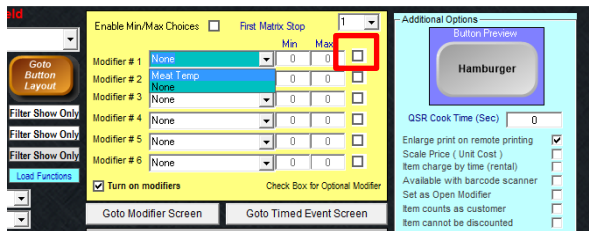
Name	Description
Modifier Title	The title used for a group of modifiers. The title should describe the modifier names within the group such as salad dressings, burger mods, etc.
Selection Qty	Keep the Qty at the default of 0 unless the modifier title is used as a “modify this modifier with” (explained later in the Modifiers section).
Department / Function	By default, modifiers follow the menu item in reporting (you can leave this field blank). If you need the modifier group to go to a specific department or if the group uses a special function, select the appropriate department or function name from the dropdown list.
Modify Modifier Title With Default Modifier Name	This function is commonly used when there are more than six modifier groups assigned to an item, as you cannot assign over 6 groups to a menu item. This will link the Modifier Title (Modifier Group) you are currently on to another modifier group after the current modifier screen is exited
	Typically left blank, this field is used for Preselects and Required functions (further explained in this chapter)
Rear Display	This field assigns the modifier group to a picture that is displayed on the customer display monitor. <i>When the user is on this modifier group, the picture appears on the customer's side</i>
Save	Adds the modifier title (group) to the list of modifier titles in the system
Remove Item	Removes the modifier title (modifier group) from the list in the system. <i>Make sure you do not have menu items connected to this modifier group before deleting it</i>
Load in Alphabetical Order	Loads a preexisting modifier group in alphabetical order. Select the checkbox then select a modifier title from the dropdown. The existing group resorts alphabetically. You can Save the group to resave the list alphabetically.
Enable Modifier Tabs	Check this for menu items that will require multiple modifiers. This will have to be turned on for the FIRST modifier title connected to the menu item. <i>This option allows the user to go out of sequence in the modifier choices. Order as Programmed is automatically enabled when this option is selected. If you do not want to use order as programmed, uncheck the option before saving.</i>
Mandatory Selection	This option means that the user must choose a modifier before exiting the screen.
Select until Done	This will keep the modifier screen open, allowing the users to choose as many modifiers as he or she would like until hitting Done.
Order as Programmed	Despite how the order is rang in, the modifiers will be resorted in the same placement as programmed on the modifier setup screen. <i>Useful for assembly lines where toppings are located in a specific area.</i>
Expand Print on Check	All modifiers within the group print larger than the default text size on remote printers
Print in Color	Modifiers print in red to remote printers when this option is enabled (supported with impact printers)
Disable Price Roll Up	(Used on customer receipts). By default, modifier upcharges appear next to the modifier name instead of it adding to the menu item price. However, when you are using the register option “Roll Price into Menu Item”, all modifier prices add to the menu item price. With this checkmark, it will disable the register option on specific modifier groups.
Set as Count Down	Option used for wings or items with a high quantity choice allowing you to choose your own increments. (See Countdowns further in the Modifiers section)
Show Included With	Prompts a window to see what modifiers are included in the modifier group (select anywhere in the window to close the box). The “1” indication in the modifier list box also shows the items that are included.

Placing Modifiers out of Stock	This function populates all modifier names in a list (excluding repeats). This function allows you to 86 modifiers to prevent staff from ringing in choices that are temporarily unavailable. For example, if you are out of coleslaw and coleslaw is listed in multiple groups, it only needs to be selected once to mark it as out.
Changing Shift Level Pricing at Once	Designed for pizza toppings using multiple price levels. If you have a topping that has a price increase or decrease, you can make that change throughout the modifier groups at once. Select a modifier in a list that you need to change, for example, Bacon. For Price Level 1, bacon should now be \$1.25 instead of \$1.00. MicroSale will find all Bacon modifiers that are listed at \$1.00 and change it to the new price.
Screen Breakdown (bottom section)	
Name	Description
Modifier Name	Name of the modifier such as lettuce, chicken, etc.
Set Color	Changes the text and border color of the modifier button. <i>Click on the label, Modifier Name, to adjust back to default color (blue)</i>
Modifier Price	The regular price of the modifier
Alternate Description	Allows the modifier button and remote printer names to differ from the modifier name used on the guest check. <i>Useful when your staff uses abbreviations such as FF vs. French Fries</i>
Choice QTY	By default, the Choice Qty is one. If an entrée allows up to two sides but a side salad, for example, counts as two sides, you can set the Choice Qty to 2.
Modify this modifier with	Connects a modifier group to a modifier. <i>Useful for side salads that need to prompt a "Dressing" choice</i>
Tax Tbl	<i>Tax Table</i> ; default is set to 1. If you need the modifier name to use a different table, you can set it here
Spc Tax	<i>Special Tax</i> ; default is set to 0. If you need the modifier name to use a different table, you can set it here
Surcharge	Charges a surcharge when this modifier name is selected
Edit Modifier	Allows you to attach a modifier group to a modifier after it is on the virtual check (Modify this modifier with makes the attached modifier group prompt immediately following the selected modifier name; Edit Modifier only prompts if called upon using the "Edit Modifier" function on the order screen
Included in Menu Item	Indicates that the item is included in the menu item. When one modifier is included, it enables the 'green button' functionality for the entire modifier group (making the modifier group work as an on/off toggle; tap a green item to auto insert a "No" or tap a gray item to auto insert an "Add")
Price Level (dropdown with numbers)	Used for preselect / prefix modifier functions (described later in this modifier section)
Product Cost	Allows you to add your cost to the modifiers selected with a menu item. While you will get more accurate costs using the inventory program, this is an easy way to better track food cost
PLU	Typically only used in third-party programs
Clear Item	Clears out the modifier name and attributes so you can add a new item
Shift Key	Adds in an exclamation point for a prefix name
Shift Exempt	Exempts a modifier name from using a prefix name (turns the modifier dark red)
Liquor PLU List	Used for liquor control solutions
Printer Routing	Routes modifiers to specified printers other than the default (typically follows menu item entered)
Add/Update	Adds the modifier name to the list or updates an existing modifier name
Pricing Levels	The pricing levels works with the Shift Levels on the Menu Item and Pricing screen or the Timed Event Mod Price. This area allows you to have multiple prices for each modifier name
Move Up/ Move Down	Moves modifier names up or down in the modifier list
List Box	Shows modifier names in each modifier group. Double click the item in the list box to alter it. If

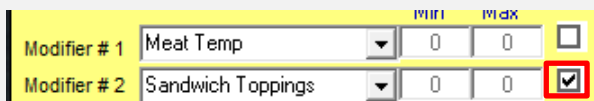
changes are made, select "Add/Update" to add it back to the list. The item adds back to the same place in the list.

Creating a Modifier Group and assigning it to a Menu Item

- 1 Create a **Modifier Title**. A modifier title is used to group similar modifier names together. Each **Modifier Title** will contain a list of one or more choices.
- 2 Type in a title appropriate for this group of modifier names – such as **Meat Temp**
- 3 Click in the box under **Modifier Name** (Select **Yes** when it prompts "Add New Item to List")
- 4 Type in a modifier name – such as **Rare**
- 5 Select **Add/Update**, assuming you do not want a price associated with this modifier name. You should see the modifier name you just added in the white box.
- 6 Continue adding modifier names until your list is complete – you can also save the modifier group and make changes later.
 - 💡 Before saving, think about the type of modifier group you created and answer the following questions:
 - Do I want to force the user to select something on this screen? – if Yes, select **Mandatory Selection**. *If more than one choice should be mandatory, please reference section of Min/Max*
 - Do I want to allow the user to select as many modifiers as they want? If Yes, select **Select Until Done**. *If Select Until Done is unchecked, the user will be exited from the modifier screen after one selection*
- 7 Select **Save**
- 8 Go to **Menu Items and Pricing**
- 9 Create a new menu item or select one from the dropdown
- 10 Select the option **Enable Modifiers**
- 11 Next to **Modifier #1**, select the **Modifier Title** appropriate for this menu item
- 12 If you want this modifier group to prompt as soon as the user selects this menu item, leave the Optional Modifier box unchecked.



- ⚠️ Only prompt for modifier groups that are important to appear with the menu item such as meat temps, mandatory sides, other additions that are important for the kitchen to know, or additions that incur an extra cost.
- ⚠️ If the Optional Modifier box is checked, it means that the modifier group will only show up if the user or user uses the Modify Item function button on the Order Screen.



- 13 Select **Save** (lower right button on the **Menu Items and Pricing** screen when you are done

Advanced Modifier Functionality

Order as Programmed

This option sorts modifiers on the virtual check in the same order as they are listed in the modifier setup area

! If Order as Programmed is enabled on *any* modifier group connected to the menu item, it enables Order as Programmed for all modifier groups connected to the item. This also includes modifier groups that are connected to a modifier name. This could be an issue for menu items such as "2 Tacos" where each taco needs to be modified separately. To ensure that the modifiers appear properly, make sure order as programmed is unchecked on all modifier groups pertaining to the menu item.

Modify this Modifier Title With

This function is commonly used when there are more than six modifier groups assigned to an item, as you cannot assign over 6 groups to a menu item. This will link the **Modifier Group** you are currently on to another modifier group.

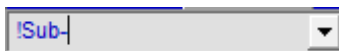
! Program menus as simple as possible; Menu Items should not have over 6 modifier groups attached to it. Too many modifier groups will expend the order taker's time and makes the menu more difficult to maintain for restaurant management.

Modifier Prefixes

!No-, !Add-, !Sub-, !Extra-

On the modifier screen, you can add modifier names that will go in front of another modifier name, known as a prefix. Prefixes are beneficial when the restaurant allows menu items to be altered or they allow ingredients to be added or deleted. The Exclamation point triggers MicroSale to create the modifier name into a prefix. (The button will turn Gold)

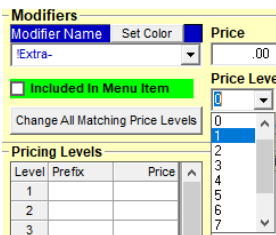
! !Sub- and !No- buttons strip off the Modifier Price. If you want a prefix to always strip off the Modifier Price, put a dash in front of the prefix such as *!-side*. To be able to recall this modifier on the virtual check, add a DASH on the end of the name, For example !No- or !OnSd-



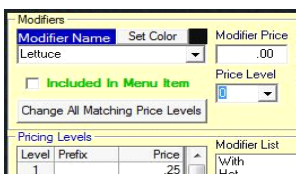
Modifier Prefixes with Specific Pricing (!Xtra-)

Such as Extra Lettuce is .25 cents and Extra Bacon is \$1.00

- 1 Create a prefix name such as **!Xtra-**. A prefix will only show four characters
- 2 Set the **Matrix Level to 1**. (Do not put in a price for the Xtra)



- 3 Insert the prefix into your modifier list by selecting the green **Add/Edit** arrow
- 4 Type in the modifier name. The below example, extra lettuce will cost an additional .25 cents. *Notice* that the matrix level is set to 0. This shows that lettuce regularly will not cost anything. Pressing the prefix of "Xtra", the lettuce will then reference the .25 in the Price Level of 1.



- For additional items, such as “Bacon” that is not included such as lettuce, you can type in a price for the modifier, such as .50 cents. This will allow the user ringing in the item press Bacon and adds the .50 cents. However, if the customer wanted to add bacon plus add additional bacon, the below screen shot would then allow the user to press “Xtra- Bacon” for \$1.00.

The screenshot shows a 'Modifiers' window with the following fields: 'Modifier Name' (Bacon), 'Set Color' (blue), 'Modifier Price' (.50), 'Included In Menu Item' (checkbox), and 'Price Level' (0). There is also a button labeled 'Change All Matching Price Levels'.

⚠ Exceptions to the '!Xtra' Rule

When using 'Included Modifiers "Green Buttons"', the functionality for Xtra slightly changes. Instead of looking at only the price level, !Xtra price sums the 'Modifier Price' and Price Level price together. This allows non-included items to charge the regular price and the extra price together. If you need the included item to only charge the Price Level price for Xtra, delete out the regular 'Modifier Price' for that item.

Add percentages or multipliers to modifier prefixes

Users can now set multipliers on prefixes. For example, a restaurant may charge 1.5x the modifier price for “Extra” or 75% of the price for “Light”. The setup for the prefixes is in two parts; 1) create modifier prefixes in the modifier screen and 2) set the multiplier in the Tenders-Job Codes-Paid Out-etc section.

Setting up a prefix

- Create a new modifier title or select an existing title
- Select or add a prefix name (such as !Xtra-, !Lite, !2x, etc)
- Select Add/Update (to add the prefix name into modifier list)
- Save, Exit

Setting up the multiplier

📍 Managers Menu > Register Setup > Terminal Configuration > **Tenders-Job Codes-Paid Out-etc.**

- On the toolbar, select Misc Setup > **Modifier Prefix List**
- Type in a prefix name that is identical to one of the prefixes you created in the Modifier Setup section. Type in the prefix without the (! -) characters
- In the Up Charge field, type in the appropriate percentage that should be used for the prefix. For example, you may charge double the price for Xtra, so enter a “2” in the Up Charge Field. If you charge a lesser percentage for Lite, type in a percentage in decimal form, such as .80 which will charge 80% of the modifier price.
- When you are done, select **Save**

The first screenshot shows a 'Modifier Prefixes' dropdown set to 'Xtra' and an 'Up Charge' field containing the number '2'. The second screenshot shows the dropdown set to 'Lite' and the 'Up Charge' field containing '.80'. Both screens have an 'Add Keyboard' button.

How it works

- Ring in a menu item
- Select the appropriate prefix such as “!Xtra” and then choose the desired modifier. The modifier price will change based on the selected prefix

Understanding Modifier Dept/Functions

Special Modifier Functions

Append

Modifiers in this selection will go to the bottom of the modifier list on a menu item. This works for optional modifiers and open modifiers.

BENEFIT: When you need certain modifiers to always be forced to the bottom of a menu item with modifiers, such as sides, biscuits, cutlery, etc.

Prefix and Suffix

Modifiers in this selection will go to the right (prefix) or left (suffix) of the menu item and not underneath as a typical modifier. If there is an attached price, it will add it to the main item. The Prefix and Suffix functions recreate the menu item, so this will be reflected in reports.



BENEFIT: Creates new menu items based on a prefix/suffix in reports and saves space on the order screen – for example, if the restaurant sells a Caesar salad with Salmon, Mahi, MKT price fish, or Chicken, you can create the proteins as a Prefix Modifier. This is also useful for liquor and you want doubles to show as DBL Stoli so that you can easily do inventory counts.

Seat 1		
1	Chicken Ceasar	10.00

PreSelect

This function automatically inserts “SM, MED, or LG” along with the appropriate price when choosing a drink and automatically attaches a side to the menu item



BENEFIT: Preselect modifiers are useful in combo meals and any other menu item that is ordered with a certain size most of the time.

1	Sngl Chz Combo	5.59
	SM- Coke	
	SM- Fries	

Creating PreSelect Drinks (Part 1)

- 1 Create a **Modifier Title** for the drinks first. The Modifier Title can be anything, such as “Drinks”
- 2 Select **PreSelect** under the Dept/Function field
- 3 Under Modifier Name, type in **!SM-** (exclamation point creates the item into a prefix, The dash (-) enables the prefix to become recalled after order entry.)
- 4 Under Price Level, select **1**
- 5 Select **Add/Update**
- 6 Under Modifier Name type in **!MD-** (exclamation point creates the item into a prefix, The dash (-) enables the prefix to become recalled after order entry.)
- 7 Under Price Level, select **2**
- 8 Select **Add/Update**
- 9 Under Modifier Name type in **!LG-** (exclamation point creates the item into a prefix, The dash (-) enables the prefix to become recalled after order entry.)
- 10 Under Price Level, select **3**


- 11 Select **Add/Update**
- ⚠ **DO NOT PUT IN A PRICE FOR THE SM, MD, LG PREFIX NAMES**
- 12 Begin typing in the drink choices, such as **Coke**
- 13 Add in the prices for the drink under the **Pricing Levels**
- 14 In the first blank box, referring to the Price Level 1, assigned to the prefix "SM", type in 0 if there is not an additional charge for a SM Coke.
- 15 The .15 represents a .15 upcharge for a MD And .25 upcharge for LG
- ⚠ ****Preselects are cued by the default modifier color****
- ⚠ *If you change the color of the modifier button, it will strip off the predetermined prefix. –to get back to the default color, press the Modifier Name text (highlighted in blue to the left of Set Color. You may not want certain drinks to have a prefix such as Milk or Bottled Water.*
- 16 Press the green arrow to add the modifier to the list. (do not use the insert key on your keyboard, as the price levels will not carry over)
- 17 **Save**

Creating PreSelect Sides (Part 2)

- 1 Create a Modifier Title for the Sides. The Modifier Title can be anything, such as Sides
- 2 Select PreSelect under the Dept/Function field
- 3 Type in a Default Modifier Name (this will automatically insert on the virtual check)
- ⚠ **The spelling of the Default Modifier Name MUST match one of the choices in the modifier list**
- 4 Under Modifier Name, type in **ISM-** (exclamation point creates the item into a prefix, The dash (-) enables the prefix to become recalled after order entry.)
- 5 Under Price Level, select **1**
- 6 Select **Add/Update**
- 7 Under Modifier Name type in **!MD-** (exclamation point creates the item into a prefix, The dash (-) enables the prefix to become recalled after order entry.)
- 8 Under Price Level, select **2**
- 9 Select **Add/Update**
- 10 Under Modifier Name type in **!LG-** (exclamation point creates the item into a prefix, The dash (-) enables the prefix to become recalled after order entry.)
- 11 Under Price Level, select **3**
- 12 Select **Add/Update**
- ⚠ **DO NOT PUT IN A PRICE FOR THE SM, MD, LG**
- 13 Begin typing in the side choices, such as Fries
- 14 Add in the prices for the Fries under the Pricing Levels
- 15 In the first blank box, referring to the Price Level 1, assigned to the prefix "SM", type in 0 if there is not an additional charge for a SM Coke.
- 16 The .15 represents a .15 upcharge for a MD And .25 upcharge for LG
- ⚠ ****Preselects are cued by the default modifier color****
- ⚠ *If you change the color of the modifier button, it will strip off the predetermined prefix. –to get back to the default blue, press the Modifier Name text (highlighted in blue to the left of Set Color. You may not want certain drinks to have a prefix such as Bowl Chili or Baked Potato.*
- 17 Press the green arrow to add the modifier to the list. (do not use the insert key on your keyboard, as the price levels will not carry over)
- 18 Do not forget to **Save** the Modifier Group!!! (to the right of the Exit)

Prefix Modifier

Prefix Modifiers automatically insert a prefix in front of the modifier name selected. Prefix Modifiers allow the user to simply touch a modifier name without having to touch a size. This feature is similar to “PreSelect Modifiers”, but unlike PreSelect, it does not automatically drag in a side after this modifier screen is completed.

 **Prefix Modifiers are cued by the default color. If you change the color of the modifier button, it will strip off the predetermined prefix. (WHY?) This allows you to have all of your drinks on one screen. This allows the software to automatically add a size in front of “Coke”, “Diet”, “Iced Tea”, etc. while excluding the auto size from other modifiers on the same screen such as “Milk” or “Bottled Water” that only comes in a single size.**

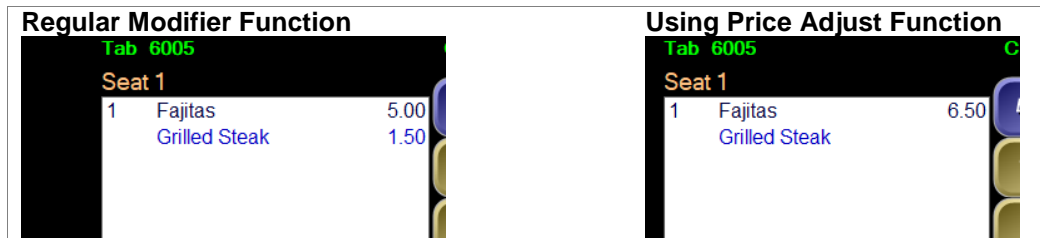
Creating a prefix modifier

- 1** Create a Modifier Title for the drinks first. The Modifier Title can be anything, such as *Combo Drinks*
- 2** Select **Prefix Modifier** under the Dept/Function field
- 3** Under Modifier Name, type in **ISM-** (exclamation point creates the item into a prefix, The dash (-) enables the prefix to become recalled after order entry.)
- 4** Under Price Level, select **1**
- 5** Select **Add/Update**
- 6** Under Modifier Name type in **!MD-** (exclamation point creates the item into a prefix, The dash (-) enables the prefix to become recalled after order entry.)
- 7** Under Price Level, select **2**
- 8** Select **Add/Update**
- 9** Under Modifier Name type in **!LG-** (exclamation point creates the item into a prefix, The dash (-) enables the prefix to become recalled after order entry.)
- 10** Under Price Level, select **3**
- 11** Select **Add/Update**
- ▲ DO NOT PUT IN A PRICE FOR THE SM, MD, LG prefix names**
- 12** Begin typing in the drink choices, such as Coke
- 13** Add in the prices for the drink under the Pricing Levels
- 14** In the first blank box, referring to the Price Level 1, assigned to the prefix “SM”, type in 0 if there is not an additional charge for a SM Coke.
- 15** The .15 represents a .15 upcharge for a MD And .25 upcharge for LG
- ▲ **Prefix Modifiers are cued by the default blue color****
If you change the color of the modifier button, it will strip off the predetermined prefix. –to get back to the default color, press the Modifier Name text (highlighted in blue to the left of Set Color. You may not want certain drinks to have a prefix such as Milk or Bottled Water.
- 16** Press the **green arrow** to add the modifier to the list. (do not use the insert key on your keyboard, as the price levels will not carry over)
- 17** **Save**

Price Adjust

The department/function *Price Adjust* enables the modifier group to 'roll' or 'sum' the price of the modifiers into the menu item that the modifier group is attached with. While there is a register option to "Roll Price into Main Item", in some cases, you may not want this option set on every modifier screen.

The Price Adjust function is useful when you do not want your guests to see an itemized upcharge next to a modifier choice. Examples such as "Grilled Steak \$1.50" or "Shrimp \$4.00".



Requiring a Shift (Shift Required)

💡 *Requiring a Shift vs. Prefix Modifier... what's the difference?*

A Prefix Modifier automatically inserts a prefix shift. **Shift Required** will not automatically insert the prefix and will prompt the user that a prefix shift must be chosen prior to selecting a modifier. Unlike the Prefix Modifier, the default blue color is not involved in the set up. You can choose any modifier color.

For the modifier to trigger the shift prompt, use a negative one (-1) price level for each appropriate modifier.

Creating a 'shift required' modifier group

- 1 Create a Modifier Title for the drinks first. The Modifier Title can be anything, *such as "Drinks"*
- 2 Select **Shift Required** under the Dept/Function field
- 3 Under Modifier Name, type in **ISM-** (exclamation point creates the item into a prefix, The dash (-) enables the prefix to become recalled after order entry.)
- 4 Under Price Level, select **1**
- 5 Select **Add/Update**
- 6 Under Modifier Name type in **IMD-** (exclamation point creates the item into a prefix, The dash (-) enables the prefix to become recalled after order entry.)
- 7 Under Price Level, select **2**
- 8 Select **Add/Update**
- 9 Under Modifier Name type in **!LG-** (exclamation point creates the item into a prefix, The dash (-) enables the prefix to become recalled after order entry.)
- 10 Under Price Level, select **3**
- 11 Select **Add/Update**

Required



Required vs. Mandatory... what's the difference?

- A mandatory checkbox will force the user to touch a modifier before exiting the modifier screen. The **Shift Required** function enables the user to continue ringing in multiple items without interrupting the customer. Before the user tenders the order, it will remind them that you are missing criteria that is *required* before the order can be completed.

⚠ QUICK SERVICE ONLY – MUST USE 'SKIP' REGISTER OPTION



Setting up prefix required modifier groups

- 1 Type in a modifier title and choose **Required** for the Department/Function

- ⚠** You **MUST** have a Default Modifier Name. The Default Modifier Name will be a short instruction, such as MISSING DRINK or MISSING SIDE
- ⚠** Since the Default Modifier Name is not a choice in the modifier list such as Coke, Diet Coke, Sprite, etc., MicroSale will know that a choice was not actually picked. (Refers to the above picture after touching Pay Order). When you press OK, it will link you back to the modifier screen(s) that needs a selection.

- 2 Check **Mandatory** so the software requires a choice selection before tendering the order

Stack

This function allows two prefixes to go on the same line. For example, you can choose Wings, XC and XWET, (XC and XWET set as prefixes). This will allow all 3 words to be on the same line on the virtual check and printed receipt.

Setting up Stack modifier groups

- 1 Type in a Modifier Title
- 2 Choose *Stack* in the **Department/Function**
- 3 Add prefixes in the modifier group, such as *!XC* or *!XWET*
- 4 Add in the modifier names such as Mild, Medium, BBQ, etc.
- 5 When you are done, select **Save**

Select ½ (Pizza Half Function)

Select ½, Select ½ 100%, Select ½ 75%, are used for pizza menu items where a customer can get toppings on half of the pizza. Based on the function you choose, such as 100%, 75%, etc., the topping will be discounted by that percentage. If the percentage that needs to be charged is not listed in MicroSale, you can type in a custom number such as Select ½-66%, Select ½-20%, etc.

Setting up Select ½ modifier groups

- 1 Go to Menu Maintenance and then **Menu Modifiers**
- 2 Find the modifier group that should include the pizza half functionality
- 3 Under the Department/Function, select "Select 1/2" if you want to charge exactly ½ for the half toppings. You may also choose "Select ½ 100%", "Select ½ 50%", or "Select ½ 75%", which will take that percentage of the topping price when using the halves.
- 4 Select **Save** and **Exit**

Changing the Default "L" and "R" Terminology

On the order screen, the user will select (L) or ® for Left Half or Right Half of the pizza. If you would like to use different terminology, please go to: Manager Menu > Register Setup > Terminal Configuration > Register Options > Under General, select **Misc Options** > Type in *1st* and *2nd* or any other terminology of your choosing > Select Finished > **Save** > **Exit**.

Upick-

Upick- is a function that has been created for scenarios where you may have a certain number of modifiers (or toppings) for free and after the maximum amount has been chosen, the modifiers need to start charging a price. Since you may choose any number as your maximum, the option is not 'hard coded in the software'. You will need to create the function with the number of maximum free choices.

- 1 Type in a Modifier Title
- 2 In the Department / Function, type in *Upick-* followed by the amount of toppings that will be free.

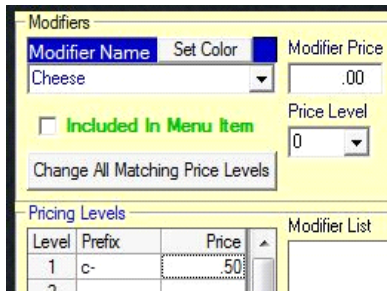
Modifier Title	Selection Qty	Department / Function
Pizza Toppings	0	Upick-3

Load In Alphabetical Order

- 3 Type in a Modifier Name such as *Cheese*. Type in a prefix such as *c-* or *\$-* and a price in the Price Field. The prefix is crucial to this setup.

- ⚠ The Price Levels **MUST** be used in order for the Upick- to work as designed. To differentiate the 'freebees' versus chargeable items, it will use a prefix with the new price. For example; the user touches, Cheese 0.00, Cheese 0.00, Cheese 0.00, c- Cheese .50.
- ⚠ The prefix makes it able to separate the free items and the chargeable when editing the modifiers on the virtual check. The prefix can be anything such as *c-* or *\$-*. You must put a dash at the end of the prefix in order for it to be recalled and changed on the virtual check.

- 4 After you are done with the modifier name, select **Add/Update**
- 5 When you are done with your modifier group, select **Save**



- ⚠ Any modifier that has a regular Modifier Price will be exempted from the free selection. Example: Lettuce, Tomato, Onion, can count as the 3 free. However, chicken at \$2.99 will never be a part of that list. When the user rings in chicken, it will still allow you to ring in three additional items for free.
- ⚠ You cannot have more than one Upick modifier groups connected to the same menu item. MicroSale will not properly account for the free choices. If you need more than one of the groups, create one modifier group with the free choices, set a min/max and then create another modifier group with charges and set the Min/Max to 0/0.

Linking a modifier group to an individual modifier name

The most common use for 'Modifying Modifiers' is for items such as a side salad or baked potato; Once you choose one side, the screen goes away. With this feature, a side salad will prompt a list of salad dressings (QTY: 1). To stay on the modifying modifier screen, set the Selection QTY to 0.

- 1 Create a **Modifier Title**
 - 2 Add a Modifier Name such as *Side Salad*
 - 3 Use the dropdown and select a modifier group that will attach to the modifier name, such as *Salad Dressing*
 - 4 The Salad Dressing or other modifier group **MUST** be created before you can link it to a modifier name. If you have not already created the modifier group, save your current screen and create a salad dressing modifier group.
- 💡 If you need to select multiple salad dressings or multiple modifiers attached to the modifier name, *Side Salad*, you must change the Selection QTY to the maximum allowed choices, if there is no max, use the quantity of 10
- 5 Select **Add/Update**
 - 6 Select **Save** when you are finished

Edit Modifier With

This feature allows users to call upon a modifier group connected to a modifier after the item is already entered. While you can still 'modify modifiers' which immediately prompts a modifier group connected to a modifier, this feature allows added flexibility for order entry. For example, if a salad is listed as modifier side choice, the user can now highlight the salad and further edit the item with 'no tomatoes', 'extra dressing', etc.

The Modifier Edit feature requires two parts of setup; add the Modifier Edit function to the order screen and set modifier groups to the 'Edit Modifier With' field.

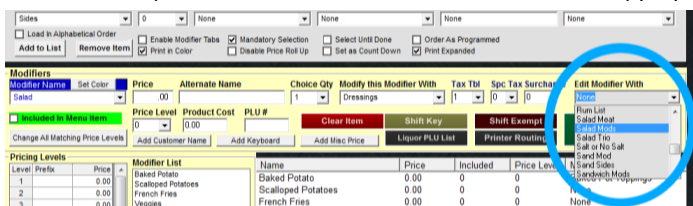
Adding the Function Button

- 📍 Managers Menu > Register Setup > Terminal Configuration > Edit Order Screen Buttons > Add **Modifier Edit** to a button and Save

Modifier Setup

- 📍 Managers Menu > Menu Maintenance > **Menu Modifiers**

- 1 Select or Add a modifier name
- 2 Select the dropdown, "Edit Modifier With" and choose an appropriate modifier group



3 Select Add/Update (to add modifier name back into modifier list)

4 Save, Exit

How it works

1 When a menu item is entered with the appropriate modifiers, select the function button, "Modifier Edit"

2 After the function is selected, select the modifier that you wish to edit

3 The modifier group connected to the modifier name will be prompted

4 Add desired modifiers and select "done"

Assign Alternate Remote

By default, modifiers follow menu items' print routing. However, it is possible to send a modifier to a different printer or to not print the modifier at all. A list of all system printers will be displayed in the pull-down box including "None" and "Pass".

- *None* is the default setting that will cause the modifier to follow the menu item
- *Pass* will cause the modifier to not print at all, and any other selection will cause the modifier to go to the alternate printer

When Alternate Remote is set, it will redirect the entire menu item to the route by the modifier chosen. You can also set this with the **Route Printing** Dept/Function which will cause the menu item to reroute to the printer assigned to the modifier selected.

The image shows two screenshots of a software interface. The top screenshot is the 'Modifiers' screen, which includes fields for Modifier Name, Price, Alternate Name, Choice Qty, Modify this Modifier With, Tax Tbl, Spc Tax Surcharge, and Edit Modifier With. It also has buttons for 'Clear Item', 'Shift Key', 'Shift Exempt', 'Add/Update', 'Change All Matching Price Levels', 'Add Customer Name', 'Add Keyboard', 'Add Misc Price', 'Liquor PLU List', and 'Printer Routing'. The bottom screenshot is the 'Printer Routing' screen, which shows a table with columns for Route 1 through Route 6 and a 'Done' button. The 'Route 6' dropdown is currently set to 'None'.

Route Printing

Using the department/function, Route Printing, in addition to Assign Alternate Remote, the entire menu item reroutes based on the modifier selected. When using this function, you must assign all modifier names within the list to a remote printer.

Understanding Min/Max

Min/Max is not necessary for most menu items with modifiers. If "Select until Done" is not checked in the modifier setup area, the user will be bumped out of the modifier screen after one modifier is selected. "Select Until Done" means the user can select as many modifiers as they want until actually selecting the word "Done".

Min and Max is used for the following scenarios:

Wing Countdowns

When enabling "Countdown", MicroSale *must* use the Min/Max. Countdown enables a quantity bar at the bottom of the modifier screen to 'count down' the quantity until the maximum amount is met.

Specific number of modifiers that must be selected

This is useful for sides or pizza toppings. For example, if you can get less than 3 toppings but you cannot exceed 3, enable Min/Max and set it to 0 and 3. Or, you want to have 2 side choices, and you cannot choose less than 2 or more than 2, you would set the min to 2 and the max to 2

- ⚠ Min/Max is an ALL OR NOTHING function; if you enable it, it will be used for all modifier groups connected to that specific menu item.
- ⚠ Modifiers using Min/Max must prompt immediately (do not tick the checkbox to the right of the modifier name). The Min/Max control is disabled with the use of Modify Item.

If a choice must be selected and you can only get one, put 1 in the min and 1 in the max. At 0 and 0, MicroSale interprets this as "Select Until Done". The

The image shows a list of modifiers with their respective Min and Max values and checkboxes. The modifiers are Wing Sauces, Wing Dip Sauce, and Wing Mods. Wing Sauces has Min 10 and Max 10. Wing Dip Sauce has Min 0 and Max 0. Wing Mods has Min 0 and Max 0, and its checkbox is checked.

Modifier Name	Min	Max	Checkbox
Wing Sauces	10	10	<input type="checkbox"/>
Wing Dip Sauce	0	0	<input type="checkbox"/>
Wing Mods	0	0	<input checked="" type="checkbox"/>

Min/Max function will always override what is programmed in the modifier setup (meaning, even if Select Until Done is unchecked (meaning only one choice is allowed) but the Min/Max is set to 0 and 0, Select Until Done will be enabled for that modifier group.

Setting up Countdowns

- 1 Create a Modifier Title and tick the **Set as Count Down** box
 - 💡 You do not have to tick "select until done"
- 2 Add modifier names such as Mild, Medium, Hot, etc.
 - a. You can also program a modifier name of **Half**.
 - b. Type in Half in the modifier name field and add it to the list
 - c. The modifier, Half, is a trigger in MicroSale. It understands to use half of the total quantity. Ex: Pressing Half Honey BBQ, enters (3) Honey BBQ (when the total Min/Max is set to 6)
- 3 Go to the **Menu Items and Pricing** Screen
- 4 Select **Enable Min/Max Choices**

Modifier #	Modifier Name	Min	Max	Optional
Modifier # 1	Wing Sauce	6	6	<input type="checkbox"/>
Modifier # 2	Dip Sauce	1	1	<input type="checkbox"/>
Modifier # 3	None	0	0	<input type="checkbox"/>
Modifier # 4	None	0	0	<input type="checkbox"/>
Modifier # 5	None	0	0	<input type="checkbox"/>
Modifier # 6	None	0	0	<input type="checkbox"/>

- 5 For the Modifier #1, choose the amount of Wings (or other modifier type) that can be ordered with this item. Set the min and max as the same. In this example, the menu item is 6 wings, the min is 6 and max is 6, meaning you cannot ring in more than 6 choices or less than 6 sauce choices
- 6 When the Min/Max is enabled, the other modifier groups **MUST** have a min/max as well. If you get one sauce, choose 1 for both the min and the max. You can also set the min to 0 and the max to 1. When the min is set to 0, it means the user can exit out of the modifier screen without selecting a choice and cannot get more than the number set in max
- 7 If the option should be "Select Until Done" set the Min and Max to 0 and 0 to disable the min/max with that modifier choice

\$ Shift and % Shift

The \$ Shift and % Shift functions were designed for donation type giveaways. It will shift a dollar amount or percentage from the menu item into the modifier so that at the end of the day, you will see the proper amount of money for each type of donation.

Modifier Name	Set Color	Modifier Price	Alternate Description	Choice
Childrens Hospital		1.00		1

Ex: A Cheeseburger is sold for \$5.00. When touching the "Children's Hospital" modifier for \$1.00 (as shown above), the Cheeseburger will drop to \$4.00 and put the \$1.00 in the "Children's Hospital" area.

Change Item

By default, when a modifier is recalled (pressed on the virtual check) it is replaced with whatever modifier you choose when the list prompts. However, if a prefix is in front of the item it gets replaced by the new modifier as well. **Change Item will keep the prefix and only change out the modifier behind it**

Creating a Negative Priced Modifier

In some scenarios, you may need to take off an amount based on a modifier chosen; Such as “No Side” for \$1.00 less than the menu item. The negative price sums into the menu item price; it does not show it as a line item.

Example: Rice Bowl at \$8.00, No Rice= -.60, Rice Bowl= \$7.40

You will create this modifier the same way you create a regular modifier, except instead of a positive value, enter a negative in of the value such as -.60 for \$.60 off the menu item price.

 Negative priced modifiers are not supported with the green button functionality

Modifier Names with Triggered Functionality

Specific words flag functionality in the system; such as Half, With, Keyboard, Invisible, and exclamation points

Keyboard

In the modifier setup area, you can select “Add Keyboard” or “Add Misc Price”. “Add Keyboard” button adds the word Keyboard to the modifier list. Add Misc Price adds Keyboard\$.

- **Keyboard** prompts a keyboard for the user to type in a modifier name
- **Keyboard\$** prompts a keyboard for the user to type in a modifier name followed by a keypad to enter an upcharge amount

With

This function can only be used when selecting more than one quantity. For example, a taco restaurant has a menu item of “taco”. The user pressed the quantity “2”, the With Key will appear on the modifier window allowing different modifications for both tacos.


In the modifier screen, type in the word With. (Capital W, this is just the word, not a prefix). This word will only show up on the modifier screen if the Quantity bar is selected with a quantity greater than 1. Make sure that the Order as Programmed flag is NOT checked. When ordering, press the With button first to enable the quantity bar at the bottom of the modifier screen

Invisible

Invisible buttons are used as spacers for modifiers. By typing in *Invisible*, a space will be added. If you are using more than one Invisible button, be sure to add numbers to the end. Ex- Invisible 1, Invisible 2....3, etc., as you cannot have the same modifier name twice within the same group.

Included Modifiers “Green Buttons”

This functionality is beneficial mainly for quick service restaurants; however any restaurant establishment may use it. It was originally designed for quick service restaurants to help users read off included ingredients such as Lettuce, Tomato, and Onion.

 The Included Modifier functionality works differently than regular modifier groups; Included Modifiers, or green buttons, work as an on/off toggle to speed up order entry. With the on/off toggle, specialty modifier functions listed below are not supported:

- When using ‘Included Modifiers “Green Buttons”’, the system does not allow for “Modifying Modifiers” or “Substitution Modifiers”. Checking one modifier in the list enables the “green button” functionality for the entire modifier group.
- When using ‘Included Modifiers “Green Buttons”’ the functionality for !Xtra slightly changes. Instead of looking at only the price level, the !Xtra price will sum the ‘Modifier Price’ and Price Level price together. This allows non-included items to charge the regular price and the extra price together. If you need the included item to only charge the Price Level price for !Xtra, delete out the regular ‘Modifier Price’ for that included item.

Setting up green buttons

- 1 Create a Modifier Title
- 2 Add a Modifier Name such as *Lettuce*
- 3 Select the checkbox Included In Menu Item
- 4 Select Add/Update
- 5 Add other modifiers that do not come on the item such as specialty upcharges or other options such as Mayo, Bacon \$.50, Toasted Bun, etc. The more options listed, the less time it will take for the user to flip through multiple modifier pages.


Modifying Modifiers Using the “Green Buttons”

 You CANNOT link off to a “modifying modifier”. The purpose of the Green Buttons is to create a quick and visual way to add, delete, and sub out items

Using **Modify this Modifier With** creates a **Pop Up Prefix**. A Pop Up Prefix is programmed as “Modifying a Modifier” but instead of the item linking to another modifier list, it will prompt a prefix choice. You could use this for wings, salad dressings, or anything that could use further modifications for the Green Button modifiers. The prefix list is created from a regular modifier list (links to a regular modifier group). The prefix list may include Crispy, XSauce, Dry, etc.

Ingredients

Used with the green buttons, the Ingredients Function automatically inserts modifiers included on the virtual check/printer. You must have “Items Included With” to use this function. The function was added to remind kitchen staff ingredients of menu items.

 In order for the ingredients to auto insert, the modifier list must prompt automatically; it cannot be used as an optional modifier group (using the Modify Item function).


Adding independent modifiers on the order screen

Modifier groups are typically attached to a menu item in order to further modify the item. However, you can also create an open modifier (which allows you to add a modifier group to the order screen) or a simple modifier name (allows you to ring in a single modifier name from the order screen).

Open Modifier

The menu item name on the Menu Items and pricing screen will simply work as a link to get to the list of modifiers (assigned in the yellow area of this screen). Because the Menu Item name works as a link to get to the modifier list, the regular price field is ignored. If you have upcharges, they will need to be assigned to the modifiers.

- 1 Create a modifier group (as you normally would with appropriate prices on each item)
- 2 Go to **Menu Items and Pricing**
- 3 Create a menu item name such as “*Condiments*”
- 4 Link it to a category and department (department would be a regular department that you are already using in the menu such as “food”, “entrees”, etc.)

 With the open modifier feature, the menu button simply works as a link to get to the group of modifiers. Because of this, the Regular Price field (shown under the department) is ignored. If you need to have upcharges, please put them with the modifier names

- 5 Checkmark the option for **Set as Open Modifier** (automatically checks “modifiers are enabled”)
- 6 Attach your modifier group to it (displayed in the yellow box below)

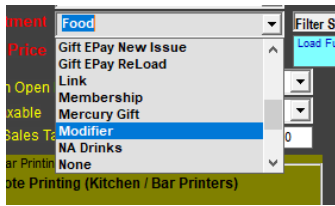
 Do not put a checkmark beside the modifier group name – it must prompt

- 7 Put the menu item name on a button

Adding Simple Modifiers on the Order Screen

You can add simplistic modifiers on the order screen that attach to an item on the virtual check – such as “No Ice”, “Drums Only \$.50”, “AS APP”, etc. The user cannot enter this modifier on the check without a menu item on the ticket. This ‘modifier’ attaches to the last menu item or highlighted menu item on the check.

- 1 Go to **Menu Items and Pricing**
- 2 Create a Menu name such as **No Ice**
- 3 Link it to the appropriate category
- 4 Set the department to **Modifier**
- 5 Add a price and printer name if necessary
- 6 **Save**
- 7 Put on a button



Adding modifiers to multiple button layout screens

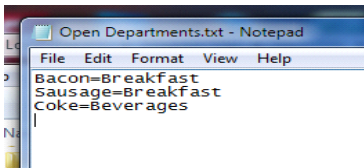
You can put menu items or modifiers on multiple screens by selecting “Show All Menu Items” on the Button Layout. If you do not see an unassigned button (gray button under the Unassigned Items list), double click the menu item text to populate a button.

Forcing modifier names to a report to a separate department

By default, modifiers connected to a menu item follow the menu item in reports. With this special function, modifiers can report to a dedicated department.

Example: if you need all “Bacon” modifiers to report to the Department of Breakfast instead of the following the main menu item used.

- 1 Go to the Modifiers section and choose “Open Department” as the Dept/Function for the desired modifier list (or type in Open Department if not listed)
- 2 Save
- 3 Exit out of MicroSale and go to the Micro\$ale Directory (Micro\$ale Folder)
- 4 Create a new text document, called Open Departments.txt (there is a space between Open and Departments)
- 5 Inside the .txt file, type in the modifier names and the department each modifier name should be assigned to. The structure is **Modifier Name=Department name**; example **Bacon=Breakfast** (no spacing). Add all appropriate modifiers in the .txt file each on its own line

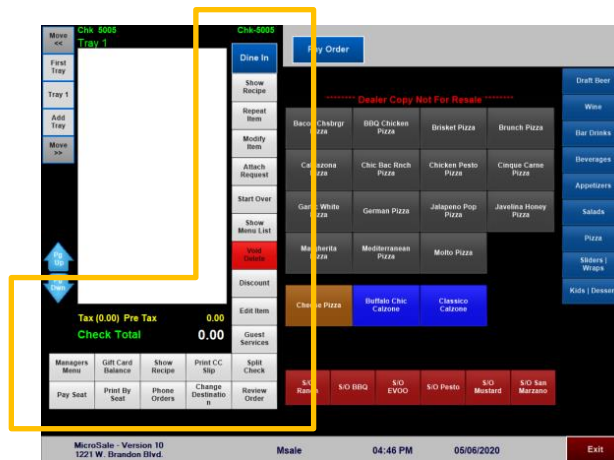


 The file needs to be in the Micro\$ale folder on each terminal

Function buttons

The Edit Order Screen Buttons area of MicroSale allows you to customize the function buttons that appear to the right and below the virtual check on the order screen (illustrated below). These appear constantly on the screen regardless of the category selected. You can add/remove function buttons and change the background and text color.

📍 ID Screen > Register Setup > Setup/Configuration > **Edit Order Screen Buttons**



Adding a new function button

- 1 Select a function from the list (left click with a mouse)
- 2 Select an empty button (left click with a mouse)
Note: If you do not have an empty button, then you will need to swap out an existing one for the new one
 - a. To remove a function, select the function and left click in the list
 - b. Alternatively, you can select your new function first and then double-click an occupied function to overwrite
- 3 Select Save

Changing the color of a function button

- 1 Select either the "Fore Ground", "Shadow", or "Background" button to modify the color
- 2 Select a color from the Color window that appears and then select OK
- 3 When you have finished your color customization, right-click on the function button(s) to change the color to the scheme you just created
- 4 Select Save, from the top-left of the screen

Function Buttons

86 Item	Users can quickly set items out of stock in the middle of a rush right from the order screen. Instead of having a manager login to the back office, go to menu maintenance, and putting the Number Available at 0. This function bypasses this and automatically inserts a "0" in the field
Apply Tip	Allows a user to apply tips to their credit card charges
Attach Discount	Will attach a discount that is linked to a specific number already set up in the system. Allows the system to allow access to this discount only by this number
Change Destination	Quick Service function only – changes the order destination from Dine-In to Go or vice-versa.
Check ID	will allow the bartender to check the customer's age prior to serving alcohol. When Check ID is selected, it will show "Enter birthday month, day and year". Simply swipe their driver's license and the customer's age displays on the screen.
Customer Name	will allow the user to type the customer's name at the beginning or end of the transaction. The customer's name will display at the top of the order.
Delete Item	allows the user to delete a line item on the virtual ticket (modifier, menu item, discount, etc).
EBT Total	Works in conjunction with the EBT tender type and Department setup. Will Tax Exempt the order and expand the check total box to include the EBT Total.
InterCard (Debit Card)	Used with the InterCard or Socoa Interface only. When using this, the department must be set to <i>Debit Card</i> . Touch the <i>Debit Card Setup</i> . For promotional value added to the card, you may give points, Bonus dollars, or Courtesy Group No. is no longer used. Time Play Card Set Up also uses the Debit Card setup.
Item Refund	Allows you to refund the entire open check from the ordering screen.
Keyboard	allows you to type a short message to be attached to a menu item. This will bring up an on-screen keyboard. (Attach Request)
Manager's Menu	takes you to the Manager's Menu if you have the appropriate access level assigned to your ID #
Member Reward	Access the frequent diner redemption window (Frequent Diner)
Message to Manager	Allows users to type a message to the manager who may not be on the site at that time. When the manager signs in, they will see the message.
Modifier Edit	Allows users to call upon a modifier group connected to a modifier after the item is already entered. The modifier group used in this feature is attached to the modifier name through "Edit Modifier With" on the modifier setup screen. While you can still 'modify modifiers' which immediately prompts a modifier group connected to a modifier, this feature allows added flexibility for order entry. For example, if a salad is listed as modifier side choice, the user can now highlight the salad and further edit the item with 'no tomatoes', 'extra dressing', etc.
Next Round	Unlike repeat item which repeats a single item, <i>Next Round</i> gives users the ability to quickly ring in multiple drinks in one tap and repeat or edit attached modifications
Show Menu Items	Launches a window to enter letter(s) to search for a menu item and menu functions
Phone Order	prompts the phone order screen to add a new or edit a phone order
PLU Lookup (Lookup Item)	prompts a window to find a menu item by PLU number
Print By Seat (Print by Seats)	Prints guest checks individually by seat
Release Holds	will release a transaction that had been placed on hold, such as a sale that was rung up and the customer realized they left their wallet in the car
Repeat Item	repeats a menu item with attached modifiers
Show Sent Items/Hide Sent Items	Works as a toggle button between showing and hiding sent items on the customer check. (Hide Sent Items)
Tab Deposit	allows a guest to leave before the rest of the group by paying only his portion of the tab, for example \$20. When the entire check is paid, the portion paid is added automatically.
Table Tent	works in conjunction with the "Table Tent" options under the Register Options, Printing/Cash Drawer so the user delivering the food to the table can match the proper table number to the ticket.
Verify Balance	Launches the House Account lookup window. You can search by swiping their house account card, entering the account number, search by first name, search all, and attach memo.
Void Check	allows the user to void all items off of the current open check which then automatically closes the order to \$0.00. In the previous version, you had to close the check to cash first and then void the check from the Managers Menu. <i>Closed checks still need to be voided from the Managers Menu.</i>
Waste	This will prefix every item on the check with "WASTE >" and zero out the total of the check. It will then close the check and print a void slip.

Specialty functions

Message Item

- 1 Type the name of your item in the "Menu Item Name" field. Example: "Message"
- 2 Next, in the "Category/Sub Cat," click the drop-down arrow to select a category
- 3 In the "Department" field, select the department called "Remote Message".
- 4 Touch the "Save" button when finished.
- 5 Assign the menu item to a button in "Menu Item Button Layout"

Items Sold by Time

- 1 Create a menu item (with the appropriate category and department)
- 2 In the “Regular Price” field enter the price of the item for 1 minute. Example: Pool table rentals might be \$7.00 per hour. $7.00/60 = \$1.12$ per minute.
- 3 Place a check mark in the box **Charge by Time**
- 4 Select **Save** when finished

Gift Cards

- 1 Type in a menu item name such as *Gift Card*, *\$5 Gift Card*, etc., in the Menu Item name field
- 2 Click the dropdown arrow to select appropriate category
- 3 In the Department field, select one of the following departments:
- 4 Gift Certificate- MicroSale’s built in Gift Card/House Accounts
- 5 Mercury Gift- Mercury Payment System’s integrated Gift Cards.
- 6 Gift Epay New Issue- Datacap Systems integrated Gift Cards.
- 7 Gift Epay Reload- Datacap Systems integrated Gift Cards
- 8 Take the checkmark out of the box labeled **Taxable**
- 9 Place a checkmark in the box labeled **Enable Open Price**
- 10 Select **Save** button when finished.
- 11 Assign the gift card to a button in **Menu Item Button Layout**

Paid Outs (used for taking cash out of the cash drawer)

Typically you will use the Paid Out function on your POS terminal. However, you can also create a ‘shortcut’ and put a paid out type directly on the order screen

If you need to take cash out of the drawer to pay cash out to a vendor or contract worker, you must use a payout. A paid out will properly account for the missing cash

- 1 Type the name of your item in the **Menu Item Name** field. Example: “Message”
- 2 Select the appropriate category.
- 3 Select the department called “**Paid Outs**”.
- 4 Put a checkmark in the box **Enable Open Priced Item**
- 5 Select **Save** when finished
- 6 Assign the item to a button in **Menu Item Button Layout**

Assigning a function to a menu item button

Function buttons are typically used in the ‘function area’ of the order screen. However, if you would like to add a function to the order screen under a category, follow the steps below.

 Managers Menu > Menu Maintenance > **Menu Items and Pricing Screen**

- 1 From the “Department” dropdown select “Function”
- 2 Select the word “Department” next to the newly selected “Function” option
- 3 Select the dropdown for “Menu Item Name” – Only a list of available function buttons is displayed

 **You can assign the function to any category. Since this is not an actual menu, it will not appear in your sales reports**

- 4 Select the one you wish to add and then select the “Save” button

Adding the function button to the button layout

- 1 Go to the Button Layout screen. Menu Maintenance > Button Layout
- 2 Select the Category to put this button within
- 3 Select the “All Categories” button
- 4 Find and select your new function button
- 5 Select the blank button and then right-click to drag and drop it onto the layout
- 6 Position the button and when finished select Save
- 7 Repeat as necessary

Course Line & Fire Order

Course lines are typically used within Fine Dining establishments. When configured, course lines will allow for users to select menu items to label by course.

- 1 Add the Change Course function
 - 📍 Managers Menu > Register Setup > Terminal Configuration > Edit Order Screen Buttons > Add **Change Course** to a button and Save
- 2 Assign menu items to courses
 - 📍 Managers Menu > Menu Maintenance > **Menu Items and Pricing**
 - 1 Create a new menu item or choose a previously selected item
 - 2 Under Misc Menu Functions, select the dropdown and choose the appropriate course name. By default, MicroSale uses “Course 1”, “Course 2”, “Course 3”, “Course 4”, “Course 5”. If you need to use customer course names, exit the screen and complete the following setup:
 - Custom Course Names**
 - 📍 Managers Menu > Register Setup > Terminal Configuration > Misc System Configuration Page > Misc Utilities > **Print Alias**
 - a. Next to Course Line Names, type in a course name
 - b. Select Save
 - c. Continue adding courses until complete
 - d. Exit
 - 3 After the custom course names are added, go back to Menu Items and Pricing
 - 4 Create a new menu item or choose a previously selected item
 - 5 Under Misc Menu Functions, select the dropdown and choose the appropriate course name
 - 6 Save

How it works

- 1 Ring in the menu items
- 2 If a menu item needs to be reassigned to a different course, select “Change Course” and then the menu item

Adding a Fire Order message

The system can be configured to allow users the ability to type a short message to print on the fire chit that is sent to the kitchen staff.

Go to the Managers Menu > Register Setup > Register Options by Terminal
Select the Printing/Cash Drawer tab
Enable the option for “Enable Fire Order Instruction”

Setting up a Fire Printer

- 1 Go to the Managers Menu > Register Setup > Printers / Devices Setup
- 2 Select each remote printer you need a "Fire" chit to print to and then select the "Fire Printer" checkbox
- 3 Select Save between each remote printer change

Using Fire Order

The "Fire Order" function button is meant to be paired with the "Course Line" function button but is not mandatory to use. The reason this function is optional, is that it puts all of the responsibility on remembering to send the next course to the kitchen, on the user who may get busy and forget to send the second course to the kitchen. For this reason, Fire Order is optional to configure within the system.

After the menu items are entered and "Done" is selected to send those items to their respective printer(s), the user needs to decide when to "Fire" the next course line for the kitchen to start preparing (Example: 10 minutes after the Appetizer) .

It is important that the kitchen staff understands that the first ticket to print will be entire list of items, separated by course line. When the user is ready for the next course to be made, they will use the "Fire Order" button to send a fire chit to the kitchen. When the user selects this button it will send a slip to the kitchen saying "Fire Order Now For Table #" then it will list the table #, ticket #, time, date, and user's name. **It DOES NOT reprint the actual items!**

If you have also configured the system to print a "fire order message", then when the user selects the Fire Order button it will prompt them to enter a message using an on-screen keyboard. At this point, they could enter something like "Cook Entrée" or "Wait 10 extra minutes for dessert".

Example:

Table 101 would like to order Calamari for an **Appetizer**, two orders of Chicken Linguini for **Entrées**, and Key Lime Pie for **Dessert**.

Course Line:

- 1 Select a menu item, such as "Calamari" from the menu to add to the Virtual Check
 - a. Notice: "Calamari" turns to a different color. The system will color each course to make it easier to differentiate between courses.

1	Calamari	9.00	→	1	Calamari	9.00
1	Chicken Linguini	15.00		1	Chicken Linguini	15.00
1	Chicken Linguini	15.00		1	Chicken Linguini	15.00
				1	Key Lime Pie	8.00

- 1 Select entrees "Chicken Linguini"
- 2 Select a dessert such as "Key Lime Pie".
- 3 Select "Done" to have the order sent to the kitchen. It will print the entire ticket separated by each course

Fire Order:


- 1 Recall Table 101 and select the "Fire Order" button to send a chit to the kitchen to let them know the next course is ready to be prepared.
- 2 Use the "Fire Order Message" and type the message "Prepare Entrée"

Product Waste

The product waste feature works with MicroSale's Inventory program. It tracks food costs based on the menu items' recipe and current cost. There are two options available for configuring the function.

Configuring the system to utilize the Waste function

Option 1: Menu Item Function Button

 ID Screen > Menu Maintenance > **Menu Items and Pricing**

- 1 From the **Department** dropdown select *Function*
- 2 Select the word "**Filter**" next to the newly selected "Function" option
- 3 Select the dropdown for "Menu Item Name" – Only a list of available function buttons is displayed
- 4 Select "Waste" and then select the "Save" button at the bottom, right of the screen.
- 5 Select the Button Layout button
- 6 Select the Category to put this button within
- 7 Select the "All Categories" button
- 8 Find and select "Waste"
- 9 Select the blank button and then right-click to drag and drop it onto the layout
- 10 Position the button and when finished select Save

Option 2: Order Screen Function Button

 ID Screen > Register Setup > Setup/Configuration > **Edit Order Screen Buttons**

- 1 Select **Waste**
- 2 Select an empty button from vertical bar or either of the two horizontal bars
If all buttons are full, double-click an occupied space to overwrite it with the "Waste" button

Using the Waste Function

- 1 Go to the Ordering Screen
- 2 Select the Menu Item(s) that need to be counted as waste
- 3 Select the **Waste** button
- 4 The check will automatically close and print a Waste receipt

Viewing the Product Waste report

After running the Daily Close Out, you can print or email the "Product Waste" report

- 1 Go to the Managers Menu > Reports Menu > Product Waste
- 2 Select a specific date or date range and then select "Run Report"

Editing an Existing Menu

Print Menu items saved in the system

📍 Manager Menu > Reports Menu > Print Utilities > Print Store Menu

Deleting Menu Items

You must take the menu item off of the button before you can delete it in the system. *This is a safety net to ensure items are not inadvertently deleted.*

Taking Menu Items off Buttons

📍 Managers Menu > Menu Maintenance > **Menu Item Button Layout**

- 1 Select the appropriate category (listed on left of the button layout screen)
- 2 Locate the menu item you would like to delete
- 3 Left mouse-click on the item and then left mouse-click in the Unassigned Menu Item list (the item should now be listed in the unassigned menu item list box). *The empty button will delete after you save the screen.*
- 4 **Save** and Exit

Deleting the Menu Item

📍 Managers Menu > Menu Maintenance > **Menu Items and Pricing**

- 1 Select the dropdown and find the appropriate item
- 2 Select **Delete**
- 3 **Exit**


Reassigning menu items to new categories

📍 Managers Menu > Menu Maintenance > **Menu Items and Pricing**

1. Select the menu item that you need to edit
2. Under the Category/Sub Cat. field, choose a new category name
3. Save



Changing a category name

 Managers Menu > Menu Maintenance > **Menu Category**

1. Choose a category under **Category Name**
2. Type in a new name in the **Change Category Name** field
3. Select **Change**
4. **Exit** when completed (screen saves automatically)

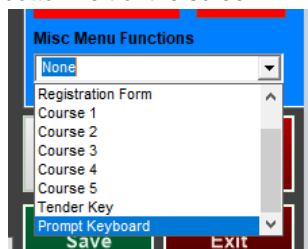
Miscellaneous

Creating an open food or open drink item

You can create a menu item that prompts a keyboard to type in a custom name and prompt a custom price. The open menu item is saved to a specific category, department and tax table for accounting purposes. While the user can fully customize the name and price, the item is set to specific remote printers so the item always routes to the proper station.

 Managers Menu > Menu Maintenance > **Menu Items and Pricing**


- 1 Type in a menu item name (such as Open Liquor)
 - a. You can either use this menu item name as the name of your item or you can prompt a keyboard to customize the menu item name on the fly
 - i. To prompt a keyboard, select Prompt Keyboard from the dropdown under “Misc Menu Functions” on the bottom left of the screen



- 2 Assign the item to the appropriate category and department
- 3 Keep the regular price at \$0.00
- 4 Tick the checkbox next to “Make Menu Item Open Price”
- 5 Use the default tax table (Sales Tax Table 1) or change to another table
- 6 Enable Remote Printing and set the item to route to the correct printer
- 7 Set modifiers if needed
- 8 Save
- 9 Add the menu item to a button

Creating non-sales revenue menu items

If your establishment sells items such as lottery tickets or various items that should not count as sales through the MicroSale system, you can assign items to a department of Non-Sales Revenue.

 Go to Manager Menu > Register Setup > Terminal Configuration > Misc. System Configuration Page > **Non Sales Revenue Setup**

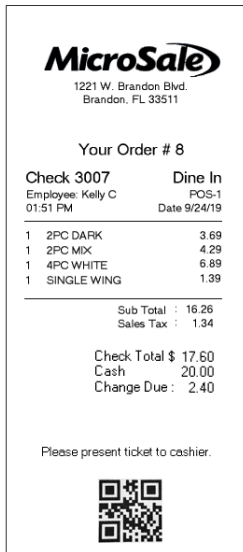
- 1 Type in a department name such as Lottery Sales and save
- 2 Go to Menu Items and Pricing and create a new menu item (such as \$2 Powerball)
- 3 Assign it to the appropriate category (it can be any category name)
- 4 Assign it to the department name you just created (such as Lottery Sales)
- 5 Save when completed
- 6 Add your new menu item to a button, Save

QR Codes

MicroSale now has the ability to generate QR Codes as well as standard bar codes. QR Codes will be used in specialty environments in which the PLU's for the menu items rung up through MicroSale will need to be inputted into a separate POS. The QR Code will contain all PLU's from the transaction in a single scannable image.

Setting up QR Codes

- 1 Enable the setting in register options
 - a. Managers Menu > Register Setup > Register Options > Printer/Cash Drawer > Advanced Options > **Print QR Codes PLU numbers on receipt**
- 2 Enter in the PLU numbers into the PLU/Barcode field on the Menu Items and Pricing page.



Adding a category to a menu item button

In some scenarios, you may want add one of the category buttons to the regular order screen.

- 📍 Managers Menu > Menu Maintenance > **Menu Items and Pricing**

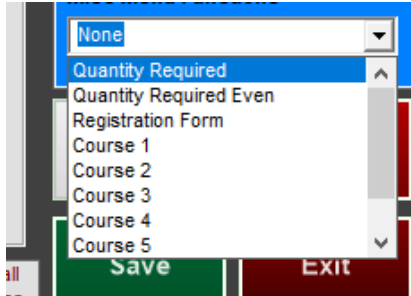
- 1 Type in the identical category name in the "Menu Item Name" field
- 2 Select a category that you would like to assign this button to (this is only used to help find the button on the layout – it does not affect your reporting)
- 3 Under Department, select "Category". Save. Place your item on a button

⚠️ Please note- for the button to activate, the category must be active as well (it cannot be an unassigned category on the category setup screen)

Forcing a menu item to prompt a quantity

Managers Menu > Menu Maintenance > **Menu Items and Pricing**

- 1 Type in a menu item name
- 2 Assign the item to the appropriate category and department
- 3 Set the Regular Price to the price of single item (1 item). The regular price is multiplied by the prompted quantity
- 4 Enable Remote Printing and set the item to route to the correct printer
- 5 Set modifiers if needed
- 6 To prompt a quantity, select Quantity Required from the dropdown under "Misc Menu Functions" on the bottom left of the screen



 To force the user to only choose an even quantity, select "Quantity Required Even"

- 7 Save
- 8 Add the menu item to a button

Rerouting menu items on the fly

This optional feature allows the remote printer to be switched "on the fly" per order. By default, menu items route to their normally designated printer.

Button Preview

Red = Required Field

Menu Item Name

Button (name)

Alt. Name to remote

PLU/Bar Code

Category/Sub Cat.

Department

Regular Price

Make Menu Item Open Price

In Windows, you will need to install both printers that will be the toggle choices for the remote printing. The Menu Item Name must be the identical printer name saved in Windows. You must also have the printers set up in MicroSale.

In this example, the menu items themselves will be assigned to the Bar1 printer as the default.

Next, create a menu item. The menu item name needs to be the name of the printer you wish to send to. You can use button alias field to provide a better description for the button. i.e. at Caddy's on the Beach the menu item name is called "**Bar2**" but the button alias says "**Send to Tiki Bar**". See functionbutton.png attached.

Create the menu item in whatever category that you desire it to be in. Be sure to assign the menu item to the department "**Alternate Remote**".

After the menu item is created you will need to add the functions.ini to the MicroSale directory on each register in which you wish to use this toggle. The attached functions.ini file is from Caddys and shows how it needs to be setup. See below for an example of the .ini file as well. The other remote printer name (Bar1) would be put into the "Alternate Remote 1" field.

[Printing Options]

Alternate Remote 1=**Bar1**

Alternate Remote 2=

Putting Discount Names on Order Screen Buttons

In some cases, you may want a discount to be on an order screen button in addition to the Discounts screen.

- 1 Type in the discount name in the Menu Item Name field identically to the Discount name (you must already have the discount created).
- 2 Choose the category that you want to see this discount in
- 3 Choose Discount as the department
- 4 Leave the regular price and all other components blank.
- 5 Save
- 6 Go to the Button Layout screen and add the discount to a button

Drink Chips

Giving the customer a drink chip to redeem later in their meal or on a future date is a great way to ensure your customer has the best visit possible.

- 1 Create a department name called **Drink Chip**, Save
- 2 Create a menu item, example, \$3 Drink Coupon. You can also make it an open priced item.
- 3 Set the menu item to any category and assign it to the department of **Drink Chip**.
- 4 Place on a button
- 5 Save
- 6 Create a discount – example, "Drink Chip Redeem" with an open \$, or discount % of 100.
- 7 Save
- 8 Place the attached INI file into the INI folder within MicroSale – OR, if you already have a Functions INI file, you can simply open the INI file and find Drink Chip under "Quick Bar" and type in Drink Chip=**On** (*no spaces*)
- 9 A coupon will print for each drink chip purchased by a customer – these can be used as coupons and given to the customer to redeem on their current visit or future visits

Menu Register Settings

Register Options are set by individual register. If you need the same options set from terminal to terminal, please add the register options to each terminal. Or, you can update all registers from the General screen using the bottom right drop down box that says "Terminals".

Optional printing options for menu items on the guest check

 Manager Menu > Register Setup > Terminal Configuration > Register Options > Printer/Cash Drawer
Guest check options are located under Receipt Printer Options. Click on Advanced Options for more options

Name	Description								
<p align="center">Consolidating menu items</p>	<p>When this option is enabled, items with the same name are consolidated on the customer receipt</p> <table border="0" data-bbox="714 567 1088 672"> <tr> <td align="center">Option not Set</td> <td align="center">Option Enabled</td> </tr> <tr> <td align="center">1 French Fry</td> <td align="center">2 French Fry</td> </tr> <tr> <td align="center">1 Onion Ring</td> <td align="center">1 Onion Ring</td> </tr> <tr> <td align="center">1 French Fry</td> <td></td> </tr> </table>	Option not Set	Option Enabled	1 French Fry	2 French Fry	1 Onion Ring	1 Onion Ring	1 French Fry	
Option not Set	Option Enabled								
1 French Fry	2 French Fry								
1 Onion Ring	1 Onion Ring								
1 French Fry									
<p align="center">No consolidation for modified items</p>	<p>Disables modified menu items from consolidating on the customer receipt.</p>								
<p align="center">Printing charged modifiers only</p>	<p>When this option is enabled, only modifiers with a price are printed on the receipt. If this option is not checked, all modifiers, both charge and non-charge, print on customer receipts. <i>If you are using the register option, "Roll Modifier Price Into Menu Item", no modifiers will be shown on the customer receipt and all modifier upcharges roll into the menu item price.</i> Configuration: If you want all modifiers to print on receipt then leave this unchecked and set Modifier Included in Price to No. If you want only charge modifiers to print on receipts then check this option and set Modifier Included in Price to No. If you do not want any modifiers to print on receipts then check this option and set Modifier Included in Price to Yes, and charge modifiers will be added to the total price of the menu item.</p>								
<p align="center">Rolling Modifier Prices into Menu Items</p>	<p>This option allows any additional price from the modifiers to be added to the price of its attached menu item. This option only works in conjunction with "print charge modifiers only on receipt".</p> <p>NOTE: The price rolls into the main item on the guest receipt. The software user will see the upcharge Itemized next to the modifier choice</p> <p><i>To exclude specific modifier groups:</i></p> <p><i>Managers Menu > Menu Maintenance > Menu Modifiers > Select your desired modifier group; enable the option "Disable Price Roll Up" > Save</i></p>								
<p align="center">Turn off menu items on receipt with no price</p>	<p>When checked, only menu items with a price attached will print on the customer receipt.</p>								

Optional printing options for menu items on kitchen/bar printers

Manager Menu > Register Setup > Terminal Configuration > Register Options > Printer/Cash Drawer > Advanced Options > **Remote Printer Options**

Name	Description
Printer routing for go and delivery orders	When this option is enabled menu items that normally go to a particular remote printer can be set to go to an alternate remote printer based on the order destinations of "To Go" and "Delivery". The alternate printing is setup in Managers Menu--> Register Setup--> Printer Devices Setup--> Remote Printer Setup.
Printing menu item prices on remotes	Sends the menu item price to the remote printers (by default, the kitchen/bar does not receive the menu item price)
Print the check total	This option prints the check total on remote checks when the order is placed.
Print voided items	When this option is enabled a voided menu item will print to the remote printer the item originally sent to.
Print discount	This enables a discount applied to print on the remote check as a menu line item.
Resend complete order every time	If this option is enabled then anytime an item is sent to the remote printer all other items that went to the printer prior will print as well
Consolidate like menu items for multi seat orders	This consolidates menu items sent to the remote printer with notation of seat number as opposed to the default configuration which simply lists the items in the order in which they were entered and split by seat number. Example (1). Default Settings: Seat 1 Nachos Fried Green Tomatoes Nachos Seat 2 Nachos Fried Green Tomatoes Nachos Example (2). Consolidate: 4 Nachos (1) (1) (2) (2) 2 Fried Green Tomatoes (1) (2)
Group menu items by seat	This consolidates and groups by seat any menu items sent to the remote printer as opposed to the default configuration which simply lists the items in the order in which they were entered and split by seat number. Example (1). Default Settings: Seat 1 Nachos Fried Green Tomatoes Nachos Seat 2 Nachos Fried Green Tomatoes Nachos Example (2). Group: Seat 1 2 Nachos 1 Fried Green Tomato Seat 2 2 Nachos 1 Fried Green Tomato
Print remote printer name	The remote printer name prints with the menu item name
Menu Items in Order as Entered	Menu Items in Order as Entered - This option will cause all items on a check to print in the order that they were entered by the user. Normally menu items print on remote checks and customer receipts in the order of the Category Priority list (see Menu Maintenance). The primary application for this option is in full service restaurants that have multiple courses; allowing the user to enter the items in the order the items are to be prepared.
Menu Items Grouped Together	Menu Items Grouped Together - The option is used with "menu items in order as entered" and puts the items together by category before they are put into the order as they were entered. For example, If you enter in a Coke, sandwich, Diet Coke, dessert, it will rearrange it on the virtual check/receipt to show Coke, Diet Coke, sandwich, dessert.
Print Ingredient List	The ingredient list for a menu item will print on the bottom of the remote check if this option is enabled. To setup an ingredient list, follow the section "Ingredient List" under the chapter on Menu Items

Miscellaneous register settings for modifiers

Manager Menu > Register Setup > Terminal Configuration > Register Options > **Modifier Setup**

Name	Description
Disable Modifier by Category	This setting works with the option in the category setup area (Disable Modifier). When a category is set to Disable Modifier and disabled with the register option, all modifier groups set to prompt immediately following menu items are disabled. This feature is useful when server stations need to prompt mixers for drinks while bar stations do not need to prompt, as bartenders prepare the drinks themselves.
Enable ¼ on Modifiers	When the option is checked, it will turn on the ¼ option as well as the ½ by modifier (Select ½ Modifier Function). The option will ONLY appear when the Select Half Modifier Function is turned on. (Please reference Modifier Functions for more information)
Matrix- Hold Screen for Review	The option holds the modifier screen open until the "Finished" button is touched. When checked, it will automatically check "Allow Finish Any Time"
Matrix-Stop for Mandatory Only	The option will bypass all optional modifiers in the Matrix (group of modifiers linked to an item) and only stop for mandatory modifier groups.
Enable Modifier Quantity	This option allows the quantity to be carried over to the modifiers when the "Quantity" button is used with the associated menu item. Example: Press Quantity of 5 Cheeseburger(choose a cheese) (5) American Cheese
Enable Countdown Pricing	By default, if a modifier adds a price to a menu item that is using countdown then the modifier price will be added once. If this option is checked then the modifier price will be added to the item multiplied by the countdown number.
Disable Countdown Edits	By default, you may go back and change the modifier associated with a countdown. This option will not allow the user to edit anything in the modifiers for items that is using the countdown function. It will make you delete and reing the item if a mistake is made or the customer changed his/her mind. Example for default (not checked): 10 Wings(5)Mild, (5) Hot. You may change the Mild to Honey BBQ, which maintaining the same quantity in front. Example for checked option: 10 Wings(5)Mild, (5) Hot. It will only highlight the line item and not do anything. It will not allow any type of edit.

Global Prefix Buttons

You can set prefixes in modifier groups or use global prefixes. Global prefixes appear on every modifier screen. A total of three prefix buttons can appear on the modifier screen. These can be anything that you choose. Certain words will flag specific functionality. **No** and **Sub** drop the price of the modifier if one is attached. **Prefix** will prompt a "prefix" box as shown above. Xtra (shortened to four characters) can, if chosen, shift the modifier to another price. For example, Xtra Chicken could charge \$3.00 while Xtra Onion could charge .25 cents. Type in an asterisk (*) to disable the prefix.

Manager Menu > Register Setup > Terminal Configuration > Register Options > **Modifier Setup** (located on toolbar)

Modifier Options

1st modifier prefix

2nd modifier prefix

3rd modifier prefix

Price Reduction 1/2 toppings by %

* will turn off Modifier Prefix

Turn off modifier prompts by category (see category setup)

Disable Price Adjust

Turn on 1/4 toppings

Matrix- hold modifier screen for review

Matrix- Stops for mandatory items only

Matrix- Allow Finish Any Time

Turn On Modifier Quantity

Turn On Count Down Pricing

Turn off count down edits

1st 1/2 Prefix Name

2nd 1/2 Prefix Name

Xtra Shifting to a Price Level

- 1 Type in a 1-4 character word such as EXTR, XTRA, etc and put a dash followed by the price level it needs to reference
- 2 For example, XTRA-1 will shift to price level one, XTRA-2 will shift to price level 2. *The dash and number will be masked. You will not see it on the order screen.*
- 3 The price level is created *BY MODIFIER*, so each price will be modifier specific and the modifier must have a price in the associated price level.

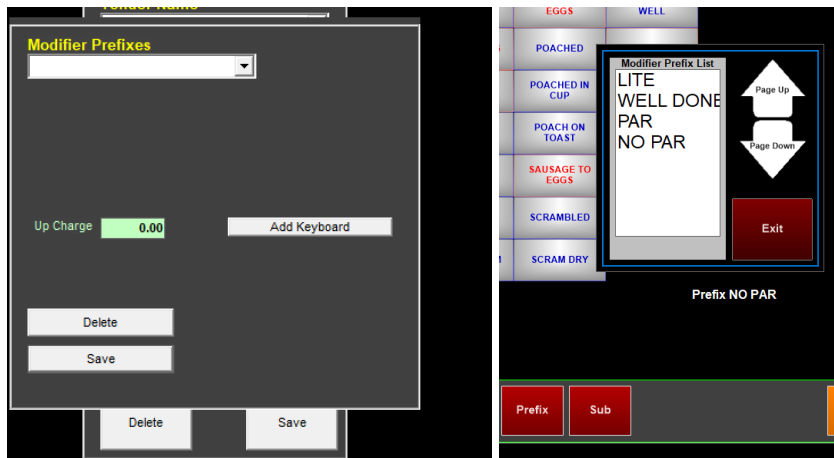
Half names for pizzas

On the order screen, pizza halves are displayed as (L) or (R). To use different terminology, go to: Manager Menu > Register Setup > Terminal Configuration > Register Options > Under General, select **Misc Options** > Type in *1st* and *2nd* or any other terminology of your choosing > Select Finished > **Save** > Exit

Modifier Prefix List

📍 Managers Menu > Register Setup > Terminal Configuration > **Tenders, Paid Outs, Customer Requests**

- 1 Under modifier prefix, type in *Prefix* in one of the three fields.
- 2 In the Tenders, Paid Outs, Customer Requests area, select **Modifier Prefixes**
- 3 Type in prefix name such as "LITE", "CRISPY", etc. Select **Save** after each entry
 - a. Add in an upcharge amount if desired
- 4 When you are done, exit the screen



Adding custom attach requests

📍 Managers Menu > Register Setup > Terminal Configuration > **Tenders, Paid Outs, Customer Requests**

The Attach Request function offers an array of preprogrammed requests plus a Keyboard button. To add more preprogrammed requests or add in the Keyboard, if not present, follow these steps:

- 1 Select the drop down to see your preprogrammed requests.
The order of entry is the order displayed on the order screen
- 2 Select the gray button under Up Charge to add in the Keyboard Option. Save after each entry.
- 3 When you are done exit the screen

Adding custom void reasons

MicroSale includes preset void reasons and a keyboard for manual entry. Follow the steps below to add custom voids. *An attached keyboard is required*

📍 Managers Menu > Register Setup > Terminal Configuration > **Tenders-Job Codes-Paid Out-etc.** > Misc Setup > **Void Reasons**


- 1 From the Void Reasons window, select the **dropdown** to see your preset void reasons
- 2 If you do not have Keyboard in the dropdown, select the button, **Add Keyboard**. This will automatically save.

- 💡 A keyboard button allows you to manually type in a void reason on the fly. By default, voids place menu items back into your inventory (or product mix), assuming the menu item was not prepared
- 3 To have the void remove the item from the inventory (or remove from the product mix), type in a void reason, tick the checkbox **Remove from Inventory** and **Save**.
- 4 After each new void reason is typed, select Save to add it to your list. Exit the screen when completed. Void Reasons will deploy automatically to all terminals.


Miscellaneous Menu Register Options

Name	Description
Turn on Event Tickets	This option enables Ride/Event ticket printing. To setup a Ticket Printer install in windows using the manufacturer provided driver installer. Then go into MicroSale Manager Menu--> Register Setup--> Printer/ Devices Setup--> Attached Devices Setup--> and select the printer using the Ticket Printer /Label Printer selection field. To setup ticket printing for an item go to Managers Menu--> Menu Maintenance--> Menu Items and Pricing--> Create Ride Ticket.
Prefix Department Name	When this option is enabled then "shift" used to adjust/prefix menu item will also prefix menu item's department for reporting.
Enable Menu Meal Periods	This option connects menu categories to timed events so that only the desired categories show at different times of the day. Use with option, Load Active Meal Periods Only Load Active Meal Periods Only - By default, the option will be set to No . When the option is set to No and the "Enable Meal Periods" is set, categories that are not connected with a meal period will still show on the order screen; such as a drinks category that should be available at all times. Yes , will only show categories assigned to that specific meal period. For example; it will only show "Breakfast" during the hours for that meal period. Description: The settings below dictate how the Meal Period Sales Report reports. The Meal Period Sales Report reports net sales in each period as set in this section. The hours are in 24 hour format and the ending time is up to the 59th minute of that hour. For example if Breakfast is set to Begin:6.00 Ending:10.00 (the default) then all sales between 6:00am and 10:59pm will report as breakfast sales in the Meal Period Sales Report. Configuration: To change the default settings simply select a beginning and ending time for each period from the list. Remember though that the ending time is up to the 59th minute of that hour, so the next period's beginning time must be one hour higher (see default for an example). If the times overlap or there are hours not covered, the Meal Period Sales Report will not report properly.
Quantity Limit	The option affects the Quantity button on the order screen. It will block the quantity amount that is over the number typed in the box. In this case, you may not press Quantity 101Bud Light. (to ring in over 100 of the item at one time.
Turn On Time Event Prefix	When the option is enabled, the timed event name becomes the prefix for the name of the menu item associated with a timed event. By default, the price will automatically shift during the correct time interval without a name change. The option checked will display the timed event name in front of the item shifting a price, such as HH Friday-Bud Light Draft.
Hold Price Shift Until Done	When the option is enabled, the selected shift level will remain in effect until either the "done", "tender", or same shift key is touched

Assigning different category screens by terminal or register group

 To setup menus by terminal or groups of terminals, you must first create the register groups

Setup Revenue Centers/Register Groups in MicroSale

 Manager Menu > Register Setup > Terminal Configuration > Register Options > Misc Setup (on toolbar) > **Revenue Centers**

1 Type your register group names in the box next to **Revenue Center/Groups**

 Do not check anything under Job Codes, Tables or Dining Areas

2 Select Save and Exit.

3 Go to Managers Menu, Register Setup, Paths-Terminal Setup, System Paths Setup.

4 Select the drop-down next to **Register Group Name** and select the appropriate Register Group for this specific terminal

5 Select Save and **Exit**

6 To execute the Revenue Center Report: Go to Managers Menu, Reports Menu, Revenue Centers. You can generate a Daily Report or Week to Date

Menu by Register Group

 Manager Menu > Menu Maintenance > **Menu by Job / Register Group**

1 Select a register group (by using the dropdown arrow)

2 Select **Load New**

3 Begin by selecting a category – after clicking on the category name, it will appear in the “Selected Category” box.

4 Left click in the first field under Category Name

5 Continue with steps 3 and 4 until completed

6 **Save**

7 Select the dropdown and select a **Register Group** to ensure the categories are saved

Chinese Characters on Printers

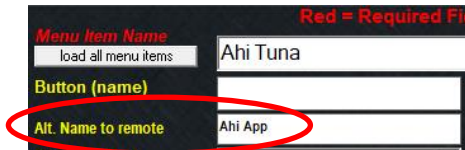
MicroSale Version 9.0.1057 and higher supports Chinese translation on remote printers. *The printer must support Chinese characters.*

Part 1

- 1 Go to the Msaledealer folder on the FTP site
- 2 Open the MicroSale Version 9 Release Files folder
- 3 Copy the Chinese.INI file
- 4 Paste the Chinese.INI file on your computer; *Recommended – paste the Chinese.INI file on your desktop for now, you will need to go back to it after Part 2*

Part 2

- 1 Open MicroSale
- 2 Go to Managers Menu > Menu Maintenance > Menu Items and Pricing
 - a. Select a menu item
 - b. Type in the menu item name or an alternate name in the Alt. Name to remote field



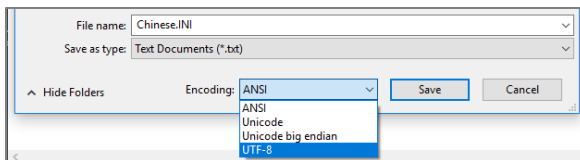
- c. Save
 - d. If you use a name other than the regular menu item name, write down the alternate name; exact names are needed
 - e. Repeat steps until you are finished with the menu item names that will needed to be printed in Chinese
 - f. To see a list of the menu item names- go to Reports Menu > Print Utilities > Print Store Menu
- 3 Once the menu is printed, exit out of MicroSale
- 4 Open the Chinese.INI file

A few sample items are listed. Delete the sample items.

- 5 Type in an item name that is used in the *Alt. Name to remote*, then "=", followed by the Chinese characters without a space after "=". Type in only one menu item name per line



- 6 When you are finished, click on File > Save As > Chinese.INI and choose UTF-8 encoding (*you will see this option to the left of Save*)



- 7 Copy the Chinese.INI file and paste it into the **INI Files** folder located in the MicroSale directory. Reminder, the INI Files List offers an unused, archived list of INIs

LOG FILES	10/3/2016 4:21 PM	File folder
INVOICES	10/19/2017 11:57 AM	File folder
INI Files	10/3/2016 4:21 PM	File folder
INI File List	10/3/2016 4:20 PM	File folder

Contact Information

For further assistance, please contact us at:

www.microsale.net
info@microsale.net
844-454-4900

Additional help articles: <https://microsale.zendesk.com/hc/en-us>