



Building Your Online Menu

Create Menu Categories

You can set up your online menu to look like your printed menu.

STEP 1

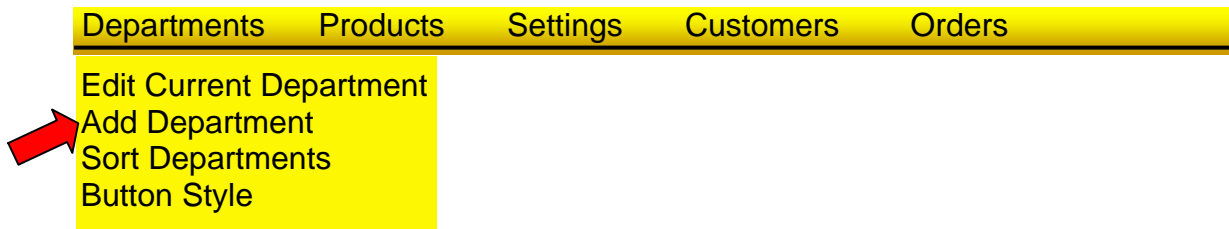
Decide on the categories that your menu items will fall into. For example

Appetizers
Pasta
Pizza
Sandwiches
Calzones
Beverages
Dessert

Then create the categories. Categories in the Store Manager are called “Departments”.

STEP 2

On the gold Toolbar, click “Add Department” from the “Departments” dropdown menu.



This will open the Add Department screen.

STEP 3

Fill in *only* the title of the first Category you want on the “Page” information form. *Tip :The boxes below the Page Box are not necessary for basic menu building.*

Page

Title:

Type:

STEP 4

Click “Okay” to save your work. Continue adding Categories. It is not necessary to add all the categories at once, you can always go back and Add or Delete categories