



Building Your Online Menu

Managing Your Online Menu

The “Store Manager” allows you to easily manage the content of your store. Some of the things you can do are:

1. Add, delete, change or sort categories (departments)
2. Add, delete, change or sort menu items
 - a. item price
 - b. item description
 - c. create thumbnail image for item
 - d. create dropdown menus, radio buttons, checkboxes and text input boxes to allow customers to modify an item by providing choices.
3. Create additional content i.e. About Us, History of the Restaurant, etc.
4. Hide categories or hide items in categories
5. Create coupons
6. Define groups of people (i.e. Ford Employees) and apply special pricing for people in that group.
7. Create “specials” on the home page with a single buttonclick
8. See a list of every order with order details and be able to export the data to Excel
9. See a list of every customer including name, address, phone, and email address and export the data to Excel. (This data is gathered for every customer whether they have a login account or not).
10. Generate reports
 - a. sales by time period
 - b. sales by customer
 - c. sales by payment method
 - d. sales by item

Logging in to the Store Manager

Log in to the Store Manager. You can do that on the home page of your online menu using your administrator login and password at the “Returning Customer” box.

Returning Customer?

Username

Password

When you are logged in to the Store Manager, a gold Toolbar will appear at the top of the screen. *Tip: If you have logged in and you do not see the Toolbar, hold the Shift key down and click “Refresh” or “Reload” on your browser.*



There are additional management tools on the page when logged in. Editing icons will appear like the “editable block”



identified by a gray box with an Edit Button, the editing pencil  (Edit Item), and the trash can  (Delete Item).

Below is an example showing the Editing Icons



 Delete the Category with the trash can
 Edit the Category with the pencil

The “View Product List” feature.

View Product List lists all the categories and menu items in the store.

On the gold Toolbar, go to Products >> View Product List.

Departments	Products	Settings	Customers	Orders
	Add Product Sort Products Create Sale Item Special Pricing Gift Certificates Import Products w/Excel Import Combination View Product List			

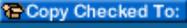


This is an example of View Products List

Departments Products Settings Customers Orders Product Manager    

 Add Product
 Import Catalog
 Export Catalog
 Find Products
Show All
Hide Departments

Title	ID	SKU	Inventory	Price	Edit
 Specials	298				<input type="checkbox"/> 
Cheeseburger Special	300	1001	0	5.75	<input type="checkbox"/> 
Chicken Sandwich	299	1000	0	7.75	<input type="checkbox"/> 
Chile Colorado Plate (Beef)	303	1004	0	7.75	<input type="checkbox"/> 
Chile Verde Plate (Pork)	302	1003	0	7.75	<input type="checkbox"/> 
Chopped Salad with Chicken	305	1006	0	8.25	<input type="checkbox"/> 
Fish Plate	301	1002	0	8.25	<input type="checkbox"/> 
Huevos a la Mexicana	304	1005	0	5.95	<input type="checkbox"/> 
Tip	423	*		5.00	<input type="checkbox"/> 
 Lunch Specials	306				<input type="checkbox"/> 
Arroz con Pollo	312	1012	0	6.25	<input type="checkbox"/> 
Burrito and Taco Combo	313	1013	0	8.25	<input type="checkbox"/> 
Burrito Ranchero	309	1009	0	6.25	<input type="checkbox"/> 
Manager Special	316	1016	0	5.25	<input type="checkbox"/> 
Meat Quesadilla & Taco Combo	314	1014	0	8.25	<input type="checkbox"/> 
Mexi-Pizza	311	1011	0	6.25	<input type="checkbox"/> 
Mexi-Torta	310	1010	0	6.25	<input type="checkbox"/> 
Supreme Burrito	308	1008	0	7.25	<input type="checkbox"/> 
Three Taco Combo	315	1015	0	8.25	<input type="checkbox"/> 
Wet Burrito	307	1007	0	8.25	<input type="checkbox"/> 
 Side Orders	317				<input type="checkbox"/> 
Chips (Salsa not included)	323	1022	0	1.95	<input type="checkbox"/> 
Extra Meat	325	1024	0	2.00	<input type="checkbox"/> 
Flour or Corn Tortilla	321	1020	0	1.25	<input type="checkbox"/> 
Guacamole	324	1023	0	1.50	<input type="checkbox"/> 
Guacamole and Chips	318	1017	0	4.50	<input type="checkbox"/> 
Rice, Pinto or Black Beans	320	1019	0	2.45	<input type="checkbox"/> 
Salsa and Chips	319	1018	0	4.50	<input type="checkbox"/> 
Side of Salsa (3 1/4 oz cup)	326	1025	0	1.00	<input type="checkbox"/> 
Side of Salsa (8oz cup)	327	1026	0	2.50	<input type="checkbox"/> 
Sour Cream	322	1021	0	1.50	<input type="checkbox"/> 

 Delete Checked
 Hide Checked
check all | uncheck all
 Alias Checked
 Copy Checked To:
 Move Checked
Specials 

See “Working with View Products List” for details.