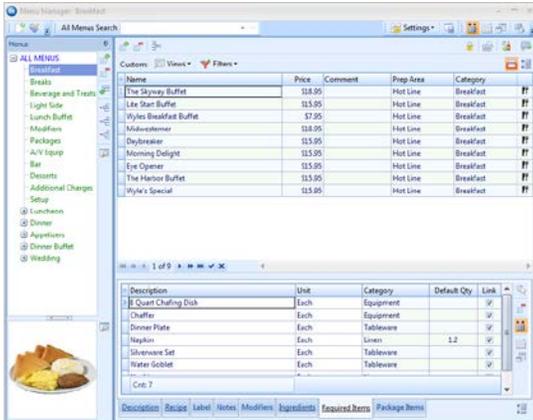


## Assign Required Items

1. Click the **Menu Manager** button from the **Setup** sidebar.
2. In the left-hand pane of Menu Manager, click the title of the menu you would like to add a required item to.
3. Click the **Required Items** tab at the bottom of the screen.
4. Click the **Select Items** button  at the right-hand side of the **Required Items** window.
5. Highlight and select items.
6. Enter a Default Qty for your required items.
7. Click the **Quick Column Customizing** button  to access additional columns, such as Linked, where you can optionally link the quantity of this item to the number of corresponding menu items ordered in an event.

See [Adding Required Items to a Menu Item](#).



## Update Menu Costing

1. From Menu Manager, click the **Select** button and choose **General**.
2. Click **Menu Costing Update > From Ingredients List**.
3. Click the checkbox next to Update Menu Prices and enter a markup number to multiply cost by.  
**Note:** The Markup By field is entered as a decimal which is multiplied by the total cost of the menu item.
4. Choose the desired Options by clicking into the checkboxes.
5. Click **OK**.

See [Updating Menu Costing](#).

## Additional Resources

- [Creating an Automatic Menu Item Package](#)
- [Establishing Menu Item Modifiers](#)
- [Adding Custom Menu Items On-the-Fly](#)
- [Make Changes to Menu Items in Batch](#)
- [Modifying Menu Item Ingredients or Required Items](#)



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catering & event management software

# Quick Reference Guide:

## Menu Manager



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## Set Up Food/Service Types

1. Click the **Administration** ribbon tab.
2. Click **General > Food/Service Item Types**.
3. Click into the **Type** field and type the new name over "N/A."
4. Click the down arrow to the right of the **Image** field and select an image from the drop-down list.
5. Click into the checkbox under the **Active** field to activate the new Food/Service Item Type.
6. Click into the **Associate Charges** area to associate a Room, Labor, Delivery, or Miscellaneous charge to the Item Type.  
**Note:** You will need to assign tax/service charge rates for the new item type.
7. Drag and drop the item types into the desired position.
8. Click **OK**.

See [Setting Up Food/Service Types](#) and [Establishing Default Tax Rates](#).

Food/Service Item Types		Associate Charges				
Type	Image	Active	Room	Labor	Delivery	Misc
Food		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beverage		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquor		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labor		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decoration		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delivery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Add a New Menu

1. Click the **Menu Manager** button from the **Setup** sidebar.
2. Click the **Add New Menu** button , located on the upper left-hand side of the screen.
3. Click **Yes** at the confirmation prompt.
4. Type a name of the new menu and press **[Enter]**.
5. Add a new menu item by clicking the **Add Menu Item** button , located at the top of the Menu Manager window.
6. Type the name of the food/service item into the blank **Name** field and then press **[Tab]**.
7. Fill out the **Price**, **Comment**, **Prep Area**, etc., information as desired.

**Note:** Click the **Quick-Column Customizing** button  to access optional fields.

8. When finished, click the X at the top right-hand side of the window.

See [Adding Menu Items to Default Menus](#).

## Create an Ingredients List

1. Click the **Ingredients List** button from the **Setup** sidebar.
2. Click the **Add List** button , located on the upper left-hand side of the screen.
3. Click **Yes** at the confirmation prompt.
4. Type a name for your new ingredients list and press **[Enter]**.
5. Add a new ingredient by clicking the **Add Ingredient** button , located at the top of the Ingredients List window.
6. Type the ingredient name into the **Description** field and press **[Tab]** to move to the next field.
7. Enter the **Unit**, **Measure**, **Type**, and **Cost** into their respective fields.

**Note:** Click the **Quick-Column Customizing** button  to access optional ingredients list fields.

8. When finished, click the X at the top right-hand side of the window.

See [Creating a Master Ingredients List](#).

## Assign Ingredients

1. Click the **Menu Manager** button from the **Setup** sidebar.
2. In the left-hand pane of Menu Manager, click the title of the menu you would like to add an ingredient to.
3. Click the **Ingredients** tab at the bottom of the screen.
4. Click the **Select New Ingredients** button , located on the right-hand side of the window.
5. Highlight and select ingredients.
6. Click **OK** to close the Select Ingredients window.
7. Click in the **Qty** column and enter a quantity for each ingredient item.

See [Adding Ingredients to a Menu Item](#).

Description	Measure	Qty	Cost	Total	Vendor
Egg	Each	1.0000	0.18	0.18	The Laughing Cow
Cheddar Cheese	Each	1.0000	0.21	0.21	The Laughing Cow
Swiss Cheese	Each	1.0000	0.20	0.20	The Laughing Cow
Ham	Solid Oz	2.0000	0.18	0.36	Conard Western
Medium cheddar	Solid Oz	2.0000	0.12	0.24	Incisela Fresh
GRK 14				0.67	

## Use the Menu Manager Tabs

1. Click the **Menu Manager** button from the **Setup** sidebar.
2. Click the **Description** tab, located at the bottom of the screen, and type as desired.  
**Note:** The **Name** of your new menu item will be entered here as a default.
3. Click the **Recipe**, **Label**, **Notes**, and **Modifiers** tabs and enter text as desired.  
**Note:** Use the formatting tools on the **Home** ribbon tab at the top of the screen to format the text you have entered.

Name	Price	Comment	Prep Area	Category
The Skyway Buffet	\$18.95		Hot Line	Breakfast
Light Side	\$15.95		Hot Line	Breakfast
Waffles Buffet	\$2.95		Hot Line	Breakfast
Midweeker	\$18.95		Hot Line	Breakfast
Daymaker	\$15.95		Hot Line	Breakfast
ACV Spring	\$15.95		Hot Line	Breakfast
Bar	\$15.95		Hot Line	Breakfast
Desserts	\$15.95		Hot Line	Breakfast
Additional Charge	\$13.95		Hot Line	Breakfast
Setup				

## Set Up Required Items

1. Click the **Required Items** button from the **Setup** sidebar.
2. Click the **Add List** button , located along the left-hand pane of the window.
3. Click **Yes** at the confirmation prompt.
4. Type a name for your new required items list and press **[Enter]**.
5. Click the **Add Item** button , located at the top of the Required Items window.
6. Type an **Item Description** (Name) for the new item and press **[Tab]**.
7. Select a **Unit** (of measurement) for the required item.
8. Optionally enter a **Category**, to be used for tracking the item, and a **Comment**.
9. When finished, click the X at the top right-hand side of the window.

See [Creating a Master List of Required Items](#).