



The main toolbar is active in ALL views.

Menu

The Menu option let's you define sets of one to six PLU items, which can be assigned to a soft key.

- 1) In your main accounts view select the 'Menu' option.

A / R	Category	Collection	Deal	EOD	InvenCount	MOP	Prod Code	Tank Charts
A/R Invoice	Chart/Accts	Contacts	Dept's	EOD Gas	Master	Notes	Purchases	TimeCard
Blue Law	Checks		Employee	FeeCharge	Menu	PLU	Softkey	

- 2) In the menu option, you can designate up to six different PLUs to a Menu set.
- 3) Click on the Add button, to add a menu.

Record: Menu Main

Menu Number: 1
Description: cigs

Dept# or (blank for all): 9020

Buttons: Clear This Record, View Plu's for this Dept, View Custom Plu's

	*Plu Number	Modifier	Description	Size	Cost	Retail	Gross Profit
Plu 1	001230000003	0			.0000	.00	.00
Plu 2	001230000010	0			.0000	.00	.00
Plu 3	001230000025	0			.0000	.00	.00
Plu 4	001230000019	0			.0000	.00	.00
Plu 5	504	0			.0000	.00	.00
Plu 6	*	0			.0000	.00	.00

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- 4) Select a Menu Number (Make sure it isn't already being used).
- 5) Type a description, and select a Department.
- 6) Select up to 6 items to put in this menu set.
- 7) You can either enter the PLUs in manually or scan them with your scanner.
- 8) You can also look up PLUs by department or by searching for one.
 - a. To search by department, select a department # from the drop-down list next to the 'Dept# or (Blank for All)' field. Then click on the 'View Plu's for this Dept' button.
 - b. To search for one Plu, click on the 'View Custom Plu's' button.
 - c. If you double click on the Plu number the program will automatically put it in an open field in the menu screen.
 - d. Click the 'Save' button when you are done.