

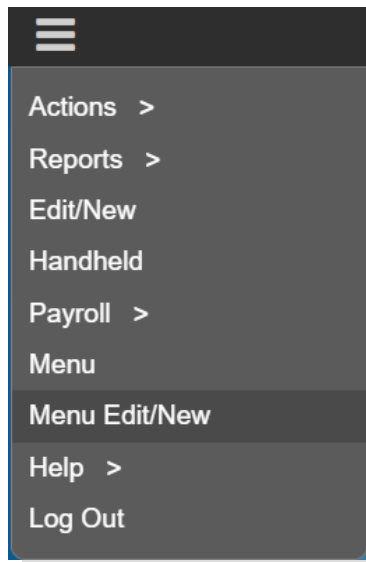
jWebMenu

Procedural Guide

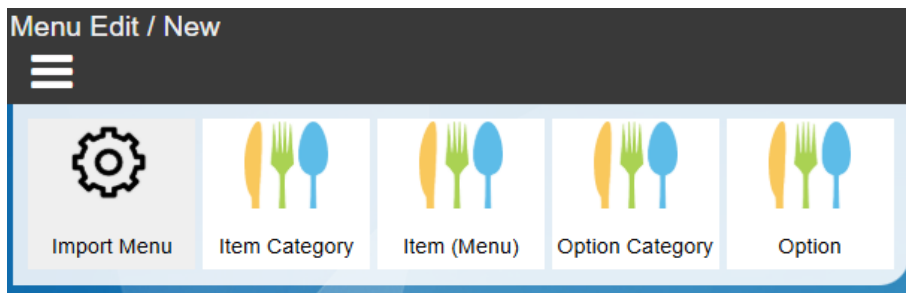
jWebMenu lets your customers place orders from their phone or desktop, with powerful options capabilities and dynamic responses for estimated wait times.

1 - Menu Edit / New

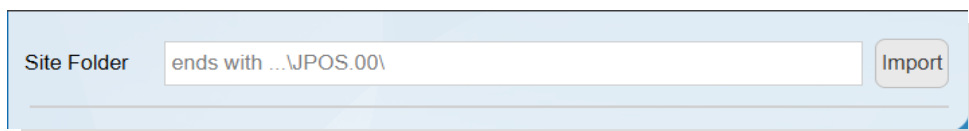
To begin setting up your menu, go to the Navigation Menu and find Menu Edit/New:



The Menu Edit/New page has the following options:



• **Import Menu:** if you already have a menu, you can import it by locating the Site Folder with the menu data:



- **Item Category:** items will be organized under Item Categories (such as Pizzas (Small, Medium & Large), Cold Subs, Fried Foods, etc). Item Categories can also be set up as Dividers to split up Item Categories (Morning, Lunch; Pizzas, Desserts)
- **Item (Menu):** these are the items that will populate your menu. They can be linked to items in your database.
- **Option Category:** groups of options for your items (Bread, Toppings, Cheese, Meat)
- **Option:** what choices your customers can pick for their ordered item. Options can be linked to an item in your database to set a price. (Red Peppers, Pepperoni, Cheddar).

2 - Item Categories

In most cases, item categories will be the first thing your customer sees when they open your menu.

On the Item Category page, use the **Select Category** dropdown menu to find an existing category to edit, or use the **+** button to create a new category.

- **Divider** is used for dividing up your item categories. Dividers can't be clicked on.
- **Sort Position** governs where and in which order your categories will appear.

A good way to set up your Categories' sort position is by having your **Divider** categories use a unique interval of 10, with their respective *Categories* following numerically.

For example: Cold Sandwiches, Sort Position 20

Cold Italians, Sort Position 21

Salad Subs, Sort Position 22

Hot Sandwiches, Sort Position 30

Hot Subs, Sort Position 31

Hot Wraps, Sort Position 32

- **Active** will determine if the Category will be visible or not.

- **Descriptions** are meant to give details about a Divider or a Category.

Divider descriptions will appear directly below the item name:

Cold Subs
Italians, Salad Subs & Wraps

Category descriptions will appear at the top of the Category page:

Cold Italians - Regular

Extra Cheese or Mushrooms: .50 cents; Bacon: .50 cents per slice; Extra Meat: \$2
Gluten Free Options: Baguette +\$3
Substitute Dairy-Free Cheese: \$2


Ham Italian (Reg)



You can use an image for your Category by **Browsing** for one on your computer or on the web. A preview of the image will display.

3 - Menu Items

Once you have your Item Categories set up, you can add items to them through the Menu Items page:

Use the dropdown menu to select an existing item to edit, or use the  button to create a new item.

- **Button Name** will be the name that will appear on your menu.

- **Print Name** will be the name that shows up on printed orders (Kitchen or Deli printers, for example).

- **Sort Position** determines where your item will appear within its category. Items with the same position will sort themselves. See [Item Categories](#) for help on using Sort Position.

- **Parts** are used for items that come divided or in multiple parts, such as a Half/Half Pizza or a Two-for-One deal.

Parts allow the customer to choose what options apply to each part. Any expenses associated with their selected options are scaled accordingly.

- **Don't Consolidate** will keep the item from being combined with multiples on the printed order.

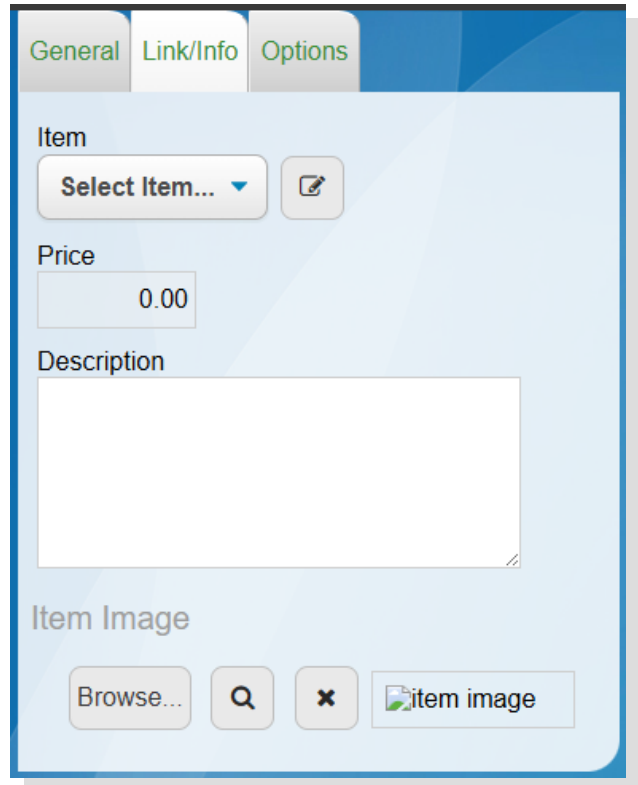
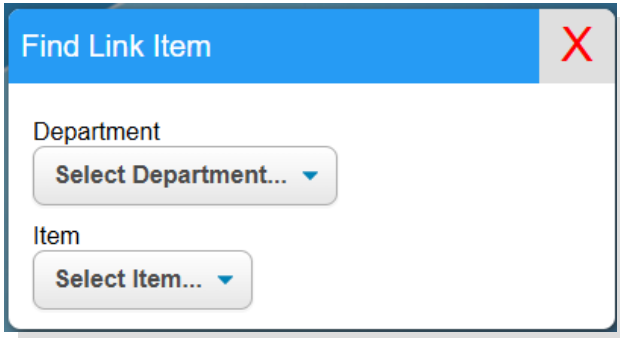
- **Send to Expeditor** will send a copy of the order to your expeditor printer.


- **Active** toggles the item's visibility in your menu.

- **Menu Category** has a dropdown menu for you to select the category you'd like the item to appear under.

- **Printer 1 & 2** sets which of your printers you'd like the order to go to.

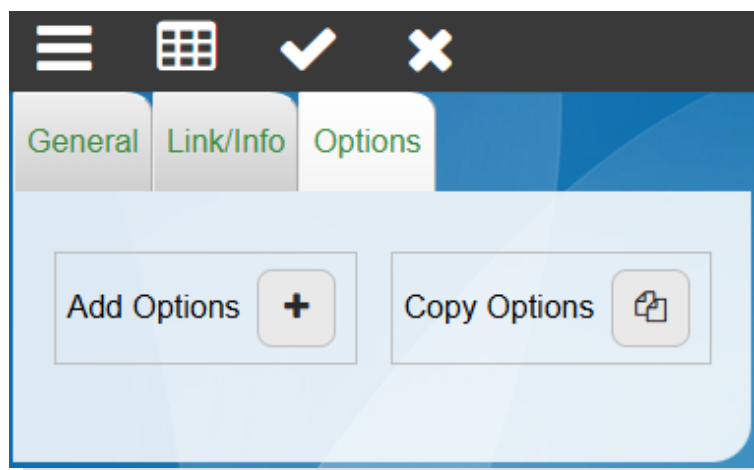
In the Link/Info tab, the item can be linked to one in your database by using the dropdown menu:



Once you have an item selected, you can edit its database entry by using the  button to change the price or other properties.

You can also use the Item Image feature to show your customers a preview of the item.


In the Options tab, you will have the ability to add options you've created to your items.




You can also **Copy Options** from other items to save time. Try setting up the basic version of an item, then use it as a template for more complex versions!

4 - Option Category

Options need to be placed within an Option Category.

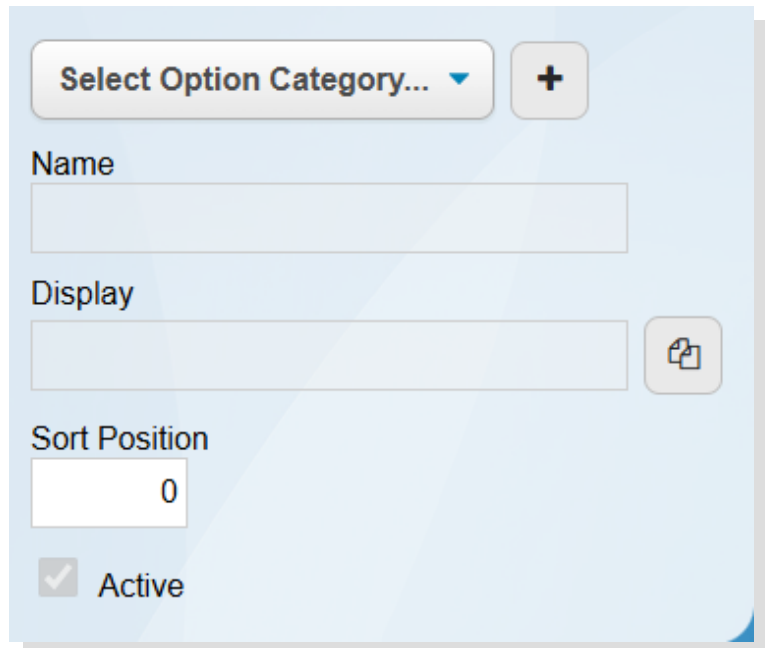
On the Option Category page, use the **Select Option Category** dropdown to edit an existing option category, or use the  button to create a new one.

- **Name** is used to differentiate the options category for back-end identification purposes. (Pizza Toppings ≠ Ice Cream Toppings; Hamburger Buns ≠ Hot Dog Buns)

- **Display** is the name that the customer will see for the Option Category when ordering an item (Bun, Toppings, Doneness). These can be copied from the **Name** by using the  button.

- **Sort Position** determines in which order the Option Categories will appear, descending from 0 at the top.

- **Active** sets the visibility of the Option Category.



The screenshot shows a form for creating or editing an Option Category. At the top, there is a dropdown menu labeled "Select Option Category..." with a downward arrow, and a plus sign button to its right. Below this are three input fields: "Name" (empty), "Display" (empty), and "Sort Position" (containing the number "0"). To the right of the "Display" field is a copy icon button. At the bottom of the form, there is a checked checkbox labeled "Active".

Examples of the Option Categories you should create for typical items:

Sandwiches:

- Bread • Meat • Cheese • Veggies • Condiments

Pizzas:

- Crust • Sauce • Cheese • Meat Toppings • Veggie Toppings

You may also wish to create Option Categories per size tier of item, if you want to have options linked to topping charges according to the item size (Small, Medium, Large)

5 - Options

Options modify orders, giving customers the choice to add, remove, or change what goes into their ordered item.

On the Option page, use the **Select Option** dropdown to edit an existing option, or use the **+** button to create a new one.

- **Button Name** is what name will be displayed on the menu for the option.

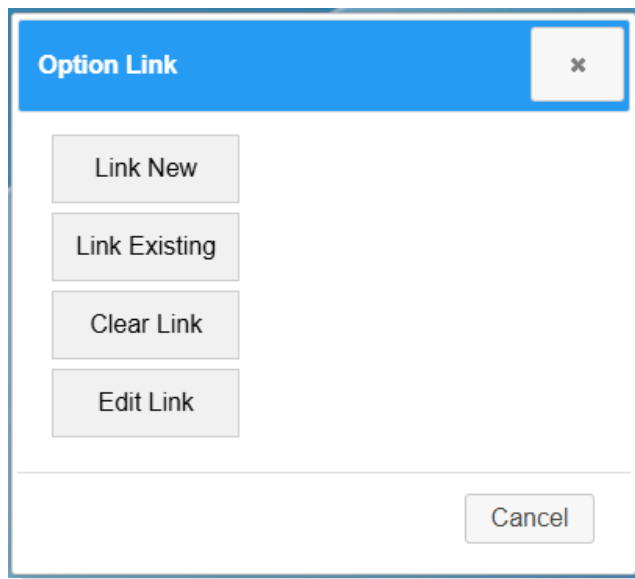
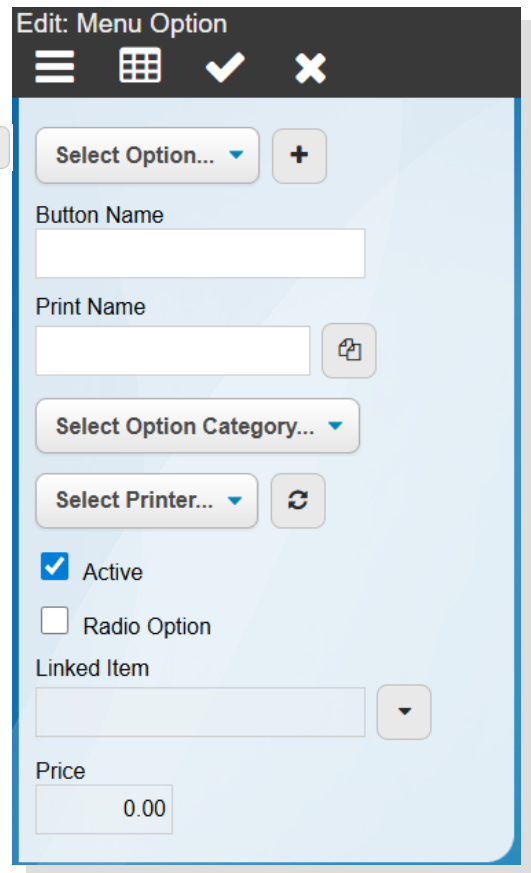
- **Print Name** is how the option will show up on the printed order.

- The **Select Option Category** dropdown will let you assign the option to an option category. The item's option category will be shown when searching through existing options.

- **Active** sets the visibility of your item on the menu.

- **Radio Option** is for items that demand a unique option be checked, with no options for "lite" or "extra". (Bun, Pizza Crust, Ice Cream Cone, Doneness)

- **Linked Item** gives the option to edit or link to a new or existing item in the database:



Linked items will pull the price associated with the item. This price will be affected by how much of the option the customer orders:

None

will not add any price.

Regular

and Radio Options will add the full price of the option.

Extra

will add double the price of the option.

Lite

will add half the price of the option.

Side

will add the regular price of the option, but will specify it to be served on the side.

Items can be assigned default options, and as such, will not modify the price of the menu item unless changed by the customer. Any modifications a customer makes will be calculated accordingly. For example, default options changed from **Regular** to **Extra** will add the full price of the option once, rather than twice, as it is assumed the regular portion modifier is already on the item.

When a customer reduces or removes a default option from their item, it will not reduce the price below the base menu cost of the item, but it may credit the customer for other options to allow substitutions.