

A PROJECT GUIDE TO REZKU

POS

MENU DESIGNER

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Menu Designer

Before taking orders in Rezku POS, you need to create the menu for your restaurant.

Menus in Rezku POS are top-level categories displayed when you begin a new order. In addition to the top-level menus, you can add sub-menus to help organize products within a menu.

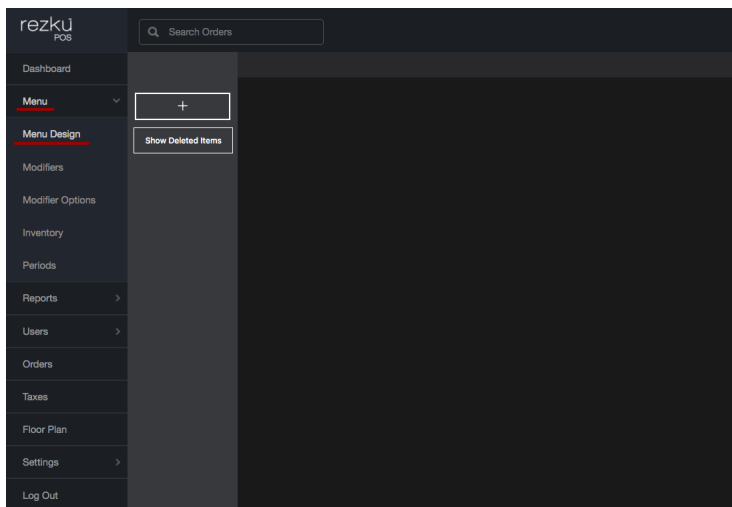
Rezku POS is very flexible and allows you to organize your menu in a way that works for you.

An organized menu makes ordering fast and easy, so planning ahead is advised.

The friendly Rezku support team is happy to help build your menu with you

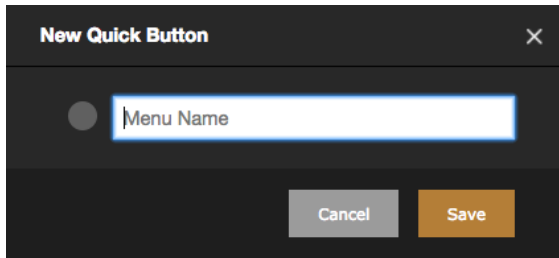
Add a Menu

- In Rezku POS Back Office, **click the link** on the left side that says menu
- **Click on Menu Design**

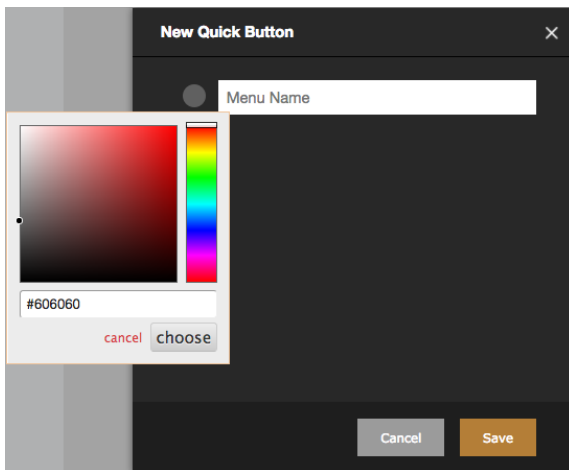


On the Menu Design screen, you will see all your menus listed in the column. You won't see any menus listed until you create one!

- To create a new menu, **click the + Button** in the colimn.



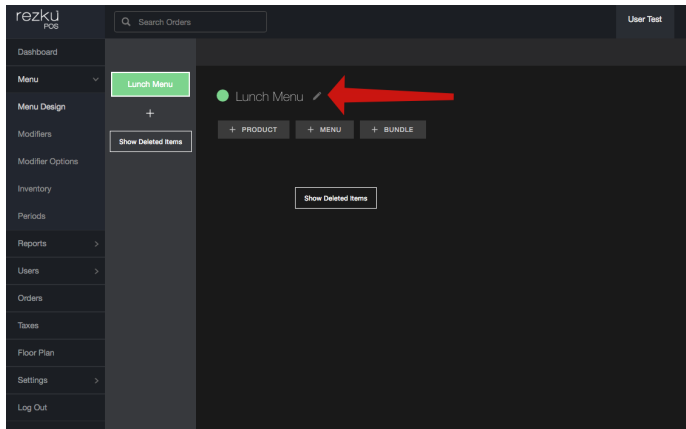
- When you **click the + Button** a pop-up window asks you to name your menu.
- **Click on the Grey Circle** next to Menu Name to choose a unique color to designate the menu tile.



Where you click on the large square controls the lightness or darkness, where you click on the rainbow column chooses the color. Setting a unique color for your Menus can help with memorization and provides a visual cue to servers when ordering.

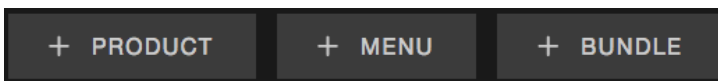
- After picking a color and Menu Name, **click Save.**

A new menu appears with the color.



- To edit the name or color of your menu, hover your mouse pointer over the **Menu Name**.
- A pencil icon will appear. **Click the pencil** to open the Edit Menu window to make changes.

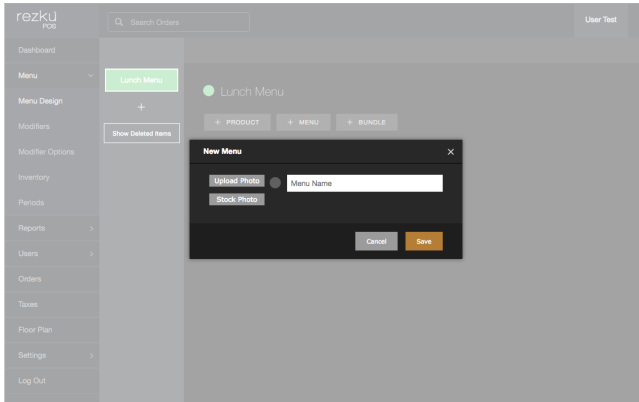
There are three buttons below the Menu Name, each one allows you to add a specific kind of item.



- + **Product** - Add a specific food item, such as “Fries” to this level in the menu.
- + **Menu** - Add a submenu to create a more specific product category, such as “Burger Menu”. Submenus help you stay organized and help servers find the products they need quickly.
- + **Bundle** - A bundle is a group of menu items that are sold together as one item. Bundles can be used to help organize items that are purchased together to save time when organizing.

Create a Submenu

- **Click + Menu**

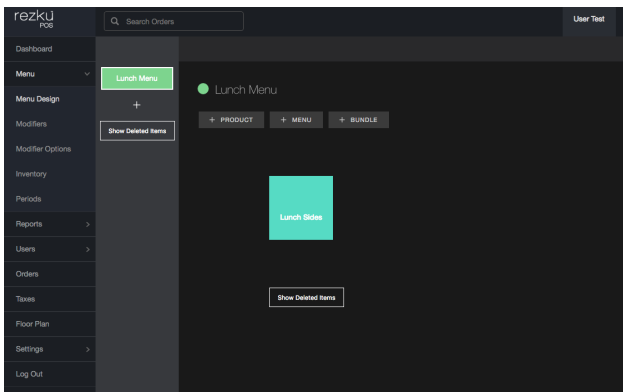


A window pops up allowing you to designate the name and color for your new submenu.

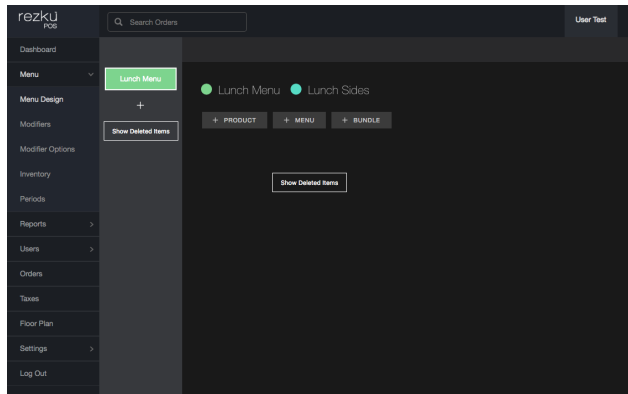
You also have the option to choose a photo. Any standard computer image file such as JPG or PNG can be used.

Pictures for your menus and products don't just look impressive, they can greatly help new servers save time when learning to take orders under pressure!

- **After clicking Save**, the submenu appears using the color.



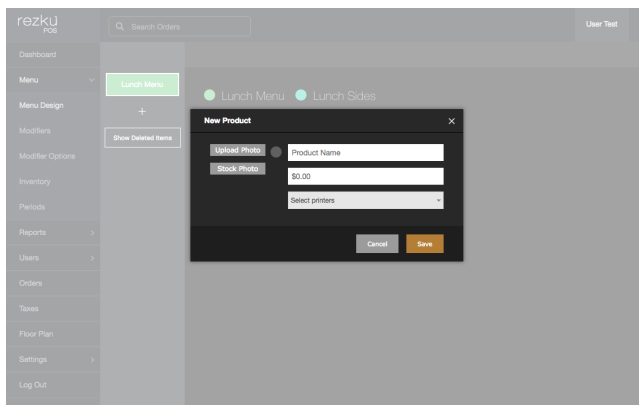
Reading from left to right, we see that the Lunch Sides menu is inside the Lunch Menu.



We can build deeper levels of submenus for more specific product categories. This is very helpful when dealing with a large menu. But we'll stop here, and add our first product to the menu.

Add a Product

• Click + Product



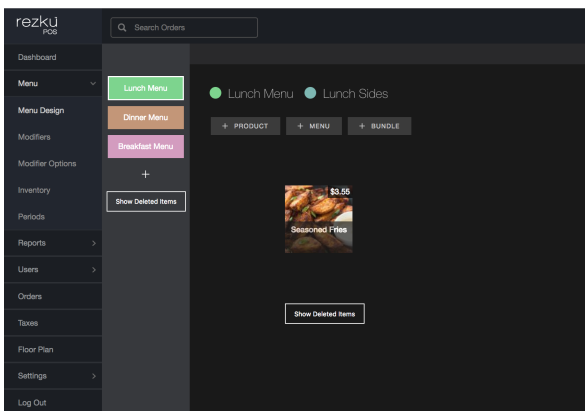
A window appears to add the product name, price, tile color, optional display image, and printers.

This example is for Seasoned Fries. The price is \$3.55 and it's set to print to the Kitchen chit printer.

- To add an image to the Product Tile, **click Upload Photo.**

You can browse the computer for an image, drag-and-drop an image from the desktop, point to an online image using a URL or take a new photo using your device's camera.

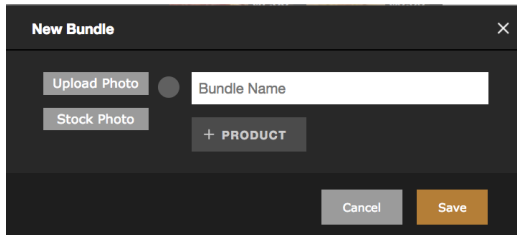
- When image upload is complete, click **Save** to close the window.
- The product shows in the menu using the selected image.



Bundling

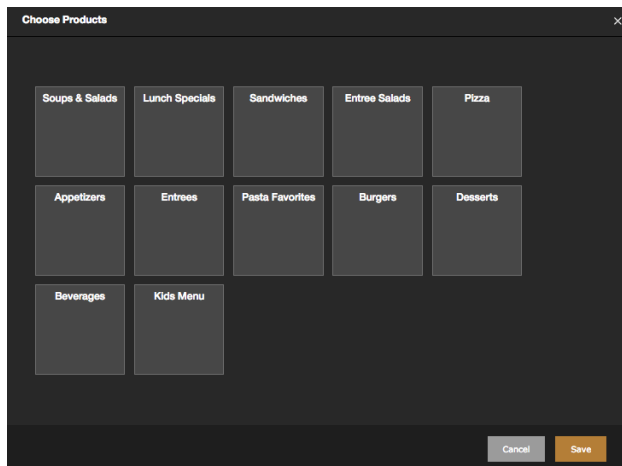
Bundles can be used to group multiple products on the menu into one.

- **Click on the + Bundle button**

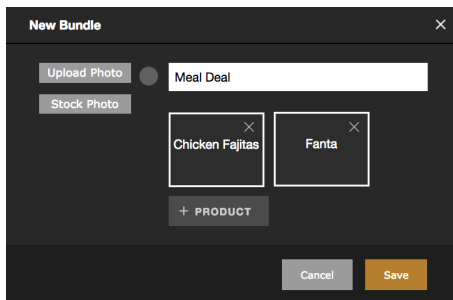


The New Bundle window appears.

- To add products to your bundle **click + Product**.
- In the Choose Products window, you'll see all of your menus. Navigate to the menu, sub menu and product you wish to add.



- When you tap on an item, a green rectangle will indicate selected items. **Tap the items** you want to add to the bundle.
- **Click the Back button** if you need to select products from other menus.
- **Click Save** to return to the New Bundle window.

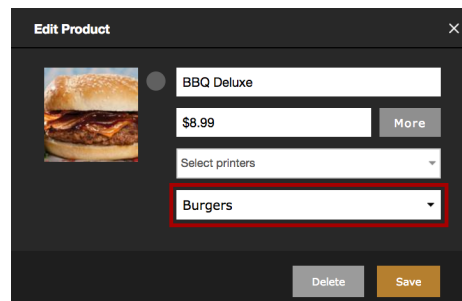
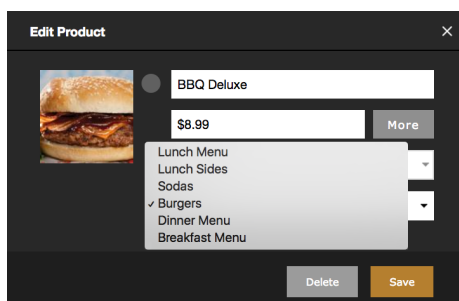


- To remove a product from the Bundle, **click the X** that appears on the product tile.
- **Click Save** to close the New Bundle window and create your bundle.

Change Item Sequence

To change the order of items, in any screen, simply drag and drop tiles to create a new order!

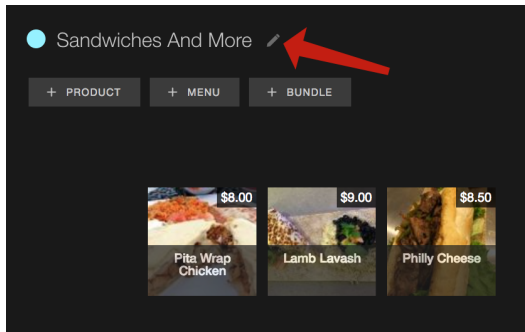
- To move a product from one menu to another, **click the product tile** to open the Edit Product window.
- **Click the menu drop-down** and choose the menu for the product.



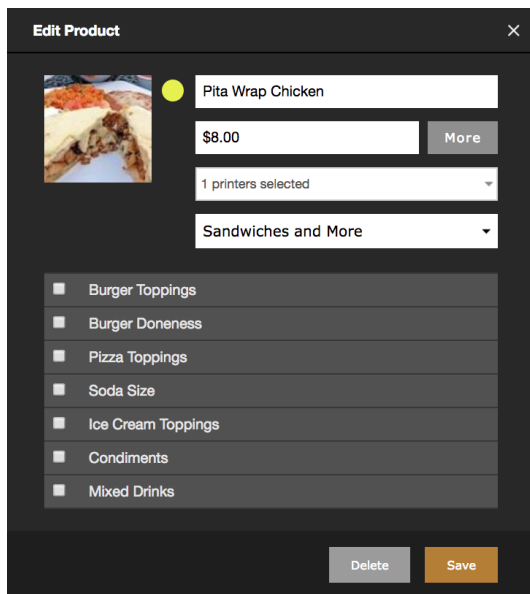
When you **click Save**, it will move to the selected menu.

Editing Items

- To edit any Menu, simply **click on the pencil icon** next to the name. This opens a window just like when you created the menu.



- To edit a Product or Bundle, simply **click the item in the menu**. This opens an Edit Product window that is just like the Add New Product window.



In the Edit Product window you can associate modifiers, choose a chit printer to send the product to and apply promotional pricing (Periods).