

How to Create Menus and Add Buttons

V5 and NanoMarket





How to Create Menus and Add Products – V5 and NanoMarket

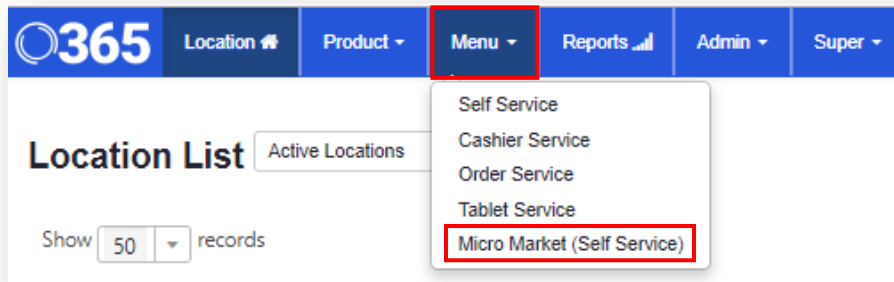
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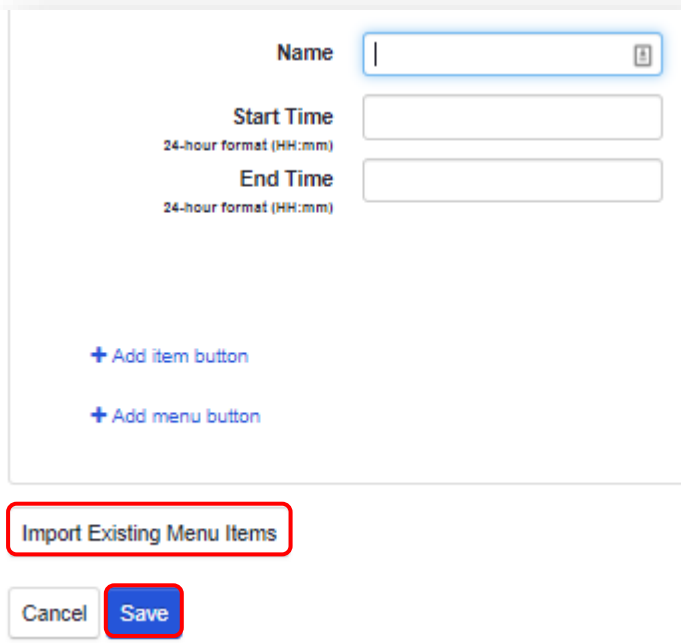
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Creating a New Menu

1. Log into to ADM.
2. Click **Menu** in the menu bar at the top of the screen.



3. Select **Micro Market (Self Service)** from the drop-down menu. The **Micro Market Menu List** screen displays.
4. Click the blue **Create New** button at the upper right of the screen.
5. Complete the fields. Be sure your start and end times do not overlap with the start and end times for any existing menus. Menu times are reported using a 24-hour clock.
6. You can also import an existing menu from an associated location.



The screenshot shows the 'Micro Market Menu List' form. It has a 'Name' field with a search icon, 'Start Time' and 'End Time' fields with a '24-hour format (HH:mm)' label below each. There are two blue buttons: '+ Add item button' and '+ Add menu button'. At the bottom, there is a red-bordered button labeled 'Import Existing Menu Items', a 'Cancel' button, and a blue-bordered 'Save' button.

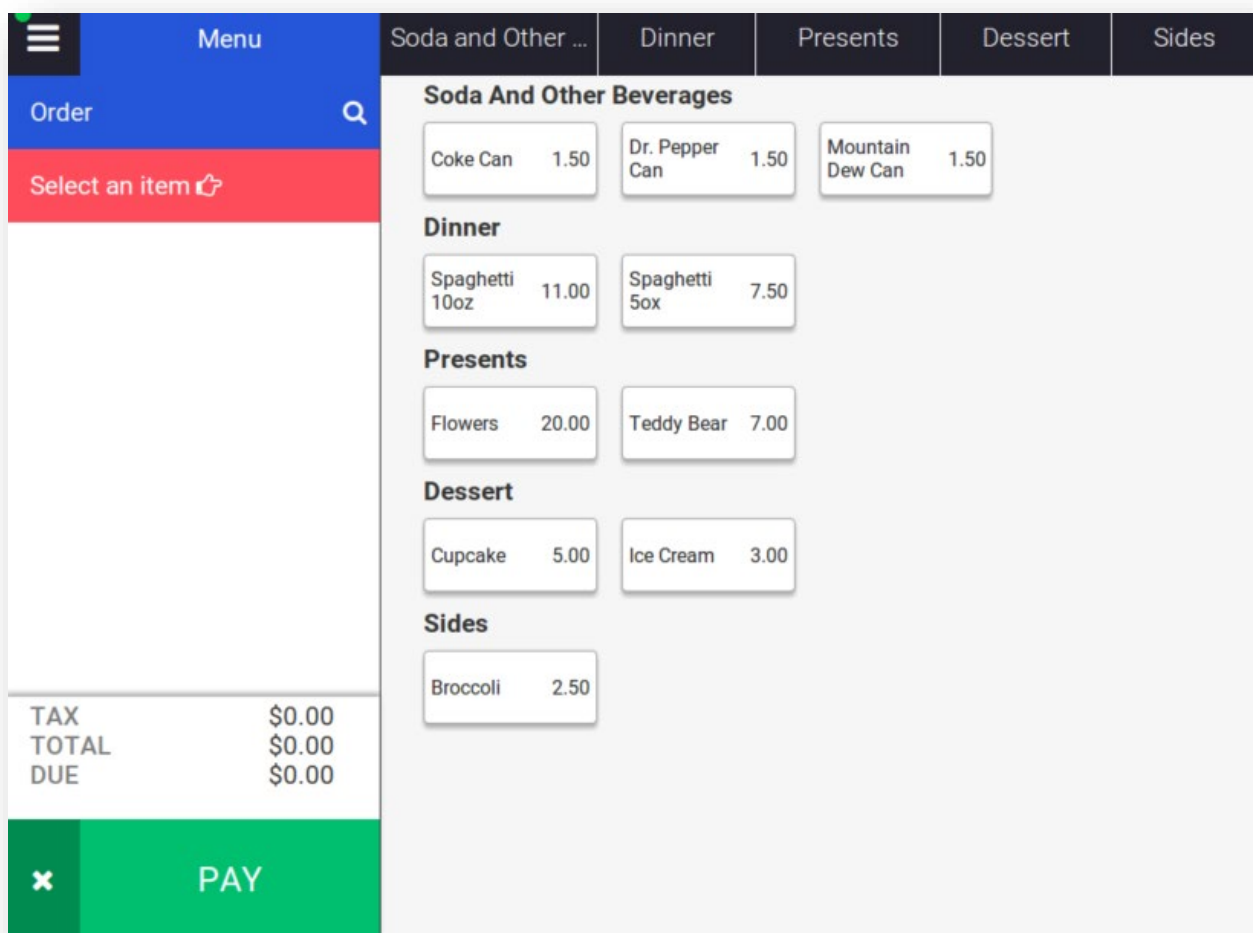
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7. Click **Save**. The **Micro Market Menu List** screen displays again where you can see the menu you just created.

How to Add Products

The black submenu buttons at the top of the kiosk screen, display only the first 14 characters of the name, the remainder is hidden. All the characters (spaces are considered characters) will display in the white section below when you click on the black button.

As you can see in the following image, **Soda and Other Beverages** gets abbreviated on the black button after 14 characters, but it is completely visible in the white section below.



The screen fits a maximum of 10 submenu names. However, you can add an unlimited number of items to each submenu.



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Add an Item Button

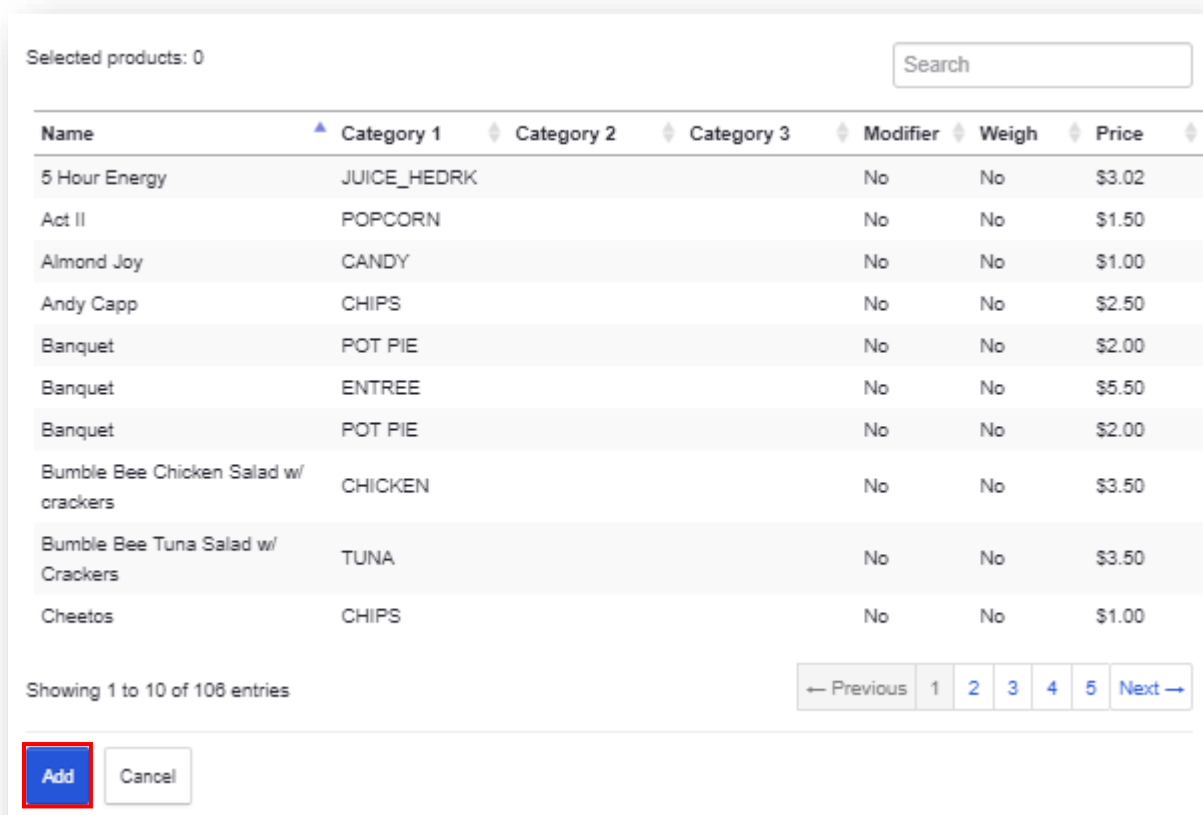
1. Click in the row of the menu that you just created in the **Micro Market Menu List** screen.



The **Micro Market Menu** screen will display again.

2. Click the **+ Add item button** to add a button for one item.

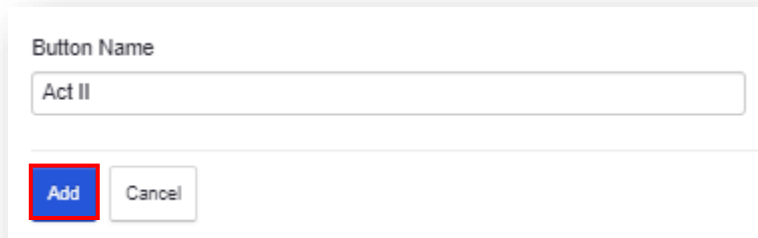
A list of products from your product database displays.



3. Click on the **product** that you want to add to the button.

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4. Click the **Add** button. The **Button Name** window displays with the **Button Name** field already filled.

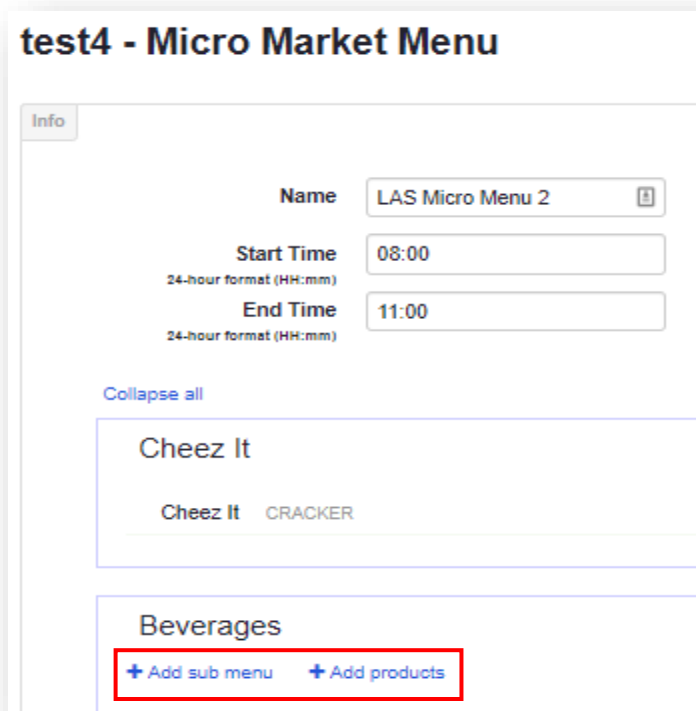


The screenshot shows a dialog box titled "Button Name". It contains a text input field with the text "Act II" entered. Below the input field are two buttons: "Add" (highlighted with a red border) and "Cancel".

5. Edit the **Button Name** field or click **Add** to accept it. The **Micro Market Menu** screen displays again.

Add a Menu Button

6. Click the **+ Add menu button** to add a menu for multiple items. The **Button Name** window displays.
7. Enter the **name of the button** for the submenu.
8. Click the **Add** button. The **Micro Market Menu** screen displays the new button with two options below it, **+Add sub menu** and **+Add products**.



The screenshot shows the "test4 - Micro Market Menu" screen. It has an "Info" tab and the following fields:

- Name:** LAS Micro Menu 2
- Start Time:** 08:00 (24-hour format (HH:mm))
- End Time:** 11:00 (24-hour format (HH:mm))

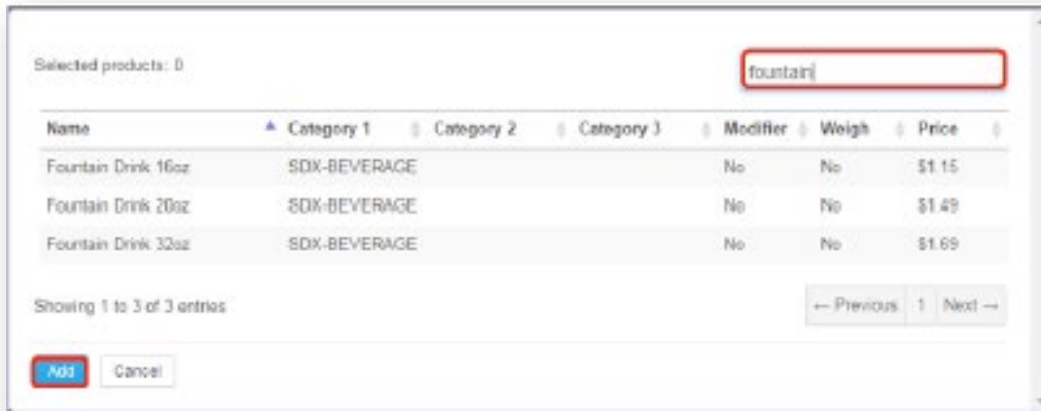
Below the fields is a "Collapse all" link. There are two menu items listed:

- Cheez It**
 - Cheez It CRACKER
- Beverages**
 - + Add sub menu
 - + Add products

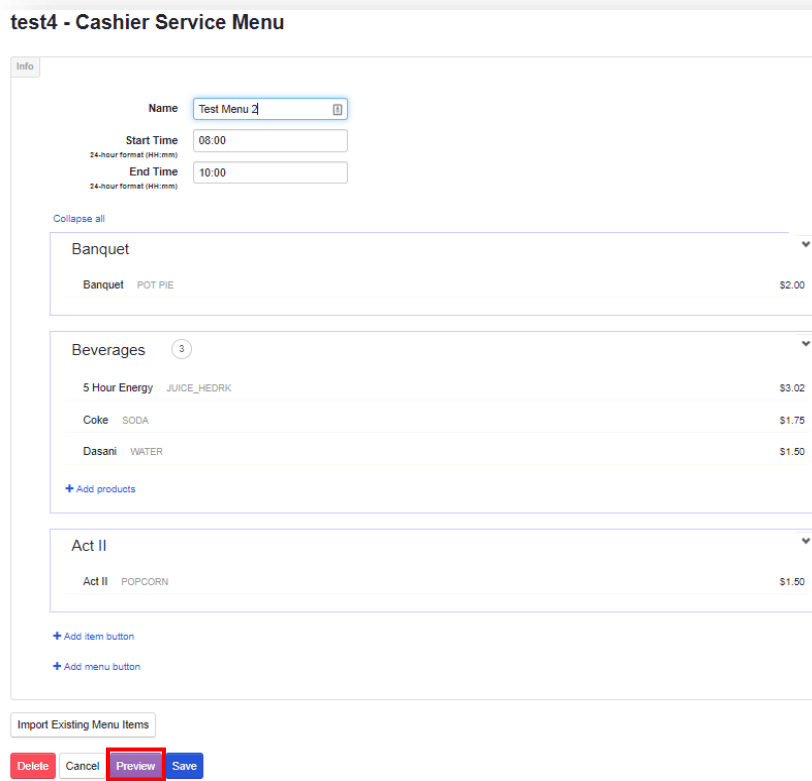
The "Beverages" section and its options are highlighted with a red border.

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- Click the **+Add products** submenu. A list of products from your product database will display again.
- Click on the **products** you want to add to your menu. Use the **Search Bar** in the top right corner to find your product(s) faster.



- Click the **Add** button. The **Micro Market Menu** displays again with the products that you just selected from the product database displayed under the product heading.





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12. Repeat steps 9 through 11 if you want to add more products to this group. You can add an unlimited number of products.
13. Click the **Save** button at the bottom left of the **Micro Market Menu** screen. The **Micro Market Menu List** screen will display again.

*****You will need to send the Update Prices for these changes to be in effect.*****

To sort the products in the menu

1. Click **Menu** tab in the menu bar at the top of the screen.
2. Select **Micro Market (Self Service)** from the drop-down menu.
3. Click the **menu** that has the product(s) you would like to sort.
4. Click on the **product** and drag it up or down depending on where you want it displayed.
Note: Click and drag is available on submenu buttons and the products in those submenus.

To edit the products in the menu

1. Click **Menu** tab in the menu bar at the top of the screen.
2. Select **Micro Market (Self Service)** from the drop-down menu.
3. Click the **menu** that has the product(s) you would like to edit.
4. Move the cursor near the price of the item and choose:
 - **Edit** – a new tab will open showing the **Product Summary** screen.
 - **Delete** – to remove the product.
5. Click **Save** after you have made changes. The **Global Products** screen displays.
6. Click the **other tab** to go back to the **Micro Market Menu** screen.
7. If you are done adding products, click the **Save** button. The **Micro Market Menu List** screen displays again. If you are not done, continue adding products.