

POS Online Menu Change Form (OMCF)



RESTAURANTS UNLIMITED

Information Technology

October 2011



Online Menu Change Form

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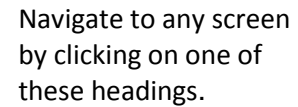
All POS changes must be submitted through the Menu Change Request Website one week in advance! Filling out the form correctly and thoroughly will ensure a quick and efficient turn around for your menu changes.

1. Getting Started:

Open Internet Explorer and type OMCF into the address bar. This will take you to the Online Menu Change form. OMCF will recognize your windows Log-In

Once you are logged in, you can Create Request, Edit your account or Search Requests; Select the action you wish to do from the choices on the left side of your screen. You can navigate back to any screen using the menu on the upper left of your screen.

Create Request
Review Open Request
Search Submitted Requests
Help
Log Out



Navigate to any screen by clicking on one of these headings.

2. CREATING A REQUEST:

Start Request

Please verify the restaurant for this request, and then select a Go Live date...

Request ID: spatrusevich_064_634377662610496711

Request Class: Fresh Sheet

Restaurant: 064 - Stanford's - Kruse Way

Go Live Date:

April 2011						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Request may be completed at any time

Next

1. Double check the restaurant displayed in the restaurant field. If the incorrect restaurant is listed, change it by using the drop down menu.
2. **Go Live Date:** Choose the date you will need the changes to be effective. All changes on a request must have the same go-live date. Changes needed on different dates, will have to be entered on separate requests. (**REMEMBER** The IT Department needs a one week notice on all changes.)
3. For POS Clean-up, Check the Request may be completed at any time. IT will get to it as soon as possible.
4. **CLICK NEXT**

→ Create Request
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Create Request:

Request Name: POS_DB_Builder_HO_633398894026194773

Request Type: Please make a selection...

Go Live Date: Change

Remove Item

5. Choose **REQUEST TYPE:** Choose from the pull down menu to select.
 - **Add Item** – Choose when adding new items to your POS screens.
 - **Change Item** – Choose when changing anything about an existing key.
 - **Remove Item** – Choose when removing a menu item from ALL programs and menu screens.

A. Add Item - Be sure to fill in every field.

The screenshot shows a web form titled "Add Item" with the following fields and callouts:

- Request Name:** POS_DB_Builder_64_633398769498507089
- Request Type:** Add Item (dropdown menu)
- Item Description:** Salmon with Miso Glaze (text input)
- Entree: Y/N:** Yes (dropdown menu)
- Go Live Date:** 3/7/2008
- Program:** Lunch, Dinner (dropdown menu)
- Forced Modifier:** None (dropdown menu)
- Printer:** Line (dropdown menu)
- Lunch Price:** 18 (text input)
- Dinner Price:** 21 (text input)
- HH Price:** 21 (text input)
- Brunch Price:** 18 (text input)
- Comment:** (text area)
- Buttons:** Add to Request, Review

Callouts 1-8 provide instructions for each field:

- For new item enter a description.
- Indicate whether or not item is an entrée.
- Enter time period item will be available.
- Choose forced mods or choose "none".
- Choose printer.
- Enter prices. Fill out every field.
- Comment is optional.
- Click here when all information is complete.

- Description** – Enter description of item to be added, not abbreviations or generic. (ex. Alexander Valley Cabernet, not AV Cab)
- Entrée Y/N** – Indicate whether or not the item is an entrée.
- Program** – Choose the appropriate meal period for the new item.
- Forced Modifier** - Select (if needed) the required modifier prompt. If no forced modifier is needed, choose None.
- Printer** – Select the location the new item is prepared. Please only choose multiple stations if the item is in fact prepared at two stations.
- Prices** – Please enter a price for all 4 meal periods.
- Comment** – Use this box for any special instructions in addition to completing the entire form. This field is optional.
- Add to Request** – Click to add this item to the menu change request.
If any of the required fields have been left blank, they will be flagged when you choose **Add to Request**. Enter the requested information and choose **Add to Request** again. The entire request will not be sent to the RSC until you hit **Review** and **Submit Request**.
- Continue with your next change request. When finished, choose **Review** to review your request before submitting.

B. Item Change

Request Name: POS_DB_Builder_64_633398769498507089
Request Type:

Exact POS Name: Enter EXACT POS Name.

Go Live Date: 3/7/2008

Change

Program
Program:

Forced Modifier

Printer Change printer.

Price Change price.

Change times periods menu item is available.

Add or change a forced modifier.

Comment:

Click add request when finished.

1. **Exact POS Name** – Enter the **EXACT** POS name that appears on the Micros screen for the item to be changed. This is very important to eliminate the possibility of changing the wrong item.
2. **Change** – Check the box(es) for each needed change (Program, Forced Modifier, Printer and/or Price). You will be prompted for the necessary information needed for each change checked.
3. **Comment** – Use this box for any special instructions in addition to completing the entire form. This field is optional.
4. **Add to Request** – Click to add this menu item change to the menu change request
5. Continue with your next change request. When finished, choose **Review** to review your request before submitting.

C. Remove Item - This removes menu item from all programs and all screens. If you wish to change the meal periods an item is available, Choose Change, then Program.

Restaurants Unlimited - Menu Change Request System

- Approve Requests
- Manage Codes
- Statistics
- Create Request
- Review Open Request
- Search Submitted Requests
- Help
- FAQ
- Log Out

Create Request:

Request Name: jhayes_HO_634232483890099622

Request Type:

Please enter the exact POS name of each item to be deleted in the box below.
Please enter one menu item per line.

CRAB CAKES
SALMON
BOWL SOUP
SALAD

Comment:

List exact POS name.

- 1. Exact POS Name** - Enter the exact name that appears on the micros screen for the item to be deleted. This is very important to eliminate the possibility of deleting the wrong item. Enter one POS name per line.
- 2. Comment** – Use this box for any special instructions in addition to completing the entire form
- 3. Add to Request** – Click to add this item to the menu change. The entire request will not be sent to the RSC until you hit **Review** and **Submit Request** (see below for detailed explanation).
- 4. Review** – Click this to review all items in the current menu change request. From this screen you can edit or cancel changes, attach menus or submit your request to the RSC if no changes are needed.

3. EDITING ITEMS ON AN OPEN REQUEST:

An open request means that the request has not yet been received. You must click on **Submit a Request** before it will be processed.

Create Request
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Review Open Request

This menu request has not been received. You must choose Submit Request before it will be processed.

Go Live Date: 3/7/2008
 Detail Created: 2/29/2008
 Attachments: 0
 Request ID: POS_DB_Builder_64_633398769498507089

Add Items:

Created On	Description	Program	Forced Modifier	Printer	Brunch	Lunch	Happy Hour	Dinner	Entree	Comment
<input type="checkbox"/> 2/29/2008	Salmon with Miso Glaze	Lunch, Dinner	None	Line	18	18	21	21	Yes	

Change Items:

Created On	Exact POS	Program	Forced Modifier	Printer	Brunch	Lunch	Happy Hour	Dinner	Entree	Comment
<input type="checkbox"/> 02/29/2008	SOLE MUSH RS	Lunch, Dinner							Yes	
<input type="checkbox"/> 02/29/2008	SIDE GRN BEANS			Line					Yes	
<input type="checkbox"/> 02/29/2008	3D BERRY STK								Yes	Please move from fresh sheet to promo screen.
<input type="checkbox"/> 02/29/2008	NY/SALM P		Meat Temp						Yes	
<input type="checkbox"/> 02/29/2008	FR FRIES SW POT				5	5	2.5	5	Yes	POS price does not match menu price.

Remove Items:

Created On	Exact POS	Program	Forced Modifier	Printer	Brunch	Lunch	Happy Hour	Dinner	Entree	Comment
<input type="checkbox"/> 02/29/2008	PUMPKIN PIE								Yes	

Buttons: Delete Selected Items, Cancel Changes, Change Go Live Date, Continue Request, Attach Menu, Submit Request

If this is a promotion with a printed menu or a fresh sheet change, be sure to attach the appropriate menu(s) by clicking the Attach Menu button.

Callout Boxes:

- Click here to Change Go Live Date.
- Click here to Attach Menus.
- Double click to edit an item.
- Click here to continue adding items to this request.
- Click here to Submit Changes to the Home Office.

From this screen you can perform several functions.

- **Edit an Entry** - To Change information within an entry, place your cursor somewhere on the item then double click . The Edit Request Item Detail Screen will appear.
- **Change Go Live Date** – All items on a request have to have the same Go Live Date. If you have change requests with different Go Live Dates, you need to create multiple requests.
- **Attach Menus** – You must attach menus for all Fresh Sheet changes and promotions with menus.
- **Submit Changes to the RSC** – Once a request form is submitted to the RSC it cannot be changed.

Edit Request Item Detail

Go Live Date	Detail Created	Name	Restaurant
3/10/2008	3/3/2008	POS_DB_Builder	HO

Description:	<input type="text" value="Salmon with Miso Glaze"/>	Salmon with Miso Glaze
Entree: Y/N	<input type="text" value="Yes"/>	Yes
Program:	<input type="text" value="Lunch, Dinner"/>	Lunch, Dinner
Forced Modifier:	<input type="text" value="None"/>	None
Printer:	<input type="text" value="Line"/>	Line
Price - Lunch:	<input type="text" value="18"/>	18
Price - Dinner	<input type="text" value="21"/>	21
Price - HH	<input type="text" value="21"/>	21
Price - Brunch	<input type="text" value="18"/>	18

Comments:

Click here to cancel changes.

Cancel Changes

Update Changes

Make changes then click here to save.

1. Make the desired changes in the appropriate fields.
2. Choose **Update Changes** at the bottom of the screen to save or **Cancel Changes** to go back to review form without saving changes.

4. ATTACHING MENUS:

You must attach menus for all Fresh Sheet changes and all promotions with a menu.

1. From the **Review Open Requests** screen, choose **Attach Menu**.

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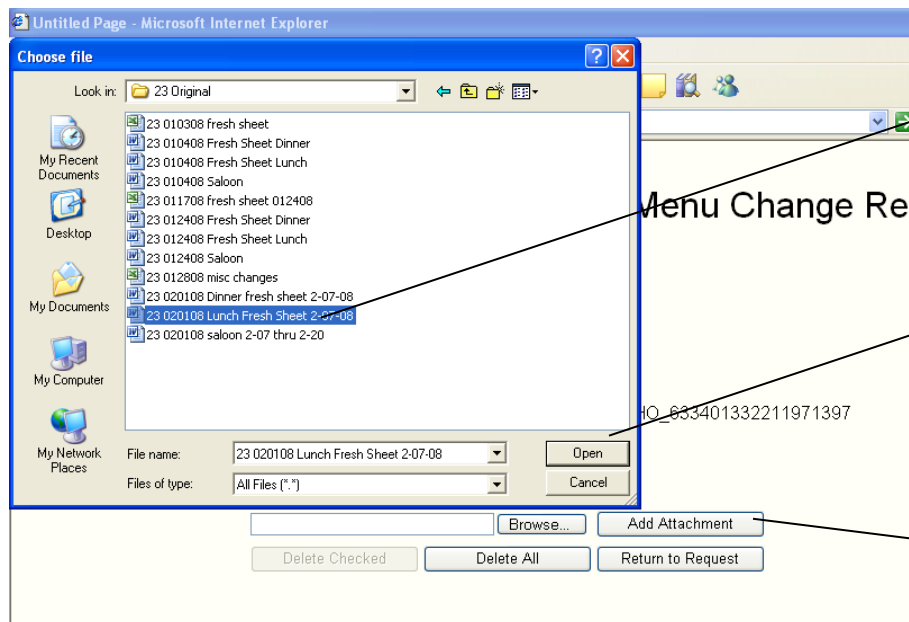
Attach Menu

Go Live Date	Detail Created	Request ID
3/10/2008	3/3/2008	POS_DB_Builder_HO_633401332211971397

No files attached

Choose
Browse.

2. Choose **Browse**



Highlight
file.

Click here to
choose file.

Click Add
Attachment.

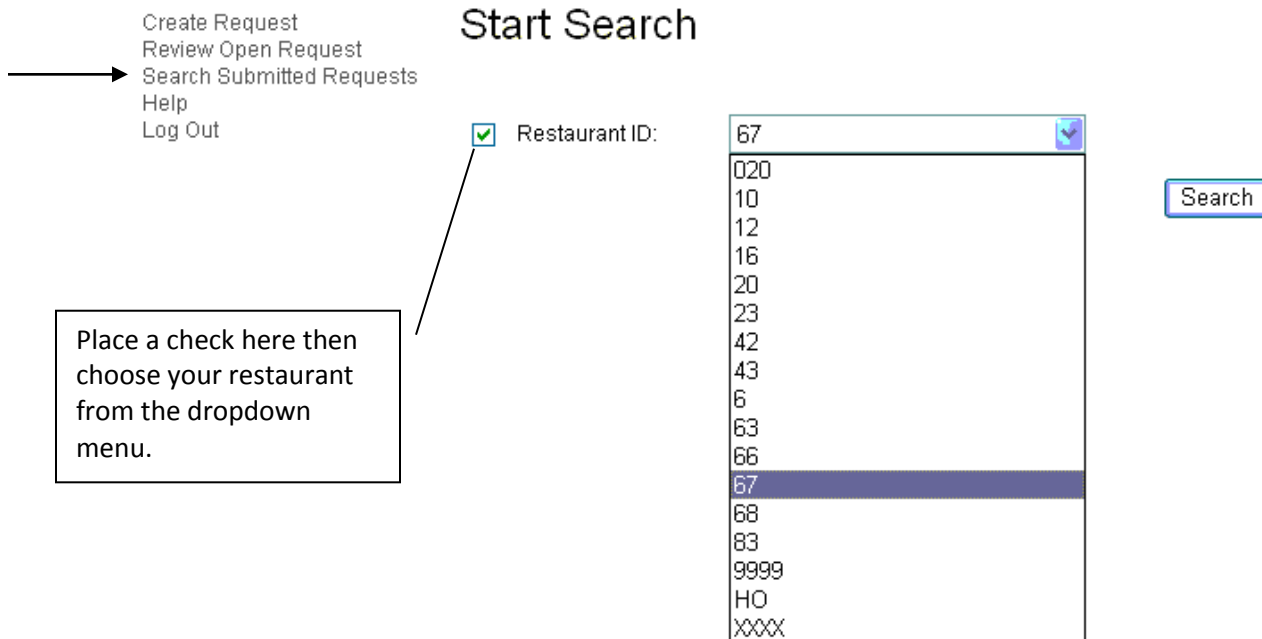
3. Highlight file.
4. Choose **Open**.
5. Choose **Add Attachment**.
6. Repeat process for any additional menu files to be added to change request.

- When all menus have been added, choose **Return to Request**.

5. SUBMITTING COMPLETED REQUESTS TO THE RSC

- **Submit Request** – Choose **Submit Request** to send the request to the RSC. If your request has been submitted with the required 1 week notice your requested new items should appear on your POS screens by the day before your go live date. This will give you time to test the new keys and notify the RSC if any modifications are needed. Once a request is submitted, it cannot be edited again. You must create a new request to submit any additional changes.
- Your changes will NOT be submitted to the RSC until you choose the **Submit Request** button. **You will receive an automatic email stating that your request was submitted successfully.** If you do not receive the email, your request was not submitted. If you log out of the program before hitting the **Submit Request** button, a dialogue box will appear the next time you log on prompting you to submit the unfinished request.
- You will receive a notification of completion via email when your request has been processed. The email will tell you which of your changes were approved, POS Key names for any “Add Items”, any comments filled out by the admin, and which change requests were denied. For an explanation on why change requests for individual items were changed or denied, there will be an explanation in the comments field.

6. SEARCHING FOR SUBMITTED REQUESTS:



1. To view requests that have been submitted to the RSC, choose **Search Submitted Requests** from the menu on the left side of the screen.
2. Choose your restaurant from the drop down menu then choose **Search**. All requests for this restaurant will be displayed sorted by Request Date with the most recent at the top of the list.
3. All requests for this restaurant will be displayed sorted by Request Date with the most recent at the top of the list. To change the category the list is sorted by, click the white heading on the blue bar.
4. Place cursor on request you wish to view and double-click. You cannot make changes to a request after it has been submitted to the RSC. You must create a new change request for any additional changes.
5. You cannot make changes to a request after it has been submitted to the RSC. You must create a new change request for any additional changes.

*****All POS Menu Change Requests MUST be submitted at least 1 week in advance of menu changes.**

Questions?

Contact your POS Support Team at POSRequests@r-u-i.com