Sales and Catering – Pre-Set Menu Maintenance
Quick Reference Guide

Introduction

This Quick Reference Guide will provide you with the information needed to add or make changes to Pre-set Menus. Pre-set Menus are an excellent tool to use when your menu offers a variety of choices to the client. By creating Pre-set Menus, users are guided through the optional menu selections that must be specified for the selected menu item.

Procedure

The process of building a Pre-set Menu begins with having all menu items added as Food and Beverage Codes (*see Food and Beverage Code Maintenance QRG for more information*). The Pre-set Menu also needs to be built as a Food and Beverage Code. The below assumes that all needed Food and Beverage Codes have been created. If an item has been missed, you may choose *Window │ Create New Item* from within the *Preset Menu Maintenance Screen* as items may be created on the fly.

Tip: If the Food and Beverage Codes to exist within the Pre-set Menu have not yet been created, enter the Food and Beverage Menu Code beginning with the letter 'Z' (example: ZCHICKEN). This will make it easier for you to locate and add the codes to the Pre-set Menu (all will appear at the bottom of the Pre-set Menu Selection Maintenance Screen).

Creating a Pre-set Menu

From the Main screen, choose Main │Preset Menu Maintenance
Pre-set Menus are excellent tools to use when the Menu Item offers a choice. Users are guided through the Menu Item options during the booking.

TO CREATE Pre-set Menus:

1) Use the Lookup (*F8)* key with your cursor on the Preset Menu Code field to select the Menu Code which you are building the pre-set for. Based on the Code selected, Maestro will default the "Selling Price" and "Serves How Many" field based on the information entered previously.
2) Use the Create (*F6)* key to begin a new line item.
3) Use the Lookup (*F8)* key to select the Menu Code that has been created for the first "Choice" option filter. This code may be a specific menu component or may be a "Choice of" code. Choice selections will be added later
4) Complete a line for each menu item that is included as well as a line for any items that are selected by the client.

Once all Choice categories have been listed, individual items can now be assigned for each.
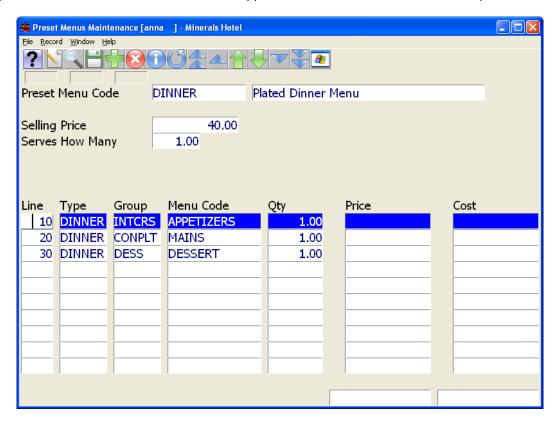
Example: A Pre-set Menu can be used to select the Appetizer, Main Dish, and Dessert for a Plated Dinner.

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In the below Pre-set Menu, an individual item will have been created for:

1) Plated Dinner Menu ~ Price of $40.00
2) Dinner Appetizers ~ no price
3) Dinner Mains ~ no price
4) Dinner Desserts ~ no price
5) All the Individual Items that fall under Appetizers, Mains and Desserts, as the specific choices.

By placing your cursor on the Menu Code and selecting *Window | Menu Selections*, you are presented with the opportunity to link the menu selections that will prompt when the Pre-set Menu Code is selected in a Booking. These choices are specific to this Menu Code.

Example: The Options in the Plated Dinner Menu for Main Course Selections are as follows:

Preset Menu Selections Maintenance [nwind   ] - Minerals Hot

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| Preset Code | DINNER | Plated Dinner Menu |
| Menu Code | MAINS | Main Course Selections |

Selection	Price	Description
BLACKCOD		Black Cod and Scallops
CONFITDUCKLE		Confit Duck Leg
DIJANGUS		Dijon Roasted Angus Beef
ESPRCHICKEN		Espresso Roasted Chicken
HALIBUT		Halibut cooked in Red Wine
LAMBRACK		Lamb Rack with Boulanger
SALMONLEMDAU	Price	Salmon with Dauph Potatoes
VENISON RACK	12.00	Venison Rack with Wild Mush

TO CREATE Pre-set Menu Selections:

1) Use the Lookup (*F8*) key and select the Menu Code that is an option under this particular "Choice" Menu.
2) Select the item and choose Enter
3) A surcharge price may be added to any items, that will apply as an addition to the original Pre-set Menu Code Price

In the above example, the original price of $40.00 will be charged, and additional $12.00 will be added if the Venison Rack is selected. This will result in a total charge of $52.00

In the above example, an item has been created for:

1) Plated Dinner Menu ~ Price of $40.00
2) Main Course Selections ~ no price
3) Black Cod (and additional $0 Entrees) ~ no price
4) Venison Rack ~ $12.00

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