Tab Wizard Food/Beverage Menu - Setup a food beverage menu item

>Settings >Setup >Product Setup

- **Blue buttons** *indicate Product Groups (ex: Food, Liquor, Beer, etc.)*
- **Gold buttons** *indicate Product Items (ex: Hamburger, Jack Daniels, Michelob, etc.)*

Group Buttons (Blue buttons)

1. Select any **Blue button** from the top selection
2. Select >**Do not use Sub Menu** (*hides the gold buttons*)
3. Select >**Edit**
4. **Name:** Give the blue button a Name (*ex: Food, Beer, Liquor, Wine, etc*)
5. **Department:** Select the department of which reporting will reflect the total sales for the items being sold (*Ex: Food, Beer, Liquor, Wine, etc*)
6. **Price:** (*because this is a group button, leave this at $0.00*)
7. **Fixed Price:** Select >**Yes**, unless the clerk is allowed to adjust pricing (***not recommended***)
8. **Tax Type:** Most cases: **Tax Type I** (***Never use "No Tax"***)
9. **Tax Included:**
   - >**YES**, if the total price is a flat amount and tax built into the price
   - >**No**, if the price needs to increase with tax above
10. **Print Receipt:** If you have a Kitchen or Bar Printer, select either option
11. **Happy Hour 1, 2:** Leave these alone for now
12. **Inventory:** Leave this alone for now
13. **Modifiers:** Leave this alone for now
14. Select >**Accept**
15. Select >**Use Sub Menu** (*to the right of the blue buttons*)

Products (Gold buttons)

1. After applying the "*Use Sub Menu*" button above (**#17**), select any **Gold** button
2. Select >**Edit**
3. **Name:** Give the item a name such (ex: Chicken Sandwich)
4. **Price:** Give the item a price (ex: $5.99)
5. **Inventory:** Can be utilized
6. **Modifiers:** Can be utilized
7. Select >**Accept**
8. *Continue to each Gold button until the desired menu is created*
9. When complete, select >**Accept** from the bottom right