

How to Set a Seasonal Menu

When you need a simple way for your customers to order items that are set to seasonal availability is through the "Seasonal Menu" feature.

This feature will allow your customers to purchase specific items that are set to be available on your menu for specific times. This feature takes the guess work out of updating your menu to keep menu items up to date and help eliminate errors in updating available menu items. Simply set your menu items and dates and allow your CaterTrax site to run itself.

Create a Seasonal Menu

1. From the CaterTrax Administrative view, click on the *Config* icon.



2. Select the *Menu Setup* check box and then click *Menu Map*.





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Page 1 of 2

3. Click the plus sign next to the menu group to expand the selection and continue to drill down to the seasonal menu being set.

Import ▶ Delete Menu ▶ Menu Click on the icon below to create a new entry: > Subcategory Menu Group ● Category ● Subcategory Product ● Feature Import ● Category ● Subcategory ● Product ● Feature Import ● Category ● Subcategory ● Click here to Hide prices. ● Click here to collapse all items. ♥ Click here for help. ● Catering ● ● DeskTop Ordering ● ● Pantry / Floor Stock ●	 Catering @ Good Breakfasts @ Breakfast Platters and Buffets @ Break Time @ Break Time @ Lunches @ Lunches @ Receptions @ Additional Services @ Conference Packages @ Saver Snacks @ DeskTop Ordering @ Pantry / Floor Stock @
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- 4. Select the Start Date.
- 5. Select the End Date.
- 6. Click Update Record.

	0		Feb	•		0			
Higher Subcategory	Su	Мо	Tu	We	Th	Fr	Sa		
Subcategories							1		
Hide Category	2	3	4	5	6	7	8		
inde eutegory	9	10	11	12	13	14	15		
Match customer	16	17	18	19	20	21	22		
Sort Order	23	24	25	26	27	28			
Start Date	02/22/2014				Clear				
End Date					Clear				
Add a Record Update record									