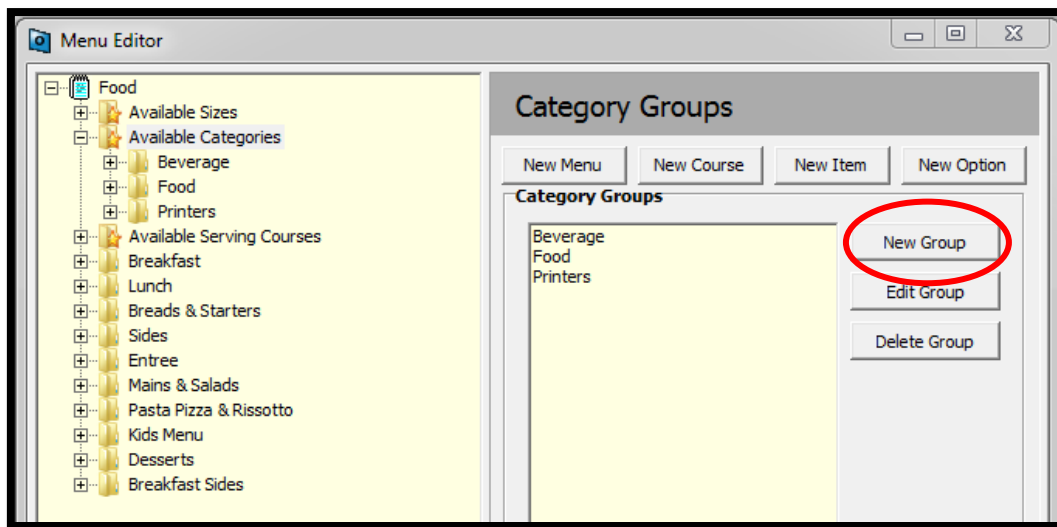




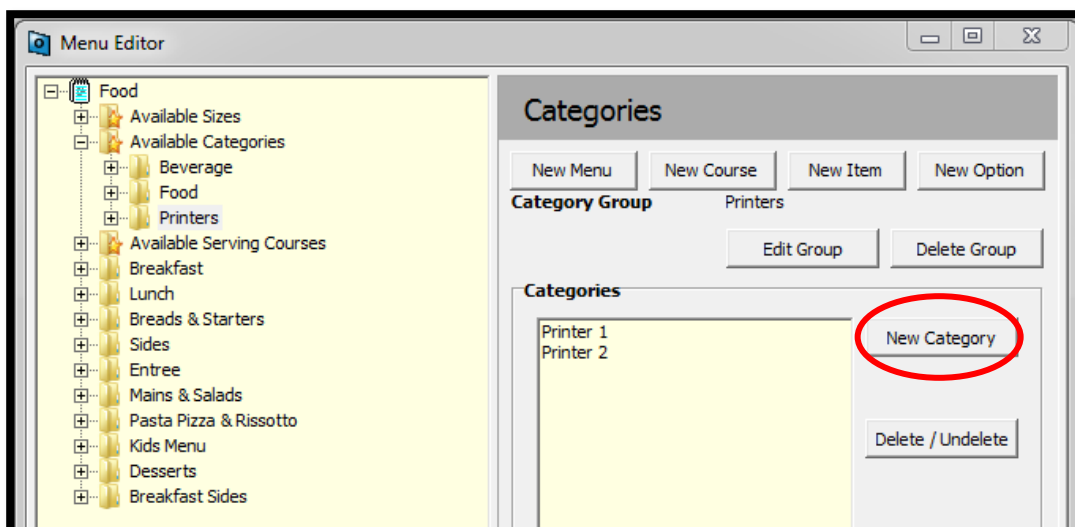
## Printing by Categories - **HOW TO**

To print by Categories you first have to set up the menu.

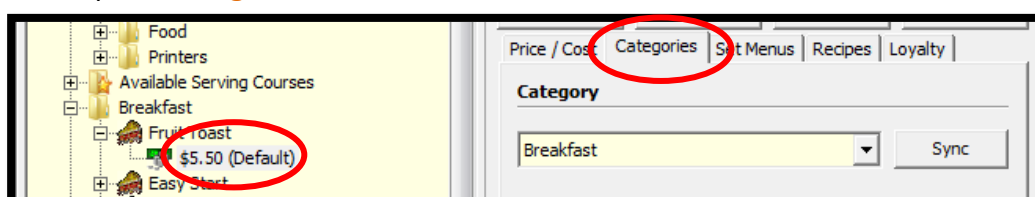
- 1) Start Menumate Office and load the Menu from the Database.
- 2) Once Loaded, click on the **Available Categories** folder on the left.
- 3) On the right press **New Group**. Type in Printers and press **OK**.



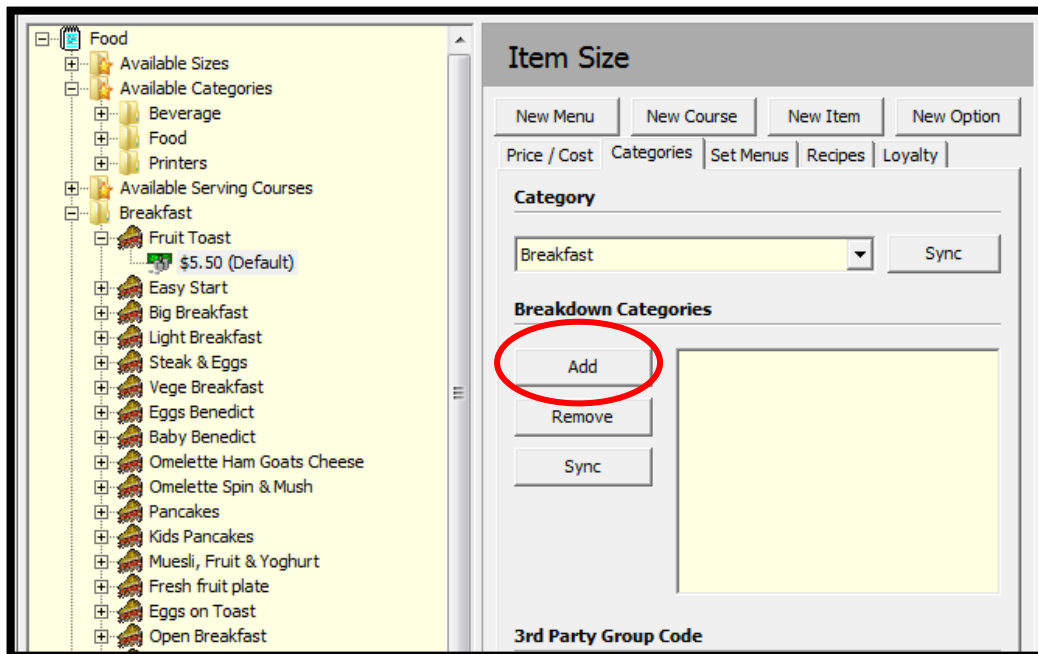
- 4) **Printers** should now show as a folder on the left side of screen. Click on this folder.
- 5) On the right hand side of the screen press New Category.



- 6) Enter in the name of the printers you wish to use e.g. Kitchen, Bar etc... (The example above is showing as Printer 1 and Printer 2, These will show as the names you have entered)
- 7) Now we have to assign the categories to the items so double click on the first course in your menu. In this example it is Breakfast.
- 8) Double click on the first item in that course and select the price that shows under it. Then press **Categories**.



9) Under the heading **Breakdown Categories** click on the **Add** button.



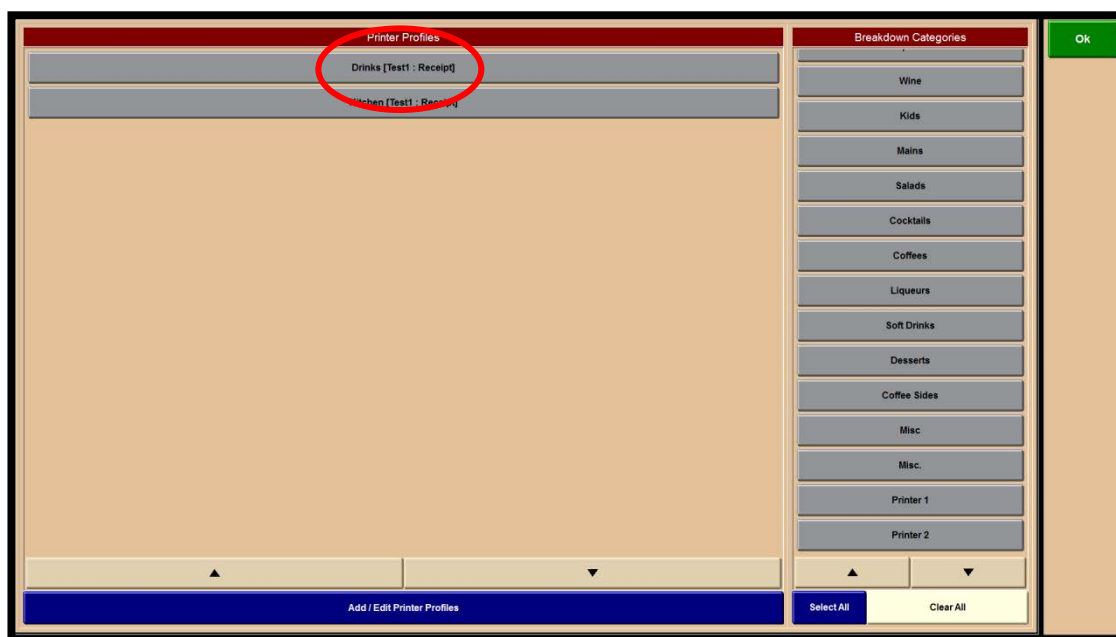
10) Find your printer names in the list and select the one you want this item to print to and press **OK**. If all of the items in this course go to the same printer then you can press Sync. This will put your printer name in all of the items in the folder.

11) Repeat steps 7 – 10 until every item in the menu has a **Breakdown Category**.

12) **Commit** menu when finished.

Now we have to configure the printer to print using these categories.

- 1) Load up Menumate Point of Sale.
- 2) Press **Maintenance**.
- 3) Press **Printer Maintenance**, and log in
- 4) Click on **Printing by Categories**.
- 5) Select one of the Printer Profiles you wish to print to. For example **Drinks**.



- 6) Now in the list on the right, select the categories you wish to print to this profile. Every item that has been given this category in the **Breakdown Categories** section in the menu will now print here. Example below is showing **Printer 1**.

