

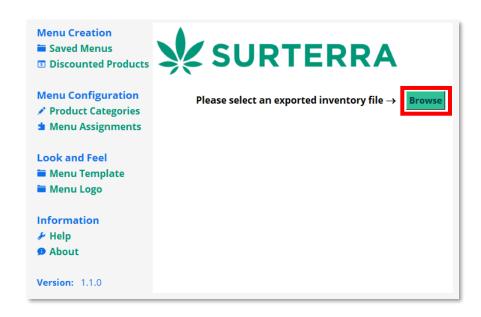
## Dispensary Menu Creator

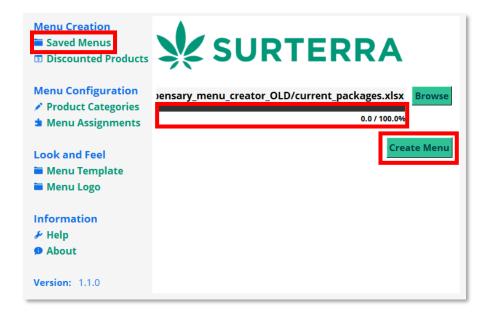
User Guide



### Table of Contents

| Creating a New Menu                               | 3   |
|---|-----|
| Location of Saved Menus                           | 4   |
| Applying Discounts to Products (Items on Sale)    | 5   |
| Adjusting Menu Positions and Assigning Categories | 6-7 |
| Menu Template and Menu Logo                       | 8   |
| More Information / About the Program              | 9   |





#### **Menu Creation**

1. Click the **Browse** button and select the most recent inventory file.

**Note:** find current\_packages.xlsx in your computer's Downloads folder.

- 2. A progress bar will appear, along with a **Create Menu** button. Select the Create Menu button and wait for the progress bar to reach 100%.
- 3. Open the **Saved Menus** folder and select the most recent one. They are named by date.

| Name                 | Date modified       | Туре              | Size  |   |
|----------------------|---------------------|-------------------|-------|---|
| Menu 03-12-2023.xlsx | 2023-03-12 10:30 PM | Microsoft Excel W | 98 KI | В |
| Menu 03-13-2023.xlsx | 2023-03-13 09:26 PM | Microsoft Excel W | 98 K  | В |
| Menu 03-14-2023.xlsx | 2023-03-14 09:36 PM | Microsoft Excel W | 98 K  | В |
| Menu 03-16-2023.xlsx | 2023-03-16 11:08 PM | Microsoft Excel W | 98 K  | В |

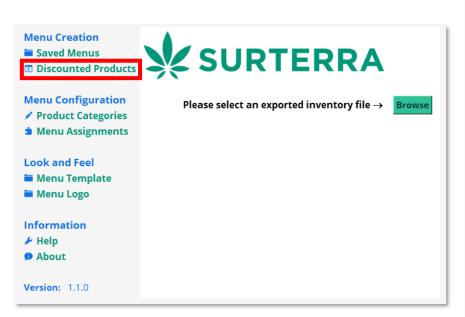
#### **SURTERRA**

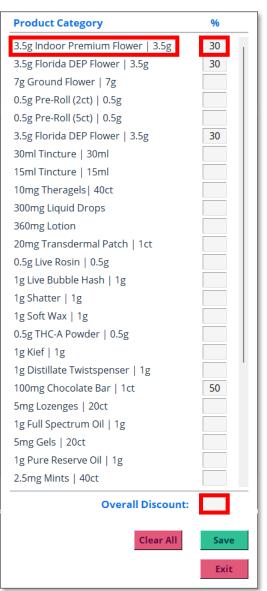
| FT \$50.00 Indoor PI         | Premium Flower   3.5g |      | Florida DEP Flower   3.5g | FT   | \$50.00       | Ground Flower   7g |
|------------------------------|-----------------------|------|---------------------------|------|---------------|--------------------|
| THC   Type   \$35.00 -       | - 30% OFF! THC        | Type |                           | THC  | Type          |                    |
| 26.5 Hybrid-Sativa RM86      |                       |      |                           |      | Hybrid-Sativa | Tropicanna Haze    |
| 25.7 Hybrid-Sativa Banana So |                       |      |                           | 16.7 | Hybrid        | Hybrid Blend       |
| 25.0 Indica Animal La        |                       |      |                           |      |               |                    |
| 21.8 Hybrid-Indica Primal Fu |                       |      |                           |      |               |                    |
| 18.7 Indica Ice Cream        | m Social              |      |                           |      |               |                    |
|                              |                       |      |                           |      |               |                    |
|                              |                       |      |                           |      |               |                    |
|                              |                       |      |                           |      |               |                    |
|                              |                       |      |                           |      |               |                    |
|                              |                       |      |                           |      |               |                    |
|                              |                       |      |                           |      |               |                    |
|                              |                       |      |                           |      |               |                    |
|                              |                       |      |                           |      |               |                    |
|                              |                       |      |                           |      |               |                    |
|                              |                       |      |                           |      |               |                    |
|                              |                       |      |                           |      |               |                    |
|                              |                       |      |                           |      |               |                    |
|                              |                       |      |                           |      |               |                    |
|                              |                       | · '  |                           |      | •             | •                  |

|      |         | 1                                   |      |         |                                     |      |                   |                               |
|------|---------|-------------------------------------|------|---------|-------------------------------------|------|-------------------|-------------------------------|
| FT   | \$12.00 | Pre-Roll (2ct)   0.5g               | FT   | \$29.00 | Pre-Roll (5ct)   0.5g               | FT   | \$30.00           | Florida DEP Flower   3.5g     |
| THC  | Type    |                                     | THC  | Type    |                                     | THC  | Туре              | \$21.00 - 30% OFF!            |
| 18.8 | Hybrid  | Hybrid Blend<br>Hybrid-Sativa Blend | 19.8 | Hybrid  | Hybrid Blend<br>Hybrid-Sativa Blend | 21.6 | Type Hybrid  Type | \$21.00 - 30% OFF! Lemon Zest |

#### Saved Menus

- Menus are named Menu, followed by month-day-year
- The folder of saved menus should periodically be cleaned up, by deleting older menus; in order to conserve hard drive space.





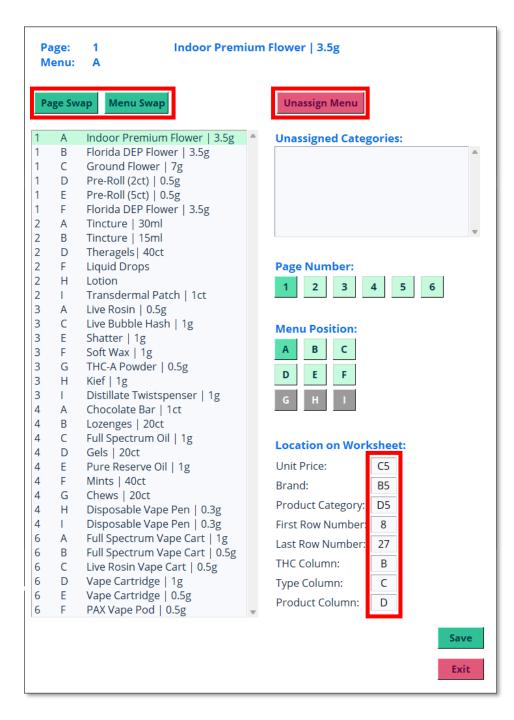
#### **Discounting Products**

- Discounts can be configured by selecting **Discounted Products** from the navigation menu.
- The sales percent can be entered for individual categories, using their corresponding input boxes.
- An overall discount can be entered, automatically applying to all blank input boxes. A zero will not be overridden, etc.



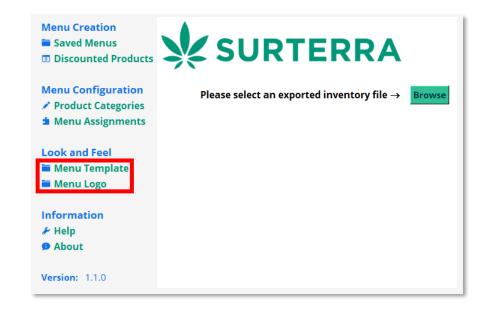
#### Menu Configuration

- Each page has up to nine individual menus, which can be navigated to by selecting the corresponding Page Number and Menu Position.
- Categories that have already been assigned will appear in the tall table on the left. Selecting one pulls up the information for that page/menu, just like if you had selected the page number and position manually.
- Unassigned categories will appear in the top right table. Assigning one to an unused menu position is as easy as selecting the menu position, clicking the name of the unused category, and pressing Save.



#### Menu Configuration

- The locations on the worksheet reference the specific Excel cells that the menu information will be pasted into. If this doesn't match the template file, the menu will not look correct.
- The currently selected menu can be unassigned by pressing Unassign Menu.
- Swapping specific menus (ex: 1A and 1B) or pages can be done by pressing Menu Swap or Page Swap, respectively.



#### Menu Template / Logo

- The menu\_template.xlsx file is copied and used each time a new menu is created. This is the file you will edit in order to adjust how the menu looks.
- The menu\_logo.png file is automatically inserted onto each page, along with the current date and time, and the page number.
- Each of these files can be accessed by selecting the appropriate menu option under *Look and Feel*.

# More Info ○ GitHub Page ○ Contact Developer UI Imagery ■ icons8.com Current Version: 1.1.0 Newest Version: 1.0.0 Developed by: Aaron Hitzeman aaron.hitzeman@gmail.com User interface icons were obtained from https://icons8.com. Please visit the GitHub page for more information.

#### **About**

- The GitHub Page is the main source of information pertaining to this program. Version changes, source code, licensing, and program dependencies can all be found here.
- If more information is required, or you wish to contact the developer to discuss a potential project, please use the **Contact Developer** option.
- Images for the user interface were obtained from www.icons8.com