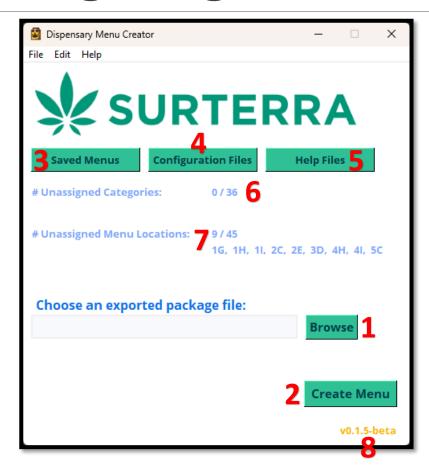
Dispensary Menu Creator

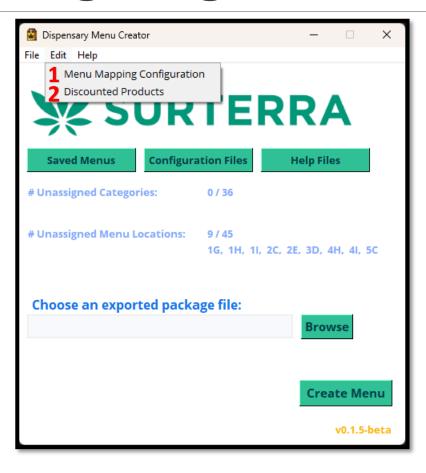
A QUICK-START GUIDE

Navigating the Program, Part 1



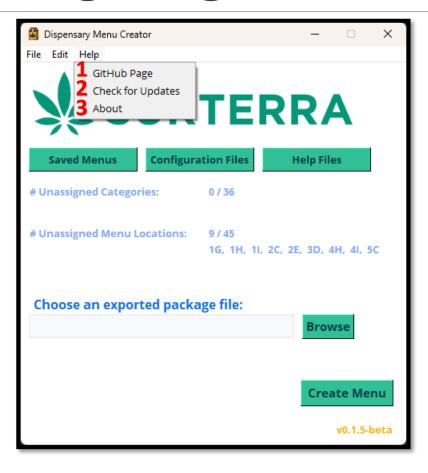
- **1. Browse**: Allows you to select an exported inventory file from Flourish.
- **Create Menu**: After selecting an inventory file, this will create the menu.
- **Saved Menus**: After creating the menu, menus will be saved into this folder.
- 4. Configuration Files: The menu template, information on categories, and category positioning on a menu are all stored in this folder. Warning: don't mess with this if you don't know what you're doing!
- 5. **Help Files**: You're already here! ©
- **6. Unassigned Categories**: A quick way to determine if any categories still need to be assigned to a menu location.
- 7. Unassigned Menu Locations: A quick way to view menu locations that are free to have a category assigned to them.
- **8. Program Version**: The current version of this program.

Navigating the Program, Part 2



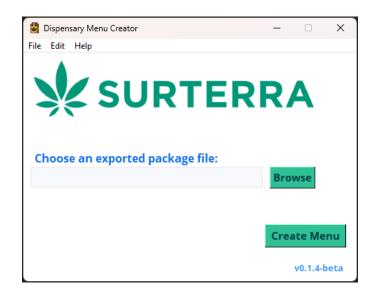
- Menu Mapping Configuration: This is where you will assign categories to specific positions on the menu. Inputted values should match the values observed within the menu_template.xlsx file.
- 2. Discounted Products: This is where sales prices will be entered for individual product categories. An overall discount percentage can be applied to any categories that don't already have an assigned discount amount. All values can be quickly cleared for the next day.

Navigating the Program, Part 3



- 1. GitHub Page: Opens a web browser and loads this program's project page on GitHub.com—a website for storing, managing, and tracking software changes. The source code and information on the latest update can all be found here.
- Check for Updates: Checks for updates, and if available offers a download link.
- 3. About: Provides information about the program, such as its version, developer information, and any legally-required image credits.

Creating a Menu

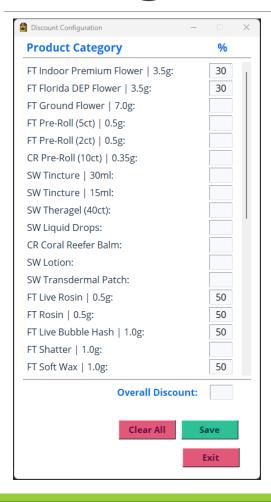


Creating a menu is easier than ever!

- 1. Export a **current_packages.xlsx** file from the inventory section of Flourish.
- 2. Select "Browse" and then choose the file you just exported.
- 3. Click "Create Menu" and wait for the progress bar to complete—that's it!

Menus are saved to **Dispensary Menu Creator\saved_menus**, and it is recommended that you create a desktop shortcut to this folder if haven't already done so. Read <u>Navigating the Install</u> <u>Folder, cont.</u> for more information on this.

Configuring Discounted Prices



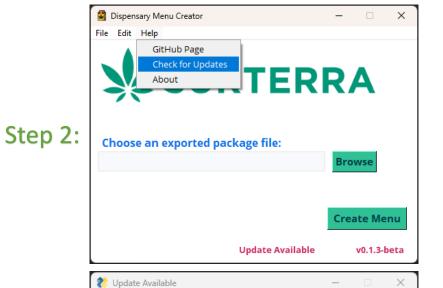
- Discounted prices for sales can be configured by selecting Edit >
 Discounted Products.
- Individual categories can be discounted, with the option of applying an overall discount as well.
- The overall discount will only apply to categories that do not have a value inputted.
- All values can be quickly cleared with the "Clear All" button, and any changes made will not take effect unless you choose "Save".
- If there isn't a sale going on, simply select "Clear All", followed by "Save".

Menu Mapping Configuration

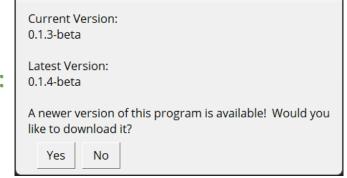


- The location of product categories can be adjusted by navigating to Edit > Menu Mapping Configuration.
- Selecting a category from the list on the left will load information for the page and menu that the category is assigned to.
- If a category is not assigned to a particular menu, that menu can be selected by using the buttons located under "Page Number" and "Menu Position" to navigate to the desired menu. This is also how you will assign any unassigned categories.
- Editing the name will change the alias of the category (what displays on the menu).
- The letters and numbers under "Worksheet Cell Mapping" refer to Excel columns, rows, and individual cells.

Updating the Program

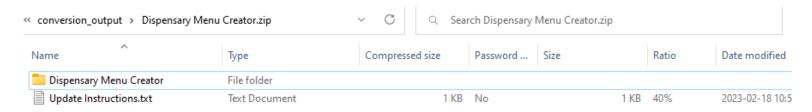


Step 3:



- 1. When an update is available, an update message will appear beside the current version, and the font color will change to red.
- 2. The download link is accessed through the top menu of the program, by clicking **Help** and then selecting **Check for Updates**.
- 3. When prompted, select "yes". This will open a link in your web browser, with a message stating that the file is too large to scan for viruses.
- 4. Click **Download anyway**.

Updating the Program, cont.



- 1. After downloading the "Dispensary Menu Creator.zip" file, double click on it to open it. You should see something that looks like the image above. At this point, you should delete the version of the program you currently have installed (if applicable).
 - Be sure to copy your "config" folder to a safe location first, or you will need to reconfigure any changes you made to discounts or locations of categories on the menu.
- 2. Drag the "Dispensary Menu Creator" folder to whatever location you wish, but make sure that all files remain **inside of the folder**. Removing anything from the "Dispensary Menu Creator" folder will break the entire program.
- 3. Shortcuts can be made for the "saved_menus" folder and the "Dispensary Menu Creator.exe" file by right click on them and selecting "Send to > Desktop (create shortcut)".

Navigating the Install Folder

Most of the folders located within the "Dispensary Menu Creator" folder are related to software dependencies, or other programs that this one depends on in order to function. However, some contain files that you may wish to adjust to suit your needs, such as:

- Dispensary Menu Creator\config_files\menu_template.xlsx, which is the file that gets copied in order to build the actual menu. Changes to locations and overall menu design should be made within this file, before updating the worksheet cell mapping menu.
- Dispensary Menu Creator\config_files\categories.cfg, which contains category names, their aliases, and discount percentage. Categories are imported and named in this format: {Price} {Brand} {Size} {Category Name}. The program will automatically add new categories, and this minimizes the chances of mixing up categories.
- **Dispensary Menu Creator\config_files\worksheet_cell_mapping** contains individual configuration files for each "category box" on the menu, whether a product is assigned or not.

Navigating the Install Folder, cont.

Aside from adjusting configuration files and menu templates, you may want to create desktop shortcuts for the following:

- **Dispensary Menu Creator\saved_menus**, which is where the program will save the created menus.
- **Dispensary Menu Creator\Dispensary Menu Creator.exe**, which launches the program itself.

WARNING: Do <u>NOT</u> remove these from the Dispensary Menu Creator folder. Create shortcuts by right click on them and selecting "Send to > Desktop (create shortcut)".