

## How To Hide A Menu Item

There are 2 different methods for hiding a menu item. If you only have a single item in a menu section to hide, use **Method #1**. If you have multiple items to hide in a menu section, **Method #2** is the way to go.

Log into Letsget Web Portal

https://admin.letsget.net/Private/Welcome.aspx

If you need your login information again, please call 800-750-3947 or log a support ticket at <a href="http://www.granburyrs.com/support/login.php">http://www.granburyrs.com/support/login.php</a>

## METHOD #1

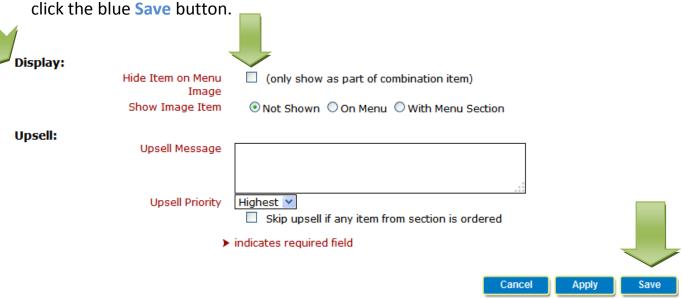
1. From the side navigation menu select Menus. The click Menu Builder.



2. Click on the **Menu Section** that holds the **Menu Item** you wish to hide (the menu section names are in <u>red underlined</u> text). Then click on <u>Edit</u> next to the Menu item you wish to hide.

Menu Sections										
Beverages Appetizers Subs Salads Dinners Pizzas Desserts Chip Slices Sammiches										
Dinners Add Edit Delete Up Down Quick Menu Section Add										
Separate by semicolons (eg. Appetizers; Salads; Pizza)										
Menu Items										
Show Short Name, Configurator, Price: Quick Menu Item Add										
Show Menu Item Description, Hide Item: Separate by semicolons (eg. Chicken Wings; Potato Skins)										
Menu Item Filter:										
POS Modifiers										
Menu Item Type Available Option Sets										
Lasagna Dinner Regular Yes Dinner Addons, Required Dinner Edit Options New Option Set Up Down Dressing, Add Garlic Bread										
Lasagna Only Regular Yes Dinner Addons <u>Edit Options New Option Set Up Down</u>										
Deluxe Spaghetti Dinner Regular Yes Dinner Addons, Required Dinner Edit Options New Option Set Up Down Dressing										

3. Next, scroll down to the section labeled **Display**. Put a check in the box to the right of the words **Hide Item on Menu**. Finally, scroll down to the bottom and click the blue Save button



4. Now when you go to that Menu Section in your Let's get Online Ordering you will no longer see that Menu Item.

## METHOD #2

1. From the side navigation menu select **Menus**. The click **Menu Builder**.



2. Click on the **Menu Section** that holds the **Menu Item** you wish to hide (the menu section names are in <u>red underlined</u> text). The put a check in the box to the right of Show Menu Item Description, Hide Item:

Menu Sections									
Beverages Appetizers Subs Salads Dinners Pizzas Desserts Chip Slices Sammiches									
Pizzas Add Edit Delete Up Down Quick Menu Section Add									
Separate by semicolons (eg. Appetizers;Salads;Pizza)									
Menu Items									
Show Short Name, Configurator, Price: Quick Menu Item Add									
Show Menu Item Description, Hide Item: 🗹 Separate by semicolons (eg. Chicken Wings; Potato Skins)									
Menu Item Filter:									
	POS Modifiers								
☐ Menu Item Type		Option Sets							
Extra Cheese Pizza Configurato	or No	Pizza Sauces, Pizza Cheeses, Pizza Edit Options Up Down Toppings, Required Onions Or Jalapenos, Required Chicken Pizza Sauce							
Menu Item Description:		Hide Item on Menu:							
Grand Gourmet Pizza Sized	No	Pizza Sauces, Pizza Cheeses, Pizza Edit Options Up Down Toppings, Required Opions Or Jalapenos.							

3. On the right side of each menu item you want to hide, put a check in the box to the right of Hide Item on Menu. Once you have checked the boxes for all the items you wish to hide, scroll to the bottom of the screen and click the blue Refresh button.

Menu Items							
Show Short Name, Configur	ator, Price:		Quick Menu	Item Add			
Show Menu Item Description, Hide Item:		<b>~</b>			Separate by semicolons (eg. Chicke	n Wings;Pot	tato Skins)
Menu Item Filter:							
☐ Menu Item	Тур	e	POS Modifiers Available	Option S	ets		
į <u></u>	<u></u>						
Extra Cheese Pizza	Co	nfigurator		Toppings,	auces, Pizza Cheeses, Pizza Required Onions Or Jalapenos, Chicken Pizza Sauce	Edit Op	tions Up <u>Down</u>
Menu Item Description:						Hid	de Item on Menu:
Grand Gourmet Pizza	Siz	red	No	Toppings,	auces, Pizza Cheeses, Pizza Required Onions Or Jalapenos, Chicken Pizza Sauce	Edit Op	tions <u>Up</u> <u>Down</u>
Menu Item Description:						Hid	de Item on Menu:
[							
☐ Lotza Meat Pizza	Siz	ed	No	Toppings,	auces, Pizza Cheeses, Pizza Required Onions Or Jalapenos, Chicken Pizza Sauce	Edit Op	tions Up Down
Menu Item Description:					.::	Hid	de Item on Menu:

5. Now when you go to that Menu Section in your LetsGet Online Ordering you will no longer see that Menu Item.