How To Re-arrange Your Online Menu Sections And Items

If you wish to change the order of your menu sections and/or the menu items and/or the option sets for menu items, you can do that yourself in LetsGet using the instructions below.

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 http://www.granburyrs.com/support/login.php

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

2. Click on the blue Arrange button. There is one at the top of the screen and one at the bottom of the screen. You can click either one.

3. To re-arrange your Menu Sections, click the circle to the left of Menu Sections.
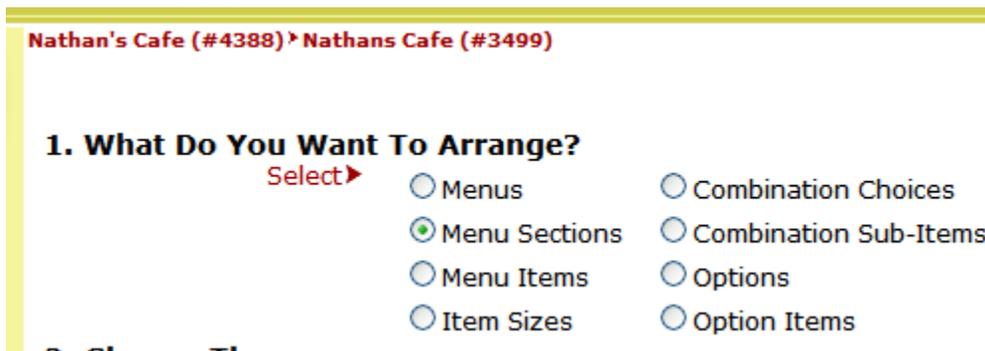
4. In Box 3, labeled **Arrange Here**, select an Section you wish to move by click on the word. Next click one of the blue and white arrows to the right. A single arrow will move that section up or down one slot each time you click it. A double arrow will move that section all the way to the top (first position on menu) or to the bottom of the list (last position on menu).

Options

3. Arrange Here

```
Beverages
Appetizers
Subs
Salads
Dinners
Pizzas
Desserts
Chip
Slices
Sammiches
```

▶ indicates required field

To the top

Up one

Down one

To bottom

5. You can select more than one section by click on one section and while holding down the CTRL key click on a second section. If you then release the CTRL key and click on the round blue button on the right, those two sections will swap positions.

3. Arrange Here

```
Beverages
Appetizers
Subs
Salads
Dinners
Pizzas
Desserts
Chip
Slices
Sammiches
```

▶ indicates required field

6. Once you are done re-arranging the menu sections, you will need to save. If you are only going to re-arrange these sections and no others, click the blue **Save and Return** button. If you have other parts of the menu you wish to re-arrange, click the blue **Save** button

7. To re-arrange subsequent parts of your menu you will need to select the parts as prompted.

2. Choose These

Item Sizes	
Menu Sections ▶	Pizzas
Menu Items ▶	Grand Gourmet Pizza
Combination Choices	
Options	

3. Arrange Here

Pizza Sauces
Pizza Cheeses
Pizza Toppings
Required Onions Or Jalapenos
Required Chicken Pizza Sauce

▶ indicates required field

For example, to re-arrange the options of a specific pizza, you will need to:

1. Select the Menu Section
2. Select the Menu Item

Then you will see the Options for that pizza. Once you are done re-arranging, click on **Save** or **Save and Return**.