



LetsGet  
net



## How To Edit A Menu Item Description

There are 2 different methods for editing a menu item description. If you only have a single item in a menu section to edit, use **Method #1**. If you have multiple item descriptions to edit 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 <http://www.granburyrs.com/support/login.php>

# METHOD #1

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

The screenshot shows the LetsGet.net dashboard for Nathan's Cafe. On the left is a navigation menu with 'Menus' highlighted. In the center, a table lists menu items. A green arrow points to the 'Menus' link in the navigation menu, and another green arrow points to the 'Menu Builder' link in the table.

Master Name	In Use	
<input checked="" type="checkbox"/> Main Menu	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Menu Builder</a> <a href="#">Coupons</a> <a href="#">Images</a>

2. Click on the **Menu Section** that holds the **Menu Item** you want to edit (the menu section names are in red underlined text). Then click on **Edit**.

The screenshot shows the 'Menu Sections' and 'Menu Items' configuration page. A green arrow points to the 'Dinners' link in the 'Menu Sections' list. Below, the 'Menu Items' section shows a table of items with 'Dinners' selected. A green arrow points to the 'Edit' link for the first item.

**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:  [Quick Menu Item Add](#)

Separate by semicolons (eg. Chicken Wings;Potato Skins)

Menu Item Filter:

<input type="checkbox"/> Menu Item	Type	POS Modifiers	Available Option Sets	
<input type="checkbox"/> Lasagna Dinner	Regular	Yes	Dinner Addons, Required Dinner Dressing, Add Garlic Bread	<a href="#">Edit</a> <a href="#">Options</a> <a href="#">New Option Set</a> <a href="#">Up</a> <a href="#">Down</a>
<input type="checkbox"/> Lasagna Only	Regular	Yes	Dinner Addons	<a href="#">Edit</a> <a href="#">Options</a> <a href="#">New Option Set</a> <a href="#">Up</a> <a href="#">Down</a>
<input type="checkbox"/> Deluxe Spaghetti Dinner	Regular	Yes	Dinner Addons, Required Dinner Dressing	<a href="#">Edit</a> <a href="#">Options</a> <a href="#">New Option Set</a> <a href="#">Up</a> <a href="#">Down</a>

3. In the **Menu Item Description** box type in the descriptive text as you want it to be seen on your Online Ordering menu. *Leave all the other settings as is.* Then scroll down and click on the blue **Save** button.

Nathan's Cafe (#4388) > Nathans Cafe (#3499) > Main Menu (#2587) > Lasagna Dinner (#451992)

**Menu Item:**

Type: Regular

Name: Lasagna Dinner

Description: Type in this box the exact text you want customers to see for this particulat Menu Item. Ex.  
Fresh beef, ground sausage, special prepared ricotta cheese, our own homemade sauce and topped with plenty of mozzarella cheese.

Section: Dinners

Short Name (in Cart):

Cart Additional Info:

4. Now when you go to that menu item in your Let's get Online Ordering you will see the description you just entered.

## METHOD #2

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

Nathan's Cafe (#4388) > Nathans Cafe (#3499)

**Accounts**

- Home
- Franchises
- Activation
- Account
- Locations & Menus
- Menus
- Users & Passwords
- Price Sheets
- Preview Menu

Master Name	In Use	
<input checked="" type="checkbox"/> Main Menu	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Menu Builder</a> <a href="#">Coupons</a> <a href="#">Images</a>

Preview Return

2. Click on the **Menu Section** that holds the **Menu Item** you wish to hide (the menu section names are in red underlined text). Then 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)

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**Menu Items**

Show Short Name, Configurator, Price:       [Quick Menu Item Add](#)

Show Menu Item Description, Hide Item:       [Quick Menu Item Add](#)

Menu Item Filter:

**POS Modifiers Available Option Sets**

<input type="checkbox"/> Menu Item	Type	POS Modifiers	Available Option Sets	
<input type="checkbox"/> <input type="text" value="Extra Cheese Pizza"/>	Configurator	No	Pizza Sauces, Pizza Cheeses, Pizza Toppings, Required Onions Or Jalapenos, Required Chicken Pizza Sauce	<a href="#">Edit</a> <a href="#">Options</a> <a href="#">Up</a> <a href="#">Down</a>
Menu Item Description: <input type="text"/>		Hide Item on Menu: <input type="checkbox"/>		
<input type="checkbox"/> <input type="text" value="Grand Gourmet Pizza"/>	Sized	No	Pizza Sauces, Pizza Cheeses, Pizza Toppings, Required Onions Or Jalapenos,	<a href="#">Edit</a> <a href="#">Options</a> <a href="#">Up</a> <a href="#">Down</a>

- Enter/Edit menu item description in the text box to the right of **Menu Item Description**. Once you are done editing descriptions scroll to the bottom of the screen and click the blue **Refresh** button.

**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:

<input type="checkbox"/> Menu Item	Type	POS Modifiers	Available Option Sets	
<input type="checkbox"/> Extra Cheese Pizza	Configurator	No	Pizza Sauces, Pizza Cheeses, Pizza Toppings, Required Onions Or Jalapenos, Required Chicken Pizza Sauce	<a href="#">Edit</a> <a href="#">Options</a> <a href="#">Up</a> <a href="#">Down</a>
Menu Item Description:	<input type="text" value="ENTER YOUR MENU ITEM DESCRIPTION HERE"/>			Hide Item on Menu: <input type="checkbox"/>
<input type="checkbox"/> Grand Gourmet Pizza	Sized	No	Pizza Sauces, Pizza Cheeses, Pizza Toppings, Required Onions Or Jalapenos, Required Chicken Pizza Sauce	<a href="#">Edit</a> <a href="#">Options</a> <a href="#">Up</a> <a href="#">Down</a>
Menu Item Description:	<input type="text" value="ENTER YOUR MENU ITEM DESCRIPTION HERE"/>			Hide Item on Menu: <input type="checkbox"/>
<input type="checkbox"/> Lotza Meat Pizza	Sized	No	Pizza Sauces, Pizza Cheeses, Pizza Toppings, Required Onions Or Jalapenos, Required Chicken Pizza Sauce	<a href="#">Edit</a> <a href="#">Options</a> <a href="#">Up</a> <a href="#">Down</a>
Menu Item Description:	<input type="text"/>			Hide Item on Menu: <input type="checkbox"/>

- Now when you go to that Menu Item in your LetsGet Online Ordering you will see the new Menu Item Description.