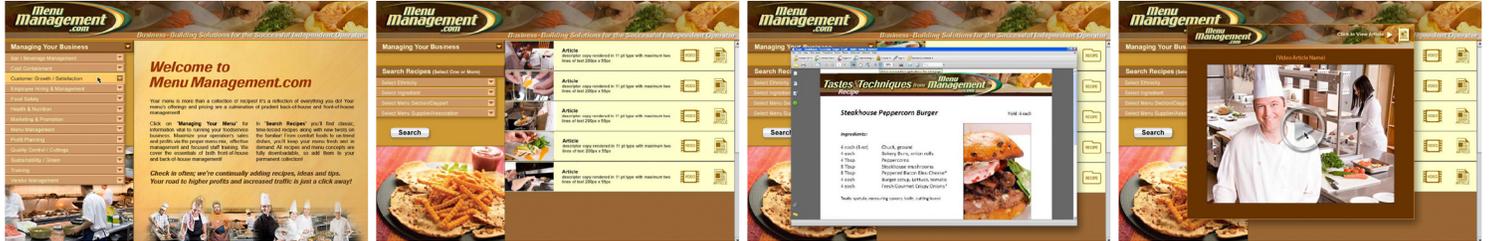


# Menu Management

## Business-Building Solutions for the Independent Operator



Your menu is more than a communication vehicle to your customers. It is the foundation of your business strategy and a reflection of everything you do! Your menu's offerings and pricing are a culmination of prudent back-of-the-house and front-of-the-house management.



The **Managing Your Business** portion of the website carries information vital to running a foodservice business. It covers the essentials for maximizing sales and profits via the proper menu mix, effective management, focused staff training and more!

The **Recipe Search** side includes a multitude of recipes and tips, from the classics to trendy kitchen formulas. Check in often for new recipes, tips and ideas to keep your customer's menu fresh and in demand.

Menu Management was designed for you – let it be your source of inspiration to answer on-the-spot questions from your operator customers and be able to continuously give them new ideas and recipes to help grow their business.

It is so easy to provide this free tool to your customers! Click here for some Frequently Asked Questions (FAQs) and get signed up for Menu Management today!

### Q: What is Menu Management?

A: Menu Management is your website for your operator customers and DSRs! You will be assigned your own unique URL which will hold vital information to running a foodservice business.

### Q: How do we receive our personalized company URL?

A: Contact Amy White, UniPro Foodservice, at [white@uniprofoodservice.com](mailto:white@uniprofoodservice.com) for your company's URL. A version of your company name will appear at the end of the URL ([www.menumanagement.com/\\_\\_\\_\\_\\_](http://www.menumanagement.com/_____)). Your company's unique URL will go in the blank.

### Q: How do we gain access?

A: Someone from your company must be designated the Menu Management administrator. This person will have the ability to grant or decline access to your Menu Management website.

### Q: How do I become activated as our Menu Management administrator?

A: If you are designated as the administrator, notify Amy White at [white@uniprofoodservice.com](mailto:white@uniprofoodservice.com) of your name, distributor company name, and email address. You will be asked to register and Amy will then activate you as administrator.

### Q: Since Menu Management is directed to our independent operator customers, how do we help them sign up for Menu Management?

A: Your customers will be able to register for access to Menu Management online via your unique member URL. (Reminder: Your unique URL will be provided to you by Amy White.) Your administrator will then be able to "approve" their registration prior to granting access. Then, encourage your customers to visit the site often as it is continuously updated!

**\*Please Note: If you are already registered for Operator's Edge, you will automatically be registered for Menu Management and your log-in will be the same.**

**Q: Is there a limit to the number of customers we can register?**

A: No. We encourage you to offer Menu Management to all of your operators and utilize it to serve as a value-added tool to build stronger customer relationships.

**Q: Is there a different registration process for our DSRs?**

A: No. DSRs may self-register, with the request going to your company Menu Management administrator for approval.

**Q: What are the administrator's functions regarding Menu Management?**

A: As the administrator:

1. An email will be sent to you when an operator or anyone from your company registers. This email will advise you of their request for access to Menu Management.
2. When you open your email request, you will accept or decline the request, and the registrant will be automatically informed by email.
3. You may also manually accept or decline using the login manager of your unique admin site ([www.uniproweb.com/membership/uniproadmin.isx](http://www.uniproweb.com/membership/uniproadmin.isx)). (Reminder: Your unique URL and admin site will be provided to you by Amy White.) If you use this option, you will have to notify the registrants of their approval by email; this process will not generate an automatic email response.

Additionally, if you are not receiving the activation emails, it is most likely due to spam filters in your email. The emails come from **unipro@isat-tech.com**. Please add this address to your approved senders list as well as contact your web administrator to make sure the company allows email from this address. If you still do not receive the emails, please use the login manager to activate new registrants.

4. You will keep the database current based on new customers and discontinued customers. To manage the account registrants, use the login manager tool in your company's unique admin URL ([www.uniproweb.com/membership/uniproadmin.isx](http://www.uniproweb.com/membership/uniproadmin.isx)). (Reminder: Your unique URL and admin site will be provided to you by Amy White.)

**Q: As an Admin, can I receive a list of those who have registered at our Menu Management website?**

A: Yes, a list is available online by selecting the Login Report option at your unique admin site. (Reminder: Your unique URL and admin site will be provided to you by Amy White.)

**Q: Will we be able to link Menu Management from our company's web site?**

A: Yes, we will provide a Menu Management logo with your unique URL that can be placed on your website. (Reminder: Your unique URL will be provided to you by Amy White.) When a user clicks on the logo, they are taken to the login/registration page. Each reader will register and receive a Username and Password before access is made available.

**Q: If a customer of ours moves its business to one of our competitors, how can we prevent them from accessing our Menu Management website?**

A: Simply notify your company's Menu Management administrator and they can delete the customer's Username and Password from the Menu Management database.

**Q: How do I get started today?**

A: It's easy! In summary:

Assign an administrator within your company.

Contact Amy White at [white@uniprofoodservice.com](mailto:white@uniprofoodservice.com) to get your company's unique URL. You must include your administrator's name, company name (branch location, if applicable) and email address.

Communicate your URL to your operators and DSRs so they can register.

**Special Note: To make it even easier, the login information for Menu Management and Operator's Edge is the same!**

If you are not using *Operator's Edge*, your customizable, online operator newsletter, contact Pennie Hareras for more information: [hareras@uniprofoodservice.com](mailto:hareras@uniprofoodservice.com)