How the menu is organised

The rest of the manual explains PizzaGest **screen by screen** (it is what opens when you press **F1**). These guides work the other way round: they start from **what you want to achieve** and take you step by step, with an example, through the screens you need.

Before you create a product, it helps to know how PizzaGest stores the menu. There are six pieces that always fit together in the same way.

The six pieces of the menu

Piece	What it is	Example	Where you create it
Inventory Item	Any merchandise in the stockroom: what you buy and keep stock of.	Mozzarella, medium dough, can of soft drink, pizza box	**Items → Inventory Items**

Piece	What it is	Example	Where you create it
Major Group	The top level of the menu. It decides whether ingredients can be chosen in its items, whether they allow half and half and which VAT they carry.	Pizzas, Sandwiches, Drinks	**Items → Major Groups**
Family Group	A set of items of the same major group that behave the same way: same kitchen printer, same maximum number of ingredients.	Medium Pizzas, Family Pizzas	**Items → Family Groups**
Inventory items of the family group	The ingredients that can be used in that family group: those in its recipes and those the customer can order as an extra, with their price.	Mushrooms at 0.60 € in Medium Pizzas	**Items → Family Groups**, **Inventory Items** button
Sales Item	What the customer orders and what appears on the ticket, with its code and its prices.	Medium Barbecue Pizza	**Items → Sales Items**
Recipe	The ingredients an item contains and in what quantity. With it PizzaGest deducts the stock and knows what the customer can remove.	Dough, tomato, mozzarella, bacon and barbecue sauce	**Items → Sales Items**, **Recipe** button

Some pieces hang from others:

```
Major Group            Pizzas
  └─ Family Group      Medium Pizzas  ──  Inventory items of the family group (mushrooms,
bacon, extra cheese…)
```

```
└─ Sales Item     Medium Barbecue Pizza
   └─ Recipe     medium dough · tomato · mozzarella · bacon · barbecue sauce
```

The order matters

Each piece needs the previous one to exist. If you start from scratch, this is the order:

1. **Inventory items** that are not yet in the stockroom.
2. **Major Group**.
3. **Family Group**.
4. **Inventory items of the family group**.
5. **Sales Item**.
6. **Recipe** of the item.

Usually you only need part of the route: for a new pizza, the major group, the family group and almost all the ingredients already exist.

> **The most common mistake:** putting in a recipe an ingredient that is not among the inventory items of the family group. PizzaGest does not let you save the recipe until you add it to the family group (step 4).

Which guide do I need?

I want to…	Guide
Sell a type of product I did not have before: sandwiches, burgers, desserts…	Adding a new product line
Add a product to a family group I already have: a new pizza	Adding an item to an existing family group
Offer a new ingredient as an extra, or put it in a recipe	Adding an extra ingredient
Run a promotion: 2x1, the second unit at 50%…	Creating a promotion
Know how much product is really used: delivery notes, losses, wastes and inventories	Keeping stock under control

Before you start

- Everything is done from the **Items** menu. If an option does not appear or is disabled, your access level may not allow it: you need to sign in with a higher level.
- On any screen, **F1** opens the manual page that explains all its fields.
- If you have **online orders** or integrated delivery platforms, the changes do not get there by themselves: when you finish, you have to run an Export to Web. Each guide reminds you in its last step.

> Can't find what you are looking for? The Frequently Asked Questions page has the most common questions, and our support team helps you by phone, WhatsApp or email.

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