

## ACCUDATE™ MENU MANAGER QUICK START GUIDE

The AccuDate Menu Manager (AMM) makes quick work of editing the menu files for your AccuDate 9700 and AccuDate PRO Food Safety terminals



## Menu Update Process Overview

- 1 Obtain Current Menu files
- 2 Login to Menu Manager  
(Create an account if new user)
- 3 Upload menu file to be edited to AMM
- 4 Edit menu
- 5 Download updated menu files
- 6 Extract files to USB drive
- 7 Load into AccuDate Food Safety Terminal

## Retrieving the Menu Files from Your AccuDate Food Safety Terminal

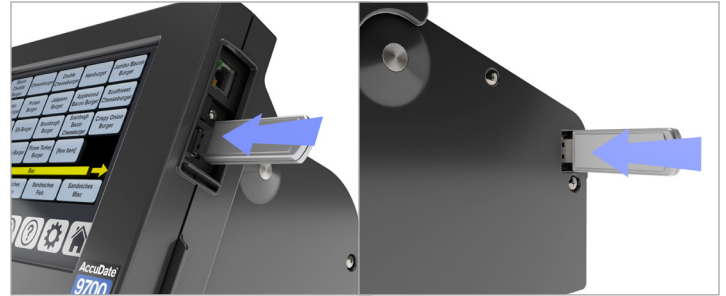
The first step is having the files you want to edit available. To start, there are three file types that can be part of your solution:

1. **MenuData.xml** – This file contains all your base menu items
2. **UserData.xml** – This file contains all items added directly on the terminal
3. **Batch.xml** – This file contains the batch items you have specified

**Note:** Not all implementations use all three files, most simply have MenuData.xml. If you have the files already, please proceed to the next section.


To retrieve the files from a Food Safety Terminal follow these steps:

1. Insert a blank USB Drive in the USB port on the side of your Food Safety Terminal.



USB port location for  
AccuDate 9700

USB port location for  
AccuDate PRO

2. Select the Settings Icon. 
3. You will be prompted for the Manager password, enter the Password you have designated for your terminal. The default password is **admin**.
4. In the main Settings screen select Save/Load Update/Backup on the lower left. *Older versions of the terminal may skip directly to step 6 below.*



5. Once in the Settings screen select Update from USB.



6. Once in the Update from USB screen select Save Data File.



7. Confirm the subsequent prompts that you have a USB drive inserted in the USB port. Once the process is complete remove the USB drive from the AccuDate Food Safety terminal.

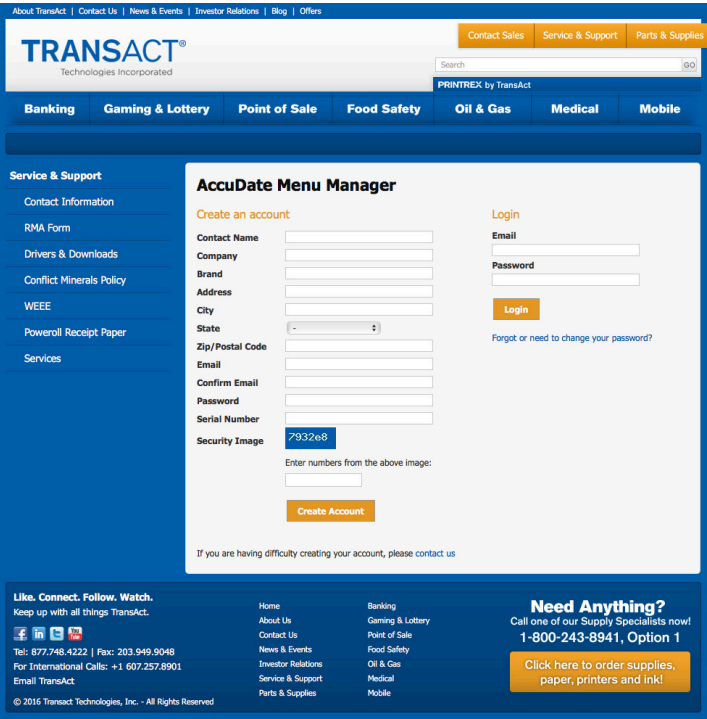
Your USB drive will now contain all the files used for your menu structure (including UserData.xml and Batch.xml if they are present). You will also notice a copy of Layouts.xml has been backed up. This file is not used by the AMM.

## Accessing and Signing Up to Use the AccuDate Menu Manager

The AccuDate Menu Manager is available at [www.transact-tech.com/amm](http://www.transact-tech.com/amm). The welcome page contains a sign-up form if this is the first time you will use the AMM or a log-in option if you already have a user name and password.

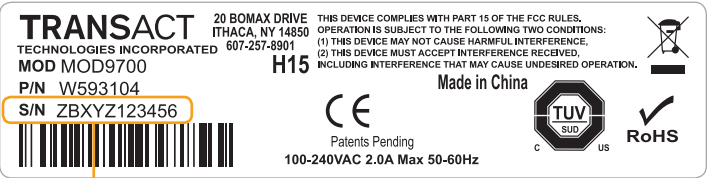
Please either log-in or fill-in the registration form.

When accessing the AccuDate Menu Manager you will be asked to read and agree to the End User License Agreement. You must read and scroll to the bottom to be able to check off the agreement and select 'Agree' to proceed to the main AMM screen.

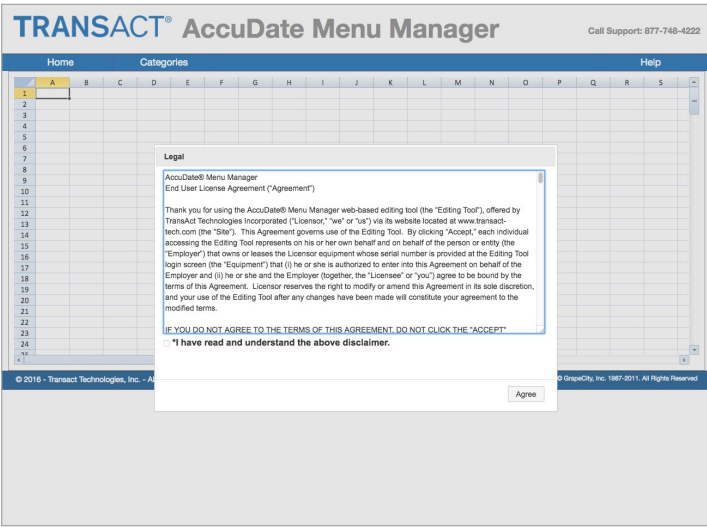


[www.transact-tech.com/amm](http://www.transact-tech.com/amm)

**Note:** You will need a valid AccuDate 9700 or AccuDate PRO Food Safety terminal serial number. This is located on a label on the back of the terminal, similar to the label below:



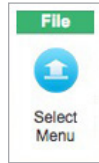
Serial Number



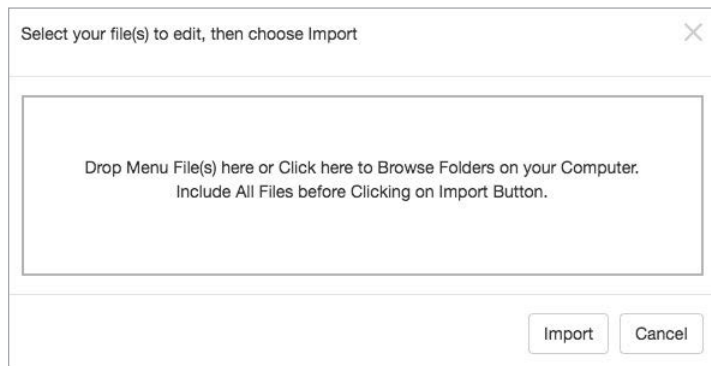
## Uploading Your AccuDate Files

Once you arrive at the Main AccuDate Menu Manager screen, you first need to open your Menu files.

1. Choose Select Menu.
2. Next, drag the files from the folder that contains the files onto the box that pops-up or click on the box to open a file browser window.



Import



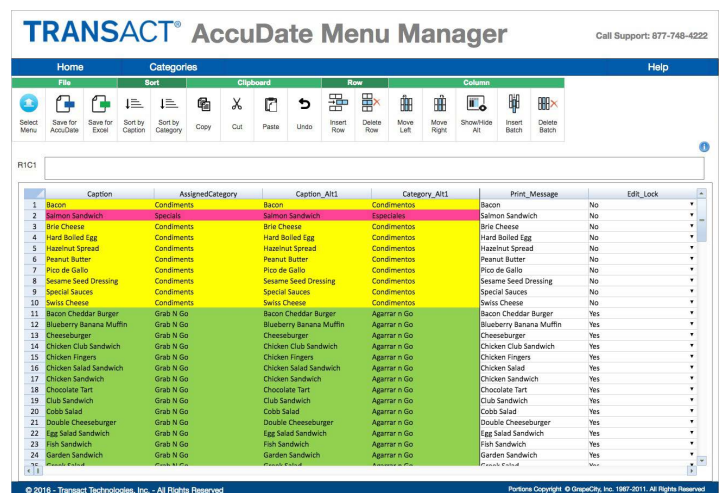
3. Click inside the box to open a file browser window. Navigate to the USB drive or folder location on your hard drive that contains the MenuData.xml file and select it. If you also have a UserData.xml and Batch.xml file hold the Control or Command key and choose these additional files as well. Please ignore the Layouts.xml file if it is present. Once you've selected all the necessary files choose Open.
4. The MenuData.xml and additional files should now be present in the Import Box.



5. Once the files are shown in the box, click the Import button to load them into the menu editor.

6. The AccuDate Menu Manager will now Import the files and display the Menu on the screen for editing.

**Note:** If importing multiple files (i.e. MenuData.xml and UserData.xml, etc.) column 1 will indicate the file associated with the item.



Modifying Your AccuDate Files

You should now be able to see the contents of your Menu information. The information within the MenuData.xml file will be displayed at the top and Userdata.xml information will be at the bottom. Batch.xml information will be in the right-most columns of the Menu Editing Screen.

At the Top of the AMM screen are several key actions represented by the icons:



You can use these actions to Select a new Menu, Save your file for updating your AccuDate Terminal or even save the file for editing in Excel.

Additional features include sorting, using clipboard options, inserting/deleting rows and moving columns. You are also able to hide the Alternate Language fields by selecting the Show/Hide Alt icon. This function is useful when a secondary language is in use, but not being actively edited.



If you want to modify, add or remove a Category from your Menu information, you will need to select the Categories option at the top of the screen.

Categories

Row	Changes
Insert New Category	Delete Category Row
Change Category Color	Apply Changes
	Undo Changes

R1C1

	AssignedCategory	Category_Alt1	Color
1	Condiments	Condimentos	#FFFF00
2	Specials	Especiales	#FF4294
3	Grab N Go	Agarrar n Go	#92D050
4	Proteins::Beef	Proteínas::Carne de Vaca	#FFC000
5	Proteins::Chicken	Proteínas::Pollo	#FFC000
6	Proteins::Pork	Proteínas::Cerdo	#FFC000
7	Proteins::Turkey	Proteínas::Turquia	#FFC000
8	Sandwiches	Sándwiches	#C497FF
9	Soup	Sopa	#02FFC8
10	Timer	Agarrar n Go	#FF7AB1
11	Vegetables	Vegetales	#00B0F0

Be sure to save any changes by selecting Apply Changes.



AccuDate Menu Manager Help Files

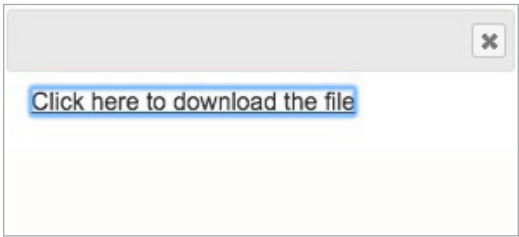
For more detailed information on any topic, be sure to consult the Help files in the AccuDate Menu Manager utility.

Saving Your File for Updating AccuDate Food Safety Terminals

Once you've made the desired updates to your Menu information select the Save for AccuDate icon at the top of the screen.



You can then download the file when you receive the download prompt:



The file will be saved to the Downloads folder on your computer as a **MenuData.zip** file.

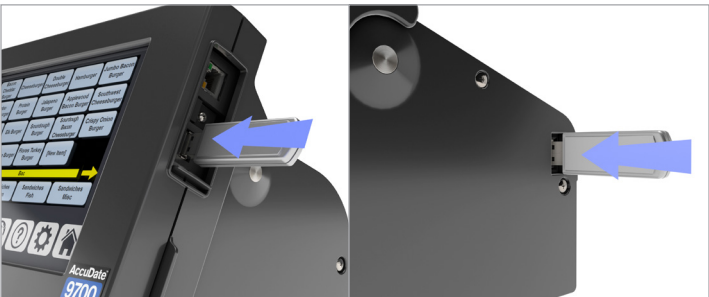


Updating Your Food Safety Terminals

If you need to update a single terminal you may want to follow the instructions for updating via a USB drive. If you are updating multiple locations and have setup an FTP site, please follow the instructions provided by your IT department.


**USB Update** – Start by unzipping the contents of the MenuData.zip file into a blank USB drive.

- 1. Insert the USB drive into the side of the AccuDate product.



USB port location for AccuDate 9700

USB port location for AccuDate PRO

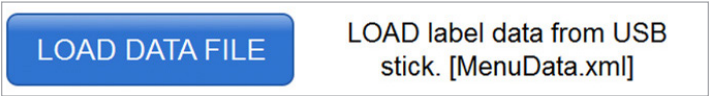
- 2. Select the Settings icon. 
- 3. You will be prompted for the Admin password, by default it is: **admin**
- 4. Once you've entered your password press Done.
- 5. At the main Settings screen select Save/Load Update/Backup on the lower left.



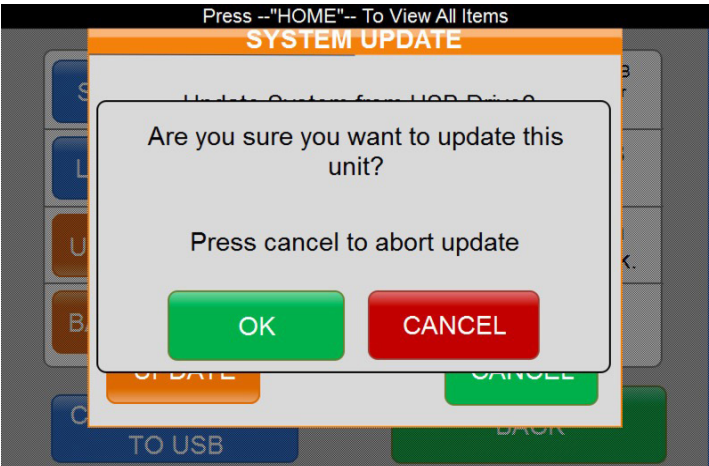
- 6. At the next screen, select Update from USB: UPDATE or BACKUP your Terminal with a USB stick.



- 7. Next, select the second option, LOAD DATA FILE.



- 8. Finally, confirm by selecting OK to update your AccuDate terminal.



- 9. Your AccuDate terminal will automatically install the new Menu file(s). Once complete, the Application will re-start and you can check to make sure your specific updates have been made.

## Service & Support

For questions regarding the use and service of your terminal, you have several options:

1. Visit **[www.transact-tech.com/service-and-support](http://www.transact-tech.com/service-and-support)**
2. Email us at **[support@transact-tech.com](mailto:support@transact-tech.com)**
3. In the USA call: **1-877-748-4222**  
International: **+1-607-257-8901**  
Monday–Friday 8am–8pm, Eastern Time.

## System Requirements

For the best experience, we recommend using the latest versions of Google Chrome, Safari and Microsoft Edge.



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