

 WELCOME TO THE GARDEN

Appetizers*

- SHRIMP COCKTAIL* • XX.X (280 Cal)
- APPLEWOOD BACON AND BLEU CHEESE FRIES* • XX.X (560 Cal)
- CANADIAN BACON AND BBQ CHEESE FRIES* • XX.X (590 Cal)

Soups & Salads*

- ✓ TOMATO AND BASIL BISQUE • XX.X/XX.X (Cup 290 Cal/Bowl 440 Cal)
Served with rolls and butter (210-240 Cal).
Creamy broth, tomatoes, onions, garlic, sweet basil
- ✓ GARDEN SALAD • XX.X (210-400 Cal)
Mixed greens, carrots, cucumber, cherry tomatoes, red onion, herb croutons
- ✓ CAESAR SALAD • XX.X (410 Cal)
Hearts of romaine, shaved Parmesan, herb croutons, Caesar dressing
- COBB SALAD* • XX.X (370-560 Cal)
Chicken, bacon, avocado, egg, bleu cheese, onion, tomato, cucumber, mixed greens
- BBQ CHICKEN SALAD* • XX.X (570-760 Cal)
Crispy chicken, bacon, egg, Cheddar-Jack, tomato, red onion, BBQ, buffalo sauce
Add chicken* (140 Cal) or shrimp* (220 Cal) to any salad for XX.X

MENUBUILDER USER GUIDE



Sides*

WEBB MASON MARKETING
800-411-9411
customersupport@webbmason.com

Flatbreads*

- ✓ NATURAL CUT STEAK FRIES • XX.X (230 Cal)
- ✓ CABERNET RICE • XX.X
- CLASSIC PEPPERONI FLATBREAD • XX.X (710 Cal)
Pepperoni, garlic, fresh mozzarella, Parmesan, marinara, basil
- DRAGONFIRE CHICKEN FLATBREAD* • XX.X (690 Cal)
Sweet chili-orange glazed chicken, carrots, cheese, onion, cilantro

Burgers & Sandwiches*

Served with natural cut steak fries
onion, griddled rustic r...

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This MENUBUILDER USER GUIDE provides a step-by-step summary of how to build and order HGI brand-approved menus, the process for creating customized menus, and other available features and services.

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INTRODUCTION

MENUBUILDER allows users to design and print menus. A variety of menu formats are available for each part of the day. Each menu offers customizable, property-specific menu pricing. In addition, Beverage Program members enjoy exclusive menus with customizable formats, branded materials and special pricing.

For site content and pricing structure, your MenuBuilder profile has been setup to define your status in one of the following participation groups:

- HGI Beverage Program Participants
- HGI Beverage Program Non-Participants

BROWSERS

Viewing and interacting with MENUBUILDER is supported by any of the following browsers:

- **Firefox**
- **Google Chrome**
- **Internet Explorer 9 and higher**
- **Safari**

Please utilize your navigation buttons provided on each page to navigate to another page.

TOOLS

The MENUBUILDER TOOLS E-Library is your complete resource for many reference documents that will support your menu customization. Documents available for reference and download include:

- **Operations Guides.** Includes both U.S. and Canadian Operations Guides to offer standards, recommendations, guidelines and best practices.
- **Recipe Cards.** This is the same up-to-date reference found on The Lobby, available here for menu planning.
- **User Guide.** Provides technical support and is available for download anytime you need it.

The screenshot displays the MenuBuilder user interface. At the top left is the logo for MenuBuilder, with the text "FOOD & BEVERAGE" underneath. To the right of the logo is a phone icon and the number "800.411.9411". Below the phone number is the text "For questions or issues please email, [WebbMason Customer Support](#) Available Mon-Fri 8:30-5:30EST or [Contact Us](#)". In the top right corner, there is a shopping cart icon with the text "In Your Shopping Cart: 1" and a green "CHECKOUT" button. Below these elements is a horizontal navigation bar with several buttons: "CONTROL PANEL", "MY PROFILE", "SHOP", "MENUBUILDER TOOLS" (which is highlighted in a darker brown), "MY ORDERS", "MY REPORTS", and "LOGOUT". At the bottom left of the screenshot, there is a breadcrumb trail: "Home » **Menubuilder Tools**".

PRIOR TO MENUBUILDER LOG-IN

Review the HGI Beverage Program. The Hilton Garden Inn Beverage Standards are found in the HGI Food & Beverage Operations Guide. Consider carefully, then decide whether or not your property will opt in as a Beverage Program Participant. If you elect not to join the HGI Beverage Program, you are required to have an approved waiver.

LOG-IN

Visit MENUBUILDER at <https://menubuilder.mymarketingbench.com> You can access the log-in page directly using the web address above, or using the direct link found on The Lobby at: The Lobby > HGI > Food & Beverage > United States > Recipes & Menus. Enter your user ID and password. Your user ID is your inncode followed by an underscore (_) and GM@hilton.com.

Example: ABCDE_GM@HILTON.COM

User name and password is case sensitive and should be entered in UPPERCASE letters.

MENUBUILDER

800.411.9411
For questions or issues please email, [WebbMason Customer Support](#)
Available Mon-Fri 8:30-5:30EST or [Contact Us](#)

Welcome to the Hilton Garden Inn MenuBuilder
To log in to the HGI Menu Portal, enter the generic username and password provided to you by Brand Performance Support. Your username is in the following format: ABCDE_GM@HILTON.COM (Your inncode is also referred to as your property code. If you are not certain what your inncode is please confirm this with your GM before proceeding.) Your password is your inncode and is in the following format ABCDE.
Both username and password are case sensitive.
You must enter both in UPPERCASE.

Your User ID:

Your Password:

Remember me on this computer

[SIGN IN](#)

[Forgot your User ID or Password?](#)

**NEED ASSISTANCE?
CONTACT US.**

Call: 800-411-9411

Email: customersupport@webbmason.com

NAVIGATION: MENU SELECTION

Upon login you will see the ACA menu catalog for your hotel. Beverage Program participants will have access to program menus, and non-participant hotels will see menu options applicable to their profile. From there you will choose from the Regular or Large Dinner menu catalog options, to access the available menus structured in the respective format and best meet your F&B needs.

ACA BEVERAGE PROGRAM OR NON-PROGRAM MENUS



CHOOSE BETWEEN REGULAR OR LARGE DINNER CONTENT, THEN ACCESS THE AVAILABLE MENUS FOR CUSTOMIZATION AND ORDERING.

NAVIGATION: ITEM VIEW

Get a closer look at this item's details, including pricing. Select quantity from available options in the Unit of Issue drop-down and click on **CUSTOMIZE** to proceed.

The screenshot displays the MenuBuilder interface. At the top left is the 'MenuBuilder FOOD & BEVERAGE' logo. On the right, there is a phone number '800.411.9411', contact information for 'WebbMason Customer Support', and a shopping cart summary showing 'In Your Shopping Cart: 0' with a 'CHECKOUT' button. Below this is a navigation bar with links for 'CONTROL PANEL', 'MY PROFILE', 'SHOP' (highlighted), 'MENUBUILDER TOOLS', 'MY ORDERS', 'MY REPORTS', and 'LOGOUT'. The main content area shows a breadcrumb trail: 'Home » Works In Progress » A317-RDBV - Regular Dinner Menu-2017 ACA Bev.Program', followed by a 'BACK TO CATALOG' button. The product title is 'A317-RDBV - Regular Dinner Menu-2017 ACA Bev.Program'. Below the title, it states 'Detailed description not available.' and 'Price: \$0.00'. The 'Unit of Issue' is shown as a dropdown menu currently set to '1'. A red 'CUSTOMIZE' button is located below the dropdown. A blue arrow points from the text 'SELECT QUANTITY' to the dropdown menu.

SELECT QUANTITY
 Select Quantity from the dropdown and click "CUSTOMIZE" to proceed.

CUSTOMIZATION: TIPS

Use these helpful tips while customizing your menu. To begin customizing, click and start with the **GENERAL** tab.

CUSTOMIZATION TABS

Navigate through all of the tabs to price the selections in each menu category.

The screenshot shows the MenuBuilder interface with the 'General' tab selected. At the top, there's a dropdown menu for 'Choose a previously customized Profile or select "Add New"' with 'ACA InRoom Large Bev' selected. Below the tabs, a red text box provides pricing instructions: 'The pricing format that will be used in your menus will not include a dollar sign, show whole dollars with a decimal point and only one-digit for the cents. For example, \$8.00 will be represented as 8.0, and \$10.50 will be shown as 10.5. If you enter more than one-digit for the cents, MenuBuilder will round up/down to the nearest option.' Below this, there's a section for 'Please enter the month and year that you are creating your custom menu, as this is a requirement by the brand to reference the origination date of your menu.' This includes a 'Menu Date' field with a calendar dropdown showing 'March 2017' and the date '6' selected. To the right, there's a section for 'Enter the prices for the following Beverages' with input fields for Coca-Cola Price (2.5), Diet Coke Price (2.0), Sprite Price (2.5), Coffee Price (3.0), Tea Price (3.0), and Iced Tea Price. A blue arrow points from the '2.5' in the Coca-Cola Price field to the 'PREVIEW' button. At the bottom right, there are three numbered buttons: '1 PREVIEW', '2 VIEW PROOF', and '3 APPROVE & ADD TO CART', along with a 'CANCEL' button.

NOTE:


ⓘ Indicates a tool tip that offers deeper explanation or information. Reveal the tool tip by hovering your mouse over the symbol.

* Indicates a required field. If a required entry is left blank, MenuBuilder will display a reminder message indicating that you have left one of these fields blank.

PRICING

The pricing format used in your menus will not include a dollar sign, show whole dollars with a decimal point and only one-digit for the cents. For example, \$8.00 will be represented as 8.0, and \$10.50 will be shown as 10.5.

CUSTOMIZATION: GENERAL TAB

From this tab you will enter the **DATE** that your menu was customized. Click the  symbol to drop down the calendar.


Choose a previously customized Profile or select "Add New" ACA InRoom Large Bev

General
Disclaimer
Appetizers
Soups & Salads
Burgers & Sandwiches
Flatbreads
Entrees

The pricing format that will be used in your menus will not include a dollar sign, show whole dollars with a decimal point and only one-digit for the cents. For example, \$8.00 will be represented as 8.0, and \$10.50 will be shown as 10.5. If you enter more than one-digit for the cents, MenuBuilder will round up/down to the nearest option.

Please enter the month and year that you are creating your custom menu, as this is a requirement by the brand to reference the origination date of your menu.

Menu Date


* 030617 

March 2017


S	M	T	W	T	F	S
25	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Enter the prices for the following Beverages


Coca-Cola Price

* 


Diet Coke Price

* 


Sprite Price

* 

Coffee Price

* 

Tea Price

* 

Iced Tea Price

WELCOME TO THE GARDEN

Appetizers

Soups & Salads

Sides


Burgers, Sandwiches & Flatbread


Desserts


Kids

Entrees

Prev 1 2 Next

1 PREVIEW 

2 VIEW PROOF 

3 APPROVE & ADD TO CART 

CANCEL

DATE ENTRY

This is a required field by the brand. This field allows you to enter the month, day, and year that you are customizing your menu. This date will appear on the back of your menu, on the bottom left corner.

CUSTOMIZATION: DISCLAIMER TAB

This is a default dietary disclaimer that can be edited to meet your local health regulations. Any changes will print exactly as they are entered, and is the responsibility of the hotel to ensure your menu has met the compliance of the local health department.

DISCLAIMER TAB

Choose a previously customized Profile or select "Add New" ACA InRoom Large Bev

General
Disclaimer
Appetizers
Soups & Salads
Burgers & Sandwiches
Flatbreads
Entrées

The Dietary Disclaimer, or sometimes referred to as the Consumer Advisory Statement, is a required field that will be included on your menu to cross-reference all items per the local health department. Because every health regulator can require different parameters, MenuBuilder has provided you the ability to completely customize your dietary statement to meet the demands of your local health department, or choose to utilize and/or edit the default wording made available below.

It is the responsibility of the individual hotel to ensure your menu has met the compliance of the local health department before placing your order. Reorders due to menus that do not meet local compliance will be at the expense of the hotel, not the brand or WebbMason Marketing.

Disclaimer

* Consuming raw or undercooked meats, poultry or seafood may increase your risk of foodborne illness, especially if you have certain medical conditions. Please note that some of our dishes may contain traces of nuts. For guests with special dietary requirements or allergies who may wish to know about the food ingredients used, please ask a member of the Restaurant team.

WELCOME TO THE GARDEN

Appetizers*

SOUPSTOCKTART - KXK (100 CAL)

ARTISANWOODBACONANDBLEU (100 CAL)

DIRTY FRESH - KXK (100 CAL)

WHEELS OF THE WHEELS - KXK (100 CAL)

SMASH - KXK (100 CAL)

Sides*

WHEELS OF THE WHEELS - KXK (100 CAL)

WHEELS OF THE WHEELS - KXK (100 CAL)

WHEELS OF THE WHEELS - KXK (100 CAL)

WHEELS OF THE WHEELS - KXK (100 CAL)

Desserts*

CRANBERRY APPLE CRISP - KXK (100 CAL)

ICE CREAM BROWNIE - KXK (100 CAL)

NY CHEESECAKE - KXK (100 CAL)

Kids

WHEELS OF THE WHEELS - KXK (100 CAL)

WHEELS OF THE WHEELS - KXK (100 CAL)

WHEELS OF THE WHEELS - KXK (100 CAL)

Soups & Salads*

WHEELS OF THE WHEELS - KXK (100 CAL)

WHEELS OF THE WHEELS - KXK (100 CAL)

WHEELS OF THE WHEELS - KXK (100 CAL)

Burgers, Sandwiches & Flatbread

WHEELS OF THE WHEELS - KXK (100 CAL)

WHEELS OF THE WHEELS - KXK (100 CAL)

WHEELS OF THE WHEELS - KXK (100 CAL)

Entrées*

WHEELS OF THE WHEELS - KXK (100 CAL)

WHEELS OF THE WHEELS - KXK (100 CAL)

WHEELS OF THE WHEELS - KXK (100 CAL)

Prev 1 2 Next

1

PREVIEW

?

2

VIEW PROOF

?

3

APPROVE & ADD TO CART

?

CANCEL

CUSTOMIZATION: MENU PRICING

Use the tabs that correspond with each menu category to enter item prices in the required format, and personalize your menus to your local market. This functionality will be the same for all category tabs. When you have completed all required fields and ready to preview your proof, the layout will contain all caloric and nutritional labeling as needed for ACA compliance.

SOUP PRICES

Please enter both a cup and bowl soup price in the correct format, as required by the brand.

PRICE EACH ITEM

Enter all pricing in whole dollars with a decimal point and only one-digit for the cents. For example, \$8.00 will be represented as 8.0, and \$10.50 will be shown as 10.5. If you enter more than one-digit for the cents, MenuBuilder will round up/down to the nearest option.

SALAD ADD-ONS

Please enter a price for adding chicken or shrimp to any salad, using the same format as noted throughout.

Choose a previously customized Profile or select "Add New" ACA InRoom Large Bev

General
Disclaimer
Appetizers
Soups & Salads
Burgers & Sandwiches
Flatbreads
Entrees

Enter the prices for the soups & salads below.

The pricing format that will be used in your menus will not include a dollar sign, show whole dollars with a decimal point and only one-digit for the cents. For example, \$8.00 will be represented as 8.0, and \$10.50 will be shown as 10.5. If you enter more than one-digit for the cents, MenuBuilder will round up/down to the nearest option.

Tomato and Basil Bisque Cup & Bowl Price

* *

Garden Salad Price

*

Caesar Salad Price

*

Cobb Salad Price

*

Add Chicken or Shrimp to any salad Price

*

WELCOME TO THE GARDEN

Appetizers

SHRIMP COCKTAIL - \$12.95

APPLEWOOD BACON PAN-BLIZZ GREEN BEAN - \$10.95

BRIDGE OF THE WORLD - \$10.95

WARMED SALAD - \$10.95

COLESLAW - \$10.95

WALNUT CUP SALAD - \$10.95

WALNUT RICE - \$10.95

WORLD'S BEST STEAKS - \$10.95

CHANEL APPLE GRUYERE - \$10.95

WORLD'S BEST STEAKS - \$10.95

NEW ORLEANS - \$10.95

Kids

WORLD'S BEST STEAKS - \$10.95

CHICKEN TENDERLOIN - \$10.95

Soups & Salads

WARMED SALAD - \$10.95

COLESLAW - \$10.95

Burgers, Sandwiches & Flatbread

WORLD'S BEST STEAKS - \$10.95

BEET CHICKEN SANDWICH - \$10.95

Desserts

CLASSIC FRESH FLATBREAD - \$10.95

Entrees

WORLD'S BEST STEAKS - \$10.95

WORLD'S BEST STEAKS - \$10.95

GRILLED SALMON - \$10.95

GRILLED SHRIMP - \$10.95

Prev 1 2 Next

1 PREVIEW

2 VIEW PROOF

3 APPROVE & ADD TO CART

CANCEL

Continue the customization on each tab until ready to preview your proof.

BEVERAGE PROGRAM SELECTIONS AND PRICING

The following section offers instructions for the Beer, Wine and Cocktails offered on your menus.

If you **participate** in the beverage program, **BEER**, **WINE**, and **COCKTAILS** will appear among your customization tabs.

If you **do not participate** in the beverage program, these tabs will not appear and the content will not be included on your non-beverage program menus.

BEVERAGE PROGRAM: BEER

Choose a previously customized Profile or select "Add New" ACA InRoom Large Bev

ers & Sandwiches
Flatbreads
Entrees
Sides
Kids
Dessert
Beer
Wine
Cocktails

Enter the prices for the beers below.

The pricing format that will be used in your menus will not include a dollar sign, show whole dollars with a decimal point and only one digit for the cents. For example, \$8.00 will be represented as 8.0, and \$10.50 will be shown as 10.5. If you enter more than one digit for the cents, MenuBuilder will round up/down to the nearest option.

Bud Light

?

Budweiser

* ?

Michelob Ultra

* ?

Stella Artois

* ?

Corona Extra

* ?

Select "yes" to include optional information about draught beer, "Ask your server about our premium draught beer selections."

WELCOME TO THE GARDEN

Appetizers

Soups & Salads

Sides

Burgers, Sandwiches & Flatbread

Desserts

Entrees

Kids

PREV 1 2 NEXT

1 PREVIEW ?

2 VIEW PROOF ?

3 APPROVE & ADD TO CART ?

CANCEL

REQUIRED PROGRAM BEERS:

Please enter pricing for the five beers required in the beverage program, using the same price format as used throughout.

DRAUGHT BEER STATEMENT

When applicable to the menu, select "yes" or "no" to include optional information about draught beer, "Ask your server about our premium draught beer selections."

BEVERAGE PROGRAM: WINE

WINE

The 12 required selections of the beverage program will print on your menu, and require that you price each selection by the glass and by the bottle.

REQUIRED WHITE WINES (6)

- Sutter Home White Zinfandel
- Chateau Ste. Michelle Riesling
- Trinity Oaks Pinot Grigio
- Murphy-Goode Sauvignon Blanc
- Trinity Oaks Chardonnay
- Kendall-Jackson Chardonnay

REQUIRED RED WINES (6)

- Sea Glass Pinot Noir
- Trinity Oaks Merlot
- Columbia Crest Grand Estates Merlot
- Dona Paula “Los Cardos” Malbec
- Trinity Oaks Cabernet Sauvignon
- Ménage a Trois Red Blend

WINE PRICING

Wine will be priced by the glass and by the bottle.

The screenshot displays the MenuBuilder interface for wine pricing. At the top, there is a navigation bar with categories: Burgers & Sandwiches, Flatbreads, Entrees, Sides, Kids, Dessert, Beer, Wine, and Cocktails. The 'Wine' category is selected.

Below the navigation bar, there is a section titled "Enter the prices for the wines below." with a red warning: "The pricing format that will be used in your menus will not include a dollar sign, show whole dollars with a decimal point and only one-digit for the cents. For example, \$8.00 will be represented as 8.0, and \$10.50 will be shown as 10.5. If you enter more than one-digit for the cents, MenuBuilder will round up/down to the nearest option."

The pricing grid consists of two columns and six rows. Each row represents a wine selection with input fields for Glass Price and Bottle Price. A blue arrow points to the Glass Price field for 'Trinity Oaks, Pinot Grigio', which contains the value '6.5'.

Wine Selection	Glass Price	Bottle Price
Sutter Home, White Zinfandel	7.0	32.0
Sea Glass, Pinot Noir	7.5	34.0
Chateau Ste. Michelle, Riesling	7.0	32.0
Murphy-Goode, Pinot Noir	7.0	32.0
Trinity Oaks, Pinot Grigio	6.5	28.0
Columbia Crest Grand Estates, Merlot	6.5	26.0
Murphy-Goode, Sauvignon Blanc		
14 Hands, Cabernet Sauvignon		

On the right side of the interface, there is a preview panel titled "WELCOME TO THE GARDEN" showing a sample menu layout with categories like Appetizers, Soups & Salads, Sides, Burgers, Sandwiches & Flatbread, Desserts, Entrées, and Kids. Below the preview panel are navigation buttons: "Prev", "1", "2", "Next", "1 PREVIEW", "2 VIEW PROOF", "3 APPROVE & ADD TO CART", and "CANCEL".

BEVERAGE PROGRAM: COCKTAILS

If your hotel participates in the beverage program, use the drop-down menus to select the **COCKTAILS** featured at your hotel.

COCKTAIL SELECTIONS:

Select a cocktail for each of the required slots using the drop-down of available options, and entering the respective price in the same format as used throughout.

Choose a previously customized Profile or select "Add New" ACA InRoom Large Bev

Sandwiches
Flatbreads
Entrees
Sides
Kids
Dessert
Beer
Wine
Cocktails

Select your cocktail choices and enter their price.

The pricing format that will be used in your menus will not include a dollar sign, show whole dollars with a decimal point and only one-digit for the cents. For example, \$8.00 will be represented as 8.0, and \$10.50 will be shown as 10.5. If you enter more than one-digit for the cents, MenuBuilder will round up/down to the nearest option.

Margarita	?	*	8.0	?
Classic Martini	?	*	11.5	?
Long Island Iced Tea	?	*	9.0	?
Strawberry Daiquiri	?	*	8.0	?
Classic Mojito	?	*	7.5	?
Cosmopolitan	?	*	10.0	?

Prev 1 2 Next

1
PREVIEW
?

2
VIEW PROOF
?

3
APPROVE & ADD TO CART
?

CANCEL

ORDERING

Once you have completed all required fields for each tab in the customization form, you can then begin the first step of the ordering process by previewing your menu proof.

Click **PREVIEW** to process your customized data and ensure that all requirements have been met, then the **VIEW PROOF** button will become active (colored red). Click **VIEW PROOF** to see a full PDF proof of your menu with all information you entered. This step has now saved all your data.

At this time, it is extremely important that you thoroughly review your proof for any errors, check all pricing, and ensure the dietary disclaimer meets the needs of your local health department.

Please refer to the following pages for very important information related to each step in the ordering process.

PLEASE NOTE: Orders transmit directly to the vendor for print production, and we cannot change, return, or credit any customized materials. Canceling an online order is only an option if WebbMason Marketing is notified by phone in a timely manner (usually same day as the order is placed), and the order is able to be stopped prior to the start of print production.

ORDERING: SAVING A PROFILE

The first time you choose to customize a menu and proceed with a preview proof, you will be asked to save your information as a PROFILE for later use and/or to populate items on another menu. This will allow you to quickly customize menus with the saved profile information on future visits. MenuBuilder allows you to name each profile created, so please use names you will recognize if you elect to create multiple saved profiles.

MenuBuilder will automatically load the last saved profile data when accessing menus to customize. However, you are able to use the ADD NEW profile option to start completely over with a new profile, or the ADD NEW FROM CURRENT option to create a new profile based on the previous one loaded.

NOTE: If you do not choose either of these two options, you will then save over the current profile once you preview your new proof, and the previous menu data is lost.



The screenshot shows a web-based menu builder interface. At the top, there are tabs for 'Sides', 'Kids', 'Dessert', 'Beer', 'Wine', and 'Cocktails'. A 'Profile Description' dialog box is open in the center, with a title bar and a close button. The dialog box contains the following text: 'Please type in the profile description to save this information for later use.' Below this is a text input field labeled 'Profile Name:' containing the text 'ACA Regular Dinner Menu'. To the right of the input field is a 'Save' button. The background of the dialog box shows a blurred view of the menu editor interface, including a 'price.' label and some red text.

CONVENIENCE AND CONSISTENCY

Your saved profile can be carried across other menu templates such as your In-Room Dining menu, saving valuable time and ensuring there are no price discrepancies.

When utilizing your saved profile across menus, please be sure to carefully inspect that your menu data has populated correctly. Each menu has slightly different content and required fields. While profiles are convenient and save time, they are not a substitute for proofing the preview before placing your order. It is the responsibility of the hotel to ensure all information is correct and as needed before placing their order.

NAME YOUR PROFILE:

Use the available menu options to create and name new menu profile or access a previous profile. MenuBuilder will automatically load the last saved profile data to your customization form.

ORDERING: PREVIEW

Click the **PREVIEW** button to update the thumbnail image and verify that all required field have been successfully completed. Please make sure the preview update has completed processing, and the **VIEW PROOF** button has become active by turning red before choosing to view your proof.

The screenshot displays a menu builder interface. At the top, it says "WELCOME TO THE GARDEN". The menu is organized into several categories: Appetizers, Sides, Desserts, Kids, Soups & Salads, Burgers, Sandwiches & Flatbread, and Entrées. Each item includes a name, price, and calorie count. A large, semi-transparent "Preview" watermark is overlaid on the menu items. Below the menu preview, there is a navigation bar with "Prev", "1", "2", and "Next" buttons. Underneath the navigation bar are four main action buttons: "PREVIEW" (red), "VIEW PROOF" (red), "APPROVE & ADD TO CART" (grey), and "CANCEL" (teal). Each button has a question mark icon to its right. The "PREVIEW" button is currently selected.

ORDERING: PROOF APPROVAL

After completing the customization on all tabs, you will need to carefully review and approve a preview proof. Click **PREVIEW** to update the thumbnail, then click **VIEW PROOF**. Your proof will print exactly as it appears in your PDF proof.

Once you have reviewed your proof, you can then click **APPROVE & ADD TO CART** to proceed.

The screenshot displays the MenuBuilder interface for the 'ACA Regular Dinner Menu'. The main menu is organized into several categories: Appetizers, Soups & Salads, Burgers, Sandwiches & Flatbread, Sides, Kids, Desserts, and Cocktails. A pricing confirmation dialog is overlaid on the right side of the screen, titled 'Select your cocktail choices and enter their price.' The dialog lists several cocktails with their respective prices: Margarita (8.0), Classic Martini (11.5), Long Island Iced Tea (9.0), Strawberry Daiquiri (8.0), Classic Mojito (7.5), and Cosmopolitan (10.0). The pricing format is specified as whole dollars and cents, with no dollar sign and one digit for cents. Below the pricing dialog, there are buttons for 'PREVIEW', 'VIEW PROOF', 'APPROVE & ADD TO CART', and 'CANCEL'.

Once complete, continue to **CHECK OUT**.

CHECKING OUT: SHOPPING CART

The number of items in your **SHOPPING CART** will now be updated.

PLEASE NOTE: Items can be added and retained in the shopping cart until you are ready to complete the order even if you log out.

Selecting **CHECKOUT** will take you to the shopping cart.

800.411.9411

For questions or issues please email, [WebbMason Customer Support](#)
Available Mon-Fri 8:30-5:30EST Or [Contact Us](#)

In Your Shopping Cart: **1** [CHECKOUT](#)

▼ SHOPPING CART
You have 1 item(s) in your shopping cart.

Item #	Description	Back Order	Order Qty	Unit of Issue	Pieces Ordered	Unit Price	Price	Actions
HG-LGBEV	Large Dinner Menu with Beverages	No	1	50 <input type="text" value="50"/>	50	\$141.30	\$141.30	Edit Remove

[UPDATE QUANTITIES](#)

Subtotal: \$141.30
Tax: TBD
Freight: TBD
Handling: TBD
Total: \$141.30

CHECKING OUT: EDITING THE CART

In the **SHOPPING CART**, you may review/edit items, and the desired quantity. If you change or edit your quantities, remember to click **UPDATE QUANTITIES** to refresh your shopping cart info.

▼ SHOPPING CART
 You have 1 item(s) in your shopping cart.

Item #	Description	Back Order	Order Qty	Unit of Issue	Pieces Ordered	Unit Price	Price	Actions
HG-LGBEV	Large Dinner Menu with Beverages	No	1	<div style="border: 1px solid gray; padding: 2px;"> ✓ 50 75 100 125 150 </div>	50	\$141.30	\$141.30	Edit Remove

UPDATE QUANTITIES

Subtotal: \$141.30
Tax: TBD
Freight: TBD
Handling: TBD
Total: \$141.30

CHECKING OUT: SHIPPING/BILLING

Enter the shipping details into the **SHIPPING** menu. Enter payment details in the **BILLING** menu.

Payment is by credit card only.

Click **PLACE THIS ORDER NOW** to complete the order process.

The screenshot shows two side-by-side form panels. The left panel is titled 'SHIPPING' and contains sections for 'Shipping Destination', 'Mark to the Attention of:', 'Delivery Instructions', and 'Delivery Options'. The right panel is titled 'BILLING' and contains a 'Payment Method' dropdown, a 'Purchase Order No.' field, and several required fields for customer information: First Name, Last Name, Address 1, City, State, Zip Code, Phone Number, Country, and E-mail Address. At the bottom of the billing panel are fields for 'Credit Card Number', 'Expiration Year', and 'Expiration Month'. Three blue arrows point from text callouts on the right to the 'Secure a new Credit Card' dropdown, the 'Delivery Instructions' text area, and the 'UPS Ground' dropdown.

PAYMENT METHOD

Payment is accepted by credit card only. Follow prompts to secure your card for processing.

ENTER SHIPPING DETAILS

DELIVERY OPTION IS UPS GROUND ONLY

ORDER CONFIRMATION

You will receive an email confirming your order from **ORDER_CONFIRM@EPMONLINE.COM** delivered to the Inncode_GM email address that is your MenuBuilder username log-in.

You cannot reply to this email. If you have changes or questions to discuss, please contact the Marketing Account Specialist at **1-800-411-9411**.

HGI-Food & Beverage: Your MarketingBench order (20-X0QZ77) is Confirmed



order_confirms@epmonline.com <order_confirms@epmonline.com>

Friday, August 19, 2016 at 9:33 AM

To: EPM Online

The order you just placed, Order# **20-X0QZ77**, has been received for processing.

The Shipping Information entered with this order follows:

Select a Location:: SATRPGI : 5730 Rim Pass
 Hilton Garden Inn-San Antonio/RIM
 5730 Rim Pass
 San Antonio, TX 78257
 UPS Ground
 1 of HG-MDBEV
 1 of HG-INRM-BV

The Billing Information entered with this order follows:

\$718.11 will be billed to Credit Card Number: ending in 1134
 Purchase Order No.::

Your order included the following items:

Item #	Description	Back Order	Order Qty	Unit of Measure	Pieces Ordered	Price
HG-MDBEV	Medium Dinner Menu w/ Beverag	No	1	50	50	\$171.30
HG-INRM-BV	In-Room Dining Menu with Bev	No	1	150	150	\$480.00

Sub Total: \$651.30
 Freight: TBD
 Tax: \$60.81
 Handling: \$6.00
 Total: \$718.11

MY ORDERS

From the **MY ORDERS** tab, you will find all orders placed and any available tracking information.

MenuBuilder
FOOD & BEVERAGE

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In Your Shopping Cart: **1** **CHECKOUT**

CONTROL PANEL | MY PROFILE | SHOP | MENUBUILDER TOOLS | **MY ORDERS** | MY REPORTS | LOGOUT

Home » **My Orders**

Show Orders for Group:

Show Orders for User:

Show Order #:

Show Orders Entered After: (MM/DD/YYYY)

Show Orders Entered On or Before: (MM/DD/YYYY)

Search for orders containing:

Options: Match Case

Showing Orders 1-20 of 1,033

1 2 3 4 5 6 | Next (2) Last (53)

IN-ROOM DINING: CUSTOMIZATION

The in-room dining menu contains a few more variables than the lunch, dinner or lounge menus for the Garden Grille & Bar restaurant. Please refer to the following pages for important details you will find on the General and Restaurant Service Hours tabs when building your in-room menu.

IN-ROOM DINING: GENERAL TAB

The General tab collects hotel-specific information pertaining to your Garden Grille & Bar restaurant, breakfast pricing, the Pavilion Pantry or Garden Market, and in-room dining service details. Use the visuals shown to help understand these variables, and how they will customize your in-room menu layout.

Restaurant Service Offerings

*
 In

RESTAURANT SERVICES

Select if your restaurant serves breakfast, lunch and dinner, or just breakfast and dinner.

Include Lounge Hours on Menu

LOUNGE HOURS

Select yes or no if you would like to publish your lounge hours with your other service hours on the menu.

Please indicate if your hotel lobby contains the Pavilion Pantry or the Garden Market

*

PAVILION PANTRY OR GARDEN MARKET

Select which applies to your property and the appropriate verbiage will be included on your menu.

Adult Breakfast Price

*

Child Age & Breakfast Price

* *

BREAKFAST PRICING

Enter both the adult and child breakfast price, along with the age that qualifies as a child. Pricing needs to be entered the same as the pricing format used throughout.

In-Room Dining Service Hours

* *

In-Room Dining Extension

*

Optional In-Room Service Fees

IN-ROOM DINING SERVICE INFO

Enter your in-room dining service hours, phone extension to order in-room dining, and utilize the optional text area to inform the guest of a service charge % and/or delivery fee if applicable.

IN-ROOM DINING: RESTAURANT SERVICE HOURS TAB

Utilize this tab to input your service hours for your Garden Grille & Bar restaurant. Regardless of what is entered on this tab, your menu proof will only contain the hours for the service offerings you selected on the General tab, and if you selected “yes” to also include your lounge hours.

SERVICE HOURS

Use the drop-down menus to enter start and stop times for each service offering, and respective days of the week. Utilize the available second row if you offer different service hours during the week. For example, breakfast hours during the week vs. the weekend.

Please use the “Daily” choice when your restaurant hours are the same seven days a week.

General
Disclaimer
Restaurant Service Hours
Beginnings
Flatbreads
Burgers & Sandwiches

Only complete operational hours for services that apply to your hotel, using drop-downs for time period and optional days of the week.

Breakfast Operational Hours

Breakfast service must be available for a minimum of four hours beginning no later than 6:00am Monday-Friday, and no later than 7:00am on Saturday and Sunday. Extended breakfast hours are permitted.

6:00 a.m. ▾	11:00 a.m. ▾	Monday ▾	Friday ▾
7:00 a.m. ▾	11:30 a.m. ▾	Saturday ▾	Sunday ▾

Lunch Operational Hours


11:00 a.m. ▾	1:00 a.m. ▾	Daily ▾	- none - ▾
- none - ▾	- none - ▾	- none - ▾	- none - ▾

Dinner Operational Hours

4:00 p.m. ▾	10:00 p.m. ▾	Daily ▾	- none - ▾
- none - ▾	- none - ▾	- none - ▾	- none - ▾

Lounge Operational Hours

4:00 p.m. ▾	11:30 p.m. ▾	Daily ▾	- none - ▾
- none - ▾	- none - ▾	- none - ▾	- none - ▾



Prev 1 2 Next

1
PREVIEW
?

2
VIEW PROOF
?

3
APPROVE & ADD TO CART
?

CANCEL

THANK YOU FOR USING MENUBUILDER

If you need assistance, please contact WebbMason Customer Support at 1-800-411-9411 or CustomerSupport@webbmason.com.