

REQUEST FORM C

Change \ Remove Items at Micros Retail Operations

Please allow 5 Business Days for Implementation

Download form to your computer.Fill out this form and click on the **"Submit by E-mail"** button

Use this form to Change or Remove Items. Change sell prices.
Remove item/s from screens. Move an item to another screen.
Change a Major or Family Group for an item.

For Information Systems Use Only

TDX #:

Completion Date:

FSS Micros Option Bits GET Food TDX

Date of Request:

Requestor's Name:

Requestor's E-mail:

Phone Number:

| Fill in Item Name as it is on the Micros screen | Select the Major Group this item belongs to from the drop down list | Select the Family Group this item belongs to or type in the name of the Family Group | Fill in the correct Sell Price | Select or key in the name of the screen where this item currently resides or where it should reside | Change \ Remove \ Move the item | Micros # |
|--|---|--|---|---|---|---|
| Item Name: <input style="width: 100%;" type="text"/> | Major Group: <input style="width: 100%;" type="text"/> | Family Group: <input style="width: 100%;" type="text"/> | Sell Price: <input style="width: 100%;" type="text"/> | Touchscreen: <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Item Name: <input style="width: 100%;" type="text"/> | Major Group: <input style="width: 100%;" type="text"/> | Family Group: <input style="width: 100%;" type="text"/> | Sell Price: <input style="width: 100%;" type="text"/> | Touchscreen: <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
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Special Notes:

Select the Revenue Center/s that the above changes are to be applied; Please check "GET Food" if changes should be applied for your revenue center/s Note any exceptions in the box above:

- | | | | | | |
|---|---|---|--|--|-----------------------------------|
| <input type="checkbox"/> 30 - Amit Bhatia Libe Cafe | <input type="checkbox"/> 11 - Bus Stop Bagels | <input type="checkbox"/> 40 - Franny's Food Truck | <input type="checkbox"/> 23 - Mann Cafe | <input type="checkbox"/> 17 - Rusty's | <input type="checkbox"/> GET Food |
| <input type="checkbox"/> 18 - Atrium Cafe - Sage | <input type="checkbox"/> 31 - Cafe Jennie | <input type="checkbox"/> 14 - Goldie's Cafe | <input type="checkbox"/> 15 - Martha's Cafe | <input type="checkbox"/> 54 - Sweet Sensations | 151 - Concessions Sweet |
| <input type="checkbox"/> 20 - Bear Necessities | <input type="checkbox"/> 22 - Crossings Cafe | <input type="checkbox"/> 38 - Green Dragon | <input type="checkbox"/> 16 - Mattins - Duffield | <input type="checkbox"/> 10 - Trillium | |
| <input type="checkbox"/> 13 - Big Red Barn | <input type="checkbox"/> 19 - Dairy Bar | <input type="checkbox"/> 58 - Jansen's Market | <input type="checkbox"/> 12 - Novick's Cafe | <input type="checkbox"/> 150 - McCormick's Fine Dining | |