

Setting Up and Using Modifiers

What are modifiers?

1. Modifiers provide a way to add extra depth to you existing items with pre created modifier groups. When you ring up an item you will be prompted to “modify” the item with any of the modifiers you have created.
 - Modifiers can be used with any items but a good example would be toppings for a pizza.

Choose Toppings

Submit Cancel

ADD NOTE YES NO

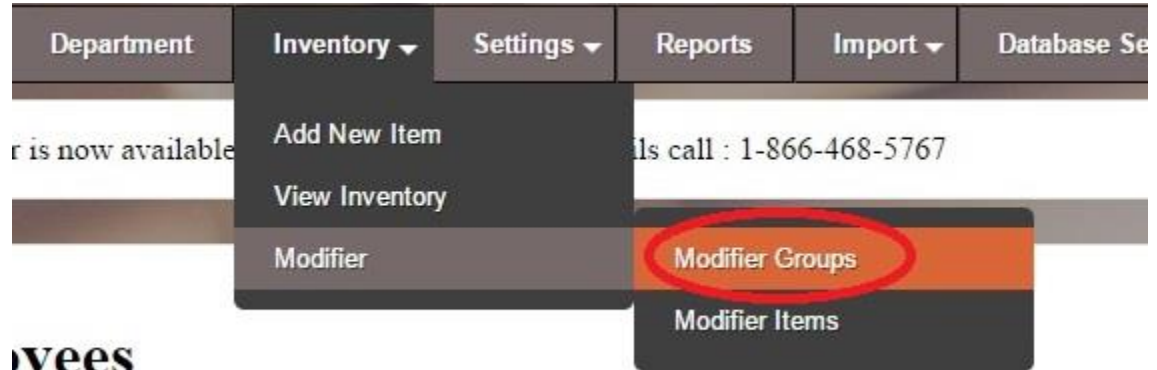
Pepperoni Mushrooms Xtra Cheese... Chicken

Jalapenos Bacon

Setting up Modifier Groups and Modifier Items

2. Create a modifier group.

- Log into the backoffice and navigate to “Modifier Groups” as shown below.



- On the following screen click the “Add” button near the top right corner.
- On the addition screen (shown below) fill out a desired “Modifier Group Name” and “Modifier Group Prompt”. After this is done, scroll all the way down and hit the “Save Button”. You should be able to see your created modifier group now listed.

Modifier Details

Modifier Group ID :

Auto-Generated Value

Modifier Group Name :

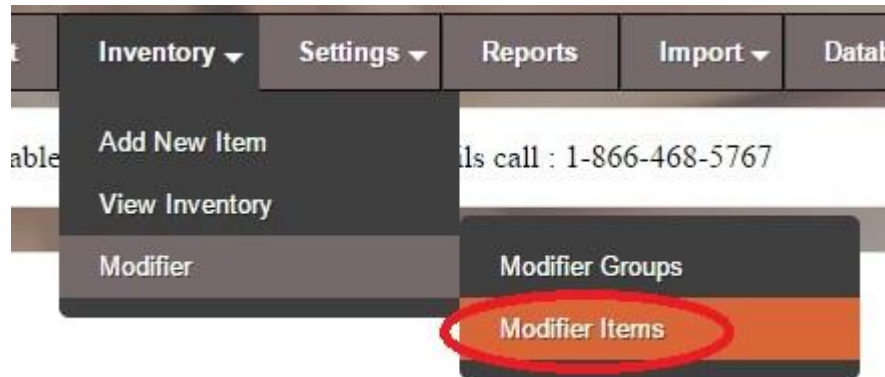
Toppings

Modifier Group Prompt :

Select Toppings

3. Create a modifier item.

- Navigate to “Modifier Items” in the backoffice as shown below.



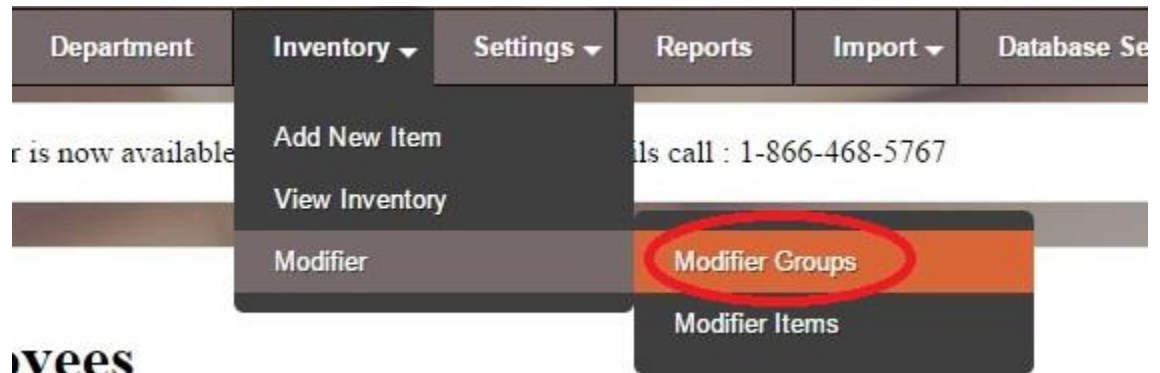
- On the following screen click the “Add” button near the top right corner.
- You’ll notice that the modifier item creation screen is identical to that of regular items. Your modifiers will holding anything you assign to them. Price, tax, etc...
- After entering your desired modifier item information hit the “Save” button at the bottom of the screen. You should be sent back one page and now be able to see a list of your modifier items, as seen below.

A screenshot of the 'Modifier Items' page. The page has a white background with a dark grey header. The title 'Modifier Items' is in a large, bold, dark grey font. To the right of the title is an orange 'Add' button. Below the title is a search bar with the placeholder text 'Search Item No or Item Name' and a magnifying glass icon. Below the search bar is a table with the following data:

Item No	Item Name	TAX1	TAX2	TAX3	Cost	Price	Stock
top01	Pepperoni	False	False	False	0	0.95	99
top02	Mushrooms	True	False	False	0	0.95	97
top03	Xtra Cheese	False	False	False	0	0.95	98
top04	Chicken	True	False	False	0	1	99
top05	Jalapenos	False	False	False	0	0.75	100
top06	Bacon	True	False	False	0	0.95	99
58565	pepperoni	False	False	False	0	0	100

4. Adding modifier items to modifier groups.

- Now that we have created both a modifier group and a modifier item, we can assign the item to the group.
- Navigate back to the “Modifier Groups” screen as shown below



- Locate the modifier group created in step 2 and click on it to modify it.
- Scroll down to the “Select Item Modifiers” list. You should see any modifiers you have created there. Click on any modifiers that you would want to add to this particular group – when you do the modifier will appear as shown below.

Modifier Group Prompt :

Item No	Item Name	Price	
top01	Pepperoni	0.95	Remove

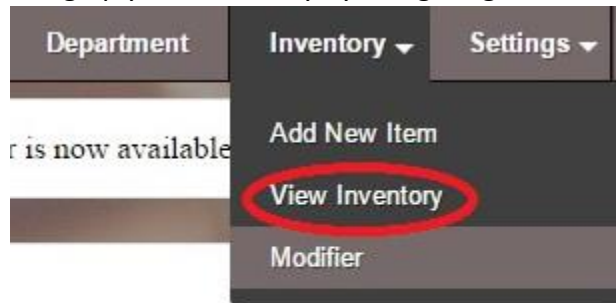
Select Modifier Items :

Modifier Item Lookup

Item No	Item Name	Price
top01	Pepperoni	0.95
top02	Mushrooms	0.95
top03	Xtra Cheese	0.95
top04	Chicken	1
top05	Jalapenos	0.75
top06	Bacon	0.95
58565	pepperoni	0

Attaching Modifier Groups to Items

5. Attach the modifier group you created to an item in your inventory.
 - Bring up your inventory by navigating to “View Inventory”, shown below.



Items

- Select the desired recipient of the newly created modifier group. Once you are inside that item's screen scroll down and click on the “Modifier Groups” tab, which will open 2 sets of boxes below.

Item Name	<input type="text" value="Classic Pie"/>	Tax Inclusive	<input type="checkbox"/>
Cost	<input type="text" value="0"/>	Item Stock	<input type="text" value="99"/>
Price	<input type="text" value="12"/>	Select Department	<input type="text" value="Pizza Pies"/>

Optional Info

Modifier Groups

Attachment Items

Attached Modifier Groups :

Modifier Group ID	Modifier Group Name	Modifier Group Prompt	Modifier Group Position	Auto Ringup
Modifiers not found				

- Scroll down to the lower box “Select Modifier Groups” and click on any group that you wish to add to this item. The Modifier Group will now show up in the upper box as indicated by the arrow below.

Attached Modifier Groups :

Modifier Group ID	Modifier Group Name	Modifier Group Prompt	Modifier Group Position	Auto Ringup
Modifiers not found				

Select Modifier Groups :

Modifier Group ID	Modifier Group Name	Modifier Group Prompt
1	Toppings	Choose Toppings

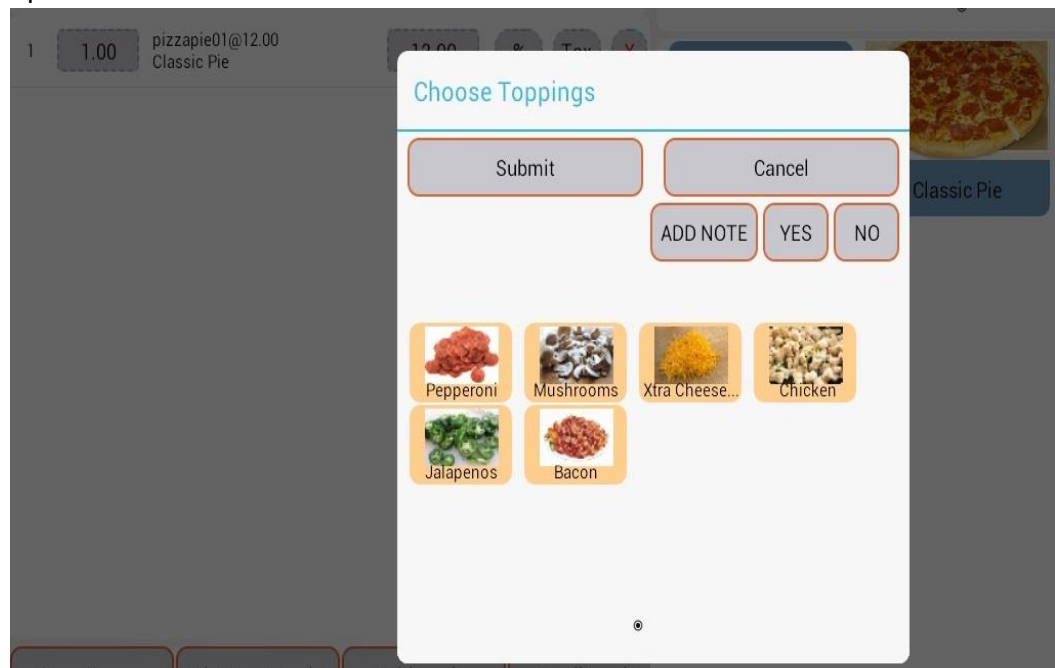
- The upper box, shown below, holds all modifier groups attached to a particular item. If you have more then one group per item you can set the order in which they appear by renumbering them in the “Position” box.

Attached Modifier Groups :

Modifier Group ID	Modifier Group Name	Modifier Group Prompt	Modifier Group Position	Auto Ringup	
1	Toppings	Choose Toppings	1	<input type="checkbox"/>	Remove

6. Check your modifiers in the Point of Sales.

- Head over to your tablet and enter the Point of Sales screen. Selecting the item that you attached the modifier group to in the previous steps should now bring up modifier menu.



- Tap the desired modifiers for the particular sale at hand and hit submit to ring them up with the item.

search							
#	Qty	Description	Price	%	Tax	X	
1	1.00	pizzapie01@12.00 Classic Pie	12.00	%	Tax	X	
2	1.00	top02@0.95 Mushrooms	0.95	%	Tax	X	
3	1.00	top03@0.95 Xtra Cheese	0.95	%	Tax	X	