



## POS MANAGER – PRODUCT MAINTENANCE (F&B, Restaurant, Pub, Bar, Etc.)

Product Maintenance is exactly what it sounds like. This is the area in POS Manager where new product is added is added into the system/inventory and where it managed or 'maintained'. This Tip-sheet covers;

- [Product Maintenance Overview](#)
- [Purchasing Item Product Management](#)
- [Adding New Purchasing Items](#)
- [LDB/BDL/CLS Price List Information Screen](#)
- [Selling Item Product Management](#)
- [Recipes / Adding/Editing Selling Item Recipes](#)
- [Adding New Selling Product](#)
- [Forced Modifiers](#)  
[Creating New Modifiers](#)  
[Linking existing Selling Items to Modifier\(s\)](#)

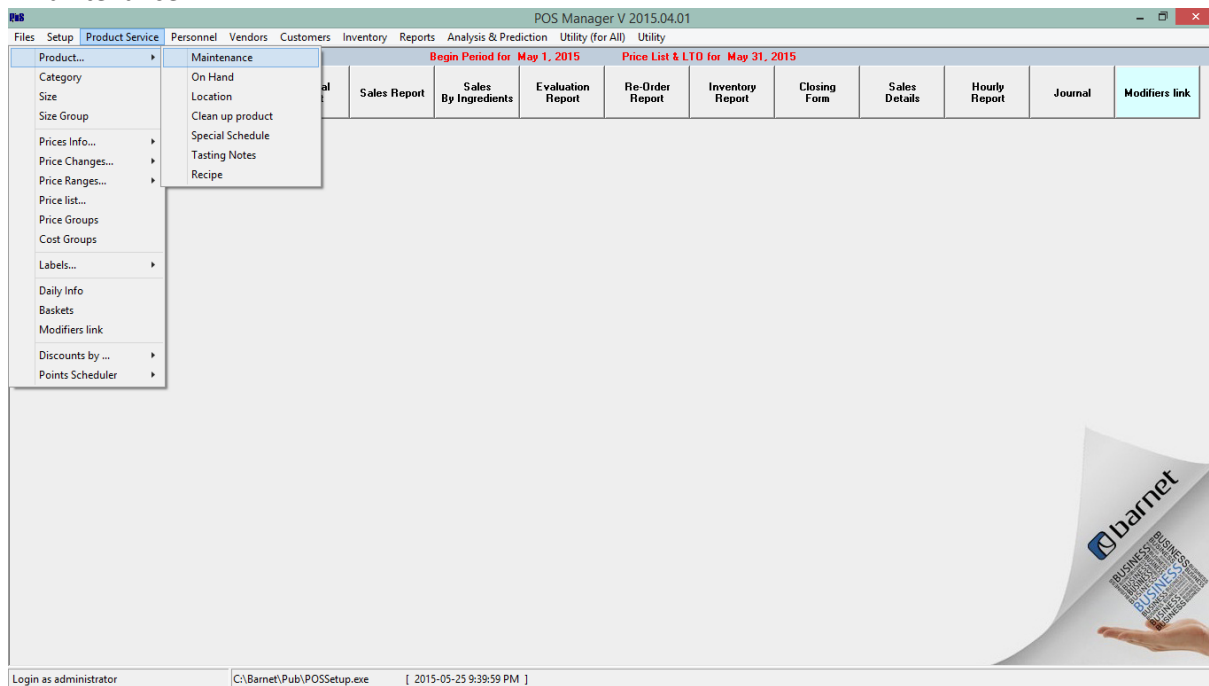
### Accessing Product Maintenance

If there is no Speed Button, from the office POS Manager, go to

>Product Service

>Product

>Maintenance



## Product Maintenance Overview

### The Toolbar Icons

- + Add New Product (This icon appears in many different areas of the POS Manager. When this icon appears, it is a means for ADDing information)
- ✎ Enter editing mode for the highlighted or open information
- Delete Item – Caution! There is no “undo” option!
- 🔍 Column Search
- 🖨️ Print Options
- ✕ Close the open screen
- 🔍 Search All Columns – Searches all grid columns
- 📄 Export to Excel – Export the open information to an Excel file for use elsewhere
- Fields** Select the product information fields to display in the Product Grid
- Apply for all Apply a change to multiple Items – This option is only available for specific columns
- Selling Items** Display Selling Items only
- Purchasing Items** Display Purchasing Items only
- Only daily specials** Display Only Daily Specials

### The Product Grid

The Product Grid displays a snapshot of product information. Use the FIELDS option to customize your snapshot. In this Selling Item Grid example, the fields have been set to display the product CSPS (sku), Description, Category, Group, Units, Price, Cost and Margin%.

CSPC ID	Description	Category ID	Group	Units	Price All/M	Base Cost	Net Cost	Margin %
1021013	67-BTL	BEER BTL D	BEER BTL	330ML BTL	5.00	1.74	1.74	65.2
1021007	BUD-BTL	BEER BTL D	BEER BTL	330ML BTL	5.05	1.59	1.59	68.5
1021009	CANADIAN-BTL	BEER BTL D	BEER BTL	330ML BTL	5.00	1.59	1.59	68.2
1039009	CANADIAN-BUCKET	BEER BTL D	BEER BTL	330ML BTL	45.00	6.36	6.36	85.9
20101012	CNK-BOTTLE	BEER BTL D	BEER BTL	330ML BTL	4.00	1.59	1.59	60.3
20101015	CNK-BUCKET	BEER BTL D	BEER BTL	330ML BTL	18.00	6.36	6.36	64.7
20101013	CNK67-BOTTLE	BEER BTL D	BEER BTL	330ML BTL	4.75	1.74	1.74	63.4
20101016	CNK67-BUCKET	BEER BTL D	BEER BTL	330ML BTL	18.00	6.36	6.36	61.3
1021010	CODRS LIGHT-BTL	BEER BTL D	BEER BTL	330ML BTL	4.55	1.59	1.59	67.9
1021001	KEITHS-BTL	BEER BTL D	BEER BTL	330ML BTL	5.25	1.61	1.61	69.3
1021012	KOKANEE-BTL	BEER BTL D	BEER BTL	330ML BTL	5.05	1.59	1.59	68.5
1021011	LGD-BTL	BEER BTL D	BEER BTL	330ML BTL	5.05	1.61	1.61	68.1
20101063	MOLSON M	BEER BTL D	BEER BTL	330ML BTL	4.95	1.67	1.63	67.1
1031002	BECKS-BTL	BEER BTL P	BEER BTL	330ML BTL	5.65	1.86	1.86	67.1
1031007	CORONA-BTL	BEER BTL P	BEER BTL	330ML BTL	5.60	1.63	1.63	70.9
1021004	HEINEKEN-BTL	BEER BTL P	BEER BTL	330ML BTL	5.60	1.96	1.96	65
1031004	MILLER-BTL	BEER BTL P	BEER BTL	330ML BTL	5.35	1.63	1.63	65.5

*Tip! Click a column header to sort the grid by that column's info. I.e: Click DESCRIPTION to sort the grid alphabetically by product description. Click DESCRIPTION a second time to reverse the display order. Hold down the Ctrl button and click a second column header to add secondary criteria to the sort.*

## PRODUCT MANAGEMENT

**Purchasing Items** are the items purchased and used to create Selling Items. For example, a 24 pack of Corona is the Purchasing Item used to create a single bottle of Corona as a Selling Item. Or a carton of eggs are the Purchasing Item used to create an omelet as the selling item.

Let's start with Product Management for PURCHASING ITEMS. When you open Product Maintenance, the Selling Product Grid is shown by default. Click on PURCHASING ITEMS to switch grids.

CSPC ID	Barcode	Description	CSPC ID	Barcode	Description	Category ID	Group	Units	Price 1	Base Cost	Net Cost	Marg
915199	1023019	KOK 18-ING	915199	1023019	KOK 18-ING	BEER BTL D	BEER BTL	18PK	0.00	32.99	28.69	
909523	1023012	KOKANEE-ING	909523	1023012	KOKANEE-ING	BEER BTL D	BEER BTL	24PK	105.05	43.99	38.25	
914010	1023020	LABATT GENUINE-ING	914010	1023020	LABATT GENUINE-ING	BEER BTL D	BEER BTL	12PK	0.00	22.25	19.95	
813843	1023018	BECKS DZ-ING	813843	1023018	BECKS DZ-ING	BEER BTL P	BEER BTL	12PK	0.00	25.68	22.34	

Double click on a product in the Product Grid to open the Product Management Window. Corona 24 Pack bottles is used for this example.

The **left side** of the Product Management screen displays the product details.

- CSPC ID (SKU) – The secondary, or vendors product identity.
- Barcode (Product ID) – Is the primary and unique identity for POS Manager and is usually the bar code on the product.
- Description – The name of the product.

**General Tab** info is shown by default. This info includes:

- Category, Group & Cond – Determines the taxes to be applied to both purchasing and sales. The Category is also used for organizing, sorting, searching, inventory and planning purposes.
- Units – Original product size.
- Size Rate – Number of individual units for Selling Items.
- Price Group – Determines conformed pricing for items in this group. (ie: Margin or Mark-up to apply to items in this group)
- Base Cost – Cost before purchasing discounts. (This does not apply to all business models)
- Net Cost – Actual product cost.
- Margin \$ and Mark Up % are determined by cost/selling price
- Tax Info – This is relative to the product group (Set-up when Groups are set-up as some groups have different taxes applied.)
- Deposit Price – Determined by original pack size.
- Litter Weight – Determined by original pack size.
- Weight – Optional.
- Sweetness – Typically used for Wine.
- Delisted – Used when a product will no longer be ordered/sold.
- Insert – To add a new item
- Clone – Clone an item’s details to create a new product

With the exception of TAXES, any details in a white box may be edited. Make sure to SAVE any changes.

The screenshot displays the Product Management window for 'CORONA 24-ING'. The interface is divided into two main sections: a left-side form for product details and a right-side Price List.

**Left Side Form (Product Details):**

- Product Information:** CSPC ID: 574574, Barcode: 1033021, Description: CORONA 24-ING, LDB.
- Category, Group & Cond:** BEER BTL P, BEER BTL, BEER.
- Units & Pricing:** Units: 24 PACK, Size rate: 24, Price Group.
- Costs & Margins:** Base Cost: 44.99, Net Cost: 44.99, Margin \$: -44.99, Mark Up: 0%, Purch. Discount: 0.
- Taxes:** Selling Taxes: GST 5% (checked), PST 7%, LIQTAX 1, Tax Include Amount: 0.00.
- Other Details:** Deposit price: 2.40, Litter Weight: 0, Full bottle weight: 24, Weight: 0, Sweetness, Delisted (checkbox).

**Right Side Price List:**

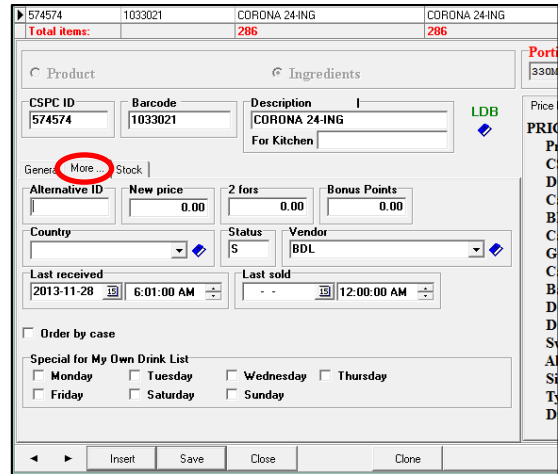
- Product ID: 7501064196287
- CSPC ID: 574574
- Description: CORONA EXTRA
- Case ID:
- BDL ID:
- Category: Beer Import
- Group ID: Beer
- Category ID: Mexico And Caribbean
- Base Cost: 38.16
- Deposit Price: 2.4
- Date Effect: 2015-05-31
- Sweetness:
- Alcohol %: 4.6
- Size: 0.33
- Type: IMPORT R 2
- Distributor: LABATT BREWERIES OF CANADA

A red box highlights the left-side form, indicating that these details are editable. The bottom of the window includes buttons for 'Insert', 'Save', 'Close', and 'Clone', along with search and edit options.

The **MORE Tab** details may be edited any time. (Make sure to **SAVE** any changes.)

The MORE tab information:

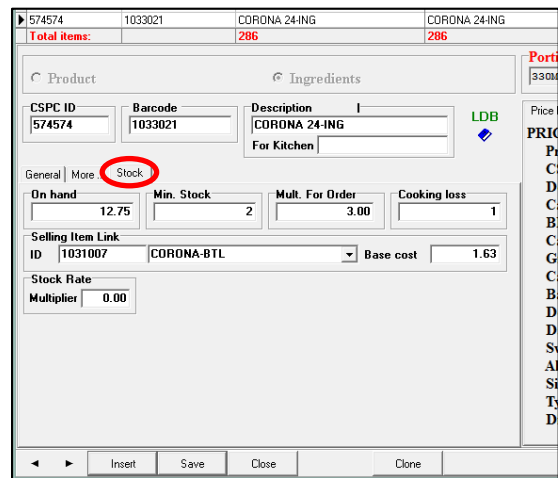
- Alternative ID – Add secondary Barcode (Good for new wine vintages, etc.)
- New Price
- 2 Fors – Special promotions (ie: 2 for \$10.00)
- Bonus Points (For Loyalty/Rewards Programs)
- Country (Typically used for Wine)
- Status (General, Spec, etc.)
- Vendor
- Last Received (Automatically carried over from the receiving process)
- Last Sold (Automatically carried over from daily sales)
- Order by Case –Used when this product must be ordered by the case. (This info is used with the re-ordering system.)
- Special for My Own Drink List



The **STOCK Tab** displays information used by the Re-Order systems. While ordering can be done without this information, taking the time to set-up this info will make re-ordering, faster, easier and more accurate. These details may be edited any time. (Make sure to **SAVE** any changes.)

STOCK tab details:

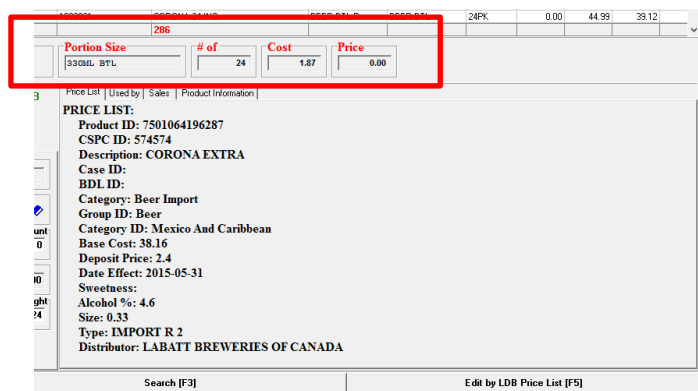
- On Hand displays product on hand at the location. Receiving, Inventory Counts, Adjustments and Sales determine the On Hand.
- Min. Stock (aka Par Level) is the minimum amount of this product that should be kept on hand at all times.
- Mult. For Order is the minimum number of this product to purchase at a time.
- Cooking Loss
- Selling Item Link is the link to the Selling Item
- Base Cost is determined when linking product.
- Stock Rate Multiplier



The **right side** of the Product Management screen displays product details:

- PORTION SIZE
- #OF portions in the original pack size
- COST of an individual portion/unit
- PRICE of an individual selling portion/unit

*These details are determined when adding or editing a Purchasing Product.*



**The PRICE LIST Tab** – By default, the PRICE LIST Tab info is displayed. This is product listing information for alcohol product available from LDB (incl BDL) and CLS information. (This applies to BC and AB)

**The USED BY Tab** displays information for selling product / product recipe. It includes:

- Product ID
- Description
- Portion
- Cost
- Price
- Stock

**The SALES Tab** Displays product sales details for a specific period.


This information includes:

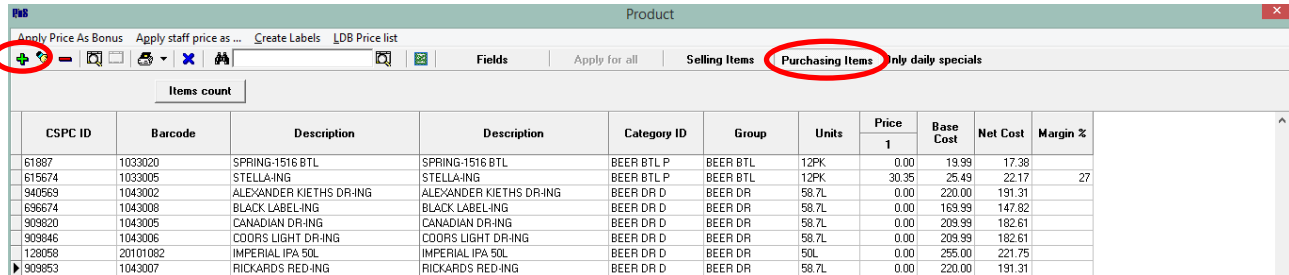
- Period, sales details for a selected Starting and Ending period. (Make sure to click APPLY when changing these dates to refresh the details.)
- Recipe details for the set period.

**The Product Information Tab** is an area to enter/display notes specific to this product.

## ADDING NEW PURCHASING ITEMS

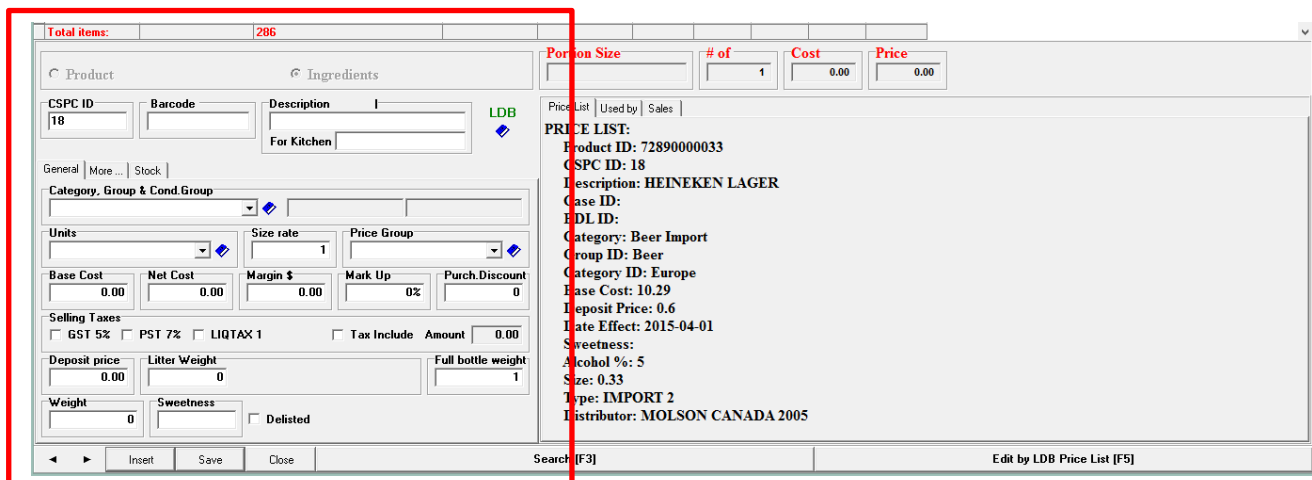
From PRODUCT MAINTENANCE

- Click PURCHASING ITEMS
- Click the  icon to open the Product Management box



CSPC ID	Barcode	Description	Description	Category ID	Group	Units	Price 1	Base Cost	Net Cost	Margin %
61887	1033020	SPRING-1516 BTL	SPRING-1516 BTL	BEER BTL P	BEER BTL	12PK	0.00	19.99	17.38	
615674	1033005	STELLA-ING	STELLA-ING	BEER BTL P	BEER BTL	12PK	30.35	25.49	22.17	27
940569	1043002	ALEXANDER KIETHS DR-ING	ALEXANDER KIETHS DR-ING	BEER DR D	BEER DR	58.7L	0.00	220.00	191.31	
696674	1043008	BLACK LABEL-ING	BLACK LABEL-ING	BEER DR D	BEER DR	58.7L	0.00	169.99	147.82	
909820	1043005	CANADIAN DR-ING	CANADIAN DR-ING	BEER DR D	BEER DR	58.7L	0.00	209.99	182.61	
909846	1043006	COORS LIGHT DR-ING	COORS LIGHT DR-ING	BEER DR D	BEER DR	58.7L	0.00	209.99	182.61	
128058	20101082	IMPERIAL IPA 50L	IMPERIAL IPA 50L	BEER DR D	BEER DR	50L	0.00	255.00	221.75	
909853	1043007	RICKARDS RED-ING	RICKARDS RED-ING	BEER DR D	BEER DR	58.7L	0.00	220.00	191.31	

Enter the new Product's Details



**Total items:** 286

**Product** | **Ingredients**

CSPC ID: 18 | Barcode: | Description: | LDB

For Kitchen: |

General | More ... | Stock |

**Category, Group & Cond. Group**

Units: | Size rate: 1 | Price Group: |

Base Cost: 0.00 | Net Cost: 0.00 | Margin \$: 0.00 | Mark Up: 0% | Purch. Discount: 0

Selling Taxes:  GST 5%  PST 7%  LIQTAX 1  Tax Include Amount: 0.00

Deposit price: 0.00 | Litter Weight: 0 | Full bottle weight: 1

Weight: 0 | Sweetness: |  Delisted


Portion Size: | # of: 1 | Cost: 0.00 | Price: 0.00

PRICE LIST:  
 Product ID: 72890000033  
 CSPC ID: 18  
 Description: HEINEKEN LAGER  
 Case ID:  
 EDL ID:  
 Category: Beer Import  
 Group ID: Beer  
 Category ID: Europe  
 Base Cost: 10.29  
 Deposit Price: 0.6  
 Late Effect: 2015-04-01  
 Sweetness:  
 Alcohol %: 5  
 Size: 0.33  
 Type: IMPORT 2  
 Distributor: MOLSON CANADA 2005

Insert | Save | Close | Search [F3] | Edit by LDB Price List [F5]

- Category, Group & Cond – Determines the taxes to be applied to both purchasing and sales. The Category is also used for organizing, sorting, searching, inventory and planning purposes.
- Units – Original product size.
- Size Rate – Number of individual units for Selling Items.
- Price Group – Determines conformed pricing for items in this group. (ie: Margin or Mark-up to apply to items in this group)
- Base Cost – Cost before purchasing discounts. (This does not apply to all business models)
- Net Cost – Actual product cost.
- Margin \$ and Mark Up % are determined by cost/selling price
- Tax Info – This is relative to the product group (Set-up when Groups are set-up as some groups have different taxes applied.)
- Deposit Price – Determined by original pack size.
- Litter Weight – Determined by original pack size.
- Weight – Optional.
- Sweetness – Typically used for Wine.

**SPECIAL NOTE** – For LDB/BDL/CLS items, enter the CSPS(SKU) and if it is a listed product, the information will show-up in the PRICE LIST window on the right. You can import the many of the important details by clicking **LDB** next to the product DESCRIPTION. Alternately, if the CSPS or PRODUCT ID is unknown, you can

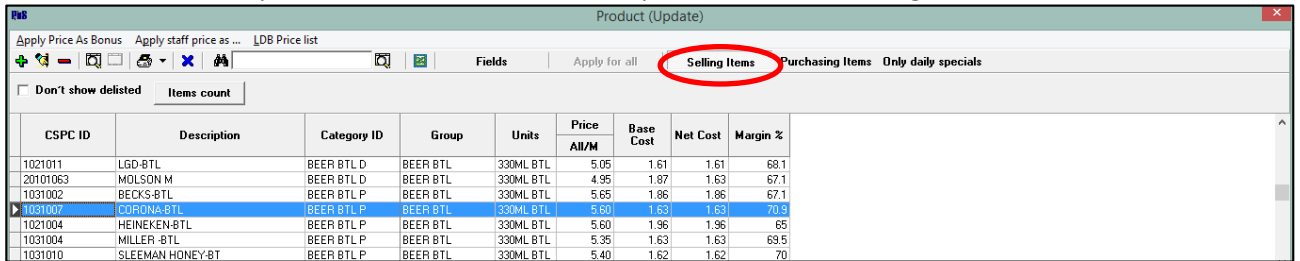
search and import listed product by clicking on the little Blue Book  next to DESCRIPTION.

Once the GENERAL Tab information has been entered, switch tabs and enter the MORE and STOCK details if necessary. (Refer back to [MORE Tab info](#), [STOCK Tab info](#) and [PRODUCT INFO Tab](#) for details description.)

## SELLING ITEM MANAGEMENT

From Product Maintenance;

- Select SELLING ITEMS
- Double click on a product in the Product Grid to open the Product Management box



The screenshot shows a window titled "Product (Update)" with a toolbar and a table of products. The "Selling Items" tab is selected and circled in red. The table has columns for CSPC ID, Description, Category ID, Group, Units, Price (All/M), Base Cost, Net Cost, and Margin %.

CSPC ID	Description	Category ID	Group	Units	Price	Base Cost	Net Cost	Margin %
					All/M			
1021011	LGD-BTL	BEER-BTL-D	BEER-BTL	330ML-BTL	5.05	1.61	1.61	68.1
20101063	MOLSON-M	BEER-BTL-D	BEER-BTL	330ML-BTL	4.95	1.87	1.63	67.1
1031002	BECKS-BTL	BEER-BTL-P	BEER-BTL	330ML-BTL	5.65	1.86	1.86	67.1
1031007	CORDON-BTL	BEER-BTL-P	BEER-BTL	330ML-BTL	5.60	1.63	1.63	70.9
1021004	HEINEKEN-BTL	BEER-BTL-P	BEER-BTL	330ML-BTL	5.60	1.96	1.96	65
1031004	MILLER-BTL	BEER-BTL-P	BEER-BTL	330ML-BTL	5.35	1.63	1.63	69.5
1031010	SLEEMAN HONEY-BT	BEER-BTL-P	BEER-BTL	330ML-BTL	5.40	1.62	1.62	70

View/Edit the main Product Details On the left side of the **Product Management box**

- Product ID
- Description

## GENERAL tab info:

- Category, Group & Cond Group – Determines the taxes to be applied to sales. (The Group & Cond. Group are automatically determined by the Category.)
- Units
- Price Group – Determines conformed Selling Pricing for items in this group. (ie: Margin or Mark-up to apply to items in this group)
- Price – Enter a set Selling Price in the All/M box if the Price is the same every day of the week. Enter a Price in a specific day box to set a special Selling Price for that day.
- Base Cost – Cost before purchasing discounts. (This does not apply to all business models)
- Net Cost – Actual product cost.
- Margin \$ and Mark Up % are determined by cost/selling price
- Tax Info – This is relative to the product group (Set-up when Groups are set-up as some groups have different taxes applied.)
- Weight – Optional.
- Sweetness – Typically used for Wine.
- Delisted – Used when a product will no longer be ordered/sold.
- **SAVE** any changes made.

## The MORE tab info

### Optionally, Set-up secondary product information:

- “2 Fors” Special pricing for multiples of 2 (ie: 2 for \$10.00)
- Bonus Points – Enter points earned when purchasing this product if you have a Loyalty program set-up.
- Country – Typically used for wine and beer
- Status (Spec, General, etc.)
- Staff Price – Optionally, enter a selling price for staff (This does not need to be done if a Staff Discount group has been set-up to cover staff sales.)
- Discount – Enter timed discount details. Good option for in store promotions, tastings, etc.)
- Max Modifiers limits the amount of Modifiers that can be applied to this Selling Product.
- Out of Stock can be ticked off if this item is temporarily unavailable.
- **SAVE** your work!

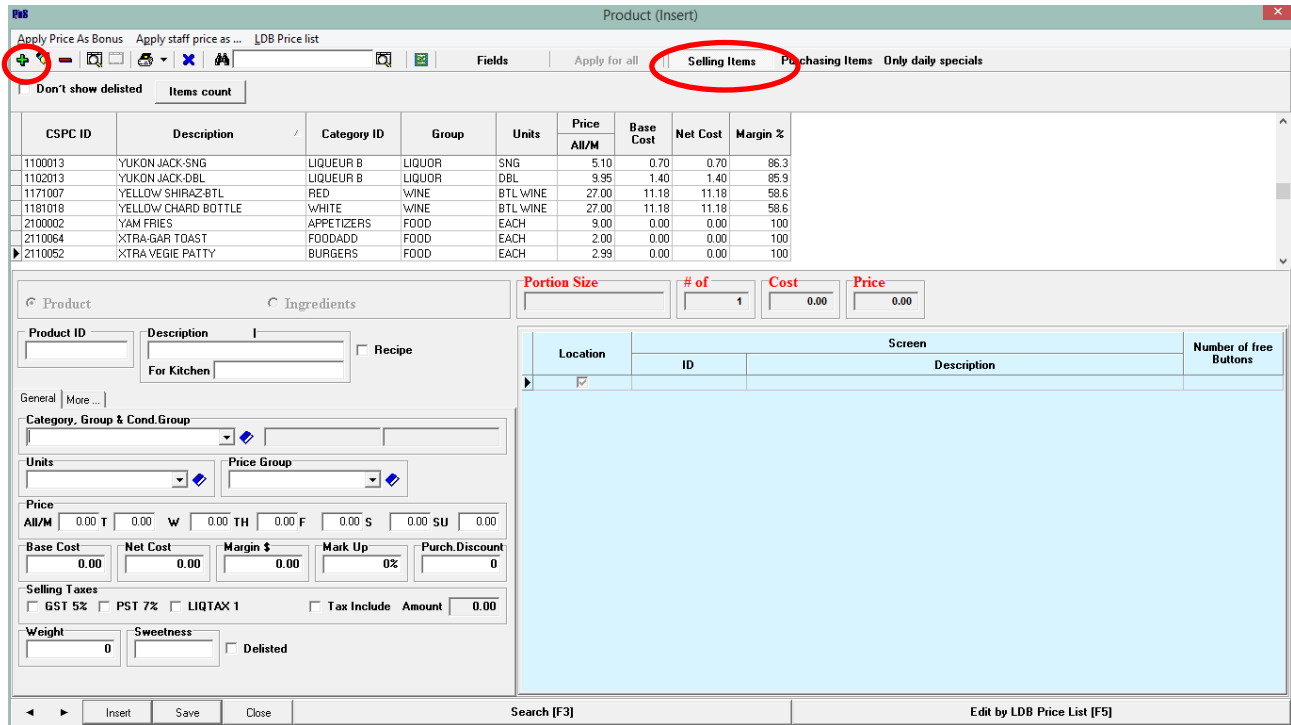
The screenshot shows a software interface with a product list at the top and a detailed configuration window for 'CORONA-BTL' below it. The product list includes columns for Product ID, Description, and various units. The configuration window has tabs for 'Product' and 'Ingredients'. The 'Product' tab is active, showing fields for Product ID (1031007), Description (CORONA-BTL), and For Kitchen. Below this are sections for 'General' (with a 'More...' button circled in red), 'Alternative to', 'New price' (0.00), '2 fors' (0.00), 'Bonus Points' (0.00), 'Country', 'Status', 'Size type', 'Staff price' (0.00), 'Staff discount' (0%), 'Time Delay' (0), 'Order by case', 'Discount' (0%), 'Amount' (0.00), 'Start' (2010-10-06 6:00:00 AM), 'Finish' (2010-10-07 6:00:00 AM), 'Start new price' (12:00:00 AM), 'Max. Modifiers' (0), and 'Side Link/Modifier'. There is also an 'Out of stock' checkbox and a bottom bar with 'Insert', 'Save', 'Close', and 'Clone' buttons.



Add/Edit Recipe(s), How To info, Screens links, Modifiers and Product Information notes from the right side of the Product Management box. Information on these items are as follows.

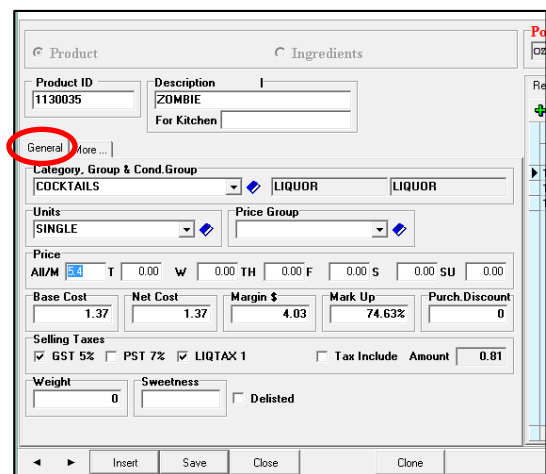
### ADDING NEW SELLING ITEMS

- From Product Maintenance,
- >Select SELLING ITEMS
- >Click + to Create a New Selling Item



Enter the GENERAL Selling Item details;

- >PRODUCT ID
- >PRODUCT DESCRIPTION
- >ALT KITCHEN DESCRIPTION
- >CATEGORY – Select the appropriate category.
- >PRICE GROUP – Select the appropriate price group. (If applicable)
- >Selling PRICE – Set only box ALL/M for a set selling price daily. Set individual selling PRICE(s) if this product's selling prices varies depending on day.
- > COST
  - a) Enter the product cost if there is no RECIPE to attach (or
  - b) Leave the COST blank to auto calculate when attaching a RECIPE
- >Margin/Mark-up boxes will auto-fill
- >WEIGHT (Optional)
- >SWEETNESS (Optional)
- >DELISTED – Tick this box when a selling item will no longer be sold.
- >SAVE any changes



MORE Selling Item details (Optional);

>ALTERNATIVE ID (Often used to link new varietals to an existing CSPEC/SKU

>NEW PRICE – Set a NEW PRICE to take effect at a specific time. Enter the NEW PRICE then set the START NEW PRICE Date.

>COUNTRY – Often used for wines, beers, etc.

>STATUS – General, Spec (Special) or Super Spec listings

>SIZE TYPE

>STAFF PRICE

>ORDER BY CASE – Tick this box to flag the reorder guide to order this product by the case.

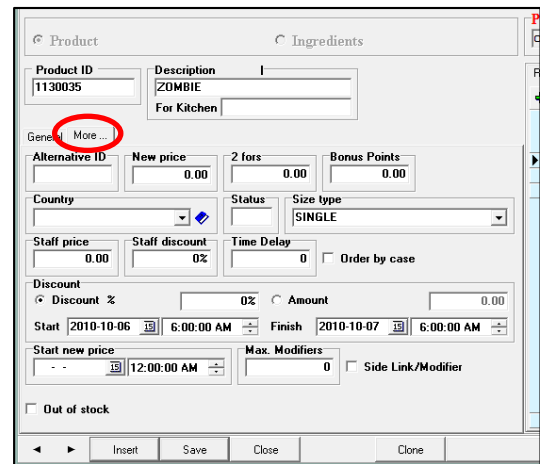
>DISCOUNT Options

- Select the DISCOUNT % and enter the % of discount OR
- Select AMOUNT and enter the discount \$ amount
- Set the START and FINISH times for this discount to be active

>MAX MODIFIERS – Enter a number to limit the amount of menu modifiers that can be attached to this item.

>OUT OF STOCK – Check this box if this item is currently unavailable.

>SAVE changes



*CLONE – Similar to the cut-n-paste command. Open an existing item and click on CLONE to copy that item's details to create a new item (ie; small, medium, large items may have similar info that can be edited when creating similar, new items.)*

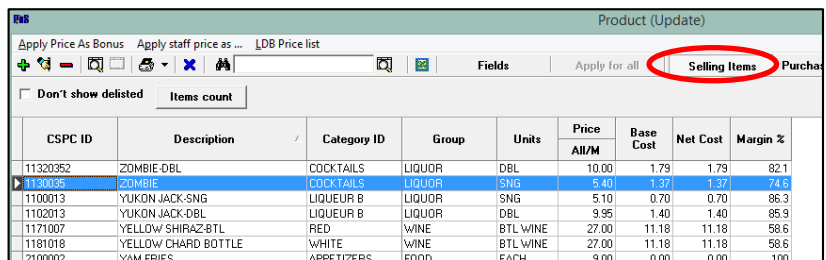
**ADD & EDIT (SELLING ITEM) RECIPES –** Taking the time to properly set-up RECIPES helps to ensure accurate, Sales, Ordering, Inventory and Reporting information.

ADD RECIPE(S)

From Product Maintenance,

>Select SELLING ITEMS

>Select (Double click) a Selling Item from the product grid



From the RECIPE Tab

>Click the + icon

>SELECT ITEMS

- ALL to choose from all items or
- SELLING to choose from selling items or
- INGREDIENT to select an ingredient for this recipe.

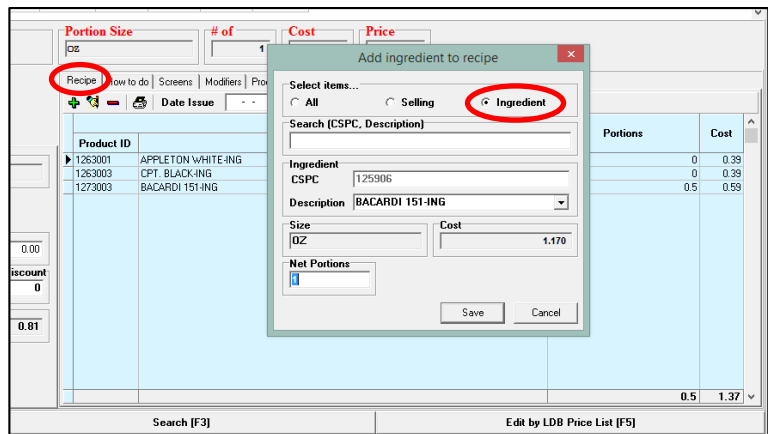
For the example, INGREDIENTS to create a "ZOMBIE" are used.

>Fill in the remaining details.

a) Enter a CSPEC or Description in the search box.

b) Select the item (The Size and Cost will automatically)

c) NET PORTION size is equivalent to how many portions are used to create this selling item. (Portions are



preset when the INGREDIENT item is created.)

>SAVE any changes

Continue to add / INGREDIENTS until the recipe for this selling item is complete.

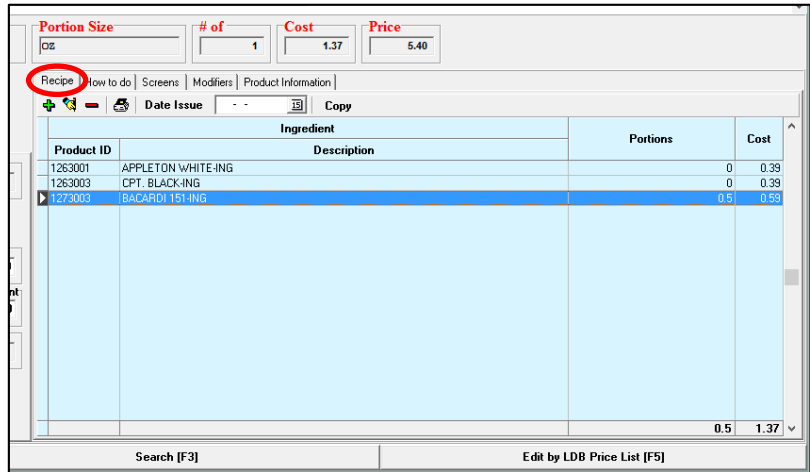
**EDIT EXISTING RECIPE**

From the RECIPE Tab;

>Select the ADD Icon to add a new ingredient

>To EDIT existing ingredient/item, select the item from the Ingredient list and click on the EDIT Icon to open the detail box. Make edits and SAVE.

>DELETE an item by highlighting the item in the Ingredient List and click on the DELETE Icon (CAUTION, there is no UNDO option.)



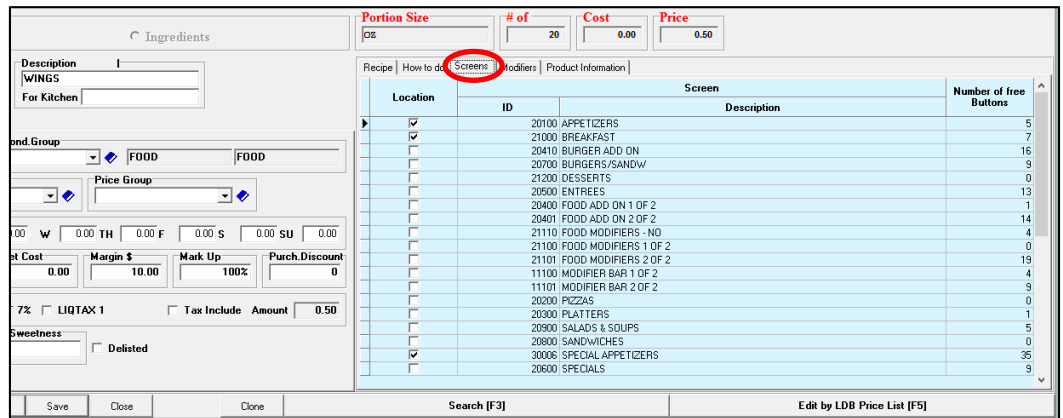
*COPY – Similar to the cut-n-paste*

*command. Open an existing item and click on COPY to copy that items details to create a new item (ie; small, medium, large items may have similar info that can be edited when creating similar, new items.)*

The How To Do Tab is an area where notes on a Selling Item can be made. (ie: Note for the bar or kitchen on prep.)

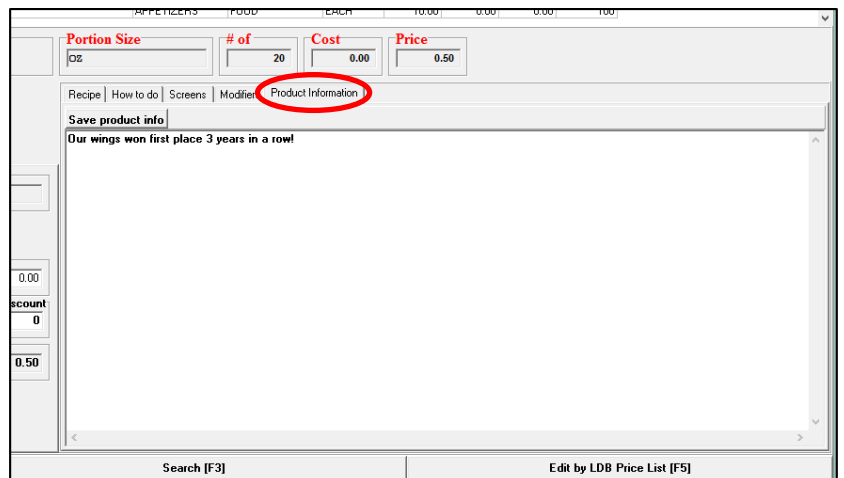
**The SCREENS Tab**

indicated the Till Screen(s) this item should be linked to. (ie: Cocktails, Happy Hour, Appitizers, etc.)



**The PRODUCT INFORMATION tab**

is a place to make special notes about a product. (ie: recommendations when this item is unavailable, tasting notes, etc.)



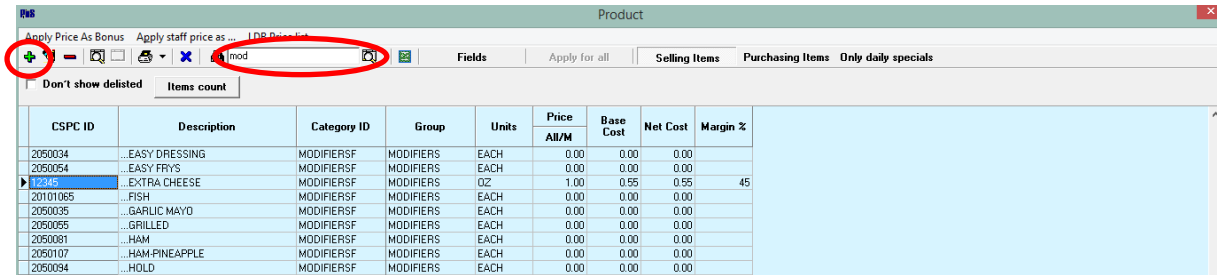
**FORCED MODIFIERS** allow restaurant owner/operators to customize their food items in a simple and efficient way. Forced Modifiers can be used for everything from substitutions, add-ons, side options, sizes, etc. This Tip-sheet covers;

- Creating new and editing existing Modifiers
- Linking/Unlinking Selling Items to Modifiers

Creating New Modifiers

From the Product Maintenance

>Click on the + Symbol to add a new item or double click on an existing item to edit it. The PRODUCT DETAIL box will open

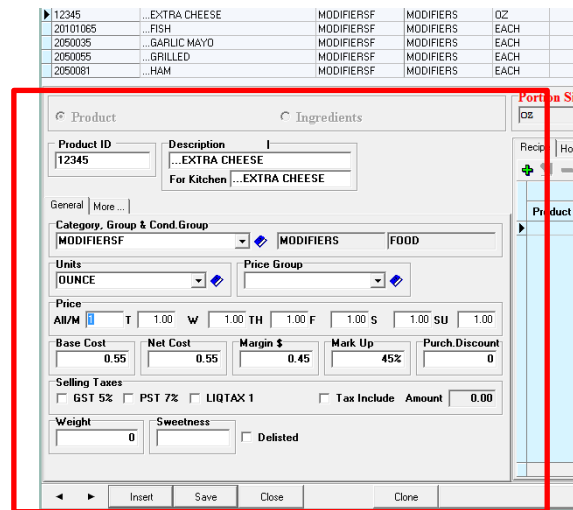


*tip! Type MOD or MODIFIER in the search box to display only MODIFIER items when editing.*

Fill in or Edit the Modifier details

- >ProductID (You may have to create your own ID)
- >Description
- >Units
- >Selling Price - You only need to set a selling price if there is a charge for the modifier. (You can set different selling prices for different days if desired.)
- >Cost
- >Set discount options using the MORE tab. This is useful when setting Happy Hour and special promotions)
- >SAVE

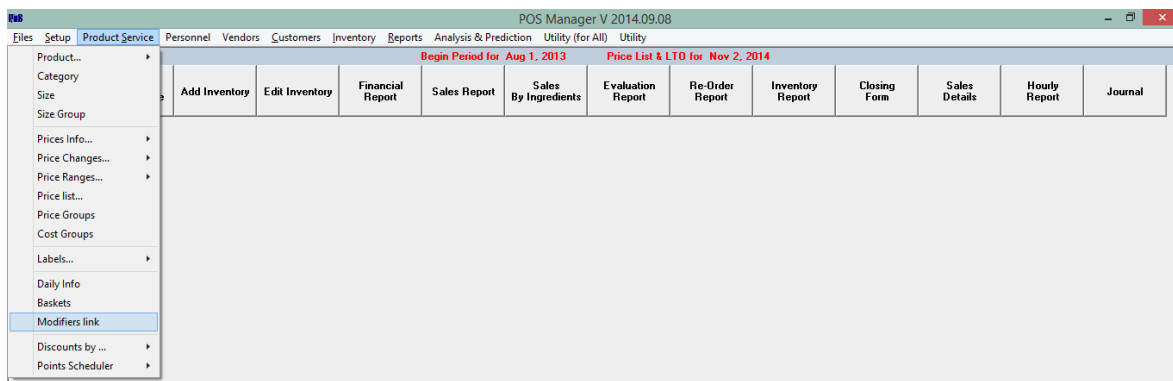
Your Modifier is now ready to link to a Selling Item.



Linking Existing Selling Items to Modifiers

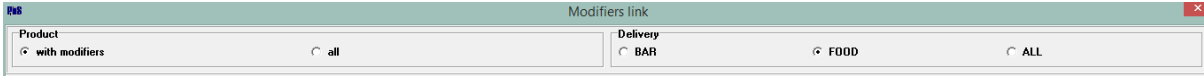
From the back-office POS Manager, go to:

- >Product Service
- >Modifiers Link

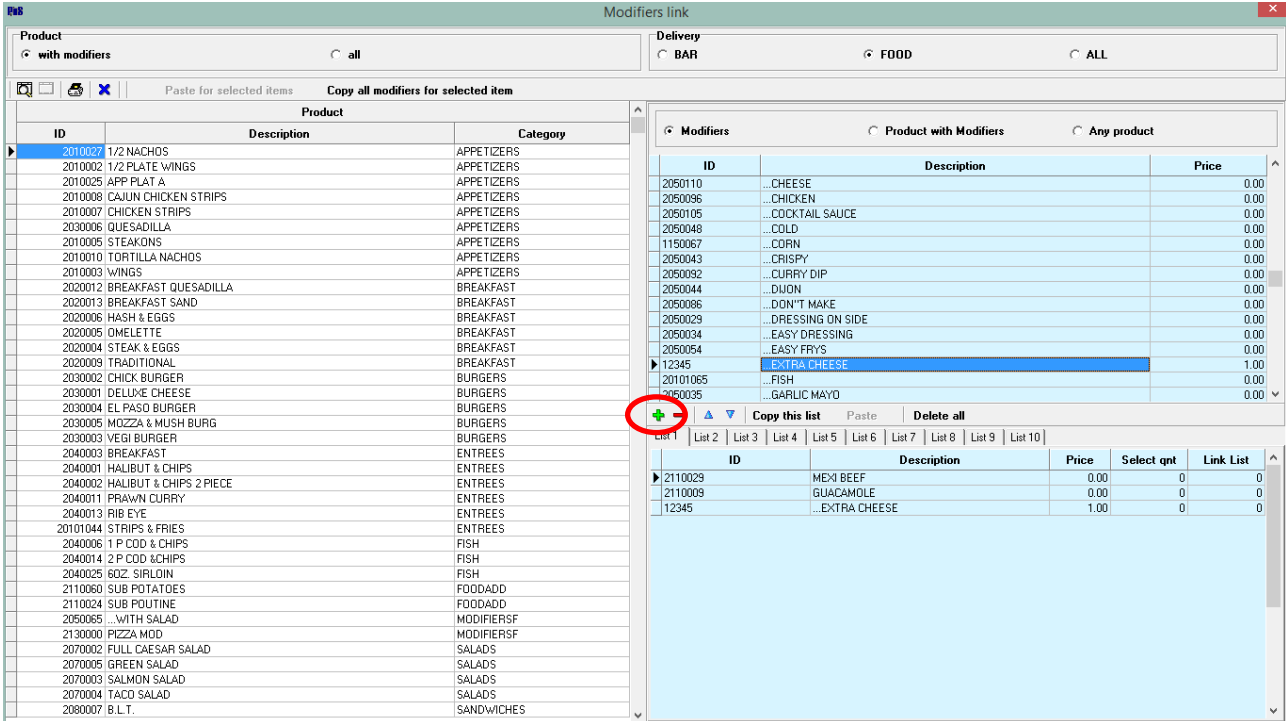


Select the PRODUCT Option  
 >With Modifiers  
 >All - To view all Selling Items

Select the DELIVERY method  
 >Bar – Liquor Items  
 >Food – Kitchen Items  
 >All – Bar& Kitchen items



>Select the Selling Item to link from the left side PRODUCT list  
 >Select the Modifier from the right side MODIFIER list  
 >Click the + Symbol to link the two items (or click the - Symbol to remove a linked modifier from a selling item.)



Other Options

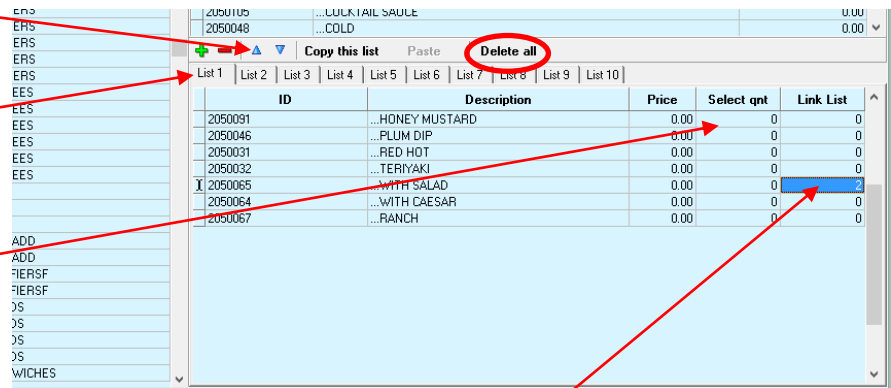
Up/Down arrows - Sort or move linked modifiers in the list

Lists - Use different lists for different options if desired ie: cooking method, cheese types, drink mixers, etc.

Select Qnt –Indicates/limits the number of modifiers that may be added to the Selling Item

Delete All – Clears a Modifier List  
 Use Caution when using Delete All, there is no UNDO option!

Link List – Used to set a secondary Modifier List. (ie: Salad may be the first modifier with a link to Dressings as a secondary modifier.)



Copy This List / Paste This List - Copy a list and use it to create a new list for another Selling Item, ie: nacho or burgers toppings, drinks ingredients, etc.

>Click COPY THIS LIST

>Select the Selling Item

>Select the List ID (List 1,List 2, etc)

>Click PASTE

*For this example, the Modifiers for whole order of Nachos was copied and pasted to the ½ order of nachos.*

The screenshot shows a software window titled 'Modifiers link'. It has two main panes. The left pane is titled 'Product' and contains a table with columns 'ID', 'Description', and 'Category'. The right pane is titled 'Modifiers' and contains a table with columns 'ID', 'Description', and 'Price'. Below the modifier table are buttons for 'Copy this list', 'Paste', and 'Delete all'. The 'Copy this list' and 'Paste' buttons are circled in red. Below these buttons is a row of tabs labeled 'List 1' through 'List 10'. Below the modifier table is another table with columns 'ID', 'Description', 'Price', 'Select qnt', and 'Link List'.

ID	Description	Category
2010027	1/2 NACHOS	APPETIZERS
2010002	1/2 PLATE WINGS	APPETIZERS
2010025	APP PLAT A	APPETIZERS
2010008	CAJUN CHICKEN STRIPS	APPETIZERS
2010007	CHICKEN STRIPS	APPETIZERS
2030006	QUESADILLA	APPETIZERS
2010005	STEAKONS	APPETIZERS
2010010	TORTILLA NACHOS	APPETIZERS
2010003	WINGS	APPETIZERS
2020012	BREAKFAST QUESADILLA	BREAKFAST
2020013	BREAKFAST SAND	BREAKFAST
2020006	HASH & EGGS	BREAKFAST
2020005	OMELETTE	BREAKFAST
2020004	STEAK & EGGS	BREAKFAST
2020009	TRADITIONAL	BREAKFAST
2030002	CHICK BURGER	BURGERS
2030001	DELLIXE CHEESE	BURGERS
2030004	EL PASO BURGER	BURGERS
2030005	MOZZA & MUSH BURG	BURGERS
2030003	VEGI BURGER	BURGERS
2040003	BREAKFAST	ENTREES
2040001	HALIBUT & CHIPS	ENTREES
2040002	HALIBUT & CHIPS 2 PIECE	ENTREES
2040011	PRAWN CURRY	ENTREES
2040013	RIB EYE	ENTREES
20101044	STRIPS & FRIES	ENTREES
2040006	1 P COD & CHIPS	FISH
2040014	2 P COD & CHIPS	FISH
2040025	6OZ SIRLOIN	FISH
2110060	SUB POTATOES	FOODADD
2110024	SUB POUTINE	FOODADD
2050065	WITH SALAD	MODIFIERSF
2130000	PIZZA MOD	MODIFIERSF
2070002	FULL CAESAR SALAD	SALADS
2070005	GREEN SALAD	SALADS
2070003	SALMON SALAD	SALADS
2070004	TACO SALAD	SALADS
2080007	B.L.T.	SANDWICHES

ID	Description	Price
1150068	...1000 ISLANDS	0.00
2050080	...BACON	0.00
20101067	...BAKED	0.00
2050078	...BAKED	0.00
2050085	...BBQ	0.00
2050097	...BEEF	0.00
2050076	...BLUE	0.00
2050060	...BLUE CHEESE	0.00
2050045	...CAJUN DIP	0.00
2050040	...CAJUN ON FRIES	0.00
2050036	...CHEDDAR	0.00
2050110	...CHEESE	0.00
2050096	...CHICKEN	0.00
2050105	...COCKTAIL SAUCE	0.00
2050048	...CORN	0.00

ID	Description	Price	Select qnt	Link List
2110029	MEXI BEEF	0.00	0	0
2110009	GUACAMOLE	0.00	0	0
12345	...EXTRA CHEESE	1.00	0	0