

Adding Menu Items Guide

The steps below are a basic outline of what can be done in onePOS. There are many more combinations and levels of detail that can be added. Understanding how to make changes in the Back Office Application and how to check those changes in the FOH Application is essential to speed up menu programming. This document assumes you already have a screen group and sales category for the item you wish to add.

Adding a New Item

In this example, we will create a new Appetizer Item called 'New App':

- In BackOffice, click Merchandise-Modify Merchandise.
 - Scroll down to on the left side under Screen Groups and highlight the screen group you want the item to be in.
 - Click the Add button. For this example, hit Cancel on the message suggesting using 'Add Like'. Add Like will be covered later in this document.
 - Type 'New App' in the Name field under the General tab.
 - Check box for Print on Receipt.
 - Set the Sales Catg and Item Type to Appetizer for this example.
 - Print Route should be set to the correct routing, or set to All Kitchen if you are unsure.
 - Course should be set to Appetizer for this example.
 - Click the Pricing tab and add a price of 4.95.
 - Click the Tax tab and set the appropriate Taxing information.
 - Click the Screens tab, make sure the 'Screen On' for line 1 is set to the screen group you want this item to be in. Click the Disp... button on line 1.
 - Choose an empty button. This is where the button will be placed on that screen in FOH.
 - Click the Links tab. Set the first link to be FOOD MOD. Check the check boxes for Modifier and Multiple for this link. Click the Auto Select button for this link and select SKIP. All food items should have their first link be a FOOD MOD setup in this way (with the exception of items that get forced modifiers, such as Steak Temps or Wing Sauce... these modifiers should come before the FOOD MOD link).
 - Click OK.

Check your work in the FOH:

- Go to term 1, login, choose a table and start a new check.
- Navigate to the screen group that you put the button on for your new item.
 - Check to see that the new button for 'New App' is there.
 - Click the 'New App' button. It should show on the check with 4.95 as the price and there should be options for modifiers below it.

Using Add Like

Add Like is a time saving tool that allows you to use an existing Item as a template for adding new items. In this example, we will add a new appetizer using the 'New App' created above:

- In BackOffice, click Merchandise-Modify Merchandise.
 - Scroll down and highlight the screen group you put 'New App' in on the left side under Screen Groups.
 - Highlight 'New App' on the right side under Merchandise Item. This will function as our template for the new item.
 - Click the Add Like button.
 - You will get the Add Like screen.
 - Change the Base Price to 3.00.
 - Change the Name to 'Newest App'.
 - Click the Screens tab, make sure the 'Screen On' for line 1 is set to the screen group you want this item to be in. Click the Disp... button on line 1.
 - Choose an empty button. This is where the button will be placed on that screen in FOH



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- Click OK.

Check your work in the FOH:

- Go to term 1, login, choose a table and start a new check.
- Navigate to the screen group that you put the button on for your new item.
 - Check to see that the new button for 'New App' is there.
 - Click the 'Newest App' button. It should show on the check with 3.00 as the price and there should be options for modifiers below it.

You can see how the Add Like feature saves you from having to enter the sales category, print routing, coursing, taxes, modifier links, etc. as long as the item you chose to Add Like from is similar to the item you are adding.

If you have more than one item to add that is similar to an existing item, you can use the Add Bulk button in a similar fashion to speed the process even further. Any links you have on an item will carry over to the new item as well, saving programming time.