



## Item Modifier Groups

When selling items that are prepared in the kitchen, it is necessary to let the kitchen staff know how to prepare the item and what sides to include.

For example, when someone orders a hamburger, the kitchen needs to know the meat temperature, type of bread, type of cheese, and toppings (onion, tomato, lettuce, ketchup, mustard, mayo). Instead of making the server type everything in, we create item groups, and assign the item groups to different items.

In the case of a hamburger, we would create the following groups:

Meat Temperature

Cheeses

Toppings

Breads

Each group can be defined as a “Pick 1” or “Pick Many”. Meat Temperature and Breads would be a Pick 1 since you can’t have a hamburger that is rare and well-done. Since you could have multiple types of cheese and multiple toppings, these would be a “Pick Many”

### **To create a new item modifier group:**

1. Go to the ADMIN MENU
2. Click on ITEM MODIFIER GROUPS
3. Click on ADD GROUP
4. Enter the group description
5. Specify if it is a Pick 1 or a Pick Many
6. Click ADD ITEM to start selecting the items that make up this group

### **To update an existing item group:**

1. Go to the ADMIN MENU
2. Click on ITEM MODIFIER GROUPS
3. Click on SELECT next to the group you want to update.
4. Change the description, group type or add items.

### **To view a list of all item modifier groups, and the items that make up each group:**

1. Go to the ADMIN MENU
2. Click on ITEM MODIFIER GROUPS
3. Click on REPORT

Once you have created your item groups, you are ready to assign them to different items.



**To assign item group(s) to an item,**

1. Go to the ADMIN MENU
2. Click on ITEMS
3. Select an item from the list
4. Make sure the KITCHEN ITEM checkbox is checked.
5. Click on ITEM MODIFIER GROUPS (on the bottom right).
6. Put check marks next to each item group that applies.
7. Click Save to close Item Modifier Groups

To add default modifiers for an item (for example, if you want your hamburger to come with lettuce and onion unless those are removed from the item)...

1. Go to the ADMIN MENU
2. Click on ITEMS
3. Select Hamburger
4. Click INCLUDE WITH ON SALE
5. Click Add Item
6. Select Add Lettuce
7. Select Add Onions
8. Click Close
9. Save the item