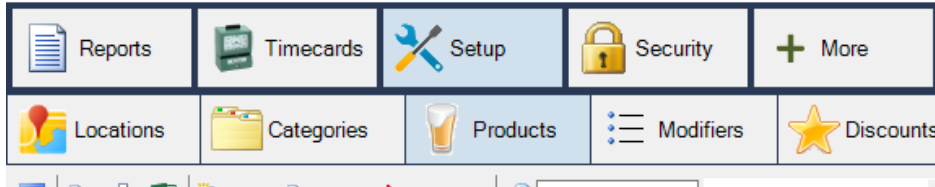


## Adding/Editing Menu Items

Steps:

- Log in to your BrewPOS Admin Back Office
- Go to the **Setup** tab
- Go to the **Products** tab
- To edit an existing item, double click on that item in your menu
- To add a new item, click on the **New** icon in the toolbar
  - Alternately, you may single click on an existing menu item that is similar to the new item and then click on **Copy** in the toolbar; this will populate most of the fields for you.



- The Product ID is set by the computer and can not be changed.
- The Description is the name of the Menu item as seen in your POS menu
- The Alt language box is for an alternate language on the kitchen printer if you choose it.
- Choose a POS Category. If the desired category does not yet exist, you may add it under the **Categories** tab by selecting **New** there. *Note, Categories are for organization inside the POS terminal.*
- Choose Acct Class. If the desired class does not yet exist, you may type it in. *Note, Account Classes are for financial reporting.*
- Tile Text auto-populates from the Description field, you may want to shorten the item name on the Tile. You can edit this by typing in the box
- Icon on top bar, you may opt to put an icon in the tile with the text. A number of icons are available in the dropdown.
- You may change the Tile color by clicking on the Color Box at the top of the screen.

Location	Sell It	Cost	Price	Tax Rate	Tax in Price	Print to
All Locs	<input type="checkbox"/>				<input type="checkbox"/>	...
ALBUQUERQUE	<input checked="" type="checkbox"/>	0.07	4.00	Rate 1: 7.5 %	<input checked="" type="checkbox"/>	Bar
FARMINGTON	<input checked="" type="checkbox"/>	0.07	4.00	Rate 1: 7.5 %	<input checked="" type="checkbox"/>	Bar
HQ	<input checked="" type="checkbox"/>	0.07	4.00	Rate 1: 8.3125...	<input checked="" type="checkbox"/>	Bar
Santa Fe	<input checked="" type="checkbox"/>	0.07	4.00	Rate 1: 8.1325...	<input checked="" type="checkbox"/>	Bar
TAOS	<input checked="" type="checkbox"/>	0.07	4.00	Rate 1: 8.5 %	<input checked="" type="checkbox"/>	Bar

## Locations Tab

- Choose the location the new item will be available at by checking the box in Sell It. *Note, you may add or remove seasonal menu items from the POS display this way.*
- Sell it, check mark this box to have the item show up in the Point Of Sale. If left unchecked the item will stay in your back of house but not show up in the systems as a button.
- Cost for the item; this is how much you paid for it NOT WHAT YOU SELL IT FOR, allows you to do profit reporting.

- Price. This is how much you will sell the item for. It may be different at different locations.
- Tax Rate , How much tax does this item receive,
- Tax in price, If this box is checked the POS will calculate the tax into the price so the customer will be charged a specific amount. For example if you want a soft drink to be exactly 1 dollar.
- Print To, Choose where and if the item prints. Does it need to go to the kitchen or bar printers?

## Settings Tab

- Price in store being checked will prompt the user to enter a price for the product at time of sale
- No Discounts will not allow discounts on product
- Returnable must be checked if you want the product to be available for a return
- Deposit will track a deposit on the product for something like a keg.
- Customer, This will force the user to attach a customer record in order to sell this item
- Countdown will enable you to put a count down number on the product that shows in the POS, once enabled you will find the count down settings on the Location tab
- Serial Tracked will force the user to enter a serial number for a product being sold, this is useful for deposit return items.
- Hourly Rate. Will allow product price to be determined by time since added to the ticket.

The screenshot shows the 'Settings' tab with the following options:

- Price In Store *prompt for price at time of sale*
- No Discounts *discounts do not apply to this product*
- Returnable *product can be returned for a Refund*
- Deposit *customer receives credit when returned*
- Countdown *product count shown on tile*
- Customer required *user must select a Customer*
- Serial tracked *prompt for a Serial number*
- Hourly rate *price is calculated by the minute and rounded to the nearest 0.25*

## Inventory You may need to have the inventory module purchased for this feature to work properly

- Track Inventory will allow you to track Eaches in the system. Eaches are products that do not require measurements other than a count of 1
- Vendor will allow you to chose a vendor from the inventory management system.
- SKU is vendors product ID. (The supplier of the products to reference for your records.)
- Barcodes allows you to print barcodes for the system these barcodes will use the BrewPOS product ID.

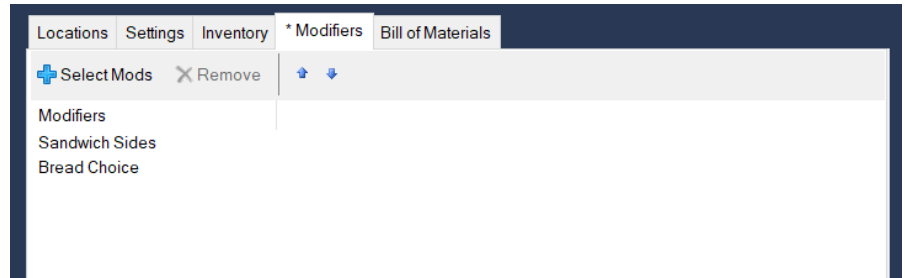
The screenshot shows the 'Inventory' tab with the following fields and options:

- Track Inventory
- Stock UOM: EACH (dropdown menu)
- Vendor: (unknown) (dropdown menu) with a 'New' button
- SKU: [ ] *The Vendor's Product ID*
- UPC: [ ] *The vendor's barcode. Products can be scanned by both Product ID and this code. Scan the UPC into this field.*
- Barcodes button
- Notes: [ ]

- UPC (Universal Product Code) This is the code that comes printed on your products from the manufacturer. You can either type the code in this box or using a simple keyboard emulator scanner place the cursor in the box and scan the product.

## Modifiers

- Does the item have **Modifiers**? Choose the modifiers here under the **Modifiers** tab at the top. If the correct modifier does not yet exist, Must create them under the main **Modifiers** tab next to the **Products** tab.



## Discounts Tab

- This tab allows you to see what discounts apply to a product
- You can also select discounts you have already built in the system and apply them to this product by clicking the green + add to discounts

Discounts	Loc ID	Applies to	Discount	Starts	Ends
Happy Hour	HQ	On Draught	\$2.00 off	07/18/17	07/18/30
Happy Hour memorial		3 products	\$2.00 off	09/01/17	09/01/17
Club discount		161 products	10% off	08/01/19	08/01/69
Cust: AJ Rogers		161 products	25% off		
Button: 'police officer'		Everything	20% off	01/01/17	01/01/57
Button: 'Seniors'		Everything	15% off	01/01/17	01/01/57
Button: 'Military'		Everything	15% off	01/01/17	01/01/57
Button: 'dollar off'		Everything	\$1.00 off	12/01/19	12/02/69

## Bill Of Materials

This is an advanced inventory menu and should be left blank unless you have purchased the advanced inventory module and have attended the BOM sessions.

## Adding/Editing Modifiers

- From your BrewPOS Admin Back Office, select the **Setup** tab.

There are 4 modifier tabs available

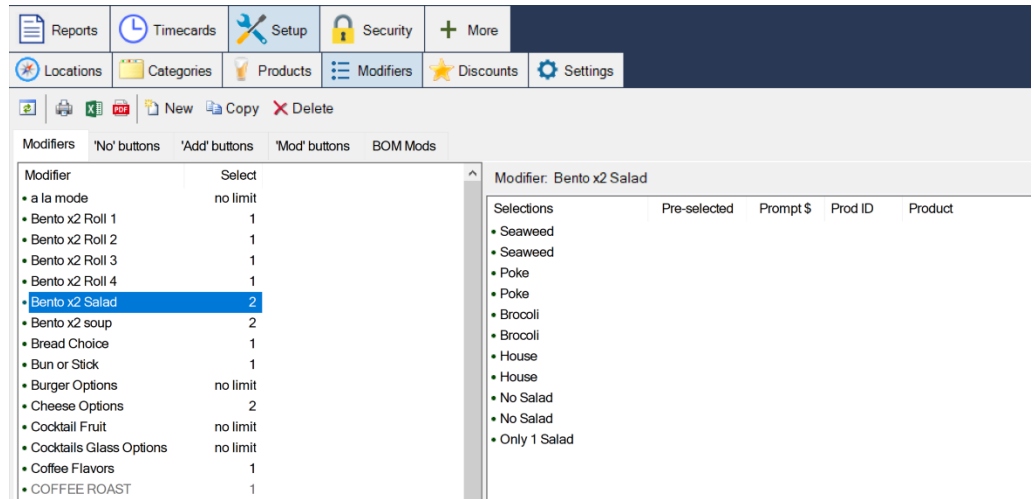
- **Modifiers** these are the modifiers on products
- **No Buttons** these are the modifiers available in the no screen on a product modifier
- **Add Button** these are the modifiers available in the Add screen on a product modifier
- **Mod Buttons** these are the modifiers available in the Mod screen on a product modifier

### To edit an existing Modifier -

double click on it in the menu on the right hand side. To add a new Modifier, select **New** from the toolbar.

### To Copy an existing modifier

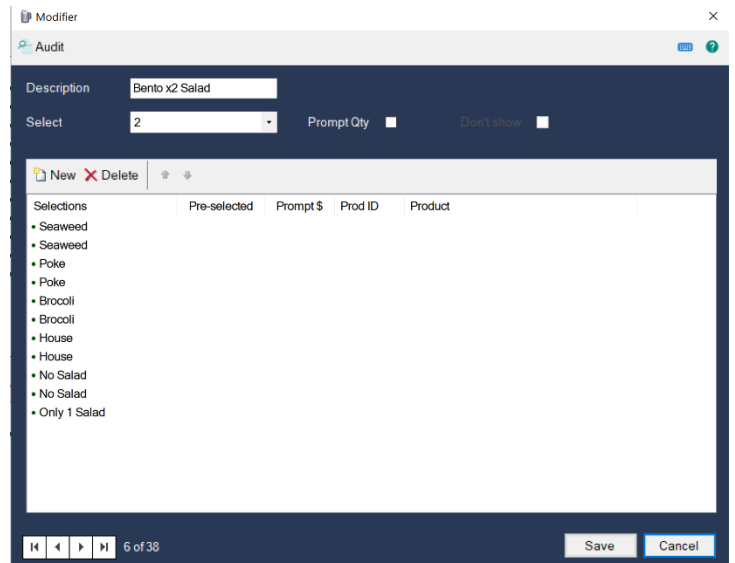
Single click on an existing modifier that is similar to the new one and select **Copy** in the toolbar to populate most of the fields quickly.



### To Create a NEW modifier select the correct tab, then choose new.

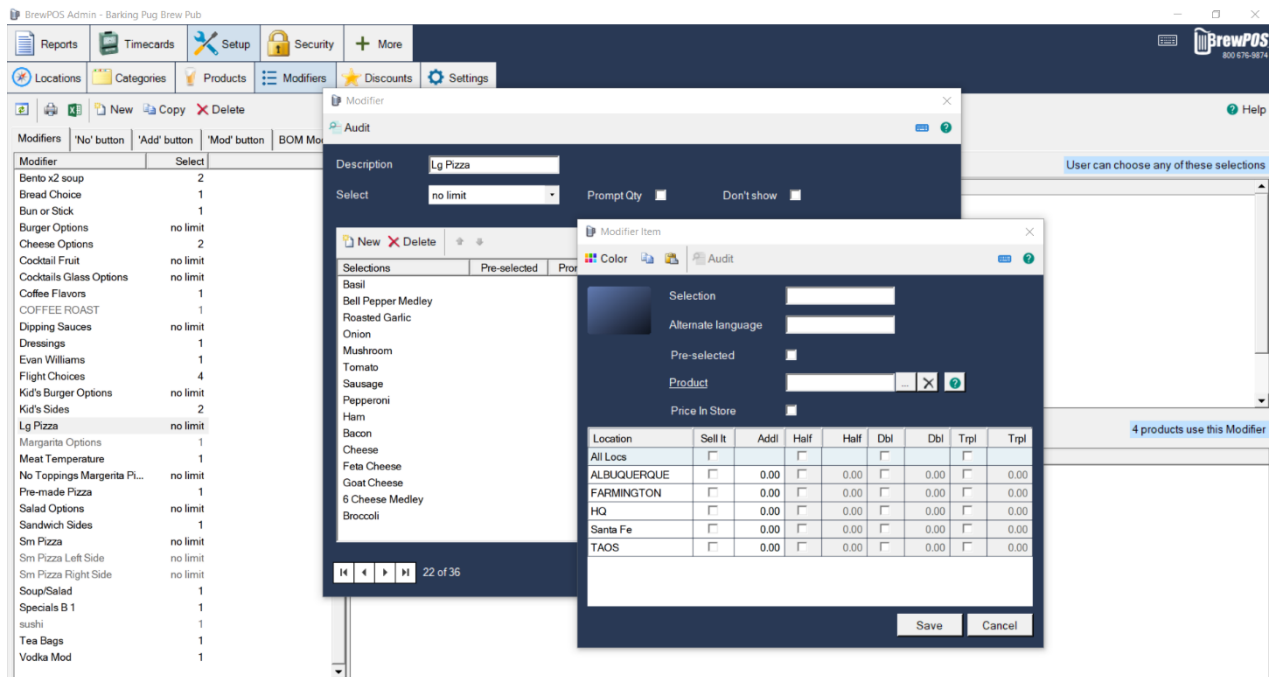
- **Description** this is the name of the Modifier that will show in the POS
  - Give the new Modifier a Description
- Select how many of the products must be chosen On the POS.
- **Prompt Qty** is only selected if you want to choose the number, Example How many hot wings to add to the order
- **Don't Show** If don't Show is enabled the modifier choice will not pop up automatically in the POS, This is preferable if you have default modifiers for a product you want displayed on a kitchen ticket.

### To add or edit or delete choices on a modifier



- Edit by double clicking the selection you desire.
- Delete by single clicking the selection and then clicking delete
- Create a new choice selecting the New button at the top of the box
- Change the order of the list by clicking once on the selection and using the up and down arrows at the top of the box.
- Assign it a color by tapping on the Color Icon at the top of the box
- Click the box for the locations that the modifier will be available at.
- If the Selection has an additional cost put it in the Addl column.

- You may select another product from your system to use for this modifier. Example a house salad.
- You may choose to enable Half, Double, and Triple, by selecting the appropriate columns, and pricing the product appropriately. Example for Pizza.
- Save and repeat with any additional Selections that should be assigned to the Modifier.
- Save again out of the modifier.



### To Attach a modifier to a product

- **Select the modifier tab**
- **Highlight the modifier**
- **Choose Select products in the lower right screen**
  - The Select products box shows you the products the modifier is currently attached to. By clicking on select products you can add more products or remove products the modifier affects.