Modifiers

Modifiers are used to answer specific questions about items that are sold.

In the following example, Rye Bread, Pumpernickel, Marble Bread, Hard Roll, Egg Roll, and Club Roll are the modifiers for the sandwich and "What kind of bread?" is the question about the item being sold (LEAN CORNED BEEF, which is the sandwich in this case).

The example also requires that the sandwich LEAN CORNED BEEF has already been created and it will now be modified.

Setting up modifiers

To set up modifiers, you need to create **modifier items**. To do so, open RPE and select **Manager**. Provide the requested credentials and then follow these steps.

1. Select **Administrative**.

2. Select **Inventory Maintenance**.

3. Select **Add Item** and then **Standard Item** to create a new item.

4. Select a department (e.g. MODS). (it is recommended that you create a department which will contain only modifiers – this way, you can prevent that department from being displayed on the touch screen for organizational purposes.)

5. Provide an **Item Number** and **Description** (e.g. **BREAD001** for the **Item Number** and **Rye Bread** for the **Description**).

6. **MAKE SURE MODIFIER ITEM IS CHECKED!**

7. Select **Save**.

NOTE: Repeat Steps 3-7 for each modifier to be created (Rye Bread, Pumpernickel, Marble Bread, Hard Roll, Egg Roll, and Club Roll will all have to be created following steps 3-7 in this example).
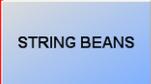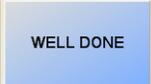
	8. Select **Add Item** and then select **Modifier Group** to create a modifier group (this enables you to group similar modifier items together).
	9. Select a department (e.g. MODS).
	• See step #4 for a helpful recommendation.
	10. Provide an **Item Number** (e.g. **BREADCHOICE**), **Description** (e.g. **Bread**), and **Prompt** (the question to be asked) (e.g. **WHAT KIND OF BREAD?**).
	11. Select **Add Modifier**.
	12. This will only display the Modifiers that have been created in the system.
	13. Select the modifier item created in steps 3-7 (e.g. **Rye Bread**).
	• Note: all the items that have been created should be added to this group (e.g. Rye Bread, Pumpernickel, Marble Bread, Hard Roll, Egg Roll, and Club Roll).
	14. Select **Save**.

15. Select the item you would like the modifiers to modify (e.g. **LEAN CORNED BEEF**).

16. Select the **Modifiers** tab.

17. Select **Add Modifier Group**.

18. This will only display the Modifier Groups that have been created in the system.

19. Select the modifier group created in steps 8-13.

20. You will be prompted as to whether you would like to charge for the modifiers items in this group.

21. You can choose how many modifiers items can be selected under **# To Select**.

- Using the dropdown set **# To Select** to **=2** which will only allow your employees to select 2 modifiers for this prompt.

- Using the dropdown set **# To Select** to **<=2** which will only allow your employees to select either 2 or anything less than 2 modifiers for this prompt.

22. You can also choose to force the modifier (one must be selected) by checking **Forced?**.

Note: you are able to add as many modifier groups as you like to the item to be modified (e.g. WHAT KIND OF BREAD?, HOW THE MEAT SHOULD BE COOKED?....)

23. Select **Save**.

Ringing up items with modifiers attached to them
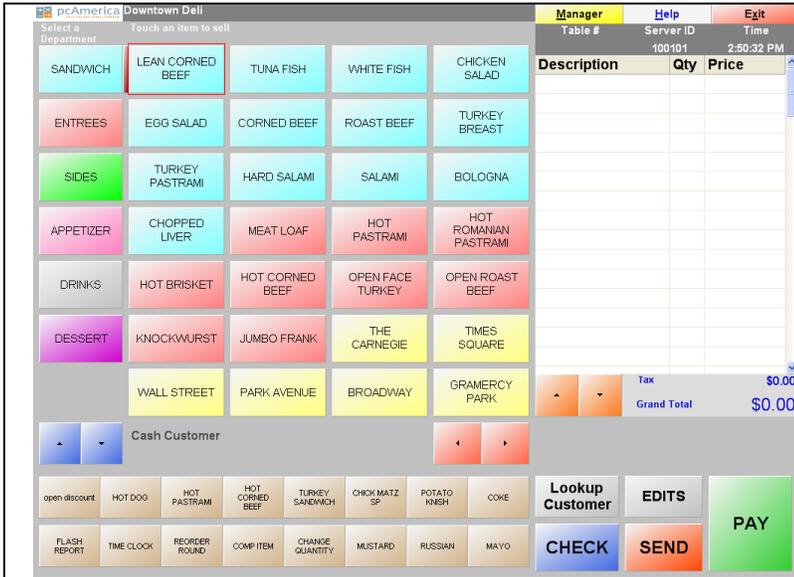
1. Select the item from the touch screen as you normally would.

2. Select a modifier or multiple modifiers in response to the prompt (e.g. WHAT KIND OF BREAD?).

Note that the names of the modifiers are added to the invoice, as seen pictured left.