

POSERA

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Manager – Items BOH

Document version 1.0

In the Manager Items BOH section you will learn all the steps to complete the following:

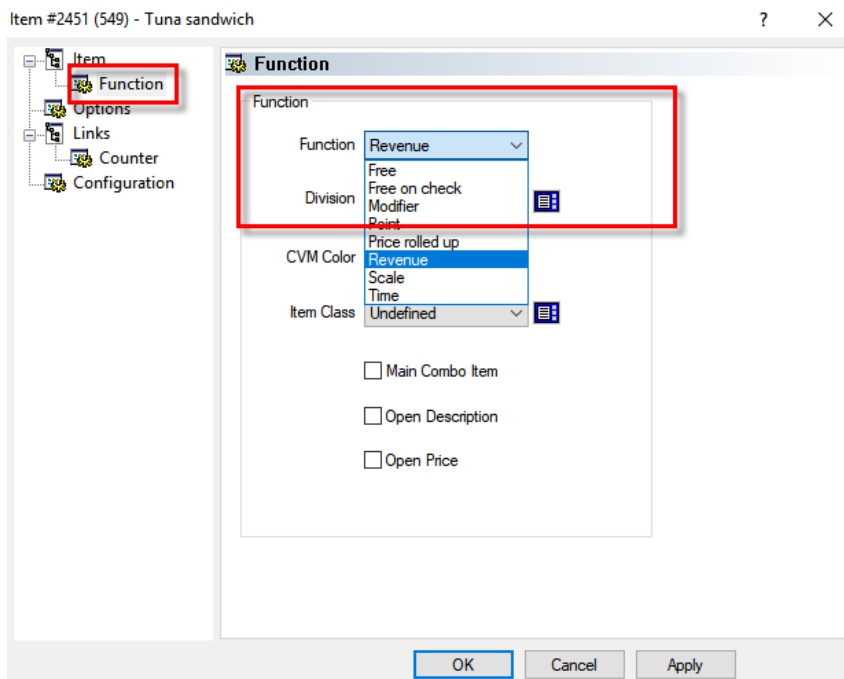
- **Item function overview**
- **Adding item with duplicate feature**
- **Changing item price**
- **Changing item printout**
- **Changing modifier prompt list**

Overview Item Function

Items can be setup for various functions. Below is an explanation of the most common types:

- Select the **Revenue** function for most regular sales items.
- Select the **Free or Free On Check** function for zero priced and/or included items.
- Select the **Modifier** function for remarks that are free or chargeable, will print in red on remote printers and will appear on the check with their price.
- Select the **Price Rolled Up** function for modifiers that will appear with no price on the check, but their price will be included with the preceding Revenue item.

The item function is set within the item property:

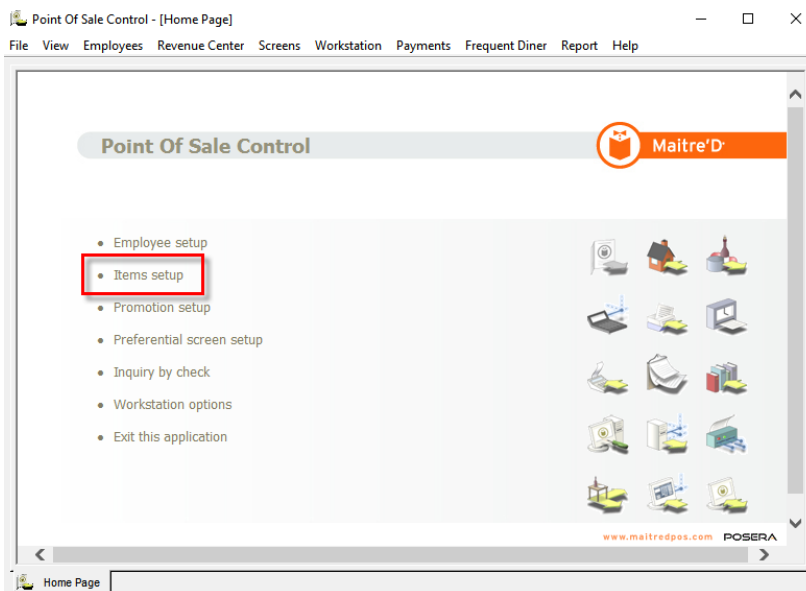


Adding item with duplicate feature

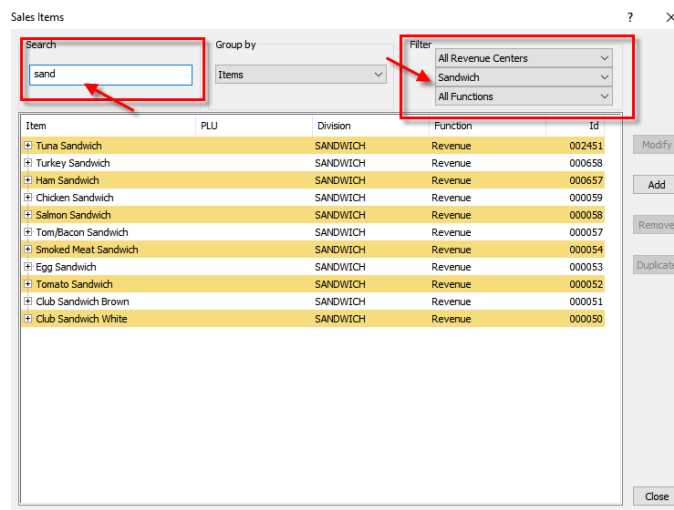
The easiest and most efficient way of adding a new item to your database is by **duplicating** an existing item that is most similar to what you adding:

- Function Division Printout Modifier prompts

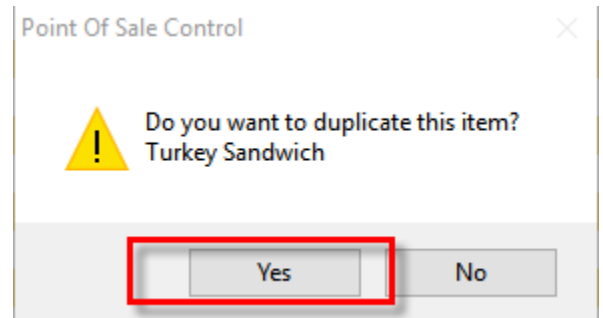
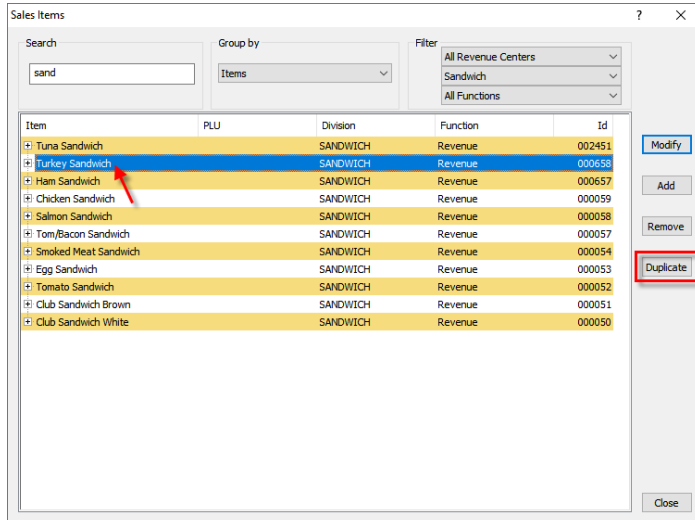
Adding an item to the database is done from POS Control.
Go to POS Control/Item Setup:



Use the filters to narrow your search or simply type in the name of a similar item



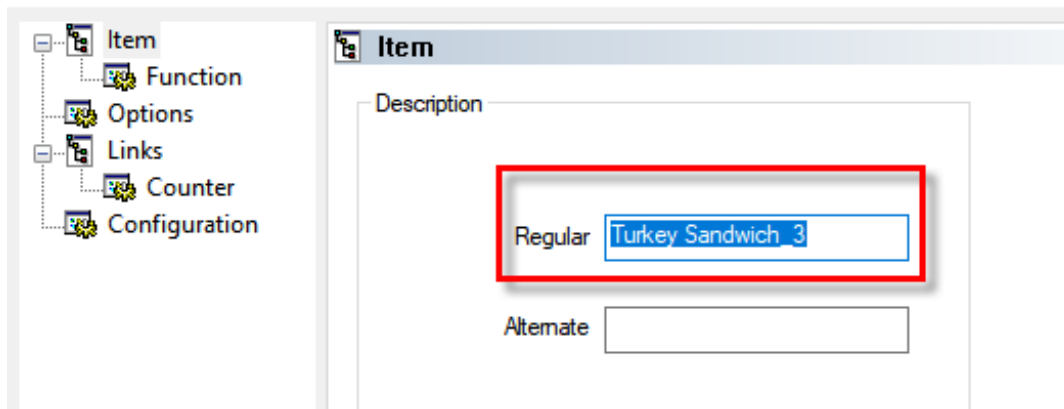
Select the most similar item and select duplicate



This will bring you into the property of the item.

Clear the name of the duplicate and type in the name of the item you are adding.
Note: You will be able to see a duplicate item – the name will be followed by a number.

Item #2684 (783) - Turkey sandwich_3



The screenshot shows a software window titled "Item #2684 (783) - Turkey sandwich_3". On the left is a navigation tree with "Item" selected, containing sub-items: "Function", "Options", "Links", "Counter", and "Configuration". The main area is titled "Item" and contains a "Description" label above a text input field. The input field contains "Regular" followed by a separate input field containing "Roast Beef Sandwich". Below this is an "Alternate" label followed by an empty input field. At the bottom of the window are three buttons: "OK", "Cancel", and "Apply". The "OK" button is highlighted with a red rectangular box.

Changing Item Price

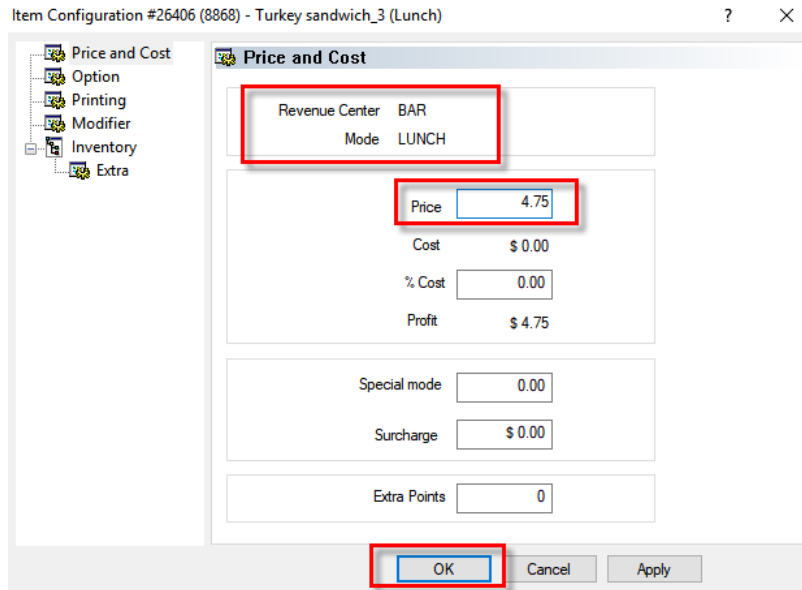
In the item property select configuration. Configuration is where pricing and other properties that can vary based on when and where the item is sold.

Item #2684 (783) - Turkey sandwich_3

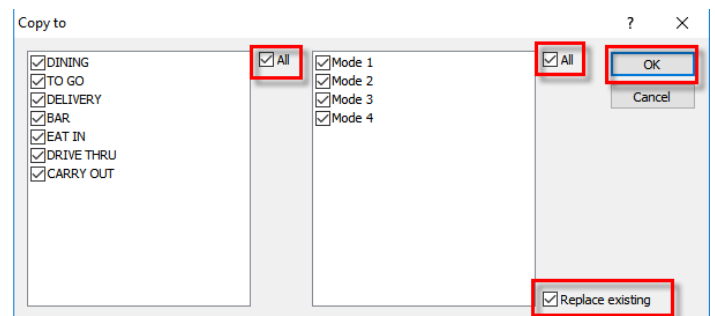
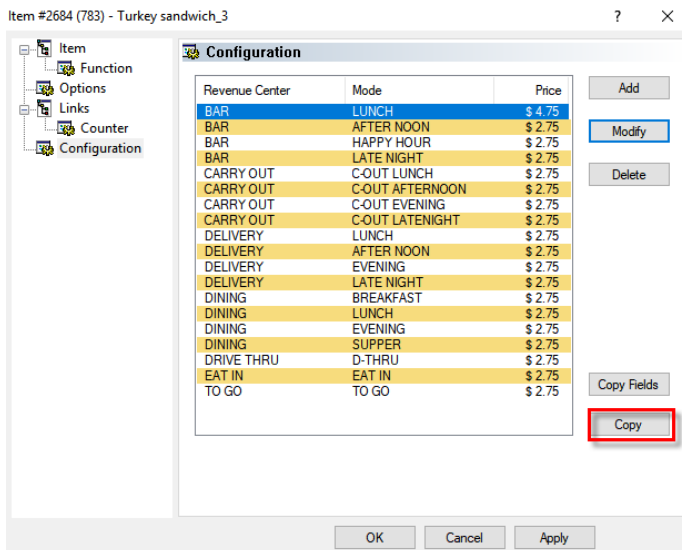
Revenue Center	Mode	Price
BAR	LUNCH	\$ 2.75
BAR	AFTER NOON	\$ 2.75
BAR	HAPPY HOUR	\$ 2.75
BAR	LATE NIGHT	\$ 2.75
CARRY OUT	C-OUT LUNCH	\$ 2.75
CARRY OUT	C-OUT AFTERNOON	\$ 2.75
CARRY OUT	C-OUT EVENING	\$ 2.75
CARRY OUT	C-OUT LATENIGHT	\$ 2.75
DELIVERY	LUNCH	\$ 2.75
DELIVERY	AFTER NOON	\$ 2.75
DELIVERY	EVENING	\$ 2.75
DELIVERY	LATE NIGHT	\$ 2.75
DINING	BREAKFAST	\$ 2.75
DINING	LUNCH	\$ 2.75
DINING	EVENING	\$ 2.75
DINING	SUPPER	\$ 2.75
DRIVE THRU	D-THRU	\$ 2.75
EAT IN	EAT IN	\$ 2.75
TO GO	TO GO	\$ 2.75

Buttons: Add, Modify, Delete, Copy Fields, Copy, OK, Cancel, Apply

Change the price and select OK

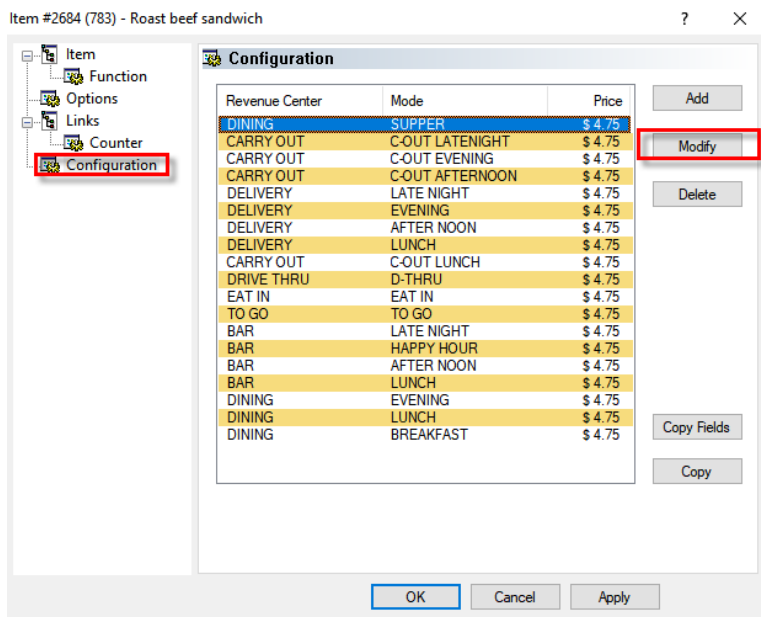


Select Copy to copy to all configurations.

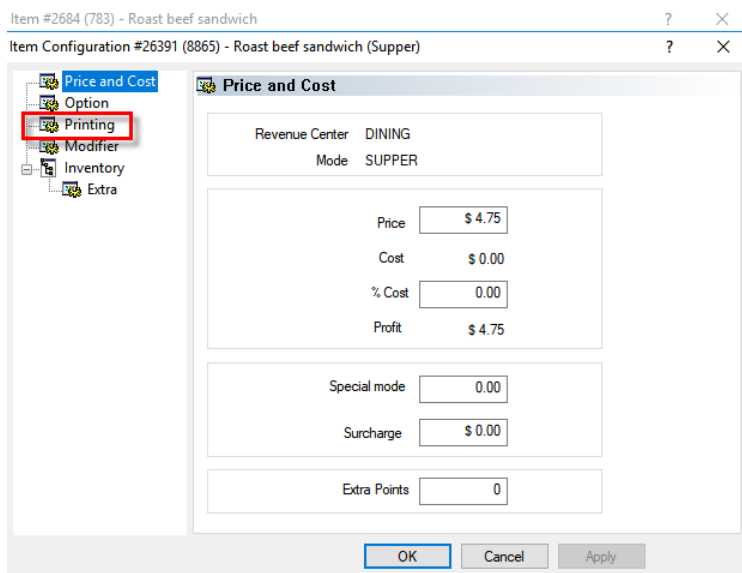


Changing Item Printout

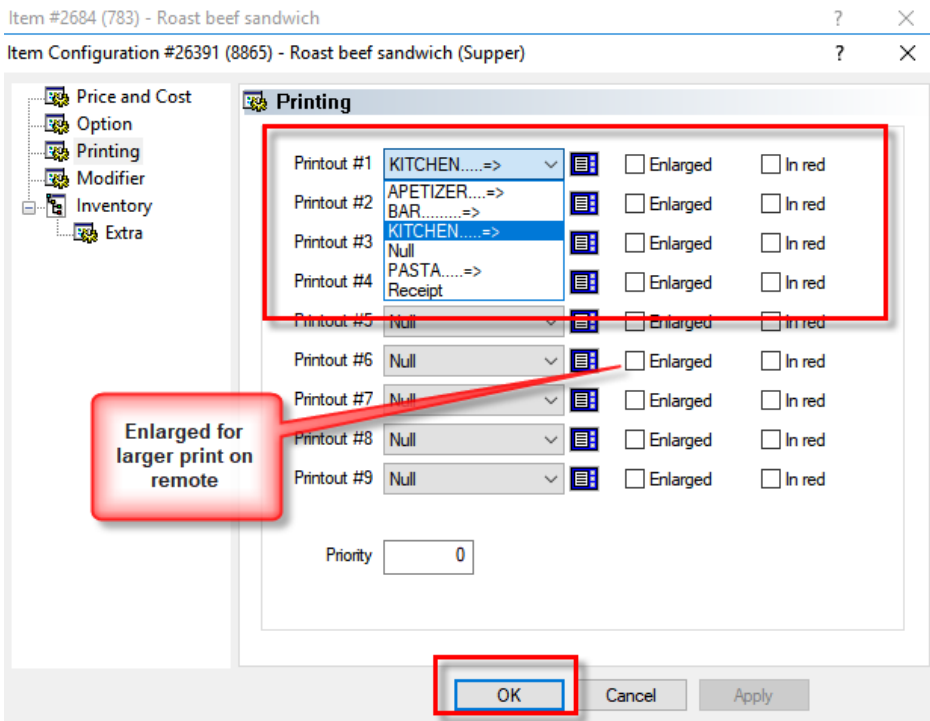
In the item property select configuration. Highlight the one you are changing and select modify.



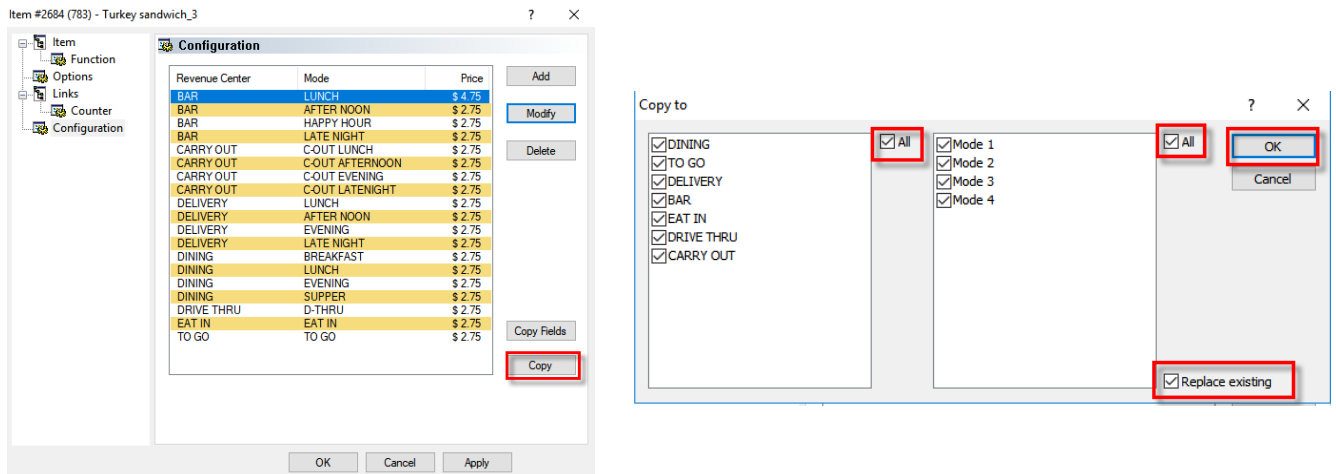
Select Printing



Select the printer from the drop down list or **NULL** for no printout.

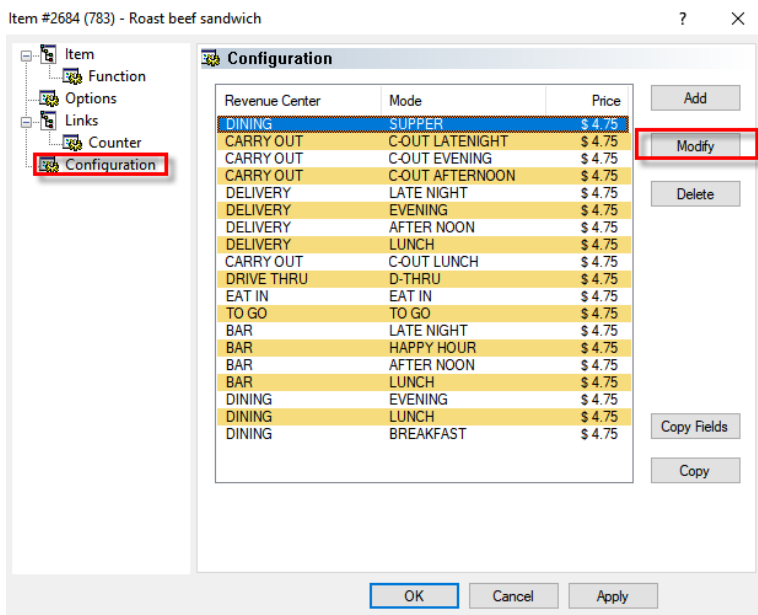


Select Copy to copy to other configurations.

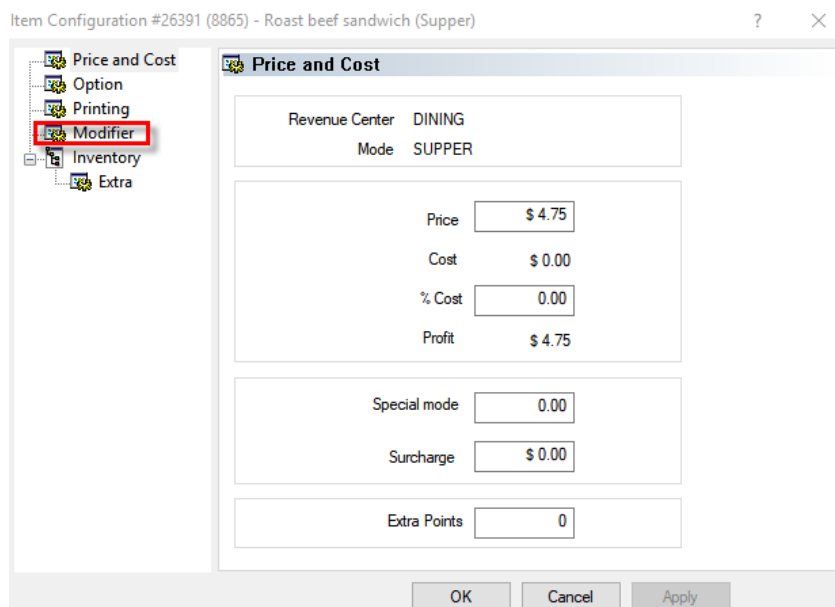


Changing modifier prompt list

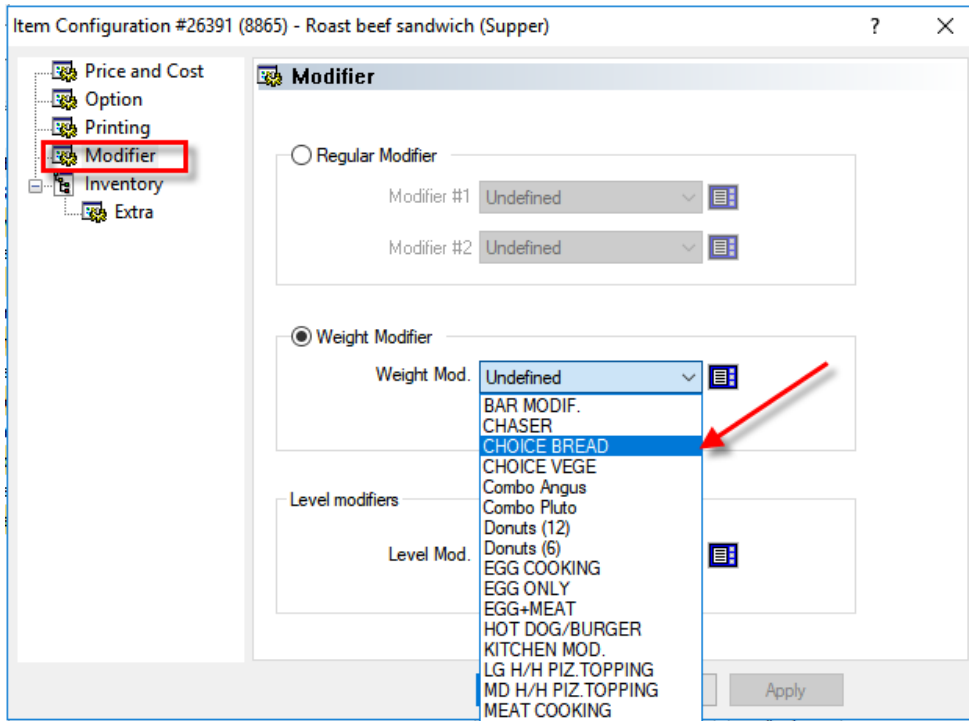
In the item property select configuration. Highlight the one you are changing and select modify.



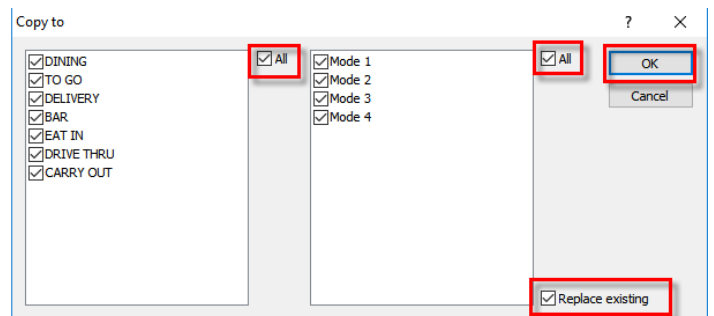
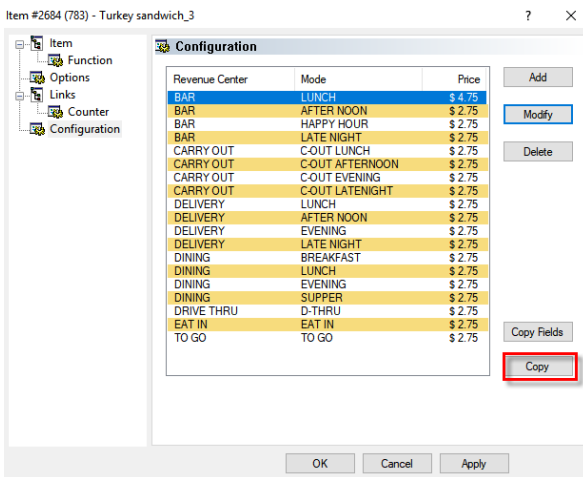
Select Modifier



Select the modifier list from the drop down menu or **UNDEFINED** to remove the prompt and select ok.



Select Copy to copy to all configurations.



Refer to the BO User Manual for more in depth information on modifiers and item setup.