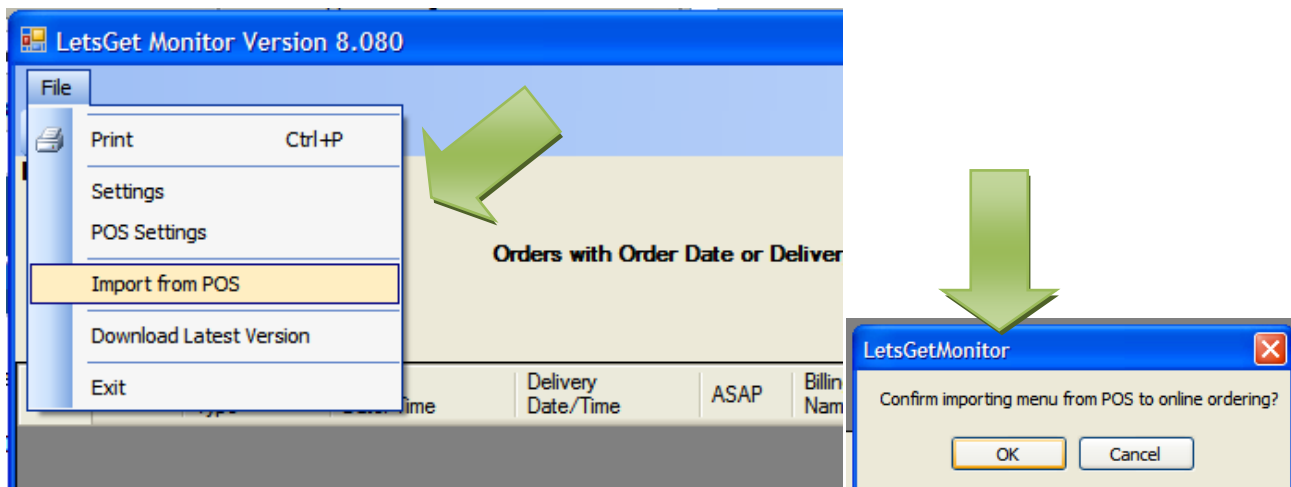




How To Add A Modifier

In order to make a modifier for an item, it MUST be set up that way in the POS. Be sure to add the new modifier set to the POS system first.

Then perform an import from the **Letsget Monitor**: File -> Import from POS -> OK



Log into Letsget Web Portal

<https://admin.letsget.net/Private/Welcome.aspx>

If you need your login information again, please call 800-750-3947 or log a support ticket at <http://www.granburyrs.com/support/login.php>

1. From left-hand navigation menu click on **Menus**, and Edit.



2. Make sure the **Last Imported** date is from today (if not, do the upload from the letsget monitor again). Click the blue **Update From POS** button.

The screenshot shows the 'Main Menu (#2587)' configuration page. The breadcrumb path is: Nathan's Cafe (#4388) > Nathans Practice Restaurant (#3499) > Main Menu (#2587). The form contains the following fields and options:

- Menu Name: Main Menu
- Show Menu: Yes (dropdown)
- POS Import: Main Menu (dropdown)
- Last Imported: 11/26/2012 08:28 PM
- Previous Import: (empty field)
- Half 1 POS Modifier: (dropdown)
- Half 2 POS Modifier: (dropdown)
- Graphical Ordering in Preview: ☐
- Graphical Ordering in Production: ☐ (Subject to Approval)
- Graphical Ordering Size Display Option: ☒ Show Prices, ☐ Show Sizes, ☐ Show Sizes and Prices
- Hours of Availability: ☒ Same As Restaurant, ☐ Custom Hours (e.g. Lunch Menu)
- Excel File for Import: (text input) Browse...

A green arrow points to the 'Last Imported' field. Another green arrow points to the 'Update From POS' button. At the bottom, there are four buttons: Cancel, Save, Update From POS, and Refresh. A red arrow points to the 'Update From POS' button with the text 'indicates required field'.

3. After the Update From POS is finished you will automatically be taken to Menu Setup. Choose the item that you want to add the modifier to by selecting the Menu Section, and then next to the Menu Item, choose [Options](#).

Menu Setup

Logout
Welcome Kevin Bradbury

Nathan's Cafe (#4388) ▶ Nathans Practice Restaurant (#3499) ▶ Main Menu (#2587)

RefreshPreview MenuArrangeReturn to Menus

Menu Sections

BeveragesAppetizersSubsSaladsDinnersPizzasDessertsChipSlicesSammiches

SubsAddEditDeleteUpDownQuick Menu Section Add

Separate by semicolons (eg. Appetizers;Salads;Pizza)

Menu Items

Show Short Name, Configurator, Price:Quick Menu Item Add

Show Menu Item Description, Hide Item:

Separate by semicolons (eg. Chicken Wings;Potato Skins)

Menu Item Filter:

☐Menu Item

Classic Italian Sub

Ham n Cheese Sub

Type

Sized

No

POS

Modifiers

Available Option Sets

Sub Sauces, Sub Cheeses, Sub Meats, Sub Veggies, Sub Addons, Required Turkey Sub Dress Choice, Required Cheese Choice

Sub Sauces, Sub Cheeses, Sub Meats, Sub Veggies, Sub Addons, Required Turkey Sub Dress Choice, Required Cheese Choice

EditOptionsUpDown

EditOptionsUpDown

4. To make a new modifier set to use on this Menu Item click on [Add New Options](#) button

Menu Item Options

Nathan's Cafe (#4388) ▶ Nathans Practice Restaurant (#3499) ▶ Main Menu (#2587) ▶ Classic

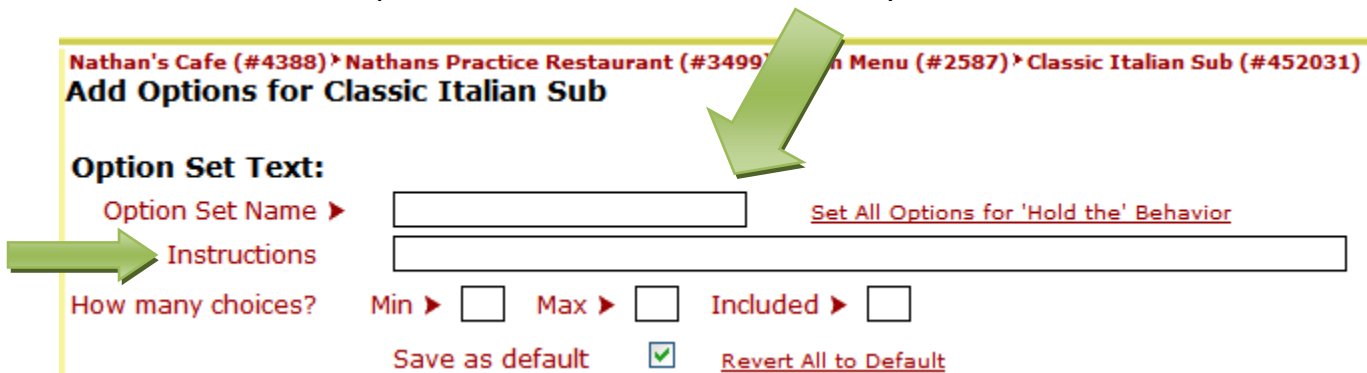
Select Options

Select Options

Add Garlic Bread
Appetizer Addons
Appetizer Cheeses
Appetizer Sauces

Add Selected OptionsAdd New OptionsCopy And Add

5. This takes you to a new screen where you create the option set. First, add the **Option Set Name**, such as “Side Choices”
6. Next, add Instructions for the customer. This tells the customer what they need to do for this option set, such as “Please choose your dinner side”



Nathan's Cafe (#4388) › Nathans Practice Restaurant (#3499) › Main Menu (#2587) › Classic Italian Sub (#452031)

Add Options for Classic Italian Sub

Option Set Text:

Option Set Name ▶ [Set All Options for 'Hold the' Behavior](#)

Instructions ▶

How many choices? Min ▶ Max ▶ Included ▶

Save as default ☒ [Revert All to Default](#)

7. On the **Min**, **Max**, **Included** you need to put numbers in these boxes.

How many choices? Min ▶ Max ▶ Included ▶

Save as default ☒ [Revert All to Default](#)

Min- How many choices the customer HAS to make on this page. For example, if you put 0, the customer does not have to make a choice to move on to the next page. If you put 1, they have to make one choice before they can move on, etc.

Max- The maximum number of choices they can make. If they only get one side with the dinner, then you would put one here. It will not allow the customer to pick over this amount

Included- This is what is included in the price. If you have prices associated with these modifiers in the POS, this would apply. If they get one choice included, and anything else is extra, you would put 1 here. If the modifiers have prices associated with them, then it would charge after they choose more than 1 (as long as the Max is set higher than 1)

8. On the **Option Set Settings** there are a few options you can set by checking the box after these options:

- a. **True Item Upsell**: This allows you to add an upsell to this specific item. Please refer to “How to Make an Upsell” instructions

- b. **Display in Dropdown**: This will show the options in a dropdown menu rather than a list
- c. **Option Can Be Doubled**: If there are prices associated with the modifiers in the POS, this will give the option to have double the option item, which will charge double the price associated with this (normally used for pizza toppings)
- d. **Option Can Be Split**: If there are prices associated with the modifiers in the POS, this will give the option to split the options. This will charge for half of the price (or whatever % you choose). This is mostly used for pizza toppings
- e. **Option Prices Size Does Not Affect Price** and **Size Affects Price**: If the pricing associated with these modifiers charges differently according to the price, you will need to choose the **Size Affects Price**. This can only be used for SIZED items, and you will choose the pricing when you link it to the POS

Option Set Settings:

True Item Upsell ☐
 Display in dropdown ☐
 Option Can Be Doubled ☐

Option Can Be Split ☐

Option Prices ☒ Size does not affect price ☐ Size affects price

9. Under **Option** is where you put the list of the items that the customer chooses from.

Option	Std	Default	Out Of Stock
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Row

For example: Pizza Toppings, Dinner Sides, etc. Each Line holds one item. If you need more lines, choose the [Add Row](#) button. If you need to delete a row, hit [Delete](#) next to the row. Once you have added the list of items, click the blue [Save](#) button

10. Now that you have your option set made, you need to link it to the modifiers in your POS system. You should be back to the option set page. Scroll down and locate the

Option set you just created (it should be the last Option on the page). To the right of the option title click on [POS Options](#).

Sub Sides				Edit	Images	POS Options	Delete	Remove
Instructions: Please choose a side.								
Min Choices: 1		Max Choices: 1		Included Choices: 1		Split Option: <input type="checkbox"/>		As Option: <input type="checkbox"/>
Option	Std	Default Out	Menu					
		Of Stock	Item					
Cheese Fries	<input type="checkbox"/>	<input type="checkbox"/>						
Onion Rings	<input type="checkbox"/>	<input type="checkbox"/>						

[Cancel](#)

11.Next to each item, choose [Edit](#) and find the modifier on this list.

POS Options for Sub Sides

Show only modifiers available for this menu item ☒

Show all modifiers available in POS ☐

Size	POS Modifier	POS Price	
Cheese Fries		0.00	Edit
Onion Rings		0.00	Edit

[Continue](#)

Cheese Fries

POS Modifier

Hold POS Modifier

American (Required Cheese Choice) (\$0.00)

American (Sub Cheeses) (\$0.75)

Bacon (Sub Meats) (\$0.75)

Chicken Strips (Sub Meats) (\$0.75)

Fish (Sub Meats) (\$0.75)

Green Peppers (Sub Veggies) (\$0.75)

Grilled Chicken (Sub Meats) (\$0.75)

Ham (Sub Meats) (\$0.75)

Hot Peppers (Sub Veggies) (\$0.00)

Hot Peppers (Sub Veggies) (\$0.75)

Italian Dressing (Required Turkey Sub Dress Choice) (\$0.00)

Italian Dressing (Sub Sauces) (\$0.00)

Lettuce (Sub Veggies) (\$0.00)

Make Deluxe (Sub AddOns) (\$2.00)

Mayonnaise (Required Turkey Sub Dress Choice) (\$0.00)

Mayonnaise (Sub Sauces) (\$0.00)

Meatballs (Sub Meats) (\$0.75)

Mushrooms (Sub Veggies) (\$0.75)

No Cheese Choice (Required Cheese Choice) (\$0.00)

Cancel

Save

Remember, this is pulling the modifiers directly from your POS system. If the item is not on this list, it is not set up as a modifier for the menu item in your POS. Do this for each item, so each list name corresponds with the modifier in the POS.

POS Options for Sub Sides

Show only modifiers available for this menu item ☐

Show all modifiers available in POS ☒

Size	POS Modifier	POS Price	
Cheese Fries	Appetizer Items-Cheese Fries	4.49	Edit
Onion Rings	Required Fries or Onion Rings-Onion Rings	0.00	Edit

Continue

12. There are a couple of points to remember when adding modifiers:

A. If wanting to remove an option set, choose [Remove](#) rather than [Delete](#). If you delete it, it will remove it entirely from the system. If other menu items are using this option set, it will delete it from their menu item as well. Your best bet is to use [Remove](#) when you want to take an option set off an item.

Sub Sides

[Edit](#) [Images](#) [POS Options](#) [Delete](#) [Remove](#)

Instructions: Please choose a side.

Min Choices: 1 Max Choices: 1 Included Choices: 1 Split Option: ☐ Doubles Option: ☐

Option	Std	Default Out Of Stock	Menu Item
--------	-----	----------------------	-----------

Cheese Fries	<input type="checkbox"/>	<input type="checkbox"/>	
Onion Rings	<input type="checkbox"/>	<input type="checkbox"/>	

Cancel

B. If you want to arrange the order of the options on the menu item, use the blue [Arrange](#) button on the main page and use the “options” or “option items” (to arrange the items).

Menu Setup

Logout
Welcome Kevin Bradbury

is Practice Restaurant (#3499) > Main Menu (#2587)

Refresh

Preview Menu

Arrange

Return to Menus



Arrange Menu

Nathan's Cafe (#4388) > Nathans Practice Restaurant (#3499)

1. What Do You Want To Arrange?

Select ▶

- | | |
|-------------------------------------|---|
| <input type="radio"/> Menus | <input type="radio"/> Combination Choices |
| <input type="radio"/> Menu Sections | <input type="radio"/> Combination Sub-Items |
| <input type="radio"/> Menu Items | <input checked="" type="radio"/> Options |
| <input type="radio"/> Item Sizes | <input type="radio"/> Option Items |

2. Choose These

Item Sizes

Menu Sections ▶

Menu Items ▶

Combination Choices

Options

	▼
Subs	▼
Classic Italian Sub	▼
	▼
	▼

3. Arrange Here

Sub Sauces
Sub Cheeses
Sub Meats
Sub Veggies
Sub Addons
Required Turkey Sub Dress Choice
Required Cheese Choice
Sub Sides



▶ indicates required field