

## How to Set Modifiers

**Example:** 'I want to add 'Rare' to an item called 'Steak''

1. Log in to Back office
2. The item should be added under 'System Setup' and then 'PLU / Item Management'
3. This assumes that the 'Item' e.g. 'Steak' has already been added, if not add it under 'Items/PLUs'
4. To add the modifier click on the menu option 'Modifiers'
5. Click on 'New Record', add with detail e.g. Long description = Rare, Description = Rare, First Lime = Rare
6. Tab through the fields and save the record
7. Click on the bottom left on the button 'Hot keys', then in the same spot click on 'find record'. Type in the description of the item you want to add the modifier to, in this example type in 'Steak' and press the return key ←
8. Click on the item, select the option 'Review Sub Menu' and click OK
9. Click the 'Add' button, pick the modifier e.g. 'Rare'
10. Exit the menu
11. If you have another steak you want to add the item to, repeat items 7 thru 10 above