Adding or Removing Pizza Toppings

Whenever you select a pizza by touching the description and size buttons on the Order screen, a Toppings button will appear at the bottom left of the screen, just above the course buttons. When you touch the Toppings button, the screen will change to one like that shown below.

The aim of this section is to describe how to add and remove toppings during an order. The toppings shown on your screen, and their prices, are created and amended in Management > Occasional Menu > Menus > Toppings (1) and that is described in full in a later in the User guide. The program will charge different amounts for toppings depending on the pizza size and it is also possible to have different charges for types of topping, e.g. for veggie, meat or seafood toppings.

image-1679671742944.png

To add an extra topping to the pizza that you have just entered on the Order screen, simply touch the relevant button. inTouch will transfer the topping description and price to the receipt on the right of the screen. Repeat the process for as many additional toppings as are required.

You will notice that when you touch the Toppings button on the Order screen, a Hold button then appears in place of the Toppings button. Touch the Hold button, and then touch a topping button, to remove that topping from the pizza that you have just entered on the Order screen.

Note: inTouch will not charge extra for swapped or substitute toppings unless it has been set to do so. If you add a topping to, and remove a topping from a pizza, the program will treat this as a swapped topping and will not make an extra charge. If you add three extra toppings to, and remove one topping from a pizza, the program will treat this as two additional toppings and will charge for two. If you want inTouch to charge for every extra topping, even when some toppings are removed, you must check the Charge for swapped toppings box in Management > Occasional Menu > Options > Charges.

You will also notice that when you touch the Toppings button on the Order screen and the screen changes to one like that shown above, a Half Toppings button appears alongside the Hold button.

Use this button to add toppings to, or remove toppings from, one or both halves of a pizza. If you touch the Half Toppings button and then a topping button, e.g. “Black Olives”, the program will transfer “+ One Half Black Olives” to the receipt on the right of the screen. The same will happen

for every topping button that you now touch.

If the customer wants extra toppings on one half of the pizza only, select the topping(s) as described above, then touch a course button to remove the toppings menu from the screen and continue with the order.

You will see however, that as soon as you touch the Half Toppings button and then select a topping, the Half Toppings button is replaced by three buttons; Full, One Half and Other Half. These three buttons allow you to add any topping to either or both halves of the pizza in any order.

If the customer has chosen toppings for one half of the pizza, as above, and then wants to select extra toppings for the other half, touch the Other Half button, then a topping button e.g. “Onions”. The program will transfer “Other Half Onions” to the receipt on the right of the screen.

Although it would seem logical to order extra toppings for one half and then the other half, customers are not always so obliging. Therefore, even if you have already selected toppings for the “Other Half”, you can still touch the One Half button (followed by a topping) to add another topping to the first half, or touch the Full button (followed by a topping) to add a topping to the whole of the pizza.

Whenever you have finished adding or removing toppings, touch a course button to return to the main Order screen.

Note: You can choose to print extra and held toppings in red on the receipt in Management > Occasional Menu > Options > Receipt Printer and you can choose to print HOLD for Held toppings on the Kitchen printer in Management > Occasional Menu > Options> Kitchen Printer. You can also add extra toppings to stock items which are not pizzas by putting a topping price on the item in Management > Occasional Menu >Menus.

Revision #3
Created Fri, Mar 24, 2023 3:28 PM by Simon
Updated Fri, Apr 21, 2023 11:48 AM by Simon