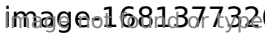
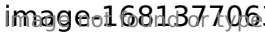
Adding Toppings to the Menu

When the Menu screen is on display, there are a series of other buttons underneath the Course buttons. Touch **Toppings 1** and the screen will change to one like that shown below.

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To add a pizza topping, touch a blank button on the screen. If all the buttons are used, you must add a row or a column to create some blank buttons, as already described. When you touch a blank button, the message shown below will appear.

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If you touch **Yes**, the Screen section below will reappear with two tabs at the top, “Screen” and “Details”.

Creating Toppings 1.jpg


If you touch **No**, the program will return to the Menu screen.

The Screen section allows you to set up the appearance of each button. Type in the description of the topping as you wish it to appear on the screen in the **Button Text** field. Touch **Button Colour** to display the colour palette if you want to choose an alternative colour to the default.

The “Font” section of the screen allows you to alter the appearance of the text that you have typed in the Button Text field. If you touch **Change Font**, the program will display the button text in a different font. Touch the button for a second time and inTouch will use another font. If you touch **Change Font** a third time, the text will go back to the original font.

Once you have selected a font for the button text, you can touch ▲ and ▼ to increase and decrease the size of the button text and use the **Bold** and **Italics** check boxes to add emphasis to the text on the screen.

If you touch an active button on the screen, then touch **Move Button** and then touch another blank button on the screen, the program will move the text displayed on the first button to the second (blank) one.

If you touch an active button on the screen and then touch **Delete Button**, the program clear the text from the selected button.

When you touch the “Details” tab, the boxes shown below will appear on the right of the screen.

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Image not found or type unknown

The information that you enter here will be used by the program on the Stock Delivery screen on the Management Menu and in Stock Make-up and on the Stock Control section of the Occasional Menu.

In the **Unit Name** field, enter the basic unit in which a topping is measured, for example “Gram”. If the topping is delivered to you in packs of 1000 grams, enter “1000” in **Units Per Pack**. Type the cost price of the pack into the **Price Per Pack** field.

Enter an appropriate description in the **Pack Name** field, for example “Bag”. The description that you enter here will be used on the Stock Delivery screen where staff will enter the number of “Bags” that have been delivered.

Type the description of the topping as you want it to appear on the receipt in the **Receipt Description** field.

If you check the **Free** radio button, there will be no charge for this topping when it is added to a pizza. If you check the **Free** radio button, the program will only allow you to add this topping to a stock item if the **Free Toppings** box is checked on that stock item’s “Details” screen.

The three radio buttons, **A**, **B** and **C**, relate to the charge bands for toppings that have been created on the “Details” screens for both Pizza Sizes and Stock Items.

If you check A, the program will charge the amount entered in charge band A in “Topping Prices” for each size of pizza base. inTouch will also charge the amount entered in charge band A on stock items.

*If you try to add a topping that has been created as **Price Band B** for example on this screen, the program will not allow you to add this topping to a pizza or to a stock item that does not have a price entered in their*

Topping Prices B *field.*

If you touch **Toppings 1** at the bottom of the screen when the Toppings menu is on display, the text on the button will change to **Toppings 2** and a second page for toppings will appear.

This screen enables you to create a different set of toppings. You might want to reserve the Toppings 1 page for extra toppings for pizzas and use the Toppings 2 page for toppings for other stock items. Remember that on the “Details” screens for both pizzas and stock items, you can enter “1” or “2” in the **Toppings Page** field to indicate which page of toppings should be used for that pizza or stock item.

If you touch **Toppings 2** at the bottom of the screen when the Toppings menu is on display, the text on the button will change to **Toppings 1** and the first page of toppings will reappear.

Revision #2

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