



“HOW TO”

ADD PRODUCTS

& RECIPES



This is a 2 step process:

1. Create the product or recipe, and then
2. Add the newly created product or recipe to the pos layout

The below “HOW TO” details show step 1, how you create the product or recipe

Setting Up Products (eg: Beers, Spirits, Wines etc...)

General Tab

1. Open BOSSII ADMIN
2. Click on Products
3. Click on Maintain Products
4. Find a similar product to the product you wish to create
5. Click on COPY
6. Click on Product Name box & type the name of the new product
7. Highlight the new Product Name and press CTRL C

Sell Tab

1. Click on the Sell TAB
2. Click on the POS Description box & press CTRL V
3. Click on the Receipt Description box & press CTRL V
4. Click on the PDA Description box & press CTRL V
5. Click on Price 1 & enter the retail price including GST & press enter
6. Click on Save
7. Click on Save



Set Up of Recipes (eg: Coffees, Cocktails, Food items etc...)

1. Click on Products
2. Click on Recipes
3. Find a similar Recipe in the sub category to the Recipe you wish to create
4. Click on COPY
5. Click on Menu Name box & enter the name of the new Recipe Item to add
6. Highlight the new Product Name and press CTRL C

Sell Tab

1. Click on the Sell TAB
2. Click on the POS Description box & press CTRL V
3. Click on the Receipt Description box & press CTRL V
4. Click on the PDA Description box & press CTRL V
5. Click on Price 1 & enter the retail price including GST & press enter
6. Click on Save
7. Click on Save

The below “HOW TO” details show step 2, how to add the newly created product / recipe to the pos layout

Putting Product / Recipe Buttons On A Menu Layout

1. Select POS
2. Select POS button setup
3. Highlight menu layout to be changed and press "Edit"
4. Select the Category option page to edit from the right hand side of the screen
5. Filter down from the major category or scroll to find the item you require
6. Highlight required item and select a blank space to put the POS button to
7. Select "Save"
8. Select "Back"

NB: to ensure that the new POS layout is showing on your terminals, go to BOSSII POS and Exit BOSSII and re-enter BOSSII. This will ensure the new POS layout is now being shown