Choose Ingredients

On this screen you choose the ingredients of an item when you add it to an order. If the item has a configured recipe, it appears with the recipe ingredients selected, and you can modify and add ingredients.

How to get here: by selecting a sales item with the left mouse button on the Place an Order screen.



The ingredients appear classified in columns, which are the inventory items groupings.

Ingredient colors

Each chosen ingredient appears with a background line of a certain color:

Background	What it means	How to get it
Grey background	An ingredient defined in the recipe and configured as **Selectable**.	It appears this way if you do not change anything.
Blue background	An extra ingredient.	To **add an ingredient**, click it.
Green background	A **double ingredient**.	Double-click the ingredient, whether it is defined by default in the recipe or is an extra ingredient.
Red background	An ingredient of the recipe that you remove: it is no longer added to the item.	To **remove an ingredient** predefined in the recipe, click the ingredient that has a grey background.
Purple background	An ingredient configured as **Mandatory** in the recipe.	It cannot be removed.
Yellow background	A **free ingredient**.	With the blue button with the gift package (see "Free ingredient").

> To be able to remove an ingredient, it must be **Selectable**. Ingredients configured as **Mandatory** in the recipe cannot be removed.

Price change

All the changes you make may change the price of the item, which you see in the lower left part of the screen.

The price change depends on how you configured the ingredients when adding the inventory items to a family group.

Free ingredient

If you have the required system access level, and after identifying yourself, you can turn a paid ingredient into a **free ingredient**:

1. Press the blue button with the gift package.
2. Click the ingredient or ingredients you want to give for free.

The ingredients given for free appear with a **yellow background** line.

Allergens

In the lower left part of the screen the corresponding allergens are activated: the ones you activated on the Allergens screen.

Star Item

If there is a sales item you can offer the customer that is not included in the menu, add it as a **Star Item**:

1. In the menu on the right, choose the **System Family Group**. An icon in the shape of a star appears in the central area.
2. Click the star.
3. Give the **Star Item** a name and a price. It is added to the order.

> **Example.** A Star Item can be `fried egg`.

> To use the **Star Item**, the person who places the order must have the required level in the function **"Sale system items"** on the Access Level Definition screen.

Adding several identical items

Add just one first. Then change the quantity by clicking the number that appears in front of each item added to the order.

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