



You are now in the **Admin Panel** under the section **Menu**. Here you can create and edit existing menus.

DISH RESERVATION

HD*Tutorial




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Did you know that a menu is the biggest driver for attracting diners to a restaurant? Most restaurant visitors said that the menu influenced their decision of selecting a restaurant. When you create your menu, you will be able to display it on your website similar to the reservation and feedback widgets. It will also be shared with your guests when they make a reservation.

Would you like to create another menu? Get started here.

ADD

FIXED MENU

Business Lunch

Medium

Spaghetti Bolognese

1

€10.80

Salad

1

€6.20

Big

Spaghetti Bolognese

2

€16.90

Salad

2

€9.80

This menu is currently active

Too many guests in house? Pause online reservations



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Click on **Add** to add a new menu.

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Big		
Spaghetti Bolognese	2	€16.90
Salad	2	€9.80

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Click on **Daily Menu** to add it, **select day(s)** on which the menu applies.

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Step 1: Choose Menu Type
Does your menu change often? You could decide to have a permanent menu, a daily menu or a limited time menu. The choice is all yours!

Fixed Menu
☐

Your menu is fixed for now and is not changing daily.

Daily Menu
☒

You have a different menu depending on the day of the week.

Mon, Tue, Wed, Thu, Fri

Time Menu
☐

You have a different menu for breakfast, lunch, and dinner.

Select time

Special Menu
☐

You have a special / season menu for a limited time period.

Wed, 25/03/2020 - Wed, 25/03/2020

Give it a title:
Daily Menu

Step 2: Define categories
Does your menu have different categories like Appetizers, Soft drinks, Cocktails, Main Course? If yes, list them below.

Would you like to add more categories?

☐ My Menu doesn't have categories!

Too many guests in house?
Pause online reservations

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And then type in the **title** of the new menu.

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Under **Define categories** multiple categories can be added to the new menu. **Note: If the menu does not belong to a category click on "My Menu doesn't have categories!"**

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Wed, 25/03/2020 - Wed, 25/03/2020

Give it a title:
Daily Menu

Step 2: Define categories
Does your menu have different categories like Appetizers, Soft drinks, Cocktails, Main Course? If yes, list them below.

Salads

ADD

Would you like to add more categories?
☐ My Menu doesn't have categories!

Step 3: Add dishes
Great job, rockstar! We are almost there. One final step and you will be ready to go. Add the dishes inside the categories (if defined) and a description or quantity if you have one. List the price and you are good to go!
You can re-order the categories and dishes as you please.

Salads

Dish name	Dish description	Select Dish	Quantity	Price	

Too many guests in house?
Pause online reservations



Under **Add dishes** you add dishes to the new menu. Enter the following information: dish name, dish description, diet, quantity and price.

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Mon, Tue, Wed, Thu, Fri

Select time

Wed, 25/03/2020 - Wed, 25/3

Give it a title:
Daily Menu

Step 2: Define categories

Does your menu have different categories like Appetizers, Soft drinks, Cocktails, Main Course? If yes, list them below.

Salads

Would you like to add more categories?
ADD

☐ My Menu doesn't have categories!

Step 3: Add dishes

Great job, rockstar! We are almost there. One final step and you will be ready to go. Add the dishes inside the categories (if defined) and a description or quantity if you have one. List the price and you are good to go!

You can re-order the categories and dishes as you please.

Salads

Green Salad

Salad with green vegetables

Vegan, Vegetarian

1

8,4

Would you like to add more dishes?
ADD

Too many guests in house?
Pause online reservations

SAVE

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To publish your new menu, click on **SAVE**.

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Mon, Tue, Wed, Thu, Fri

Select time

Wed, 25/03/2020 - Wed, 25/3

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Green Salad

Salad with green vegetables

Vegan, Vegetarian

1

8,4

Would you like to add more dishes?

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SAVE

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You always can decide to set the menu active or inactive, which results in displaying them for the guest or not. To do so, simply use the **slider** of the menu.

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Would you like to create another menu? Get started here.

ADD

FIXED MENU

Business Lunch

Medium

Spaghetti Bolognese

1

€10.80

Salad

1

€5.20

Big

Spaghetti Bolognese

2

€16.90

Salad

2

€9.80

This menu is currently active



DAILY MENU

Daily Menu

Available on Monday, Tuesday, Wednesday, Thursday, Friday

Salads

Green Salad

1

€8.40

This menu is currently inactive



Too many guests in house?

Pause online reservations





That's it. You have completed the tutorial and now know how to add a daily menu.

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€9.80

This menu is currently active

DAILY MENU

Daily Menu

Available on Monday, Tuesday, Wednesday, Thursday, Friday

Salads

Green Salad
1
€8.40

This menu is currently inactive

Too many guests in house?
Pause online reservations



Scan to go to the interactive player