



DIGMENU USER GUIDE

Build your menu

Add categories and dishes by hand, or let Digmenu read your existing menu from a photo or PDF and build it for you.

Build your menu

Your menu is made of **categories** (groups like Starters or Pizza) and **products** (your dishes and drinks). You can type them in yourself (part A). Or you can import your current menu with AI (part B). **AI** means Digmenu's computer reads your menu for you.

What you need before you start

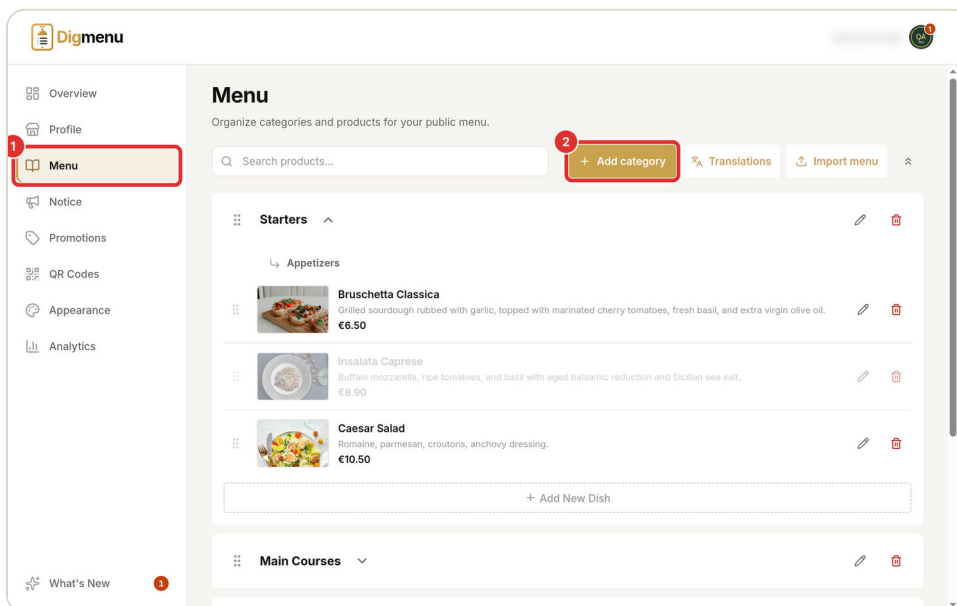
- Your restaurant created (Guide 3)
- Your menu with prices, or a clear photo or PDF of it
- Allergen information from your kitchen

Time needed: 5 minutes (import) to 30 minutes (by hand)

Where in Digmenu: Sidebar → Menu

1 Click "Menu" in the left menu

Here you see all your categories and products. At the top are **Search products**, **Add category**, **Translations** and **Import menu**.



2 A. Click "Add category"

Click **Add category**. A panel opens on the right. Type the **Category name**, for example "Pizza". You can also choose an **Icon** or add **Subcategories**. Click **Add category** at the bottom of the panel.

Add category ×

1 Category name
Pizza

Visibility ☐

Icon
🍴 Food

Subcategories **+ Add**

Optional. Use these for groups like Pizza, Pasta, Drinks.

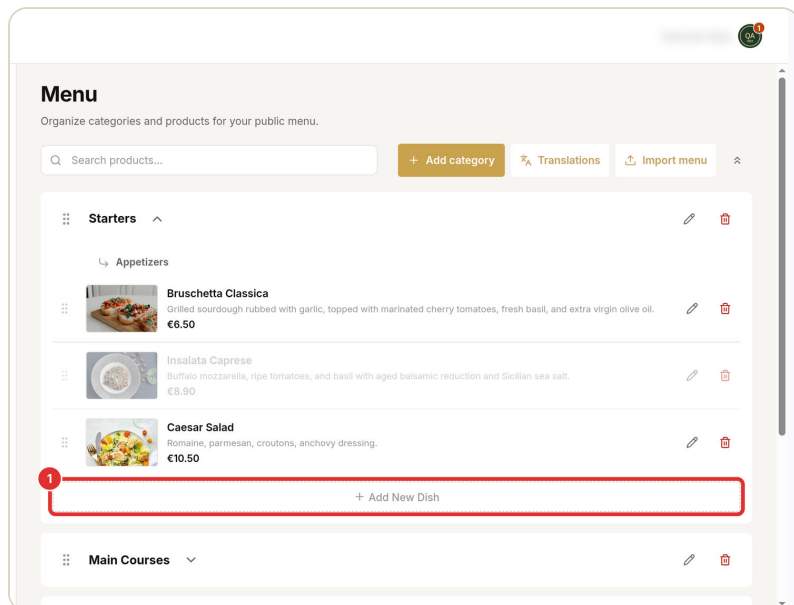
2 Cancel Add category

Tip: Use the categories your guests know from your paper menu: Starters, Mains, Pizza, Desserts, Drinks.

3

Click "+ Add New Dish"

Under each category there is a **+ Add New Dish** row. Click it. The **Add product** panel opens on the right.



4 Type the name and description

Type the dish **Name**. Type a short **Description**, for example the main ingredients. You can add a photo with **Upload image** (see Guide 6). You can mark the dish as **Popular** or **New**.

The image shows two screenshots of the 'Add product' form. The left screenshot shows the initial form with red boxes and numbers 1-3 highlighting the 'Upload image' area, the 'Name' field (containing 'Bruschetta al Pomodoro'), and the 'Description' field (containing 'Toasted bread with fresh tomatoes, garlic and basil.'). Below these are toggle switches for 'Popular', 'New', and 'Visibility'. The right screenshot shows the form after filling in more details, with red boxes and numbers 4-6 highlighting the 'Price (€)' field (6.90), the 'Category' dropdown (Starters — Appetizers), and the 'Add product' button. A blue box highlights the '+ Add price options' link.

Price, category and "Add product".

5 Type the price and click "Add product"

Type the **Price (€)**. The currency is the one you chose for your restaurant. Check the **Category**. Click **Add product**. You see "Product added."

Tip: Do you sell the dish in sizes, like small and large? Or drinks as a glass and a bottle? Guide 5 shows price options and sale prices.

Tip: Want to add many dishes at once? Switch on **Add multiple dishes** at the top of the panel.

6 Tick dietary labels and allergens

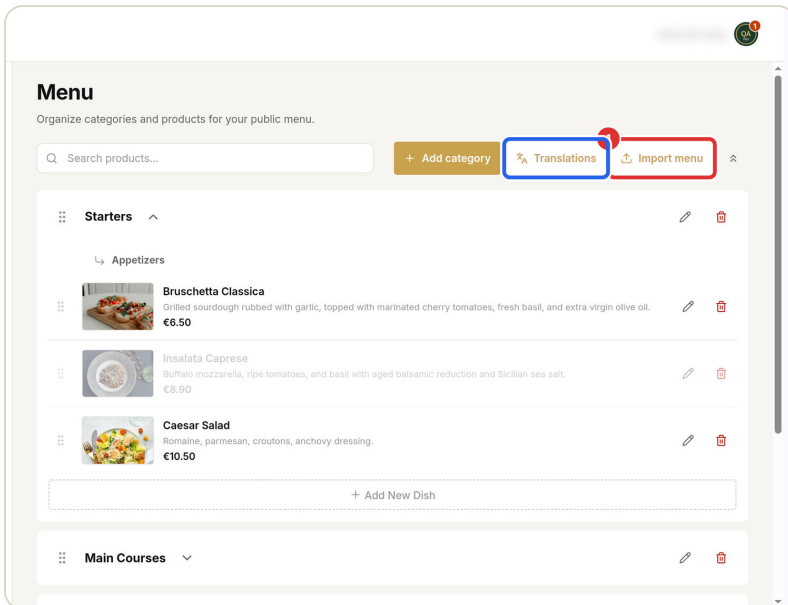
Further down in the same panel, tick the **Dietary** labels (Vegetarian, Vegan, Halal, Gluten-free, Lactose-free, Spicy). Tick the **Allergens** (Gluten, Milk, Eggs, Nuts, Soy, Fish). Guests see them on the dish.

The screenshot shows the 'Add product' form in the digmenu app. The form includes a toggle for 'Add multiple dishes', a text area for 'Additional information', and input fields for 'Price (€)' (6.90) and 'Sale price (€)' (Optional). Below these is a category dropdown set to 'Starters — Appetizers'. The 'Dietary' section, highlighted with a blue box, lists six options: Vegetarian, Vegan, Halal, Gluten-free, Lactose-free, and Spicy, each with a toggle switch. The 'Allergens' section, also highlighted with a blue box, lists 'Gluten, milk, nuts, and more' with a dropdown arrow. At the bottom are 'Cancel' and 'Add product' buttons.

Important: You are responsible for correct allergen information. Check it with your kitchen.

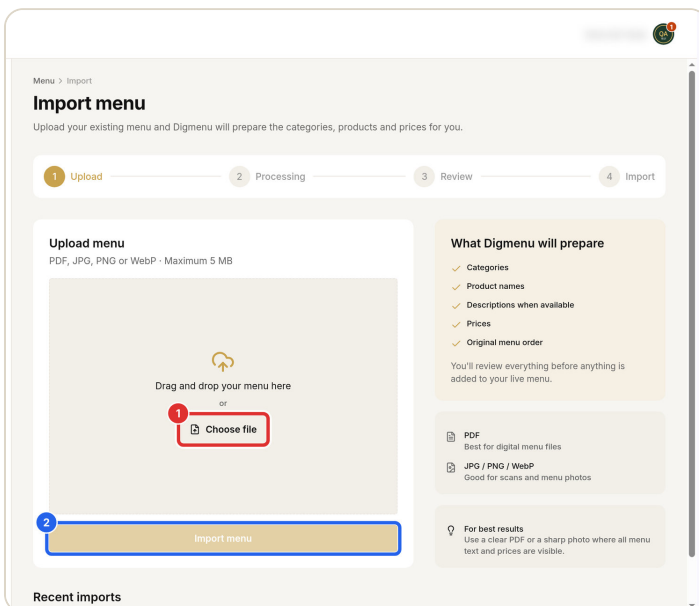
7 B. Import your menu with AI: click "Import menu"

Already have a menu? On the Menu page, click **Import menu** (red). Digmenu reads your menu and prepares the categories, products and prices for you.



8 Upload a photo or PDF of your menu

Click **Choose file**, or drag your file into the box. You can use a **PDF, JPG, PNG or WebP** file up to **5 MB**. Then click **Import menu**.



Tip: Use a sharp, straight photo in good light. All text and prices must be easy to read. A PDF of your menu works best.

9 Check what Digmenu found, then click "Continue"

Digmenu reads the file. This takes a little while. Then you see the **Review** step with all categories and products it found. Open a category. Check the names and prices. Fix anything that looks wrong. Click **Continue**.

The screenshot shows the 'Import menu' interface. At the top, a progress bar has four steps: 'Upload' (checked), 'Processing' (checked), 'Review' (active, highlighted with a red circle and the number 3), and 'Import' (disabled). Below the progress bar, there are four summary boxes: 'Categories' with the number 3, 'Products' with 6, 'Need review' with 0, and 'Possible duplicates' with 5. A search bar is present with the placeholder text 'Search products or categories...'. To the right of the search bar are tabs for 'All', 'Review', 'Duplicates', and 'Excluded'. Below these is a '+ Add category' button. The main area displays three categories: 'STARTERS', 'PASTA', and 'DESSERTS', each with a dropdown arrow and a vertical ellipsis icon. At the bottom, there are three buttons: '6 selected', 'Reset', and 'Continue' (highlighted with a red circle and the number 1).

Tip: Possible duplicates shows dishes that look like ones already on your menu. Untick them if you don't want them twice.

10 Click "Add to menu"

The last step shows what will be added. Your existing menu is not replaced or deleted. The new items are added to it. Click **Add to menu**. When you see **Menu imported**, click **Go to menu**.

The screenshot shows the 'Ready to add your menu' screen. At the top, the progress bar shows 'Upload', 'Processing', 'Review' (checked), and 'Import' (active, highlighted with a red circle and the number 4). The main heading is 'Ready to add your menu' with a subtext 'Review the final summary before adding these items to your Digmenu menu.' Below this, there are two sections: 'What will be added' showing '3 categories' and '6 products', and 'Destination' showing 'Business' and 'Menu' with a note 'Digmenu QA Test Restaurant Existing menu'. A blue box states 'Your existing menu will not be replaced or deleted. These items will be added to it.' Below this, a yellow box says '5 possible duplicates are still selected. They will be added as separate menu items.' At the bottom, there are two buttons: 'Back to review' and 'Add to menu' (highlighted with a red circle and the number 1).

The screenshot shows the 'Menu imported' confirmation screen. At the top, the progress bar shows 'Upload', 'Processing', 'Review' (checked), and 'Import' (checked). The main heading is 'Menu imported' with a subtext '3 categories and 6 products were added to Digmenu.' Below this, there is a list of four items, each with a checkmark and a 'Completed' status: 'File uploaded', 'Menu reviewed', '3 categories - 6 products added', and 'Live on your Digmenu menu'. At the bottom, there are two buttons: 'Go to menu' (highlighted with a red circle and the number 1) and 'Import another menu'.

Done! Your menu is in Digmenu. **Next step:** Guide 5, Edit and organise your menu.