



DIGMENU USER GUIDE

Edit and organise your menu

Change dishes and prices, sell in sizes, add sale prices, change the order, hide items for a while and delete what you no longer sell.

Edit and organise your menu

Your menu is never finished. Prices change and dishes come and go. This guide shows how to change your menu at any time. You don't need to print new QR codes.

What you need before you start

- A menu with at least one category and one dish (Guide 4)

Time needed: About 5 minutes

Where in Digmenu: Sidebar → Menu

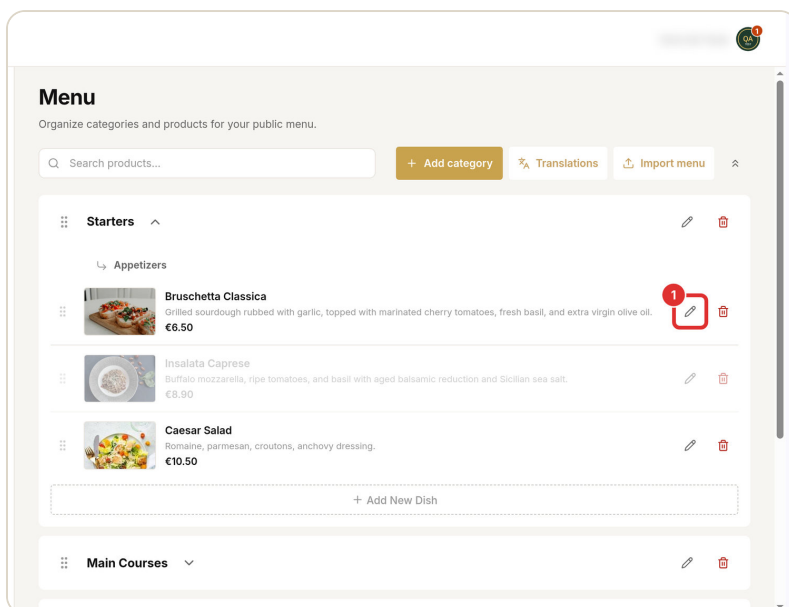
1 Changes go live automatically

When your menu is published, every change you save shows on your guest menu right away. You don't need to publish again. You don't need a new QR code.

Tip: Don't see a change on your phone? Reload the page. It can take up to a minute.

2 Edit a dish: click the pencil icon

On the **Menu** page, find the dish. Click the pencil icon next to it (**Edit product**). The **Edit product** panel opens. Change what you want. Click **Update**. You see "Product saved."



Tip: Can't find a dish? Type part of its name in **Search products** at the top.

3 Edit a category

Click the pencil icon next to the category name (**Edit category**). Change the name, icon or subcategories. Click **Update**.

4 Sell in sizes: price options

Open the dish. Click **+ Add price options**. For each option, type a name (for example **Small, 0.3 L** or **Glass**) and its price. Click **Update**. Guests see all options with their prices.

Good to know: A dish with price options can't have a sale price. Clear the sale price first if you want options.

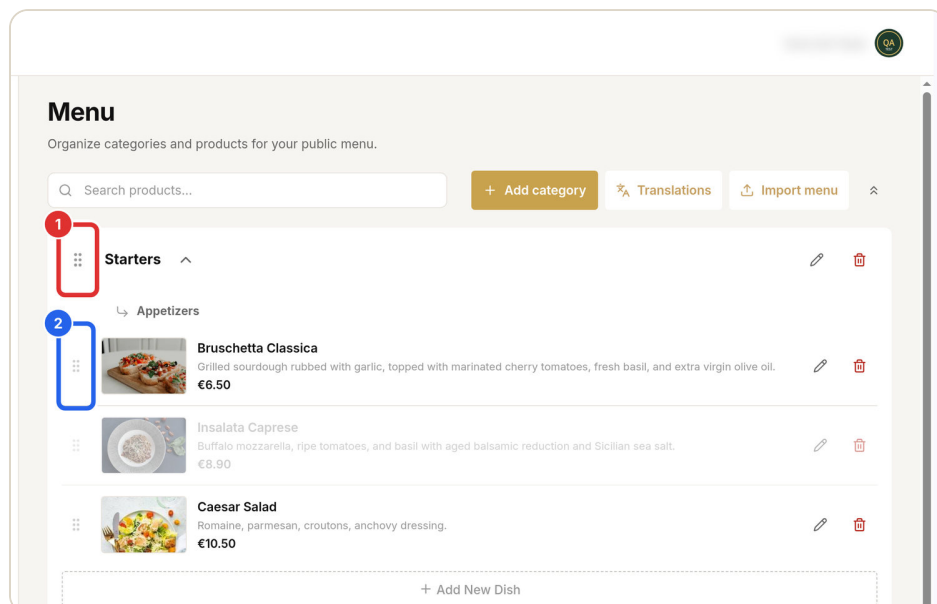
5 Put a dish on offer: sale price

Open the dish. Type the reduced price in **Sale price**. Click **Update**. Guests see the old price and the new price. To end the offer, delete the sale price and click **Update**.

Good to know: Sale prices only work for dishes with a single price.

6 Change the order: drag and drop

To move a category, hold the handle on its left (1) and drag it up or down. To move a dish, hold the handle next to the dish (2) and drag it. Let go where you want it. The new order is saved automatically. Guests see the same order.



(1) Drag to reorder category, (2) Drag to reorder product.

7 Hide a dish or category for a while

Open the dish or category with the pencil icon. Change **Visibility** so the item is hidden (for a category, choose **Hidden on menu**). Click **Update**. Guests no longer see it, but it stays in your dashboard. Hidden items look faded in the list. To show it again, set Visibility back and click **Update**.

Tip: Sold out today? Digmenu has no separate "sold out" button. Hide the dish, and show it again when it is back.

Good to know: When you hide a category, guests don't see the dishes in it either.

8 Delete a dish or category

Click the bin icon next to the dish (**Delete product**) or category (**Delete category**). Confirm with **Delete**.

Important: Deleting can't be undone. When you delete a category, its dishes are deleted too. If you may need it again, hide it instead.

Done! You can keep your menu up to date in seconds. **Next step:** Guide 6, Photos and AI photo enhance.