



DIGMENU USER GUIDE

Notices and promotions

Tell guests important news with a notice, and highlight dishes, categories, events and special offers with promotions.

Notices and promotions

A **notice** is one short message at the top of your menu, for example "Terrace open" or "Closed on Monday". A **promotion** highlights a dish, a category, an event or a special offer.

What you need before you start

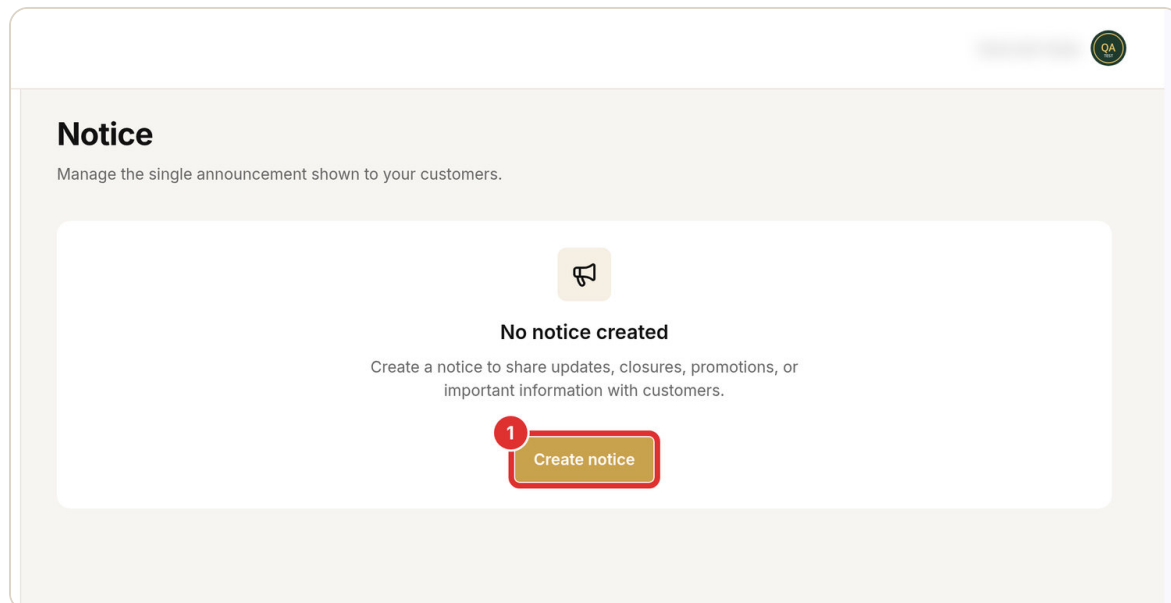
- Your message or offer
- For events and custom offers: a picture

Time needed: About 5 minutes

Where in Digmenu: Sidebar → Notice and Promotions

1 Click "Notice", then "Create notice"

Click **Notice** in the left menu. Click **Create notice** (1).



2 Write your notice

Type a **Notice title**, for example "Summer terrace now open". Type the **Message**. Choose a **Style**: **Information** (general news), **Important** (needs guest attention) or **Promotion** (offers).

The screenshot shows the 'Notice' management interface. It has a header 'Notice' with a subtext 'Manage the single announcement shown to your customers.' Below this, there are two main sections: 'Notice content' and 'Notice settings'. The 'Notice content' section includes a 'Notice title' field with the text 'Summer terrace now open' and a 'Message' field with the text 'Our terrace is open every day from 17:00. Reservations are recommended on weekends.' Below these fields are three 'Style' buttons: 'Information' (selected), 'Important', and 'Promotion'. The 'Notice settings' section includes a 'Status' dropdown set to 'Active', a 'Visibility' dropdown set to 'Active', a 'Start' date field set to '09/28/2026, 05', and an 'End' date field with a '+ Add date' button. At the bottom of the settings section, it says 'Updated Sep 27, 2026 - 11:17 AM'. A yellow warning box at the bottom left states 'One notice at a time' and 'Only one notice can be active at a time. Edit this notice whenever you need to update your message.' At the bottom right, there are three buttons: 'Unsaved changes', 'Discard', and 'Save'.

3 Set Visibility and dates, then click "Save"

Under **Notice settings**, set **Visibility** to **Active**. The notice starts at the **Start** date. Add an **End** date if it should stop by itself. Click **Save** in the bar at the bottom.

Good to know: You can have one notice at a time. To change it, edit the same notice. To hide it, set Visibility to **Disabled** and click Save.

4 Click "Promotions", then "Add Promotion"

Click **Promotions** in the left menu. Click **Add Promotion** (1). The **Create promotion** panel opens.

The screenshot shows the 'Promotions' management interface. It has a header 'Promotions' with a subtext 'Highlight products, categories and special offers in your menu.' Below this, there is a large white box with a placeholder image and the text 'No promotions yet' and 'Highlight a product, category or special offer in your digital menu.' To the right of this box, there is a red button with a white plus sign and the text '+ Add Promotion'.

The screenshot shows the 'Create promotion' panel. It has a header 'Create promotion' with a close button. Below this, there are several sections: 'Select a product' with a dropdown menu showing 'Feature an existing menu item. €0.00'; 'Promotion type' with buttons for 'Product' (selected), 'Category', 'Event', and 'Custom'; 'Select product' with a dropdown menu; 'Promotional price' with a text input field; 'Schedule' with 'Starts' and 'Ends' date and time pickers; and 'Enabled' with a toggle switch. At the bottom, there are two buttons: 'Cancel' and 'Create promotion'.

5 Choose the promotion type

Under **Promotion type**, choose:

- **Product:** feature a dish. Click **Select product**. You can type a **Promotional price**; leave it empty to show the normal price.
- **Category:** feature a whole category. Digmenu makes the cover picture for you.
- **Event:** for example live music. Add a title, description, picture, and a start and end time.
- **Custom:** any other offer, with your own title, description and picture.

6 Set the schedule and click "Create promotion"

Under **Schedule**, **Starts** is set to now. Leave **Ends** empty to keep it running until you turn it off. Keep **Enabled** on. Click **Create promotion**. You see "Promotion created".

Tip: To pause a promotion, open it and turn off **Enabled**. To remove it, use **Delete**.

Good to know: Notices and promotions are part of Pro. You can use them during your free trial.

Done! Your guests see your news and offers. **Next step:** Guide 11, Overview and analytics.