



DIGMENU USER GUIDE

Invite staff and team members

Let your managers and menu editors update Digmenu with their own login. Available on the Enterprise plan.

Invite staff and team members

With Enterprise you can invite up to 5 employees. Each person gets their own login. You choose what they are allowed to change.

What you need before you start

- The Enterprise plan
- The email address of each employee

Time needed: About 5 minutes

Where in Digmenu: Sidebar → Employees

1 Check that team members are enabled

Team members are part of **Enterprise**. When it is active, you see **Employees** in the left menu. On other plans, the Employees page says "Employee management isn't available on your plan".

Employees

Invite and manage people who can help update your business and menu.



Employee management isn't available on your plan

Invite managers and menu editors to help keep your business details and digital menu up to date.

What you see without Enterprise.

Tip: To get Enterprise, open the profile menu and click **Contact Support**, or email info@digmenu.app.

2 Click "Invite employee"

Click **Employees** in the left menu. Click **Invite employee**. Type the person's **Email address**. Choose a **Role**:

- **Manager:** can edit business info, menu, appearance and QR. Cannot manage billing or remove the owner.
- **Menu Editor:** can manage categories and products only.

Add a **Personal message** if you like. Click **Send invitation**.

3 Your employee accepts the invitation

Your employee receives a **team invitation** email and clicks **Accept invitation**. On the **Team invitation** page they **Log in**, or click **Create account** if they are new. They use the same email address you invited. Then they click **Accept invitation** and land in the dashboard.

Tip: The invitation is tied to the email address you typed. Your employee must log in or sign up with exactly that address.

4 Manage your team

On the Employees page you see **Pending invitations** and **Active employees**. For a pending invitation, click **Resend invitation** or **Cancel invitation**. For an active employee, click **Change role** or **Remove employee**.

Good to know: Only the owner can see Employees and Billing. Remove people who leave your team, so they can no longer change your menu.

Done! Your team can now help keep the menu up to date. **Next step:** Guide 15, Custom domain.