HowTo: Menu

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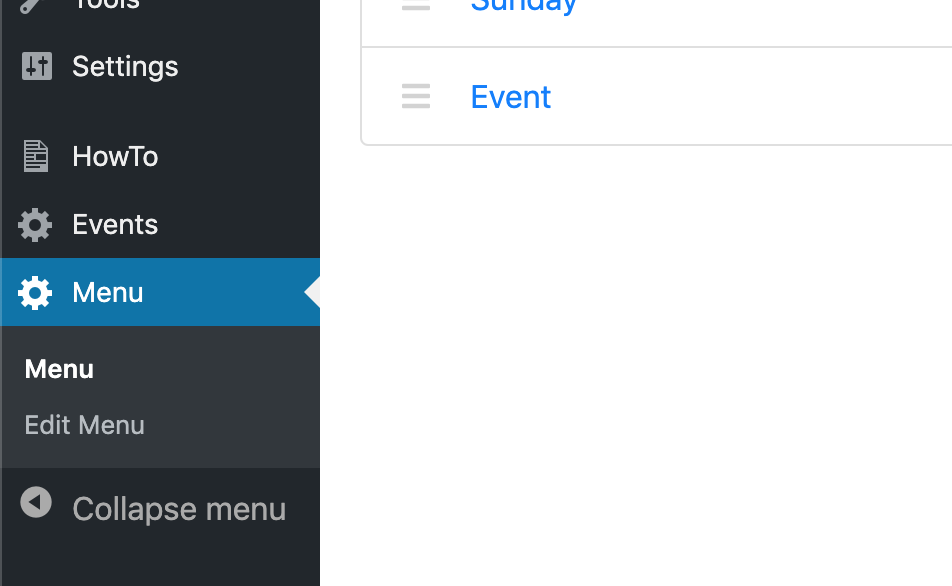
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# OVERVIEW

## How to Access the Menu’s



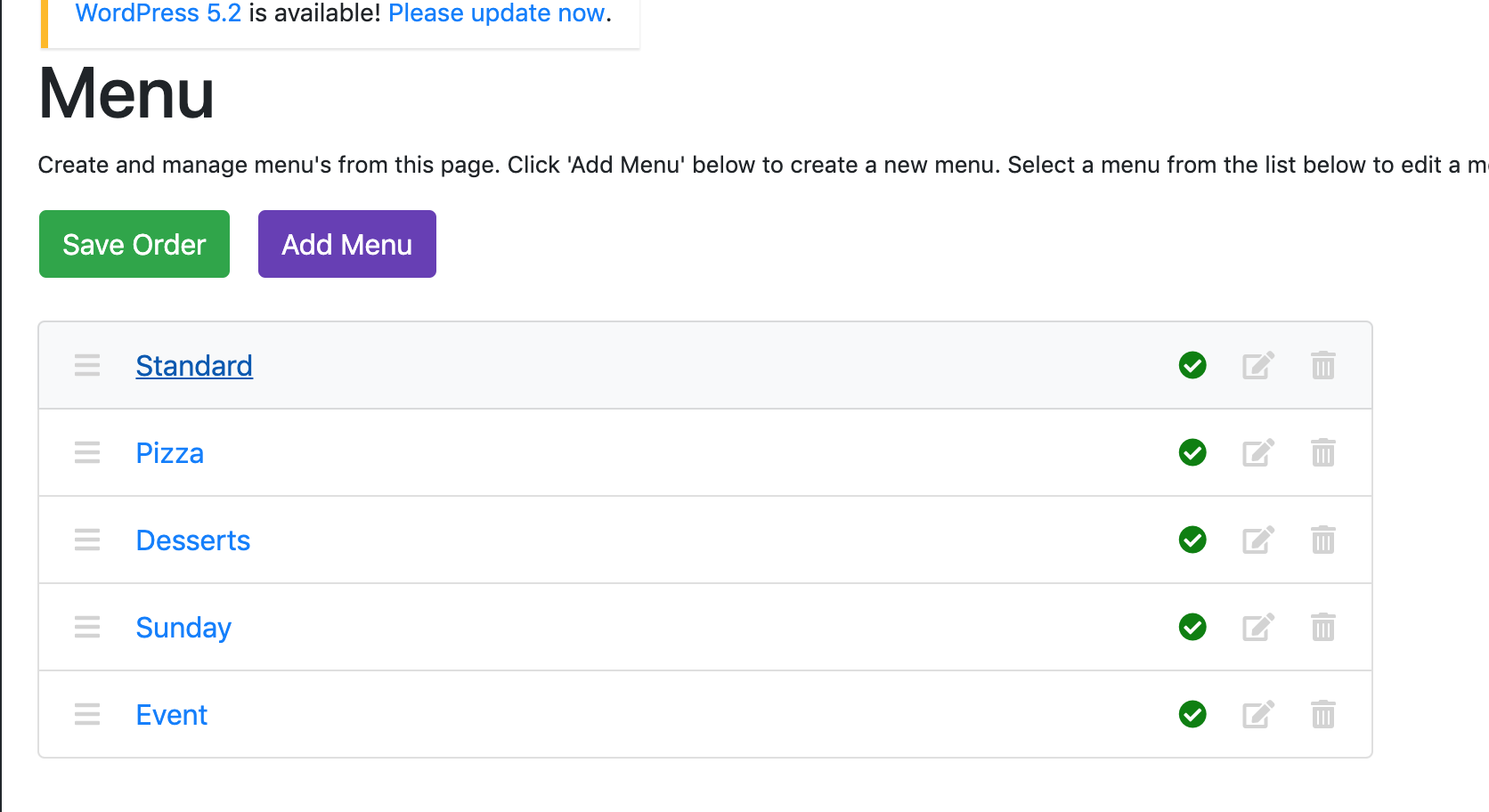
The menus can be accessed by clicking ‘Menu’ in the left-side bar. The two sub-menu items; Menu and Edit Menu, will appear when you click ‘Menu’. It will default to the sub-menu item, also called ‘Menu’.

‘Menu’ shows a list of the menus that have currently been created.

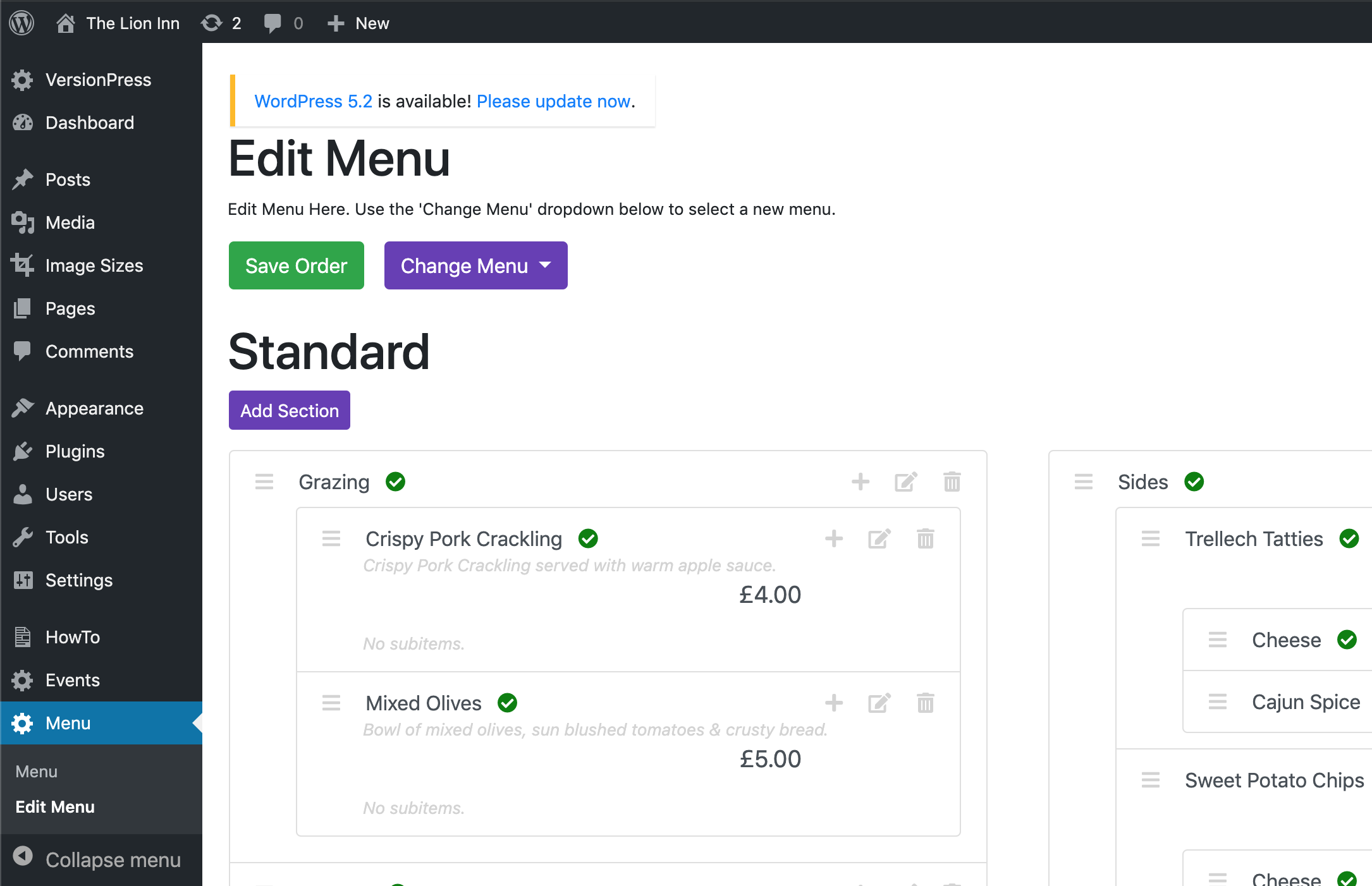
‘Edit Menu’ is used to add, edit and delete sections, items and subitems for a specific menu (more on this in the next section – Menu’s, Sections, Items & Subitems).

Clicking on a menu on the ‘Menu’ page will load the ‘Edit Menu’ page so that you can edit the menu that you clicked on.

For example, clicking ‘Standard’ from the list:

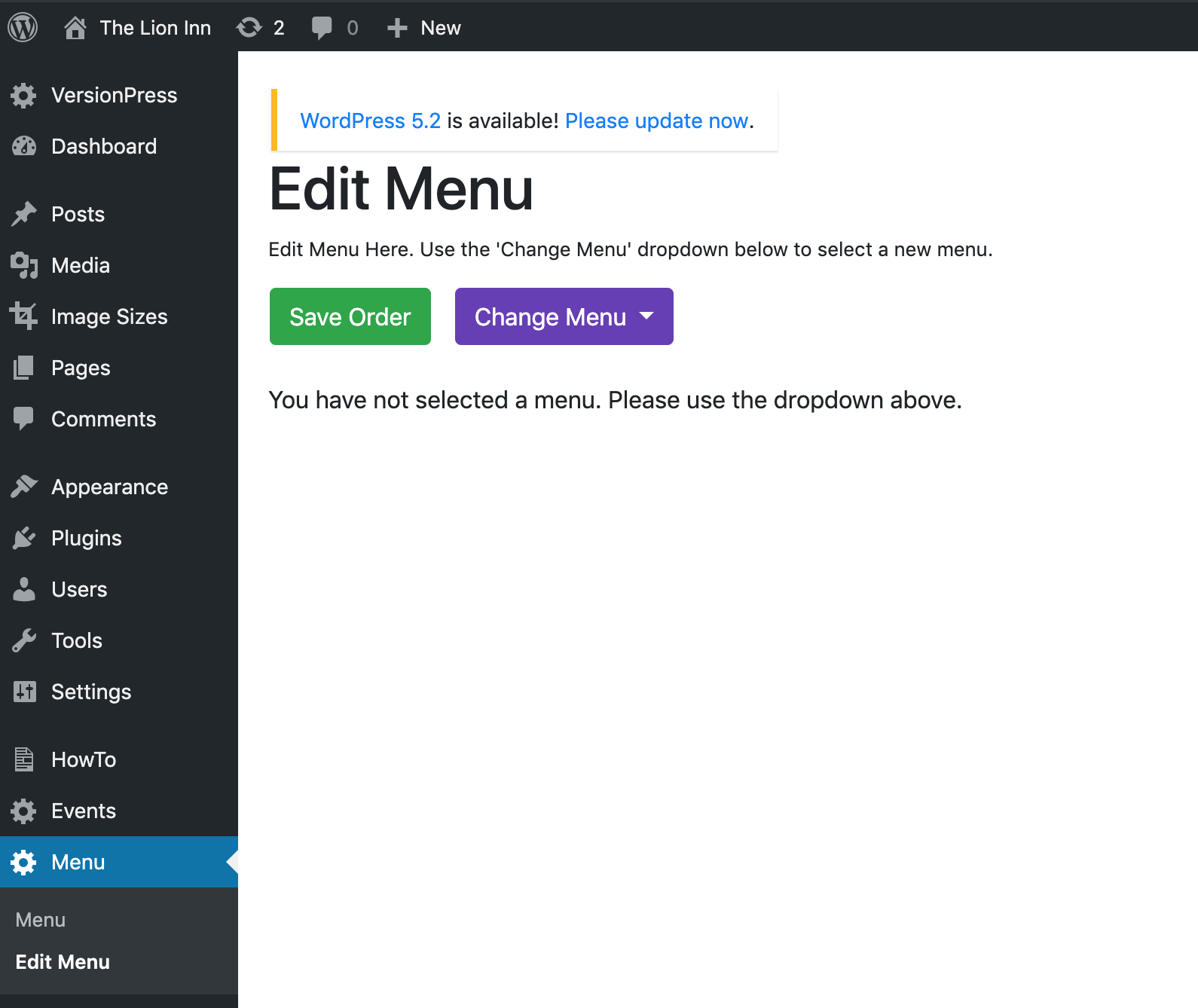


Will load this page:



Notice that the menu title (Standard) is shown at the top and that we are on the ‘Edit Menu’ page now.

Clicking ‘Edit Menu’ directly will bring up this page:



To choose a menu, click the purple ‘Change Menu’ button, and select a menu from the list.

## Menu’s, Sections, Items & Subitems

The menu functionality is very loose and flexible. The different types (Menu, Section, Item and Subitem) can be whatever you want. Below are some vague examples of what they will probably be, based off of how the menu currently looks.

**Menu** – Standard, Desserts, Sunday, An Event Menu

**Section** – Grazing, Starters, Mains, Coffee, Sides

**Item**

Items get slightly more complicated. An item can be one of 3 things:

1. A **FOOD** item like Olives, Spaghetti Carbonara or Filter Coffee
2. A **SUBTITLE** item like Pasta, From the Sea or Burgers.
3. A **NOTE** item like ‘*All of our grills are served with sauteed mushrooms, pan friend tomato, beer battered onion rings and Trellech tatties or sweet potato chips.*’

**Subitem**

Subitems *can* be applied to all **FOOD** items but are mainly used for extra’s for sides.

For example, ‘Cheese’ and ‘Cajun Spice’ for chips and tatties, etc.

## 

## Published & Not Published

‘Published’ refers to whether an item can be seen on the customer facing site or not.

If an item is published, it will have this icon next to it:



If an item is not published, it will have this icon next to it:



This can be useful for saving menu’s or items that are no longer be needed at the moment but may be needed again in the future.

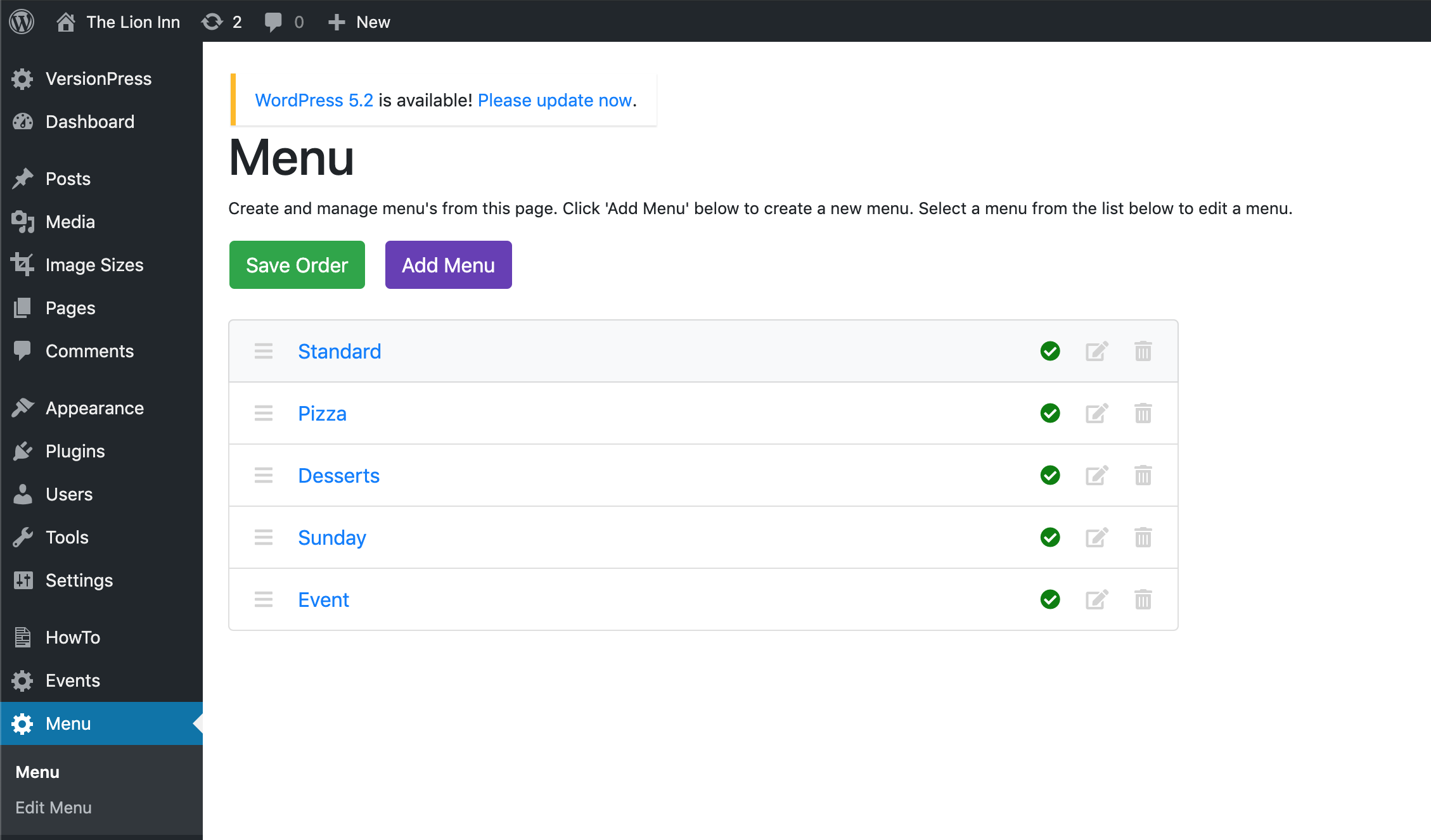
It will also be useful for creating menu’s in advance of an event. For example, if Mother’s Day is coming up, and you want to create the menu several months in advance but don’t want to publish it to the site until a few weeks before.

By **default**, everything is **Published**.

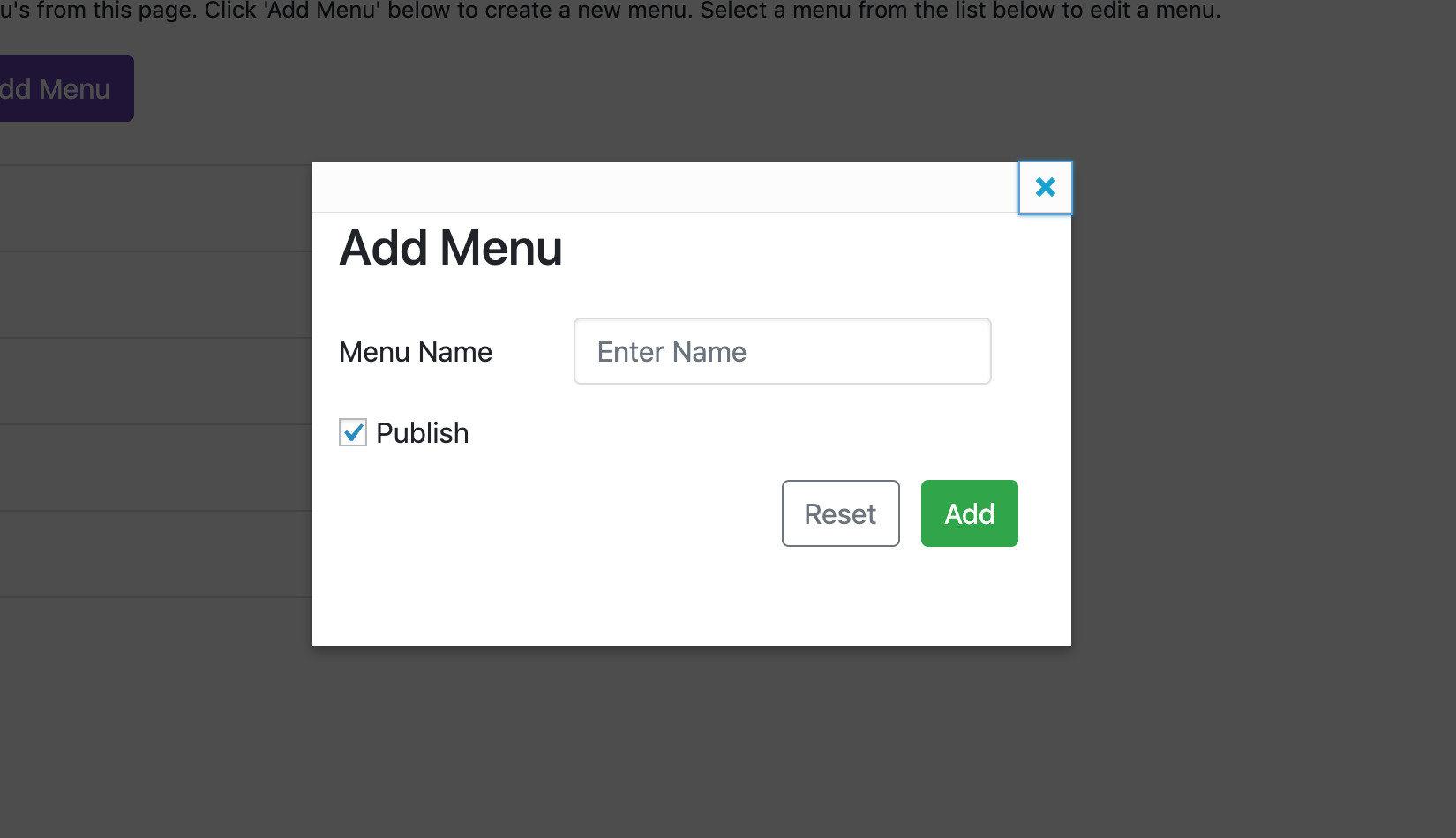
# CREATING

## Add Menu

To create a new a menu, click ‘Menu’ on the left-side bar so that we are on this page:

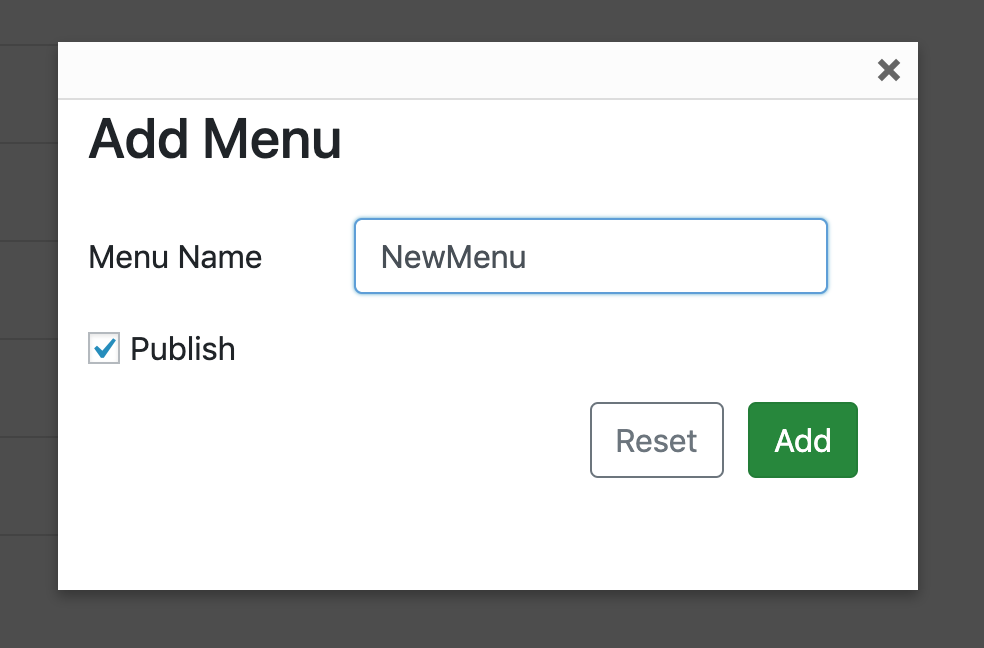


Click the purple ‘Add Menu’ button. You should then see this:

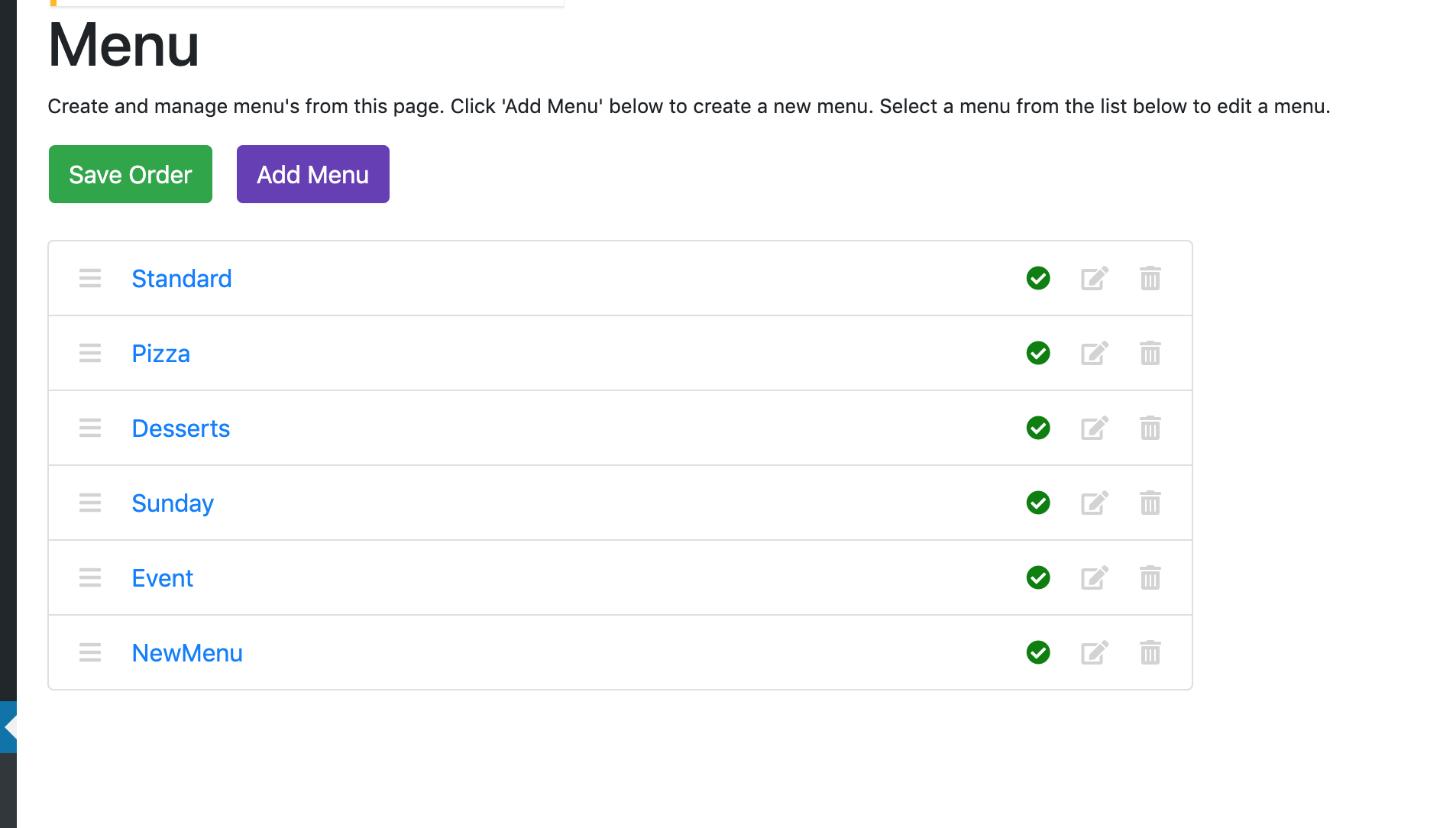


Enter a menu name and untick ‘Publish’ if you don’t want it to be seen on the site. Click ‘Add’. You should then see the new menu in the list.

For example, I will create a new menu called ‘NewMenu’:



Click ‘Add’.



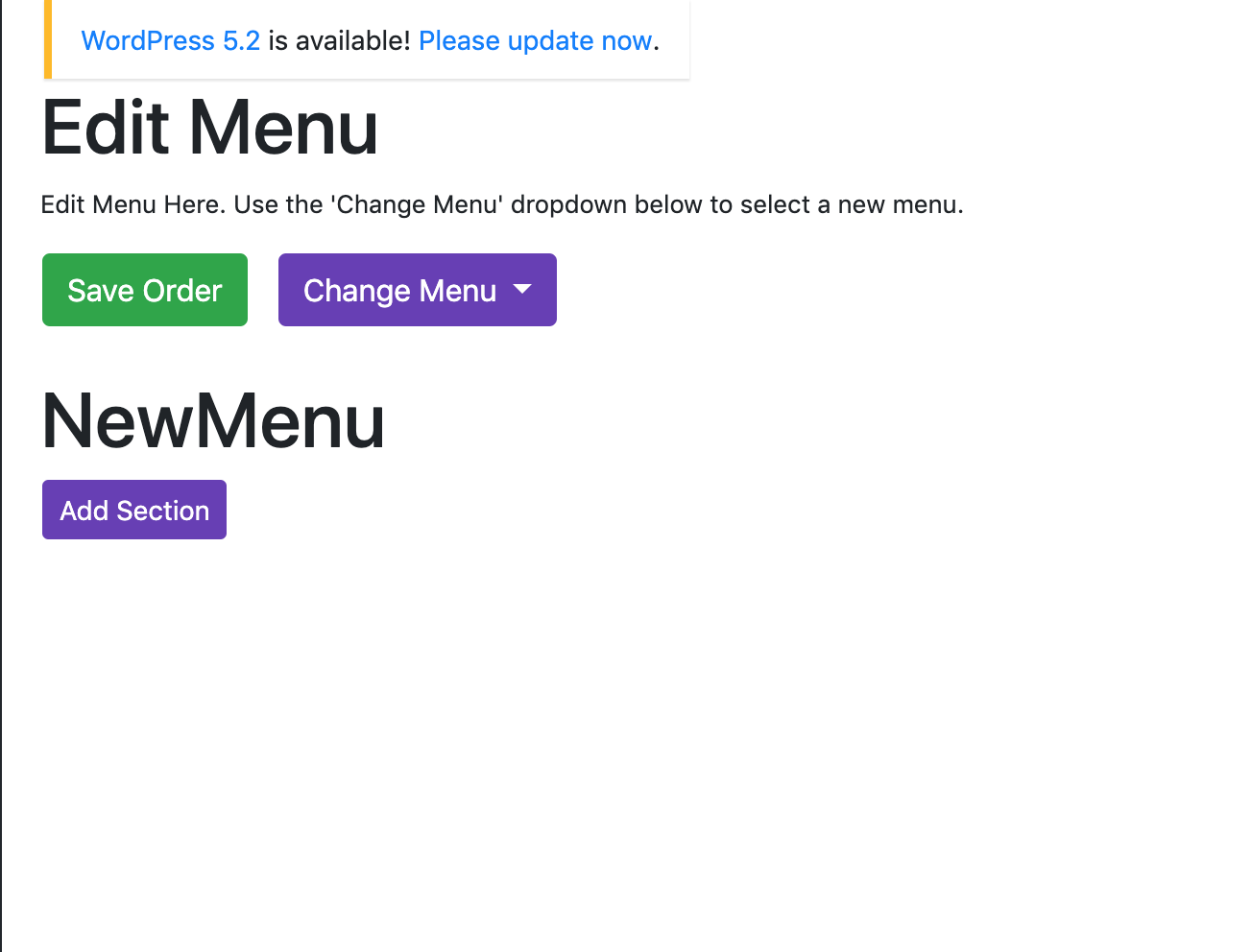
We can now see ‘NewMenu’ in the list above.

## Add Section

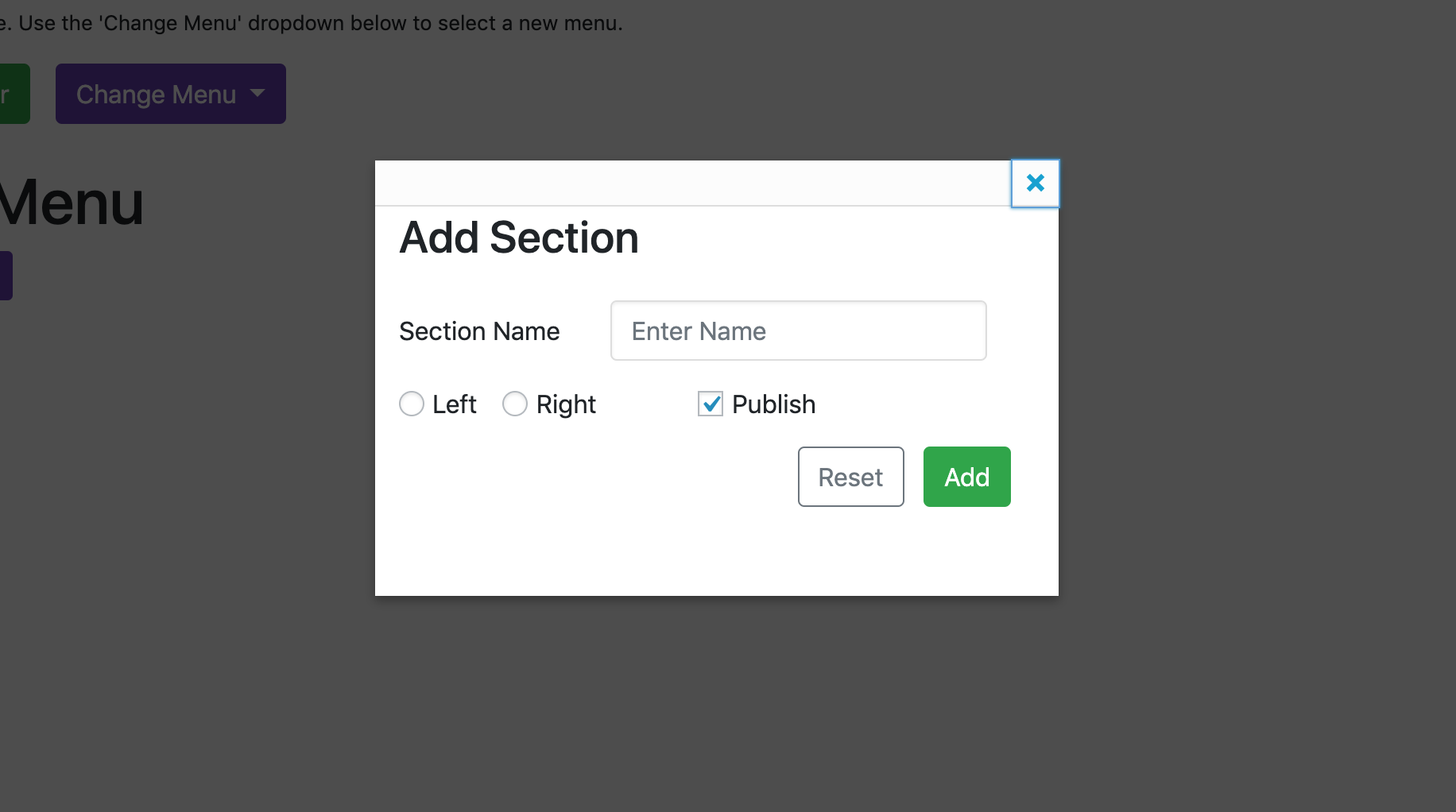
Creating a new menu section is very similar to creating a new menu.

Select a menu from the list of menus. For the sake of continuity, we’ll use the ‘NewMenu’ created in the previous section (but you can and will need to add new sections to other menus).

You should be on the ‘Edit Menu’ page, once you have selected a menu.

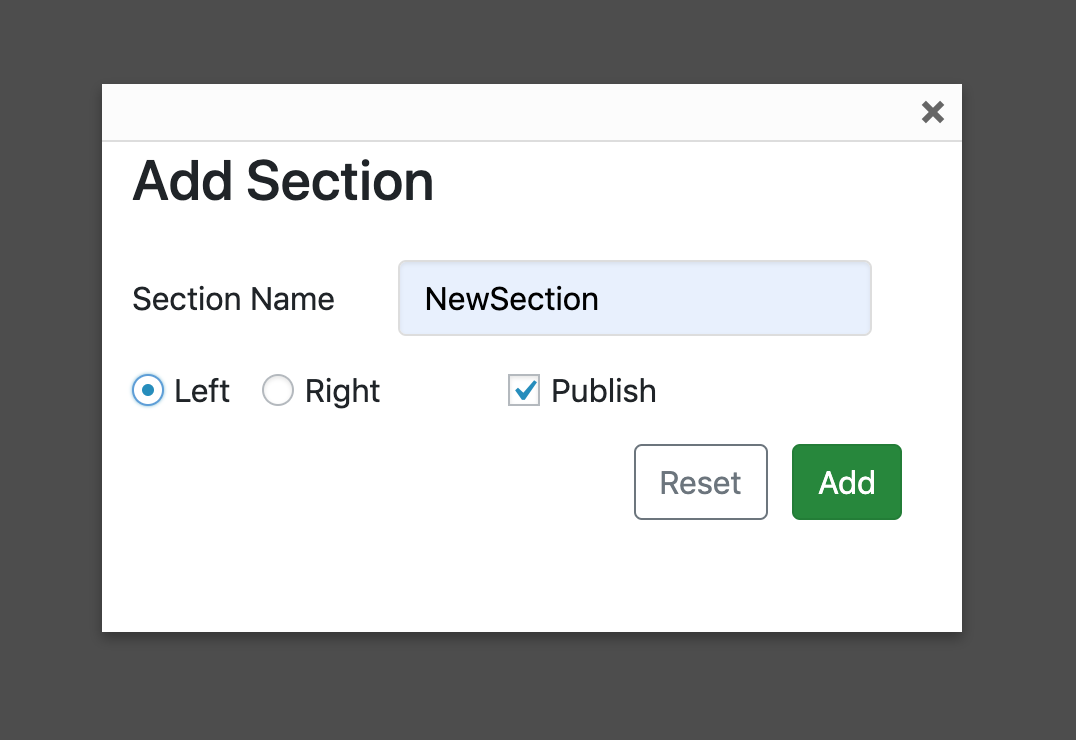


Click the purple ‘Add Section’ button. You should see this:



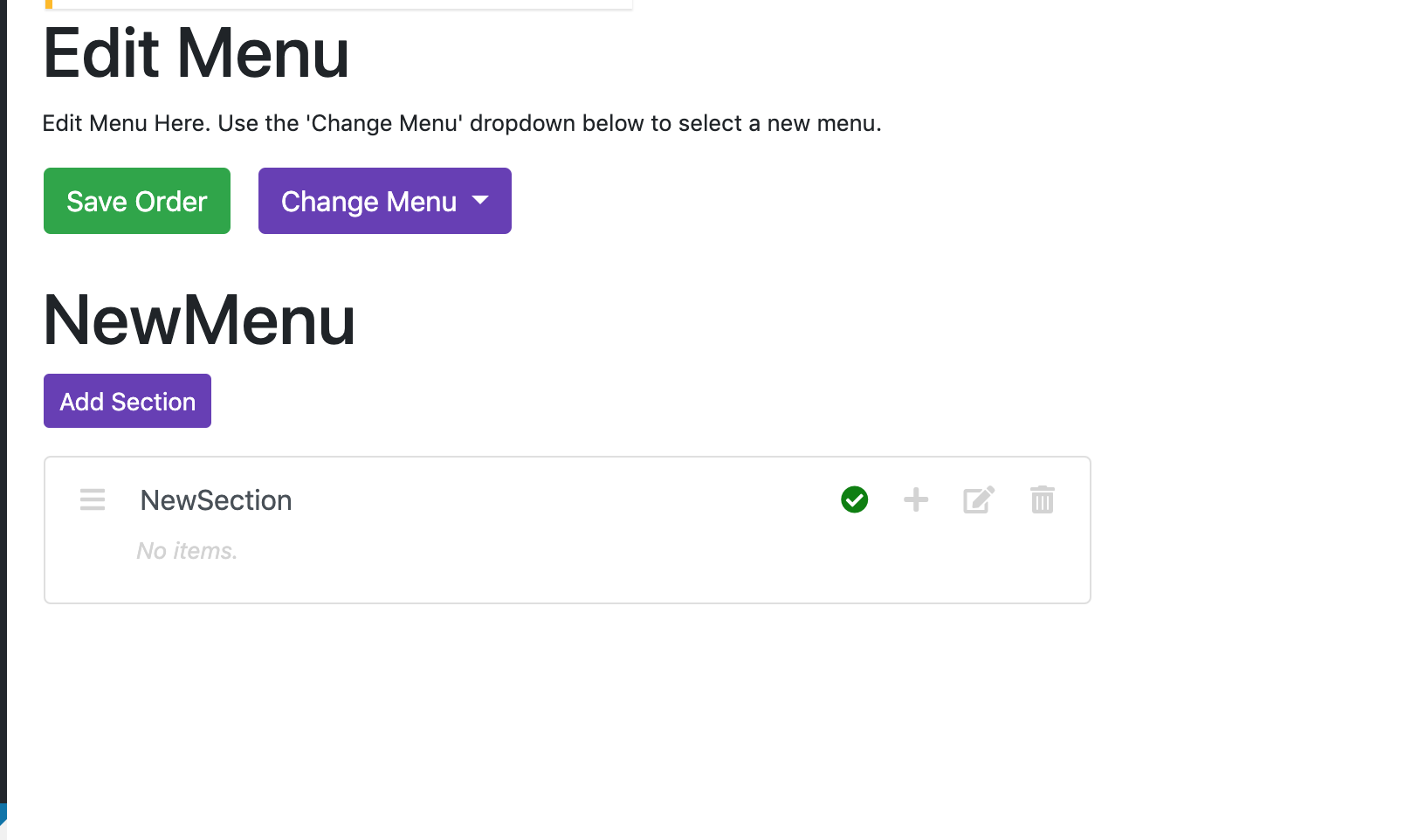
Enter a section name, select which side you want the section to appear on, and decide whether you want to publish it. Click ‘Add’.

For example, I will create a section called ‘NewSection’, and put it on the left side.



*By default, sections will be on the left side. The menu functionality has been created with the idea that main food dishes are on the left (starters, mains, etc) and ‘extras’ are on the right (sides, coffee, event prices). However, you can put whatever you like on either side.*

The NewSection should appear on the page now:



## Add Item

## Add Subitem

# EDITING

## Edit Menu

## Edit Section

## Edit Item

## Edit Subitem

# DELETING

## Delete Menu

## Delete Section

## Delete Item

## Delete Subitem

# REORDERING

## Reordering Menu’s

## Reordering Menu Content (Sections, Items & Subitems)