

Restaurant Menu Guide is an introLinks App

Account Setup

Menu Integration

This tool provides the snippet of php, javascript, or link needed to integrate the your LIVE menus into your website page(s). You will only need this information during initial setup of a menu. Or if your website technology changes in a way that renders the current integration non-functional. (ie. if you initially integrated using PHP and then move to a discount or free hosting provider that doesn't offer PHP.

- a. From the Menu List, to the right side of the page title, click on "Account Setup"
- b. under the "User Documentation" list, click on "Integration Guide"
- c. select an "Integration Option" that is best for your situation
- d. Integration Instructions will be provided as well as the necessary code for each Menu

Granting Access

You can grant editor access to other users have have accounts in the introLinks Network

- a. From the Menu List, to the right of the page title, click on (Account Setup)
- b. Above the Account Access list, click "+ Add User"
- c. Enter a known "User Name"
- d. Select Access Level
- e. Click "Submit"
- f. Providing the User Name submitted is a valid introLinks account
 - the user will now have access to your menu account
 - the user will receive an email with login and access instructions

Revoking Access

You can revoke access to your menus for someone you have previously granted access too

- a. From the Menu List, click on a users username or access level
- b. Select Access Level, "revoke"
- c. Click "Submit"

Quick Start Overview

Creating your first Menu

- a. From the Menu List, in the tables title bar -> click on "+ Add Menu"
- b. Menu Setup available options:
 - enter a Menu Title (example: "Lunch Menu")
 - uncheck Publish Menu Title checkbox if do not want to publish the menu title
NOTE: this option is for when the website displays a menu page title, particularly when it uses graphical images as page titles.
 - Menu Header text - this will be displayed between your menu title and the first menu section
 - Menu Footer text - this will be displayed at the bottom of the menu after all sections
- c. Click "Save Menu Setup"

Creating your first Section

- a. From Menu Preview, click the [EDIT] button below "Sections"
- b. From the Section List, in the tables title bar, click "+ Add Section"
- c. Section Setup available options:
 - enter a Section Title (example: "Salads")
 - uncheck Publish Section Title checkbox if do not want to publish a sections Title
NOTE: not publishing a Section Title is useful when you have a single section menu and don't want to have two titles for the page.
 - Section Header text - this will be displayed below your section title and above the first section item
 - Pricing column headers - these are displayed at the top of price columns when using a column layout
 - Section Footer text - this will be displayed at the bottom of the section after all items (ideal for a section note area)
 - Select if you want the section to currently be "Published" or "Not Published"
- d. Click "Save Section Setup"

Selecting a Section Layout

- a. From the Section Preview, click the [EDIT] button below "Layout"
- b. From Section Items Format, click the radio button to the left of the layout that is best suited for the new section
- c. Click "Save Section Setup"

Creating your first Menu Item

Restaurant Menu Guide is an introLinks App

- a. From the Section Preview, click the [EDIT] button below "Items"
- b. From the Menu Items list, in the tables title bar, click "+ Add Item"
- c. From the Edit Menu Item complete the following form fields:
 - enter a Item Name (example: "Garden Salad")
 - Item Description
 - Item Price(s) - from one to three price fields will be available depending on the item format previously selected
 - Item Note
 - Select Status: Active (Published) or Inactive (Not Published)
- d. Click "Save Item"

Menus

A menu is a collection of menu sections. Each menu is considered a page that your website either includes into an existing page on your site or is linked to from your sites navigation as a page itself. How you connect the menu to your pages and your website depends on your integration method (see Account Settings - Integration Guide)

Creating a new menu

- a. From the Menu List, in the tables title bar -> click on "Add Menu"
- b. Menu Setup available options:
 - enter a Menu Title (example: "Lunch Menu")
 - uncheck Publish Menu Title checkbox if do not want to publish the menu title
NOTE: this option is for when the website displays a menu page title, particularly when it uses graphical images as page titles.
 - Menu Header text - this will be displayed between your menu title and the first menu section
 - Menu Footer text - this will be displayed at the bottom of the menu after all sections
- c. Click "Save Menu Setup"

Updating menu settings (title, header and footer)

- a. Access a menu setup in two ways:
 - From the Menu List, click the "edit" button to the left of the menu title
 - OR click the menu title, then click "Menu Setup" from the right of the page title
- b. Menu Preview - Click the "Edit" button under Header or Footer
- c. Menu Setup available options:
 - Menu Title
 - Publish Menu Title
NOTE: this option is for when the website displays a menu page title, particularly when it uses graphical images as page titles.
 - Menu Header text - this will be displayed between your menu title and the first menu section
 - Menu Footer text - this will be displayed at the bottom of the menu after all sections
- d. Click "Save Menu Setup"

Organizing menu display order

Organizing menus is for administration purposes only. Because each menu is viewed independently, the order of menus has no visible effect.

- a. From the Menu List, click on the arrow buttons to the left of the menu
 - Double Up Arrow - to move the menu to the top of the list
 - Up arrow - to move the menu up one position
 - Down arrow - to move the menu down one position
 - Double Down Arrow - to move the menu to the bottom of the list

Deleting a menu

Only an account owner can delete an entire menu - This action WILL delete ALL sections and ALL section items

- a. From the Menu List, click on the "X" in the furthest right column
- b. Delete Menu Confirmation
 - Enter the word "DELETE"
 - Click "Confirm Delete" button
- c. To cancel the delete request, click the "Back" button in the lower left corner

Sections

Menus are made up of a list of sections, the sections can be put in any order necessary and each section can have its own "layout" for its items that it contains.

Creating a new section on a menu

- a. From the Menu List, click on the menu title of the menu you will be working with
- b. From the Section List, in the tables title bar, click "Add Section"

Restaurant Menu Guide is an introLinks App

- c. Section Setup available options:
 - enter a Section Title (example: "Salads")
 - uncheck Publish Section Title checkbox if do not want to publish a sections Title
NOTE: not publishing a Section Title is useful when you have a single section menu and don't want to have two titles for the page.
 - Section Header text - this will be displayed below your section title and above the first section item
 - Pricing column headers - these are displayed at the top of price columns when using a column layout
 - Section Footer text - this will be displayed at the bottom of the section after all items (ideal for a section note area)
- d. Click "Save Section Setup"

Updating a section setup (title, header, footer)

- a. From the Menu List, click on the menu title of the menu you will be working with
- b. Access a Section Setup in two ways:
 - From the Section List, click the "edit" button to the left of the menu title
 - OR click the Section Title, then click "Section Setup" from the right of the page title
- c. Section Preview - Click the "Edit" button under Header or Footer
- d. Section Setup available options:
 - Section Title
 - Publish Section Title
NOTE: not publishing a Section Title is useful when you have a single section menu and don't want to have two titles for the page.
 - Section Header text - this will be displayed below your section title and above the first section item
 - Price column headers (example: "on tap", "bottle", "pitcher")
 - Section Footer text - this will be displayed at the bottom of the section after all items (ideal for a section note area)
- e. Click "Save Section Setup"

Selecting a Section Layout

- a. From the Menu List, click on the menu title of the menu you will be working with
- b. Access a Section Setup in two ways:
 - From the Section List, click the "edit" button to the left of the menu title
 - OR click the Section Title, then click "Section Setup" from the right of the page title
- c. Section Preview - Click the "Edit" button under Section Layout
- d. Section Layouts Selections - click the radio button next to the layout you wish to activate for the section
- e. Click "Save Layout"

Organizing section display order

changing the order of your sections will instantly re-order them on menu's being displayed on your website

- a. From the Menu List, click on the menu title of the menu you will be working with
- b. From the Section List, click on the arrow buttons tot he left of the menu
 - Double Up Arrow - to move the section to the top of the list
 - Up arrow - to more the section up one position
 - Down arrow - to move the section down one position
 - Double Down Arrow - to move the section to the bottom of the list

Deleting an entire sections

- a. Deleting a menu
Only an account owner can delete an entire menu - This action WILL delete ALL sections and ALL section items
- b. From the Menu List, click on the "X" in the furthest right column
- c. Delete Menu Confirmation
 - Enter the word "DELETE"
 - Click "Confirm Delete" button
 - To cancel the delete request, click the "Back" button in the lower left corner

Menu Items

Creating a new item

- a. From the Menu List, click on the menu title of the menu you will be working with
- b. From the Section List, click on the section title of the section you will be working with
- c. From the Menu Items screen, in the table title bar, click "Add Item"
- d. From the Edit Menu Item complete the following form fields:
 - enter a Item Name (example: "Garden Salad")
 - Item Description

Restaurant Menu Guide is an introLinks App

- Item Price(s) - from one to three price fields will be available depending on the section layout being used
 - Item Note
 - Select Status: Active (Published) or Inactive (Not Published)
 - Place item - Allows you to add the new item anywhere within the section
- e. Click "Save Item" button when finished

Editing an existing item (updating, hiding, deleting)

- a. From the Menu List, click on the menu title of the menu you will be working with
- b. From the Section List, click on the section title of the section you will be working with
- c. Select Item to edit in two ways:
 - OR click the Item Name
 - From the Item List, click the "edit" button in the left column
- d. From "Edit Menu Item", following form fields are available:
 - Item Title
 - Item Description
 - Item Price(s) - from one to three price fields will be available depending on the section layout being used
 - Item Note
 - Select Status: Active (Published) or Inactive (Not Published) or Delete (Permanently Remove)
- e. Click "Save Item" button when finished

Organizing menu items

- a. From the Menu List, click on the menu title of the menu you will be working with
- b. From the Section List, click on the section title of the section you will be working with
- c. From the Item List, click on the arrow buttons to the left of the menu
 - Double Up Arrow - to move the item to the top of the list
 - Up arrow - to move the item up one position
 - Down arrow - to move the item down one position
 - Double Down Arrow - to move the item to the bottom of the list