



# resmio



## Digital menu

### Implementation step-by-step

**Make your menu digital** with resmio: in the following illustrated manual we show you how to set up your menu, how to integrate it on your homepage and how to activate the order function. Simple, fast & effective.

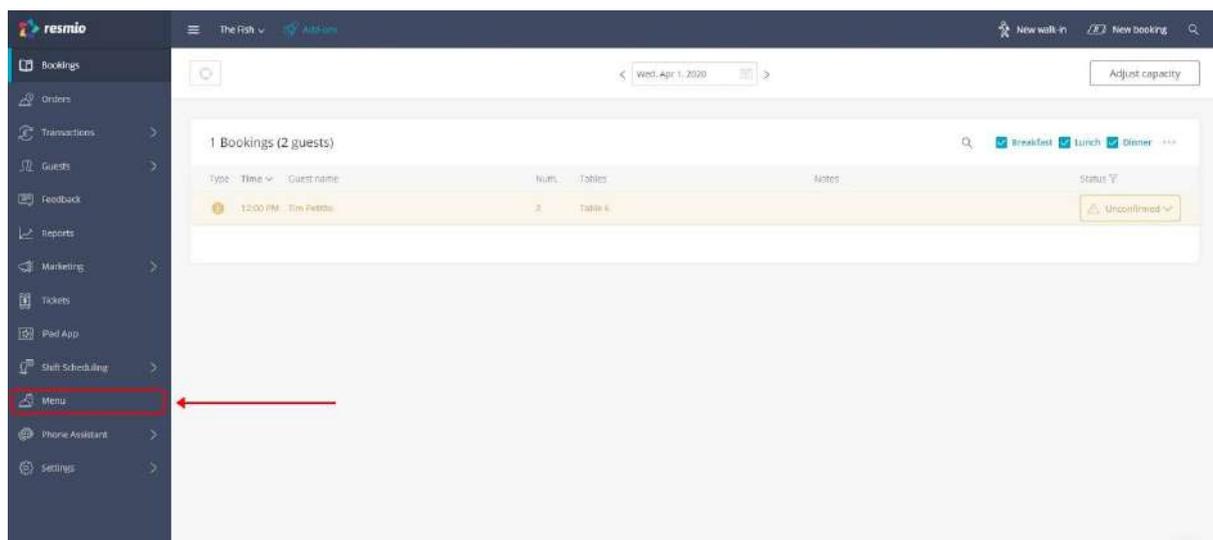
✓ Click [here](#) for more information regarding how and why the digital menu supports you in daily business.

## Summary

- » [Digital menu implementation step-by-step](#)
  - » [Set up your digital menu - that's how it works!](#)
  - » [Integrate your digital menu on your website](#)
  - » [Activate the order function for your menu](#)
  - » [Do you need further assistance? Just get in touch with us!](#)

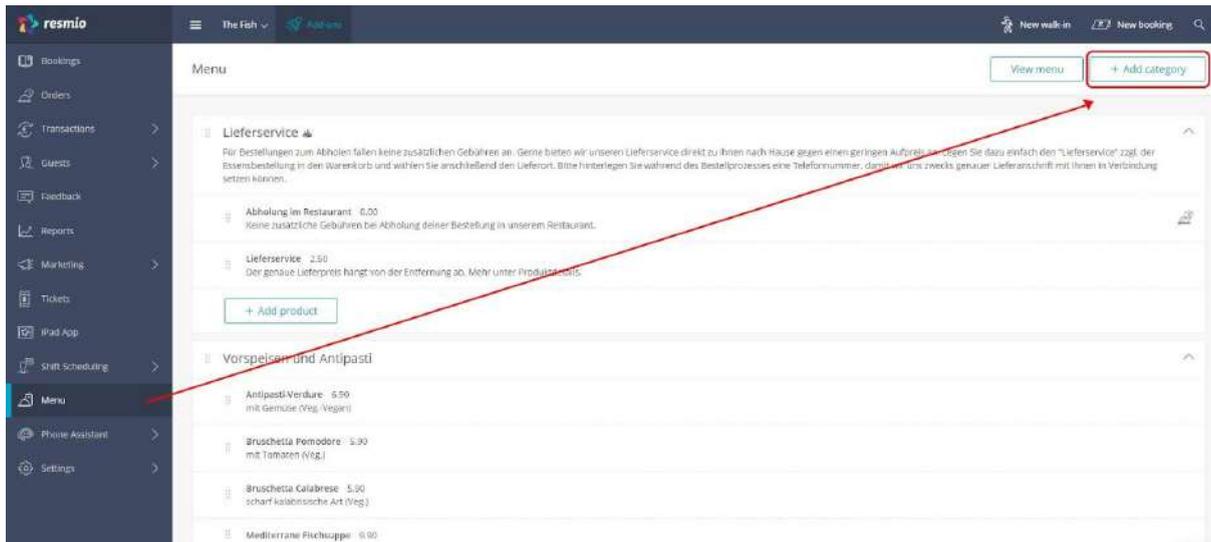
## Set up your digital menu - that's how it works!

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(Screenshot 1)

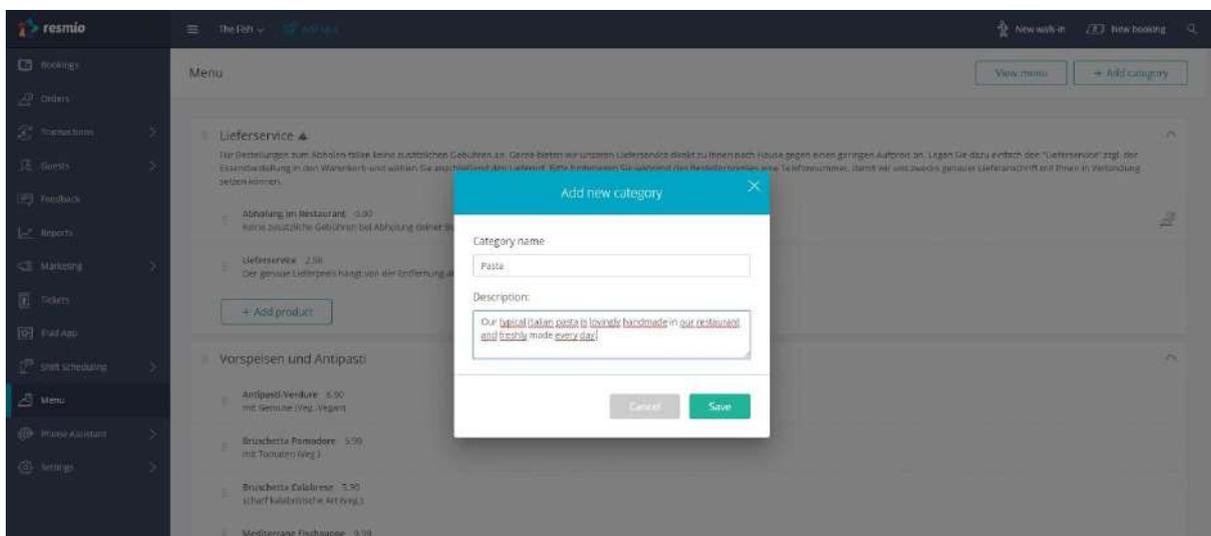
1. Log into your account on <https://app.resmio.com/> with your personal login data. Then click on the button "menu" on the left hand side.
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(Screenshot 2)

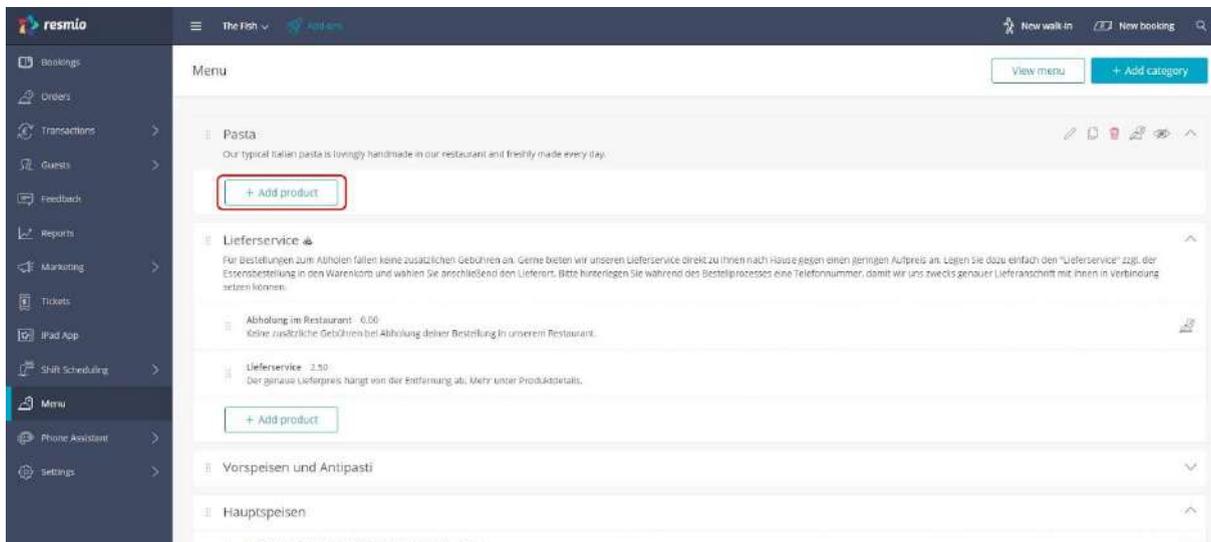
2. Your digital menu consists of **categories** (e.g. Pasta) and **products** (e.g. Spaghetti Napoli) which are linked to the categories.

Let's start with adding a **new category**: click on **"menu"** and then on **"Add category"**.



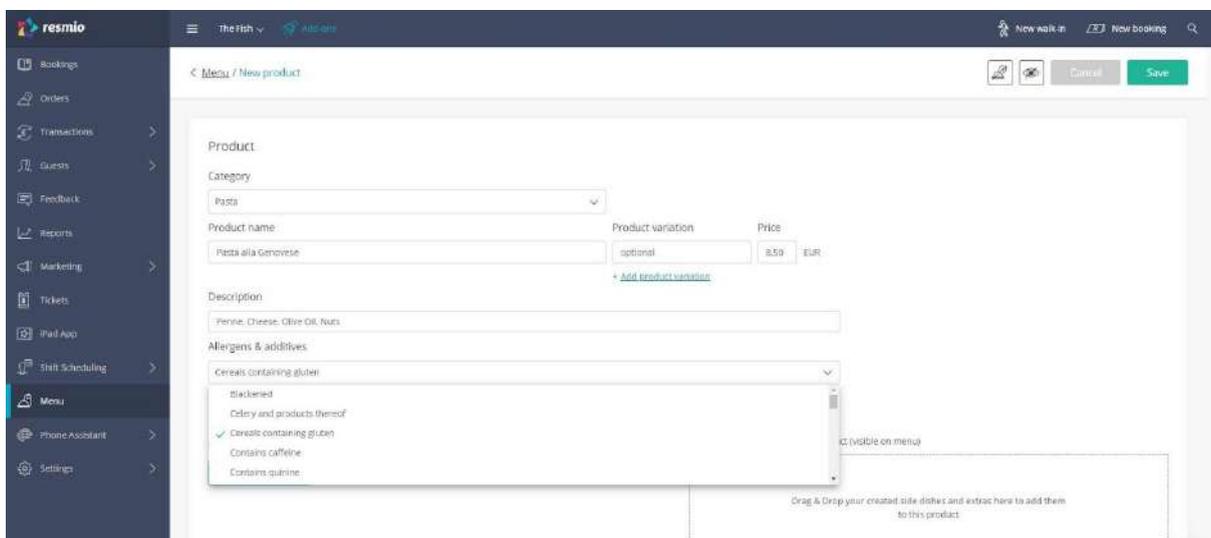
(Screenshot 3)

3. Choose a significant name for your **new category** and enter it in the pop-up window. You can also add a short **description** for the category (optional). Confirm everything by clicking on the **"save"** button. You can edit all data any time later on.



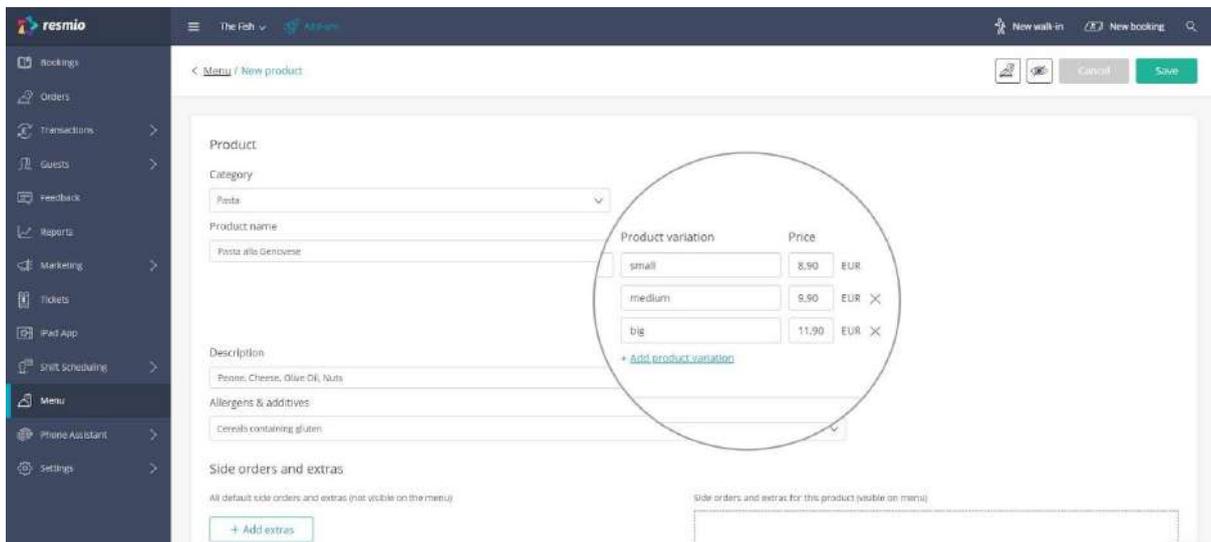
(Screenshot 4)

4. In the next step we are going to add a new product for our new example category “Pasta”. Please click on the button “**Add product**”.



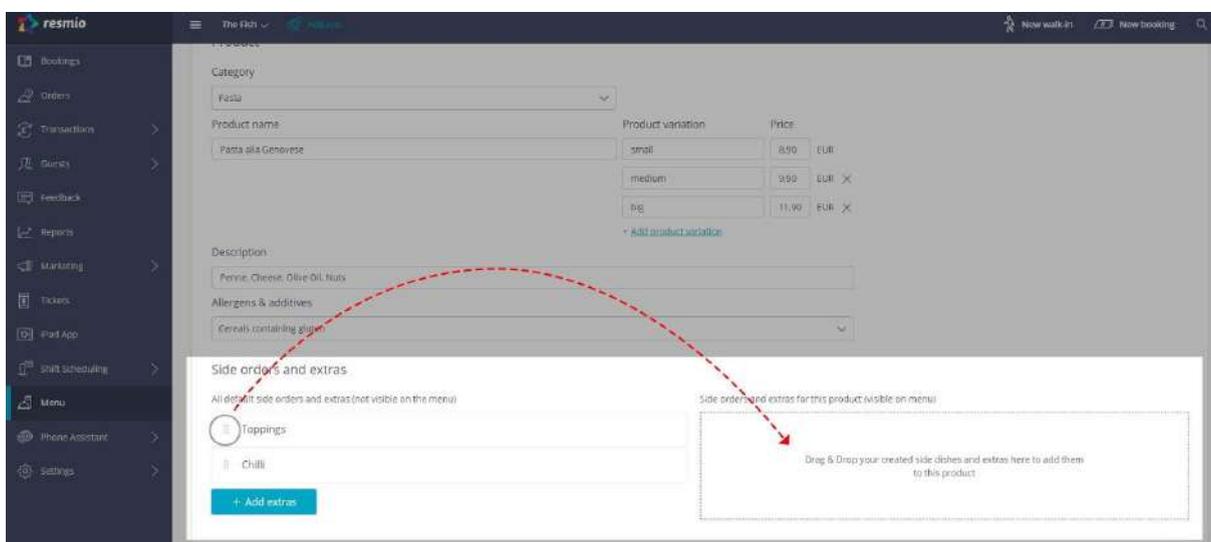
(Screenshot 5)

5. Choose a **product name** for the new meal, then assign a **price** and add (if necessary) a short **description** (e.g. ingredients). **Allergens & Additives:** in our list you will find a preselection of allergenes and additives which are subject to labelling. You can add and remove them by clicking on the item.



(Screenshot 6)

6. (Optional) You can add different **product variations** for each meal on your menu, e.g. if you offer meals in different portion sizes. Click on **“Add product variation”** and add the **product variation** as well as the **price**.



(Screenshot 7)

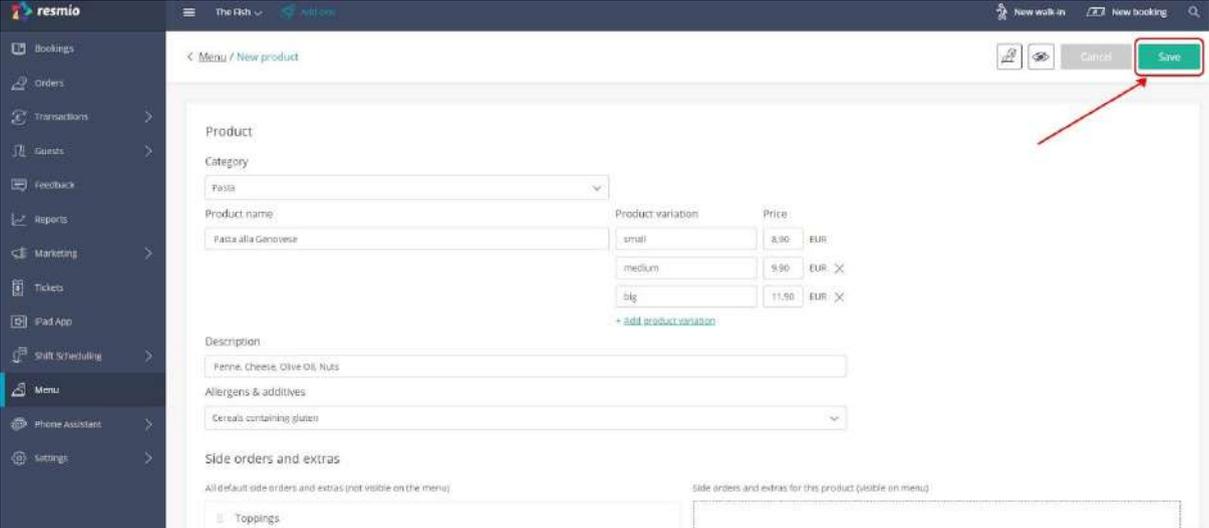
7. (Optional) The current trend is to combine meals individually! You can define **“side dishes and extras”** for your food and beverages and assign individual prices to them.

1. Click on the button **“+ Add extras”**.

2. On the next window you can choose a **category name** for the side dish (e.g. grade of severity), define extras and the corresponding price. Save your extras category.
3. Drag and drop the extras category that you just added from the right to the left box. (marked in yellow).

*Info: You can easily use each extras category that you have added for any meal in your menu.*

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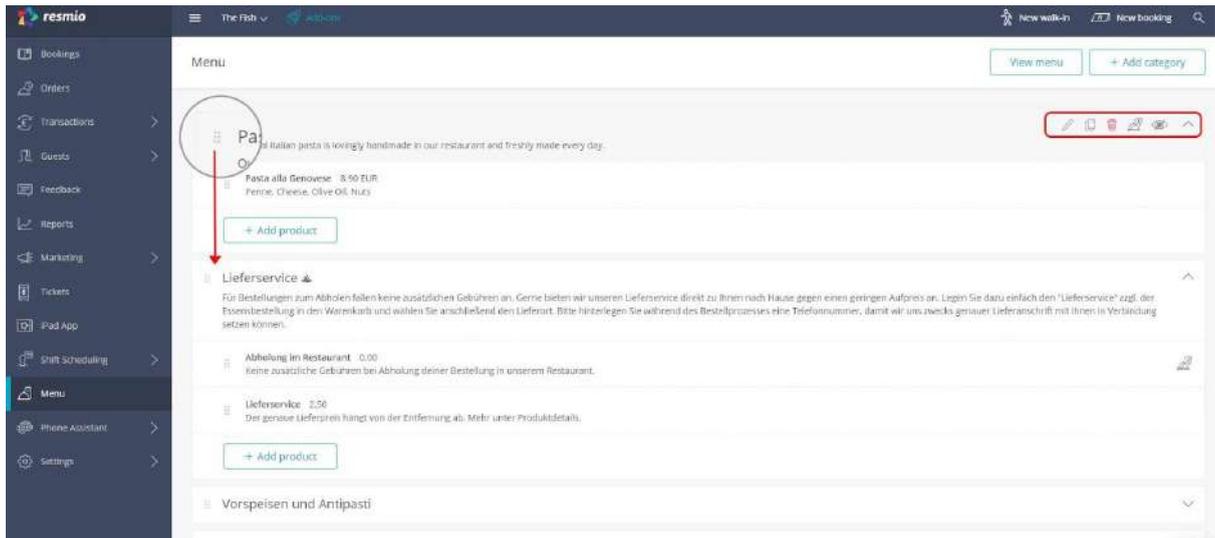
The screenshot shows the 'Menu / New product' form in the Resmio system. The 'Save' button is highlighted with a red box and a red arrow. The form contains the following fields:

- Category: Pasta
- Product name: Pasta alla Genovese
- Product variation: small (8,90 EUR), medium (9,90 EUR), big (11,50 EUR)
- Description: Penne, Cheese, Olive Oil, Nuts
- Allergens & additives: Cereals containing gluten
- Side orders and extras: Toppings

(Screenshot 8)

8. If you are happy with the product information you just added, click on the **“Save”** button in the upper right corner. Add more **categories** and **products** following the steps above until you have completed your digital menu.

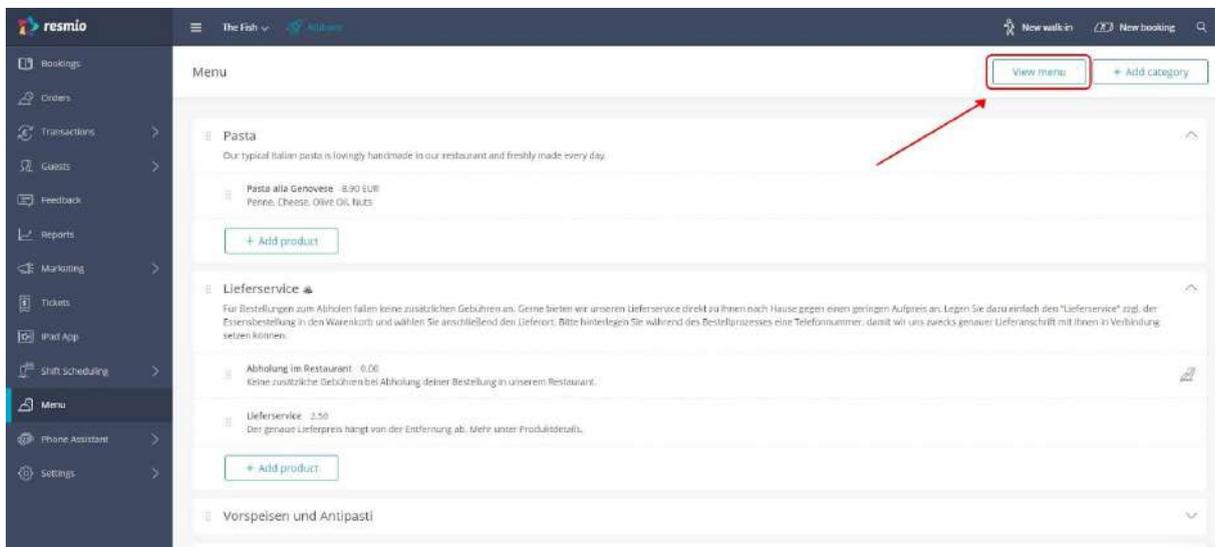
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(Screenshot 9)

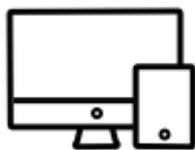
9. You would like to change the **position** of a **category**? Simply click on the corresponding points symbol near the category name and **drag and drop the category** with all **products** to the position you would like.

Through the **quick access toolbar** in the upper right corner of your screen you can also edit, duplicate, remove or hide categories as well as products fast and easily.



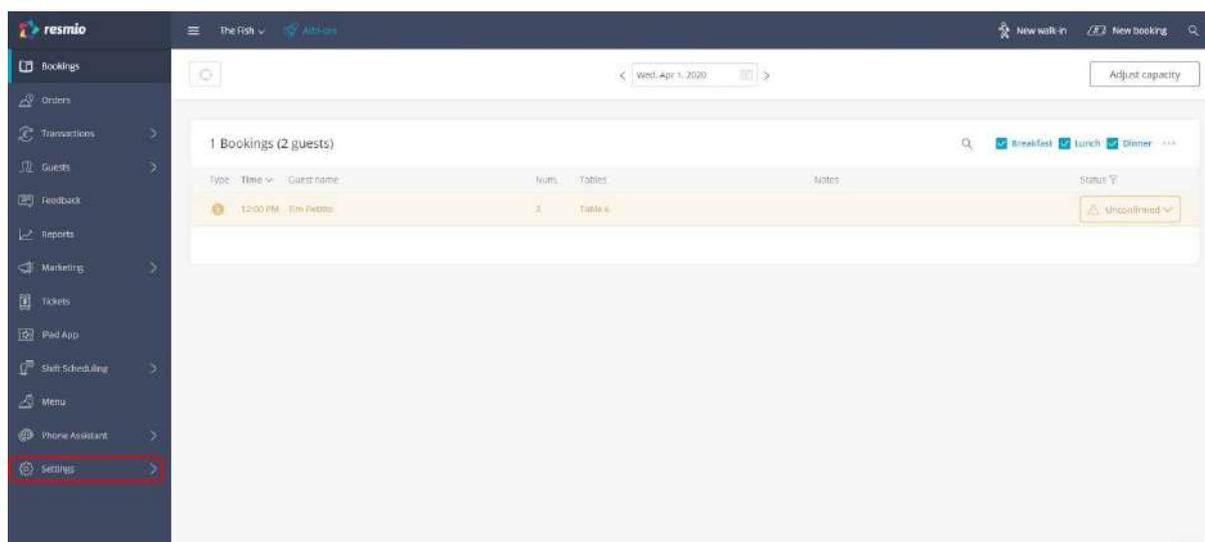
(Screenshot 10)

10. Your digital menu is ready? By clicking on the button **“View menu”** you can see a preview of your menu, just like your guests will see it online later on.



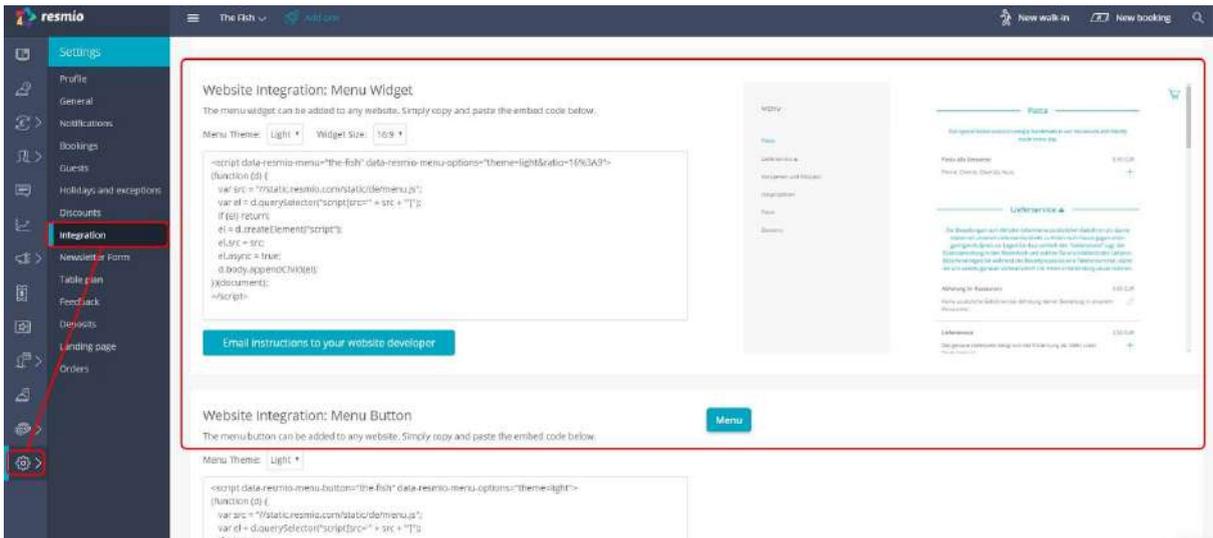
## Integration of the digital menu on your website

Once you have completed your menu, you can easily integrate on your website via **widget** or **button**.



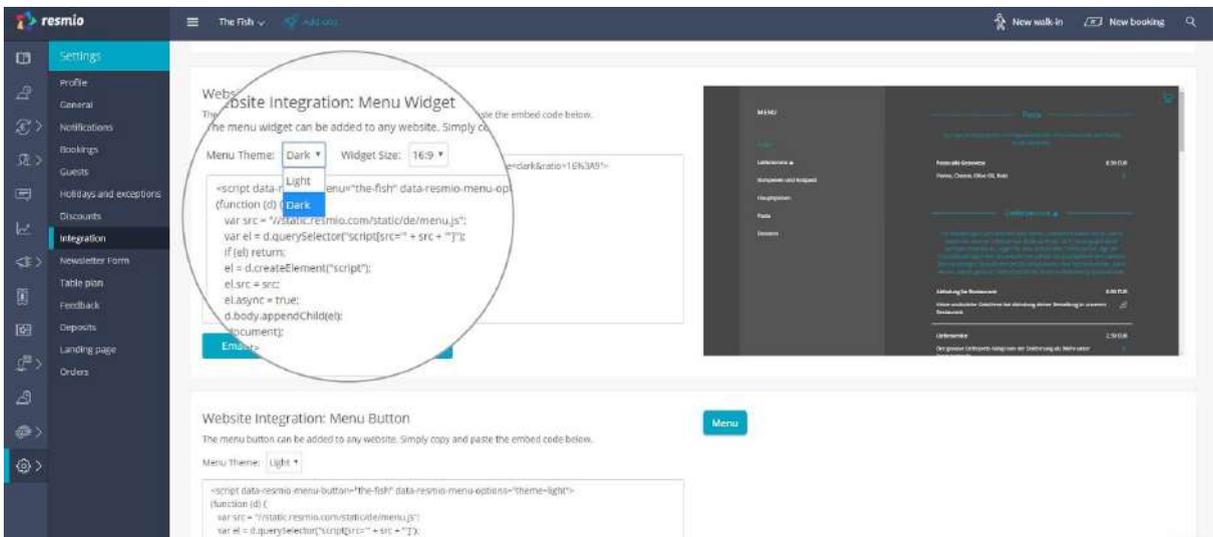
(Screenshot 1)

1. Please log into your account on <https://app.resmio.com/> with your personal login data. Then click on the **“Settings”** button.
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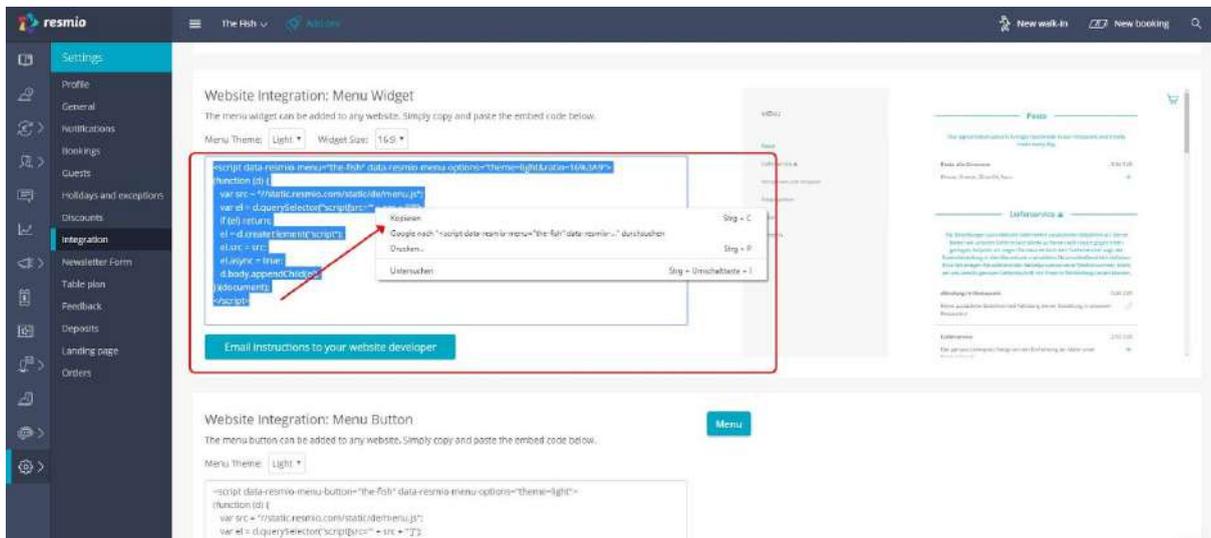
(Screenshot 2)

2. Click “Integration” within the second navigation level and scroll down until you can see the elements “Website integration: menu midget” and/or “Website integration: menu button”.



(Screenshot 3)

3. Choose between two menu templates (bright/dark) and widget sizes (16:9; 4:3 and 1:1).



(Screenshot 4)

4. Please copy the **code** from the red framed box (click right on your mouse, then “copy” or keyboard shortcut “CTRL + C”) and integrate the code on your website.

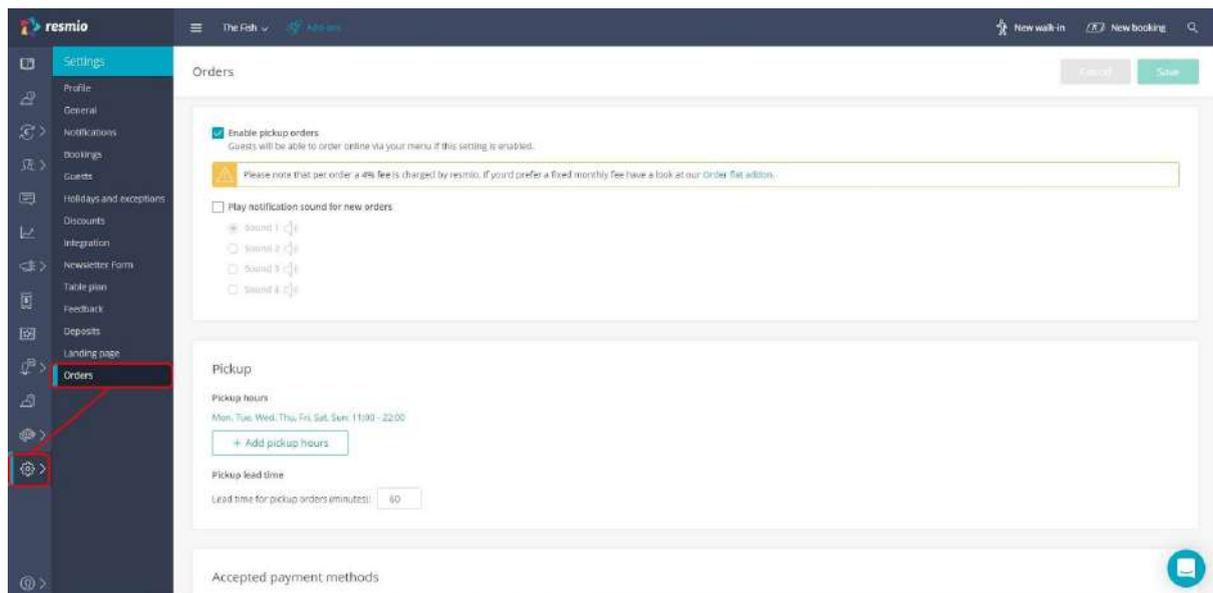
That can, e.g., be a sub-website or an element/module on your homepage. With website builders like Jimdo, Wix and Joomla! this element/modul is usually called “HTML or “widget”.

*Info:* If you do not administrate your website by yourself you can send the HTML code together with the manual directly to your web developer. Just click on the according button.



## Activate order function for the menu

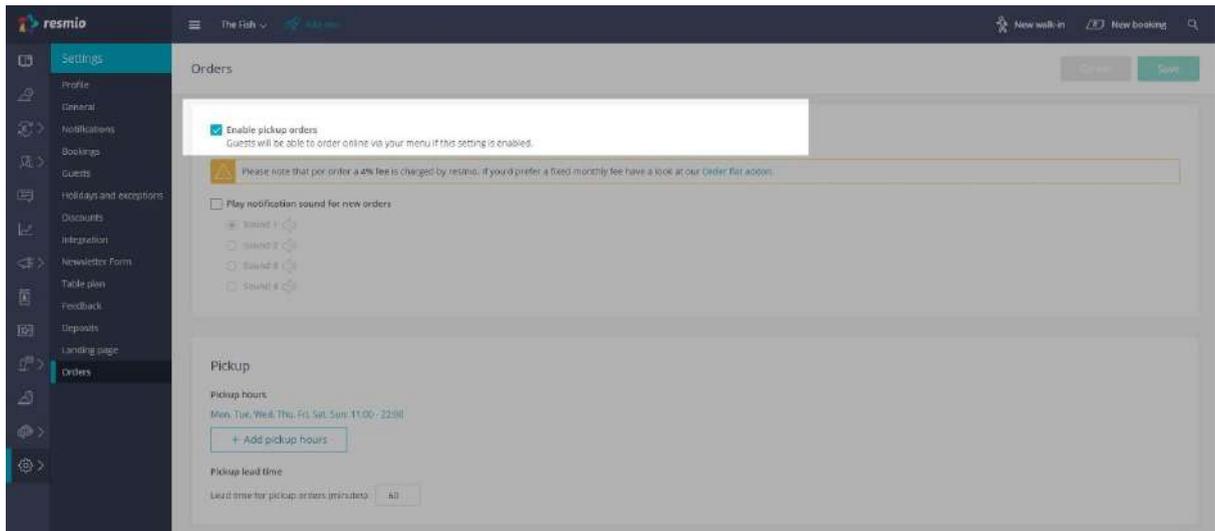
Allow your guests to order the meals from your menu online - easy and comfortable. In the following illustrated manual we will show you how to activate the order-function.



(Screenshot 1)

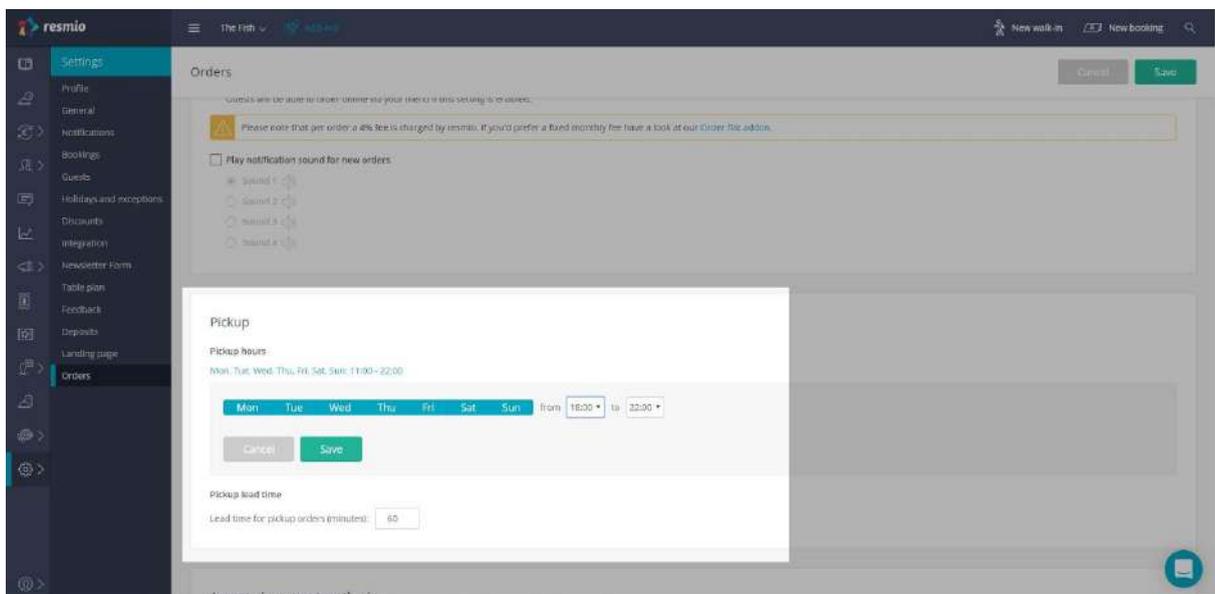
**Before you start:** Please make sure that you have already fully completed your digital menu with product categories, products, prices...

1. Log into your account on <https://app.resmio.com/> with your personal login data. Click on the **"Settings"** button and - on the second navigation level - on **"Orders"**.



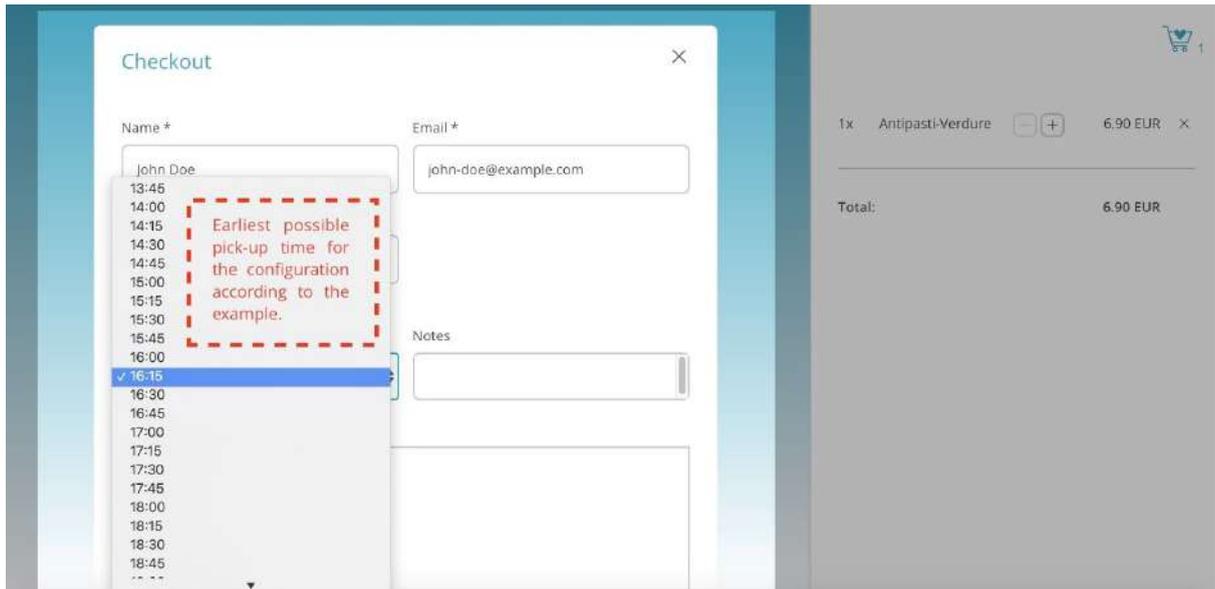
(Screenshot 2)

2. Please activate the order function by setting the tick on the checkbox **“enable pickup orders”**. *Hint:* Optionally you can choose a notification sound if you wish to be notified about new orders.



(Screenshot 3)

3. Please define the exact pick-up hours. You can edit pick-up hours with one click or add a new time frame (day + time) by clicking on the button **“+ add pick up hours”**.



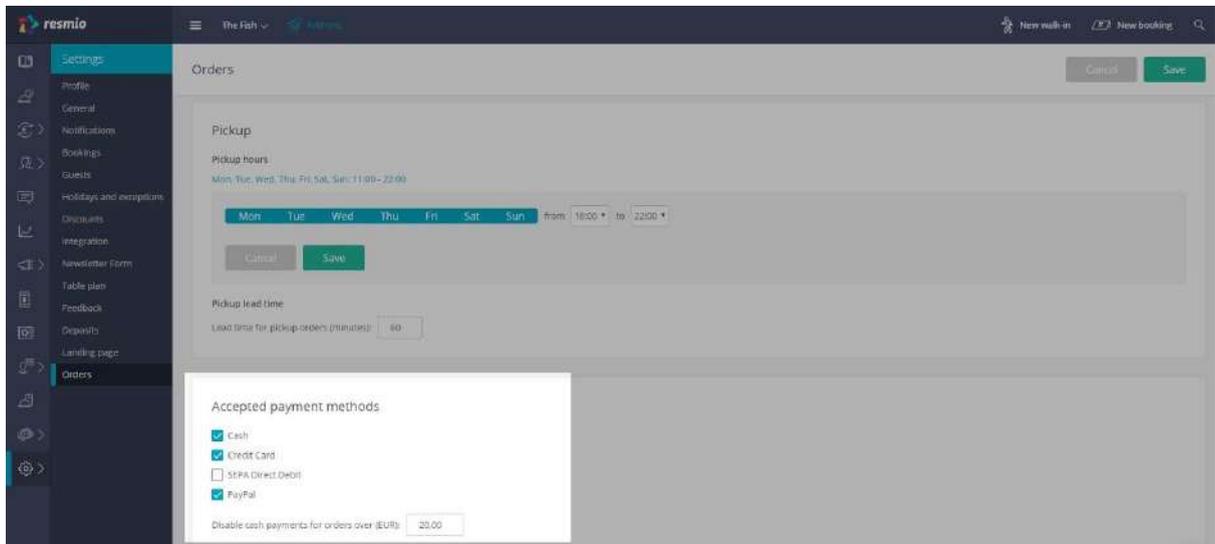
(Screenshot 4)

4. Afterwards please define a **lead time** (default: 60 min) **for pick-up orders**. The lead time defines the minimum period of time between accepting the order and the pick-up time.

**Example:**

Pick-up hours: MON - SUN : 2 - 10 P.M. | lead time: 60 minutes

- A guest would like to place an order through your digital menu at 3:12 P.M.
  - The earliest possible time for pick-up will be shown for 4:15 P.M.
  - The guest can, however, also choose a later time for pick-up within your pick.up hours (2 P.M. -10. P.M).
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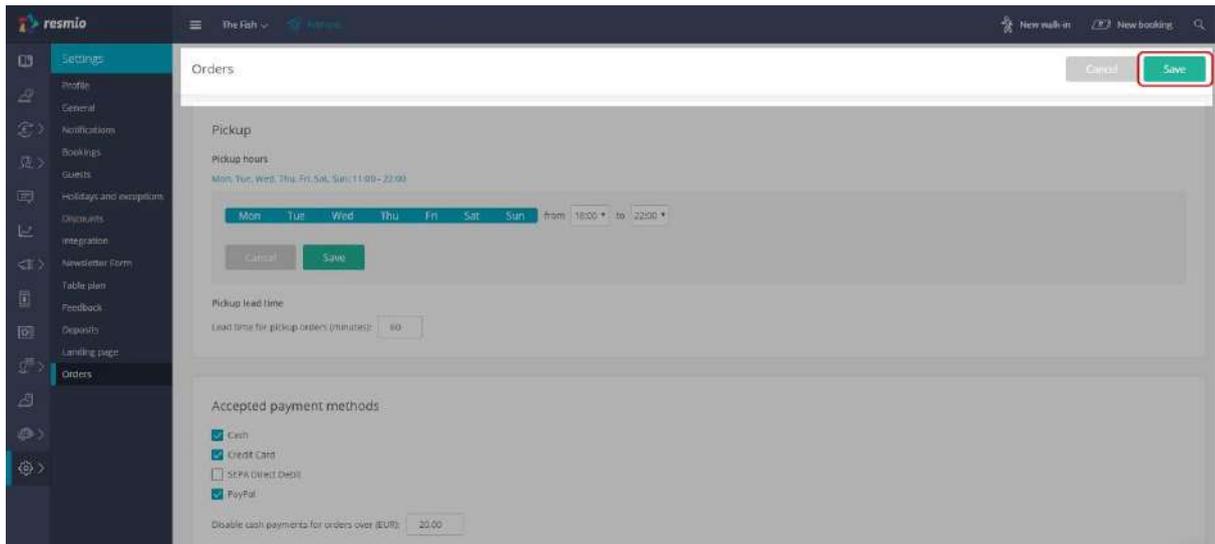
(Screenshot 5)

5. Please set the tick on the **Accepted payment methods**. You must at least activate one payment method in order to be able to accept orders.

*Hint:* In order to minimize the risk for accidentally placed orders you should allow your guests to **pay online only in advance** (direct debit, credit card, Paypal).

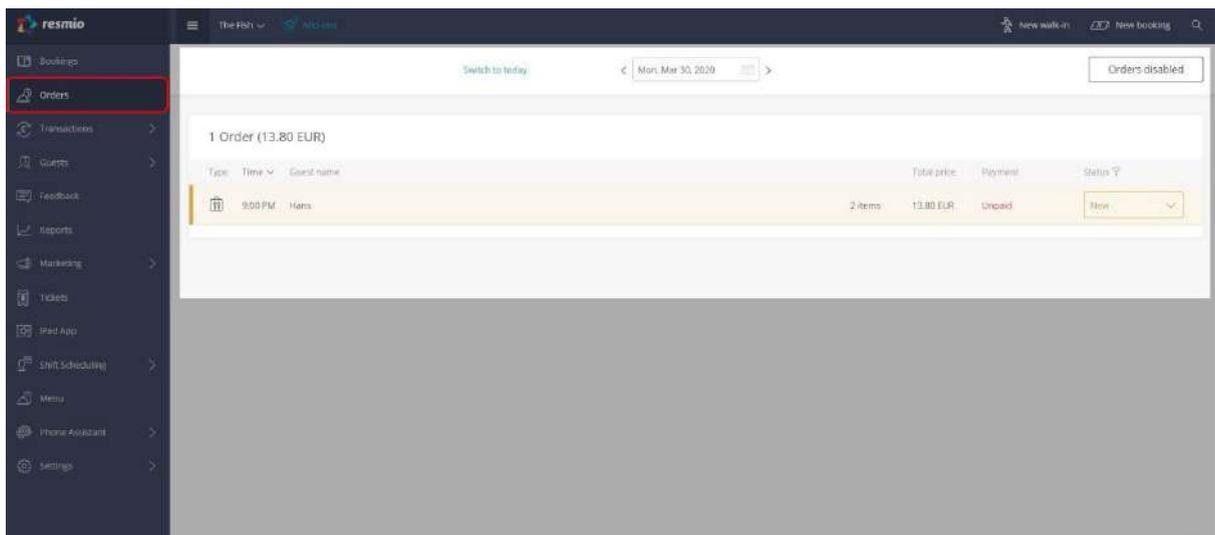
You can also define a maximum amount for cash payments.

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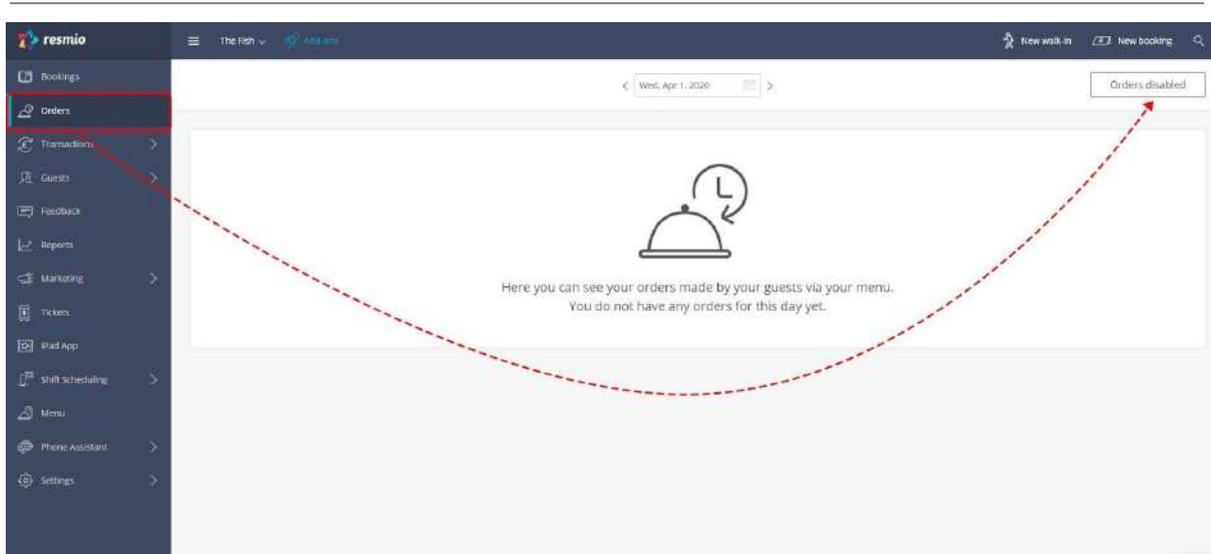
(Screenshot 6)

6. Once you have adjusted your settings, please confirm them by clicking on the button **“Save”** in the upper right corner.



7. As soon as you receive your first orders you will find them in the overview under **“Orders”**. Please click on a specific order to access further information like contact data and the overview of the different items the order consists of.

*Hint:* We have also integrated the upcoming orders into your “reservations” overview and highlighted them in another color, i.e. you can see them immediately after the log in.



(Screenshot 8)

8. Once you have defined **pick-up hours for orders**, you can easily enable and disable the order function directly in your order overview.

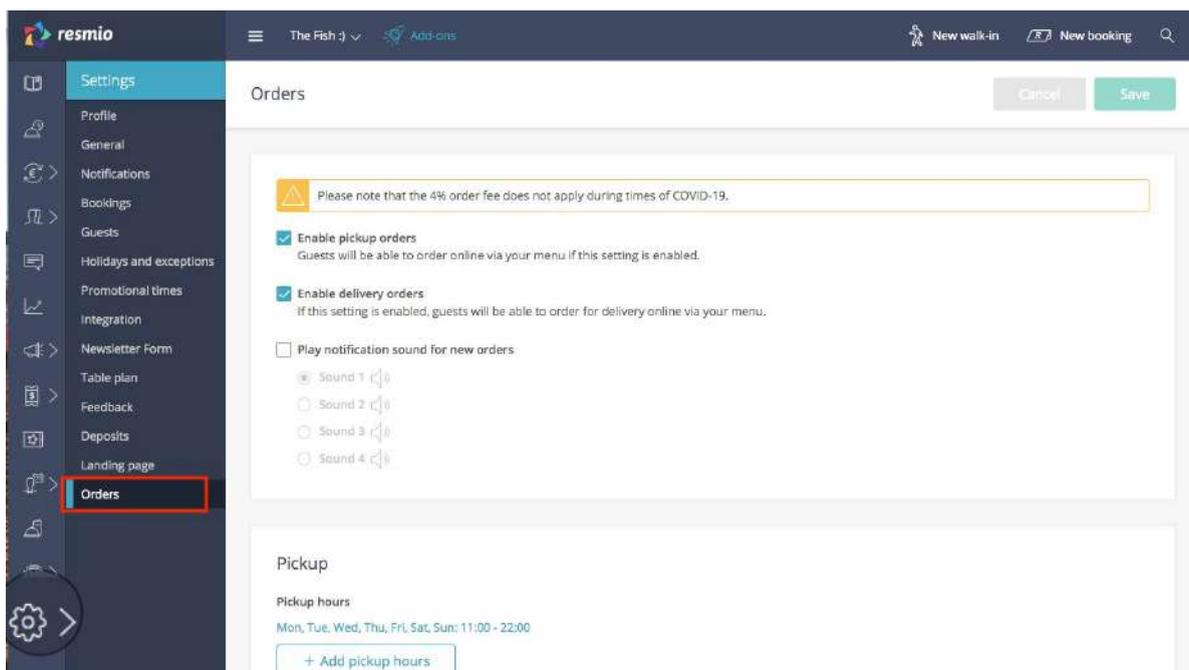
- The button **“orders enabled”** and **“orders disabled”** indicates, if guests are currently able to place orders through your digital menu.
- To enable or disable the order function please click on **“orders enabled”** and **“orders disabled”** in your **orders** overview.
- On the following pop up window please click on the button which is marked in a different color near **“order option”**.

*Hint:* Thanks to the easy option to enable/disable orders during your ongoing business you can use the function according to your current workload. Quite busy at the moment? Just disable the order function. Once you have free capacities again, just enable it again.



## Configure the delivery function for your ordering system

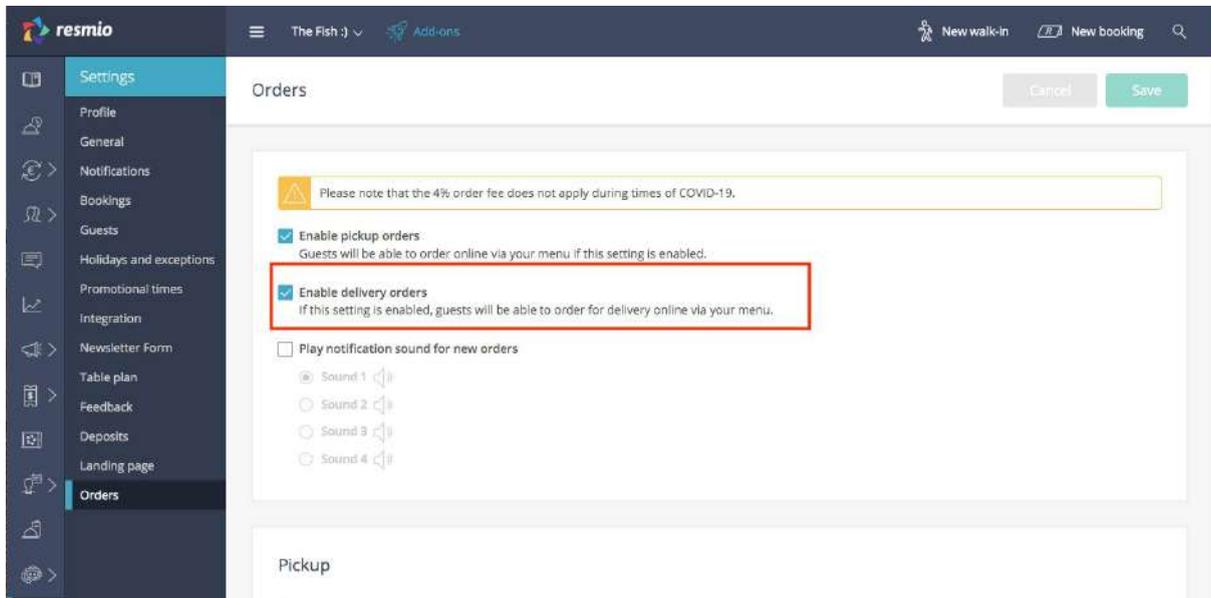
If you are running an **own delivery service**, you can offer your guests to order food and drinks for delivery by using your digital menu. The delivery function is optional. In this instruction below, we show you how to activate the delivery service.



(Screenshot 1)

**First make sure that you have completely created your digital menu** (products, product categories, prices ...)

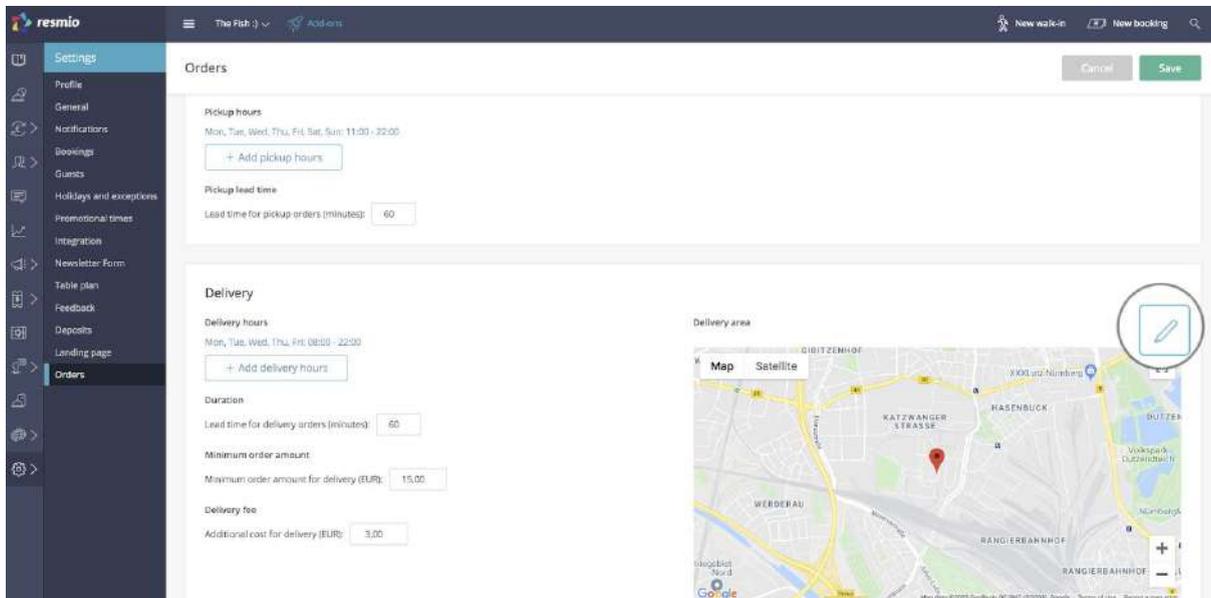
1. Log in to your account <https://app.resmio.com/>, click on **"Settings"** and then on **"Orders"**.



(Screenshot 2)

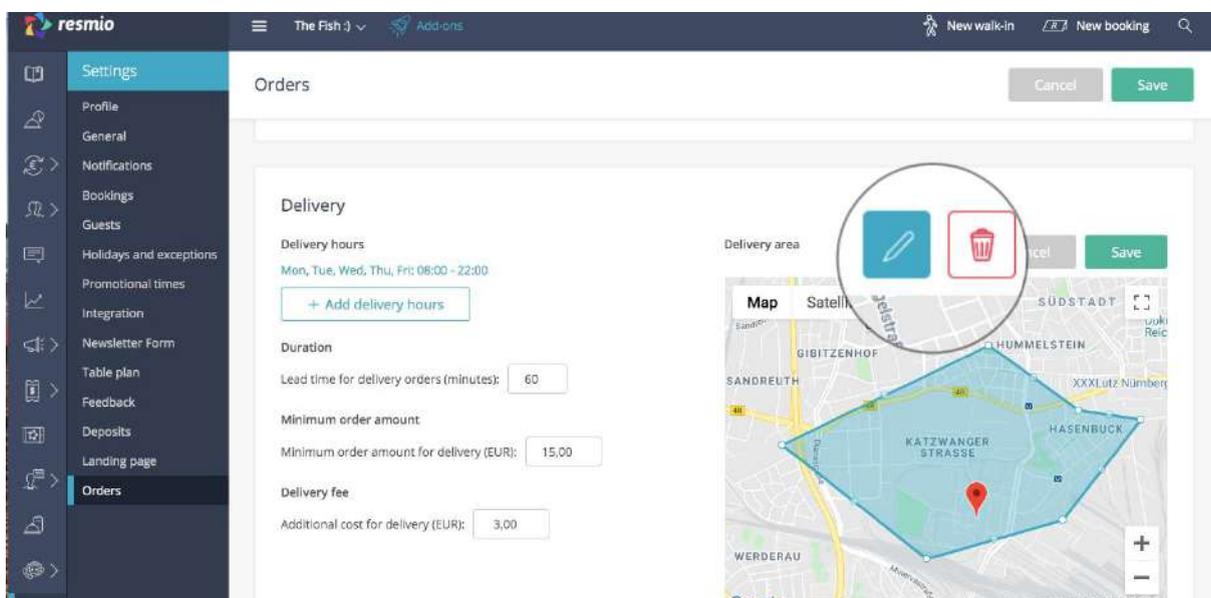
2. Activate the delivery function by clicking the checkbox **“Enable delivery orders”**.

*Hint:* You can select a sound if you want to be informed acoustically about incoming orders.



(Screenshot 3)

3. Scroll to the “Delivery” section. First define the delivery area. The location of your restaurant should be marked on the map on the right. If the map view or marker is wrong, you can adjust the address of your restaurant under **“Settings”> “Profile”**. If everything is fine, click on the blue pencil.

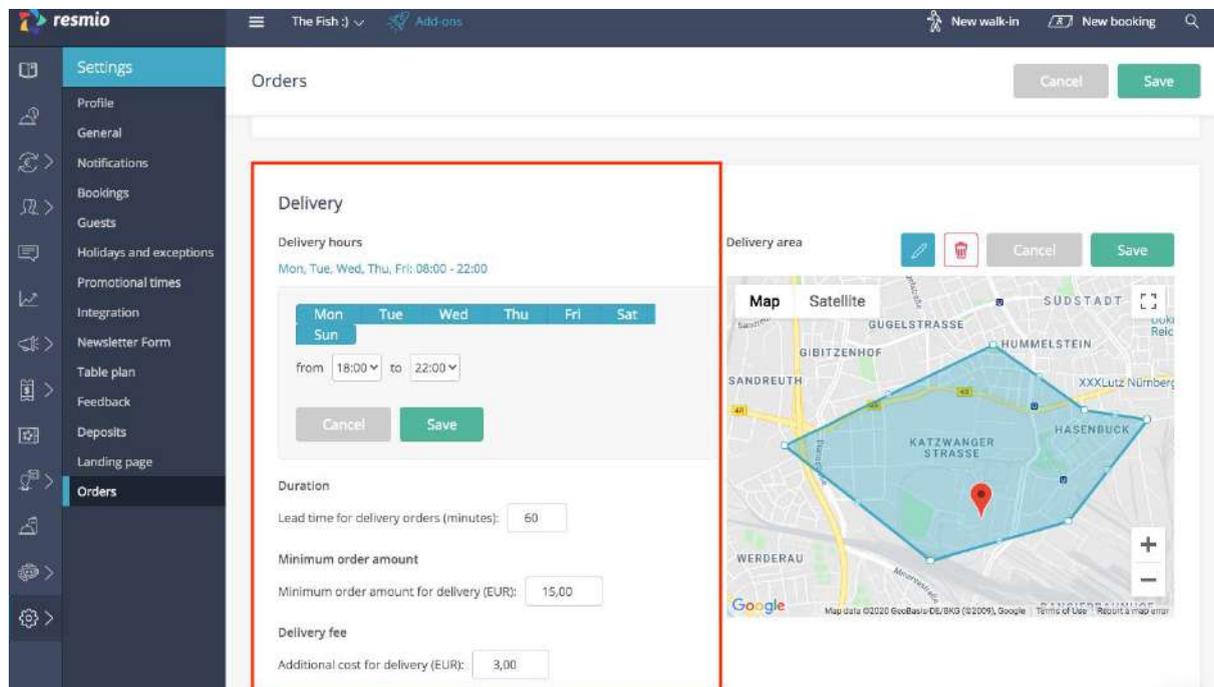


(Screenshot4)

4. Now draw your delivery area: set a starting point by clicking on the map and connect the lines until you have returned to your starting point.

With "+ / -" you can zoom, e.g. to get a better overview of specific streets.

When you are satisfied with your selection, click **"Save"**. If not, you can remove the delivery area by clicking on the red **"garbage can"**.



(Screenshot 5)

5. Go to **"Delivery"** to set your delivery hours. You can edit delivery hours with one click or you can select a new time interval (weekdays + times) by clicking **"+ Add delivery hour"**.

Then adjust the "duration". The "lead time" determines the minimum number of minutes between order confirmation and delivery time.

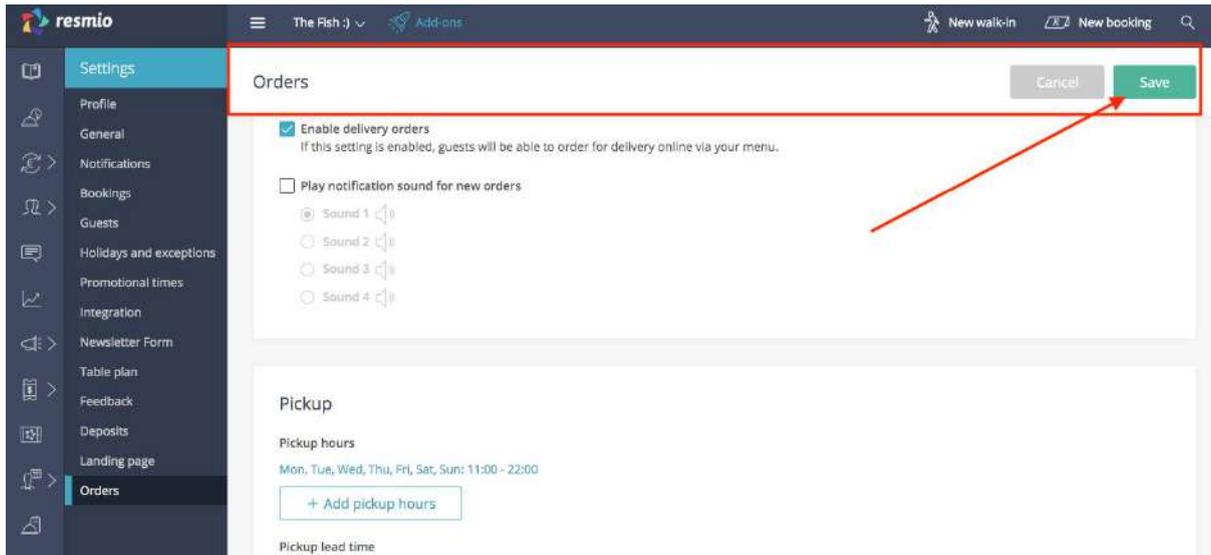
Example:

Delivery times: MO - SO: 2 p.m. - 10 p.m. | **duration:** 60 minutes

- A guest wants to order through your digital menu at 3:12 p.m.
- The earliest possible delivery is at 4:15 p.m.

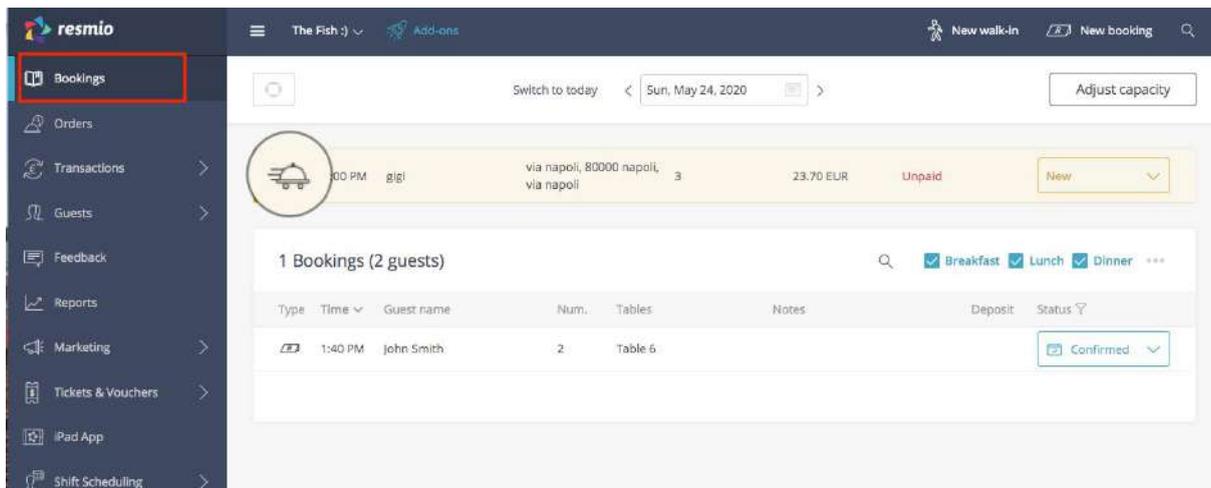
- The guest can also order for later according to your delivery hours (2 p.m. - 10 p.m.).

Don't forget to set a **minimum order amount** and a **delivery fee**.



(Screenshot 6)

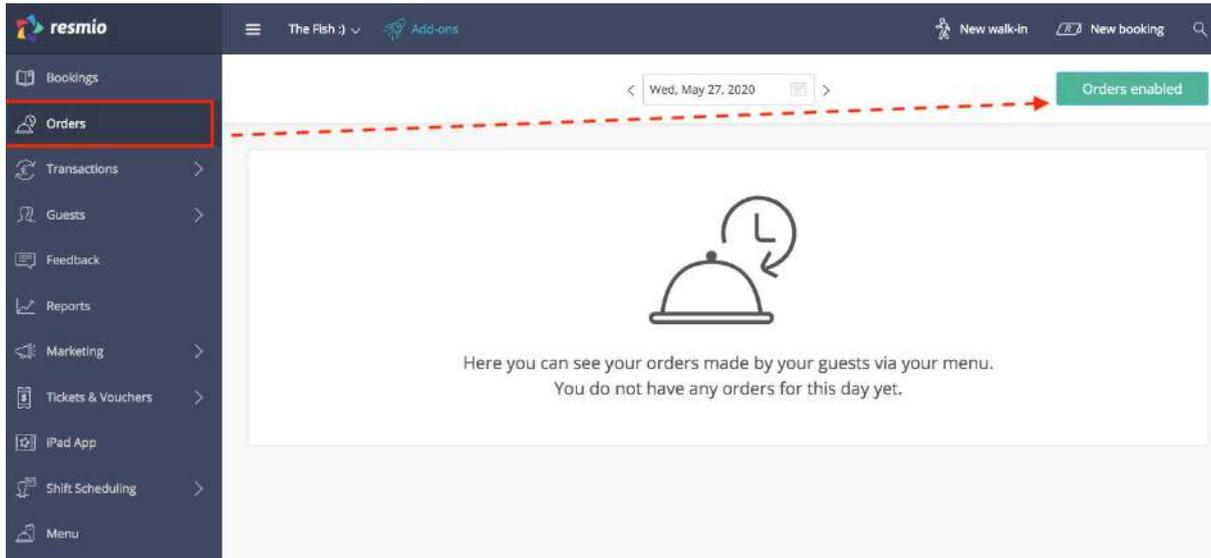
6. Once you have made your settings, click on **“Save”**.



(Screenshot 7)

7. As soon as you receive your first orders, you will find them in the overview under **“Orders”**. The small icon next to an order shows whether it is a pick-up order or an order for delivery. Click on the respective order to get further information such as contact information and ordered dishes.

*Hint:* After logging into resmio, you can also see upcoming orders outlined in another color under **“reservations”**.



(Screenshot 8)

8. Once you are done with all settings for your pick-up hours / delivery hours, you can easily enable and disable the order option directly in the order overview.

- The **“Orders enabled”** or **“Orders disabled”** button indicates whether guests can order via the digital menu.
- After clicking on **“Orders enabled”** or **“Orders disabled”**, you can **switch on or switch off** the **pickup option** or **delivery option** in the new window.

*Hint:* Thanks to this convenient option, you can enable and disable your takeaway and delivery service anytime and according to your capacities. That way you stay flexible and can make the most out of your ordering option!

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**Do you need further assistance? We are at your service!**



**Daysil Rieger**  
Team Lead Customer Support

**Send us an e-mail**

We answer to your emails within 24 hours during the week. If you send us an email we will respond immediately on Monday. Please send your email to [support@resmio.com](mailto:support@resmio.com).

**Give us a call**

You can also reach us by phone. Please call our support team on +49 (0)911 3749230. Monday - Friday between 9:00 A. M. until 06:00 P.M. local German time.