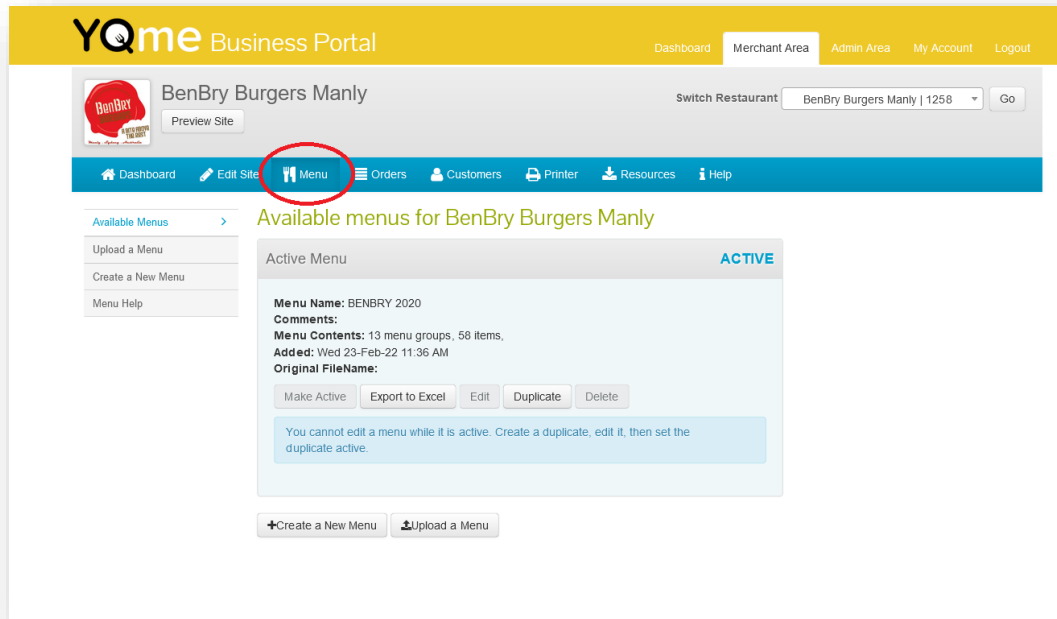
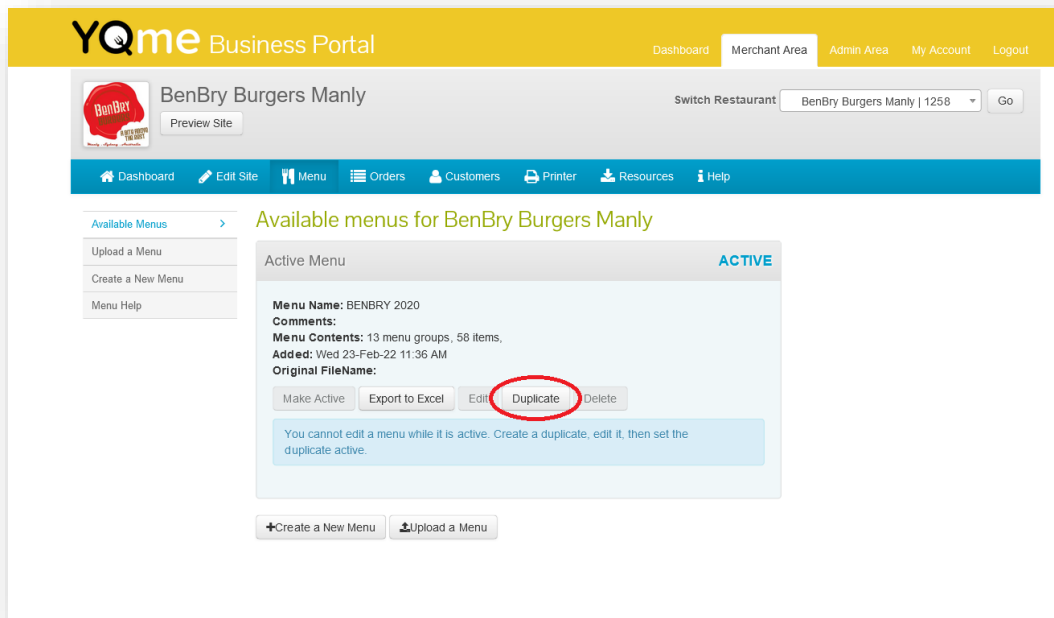


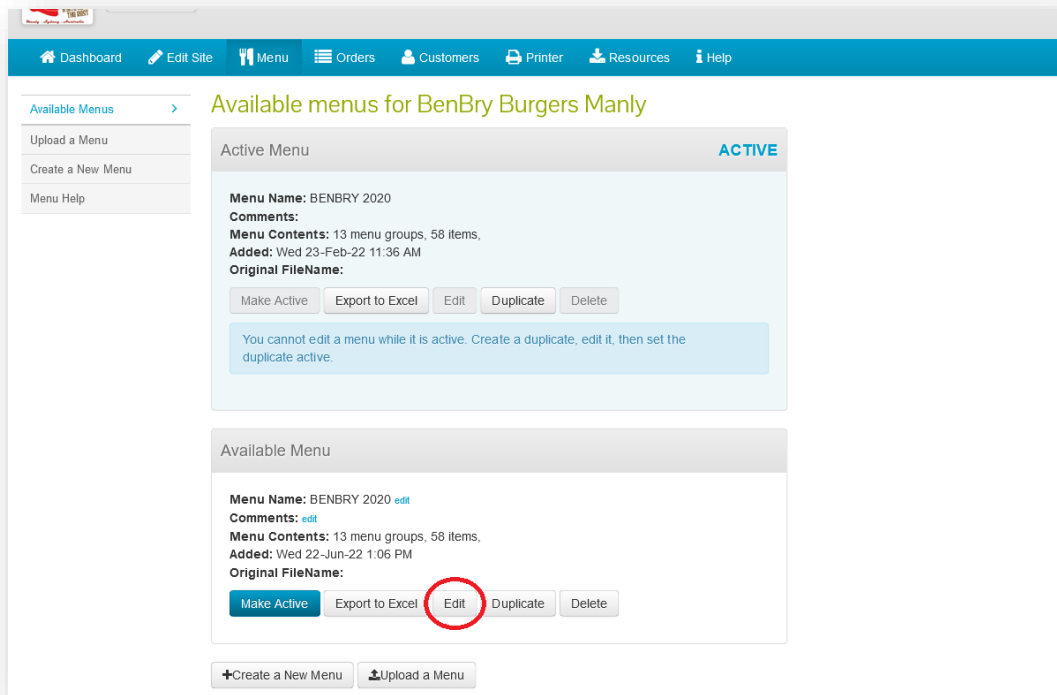
# Menu Changes



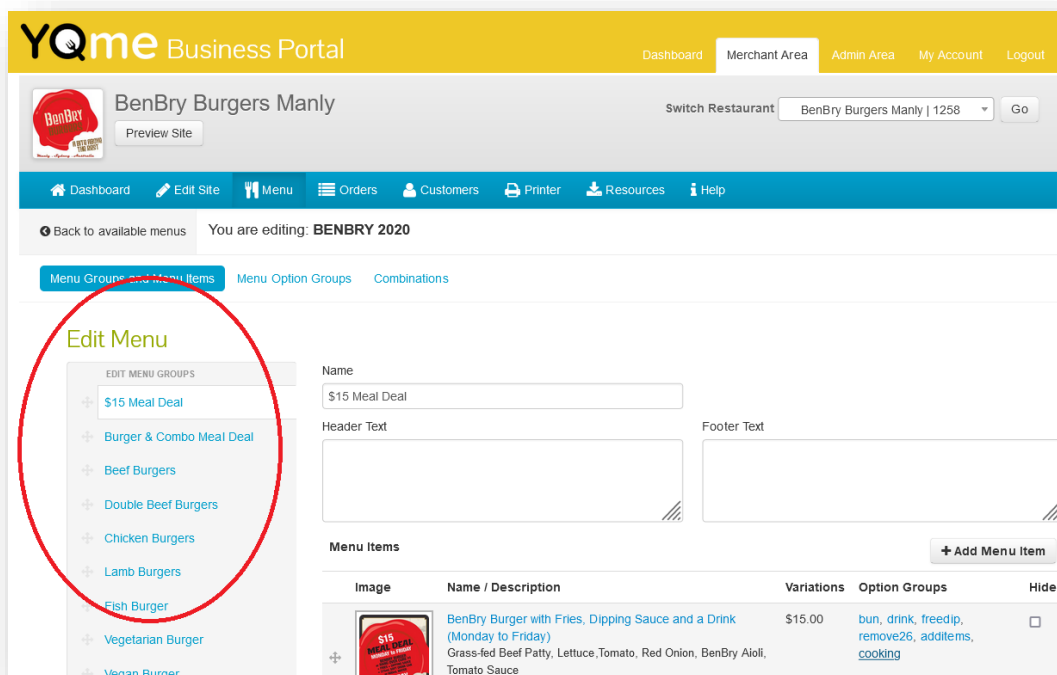
Menu changes can be done in the Menu section of the business portal. You will see either one or multiple menus available, but only one will be active (this is what your customer sees).



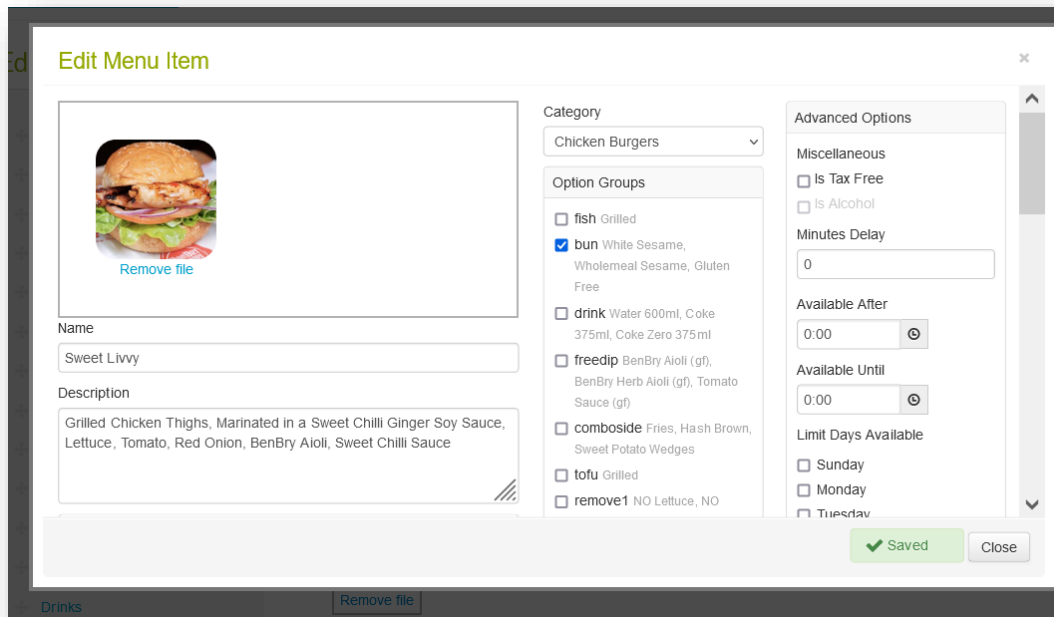
You are unable to make edits to an active menu. Create a duplicate first, then you may edit the duplicate.



Click the edit button to start making changes to the chosen menu.



You will see your menu groups down the left-hand side of the page. Within these menu groups, you are able to add/edit/delete menu items. You are also able to add any wording to communicate with your customers with the Header & Footer text. Each menu group will show their own message.



When you click on a menu item, there will be a popup like in the above image. Here you can edit menu items in detail.

- Name
- Description
- Price – Variations on pricing (e.g., different proteins for same dish)
- Removable options – options to remove ingredients from menu item (e.g., no pickles)
- Option groups – another way to have variations plus extras for the menu item. More on this later.
- Minutes delay – Does this take more time to cook/prepare? Enter time here. This will add onto your set order & delivery delay.
- Available after/until – Set it menu item is only available certain parts of the day.
- Limit days available – Set it menu item is only available on certain days.
- Cannot pickup/deliver – Select if menu item is only available for pickup or delivery only.

**YQme Business Portal** Dashboard **Merchant Area** Admin Area My Account Logout

**BenBry Burgers Manly** Switch Restaurant BenBry Burgers Manly | 1258 Go

Preview Site

Dashboard Edit Site Menu Orders Customers Printer Resources Help

Back to available menus You are editing: **BENBRY 2020**

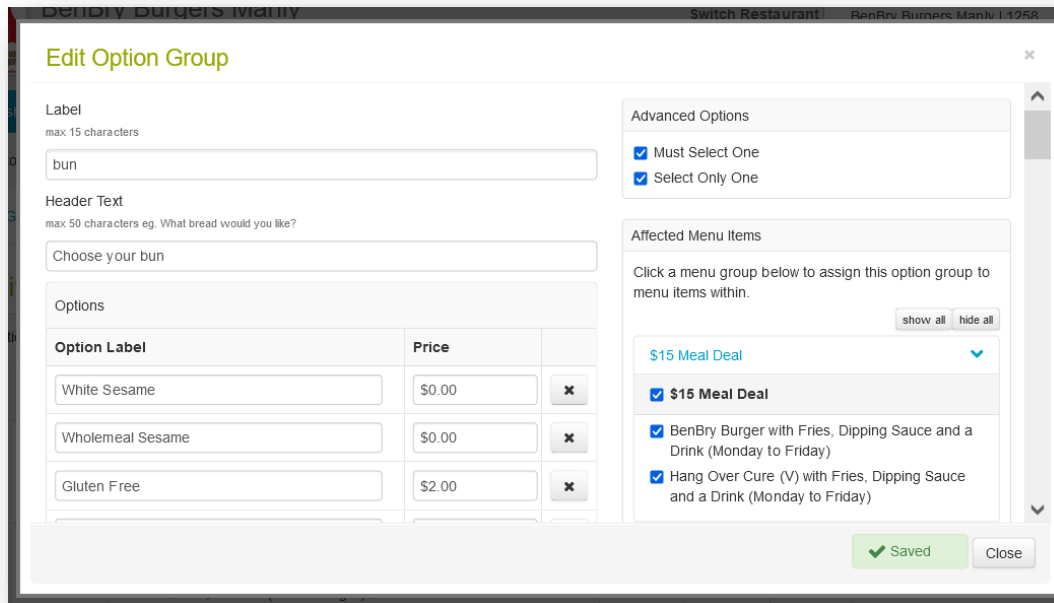
Menu Groups and Menu Items **Menu Option Groups** Combinations

### Edit Menu

Option Groups + Add New Option Group

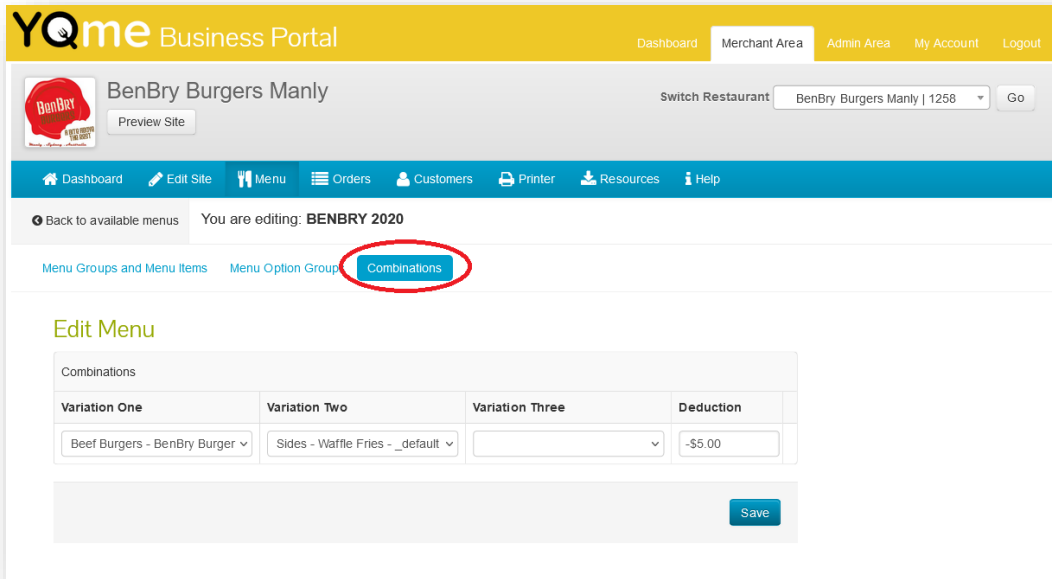
Option Group	Options	Required	Exclusive	Products
fish	How would you like your fish cooked? Grilled \$0.00	Yes	Yes	2
bun	Choose your bun White Sesame \$0.00, Wholemeal Sesame \$0.00, Gluten Free \$2.00, Brioche \$2.00, No Bun (Naked Burger) \$0.00	Yes	Yes	34
drink	Choose your free drink Water 600ml \$0.00, Coke 375ml \$0.00, Coke Zero 375ml \$0.00, Diet Coke 375ml \$0.00, Solo 375ml \$0.00, Sunkist 375ml \$0.00,	Yes	Yes	21

Menu option groups allow you to offer options for menu items. These options can force the customer to make a selection or allow them to skip if it's not necessary.



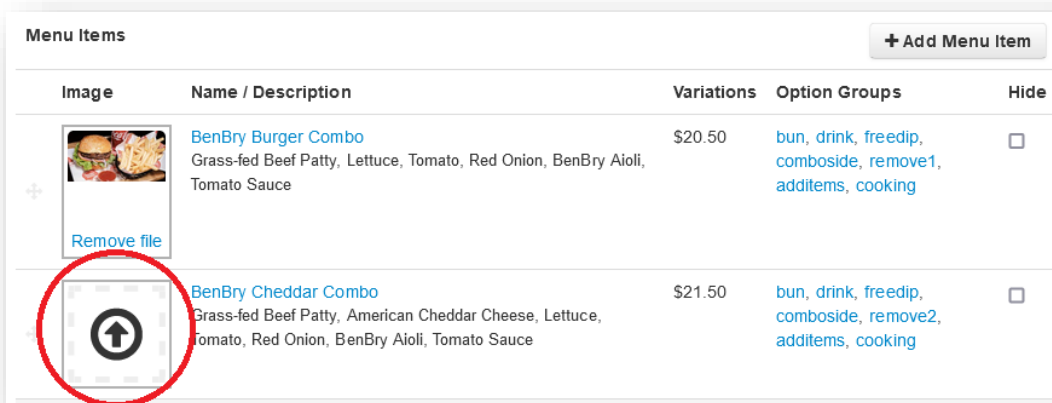
Click on the name of the option group and a popup like the image above will show. Here you can edit and assign the option groups to associated menu items. You can edit:

- Label – name of the option group for your own record.
- Header text – this is what the customer will see when making an order.
- Options – these are the options. The price is the extra amount the customer will pay on top of the menu item itself.
- Advanced options – this allows you to force customers to make a choice and/or select only one.
- Affected menu items – here is where you assign the option groups to menu items.



Combinations allow you to pair/group menu items to give discounts. For example, a customer buys a burger and also buys a side of fries, you can allow the system to give a discount of \$5 if you wish. (Please note the negative sign needs to be entered or else the amount entered will be added onto the total and not deducted).

This is one way of creating combos. Other ways of creating combos are to use the option groups to offer drink and/or sides. OR you can create the combo/deal as a menu item and use variations or option groups to offer choice on each item in the combo. Get creative!



Pictures always liven up a menu. You are able to add your own photos to your menu by uploading straight to the menu item in the main Edit Menu section. Either click the arrow to choose the file or drag and drop. And if you need to hide the menu item you can select the box associated on the far right.

**Collection**

Disable Collection Types for the whole group  
This will set the available collection types for all items in this Menu Group. To set it for a specific Menu Item, edit the item directly.

Cannot Pickup

**Order Cutoff**

Only enable order cutoff if you want to force customers to order items from this group in advance.

Enable Order Cutoff

---

[✖ Delete this menugroup](#) [Save](#)

At the bottom of each menu group section are options for the whole group to be pickup/delivery only and if you want to force orders to be made in advance by setting a cut-off. A time and number of days need to be entered for cut-offs.

**YQme Business Portal** Dashboard Merchant Area Admin Area My Account Logout

BenBry Burgers Manly [Preview Site](#) Switch Restaurant BenBry Burgers Manly | 1258 Go

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Available Menus > Available menus for BenBry Burgers Manly

- Upload a Menu
- Create a New Menu
- Menu Help**

**Active Menu** ACTIVE

**Menu Name:** BENBRY 2020  
**Comments:**  
**Menu Contents:** 13 menu groups, 58 items.  
**Added:** Wed 23-Feb-22 11:36 AM  
**Original FileName:**

Make Active Export to Excel Edit Duplicate Delete

You cannot edit a menu while it is active. Create a duplicate, edit it, then set the duplicate active.

Available Menu

**Menu Name:** BENBRY 2020 [edit](#)  
**Comments:** [edit](#)

More info on the menu section can be found in “Menu Help”. And if you have any questions regarding menu changes, please get in contact with us. We will be glad to help!