



# Back Office

*User Guide*

▶ **Adding a product**

# What you can do

You can define and allocate the following for **each product** in your online menu:

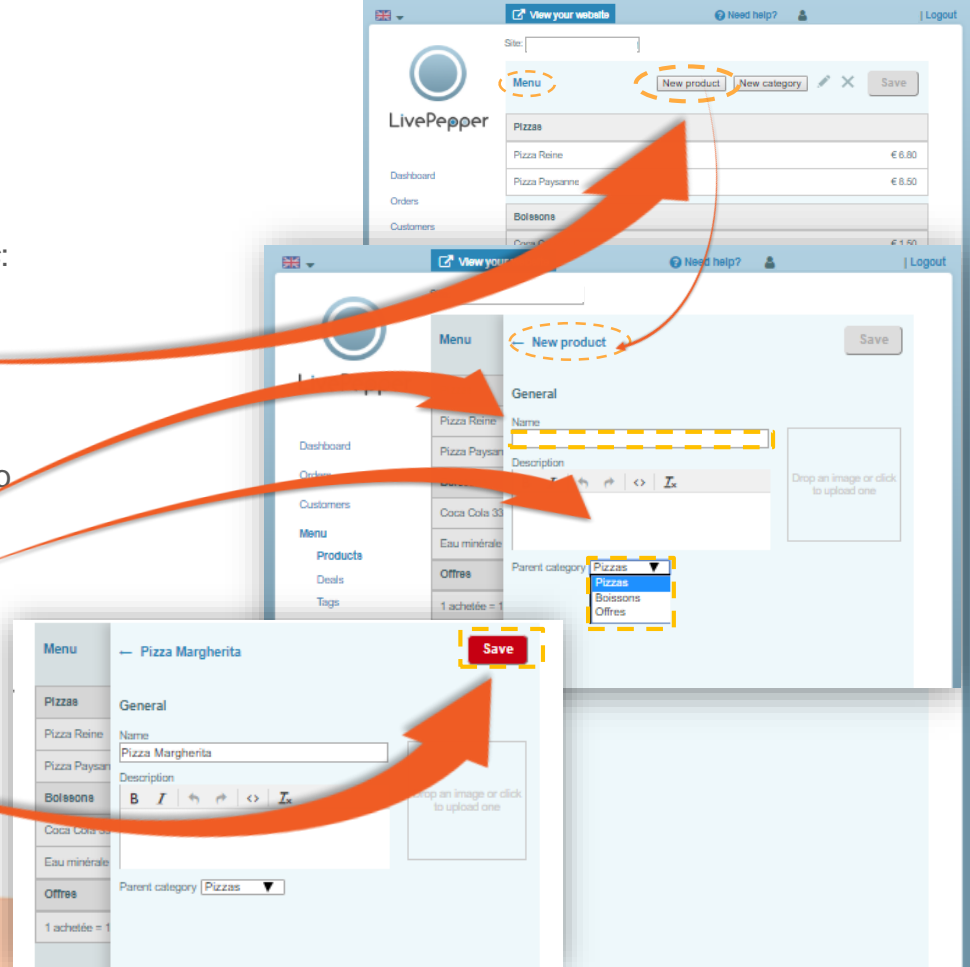
- a **name** (*mandatory*)
- a **description** (*ingredients, available flavours, etc.*)
- a **price** (*may vary depending on the product size*)
- a **reference code**
- **ingredients** (*ingredients that can be de-selected*)
- **Variants** (*choice of sauce, pizza base, etc.*)
- **toppings** (*additional ingredients*)
- **options** (*cutlery, pre-sliced, etc.*)
- **tags** (*bespoke LivePepper feature*)

The screenshot shows the LivePepper admin interface for editing a menu item named "Pizza Reine". The interface is divided into a left sidebar with navigation options and a main content area. The main content area is titled "Menu - Pizza Reine" and includes a "Save" button. The "General" section contains fields for "Name" (filled with "Pizza Reine"), "Description" (filled with "Champignons, Olives, Fromage"), and a "Drop an image or click to upload one" area. Below this is a "Price & availability" table with columns for size, price, availability, and POS code. The table shows three sizes: 25 cm (€ 6.60), 30 cm (€ 0.00), and 33 cm (€ 12.00). The "Available" column has buttons for "Available" and "Not available". The "POS code" column has input fields. Below the table is a "Customization" section with fields for "Ingredients" (filled with "Jambon, Olives, Tomates"), "Toppings" (filled with "Anchois, Aubergines, Bacon, Jambon, Champignons, Olives, Tomates (defined in Pizzas)"), "Options" (filled with "Couverts, Coupette (defined in Pizzas)"), and "Variants" (filled with "Fillin (defined in Pizzas) <Default>"). The left sidebar includes sections for "Dashboard", "Orders", "Customers", "Menu", "Products", "Tags", "Import/Export", "Prices/availabilities", "Sales tax", "Site", and "Settings".

# Add a new product

- In the column on the left, go to **Menu > Products**:
  - click **"New product"**
  - a **"New product"** page is displayed
  - enter the **name** of the product that you wish to create
  - select the **category** to which it belongs
  - click the **"Save"** button, now enabled

➤ Remember to click **"Save"** each time you create or modify an element on your menu in order for your changes to be applied.



# Specify product details

Double-click on the product that you have just created to configure its details.


- **Complete the associated information:** *description, price, size, options, toppings, variants.*
- Click **Save** at the top right to confirm your changes.
- Click the **back arrow** to go back to the **"Menu"**.

➤ Remember to click **"Save"** each time you create or modify an element on your menu in order for your changes to be applied.

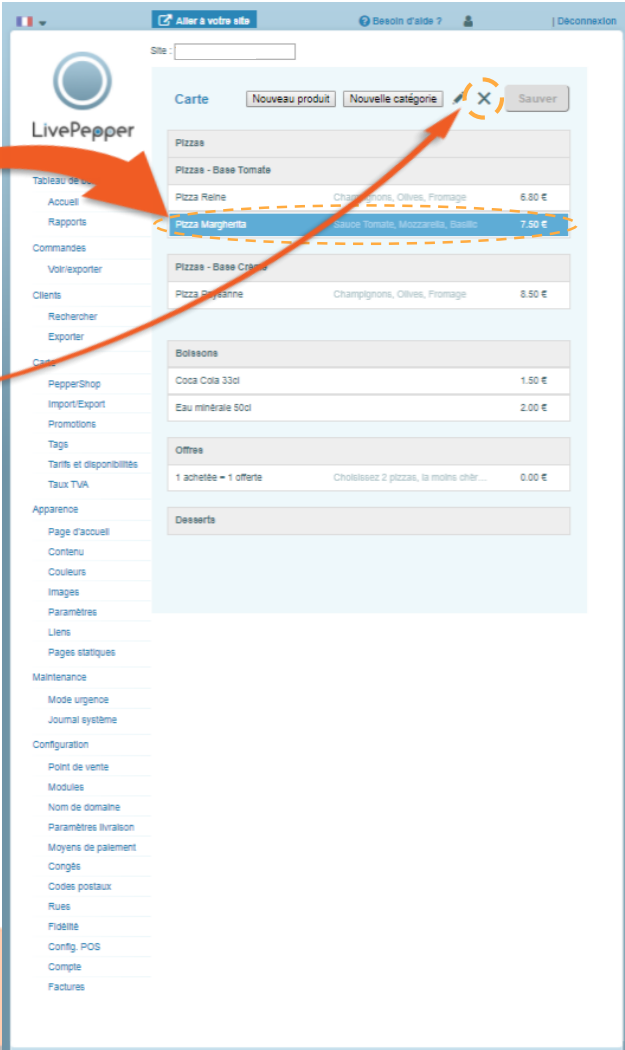
The screenshot shows the LivePepper admin interface. The top navigation bar includes 'View your website', 'Need help?', and 'Logout'. The main header displays the 'LivePepper' logo and the current page title 'Pizza Paysanne' with a 'Save' button. A left sidebar menu lists various sections: Dashboard, Orders, Customers, Menu (highlighted), Products, Tags, Import/Export, Prices/availabilities, Sales tax, Site, Homepage, Content, Outlets, Images, Settings, Links, Static pages, Settings, Shop, Delivery settings, Postal codes, Streets, Payment settings, Closings, Loyalty, PepperShop, POS settings, Domain name, Add-ons, Account, Invoices, Maintenance, Emergency mode, and System logs. The main content area is titled 'Pizza Paysanne' and contains a 'General' section with fields for Name (Pizza Paysanne), Description (Champignons, Olives, Fromage), and Tags (Select tags). Below this is a 'Price & availability' section with a table for different sizes and prices, and a 'Customization' section for ingredients, toppings, options, and variants. A dashed yellow box highlights the 'Price & availability' and 'Customization' sections. A red arrow points from the 'Menu' item in the sidebar to the 'Pizza Paysanne' product name in the main header. Another red arrow points from the 'Save' button in the top right to the 'Save' button in the main header. A third red arrow points from the 'Save' button in the main header to the 'Save' button in the top right.

Size	Price	Availability	POS code
25 cm	€	Not available / Available	
30 cm	0.00 €	Not available / Available	
33 cm	14.00 €	Not available / Available	

# Remove a product

- Position yourself on the product concerned; this will highlight it in blue.
- Click the **cross**  .
- Click **"Save"**.

➤ *Caution: once you save, the product is permanently removed.*



The screenshot shows the LivePepper management interface. The left sidebar contains a navigation menu with categories like 'Tableau de bord', 'Commandes', 'Clients', 'Apparence', and 'Maintenance'. The main content area displays a 'Carte' (Menu) with a table of products. The 'Pizza Margherita' product is highlighted in blue. A red dashed box highlights the 'X' icon in the top right corner of the product row. A red arrow points from the 'X' icon to the 'Sauver' button. Another red arrow points from the text instructions to the highlighted product.

Pizzas			
Pizzas - Base Tomate			
Pizza Reine	Champignons, Olives, Fromage	6.80 €	
Pizza Margherita	Base Tomate, Mozzarella, Basilic	7.50 €	
Pizzas - Base Crème			
Pizza Paysanne	Champignons, Olives, Fromage	6.50 €	

Boissons			
Coca Cola 33cl		1.50 €	
Eau minérale 50cl		2.00 €	

Offres			
1 achetée = 1 offerte	Choisissez 2 pizzas, la moins chère...	0.00 €	

Desserts			
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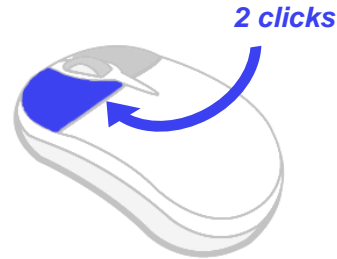
▶ **Browsing tools**



# ► Browsing tools

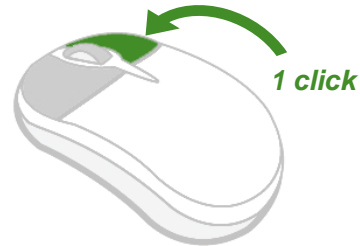
## 1. Double click

- To double-click, **click the left mouse button twice in quick succession.**



## 2. Right click

- To right-click, **click the right mouse button once.**



## 3. Scroll

- To scroll up or down a page, **turn the mouse wheel at the centre of your mouse in the corresponding direction.**

