



Back Office

User Guide

The "force_customization" tag

This tag is available for all LivePepper sites by default. It forces users to proceed via a **customization pop-up** before adding their product in their basket.

> [Learn more](#)

Bespoke tags

Bespoke tags allow you to visually indicate the **specificity of a given dish**:
bio, vegan, vegetarian, gluten-free, new, etc.

Bespoke tags are only available for bespoke sites. Each tag will be designed in line with your graphic charter and included in the bespoke design.

Adding a tag

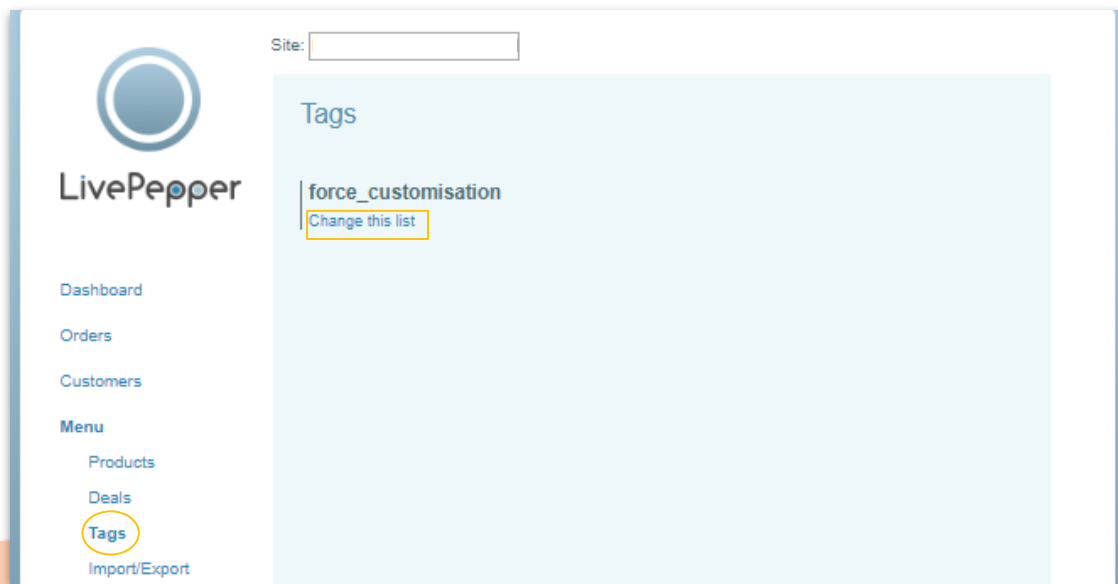
Method 1

This method is recommended if you have already defined your menu and you want to add your tags afterwards.

Adding a tag

To add a tag, proceed as follows from your back office:

- Go to **Menu > Tags**
- Click **Change this list**



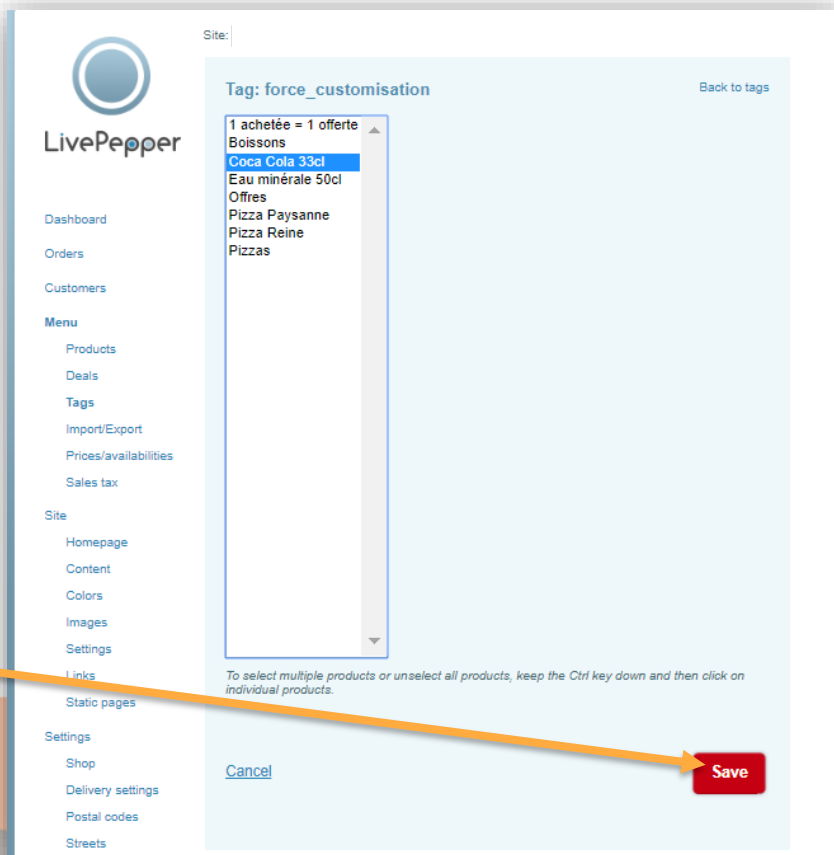
Adding a tag

A new window with the title "Tag: **tag_name**" is displayed.

- In the list, select all the categories, subcategories or products for which you wish to add your tag.
- Press and hold the **Ctrl** key to select more than one.

The products selected are highlighted in blue.

- Click **Save**.



Modifying the list of products

To modify the list of products concerned by a tag, proceed as follows in your back office:

- Go to **Menu > Tags**.
- Click **Change this list** for the tag concerned.
- Press and hold the **Ctrl** key to deselect more than one product at a time.
- Click **Save**.

Adding a tag

Method 2

This method is recommended if you are only just starting to define your menu.

Adding a tag

Proceed as follows to add a tag to a product:

- Double-click the product to be configured.
- The settings are displayed.
- Select a tag in the **Tags** drop-down list.
- Click **Save**.

You can add more than one tag for the same product.

The screenshot shows the LivePepper admin interface for configuring a product named 'Pizza Paysanne'. The interface includes a sidebar with navigation options like Dashboard, Orders, Customers, Menu, and Settings. The main content area displays the product configuration for 'Pizza Paysanne', including a 'General' section with fields for Name, Description, and Tags. The 'Tags' dropdown menu is highlighted with a red dashed box, and a red arrow points to the selected tag 'force_customisation'. Below the tags, there are price and availability settings for different sizes (25 cm, 30 cm, 40 cm) and a 'Customization' section with ingredients, toppings, options, and variants.

Size	Price	Not available	Available	POS code
25 cm	8.50 €	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
30 cm	0.00 €	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
40 cm	14.00 €	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>

Deleting a tag

Proceed as follows to delete a tag attached to a product:

- Double-click the product to be configured.
- The settings are displayed.
- Click the **cross** next to the tag to be deleted.
- Click **Save**.

The screenshot shows the LivePepper website configuration interface. The top navigation bar includes a UK flag, a 'View your website' button, a 'Need help?' link, a user icon, and a 'Logout' link. The main content area is titled 'Pizza Paysanne' and includes a 'Save' button. The left sidebar contains a navigation menu with categories like Dashboard, Orders, Customers, Menu, Site, and Settings. The 'Menu' section is expanded to show 'Products', 'Deals', 'Tags', 'Import/Export', 'Prices/availabilities', and 'Sales tax'. The 'Tags' section is currently selected, showing a list of tags with a 'force_customisation' tag highlighted. A red arrow points to the 'X' icon next to this tag, indicating the deletion step. The 'Price & availability' section shows a table of prices for different sizes (25 cm, 30 cm, 33 cm) and delivery methods (Not available, Available). The 'Customization' section lists ingredients, toppings, options, and variants.

Site: []

Menu ← Pizza Paysanne Save

Pizzas < Pizza Reine Boissons >

Pizza Reine

Pizza Paysanne

Boissons

General

Name
Pizza Paysanne

Description
Champignons, Olives, Fromage

Tags
force_customisation X

Price & availability

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

Sizes are defined in the Pizzas category

Customization

Ingredients Jambon, Champignons

Toppings Anchois, Aubergines, Bacon, Jambon, Champignons, Olives, Tomates (defined in Pizzas)

Options Couverts, Coupée (defined in Pizzas)

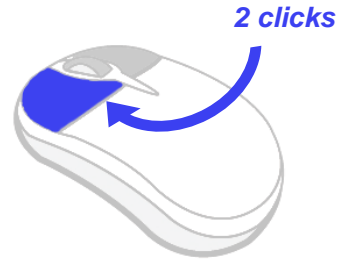
Variants Pâte (defined in Pizzas) <Define>

▶ **Browsing tools**

► Browsing tools

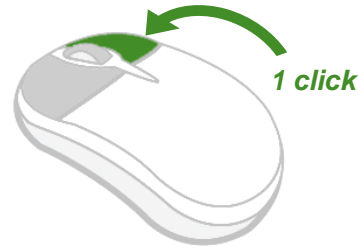
1. Double click

- 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.**

