



# Back Office

*User Guide*

▶ **Product categories and subcategories**

# Categories

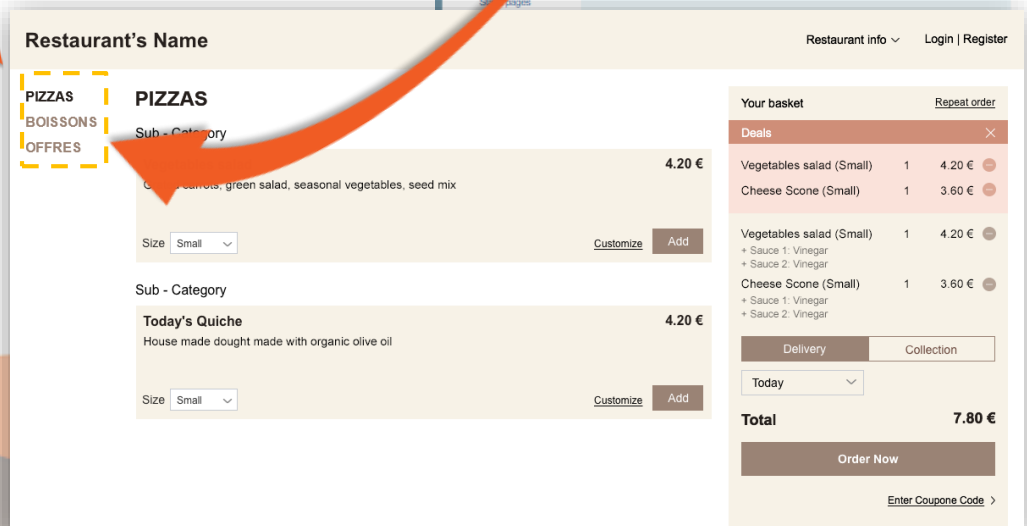
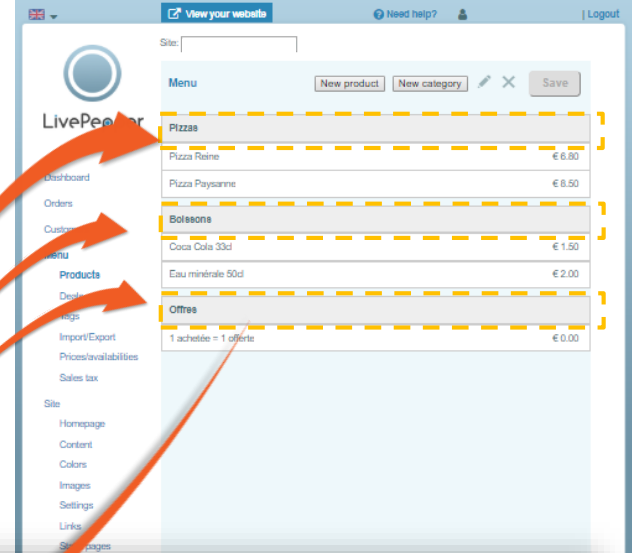
## What does this involve?

- You can organize and **classify** your online menu's products by **category and subcategory**.

*Here, for example, there are three product categories pre-entered by default: "Pizza", "Boissons" (Drinks) and "Offres" (Offers).*

- The product "**categories**" correspond to your **main menu** and are accessible from any product page on the online ordering site.

➤ *Preview of the product page for LivePepper Theme 1*

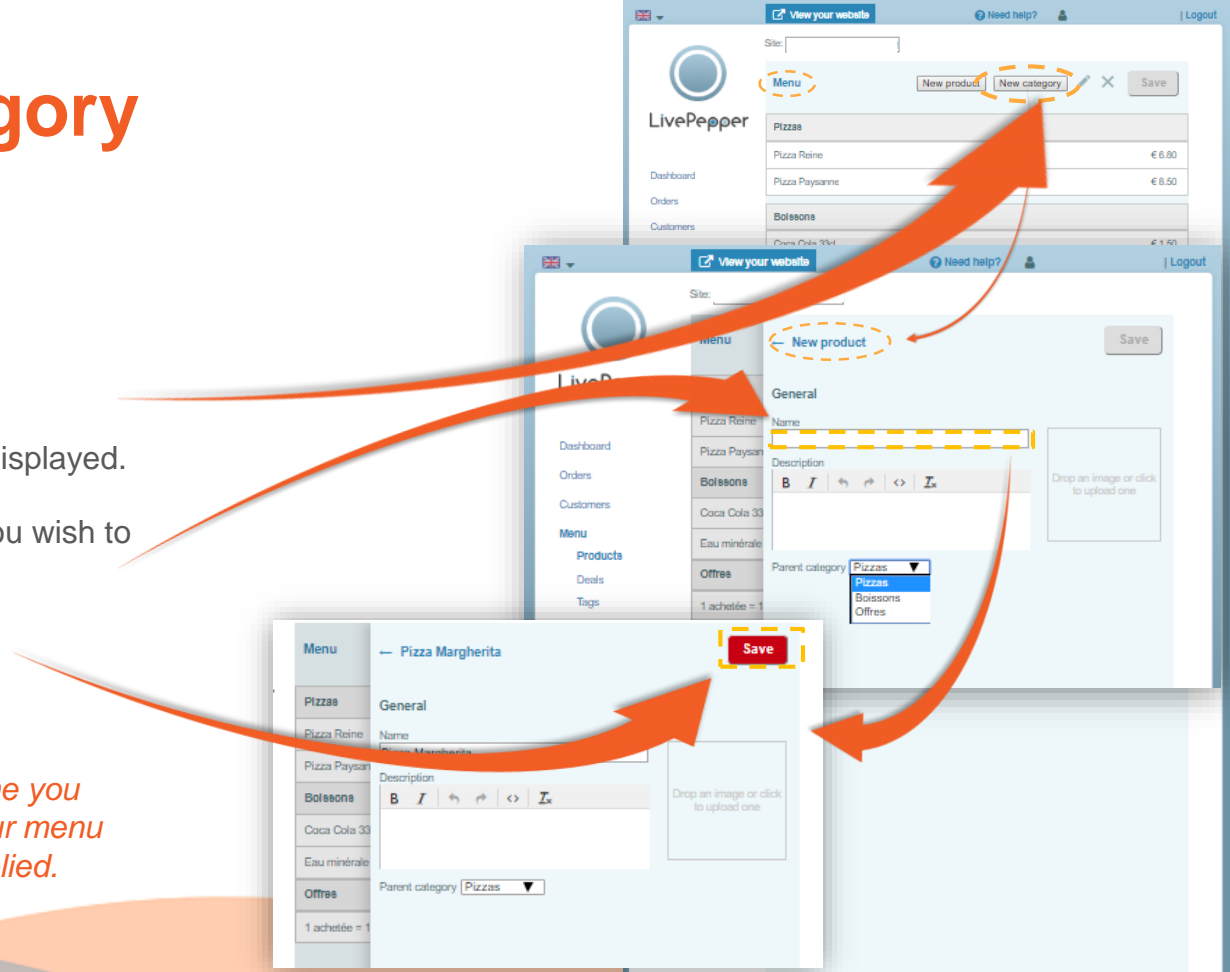


# Creating a category

In the **"Menu"** page:

- click **"New category"**.
- a **"New product"** page is displayed.
- enter (at least) the **name** you wish to give to your category.
- click **"Save"**.

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

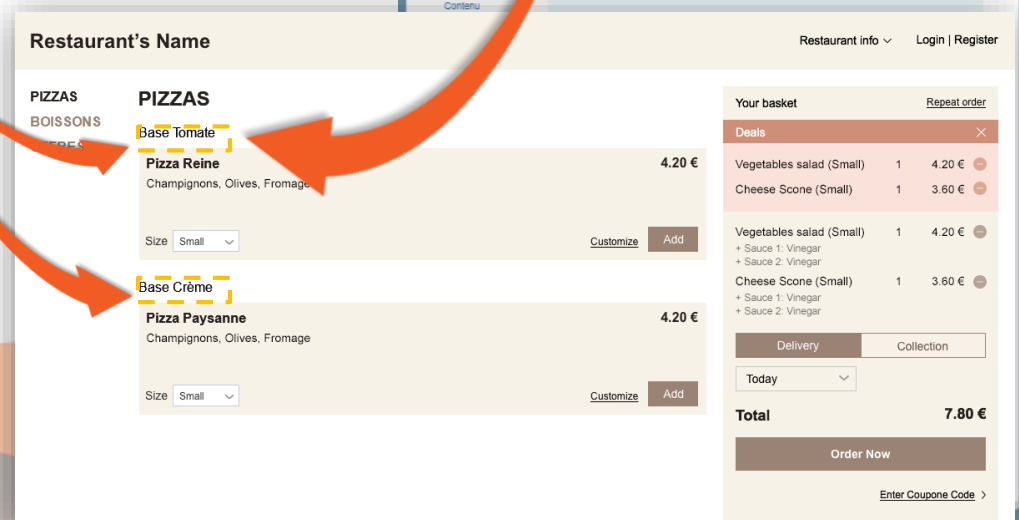
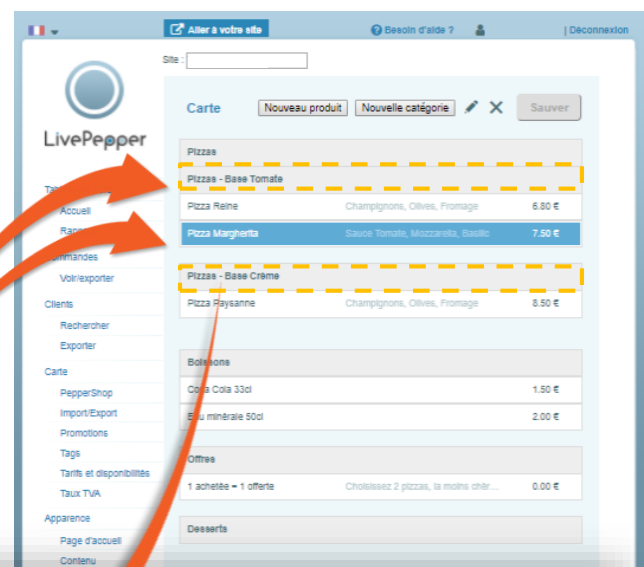


# Subcategories

## What does this involve?

- Product **"subcategories"** do not appear on the main menu; they are visible only on the "Products" page concerned.

*In the example opposite, the "Pizza" category contains 2 subcategories: "Base Tomate" (tomato base) and "Base Crème" (cream base), visible on the online menu's "Pizzas" page.*



➤ Preview of the "Pizza" product page for LivePepper Theme 1

# Creating a subcategory

As with categories, in the **"Menu"** page:

- click **"New category"**.
- a **"New product"** page is displayed.
- enter (at least) the **name** you wish to give to your subcategory.
- 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.

The screenshots illustrate the process of creating a subcategory in the LivePepper admin interface. The first screenshot shows the 'Menu' page with the 'New product' and 'New category' buttons highlighted. The second screenshot shows the 'New product' form with the 'Name' field filled with 'Pizza Paysan' and the 'Parent category' dropdown set to 'Pizzas'. The third screenshot shows the 'Save' button highlighted.

# Configuring the categories and subcategories

- Double-click the line of the **category** concerned to see its **description** and the corresponding **settings**.
- A product category may contain:
  - a **name** (*mandatory*)
  - a **description**
  - a **photo**
- For all products within the same category or subcategory, you can apply the same:
  - **sizes**
  - **toppings**
  - **options**
  - **variants**

The screenshot displays the LivePepper admin interface for configuring the 'Pizzas' category. The interface is organized into several sections:

- General:** Includes fields for Name (set to 'Pizzas'), Description (set to 'Goûtez nos délicieuses pizza au feu de bois !'), and a photo upload area with the instruction 'Drop an image or click to upload one'.
- Price & availability:** Shows size options (25 cm, 50 cm, 33 cm) with 'Not available' and 'Available' buttons. The 'Available' buttons are highlighted with a dashed yellow box.
- Customization:** Lists ingredients (set to '<Define> (defined in Pizza Reine, Pizza Paysanne)'), Toppings (Anchois, Aubergines, Bacon, Jambon, Champignons, Olives, Tomates), Options (Couverts, Coupée), and Variants (Pâte).

The sidebar on the left contains navigation links for various site settings, including Dashboard, Orders, Customers, Menu, Products, Deals, Tags, Import/Export, Prices/availabilities, Sales tax, Site, Homepage, Content, Colors, Images, Settings, Links, Static pages, 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.

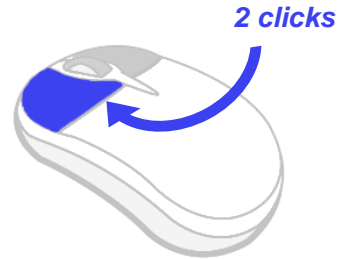


▶ **Browsing tools**

# ► Browsing tools

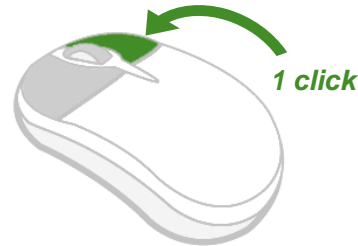
## 1. Double click

- 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.

