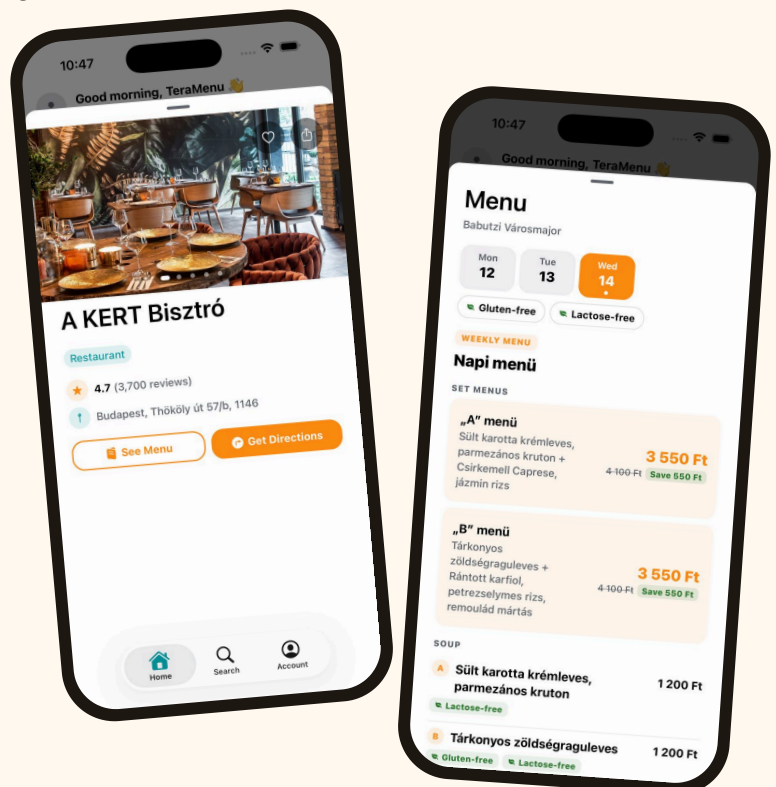


## GUIDE FOR RESTAURANTS

# Your menu on TeraMenu

How to add your daily menu, weekly menu and specials, so people nearby find good, affordable food at your place.

- ✓ Sign in with your restaurant ID and access code
- ✓ Daily menus, weekly menus and specials
- ✓ Combos, with the saving shown to guests



# Your menu in 5 steps

Most restaurants are done in about ten minutes. Here is the short version; the rest of this guide explains every step.

1

## Sign in

Open **teramenu.com/restaurant** and enter the **Restaurant ID** and **Access code** we sent you.

2

## Add a menu

On the **Menus and specials** tab, press **+ Add menu**.

3

## Fill in the details

Choose **Daily menu**, **Weekly menu** or **Special**, give it a title, and set its dates, days and serving hours.

4

## Add your dishes

On the **Dishes** tab, press **Add item** for each dish: its course, its name and its price.

5

## Add a combo and save

Optional: on the **Combos** tab, set one price for e.g. soup + main course together. Then press **Save**: your menu is in the TeraMenu app straight away.

### You can't break anything

Use a phone or a computer, whichever is handy. Nothing changes in the app until you press **Save**, and if you close the editor with unsaved changes, it asks first.

# Signing in

Your restaurant has its own private login. There's no password to remember: you sign in with the two things we sent you.

|                      |                                                                                                                     |
|----------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Restaurant ID</b> | A long code that identifies your restaurant. You can also paste the whole link we sent you; the ID is read from it. |
|----------------------|---------------------------------------------------------------------------------------------------------------------|

|                    |                                                                                   |
|--------------------|-----------------------------------------------------------------------------------|
| <b>Access code</b> | 8 letters and numbers, e.g. K7QM-3XPD. Capital letters and the dash don't matter. |
|--------------------|-----------------------------------------------------------------------------------|

## After signing in

You see your restaurant at the top (name, rating, address) and two tabs: **Menus and specials** for everything you serve, and **Photos** for pictures of your place and food.

## Photos

Add up to 5 photos. The first one is the **cover** guests see first in the app; use **Make cover photo** on another to swap. Changes to photos are live at once.

### Restaurant sign-in

Sign in with the restaurant ID and access code we sent you.

Restaurant ID

Access code

Sign in

### Keep your access code private

Anyone who has it can change your menu. If you think someone else knows it, ask us for a new one and the old code stops working at once. Lost your ID or code? Write to us at [teramenu.com/contact](mailto:teramenu.com/contact). Press **Log out** when you're done on a shared computer.

# Three kinds of offer

Everything you add is an offer: a menu or a special with its dishes, prices and the times you serve it. Pick the kind that fits.

## SAME DISHES EVERY DAY

### Daily menu

One menu, the same on every day it runs.

Soup + a choice of main A or B for 2 990 Ft, Monday to Friday.

## DISHES CHANGE BY DAY

### Weekly menu

One menu for the week, with the dishes of each day. Dishes you serve all week (the soup of the week) are added once.

Monday: Gulyásleves, Rántott csirke. Tuesday: Lencsefőzelék, Pörkölt...

## EVENTS AND DEALS

### Special

Anything else, with or without dishes, and with its own picture if you like.

"Thursday steak night", "2-for-1 pizza on Fridays 16-18", "Today only: ...".

## What guests see

Every offer that runs today is shown in the app, side by side: your menus first, then your specials. Guests can also look at the rest of the week. With **Price today**, guests filter by the cheapest set menu or main course on today's menu, so prices matter.

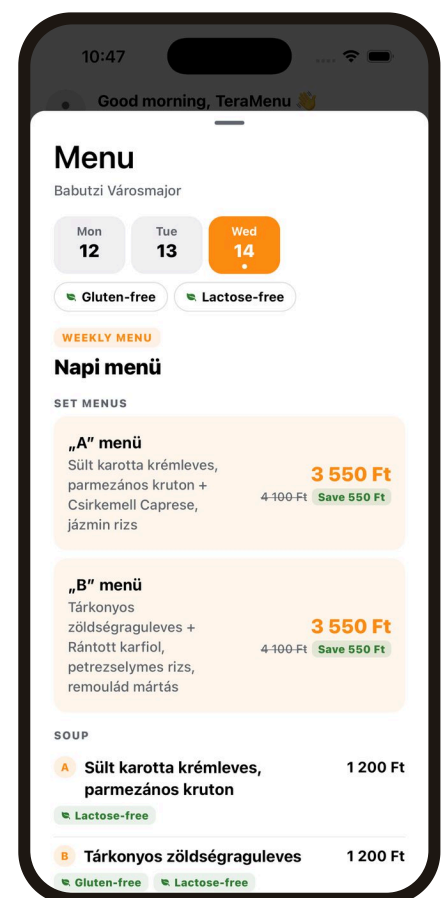
## Which one fits you?

Same menu all week    **Daily menu** with **No end date**.

New dishes each day    **Weekly menu**; next week, **Copy to next week**.

A night, a deal, a holiday    **Special**, on the days it runs.

Breakfast and a menu    Two offers, each with its own serving hours.



# The Menus and specials tab

Your offers are listed as cards: menus first, then specials. Each shows when it runs and how many dishes it has.

## What the labels mean

|                 |                                                                                                                |
|-----------------|----------------------------------------------------------------------------------------------------------------|
| <b>Running</b>  | It applies today: guests see it in the app.                                                                    |
| <b>Upcoming</b> | It starts on a later date.                                                                                     |
| <b>Ended</b>    | Its last day has passed. It stays in your list for 4 weeks, so you can copy it, but it's no longer in the app. |

## The buttons

|                          |                                                                                           |
|--------------------------|-------------------------------------------------------------------------------------------|
| <b>Edit</b>              | Open it to change anything.                                                               |
| <b>Copy to next week</b> | For offers with an end date: opens a copy moved 7 days later. Change the dishes and save. |
| <b>Duplicate</b>         | For offers without an end date: opens a copy starting next Monday.                        |
| <b>Delete</b>            | Removes it from TeraMenu straight away (you're asked to confirm).                         |

## Menus and specials

[+ Add menu](#)

### WEEKLY MENU

#### Napi menü

**Running**

Oct 12 – Oct 16 · Mon–Fri · 11:30–15:00 · 14 items

[Edit](#)
[Copy to next week](#)
[Delete](#)

### DAILY MENU

#### Reggeli menü

**Running**

From Sep 1 · Mon–Fri · 08:00–10:30 · 4 items

[Edit](#)
[Duplicate](#)
[Delete](#)

### SPECIAL

#### Thursday steak night

**Upcoming**

From Oct 15 · Thu · 18:00–22:00

[Edit](#)
[Duplicate](#)
[Delete](#)

### A new menu every week

Give this week's menu an end date (Friday). On Friday or Monday, press **Copy to next week**, change the dishes and press **Save**. Prices, times and combos are copied too.

### New prices from a date

Press **Duplicate** on the running offer and change the prices in the copy (it starts next Monday). Then give the old one an end date, the Sunday before, so guests don't see both.

# What it is and when it runs

+ **Add menu** opens the editor with three tabs: Details, Dishes and Combos. A new offer starts as this week's Monday to Friday.

## A What it is

|                 |                                                                                                              |
|-----------------|--------------------------------------------------------------------------------------------------------------|
| Kind            | <b>Daily menu</b> , <b>Weekly menu</b> or <b>Special</b> . The line under it explains each one.              |
| Title           | What guests see as its name, e.g. "Napi menü", "Hetí menü", "Steak night". Required.                         |
| Note (optional) | Anything else guests should know: box fee, service charge, "while stocks last", "groups of 10+ please call". |
| Image link      | Specials only: a link (https://...) to a picture of the special.                                             |

## B When

|                       |                                                                                                                    |
|-----------------------|--------------------------------------------------------------------------------------------------------------------|
| Start date / End date | The first and last day. For an offer that runs until you change it, tick <b>No end date</b> .                      |
| Days                  | The weekdays it runs, e.g. Mon–Fri. None selected = every day.                                                     |
| Closed on             | Single days it isn't served after all: public holidays, a private event. Press <b>Add a day</b> and pick the date. |
| Served from / until   | Your serving hours, e.g. 11:30–15:00. <b>Any time</b> = whenever you're open. Set both or neither.                 |

New offer

Details

Dishes

Combos

A What it is

Daily menu

Weekly menu

Special

Title

Napi menü

Note (optional)

Anything else: box fee, service charge...

B When

Start date

End date

Mon, Oct 12, 2026

Fri, Oct 16, 2026

Days

Mon

Tue

Wed

Thu

Fri

Sat

Sun

None selected = every day

Closed on

Oct 23 ×

+ Add a day

Served from

Served until

11:30

15:00

# Adding your dishes

Press **Add item** for each dish. Every dish is one row; the number on the tab shows how many you have. A special like “2-for-1 pizza” doesn't need any.

Details
Dishes 4
Combos

Dishes
+ Add item

|                                     |                    |           |  |  |  |  |
|-------------------------------------|--------------------|-----------|--|--|--|--|
| Soup ▾                              | Gulyásleves        | 1200 Ft   |  |  |  |  |
| Every day · Allergens: 1, 9         |                    |           |  |  |  |  |
| Main course ▾                       | Rántott csirkemell | 2 900 Ft  |  |  |  |  |
| A · Mon · Chicken · Allergens: 1, 3 |                    |           |  |  |  |  |
| Main course ▾                       | Lencsefőzelék      | 2 900 Ft  |  |  |  |  |
| B · Mon · Vegetarian                |                    |           |  |  |  |  |
| Dessert ▾                           | Somlói galuska     | Own price |  |  |  |  |

|                  |                                                                                                                                          |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course</b>    | Starter, Soup, Salad, Main course, Side, Dessert, Drink or Other. Combos are built from courses, so choose carefully.                    |
| <b>Dish name</b> | The name, the way it's on your board, e.g. “Rántott csirkemell”. Required.                                                               |
| <b>Own price</b> | What the dish costs on its own. Leave it empty if it's only sold in the menu. Combos use these prices to show guests how much they save. |
|                  | The pencil opens the dish's details (next page). The arrows change the order guests see; the bin removes the dish.                       |

## Weekly menus: which day?

In a weekly menu, each dish has a **Day** in its details: **Every day** (e.g. the soup of the week) or one weekday. Guests see each day's dishes on that day. The days to pick from are the ones you ticked under **Days**.

# Dish details

Press the pencil on a dish for everything else. When it's closed, a grey line under the dish sums up what's filled in.

|                        |                                                                                                                                   |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>     | A short line under the name, e.g. "with rice and salad".                                                                          |
| <b>Choice</b>          | A label for dishes guests choose between: "A", "B", "Vega". Shown next to the name.                                               |
| <b>Calories (kcal)</b> | Optional, per portion.                                                                                                            |
| <b>Day</b>             | Weekly menus only: every day, or one weekday.                                                                                     |
| <b>Diet</b>            | Vegetarian, Vegan, Gluten-free, Lactose-free, Sugar-free, Spicy, Halal, Kosher. Guests filter by these, so they're worth ticking. |
| <b>Meat and fish</b>   | Pork, Beef, Chicken, Turkey, Lamb, Fish, Seafood. For guests who avoid some of them.                                              |
| <b>Allergens</b>       | The numbers of the allergens in the dish (list below).                                                                            |

Main course ▾
Rántott csirkeme
2 900 Ft

Description
with potato salad

Choice
A
Calories (kcal)
optional

Day
Monday

Diet
Vegetarian
Vegan
Gluten-free
Lactose-free
Spicy

Meat and fish
Pork
Beef
Chicken
Fish

Allergens
1
3
7
9
...

## Please fill in the allergens

Guests with allergies rely on them. The 14 allergens are numbered as on Hungarian menus (EU numbering):

- |           |               |           |              |
|-----------|---------------|-----------|--------------|
| 1 Gluten  | 2 Crustaceans | 3 Eggs    | 4 Fish       |
| 5 Peanuts | 6 Soy         | 7 Milk    | 8 Tree nuts  |
| 9 Celery  | 10 Mustard    | 11 Sesame | 12 Sulphites |
| 13 Lupin  | 14 Molluscs   |           |              |

# Combos: dishes together for less

A combo is one price for some of the dishes together, like soup + main course. Press **Add combo** (you need at least two dishes first).

Details
Dishes 4
Combos 1

Soup + Main course3 550 Ft

Soup

Gulyásleves

Main course

Rántott csirkemellLencsefőzelék

Dessert

Somlói galuska

+ Extra charge

Pick one: Main course · On their own: 4 100 Ft · **saves 550 Ft**

SET MENUS

„A” menü

Sült karotta krémleves, parmezános kruton + Csirkemell Caprese, jázmin rizs

4 100 Ft **3 550 Ft** Save 550 Ft

„B” menü

Tárkonyos zöldséraguleves + Rántott karfiol, petrezselymes rizs, remoulád mártás

4 100 Ft **3 550 Ft** Save 550 Ft

SOUP

A Sült karotta krémleves, parmezános kruton

Lactose-free

1 200 Ft

B Tárkonyos zöldséraguleves

Gluten-free Lactose-free

1 200 Ft

In the app, guests see each combo with its regular price crossed out and how much they save.

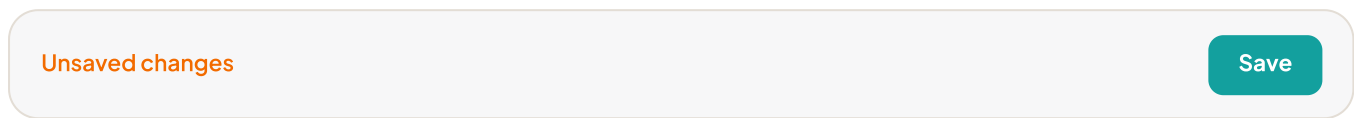
|                |                                                                                                                 |
|----------------|-----------------------------------------------------------------------------------------------------------------|
| Name           | Optional. Left empty, it's named after its courses, e.g. "Soup + Main course".                                  |
| Combo price    | The price for the whole combo. Required.                                                                        |
| Ticking dishes | Tick the dishes in it. Dishes of the same course are alternatives: tick main A and main B, and guests pick one. |
| One choice     | With two courses ticked, you can make them one choice: "a starter <b>or</b> a soup".                            |
| Extra charge   | A supplement for one dish, e.g. +500 Ft with the steak.                                                         |

## Show guests the saving

Under the combo you see "On their own: ... · saves ...". It's worked out from the dishes' own prices (the cheapest of each choice), so give your dishes their own price and guests see the saving. In a weekly menu, a combo is offered on each day that has a dish of each of its courses.

# Saving your changes

The bar at the bottom of the editor shows what's going on. Press **Save** (or Ctrl+S / ⌘S) and your offer is live in the app.



|                          |                                                                                 |
|--------------------------|---------------------------------------------------------------------------------|
| <b>Unsaved changes</b>   | You changed something that isn't saved yet.                                     |
| <b>Saving... / Saved</b> | It's being saved / it's live in the app.                                        |
| <b>X (top right)</b>     | Closes the editor. With unsaved changes it asks first: Discard or Keep editing. |

## If something is missing

The field to fix turns red, the editor jumps to its tab and the bar says what's wrong:

|                                                                        |                                                 |
|------------------------------------------------------------------------|-------------------------------------------------|
| <b>"Add a title."</b>                                                  | Give the offer a title on the Details tab.      |
| <b>"Check the dates: the end date can't be before the start date."</b> | Fix the start or end date, or tick No end date. |
| <b>"The serving end time must be after the start time."</b>            | Set both serving times, or neither (Any time).  |
| <b>"Dish 3 needs a name."</b>                                          | Give the dish a name, or delete the empty row.  |
| <b>"Combo 1 needs at least two dishes."</b>                            | Tick more dishes in the combo, or delete it.    |
| <b>"Combo 1 needs a price."</b>                                        | Type the price of the combo.                    |

# Common setups

Find the one that sounds like your restaurant and follow the steps.

**A****MOST COMMON****A napi menü that changes every day**

1. **Weekly menu**, title "Napi menü", Mon–Fri, 11:30–15:00.
2. Add the soup of the week with **Day: Every day**.
3. Add each day's mains (Choice "A", "B") on their day.
4. Combo: soup + main course, e.g. 2 990 Ft.
5. Next week: **Copy to next week**, change the mains, save.

**B****SET IT UP ONCE****The same menu every week**

1. **Daily menu**, Mon–Fri, **No end date**.
2. Add the soup and the mains with their own prices.
3. Combo: soup + main course.
4. Change it with **Edit** whenever something changes.

**C****EVENTS, DEALS****A weekly special**

1. **Special**, e.g. "Thursday steak night".
2. Days: Thu, 18:00–22:00, **No end date**.
3. Add the steaks, or no dishes and say it all in the note.
4. Optional: an **Image link** to a photo.

**D****HOLIDAYS****Closed on a holiday**

1. Open your menu with **Edit**.
2. Under **Closed on**, press **Add a day** and pick the date.
3. Save. That day guests see no menu from you; everything else stays the same.

**E****BREAKFAST + MENU****Two offers a day**

1. One offer per meal, e.g. "Reggeli" 8:00–10:30 and "Napi menü" 11:30–15:00.
2. Each gets its own dishes and combos. Guests see both.

**F****ONE DAY ONLY****A special for today**

1. **Special**, start and end date: today.
2. Say what it is in the title and the note.
3. It disappears from the app by itself the next day.

## TIPS

# Good habits

### ★ Be ready in the morning

Many guests decide where to eat during the late morning: have today's dishes in by then.

### ★ Tick diet tags and allergens

Vegetarian, vegan and gluten-free guests filter by them, and guests with allergies rely on them.

### ★ Add photos

On the Photos tab: up to 5 pictures of your place and dishes. They help guests choose.

### ★ Give dishes their own price

Guests see the saving on your combos, and the Price today filter can find you.

### ★ Add holidays in advance

Put public holidays under Closed on, so nobody comes to a closed door.

### ★ Copy, don't retype

Copy to next week keeps prices, times and combos; you only change the dishes.

## Before you save: a quick checklist

☐ The kind and the title are right

☐ Every day has its dishes

☐ Diet tags and allergens are filled in

☐ Dates, days and serving hours are set

☐ Dishes have their own prices

☐ Combos have their dishes and a price

### Need help?

Write to us on [teramenu.com/contact](mailto:info@teramenu.com) (choose "My restaurant") or at [info@teramenu.com](mailto:info@teramenu.com) with your restaurant's name, and we'll help you set up your menu.