

laCarte – Digital menu

Welcome to laCarte, the digital menu. Throughout this guide you'll be introduced to the main functionalities of the app, as well as its customization to better fit the needs of your establishment.

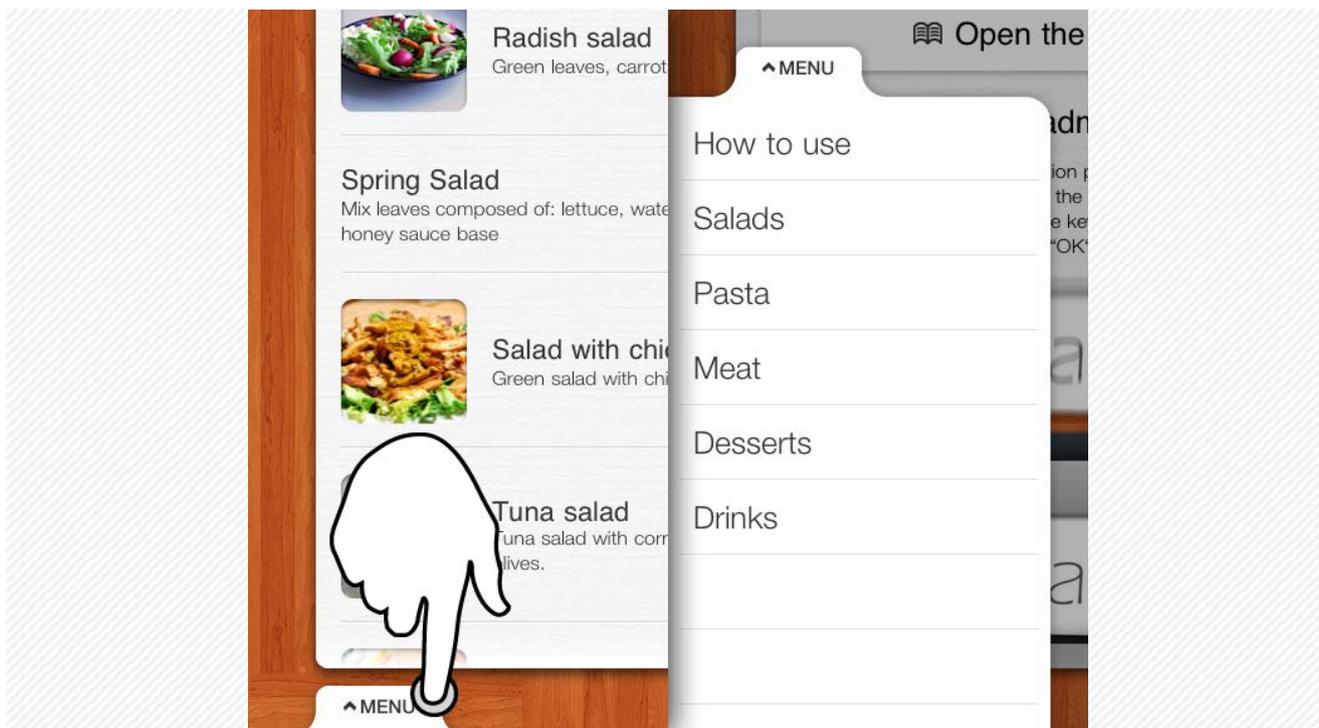
The menu

The digital menu's main screen is the one in which your clients will have contact with dishes and products you offer.

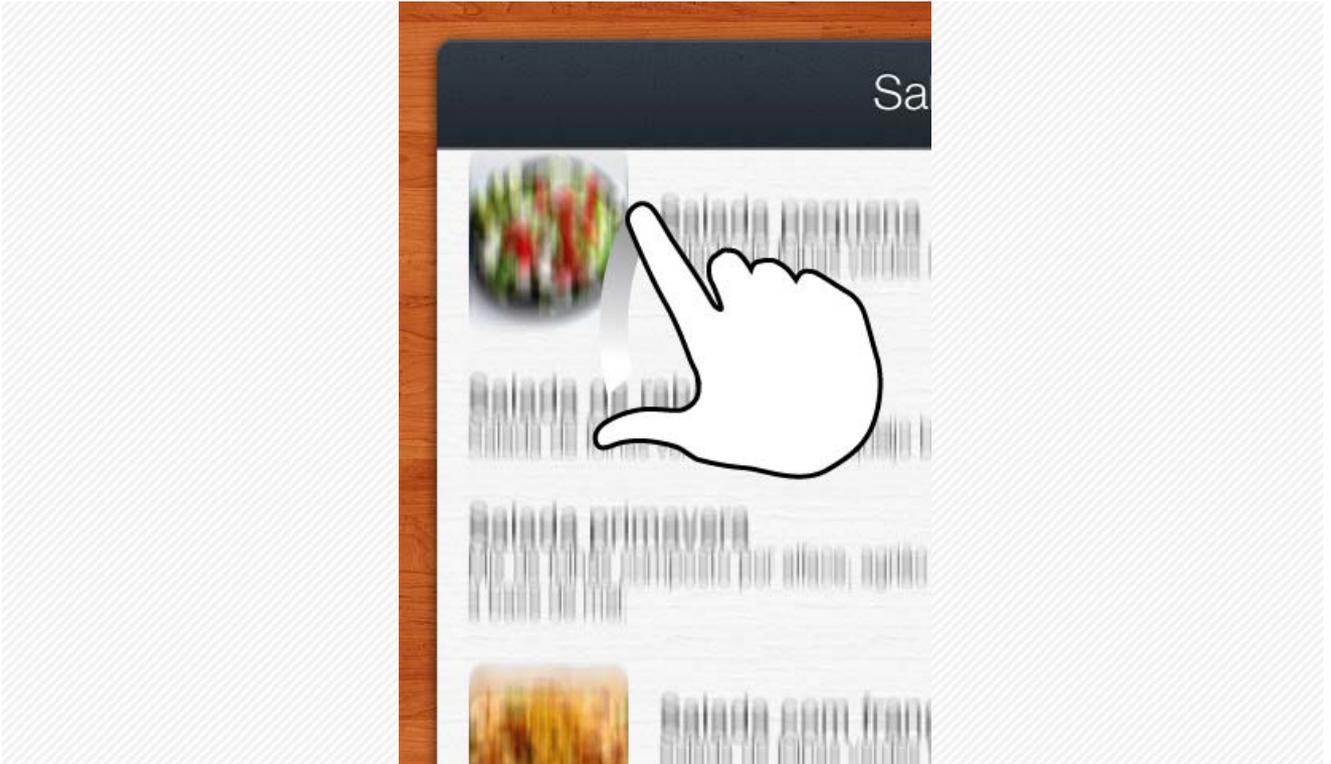
To navigate between categories, just swipe to the left or to the right.



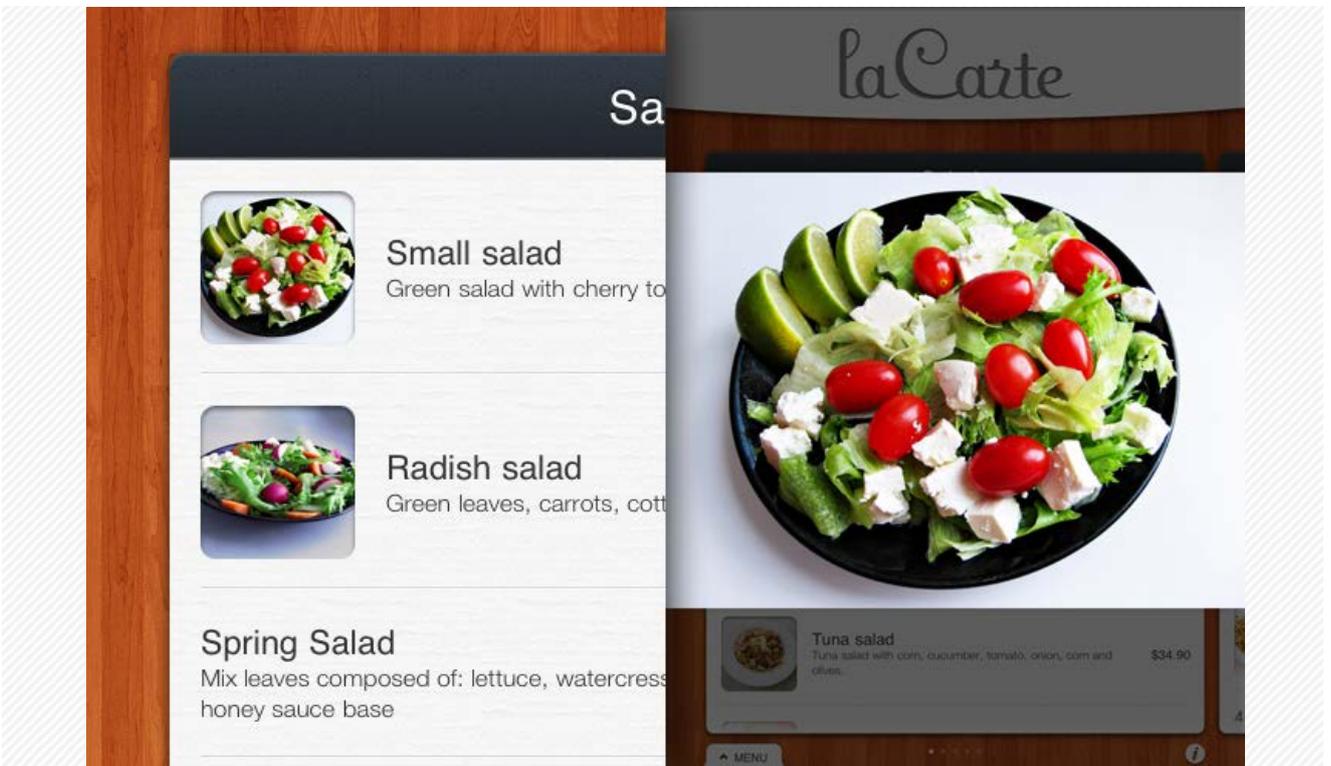
Alternatively, it is possible to navigate between categories by using the quick navigation menu placed on the bottom left corner of your screen.



A section might contain as many products as needed. To navigate through the list, just swipe up or down.



Your clients can also enjoy pictures of your products. Each picture, when available, is located to the left of each product description and may be zoomed with a simple touch.



Administration panel

It's the application environment where you manage the menu's entire content, the visual customization and the digital menu's configurations.

In order to access it, swipe down on the application title area. The gesture reveals a button with the image of a key that gives access to the administration panel. In your first access, touch on the key icon and on the authentication form that pops up touch the "OK" button, no passwords are needed on your first access.

Warning! After your first access, follow FAQ item 1.4 steps to register a new password and protect the digital menu's administration environment.



Once authenticated you'll have access to all of laCarte configurations. Currently there are three available sections:

- Sections and Products
- Customization
- Configuration

Sections and products

It's the administration panel's main area, responsible for controlling the menu's entire content. All changes in the menu's categories and products are made in this section.

For this section, three configuration levels are available:

1. Adding and organizing menu sections
2. Managing a section, including adding and organizing presented dishes and/or products
3. Managing a dish/product and its information such as name, description, price and picture

Customization

It's the menu visual appearance control area. Menu features such as the establishment logo, the background image and categories' heading color can all be customized in this section.

Configuration

It's the area in which you manage all the menu's technical definitions, such as configuring the administration panel's access password, enabling/disabling first use tutorial display and cleaning all menu products.

FAQ – Frequently asked questions

1. Administration panel

1.1. How to access the administration panel?

In order to access the administration panel, just swipe down on the application's title area. The gesture reveals a button with the image of a key that gives access to the administration panel. Touch on the key icon type your password on the authentication form that pops up and touch the "OK" button.

1.2. How to access the administration panel for the first time?

The administration panel's first access is not protected by password. Just follow FAQ item 1.1 steps and when authenticating leave the password field empty and touch the "OK" button.

On your first access it is recommended the creation of a password to protect your administration area. In order to do that, follow FAQ item 1.4 steps.

1.3. How to return to the menu from the administration panel?

To logout from the administration panel and return to the menu's main screen, just touch the "Exit" button on the upper right corner of the screen when on the application's administration environment.

1.4. How to change the administration panel's access password?

To change the password, just access the administration panel with the current password, navigate to the "Configuration" sections and follow the following steps:

1. Type the new password in the indicated field ("New password" and "Repeat new password")

2. Touch the “Change password” button
3. On the confirmation from that pops up, insert your current password (if on your first access, leave the field empty)
4. Touch the “OK” button

2. Menu’s customization

2.1. How to customize the menu with my establishment logo?

To add your establishment logo to the menu, make sure the chosen image is already in your iPad photo album or that it has already been transferred with iTunes (for further information, check FAQ items 5.2 and 5.3).

Access the administration panel, navigate to the “Customization” section and, on the area designated by “Logo of the establishment” touch the “Library” or “iTunes” button, depending on the location of the image.

A new window for image selection is presented. In it, choose your establishment logo by touching the image. After choosing, the new image will be displayed right up the buttons.

2.2. How to customize the menu background?

In order to change the menu background image access the administration panel, navigate to the “Customization” section and, on the area designated by “Background “ touch the “Replace image” button.

A new window for image selection is presented. In it, choose the new background image by touching the image. After choosing, the new image will be displayed right up the button.

2.3. How to customize the menu sections headings’ color?

To change the headings’ color, access the administration panel, navigate to the “Customization” section and, on the area designated by “Header color” touch the “Replace color” button.

A new window for color selection is presented. In it, touch the color circle and use the slider to select the wanted color. After choosing, touch the “Choose” button to confirm. To cancel, touch the “Cancel” button.

The return to the default color, touch the “Use default color” button.

3. Managing sections

3.1. How to add new sections to the menu?

To add a new section to the menu, access the administration panel, navigate to the “Sections and products” section and follow the following steps:

1. Touch the “Add new section” button
2. On the new screen, type a name for the new section on the field designated by “Name of the section”
3. If wanted, you can already add products to the new section (more information on FAQ item 4.1)

3.2. How to edit menu sections?

To edit a menu section, access the administration panel, navigate to the “Sections and products” section and select a section by touching its name.

On the section screen, edit the “Name of the section” field to modify the section name.

To remove or reorder the menu sections, refer to FAQ items 3.3 and 3.4.

3.3. How to delete menu sections?

To remove a section from the menu, access the administration panel, navigate to the “Sections and products” section and select a section by touching its name.

Find the “Delete section” button on the bottom right corner of the screen and touch it. On confirmation warning that pops up, touch the “Delete” button to confirm or the “Cancel” button in order to cancel.

Note: deleting a section from the menu is permanent and will delete not only the section but also the products in it. Make sure you really want to delete a section before confirmation.

3.4. How to reorder the menu sections?

To reorder the menu sections, access the administration panel and navigate to the “Sections and products” section.

Touch the “Order sections” button. The table cells that with the section’s name can now be moved up or down. Just touch the icon to the right of the cells and drag them to the desired position.

When the reordering is over, touch the “OK” that replaced the “Order sections” button to save your modifications.

4. Managing products

4.1. How to add a new product to the menu?

To add a new product to the menu, access the administration panel, navigate to the “Sections and products” section, select an existing section or create a new section (for further information refer to FAQ item 3.1) and follow the following steps:

1. Touch the “Add product” button
2. On the new screen, fill the product’s info (name, description, price and picture)
3. Touch the “Save” button located on the upper right corner of the screen to add the new product

4.2. How to edit menu’s product?

To edit a product on the menu, access the administration panel, navigate to the “Sections and products” section, select an existing section and select the product by touching its name.

On the product edition's screen, change any of the information fields and touch the “Save” button on the upper right corner of the screen to save the modifications. To cancel the edition, touch the “Cancel” button on the upper left corner of the screen.

4.3. How to delete a product from the menu?

To delete a product on the menu, access the administration panel, navigate to the “Sections and products” section, select an existing section and select the product by touching its name.

On the product edition's screen, touch the “Delete product” button located on the bottom right corner of the screen. On confirmation warning that pops up, touch the “Delete” button to confirm or the “Cancel” button in order to cancel.

Note: deleting a product from the menu is permanent! Make sure you really want to delete a product before confirmation.

4.4. How to reorder products in a menu section?

To delete a product on the menu, access the administration panel, navigate to the “Sections and products” section and select an existing section.

Touch the “Order products” button. The table cells with the product’s name can now be moved up or down. Just touch the icon to the right of the cells and drag them to the desired position.

When the reordering is over, touch the “OK” that replaced the “Order products” button to save your modifications.

5. Managing photos and image

5.1. Where to store images and photos to use them on the menu?

The images/photos must be located:

- In the application’s internal database synchronized with iTunes or
- In the iPad photo album

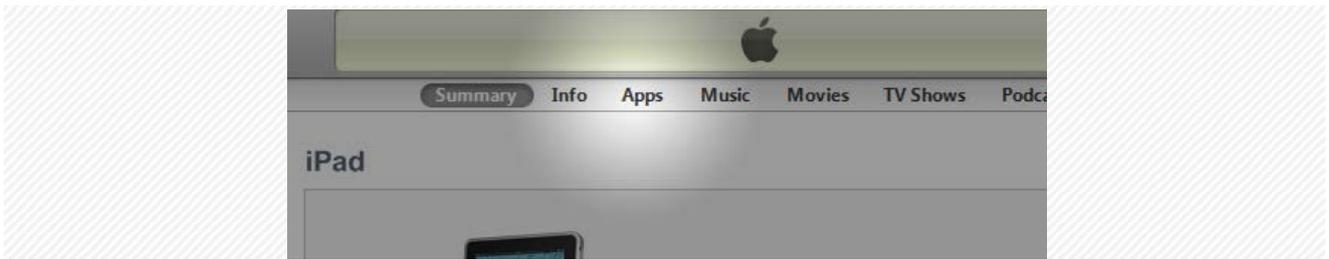
5.2. How to add images and photos to the application’s internal database with iTunes?

Use the iTunes to quickly add new images/photos to laCarte. Follow the following steps:

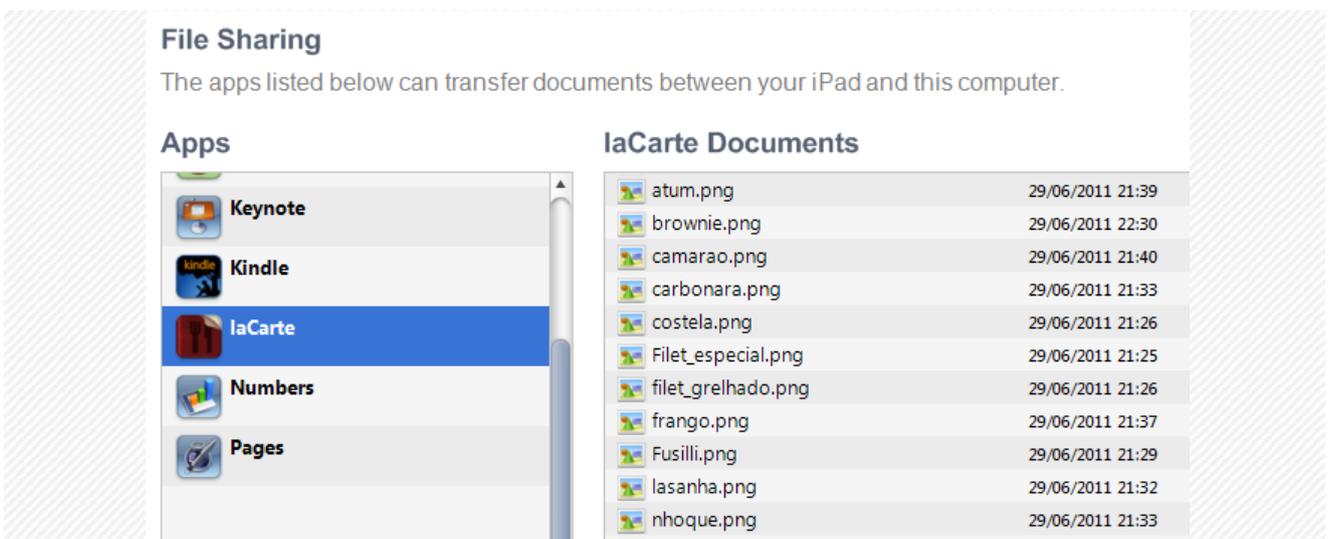
- Connect the iPad to a PC or MAC
- Open iTunes
- Select your iPad on iTunes left side bar under “Devices”



- On the new screen, select “Apps” on the top bar

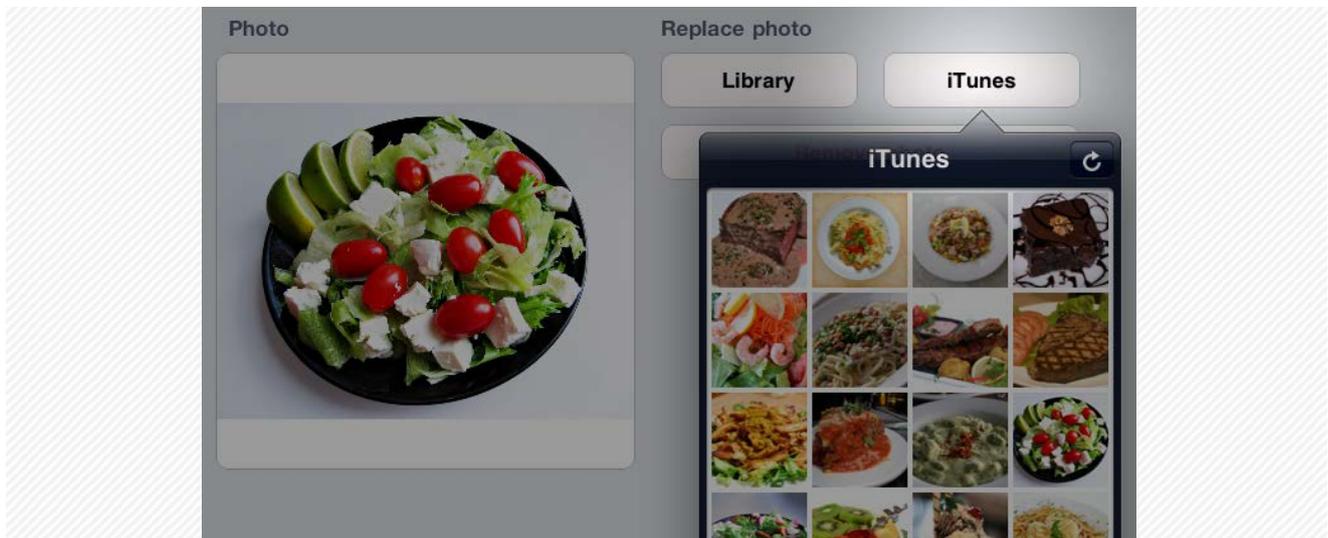


- Locate the area designated by “File Sharing”
- On the file sharing supporting application’s list select “laCarte”



- Click the “Add...” button, browse the computer and select the images/photos to add to the application (it is recommended that you follow the size and format recommendations on FAQ items 5.4 and 5.5)

After adding all the desired images to the device, disconnect the device properly from your computer. The images/photos are now available for use within the application by using the “iTunes” button when available.



5.3. How to add images and photos to iPad photo album?

There are many ways to add images and photos to iPad photo album. The most usual being:

- Synchronizing images with iTunes and a PC or MAC (for further information refer to Apple’s support page: http://support.apple.com/kb/HT4236?viewlocale=en_US)
- Saving images received from iPad’s e-mail client
- Saving images visualized on iPad’s web browser

5.4. Which format and resolution best fits the establishment logo image?

For the establishment logo image, it is recommended:

- A file with PNG format
- White or transparent background
- A minimum resolution of 500 pixels on the smallest dimensions (vertical or horizontal)

It is also recommended the use of horizontal logos to best fit the menu’s layout.

5.5. Which format and resolution best fits the dishes and products images/photos on the menu?

For the dishes and products images/photos, it is recommended:

- A file with PNG format
- A minimum resolution of 768 pixels on the smallest dimensions (vertical or horizontal)
- A maximum resolution of 1024 pixels on the smallest dimensions (vertical or horizontal)
- Maximum size of 800KB per image

Technical support

In case of any issue or point not clarified by this document, get in contact with Tapps.

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<http://lacarte.tapps.com.br>