

User Manual For Menus and QR Code



Digital Bridge Technology

Version 1

1. System Information.

This document provides a comprehensive guide for transitioning from traditional paper-based menus to a modern digital menu system using QR code technology.

With the increasing demand for contactless and efficient service, businesses are adopting digital solutions to enhance customer experience and streamline operations. This system allows customers to access the menu instantly by scanning a QR code using their smartphones, eliminating the need for physical menus.

This user manual is designed to help business owners, staff, and administrators understand how to set up, manage, and use the digital menu system effectively. It covers everything from QR code generation and menu setup to customer usage and basic troubleshooting.

By adopting this digital approach, businesses can improve operational efficiency, reduce manual workload, and provide a seamless and modern dining experience for their customers.

2. Registration

This section explains how restaurant owners and businesses can register for the Digital Menu system. To access the system, businesses must:

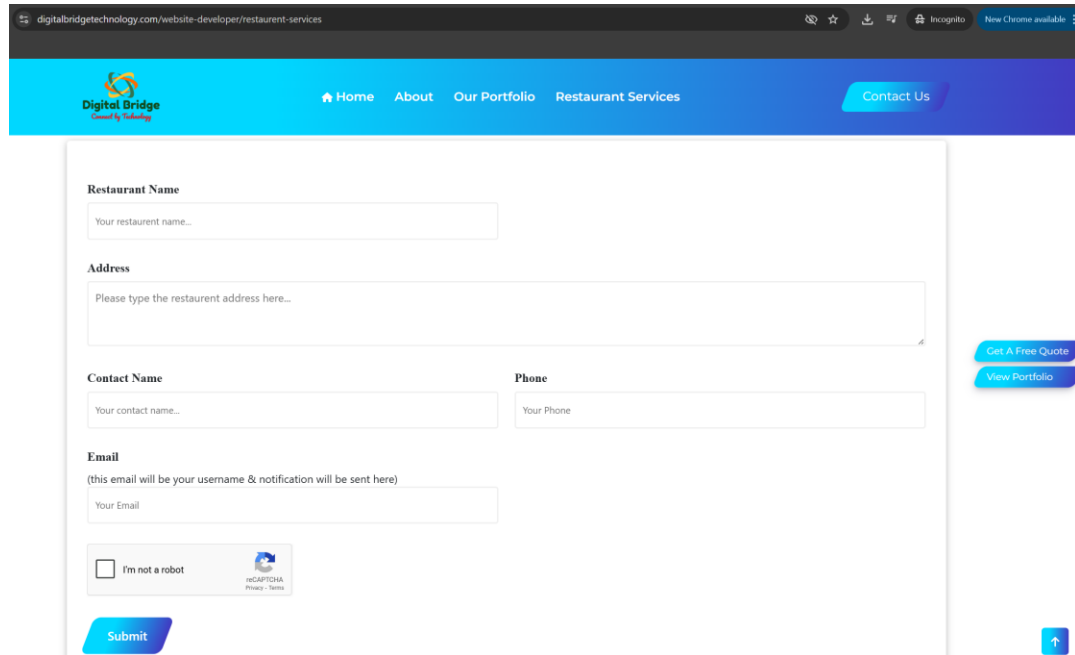
1. **Complete the online registration form:**

<https://www.digitalbridgetechnology.com/website-developer/restaurent-services>

2. **Submit required business details:** The user must provide accurate details, which may include:

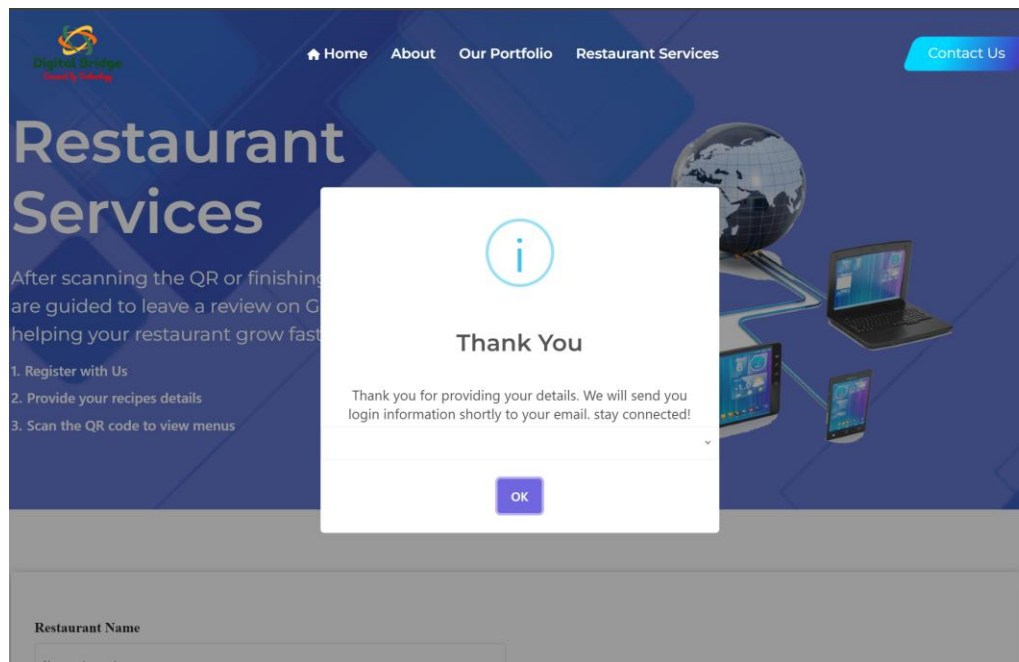
1. **Business Name** (Restaurant name)
2. **Owner/Contact Person Name**
3. **Email Address** (Important – used as username)
4. **Phone Number**
5. **Business Address**

Ensure the email address is correct, as it will be used for login and communication.



The screenshot shows a web browser window with the URL `digitalbridgetechnology.com/website-developer/restaurant-services`. The website has a blue header with the Digital Bridge Technology logo and navigation links: Home, About, Our Portfolio, Restaurant Services, and a prominent Contact Us button. The main content area contains a contact form with the following fields: Restaurant Name (with placeholder text "Your restaurant name..."), Address (with placeholder text "Please type the restaurant address here..."), Contact Name (with placeholder text "Your contact name..."), Phone (with placeholder text "Your Phone"), and Email (with placeholder text "Your Email" and a note "(this email will be your username & notification will be sent here)"). There is also a checkbox for "I'm not a robot" with a CAPTCHA icon. A blue Submit button is at the bottom left of the form. On the right side of the form, there are two buttons: "Get A Free Quote" and "View Portfolio". A small blue upward arrow button is located at the bottom right of the form area.

click on Submit button and confirmation message may appear indicating successful submission.



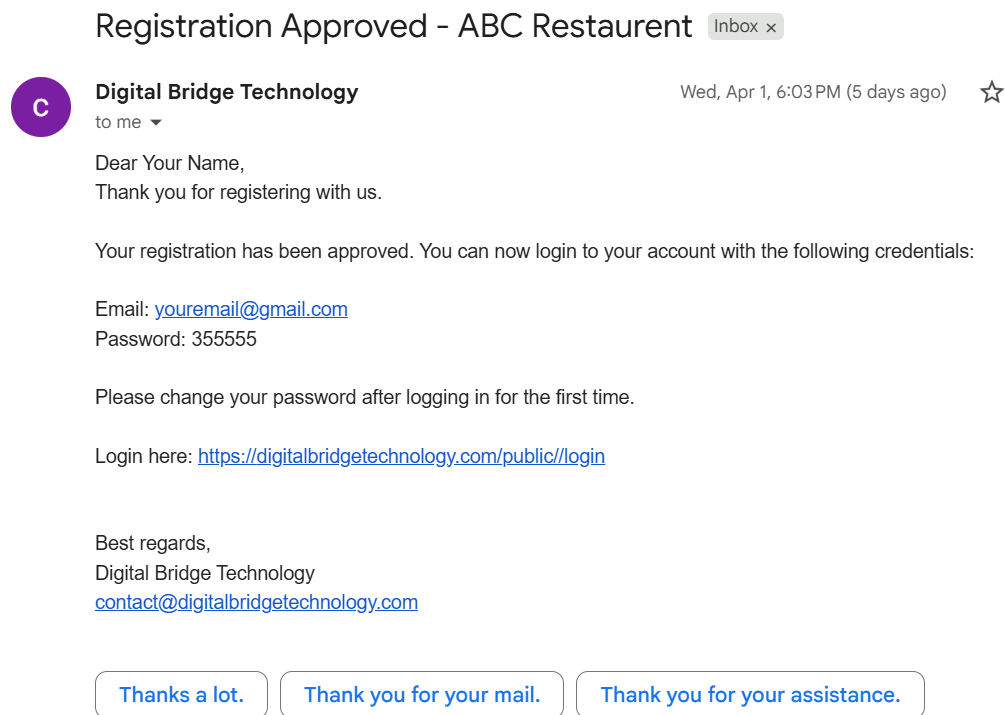
3. Waiting for admin approval:

- ✓ The registration request is sent to the system administrator
- ✓ The admin reviews the business details
- ✓ If approved the system creates a business account
- ✓ Login credentials are generated and send to your email
- ✓ Approval may take some time depending on verification.

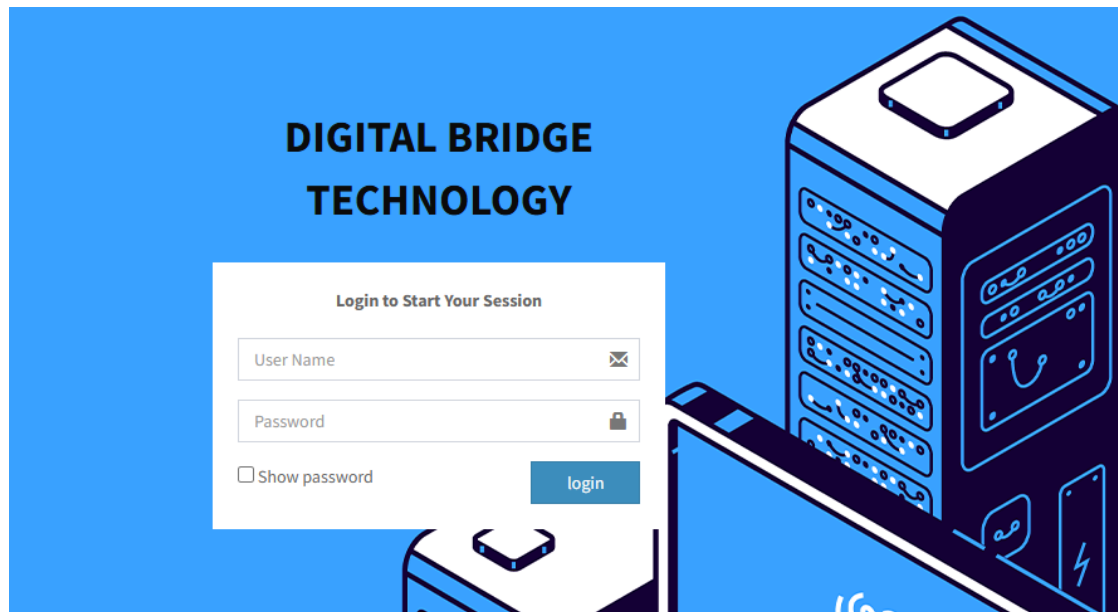
4. Receive login credentials via email:

- ✓ Once approved the business will receive an email containing:
 - **Username** → (Registered Email Address)
 - **Password** → (System-generated and you need to change after you login)
 - **Login link**

Below image shows the sample email content

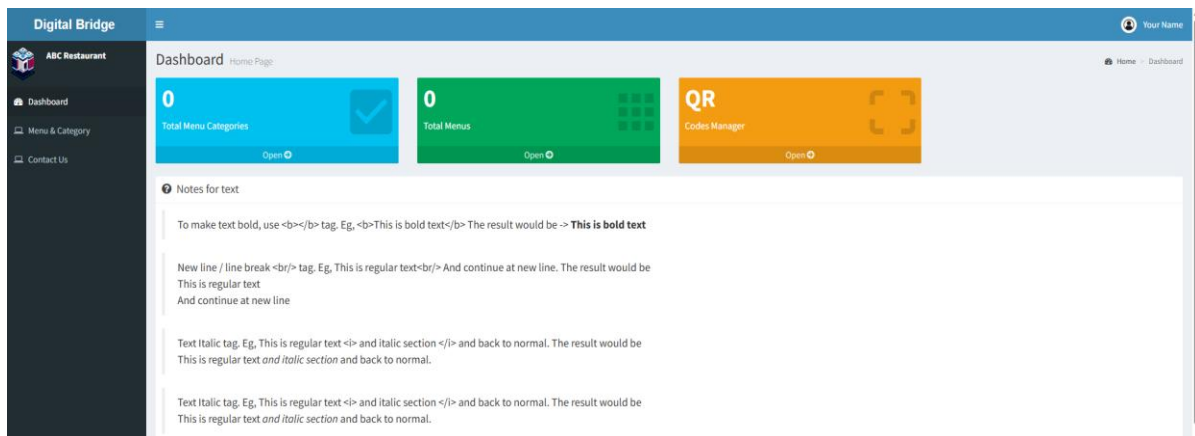


After providing your username and password, click on login to access dashboard to manage your menus and QR code



3. Accessing Dashboard

After providing correct username and password, you can access the dashboard and other links to manage your information.



4. Changing password

- i. Click on your **Profile** icon located at the top-right corner of the screen.
- ii. Select **Change Password** from the dropdown menu.
- iii. Enter the following details:
 - a. **Current Password** (the system-generated password provided via email)
 - b. **New Password**
 - c. **Confirm Password**

The screenshot shows a web interface for changing a password. At the top, there is a navigation bar with 'Home' and 'Change Password'. Below this, the form is divided into three sections: 'Current Password', 'New Password', and 'Confirm Password'. Each section has a text input field. The 'Current Password' field contains '355555', the 'New Password' field contains 'yourpassword@123', and the 'Confirm Password' field contains 'yourpassword@123'. At the bottom of the form, there is a blue button with a checkmark icon and the text 'Update'.

Ensure your new password is strong and secure.

Make sure the new password and confirm password fields match.

5. Managing Menus and Categories

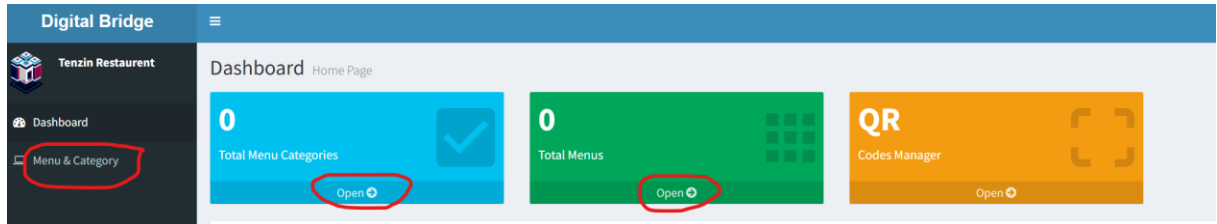
To organize your digital menu effectively, you must first create menu categories (e.g., Starters, Main Course, Beverages) and then add menu items under each category.

Detailed steps are outlined below:

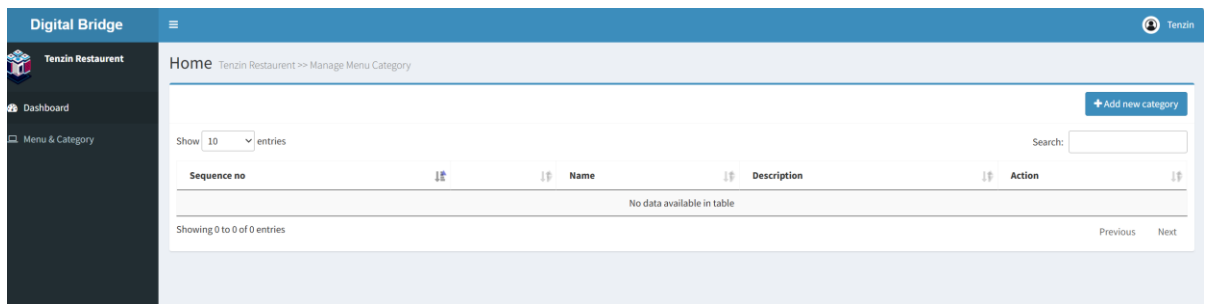
5.1. Managing Categories

You can navigate to the Categories page using any of the following options:

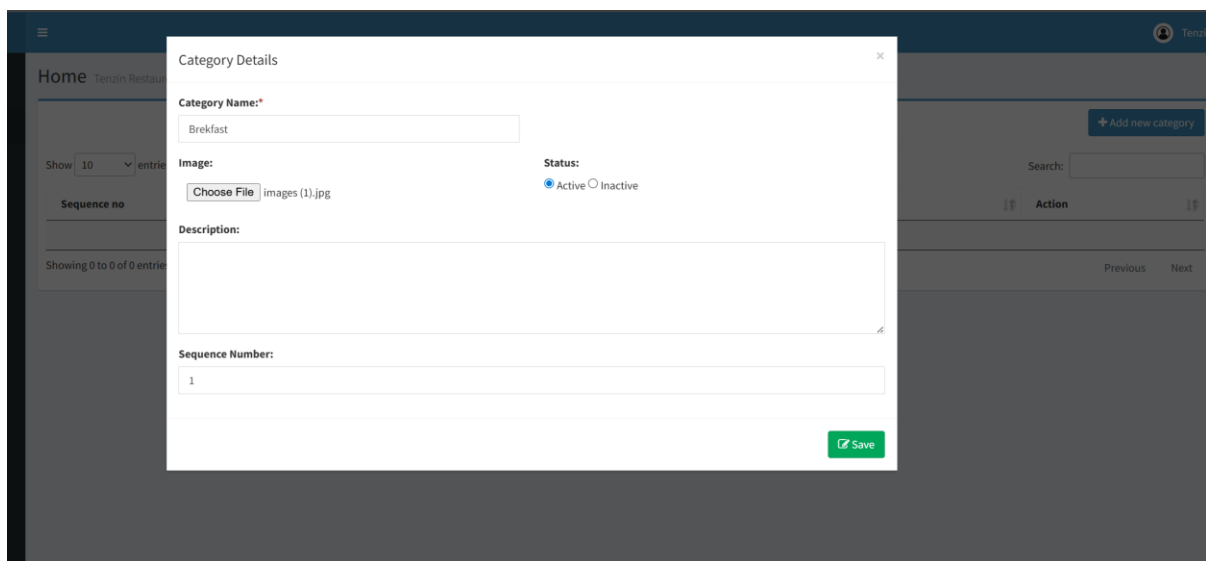
- Click the **“Open”** link from **Total Menu Categories** or **Total Menus** on the dashboard
OR
- Select **Menu & Category** from the side navigation menu



- After clicking, the Categories Management screen will be displayed (as shown below).



- Click the “New Category” button located at the top-right corner and a form will appear (popup window).



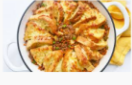
- Fill in the required information for the new category, such as:
 - ✓ **Category Name** (e.g., Appetizers, Drinks)
 - ✓ **Description and image** (optional, if applicable)
 - ✓ Any additional fields as required by the system

- Click the Save button to create the category
- The new category will now appear in the categories list

Home Tenzin Restaurant >> Manage Menu Category

Show 10 entries Search:

[+ Add new category](#)

Sequence no		Name	Description	Status	Action
1		Brekfast		Active	Edit / View Manage Menus Delete
2		Lunch		Active	Edit / View Manage Menus Delete

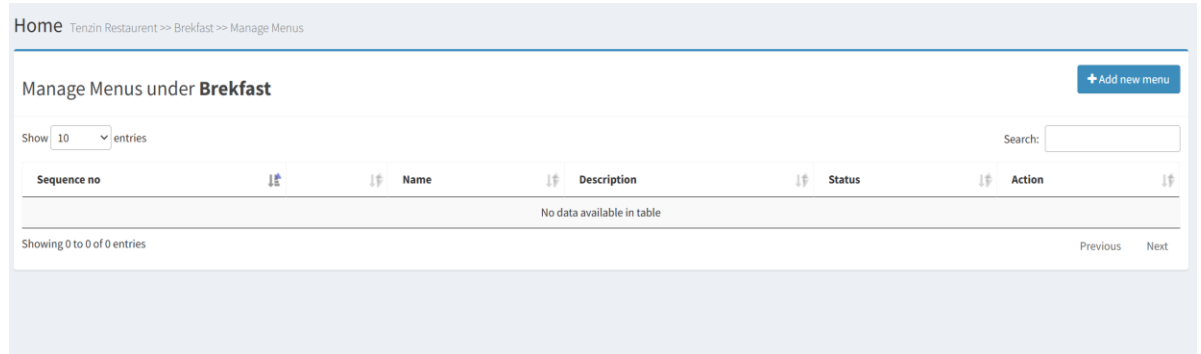
Showing 1 to 2 of 2 entries Previous 1 Next

Note:

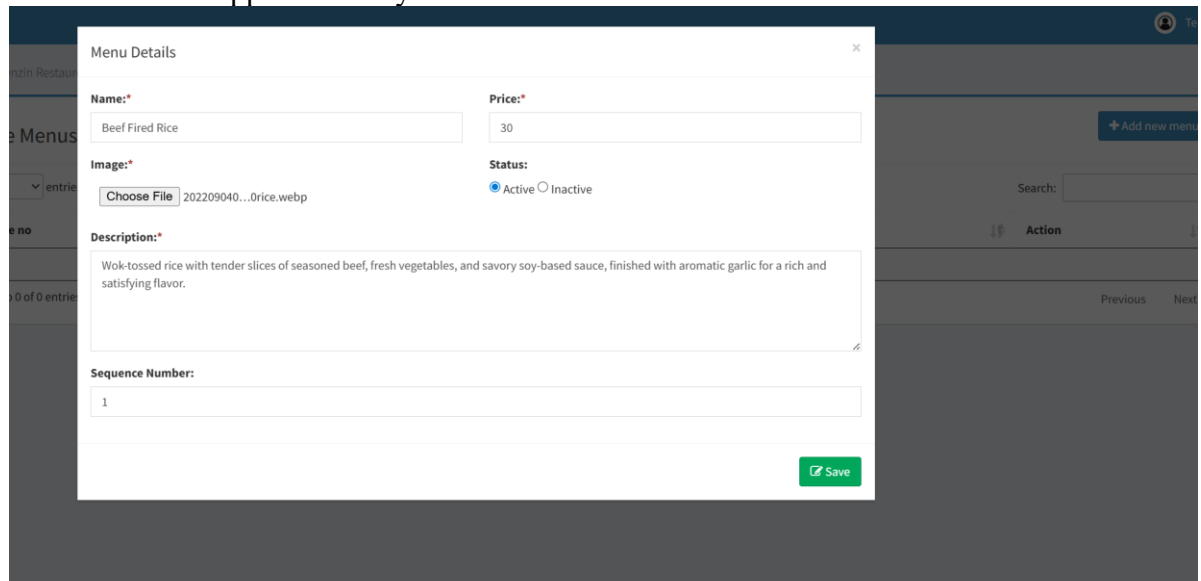
- Categories must be created before adding menu items
- Proper categorization helps customers easily navigate your digital menu
- You can edit or update details by clicking the Edit/View button. The Status field allows you to enable or disable a category, as well as all menu items under that category, on a temporary basis. The Sequence field is used to control the order of your menus, allowing you to arrange them according to your preference at any time.
- **The Delete button will permanently remove the entire record, including all menu items under that category, and this action cannot be undone. Use this option only if you are certain that the data is no longer needed now or in the future.**

5.2. Managing Menu items (Within a Category)

- Click on the **Manage Menu** button from the respective category record
- You will be redirected to the menu management interface for that category



- Click on the Add New Menu button
- A form will appear where you can enter the menu details



When adding or updating a menu item, you will need to fill in the required fields carefully to ensure the best presentation for your customers.

Description

- ✓ The Description field is used to provide details about the menu item.
- ✓ Write a clear, attractive, and convincing description that highlights key ingredients, taste, and uniqueness of the dish.
- ✓ A good description helps customers make decisions and improves their overall experience.

Status

The Status field controls whether the menu item is visible to customers.

- Active → The menu item will be displayed when customers scan the QR code
- Inactive → The menu item will be hidden from customers

⚠ Use Case:

- Set to **Inactive** if an item is temporarily unavailable (e.g., out of stock)
- Set back to **Active** when it becomes available again

Sequence Number

The Sequence Number determines the order in which menu items appear within a category. Items are displayed in ascending order (lowest number first).

💡 Tip:

- Use sequence numbers to highlight popular or recommended items at the top

Image

Upload a high-quality and appealing image of the menu item.

A good image significantly improves customer engagement and increases the chances of selection.

⚠ Best Practices:

- Use clear, well-lit images
- Ensure the food looks fresh and visually appealing
- Avoid blurry or low-resolution images

Home Tenzin Restaurant >> Breakfast >> Manage Menus

Manage Menus under **Breakfast** [+ Add new menu](#)

Show 10 entries Search:

Sequence no	Name	Description	Status	Action
1	 Beef Fired Rice	Wok-tossed rice with tender slices of seasoned beef, fresh vegetables, and savory soy-based sauce, finished with aromatic garlic for a rich and satisfying flavor.	Active	Edit / View Delete
2	 Veg Koka noodles	Perfectly cooked noodles wok-tossed with crisp vegetables, aromatic garlic, and a blend of soy and chili sauces for a flavorful and satisfying dish.	Active	Edit / View Delete

Showing 1 to 2 of 2 entries

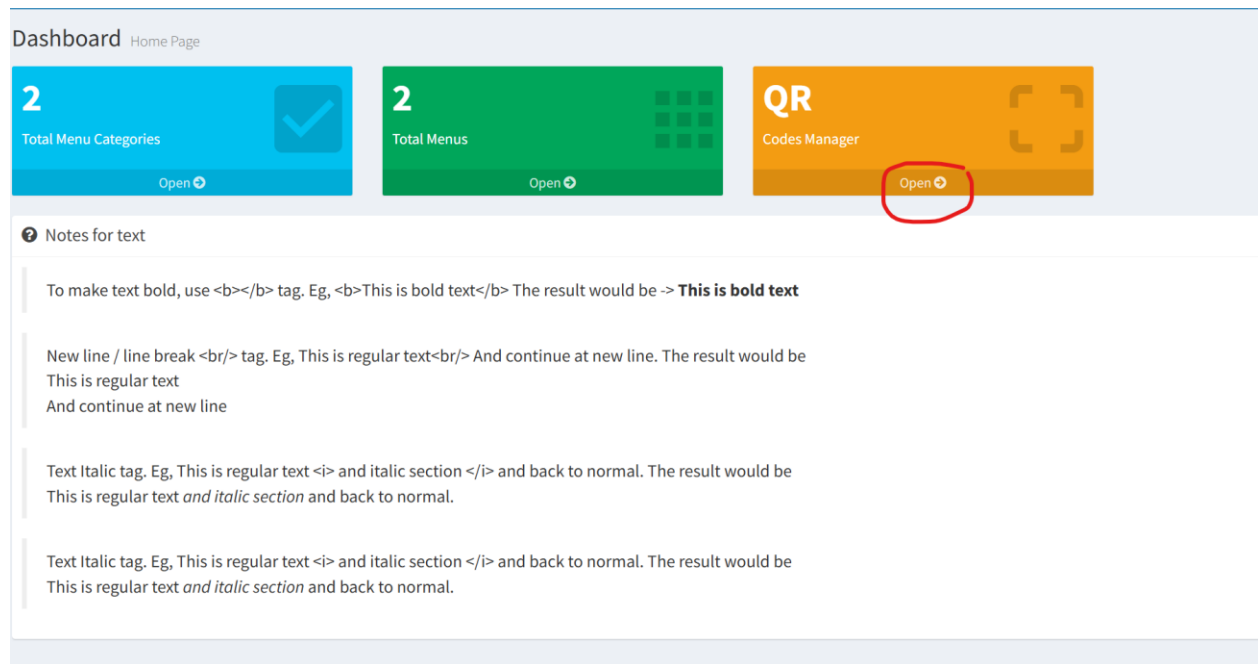
Previous 1 Next

Providing a compelling description, proper sequence, and high-quality image, along with setting the correct status, will greatly enhance your digital menu and improve customer experience.

6. QR Code Management

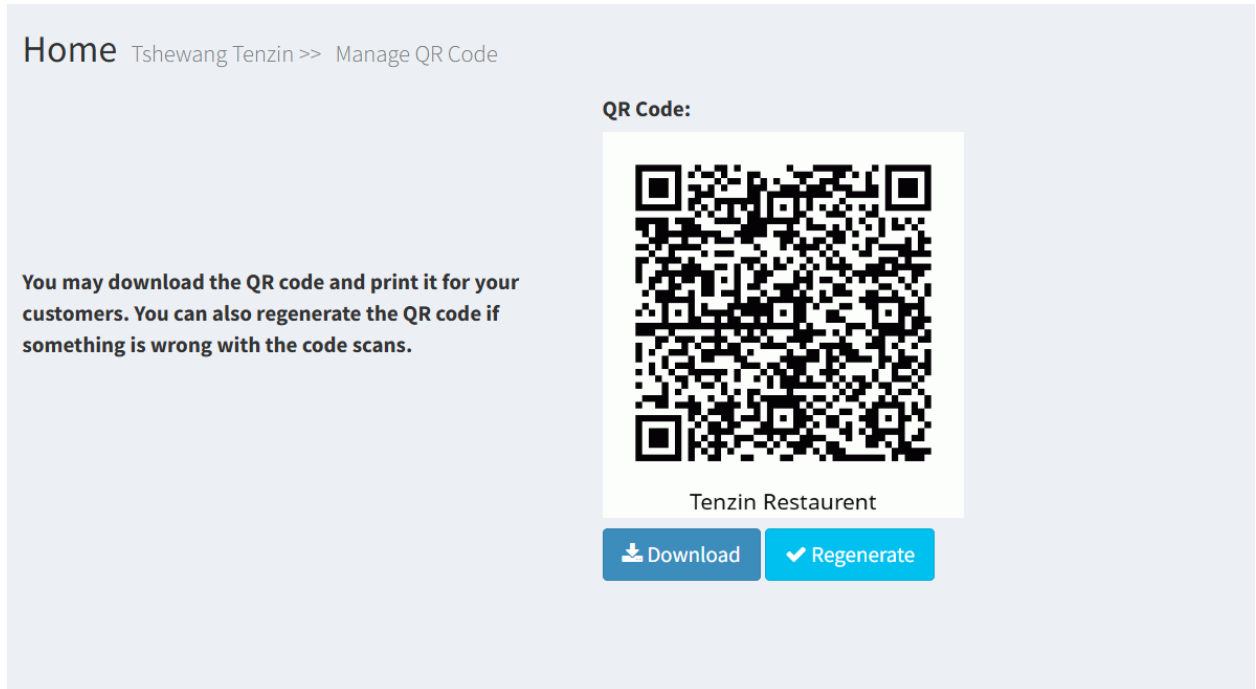
Step 1: Access QR Code Manager

- From your **Dashboard**, locate the **QR Code Manager** section (orange box).
- Click the **Open** button (circled in red in your first image).



Step 2: View and Manage QR Code

- You will be redirected to the **Manage QR Code** page (second image).
- Your QR code will be displayed under **QR Code** with the label (e.g., "Tenzin Restaurant").



Step 3: Download or Regenerate

- **Download:** Click the **Download** button to save the QR code image. This can be printed and placed on tables or other locations for customers to scan.
- **Regenerate:** Click the **Regenerate** button if there is an issue with the current QR code or if you want to refresh it.

Tips:

- Place QR codes in accessible areas for customers (tables, counters, or walls).
- Always test the QR code after regenerating.
- Maintain a digital copy in case physical copies get damaged.

For more information or assistance, please send us a message using the 'Contact Us' link in the side navigation.