



Data Entry Guide

Last update: October 16th 2024

Table of contents

- Table of contents2**
- Introduction.....3**
- Important Notes.....4**
- Login And Access6**
 - Log into Fimble Administration Platform.....6
- Menu8**
 - Getting Started with Data Entry for the Menu.....8
 - Create a Category9
 - Create a Product9
 - Sales Tax/VAT.....10
 - Spec(s).....10
 - Product description11
 - Recipe.....11
 - Extra toppings.....12
 - Image(s)13
 - Deleting a product.....14
 - Save.....14

Introduction

Welcome to Fimble Data Entry Guide for products & store information. This guide aims to teach you effective data entry, by walking you through the entering/managing process.

This tutorial is focusing only on Data Entry procedures for the products menu. However, if you require further guidance, please refer to our [Fimble Guide](#). If you have any further questions please contact your Account Manager.

Important Notes

While our Data Entry module is designed to accommodate a wide range of configurations, its main aim is to provide a simple experience for the initial data entry of your menu, therefore, the following scenarios are not covered by the Data Entry module and if any of the below apply to your business, please contact your account manager who will either guide you, train you or we will do this data entry for you if needed, depending on the scenario.

1. Upselling

If you have upselling/upgrade options within the Product page

- e.g. “Go Combo with extra \$4” or “Go Large with \$1”

2. Cross-selling

If you have cross-selling options within the basket, such as recommending products from different categories

- e.g. “Don’t forget your Pepsi”

3. Different extra ingredient cost per size

If you have products that come in various sizes, and adding an extra ingredient has different cost per size

- Adding cheese to a 12” pizza costs \$1 but adding cheese to a 15” pizza costs \$1.50

4. Sub-categories

If you have products that belong to the same category, but with different extra toppings, you need to assign a subcategory to each product in order to differentiate the toppings.

- If you have a parent category "Pizza" and under this category you have 2 different pizza products ("Margherita", "Pepperoni") with different extra toppings available, then you need to create 2 sub-categories for each pizza and match accordingly.

You create the categories in the Categories tab inside the Products app before returning to the Data Entry module.

5. Related records

The Data Entry module also aims to provide additional automation during the data entry process, therefore after saving the menu, any related records such as categories, sizes etc. are automatically created. This means that if you want to edit those in the future, you will need to do this from the respective tab in the Products app as will be included in your training, because if you change them from the Data Entry module, it will automatically create a new record. The following fields follow this rule:

Category EN
Product EN
Specs > Sizes
Recipe > Material EN, Material's Category
Extra toppings > Topping EN, Material's category
VAT

Login And Access

Before starting the product data entry process, it is essential to be logged into the correct account with the appropriate permissions.

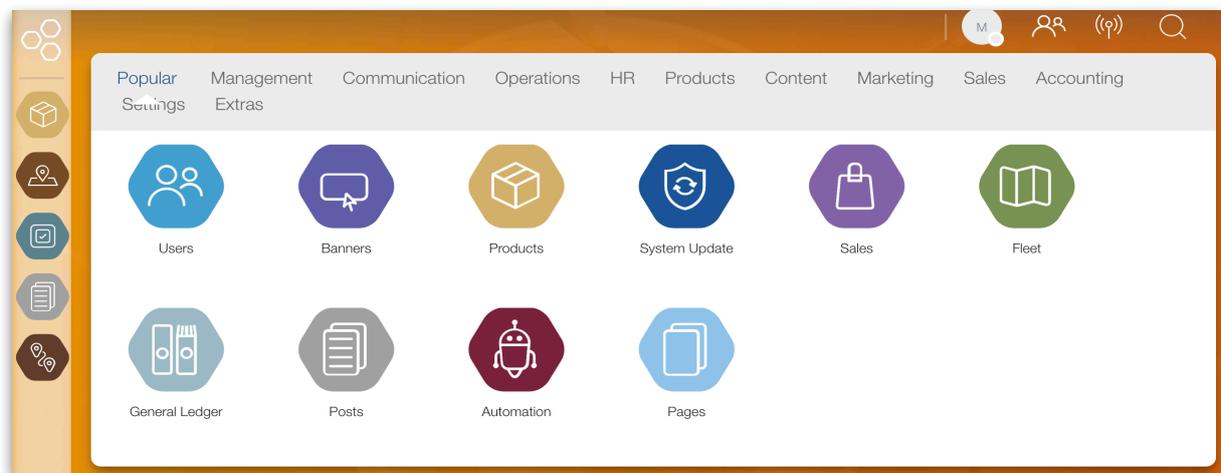
Log into Fimble Administration Platform

Please refer to the Admin password email you received from your Account Manager to get the platform's URL, username and password which you will use to login.



Once you have logged in, you will notice the Application Bar on the left side of the screen.

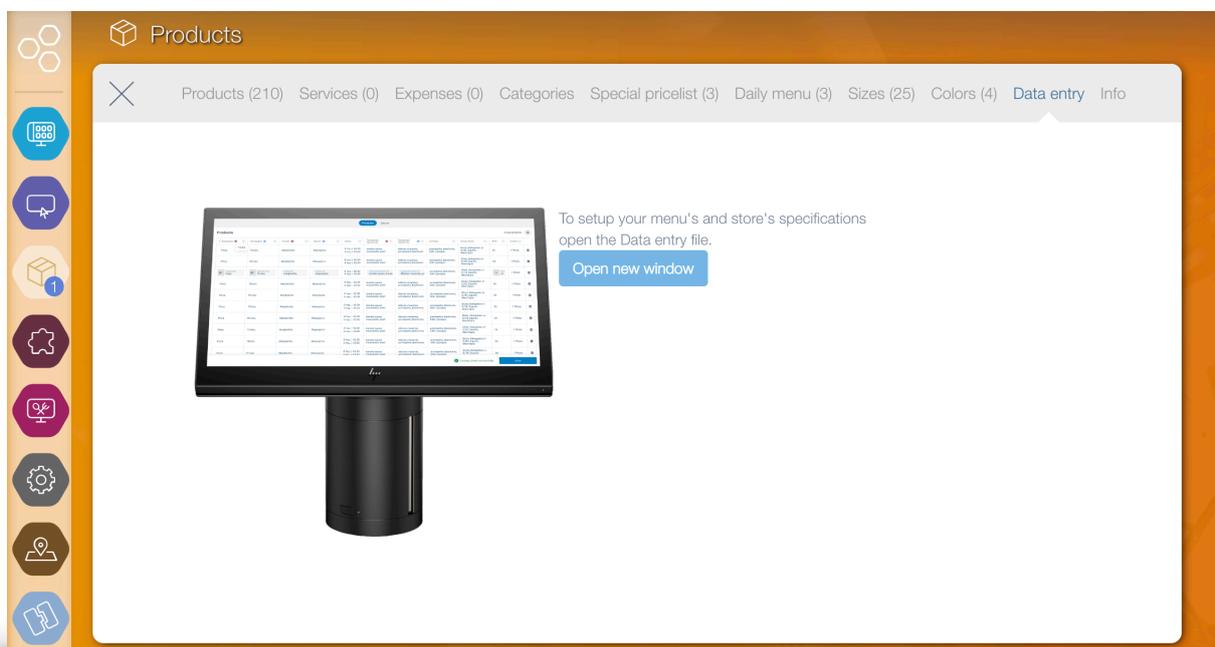
By clicking on the first icon on the application bar, all available apps will appear. They are grouped by most popular and then per category.



Menu

Getting Started with Data Entry for the Menu

Open the **Products app**, from the Application dashboard, go to the **Data entry** tab and press the “*Open new window*” button to open the Data entry sheet in a new window in full screen. If your browser blocks new windows please make sure you allow it.



To complete the data entry follow the next steps:

Each row is a different product where you can create, match & edit a variety of options, as will be described later in this document. To add a new row, simply click on the "+" icon in the top right corner. Keep in mind, your system could already be loaded with a sample menu which you can replace and use as a guide.



Create a Category

The first step is to create the categories for your products, (e.g., Appetizers). This category will later be associated with one or more products.

Products

Category  	Category  	Category  	Category  
 Category EN Appetizers	aperitivos	Ορεκτικά	apéritifs

Go to the **Category EN column** and type the new category title in English.

- If your system will only feature one language then you can use that language into the EN field regardless if it is English or not.
- In case there are multiple languages, the primary language will be defined later from the System Settings.

Then fill in the other available languages that your system has.

Note: After the first product, you don't need to type in the same category again. Click on the autosuggest icon (on the left of the textfield) and select the existing category.

Create a Product

The product you create will automatically be assigned to the category you have previously created.

- Fill in the **Product EN field**.
- Then fill in the other available languages that your system has

Sales Tax/VAT

- Product prices are updated **after** you fill in your VAT/Tax. This means that if your prices are inclusive of VAT/Tax then fill in the VAT first and then add your product price.
- Alternatively, if your prices are net (without VAT/Tax), you need to fill in the product prices first and then the VAT/Tax.

To add the VAT/Tax, go to the **VAT column** and write the VAT/Tax of the specific product. If all / most of your products have the same VAT, create the first one and then select it from the autosuggest field.

The screenshot shows a table with a 'VAT' column. A dropdown menu is open, displaying three options: 24.00, 13.00, and 23.00. The dropdown is triggered by a '%' icon in the adjacent column.

Spec(s)

In this column you can add the specifications of a product, such as the code, size and price. In most cases, there is only one spec per product, however, if you have multiple specs per product such as drinks in multiple sizes, you can either create them as separate products or as multiple specs under the same product for easier management. If you prefer the latter, click on the empty field below the Specs column and then click on the "+" icon to create a new Spec row.

The 'Specs' form displays two rows of specifications. Each row has a 'Code' field, a 'Sizes' field, and a 'Price' field. The first row has Code 'PM8', Sizes '8 pc', and Price '8.5'. The second row has Code 'PM12', Sizes '12 pc', and Price '9.5'. There are '+' and trash icons to the right of each row. At the bottom, there are 'Cancel' and 'Add' buttons.

- **Code** - Fill in the code of the specific product and/or spec. Codes help you distinguish between different specifications of the same product and is also used in case of 3rd party integrations that require product mapping.

- e.g. If the product is "Pizza Margherita" and you have two sizes (8pcs and 12pcs), you can add the code "PM8" for eight pieces and the code "PM12" for twelve pieces
- **Size** - Fill in the different sizes of the specific product (e.g., 8pcs, 12pcs, etc.)
- **Price** - Fill in the price per Spec (row).
 - If the product is "Pizza Margherita" and you have two different sizes (e.g. 8pcs, 12pcs, etc), you can have different prices per size
- **Remove** - To remove a spec, simply click on the bin icon.
- **Add** - To add/edit or save the form in case you have made any changes, simply click the ADD button.

Product description

In the **Product description column** add the description of the product in the languages you wish. This description will be shown on Website, Mobile Apps, Kiosk and POS.

- e.g. *"Pizza Margherita with 4 different cheeses and thin crust."*

Recipe

The recipe of a product includes the raw materials/ingredients of each product that are included by default at no extra cost. These materials are pre-selected, but depending on desired configuration, they can be removed by the customer while ordering. In case you need some of these materials to be mandatory, you'll need to edit them through the Products app.

In the **recipe column**, you create the recipe for a product.

To **add** one or more materials to a product go to **Recipe column**, and click the "+" icon.

- **Material** - To create a material, simply write it in the **Material EN field**. Then fill in any other available language your system has.
- **Material's category**
 - If you want a material to belong to a specific category (e.g. material: "Mozzarella", category: "Cheese") then create the new category by simply writing it in the **Material's Category EN field**.
- **Price** - If a particular material has a cost, add it to the price field

- **Remove** - To remove a material click on the bin icon
- **Add** - To add/edit or save the form in case you have made any changes, simply click the ADD button.

Extra toppings

In **Extra toppings column** you can create the extra topping options of a product that will be displayed on all channels (website, mobile apps, Kiosk, POS etc.)

Toppings are considered as raw materials. The difference from recipe's materials is that they are displayed as Extra options and are often chargeable.

Extra toppings

If extra topping charge is different per size, simply fill in the extra charge for the default size and you will be able to change it later in application Products.

Apply category's extra toppings 

 Topping EN Spicy Pepper Jam	Topping EL	 Material's category Add Extra...	€ Price 1.60	
 Topping EN sweet	Topping EL	 Material's category Add Extra...	€ Price 0.8	

- **Topping** - To create a topping just write it down to **Topping EN field**. Then fill any other available language your system has.
- **Material's category**
 - If you want a topping to belong to a specific category (e.g. material: "Mozzarella", category: "Cheese") then create the new category by simply writing it in the **Material's Category EN field**.

- **Price** - If a particular material has a cost, simply add it to the **price field**.
- **Apply category's extra toppings**
 - This function allows you to instantly fill in all the toppings of the selected product category, instead of adding them manually.
 - To do this, you must have already created a list of all the materials required for this product category on a previous product. Then, click on the "Apply category's extra toppings" button.
- **Remove** - To remove a topping click on the bin icon
- **Add** - To add/edit or save the form in case you have made any changes, simply click the ADD button.
- In case that two or more products under the same category have different options for extra toppings, then you will need to create a sub-category for that product with its own Extra toppings.
- If the extra toppings charge is different for each size, simply enter the extra charge for the default size and you will be able to change it later in the Products app.

Image(s)

In **Image column** you can add the image of the product that will be displayed in the Website, Mobile apps and Kiosk. You can upload image(s) with four methods:

1. Upload from your computer
2. Drag & Drop from your computer
3. Drag & Drop from media panel
4. Take a picture from your camera

Please make sure that your images are:

- JPG format
- High resolution (minimum 1500 pixels smaller side)
- Optimized for web using Adobe Photoshop or equivalent or a free online tool such as www.tinypng.com

Deleting a product

When you **delete** a row you also delete the product, its description and images, but not the related category and materials you had created.

To delete a product, simply click on the “bin” icon located on the last column of the row.

Save

To save all the changes you have done so far you need to click the “**Save**” button on the bottom right side.

You do not need to complete the entire menu in one entry. You can always save any changes you have made and then return to this screen to continue.



Any Questions?

For more information contact us:

support@fimble.io