

# Add Product Images Guidebook



Study Material  
Crave Interactive

# How to add a Product Image

Applicable Feature:

- In-Room Tablets
- Crave Console
- Appless
- ServeSafety
- Takeaway Today
- Crave CMS
- Crave NOC

This Document will guide you through adding a new image to a product.

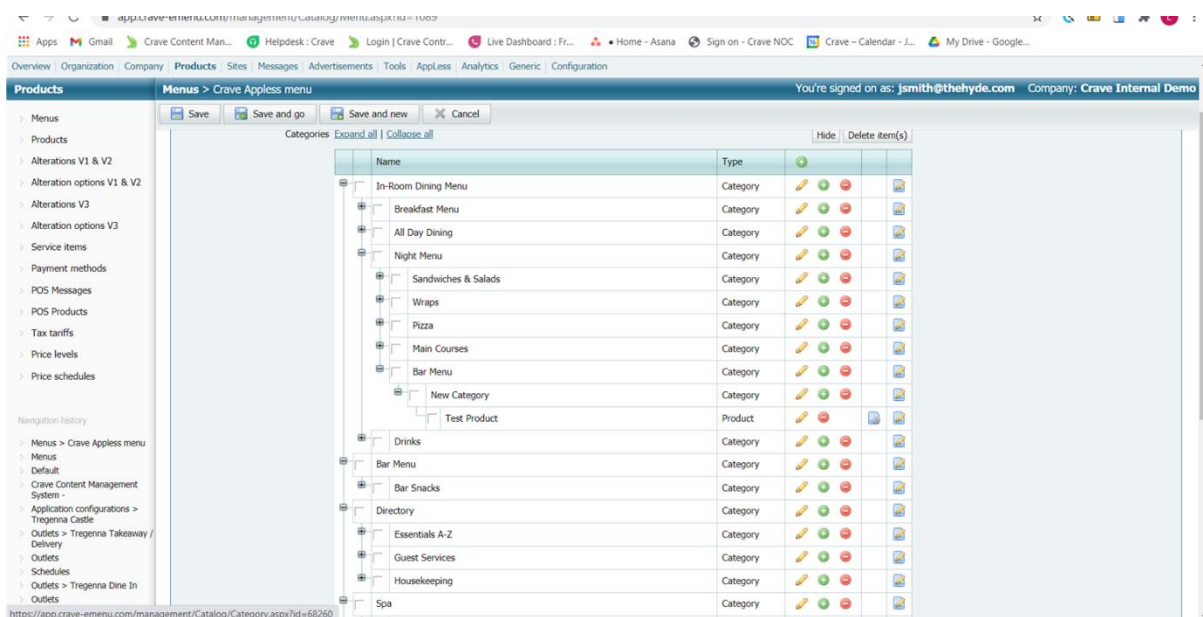
## 1. Login to Crave CMS using your unique credentials

## 2. Navigate to the menu

- Using the top tabs click 'Products' and 'Menu'
- The company menus will be displayed (the majority of companies only have one menu), double click on the menu to open it up

## 3. Navigate to category

- Once the menu is opened, navigate to the category your product is located in



## 4. Configure Product

- To configure the product, click the 'edit' icon and this will open up the product page on the generic tab.

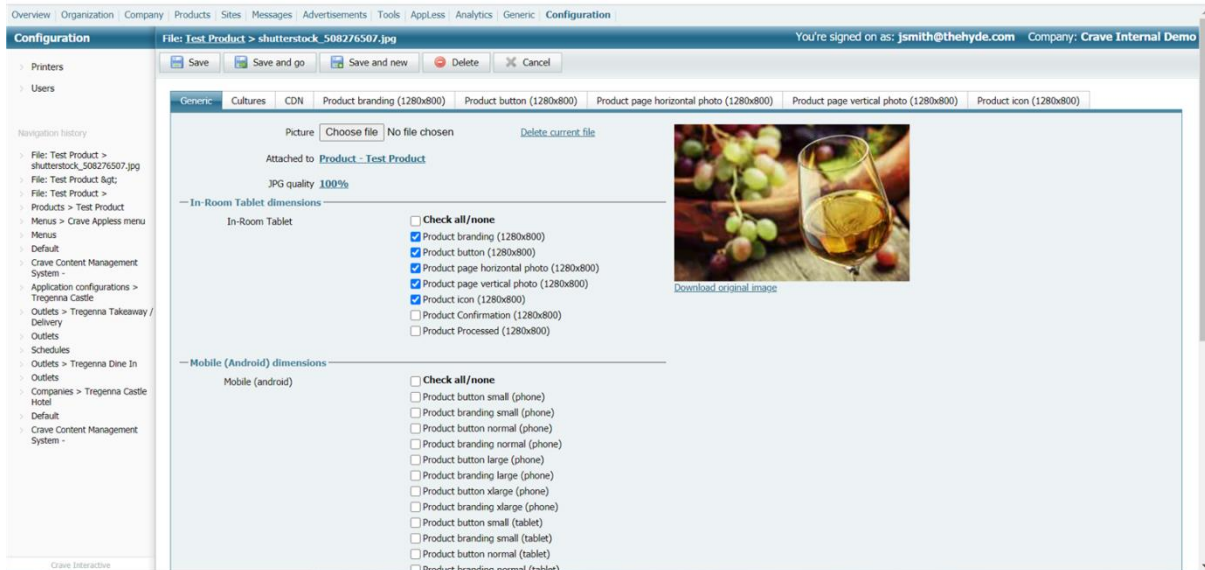
The screenshot shows the 'Products > Test Product' configuration page. The 'Generic' tab is active, displaying various product settings. The 'Name' field is 'Test Product'. The 'Type' is 'Product' and the 'Subtype' is 'Inherit from category'. The 'Price (including tax)' is '0.00'. The 'Tax Tariff' is 'Tax free'. The 'Description' field is empty. The 'Short description' field is empty. The 'Generic product' and 'Brand product' are both set to 'None - Select ...'. The 'Color' is set to a blue swatch. The 'Is alcohol' checkbox is unchecked. The 'Schedule' is set to 'None - Select ...'. The 'Alteration button text' and 'Button text' fields are empty. The 'Visibility' is set to 'Always'. The 'Alteration options V1 & V2', 'Alteration options V3', and 'Alteration options V1 & V2' are all set to 'None - Select ...'. The 'Attachments' tab is also visible, showing a list of attachments.

## 5. Add Product Image (if applicable)

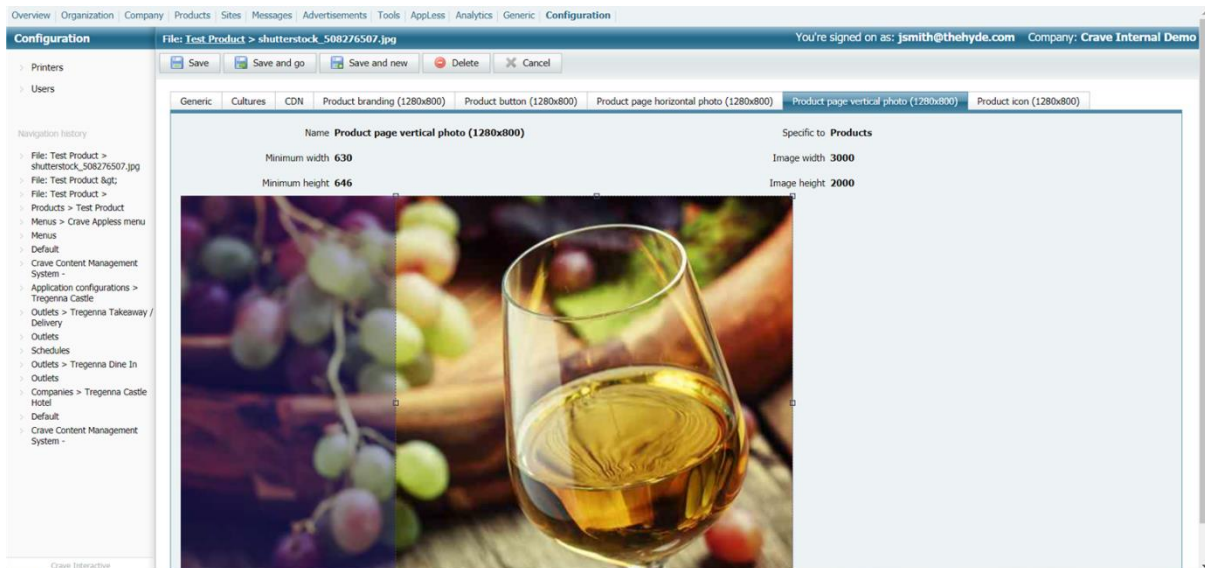
- To add an image to the product, click the 'Images' tab - The product image size is 630 pixels x 646 pixels
- Select 'Add'
- Check all the boxes that apply to the location of the image (as a rule, tick the top 5 boxes under the first category 'In-Room Tablet')

The screenshot shows the 'Configuration' page for 'Test Product' in the 'Cultures' tab. The 'Picture' section shows 'No file chosen'. The 'Attached to' field is 'Product - Test Product'. The 'JPG quality' is set to '100'. The 'In-Room Tablet dimensions' section has a 'Check all/none' checkbox. The following checkboxes are checked: 'Product branding (1280x800)', 'Product button (1280x800)', 'Product page horizontal photo (1280x800)', 'Product page vertical photo (1280x800)', and 'Product icon (1280x800)'. The 'Mobile (Android) dimensions' section also has a 'Check all/none' checkbox. The following checkboxes are checked: 'Product button small (phone)', 'Product branding small (phone)', 'Product button normal (phone)', 'Product branding normal (phone)', 'Product button large (phone)', 'Product branding large (phone)', 'Product button xlarge (phone)', 'Product branding xlarge (phone)', 'Product button small (tablet)', 'Product branding small (tablet)', and 'Product button normal (tablet)'. The 'Product Confirmation (1280x800)' and 'Product Processed (1280x800)' checkboxes are unchecked.

- Click on 'JPG Quality' and change to 100 and click 'Save'
- Click 'Choose File' and select your image and click 'Save'



- Once the image has been uploaded, it can be viewed on the tabs displayed and by using the dotted outline, the optimum part of the image can be selected.



- Click 'Save and go'

## 6. Publish the changes

If you are a tablet customer you will need to publish your changes, get in touch for more information on how to Publish Menu Changes.

Once published your category will be visible on your tablet.

If you are an AppLess customer, the changes will automatically be live. The pdf will be displayed on your menu:

