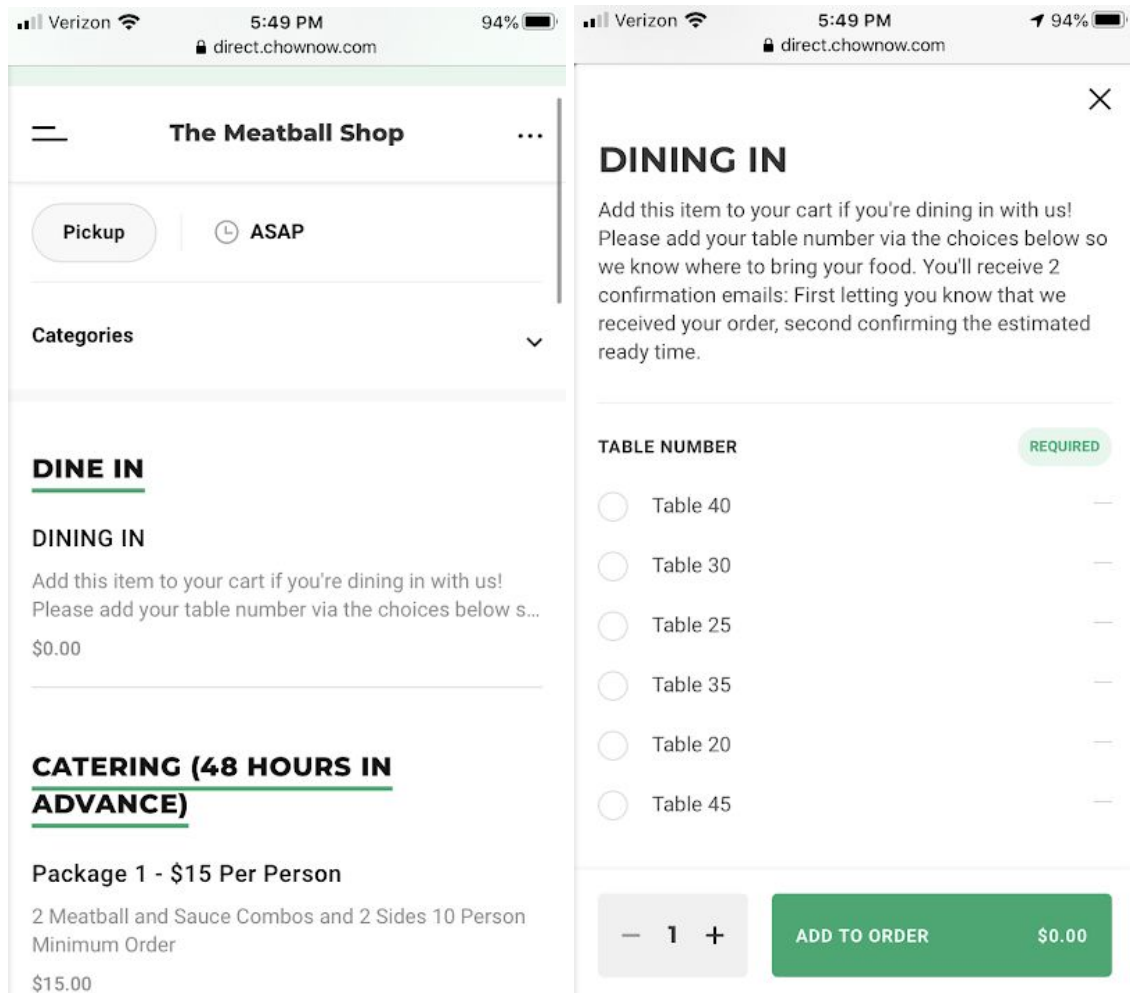




## How to Enable Contactless Dine-In Ordering via ChowNow

Restaurants can allow their guests to enjoy a contactless dine-in experience by making a simple adjustment to their ChowNow menus. All they need to do is add a “Dine-In” menu item via their ChowNow dashboard. Here are the steps you’ll need to take.



Step 1: Log into the restaurant’s [ChowNow Admin](#).

*The restaurant account can use the same login that they use for their ChowNow Tablet.*

*If the account doesn’t remember their password, they can simply select “Reset Password,” which will send instructions to their email address. If they continue to have issues, reach out to the Partnership Restaurant Success Manager (PRSM)*

Step 2: Hover over “Locations” in the top panel and select a location.

Step 3: Select “Menus” on the right hand side.



Step 4: Select the “Item” tab at the top.

Step 5: Select “New Item.”

Step 6: Begin adding a “Dine-In” menu item by filling out the “Item Name” and “Description” sections.

Suggested copy:

*Item Name:* Dine-In


*Description:* Add this Item to the cart if you’re dining in with us for a contactless dining experience! Please add your table number via the choices below so we know where to drop off the food. You’ll receive two confirmation emails. The first will let you know we received the order, and the second will confirm the estimated ready time.



Step 7: Within the “Category” section, choose the green + button and create a “Dine-In” category.

Step 8: Select the menus that you would like this option to appear on.

Step 9: Within the “Serving Portions” section, select the green + icon.

Delete the word “Regular” and price it at \$0.

Serving Portions: 

	<input type="text" value="Name"/>	<input type="text" value="\$0"/>	<input type="checkbox"/> Taxable 
---	-----------------------------------	----------------------------------	--

Step 10: Then, begin to add table indicators. Navigate to “Edit Item” options on the right side of the screen and select the green + icon.

*You can use any type of table indicator you want—just be sure that the tables are visibly labeled for patrons.*

*Restaurants can also just choose to call out customer names instead of using a table indicator system. **If they do not want to use the table indicator system, you can skip steps 10 through 15 and proceed to step 16.***

Step 11: Within the “Name” section, write “Table Numbers” (or your preferred identifier).

Select the regions this should appear (for most single locations there will be one option).

Uncheck the box below “Shared” and hit “Save.”

Step 12: Make this a required field by specifying a minimum choice of 1.

Step 13: To only allow diners to select one table, enter a maximum choice of 1.

Step 14: Select the green + button next to “Options” below your newly created category.

Step 15: List the table number (or other indicator) for \$0.

Click the green + button next to “Option” to add a new table number until all of the possible table numbers are listed.

Step 16: Once you’re done, make sure to select “Accept” to save the item and update the menu.



Step 17: Click the “Menu” option on the left side again and drag your “Dine-In” category to the top so that it appears at the very top of the menu for customers. This way, they can instantly see it to understand that it’s an option and add it to their carts.

You can view a video walk-through showing the steps required to add a menu item [HERE](#).

## Creating a QR Code to Promote and Share Your Online Ordering

A QR code gives your customers instant access to your online ordering. They just use their smartphones to scan it, and they’ll go straight to your ChowNow menu.. It’s simple to generate your own code and add it to your promotional materials.

Step 1: In the ChowNow Admin site navigate to the HQ Level by hovering over the “Location” tab at the top of the page and selecting “Headquarters.”

Step 2: Select “Integrations” from the far left side

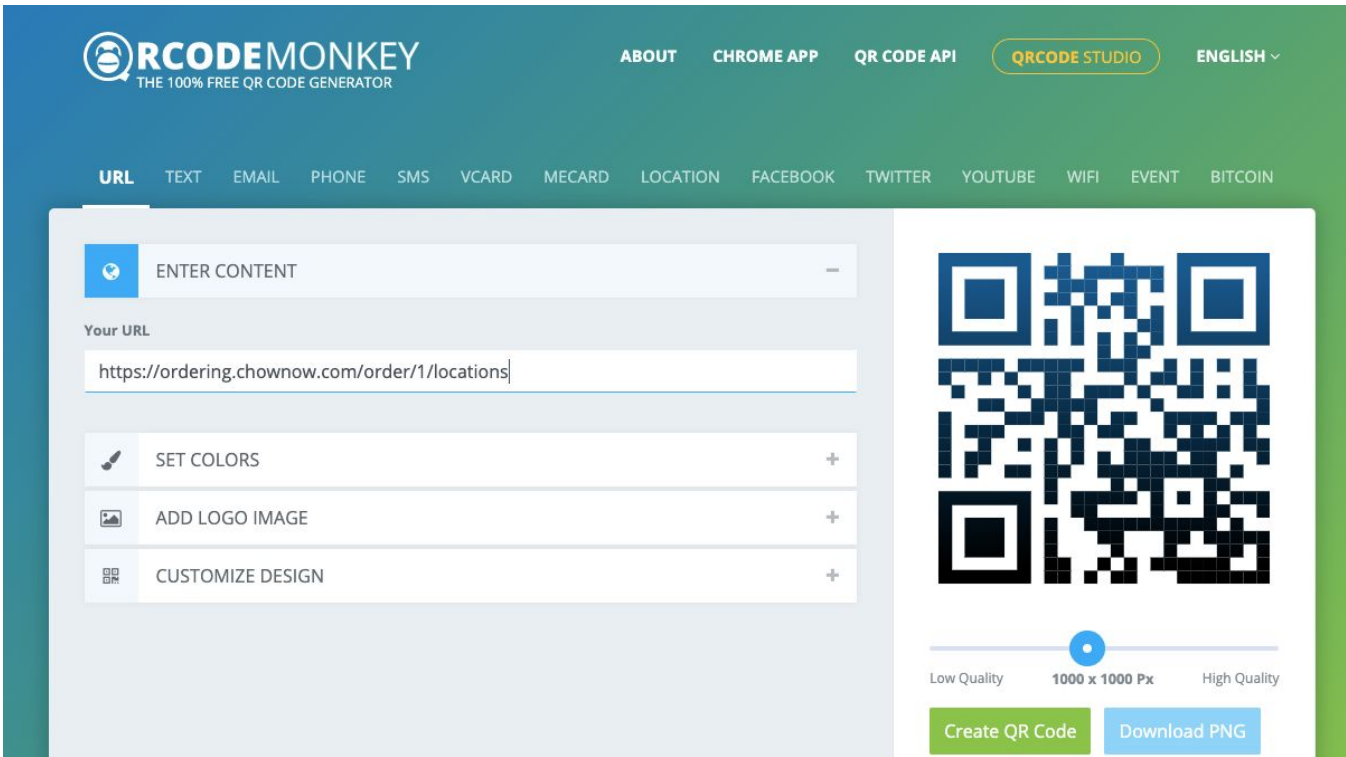
Step 3: Locate the section labeled “Linking to ChowNow Ordering,” and copy the URL listed next to where it says “Your online ordering page address for your website is.”

A screenshot of the ChowNow Admin interface. At the top, a dark navigation bar contains the ChowNow logo and menu items: All Orders, Locations, Customers, Reports, and Admin. Below this, the page title is "The H Cafe". A left sidebar lists navigation options: Locations, Regions, Users, Integrations (highlighted in red), Marketing, and Onboarding Assets. The main content area has tabs for "Instructions", "Legacy", and "Customizations". Under the "Legacy" tab, there are buttons for "HTML", "Squarespace", and "Weebly". The "Linking to ChowNow Ordering" section contains the following text: "One method of integrating online ordering is to link directly to the ChowNow online ordering page. Your online ordering page address for your website is: <https://ordering.chownow.com/order/1/locations> Your online ordering page address for Instagram is: [https://ordering.chownow.com/order/1/locations?utm\\_source=cn\\_instagram](https://ordering.chownow.com/order/1/locations?utm_source=cn_instagram) Using this method will open the online ordering interface in a new browser window." Below the text is a code editor box containing the HTML code: `<a href="https://ordering.chownow.com/order/1/locations" target="_blank">Order Online</a>`. At the bottom of the code box, the text "Order Online" is displayed.

Step 4: Go to a QR Code generating website like [QR Code Monkey](#). Paste your ChowNow ordering URL into the box beneath “Your URL” and make any other optional customizations you would like.

Step 5: Select “Create QR Code.”

Step 6: Select “Download the PNG” and save it to your files. You can also download the code as a PDF if you prefer.



The screenshot shows the RCODEMONKEY website interface. At the top left is the RCODEMONKEY logo with the tagline "THE 100% FREE QR CODE GENERATOR". The top navigation bar includes links for ABOUT, CHROME APP, QR CODE API, QRCODE STUDIO (highlighted), and ENGLISH. Below this is a secondary navigation bar with categories: URL, TEXT, EMAIL, PHONE, SMS, VCARD, MECARD, LOCATION, FACEBOOK, TWITTER, YOUTUBE, WIFI, EVENT, and BITCOIN. The main content area is split into two panels. The left panel, titled "ENTER CONTENT", contains a text input field with the URL "https://ordering.chownow.com/order/1/locations". Below the input field are three expandable sections: "SET COLORS", "ADD LOGO IMAGE", and "CUSTOMIZE DESIGN". The right panel displays a large QR code. Below the QR code is a quality slider set to "1000 x 1000 Px" between "Low Quality" and "High Quality". At the bottom of the right panel are two buttons: "Create QR Code" and "Download PNG".

Step 7: Print the QR code on your collateral and displays for customers. You can also work with USF or ChowNow to get the collateral created and printed.