Customer Ordering Portals

An online ordering page tied to one menu — how to create it, restrict it with an access code, and keep it out of search engines when it is for one customer.

A Customer Ordering Portal is a page where customers order from one of your menus and pay. You can run a public one for everyone, or private ones — a corporate client's catering page, say — protected by an access code and hidden from search engines. Each portal has its own web address, menu and list of locations that fulfil its orders.

Creating a portal

Go to **Food → Customer Ordering Portals** and click **Create Portal**.

Field	What it does
Portal Name	Your name for it.
Portal Slug	The last part of its web address.
Menu	The menu customers order from. One menu per portal — make a menu for the portal if none fits.
Status	Active to take orders; Paused to keep the page but stop ordering.
Access Code (Optional)	Customers must enter this before they see the menu. Use it for a private portal.
Heading, Sub Heading, Description	The words at the top of the page.
Ordering Instructions	Shown to customers as they order — cut-off times, delivery notes, how to ask for something not listed.
Customer Main Contact Name / Email	For a private portal, the person at the customer's end who owns it.
Hide from search Engines	Tick for any portal that is not meant for the public.

Then add the locations

A portal takes no orders until it has at least one **Ordering Location** — the tribe that will make and hand over the food. See *Ordering locations and what happens to an order*.

> **PRIVATE MEANS ACCESS CODE PLUS HIDDEN**
> An access code stops people ordering; it does not stop the page turning up in Google. For a client-specific portal tick Hide from search Engines as well — otherwise the client's special prices are one search away.