

The 15-Minute Menu Launch Checklist

From "I want to add this dish" to live on the menu — recipes captured, allergens checked, team briefed. Stick this in your kitchen office.

STEP 1 Capture the recipe

0–3 min

- Take a photo, upload a PDF, or paste text into AI Recipe Import
- Wait ~30 seconds for the AI to extract structure
- Review name, description, category, ingredients, cooking method

STEP 2 Check allergens & dietary labels

3–6 min

- Every known ingredient gets auto-tagged with allergens
- Tag any new ingredient once — it's permanent
- Verify auto-generated dietary labels (Vegetarian / Vegan / GF / DF)
- Confirm cross-contamination considerations for shared equipment

The single most-skipped step in paper-based kitchens. Get this right once and outdated allergen info stops haunting you.

STEP 3 Activate and categorise

6–9 min

- Toggle the recipe to **Active**
- Choose a menu category (starter / main / dessert / side / drink / cocktail / beverage)
- Add a price — the dish is now on your live menu

STEP 4 Export the menu

9–12 min

- Generate **PDF** (A4 portrait, print-ready, optional allergen columns)
- Export **CSV** for delivery platforms or POS
- Copy the **public read-only link** for website / aggregators
- Send print job to in-house printer or designer

STEP 5**Brief the team**

12–15 min

- Add a **Diary entry** with new-dish summary (visible on every team member's dashboard)
- Assign a **tasting task** to kitchen team for before service
- Confirm front-of-house can look up the new dish on their phone in two taps
- Update website / external pages if applicable

15 min**69 hours****£1,380**

FROM IDEA TO LIVE MENU SAVED PER YEAR (MONTHLY CYCLE) MANAGER-TIME VALUE RECOVERED