

How to Add a Dish

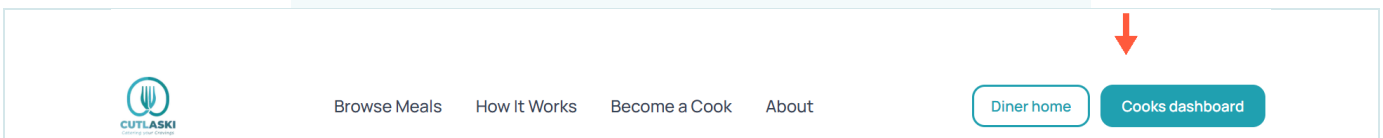
Building your first menu item, from name to publish

Now that you can reach your dashboard, it's time to add your first dish. The form is broken into short sections — work through them in order and you'll be published in a few minutes.

New here? Start with Episode 1: How to Access Your Cook Dashboard.

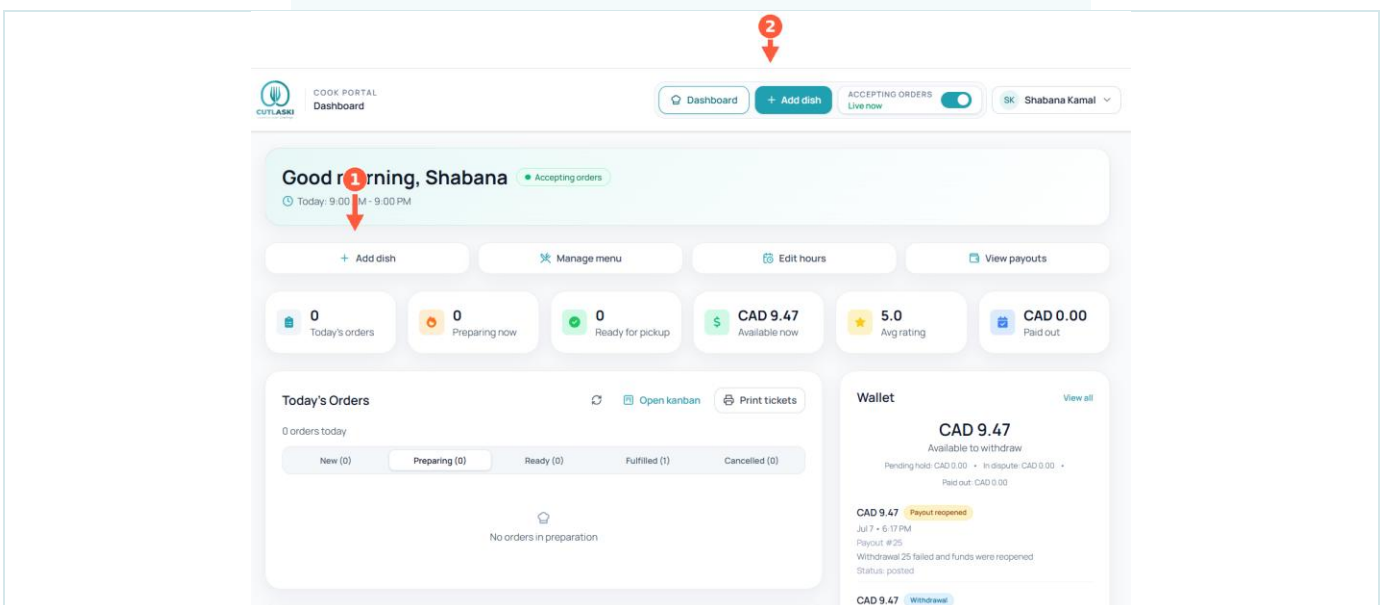
1 Sign in to your Cook Dashboard

From the Cutlaski home page, click “Cook Dashboard” and sign in.



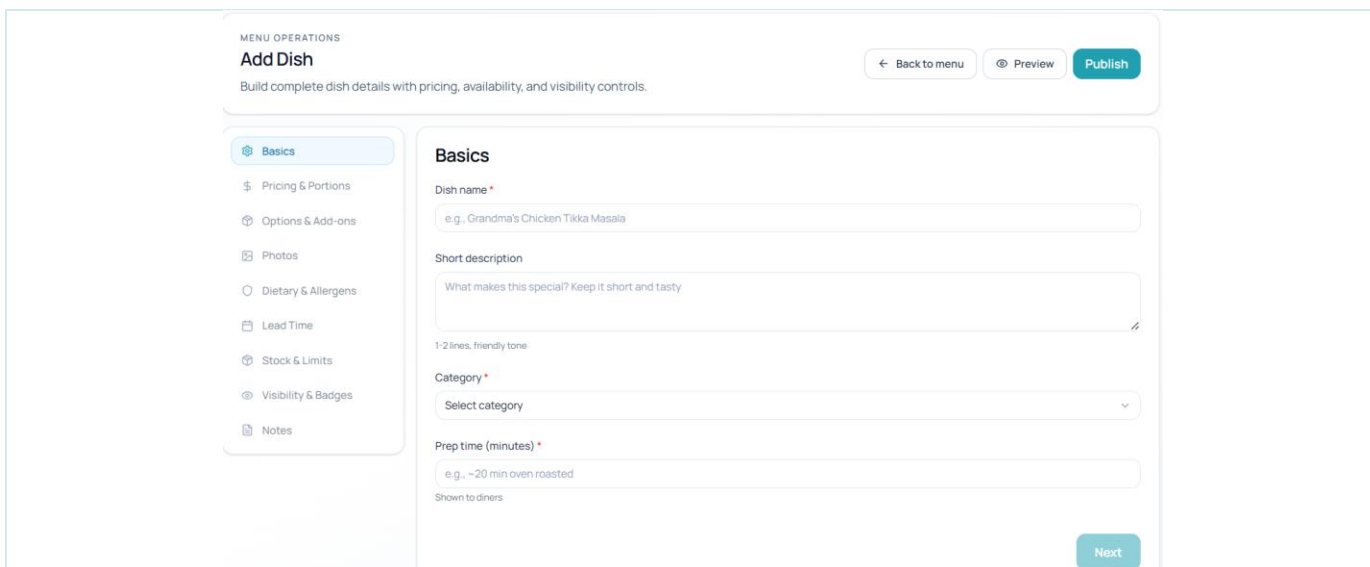
2 Click “Add dish”

You'll find “Add dish” in two places on your dashboard — the quick-action button (1) or the top bar (2). Either one works.



3 Add the basics

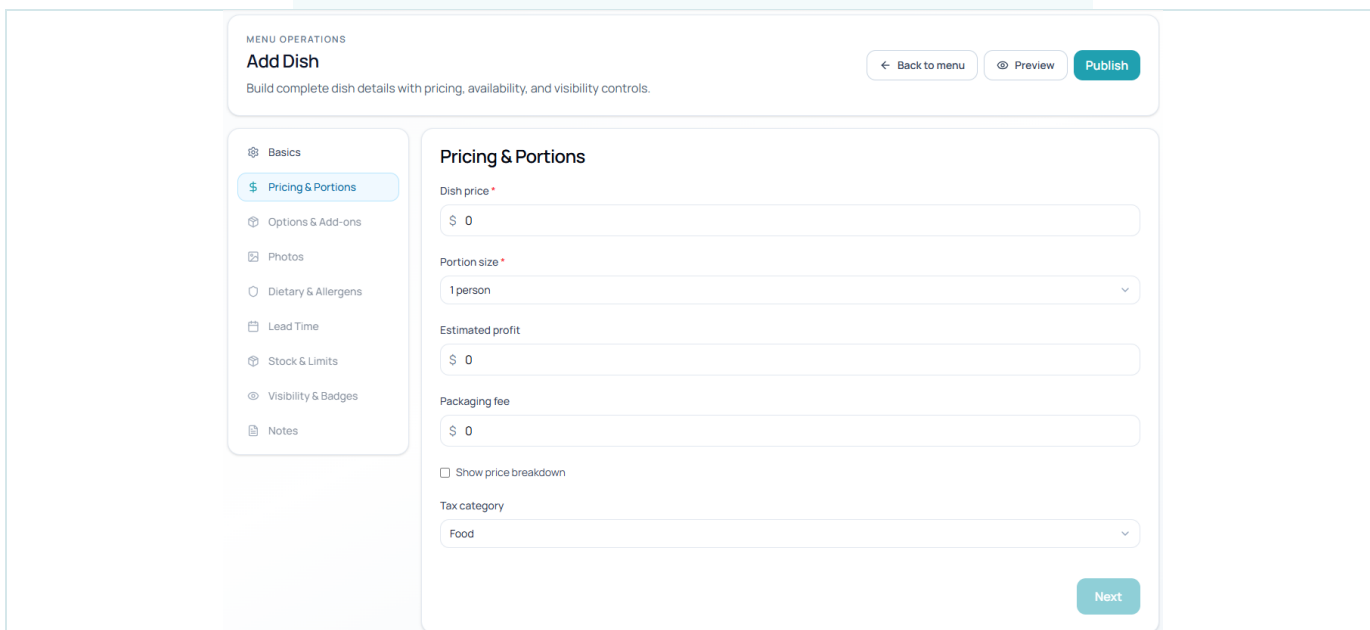
Give your dish a name, a short description, and choose the category it belongs to. You can also add a prep time here. The Preview button in the top right stays available throughout, so you can check your dish at any stage.



The screenshot shows the 'Add Dish' form in the 'Basics' tab. The form is titled 'MENU OPERATIONS Add Dish' with a subtitle 'Build complete dish details with pricing, availability, and visibility controls.' In the top right corner, there are buttons for 'Back to menu', 'Preview', and 'Publish'. The left sidebar contains a list of tabs: Basics (selected), Pricing & Portions, Options & Add-ons, Photos, Dietary & Allergens, Lead Time, Stock & Limits, Visibility & Badges, and Notes. The main content area for 'Basics' includes the following fields: 'Dish name *' with a text input containing 'e.g., Grandma's Chicken Tikka Masala'; 'Short description' with a text area containing 'What makes this special? Keep it short and tasty' and a note '1-2 lines, friendly tone'; 'Category *' with a dropdown menu showing 'Select category'; and 'Prep time (minutes) *' with a text input containing 'e.g., ~20 min oven roasted' and a note 'Shown to diners'. A 'Next' button is located at the bottom right of the form.

4 Set pricing and portions

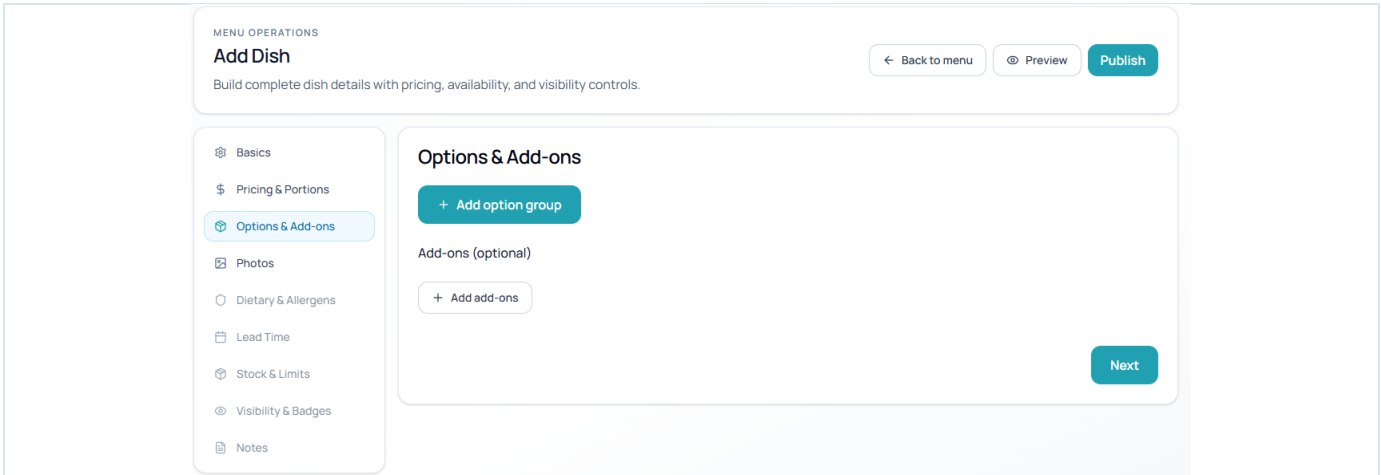
Set your price and portion size. The extra fields — estimated profit, packaging fee and tax category — are never shown to diners. They simply feed your financial reports so you can see what each dish earns you.



The screenshot shows the 'Add Dish' form in the 'Pricing & Portions' tab. The form is titled 'MENU OPERATIONS Add Dish' with a subtitle 'Build complete dish details with pricing, availability, and visibility controls.' In the top right corner, there are buttons for 'Back to menu', 'Preview', and 'Publish'. The left sidebar contains a list of tabs: Basics, Pricing & Portions (selected), Options & Add-ons, Photos, Dietary & Allergens, Lead Time, Stock & Limits, Visibility & Badges, and Notes. The main content area for 'Pricing & Portions' includes the following fields: 'Dish price *' with a text input containing '\$ 0'; 'Portion size *' with a dropdown menu showing '1 person'; 'Estimated profit' with a text input containing '\$ 0'; 'Packaging fee' with a text input containing '\$ 0'; a checkbox for 'Show price breakdown' which is unchecked; 'Tax category' with a dropdown menu showing 'Food'; and a 'Next' button at the bottom right of the form.

5 Add options and add-ons

Offer choices alongside the dish — sizes, sides, extras. You can create and customise any option you like.



MENU OPERATIONS

Add Dish

Build complete dish details with pricing, availability, and visibility controls.

← Back to menu Preview Publish

- Basics
- Pricing & Portions
- Options & Add-ons**
- Photos
- Dietary & Allergens
- Lead Time
- Stock & Limits
- Visibility & Badges
- Notes

Options & Add-ons

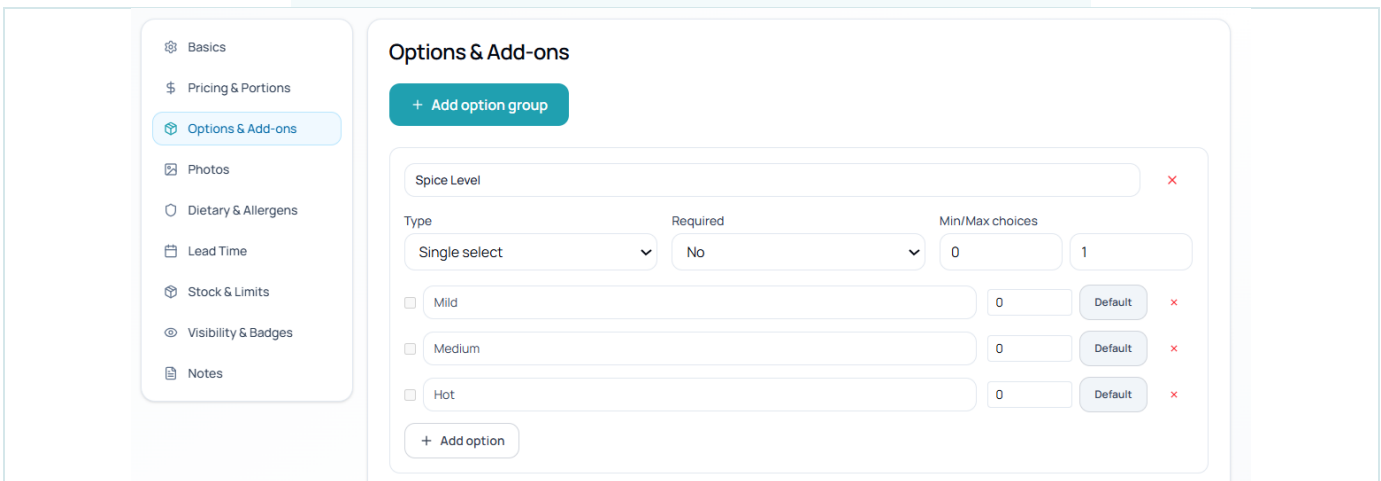
+ Add option group

Add-ons (optional)

+ Add add-ons

Next

Here's an example of a spice-level choice:



Options & Add-ons

+ Add option group

Spice Level

Type: Single select Required: No Min/Max choices: 0 to 1

☐ Mild	0	Default	×
☐ Medium	0	Default	×
☐ Hot	0	Default	×

+ Add option

6 Upload your photos

Add up to six photos, then choose one as your cover image. The cover is what diners see first, so pick your strongest shot.

MENU OPERATIONS

Add Dish

Build complete dish details with pricing, availability, and visibility controls.

[← Back to menu](#)
[Preview](#)
[Publish](#)

⚙️ Basics

\$ Pricing & Portions

⚙️ Options & Add-ons

📷 Photos

🍴 Dietary & Allergens

📅 Lead Time

⚙️ Stock & Limits

🏷️ Visibility & Badges

📝 Notes

Photos

Cover image *

Drop your image here, or browse

Supports: JPG, PNG (max 10MB)

Choose file

Featured image (optional)

Upload a featured image to highlight the dish

Supports: JPG, PNG (max 10MB)

Choose file

Shown on menu cards and featured sections.

Gallery images (up to 6 images)

7 Declare dietary info and allergens

Add any dietary details and allergens for this dish. This information is shown to diners.

MENU OPERATIONS

Add Dish

Build complete dish details with pricing, availability, and visibility controls.

[← Back to menu](#)
[Preview](#)
[Publish](#)

⚙️ Basics

\$ Pricing & Portions

⚙️ Options & Add-ons

📷 Photos

🍴 Dietary & Allergens

📅 Lead Time

⚙️ Stock & Limits

🏷️ Visibility & Badges

📝 Notes

Dietary & Allergens

Dietary filters

Halal

Vegetarian

Vegan

Gluten-free

Dairy-free

Allergen tags

☐ Peanut

☐ Dairy

☐ Soya

☐ Shellfish

☐ Tree Nuts

☐ Gluten

☐ Egg

☐ Fish

Allergen note

e.g., May contain traces of nuts due to shared kitchen equipment

Next

8 Set your lead time

Lead time is the minimum notice you need between an order being placed and the food being ready. Diners can only pre-order within the window you set.

MENU OPERATIONS

Add Dish

Build complete dish details with pricing, availability, and visibility controls.

← Back to menu
Preview
Publish

⚙️ Basics

\$ Pricing & Portions

📦 Options & Add-ons

📷 Photos

🍽️ Dietary & Allergens

🕒 Lead Time

📦 Stock & Limits

👁️ Visibility & Badges

📝 Notes

Lead Time

Lead time *

8 hours

Time between ordering and delivering

Next

9 Set stock and limits

Tell us how many of this dish you can make. Diners won't be able to order beyond the capacity you set here.

MENU OPERATIONS

Add Dish

Build complete dish details with pricing, availability, and visibility controls.

← Back to menu
Preview
Publish

⚙️ Basics

\$ Pricing & Portions

📦 Options & Add-ons

📷 Photos

🍽️ Dietary & Allergens

🕒 Lead Time

📦 Stock & Limits

👁️ Visibility & Badges

📝 Notes

Stock & Limits

Availability

☐ Unlimited
 ☒ Limited

Limited quantity

Quantity

per day

Limit max per user per day for meal subscription

Next

10 Choose visibility and badges

Badges help diners filter and find your food. Cover every aspect of your dish so it's as discoverable as possible — for example, add the Halal badge if your food is Halal.

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MENU OPERATIONS

Add Dish

Build complete dish details with pricing, availability, and visibility controls.

← Back to menu

👁️ Preview

Publish

⚙️ Basics

\$ Pricing & Portions

⚙️ Options & Add-ons

📷 Photos

🍴 Dietary & Allergens

🕒 Lead Time

📦 Stock & Limits

👁️ Visibility & Badges

📝 Notes

Visibility & Badges

Badges

New

Chef's pick

Popular

Limited

Search tags

e.g., 500's, comfort food, Indian, curry

Keywords to help discoverability. Emojis supported

Priority score

1

(Higher for new/improved dishes > better > more customers)

Next

11 Add your notes

Leave notes for yourself, or a message for diners about this dish.

MENU OPERATIONS

Add Dish

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← Back to menu

👁️ Preview

Publish

⚙️ Basics

\$ Pricing & Portions

⚙️ Options & Add-ons

📷 Photos

🍴 Dietary & Allergens

🕒 Lead Time

📦 Stock & Limits

👁️ Visibility & Badges

📝 Notes

Notes

Internal notes (private)

Prep time, plating instructions, packaging notes

Only visible to you

Public notes

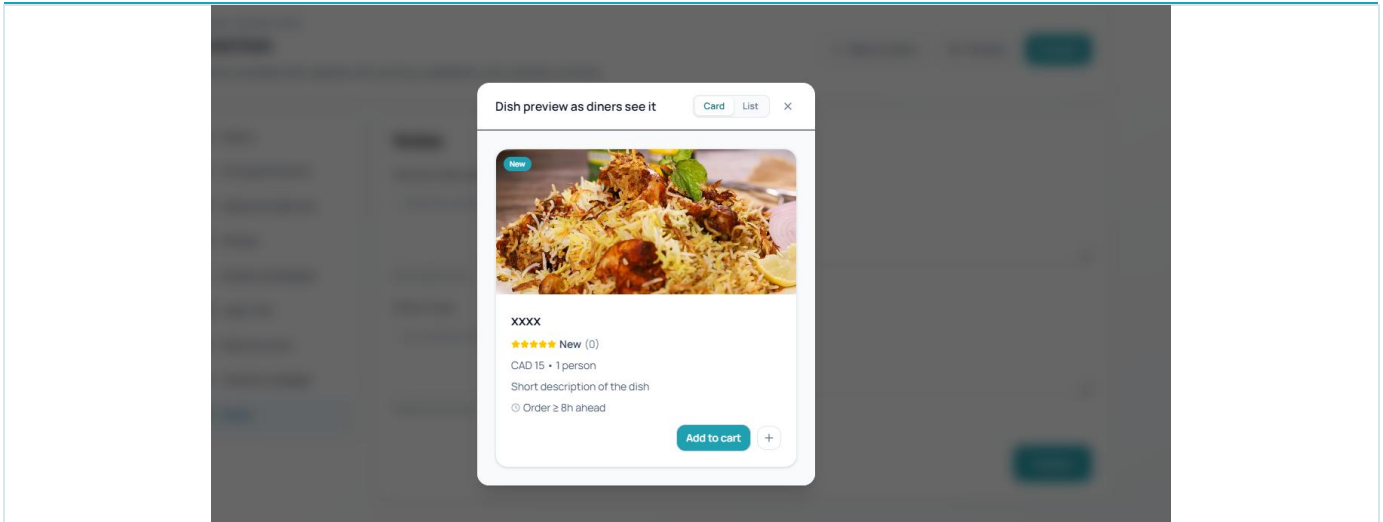
e.g., Served with basmati rice and naan

Visible on your store

Publish

12 Preview, then publish

Check the preview to see exactly what diners will see. You can preview at any stage, not just at the end. Happy with it? Hit publish — your dish is live.



That's one dish done

Repeat these steps to build out your full menu — there's no limit on how many dishes you can add to your kitchen.

We can't wait to see your menu on Cutlaski. If you have any questions or feedback, just reach out — we're here to help.

Let's grow together!

Team Cutlaski

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