

How to Create a Space

By Zu Wei | Published Mar 19, 2026 | General | 2 min read

What Is This?

A Space represents a physical location or outlet in your business — a restaurant branch, a retail store, a clinic. Each Space has its own settings, customer portal, QR code, and can track transactions independently. If you run a single outlet, you'll have one Space. If you have multiple branches, each gets its own.

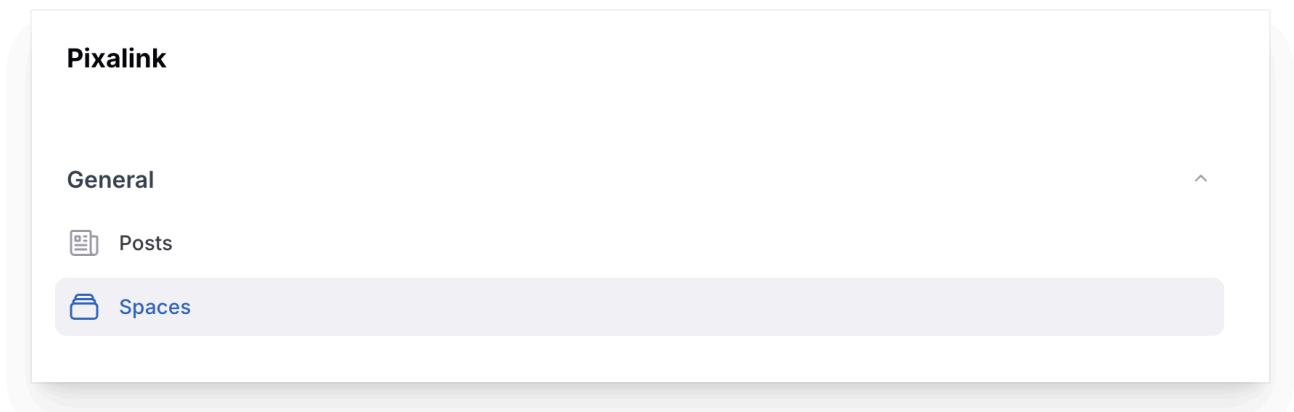
Real-Life Example

Encik Azman owns **Mee Tarik Warisan** and is opening a second branch in Setia Alam. He creates a new Space for the branch with its own address, phone number, logo, and photos. Customers at the new branch get their own portal QR code, while the loyalty points system stays connected across both outlets.

How to Create a Space

Step 1: Open the Spaces Page

From the Admin Panel sidebar, go to **General** → **Spaces**. Click **Create** to add a new space.



Step 2: Fill In Space Details

On the **Space** tab:

- **Name** — Your outlet's name (e.g., "Mee Tarik Warisan — Setia Alam")
- **Visibility** — Public, Private, Hidden, or Draft

- **Tags** — Add tags for internal organisation
- **Classification** — Categorise your space
- **Category** — Select a business category
- **Description** — A brief description of the outlet

Space Details

Name

Visibility

Tags

Restaurant Halal

Classification

Category

Description


Step 3: Add Contact Information

Switch to the **Contact** tab:


- **Email** — Business email for this outlet
- **Phone Number** — Contact number
- **Website** — Outlet's website (if any)
- **Address** — Full physical address

Contact Information


Email

 setiaalam@meetarikwarisan.com

Phone Number

 03-5121 4567

Website

 <https://meetarikwarisan.com>

Address

12, Jalan Setia Perdana U13/15, Setia Alam, 40170 Shah Alam, Selangor


Step 4: Add Social Media (Optional)

On the **Social Media** tab, link your social accounts:

- Add each platform name and username
- Supports 18 platforms including Facebook, Instagram, YouTube, TikTok, WhatsApp, LinkedIn, Telegram, Discord, and more

Social Media

Platform

Instagram 

Username

@meetarikwarisan

Step 5: Upload Media

On the **Media** tab:

- **Logo** — Upload your business logo (1:1 square ratio, max 5 MB)
- **Preview** — A video or image for the space landing page (16:9 ratio)

- **Featured Image** — The main image displayed on the portal
- **Gallery** — Up to 100 images showcasing your outlet (reorderable, 16:9 ratio)

Media

Logo

Drag & drop your file or browse

Aspect ratio: 1:1 (square). Max 5 MB.

Preview

Drag & drop your file or browse

Aspect ratio: 16:9. Max 10 MB. Supports image or video (mp4).

Featured Image

Drag & drop your file or browse

Aspect ratio: 16:9. Max 10 MB.

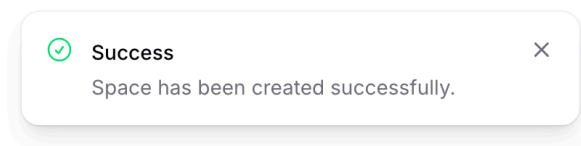
Gallery

Drag & drop your file or browse

Aspect ratio: 16:9. Up to 100 images.

Step 6: Save

Click **Create** to save your new Space. It's now ready to receive customers and process transactions.



Good to Know

- **Multi-branch loyalty** — Customers earn and spend points across all spaces in your organisation. A customer who joins at Branch A can redeem at Branch B.
- **Space-specific settings** — Each space can have its own portal design, QR code, widgets, and integration settings.
- **Configurations tab** — If you use POS integrations (StoreHub, Eats365, WooCommerce, etc.), configure them per-space in the Configurations tab.
- **Visibility controls** — Set a space to Draft while you're still setting it up, then switch to Public when ready.