LivePepper

Back Office

User Guide
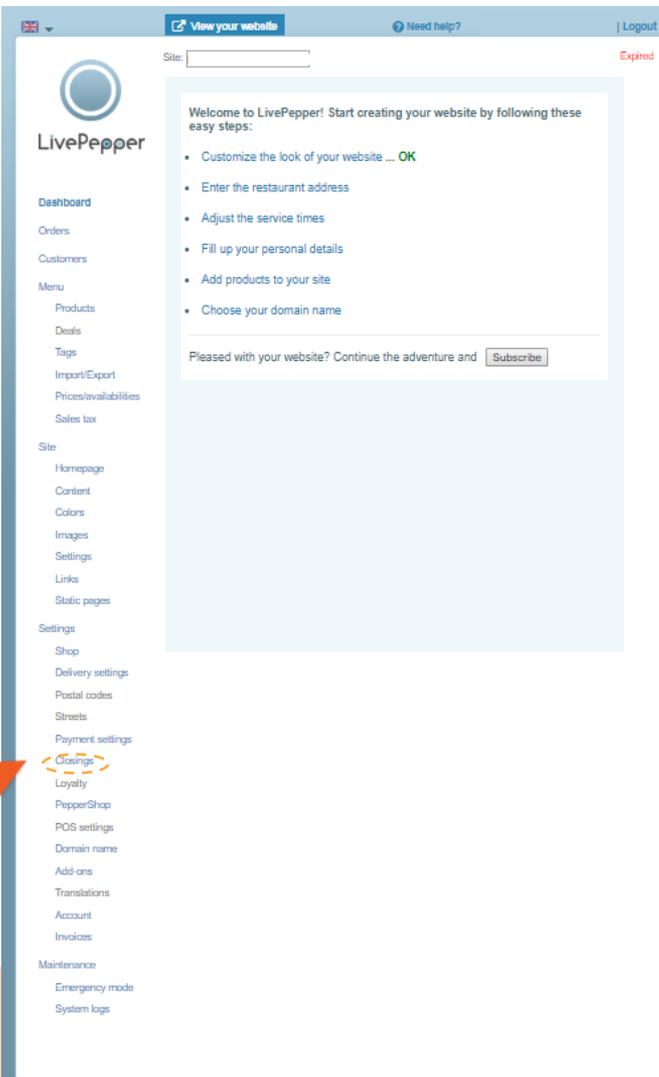
▶ **Closing periods**

Closing periods

1. **Accessing the closing period settings page**

   - Click **_"Closings"_** under the _"Settings"_ subheading in your Dashboard.

Closing periods

2. Adding a closing period

- When you get started with your online ordering site, this setting is empty.

- Click *"Add a closing period"*.

- A **new page opens** in which you can configure this closing period.

Closing periods

3. Setting up a closing period

- Complete the **"Message displayed on the website"** field to tell your customers why online ordering is temporarily unavailable.
  - ➤ *For example: "We will be on closed for our annual vacation from August 15 – 22. Back to business as usual on August 23!*

- Define your closing period's **start and end dates.**

- Select the **corresponding option** if…
  - o …you want to switch off the online ordering system completely,
  - o …you want to adjust your online ordering hours.

- Click **"Save"** to finish.

Closing periods

4. **What customers will see on your online ordering site**

- You customers will see your **message** displayed at the top of each page on the site.

- In the **shopping basket for your online menu**, the words:

  - *"Closed"* if you selected *"The shop will be closed".*

  - *or* **the next available timeslot** for order takeaway or delivery if your selected *"New opening hours will apply"*.
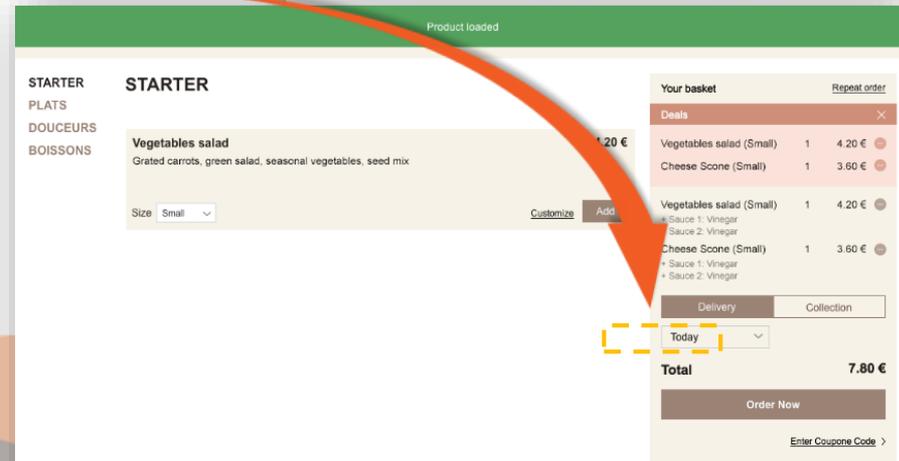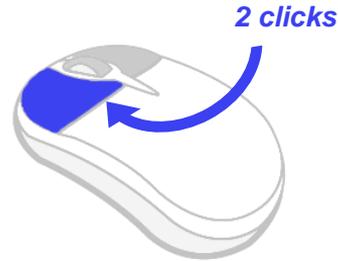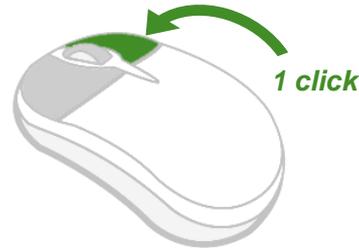
▶ Browsing tools

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LivePepper

1. Double click

- To double-click, **click the left mouse button twice in quick succession**.

2 clicks

2. Right click

- To right-click, **click the right mouse button once**.

1 click

3. Scroll

- To scroll up or down a page, **turn the mouse wheel** at the centre of your mouse in the corresponding direction.

Turn