



LivePepper

# Back Office

*User Guide*

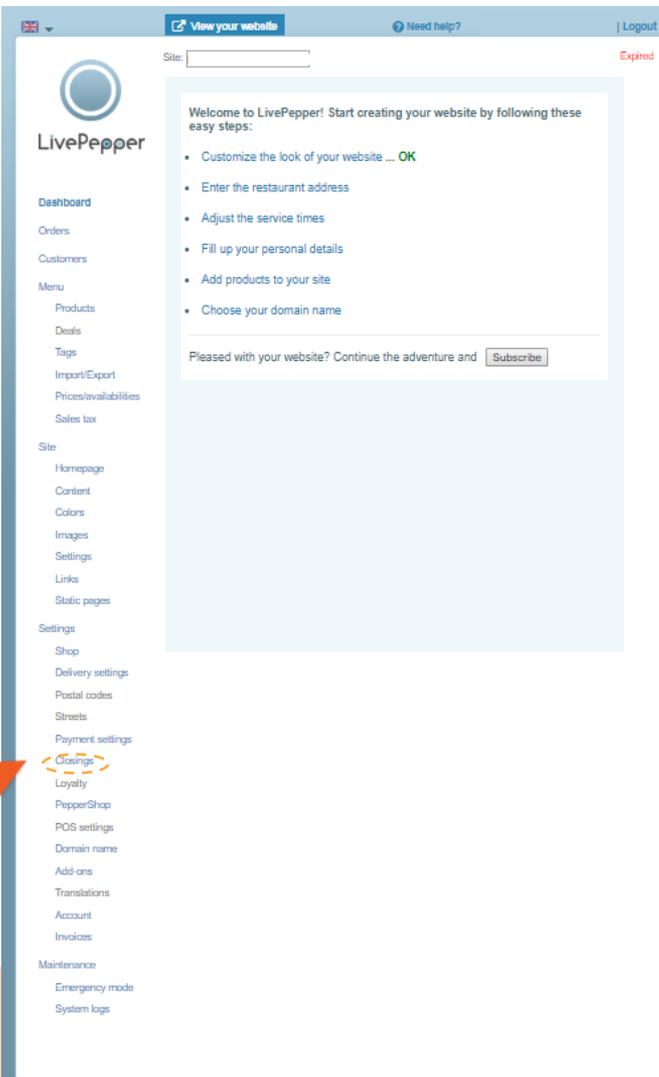
Decorative wavy shapes in shades of orange and grey at the bottom of the page.

▶ **Closing periods**

# Closing periods

## 1. Accessing the closing period settings page

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



The screenshot displays the LivePepper dashboard interface. At the top, there are navigation links for "View your website", "Need help?", and "Logout". A search bar is located at the top left. The main content area features a "Welcome to LivePepper!" message with a list of steps to get started: "Customize the look of your website ... OK", "Enter the restaurant address", "Adjust the service times", "Fill up your personal details", "Add products to your site", and "Choose your domain name". Below this is a "Subscribe" button. On the left side, there is a vertical navigation menu with categories: "Dashboard", "Orders", "Customers", "Menu", "Site", "Settings", and "Maintenance". The "Settings" category is expanded, showing sub-items: "Shop", "Delivery settings", "Postal codes", "Streets", "Payment settings", "Closings", "Loyalty", "PepperShop", "POS settings", "Domain name", "Add-ons", "Translations", "Account", and "Invoices". The "Closings" item is highlighted with a dashed orange circle. A large orange arrow points from the text in the first section to this "Closings" item.

# 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.

The screenshot displays the LivePepper website management interface. At the top, there is a navigation bar with 'View your website', 'Need help?', and 'Logout' options. Below this, a sidebar lists various site management sections: Dashboard, Orders, Customers, Menu, Products, and Deals. The main content area is titled 'Closings' and features a button labeled 'Add a closing period'. A red arrow points from this button to a modal window titled 'New closing period'. This modal window contains a text input field for a 'Message displayed on the website' with an example: 'On annual leave from 15th to 22nd August'. Below the message field are 'Dates' sections for 'Start date' and 'End date', each with three dropdown menus. There are two radio button options under 'During this period': 'The shop will be closed' (selected) and 'New opening hours will apply'. At the bottom of the modal, there are 'Cancel' and 'Save' buttons.

# 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...
  - ...you want to switch off the online ordering system completely,
  - ...you want to adjust your online ordering hours.
- Click **"Save"** to finish.

The screenshot shows a web management interface for setting up a closing period. The main form is titled "New closing period" and includes a "Back to closings" link. The form has several sections:

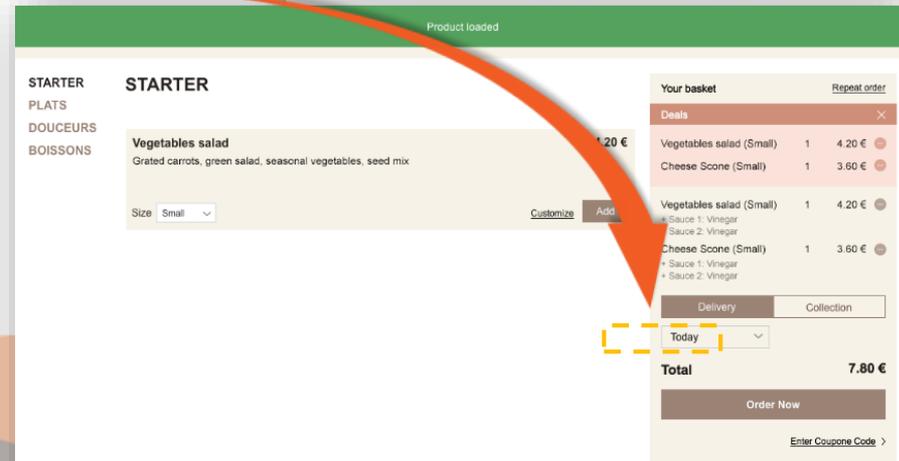
- Message displayed on the website:** A text input field with a dashed yellow border. Below it is an example: "On annual leave from 15th to 22nd August".
- Dates:** Two dropdown menus for "Start date" and "End date", also with dashed yellow borders.
- During this period:** Two radio button options: "The shop will be closed" (selected) and "New opening hours will apply".
- Buttons:** "Cancel" and "Save" buttons.

The left sidebar contains a navigation menu with categories: Dashboard, Orders, Customers, Menu, Site, and Settings. The "Settings" category is expanded, showing sub-items like Shop, Delivery settings, Postal codes, Streets, Payment settings, Closings, Loyalty, PepperShop, POS settings, Domain name, Address, Account, Invoices, Maintenance, Emergency mode, and System logs.

# 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"**.

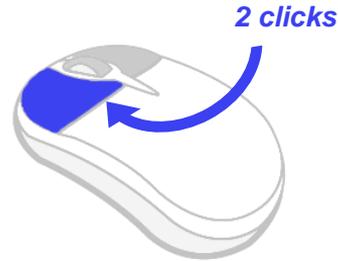


▶ **Browsing tools**

# ► Browsing tools

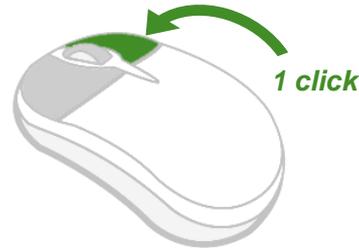
## 1. Double click

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



## 2. Right click

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



## 3. Scroll

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

