



LivePepper

# Back Office

*User Guide*

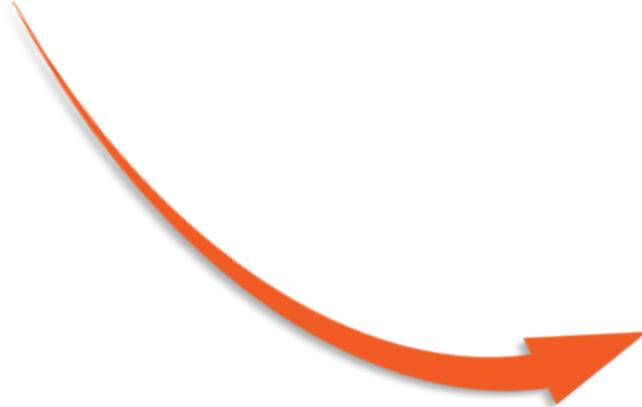
Decorative wavy shapes at the bottom of the page, consisting of overlapping curves in shades of orange and grey.

▶ **Delivery areas**

# Delivery areas

## 1. Accessing the delivery area settings page

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



The screenshot shows the LivePepper dashboard interface. At the top, there's a navigation bar with 'View your website', 'Need help?', and 'Logout'. Below the navigation bar is a 'Site:' input field and an 'Expired' status indicator. The main content area is titled 'Welcome to LivePepper! Start creating your website by following these easy steps:' and lists several steps: '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'. At the bottom of this section is a 'Subscribe' button. On the left side, there's a vertical menu with various categories: 'Dashboard', 'Orders', 'Customers', 'Menu', 'Products', 'Deals', 'Tags', 'Import/Export', 'Prices/availabilities', 'Sales tax', 'Site', 'Homepage', 'Content', 'Colors', 'Images', 'Settings', 'Links', 'Static pages', 'Settings', 'Shop', 'Delivery settings', 'Postal codes', 'Streets', 'Payment settings', 'Closings', 'Loyalty', 'PepperShop', 'POS settings', 'Domain name', 'Add-ons', 'Translations', 'Account', 'Invoices', 'Maintenance', 'Emergency mode', and 'System logs'. The 'Postal codes' item under the 'Settings' subheading is highlighted with a dashed orange box.

# Delivery areas

## 2. Adding a delivery area

- Fill in the following fields:
  - **Postcode**
  - **City**
  - POS code
  - Minimum order amount
  - Delivery charge
  - Min. amount for free delivery
  - Max. time for free delivery

➤ *Leave the fields blank if there are no delivery charges and no minimum amount for free delivery for the area defined.*

- Now click the **"Add"** button.

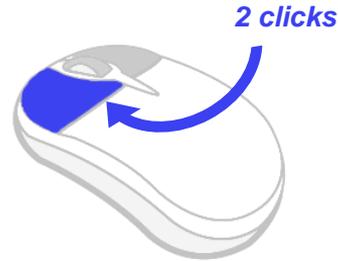
The screenshot shows the 'View your webells' admin interface. The left sidebar contains a navigation menu with categories like Dashboard, Orders, Customers, Menu, Products, Deals, Tags, Import/Export, Prices/availabilities, Sales tax, Site, Homepage, Content, Colors, Images, Settings, Links, Static pages, Settings, Delivery settings, Postal codes, Streets, Payment settings, Closings, Loyalty, PepperShop, POS settings, Domain name, Add-ons, Account, Invoices, Maintenance, Emergency mode, and System logs. The main content area is titled 'Postcodes' and features a form to 'Add a postcode'. The form includes input fields for Postcode, City, POS code, Minimum (with a Euro symbol), Charge (with a Euro symbol), Amount for free delivery (with a Euro symbol), and Max time for free delivery (with an 'Ex: 15:00' label). A red arrow points to the 'Add' button at the bottom of the form. Below the form is a table with columns for Code/city, POS code, Minimum, and Charge, and a message 'No postcode created yet'. Another red arrow points from the 'Add' button to the table area.

▶ **Browsing tools**

# ► Browsing tools

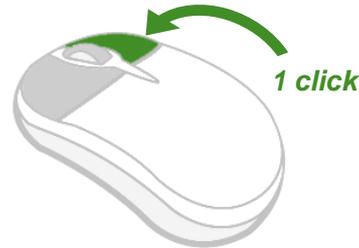
## 1. Double click

- 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.

