



LivePepper

Back Office

User Guide

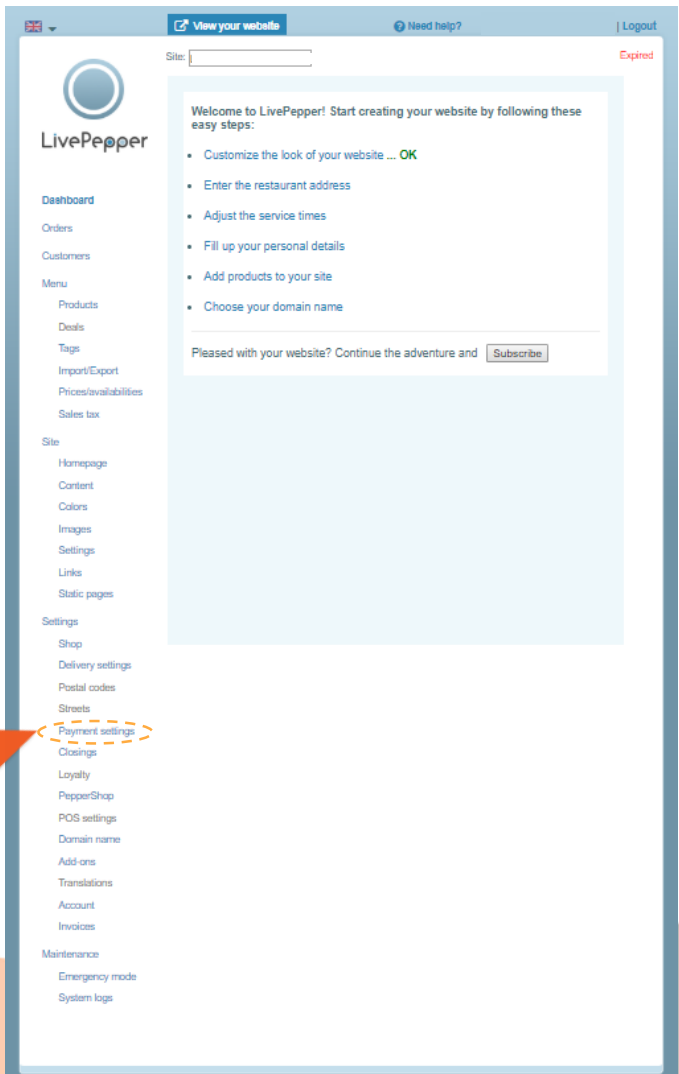
Decorative wavy shapes at the bottom of the page, consisting of overlapping curves in shades of orange and grey.

▶ **Payment methods**

Payment methods

1. Accessing the payment settings page

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

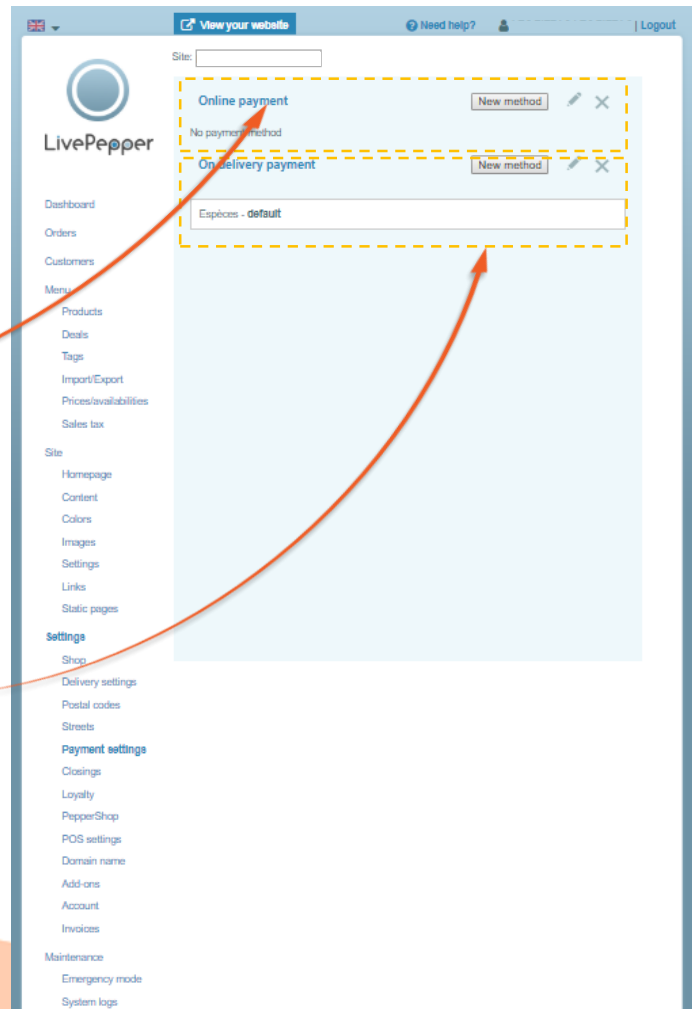


The screenshot shows the LivePepper dashboard interface. At the top, there are navigation links for "View your website", "Need help?", and "Logout". Below the header is a "Site:" input field and a "Subscribe" button. The main content area displays a welcome message and a list of steps for creating a website: "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". On the left side, there is a vertical navigation menu with 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 "Payment settings" option is highlighted with a dashed orange circle, and a large orange arrow points from the text in the first slide to this option.

Payment methods

2. The payment settings page

- There are two basic payment methods:
 - **"Online payment"**, which includes:
 - bank card
 - *PayPal*
 - [one-click payment](#)
 - [on credit](#)
 - **"On delivery payment"**, which includes:
 - cash
 - bank card
 - luncheon voucher
 - cheque



Payment methods

3. Adding an online payment method

- Click the **"New method"** button next to **"Online payment"**.
 - A new page opens in which you can **configure the PayPal payment**:
 - as a minimum, enter your PayPal account email address in the **"Account email"** field;
 - then click **"Save"**.
- *To configure other online payment methods (bank card, one-click payment, on credit), contact our sales team.*

The screenshot displays the 'New method' configuration page in the Live-Pepper admin interface. The page is titled 'New method' and features a sidebar with navigation options like 'Dashboard', 'Orders', and 'Menu'. The main content area is divided into sections: 'Online payment', 'On delivery payment', and 'Settings'. The 'Online payment' section has a 'New method' button highlighted with a dashed orange box. The 'Settings' section contains fields for 'Account email', 'API Username', 'API Password', and 'API Signature', with the 'Account email' field also highlighted by a dashed orange box. A red arrow points from the 'New method' button in the 'Online payment' section to the 'Account email' field. Another red arrow points from the 'Account email' field to the 'Save' button at the bottom right of the page. The 'Save' button is a red rectangle with white text. The 'Cancel' button is a blue link. The page also includes a 'Payment availability' section with 'Enabled' and 'Delivery method' options, and an 'Advanced settings' section with 'POS code', 'Name', and 'Short name' fields.

Payment methods

4. Adding an on delivery payment method

- Click the **"New method"** button next to **"On delivery payment"**.
 - A new page opens in which you can **configure the new payment method**:
 - as a minimum, complete the **"Name"** field (e.g. **"Bank Card"**);
 - then click **"Save"**.
- The **"Cash"** payment method is automatically configured on your online ordering site and is given as the default payment method.

The image shows a screenshot of a web application interface for managing payment methods. The top navigation bar includes a flag icon, a 'View your website' button, a 'Need help?' link, and a 'Logout' link. The main content area is titled 'New method' and shows a list of existing payment methods. The 'On delivery payment' method is highlighted with a yellow dashed box, and a red arrow points to its 'New method' button. Below this, a 'New method' form is shown with a red arrow pointing to the 'Name' field, which is also highlighted with a yellow dashed box. The form includes fields for 'Description', 'Default' (checkbox), 'Payment fee' (with a Euro symbol), 'Availability' (with a 'Delivery method' dropdown), and 'Advanced settings' (with 'POS code' and 'Short name' fields). A red 'Save' button is located at the bottom right of the form. The background of the screenshot is slightly blurred, and there are decorative orange and grey shapes at the bottom of the slide.

Payment methods

5. Modifying a payment method

- You can modify a payment method whenever necessary:
 - **double-click** the payment method concerned,
 - **or select the payment method** then **click the "pencil" icon**.
- The payment method setting page opens, where you can **change** or **complete** these settings.
- Click **"Save"** to finish.

The screenshot displays the LivePepper management interface. At the top, there's a navigation menu with options like Dashboards, Orders, Customers, Menu, Products, Deals, and Tags. The main content area shows a list of payment methods: 'Online payment', 'No payment method', and 'On delivery payment'. The 'Bank card' method is selected and highlighted in blue. A red arrow points from this entry to a detailed settings page for 'Bank card'. This settings page includes fields for 'Name' (set to 'Bank card'), 'Description', 'Default' (checked), 'Payment fee' (with a Euro symbol), 'Availability' (Enabled checked, Delivery method set to 'Any'), and 'Advanced settings' (POS code and Short name fields). A red 'Save' button is located at the bottom right of the settings page.

Payment methods

6. Defining a "default" payment method

- This will be the **payment method** proposed to your customers **"by default"** each time they place an online order.
 - *When you create your online ordering site, the "Cash" payment method is **automatically configured** as the **default method**, however you can change this method for another by proceeding as follows.*
- To configure a payment method by default:
 - double-click the **payment method** that you want to use by default (or select it by clicking on the "pencil"),
 - the settings page for the payment method selected is displayed,
 - check the **"Default"** checkbox,
 - then click **"Save"**.

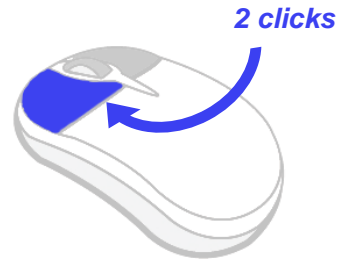
The screenshot displays the LivePepper admin dashboard. On the left, a navigation menu includes options like Dashboard, Orders, Customers, Products, Deals, Tags, Import/Export, Prices/Inventory, Sales tax, Site, Home page, Content, Colors, Images, Settings, Links, and Static pages. The main content area shows the 'Bank card' settings page. At the top, there are buttons for 'New method' and a pencil icon. Below, a list of payment methods is shown, with 'Bank card' selected and highlighted in blue. The settings form includes fields for 'Name' (Bank card), 'Description', 'Default' (checked), 'Payment fee' (€), and 'Availability' (Enabled). The 'Advanced settings' section includes fields for 'POS code' and 'Short name'. A red 'Save' button is located at the bottom right of the form.

▶ **Browsing tools**

► Browsing tools

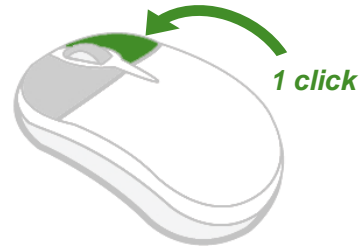
1. Double click

- 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.**

