



LivePepper

# Back Office

*User Guide*

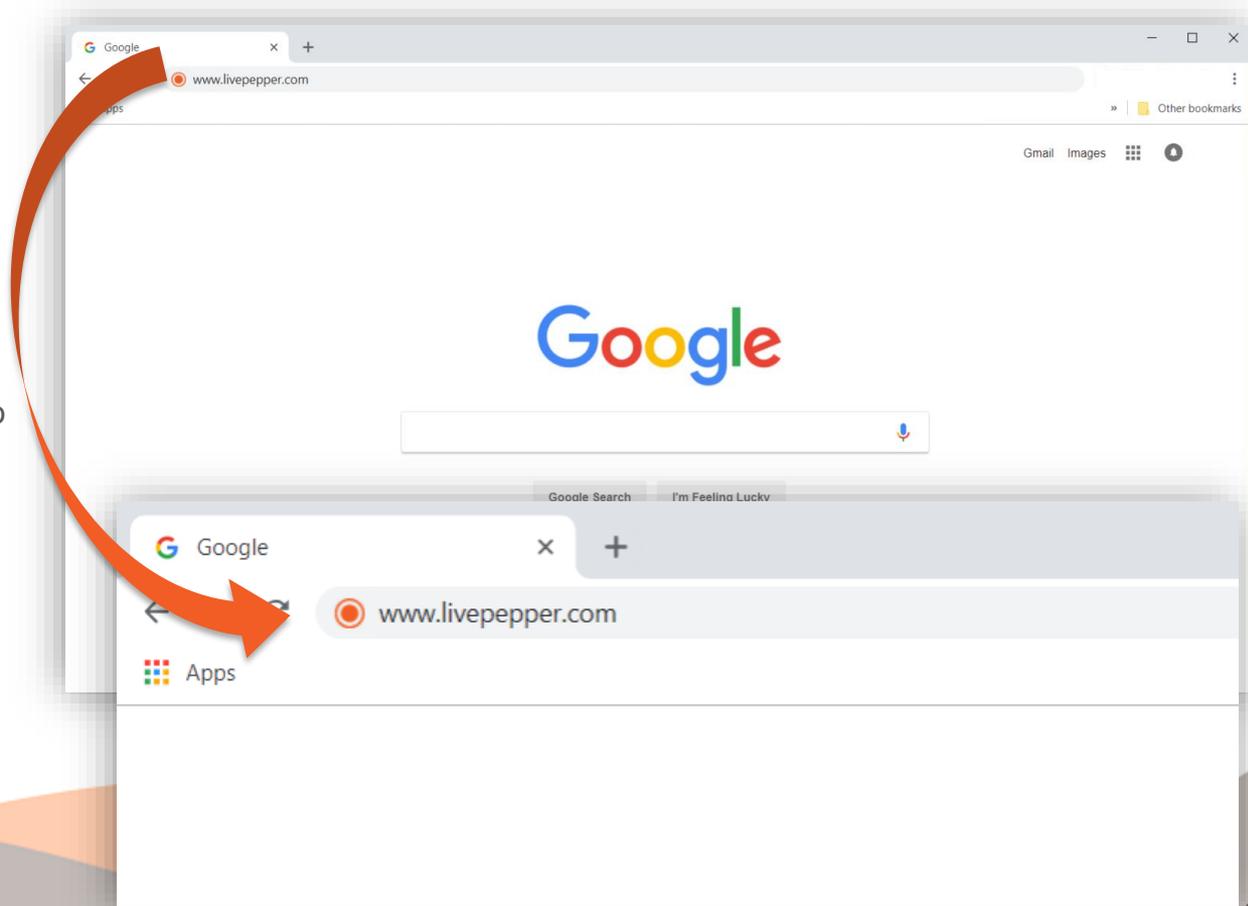
Decorative wavy shapes in shades of orange and grey at the bottom of the page.

▶ **Connecting to the back office**

# Connecting to the back office

## 1. Go to the LivePepper site

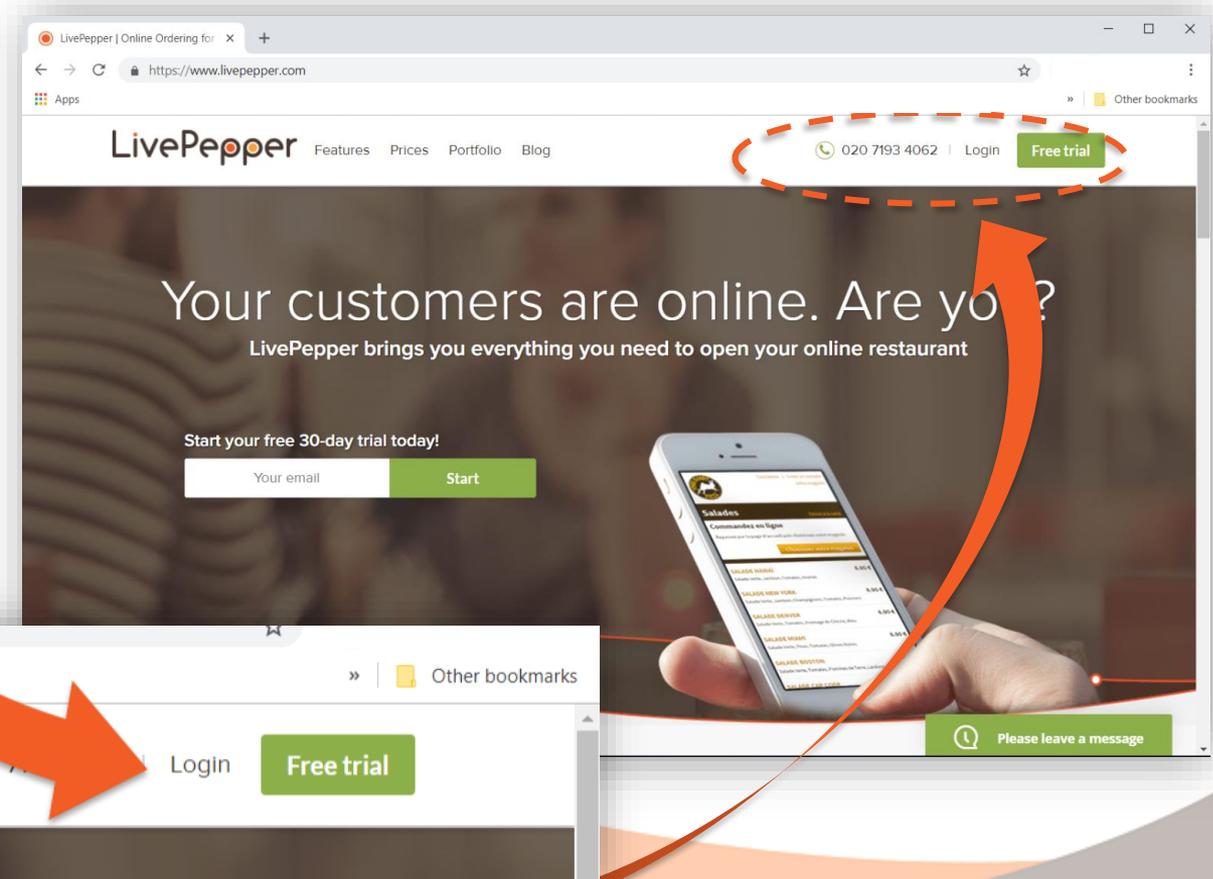
- In your Internet browser's address bar, enter the LivePepper address:  
<http://www.livepepper.com>
- Or click this link to go directly to our site:  
<http://www.livepepper.com>



# Connecting to the back office

## 2. On the LivePepper site

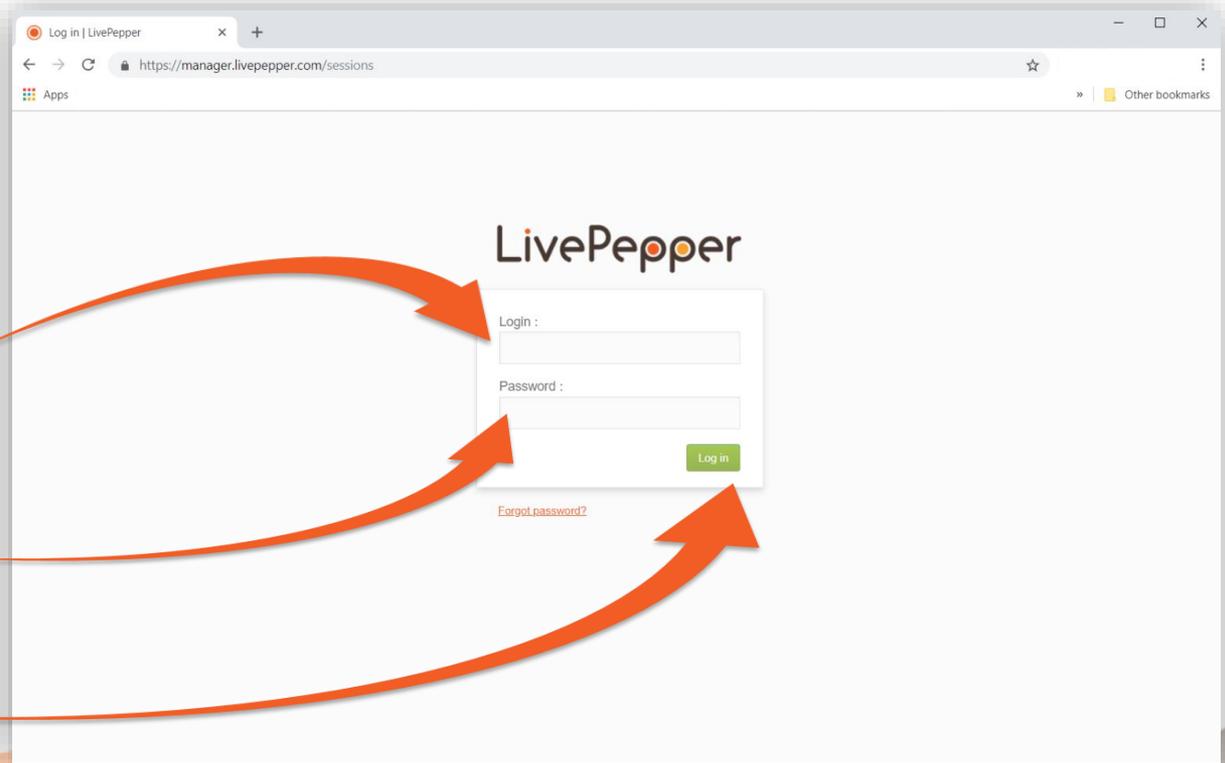
- In the banner at the top of the home page, click **"Login"**.



# Connecting to the back office

## 3. Enter your credentials

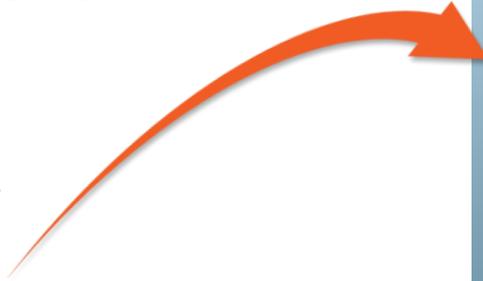
- You will see your restaurant site's **back office login page**.
- In the **"Login"** field, enter the ID provided to you previously.
- In the **"Password"** field, enter the password provided to you previously.
- Click **"Log in"**.



# Connecting to the back office

## 4. Back office landing page

- You will land on the homepage of your ***Dashboard***.
- From here, you can browse the various items in your back office to **complete and customize** your restaurant's online ordering site.



The screenshot shows the LivePepper back office dashboard. At the top, there's a navigation bar with 'View your website', 'Need help?', and 'Logout'. Below this is the LivePepper logo and a search bar. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Dashboard' link (highlighted with an orange arrow) and a list of menu items: Orders, Customers, Menu (with sub-items: Products, Deals, Tags, Import/Export, Prices/availabilities, Sales tax), Site (with sub-items: Homepage, Content, Colors, Images, Settings, Links, Static pages), Settings (with sub-items: Shop, Delivery settings, Postal codes, Streets, Payment settings, Closings, Loyalty, PepperShop, POS settings, Domain name, Add-ons, Translations, Account, Invoices), and Maintenance (with sub-items: Emergency mode, System logs). The main panel displays a welcome message: 'Welcome to LivePepper! Start creating your website by following these easy steps:'. It lists four steps: 'Customize the look of your website ... OK', 'Enter the restaurant address', 'Adjust the service times', and 'Fill up your personal details'. Below these is a 'Subscribe' button. At the bottom of the main panel, there's a message: 'Pleased with your website? Continue the adventure and' followed by another 'Subscribe' button.