LivePepper

# Back Office

*User Guide*

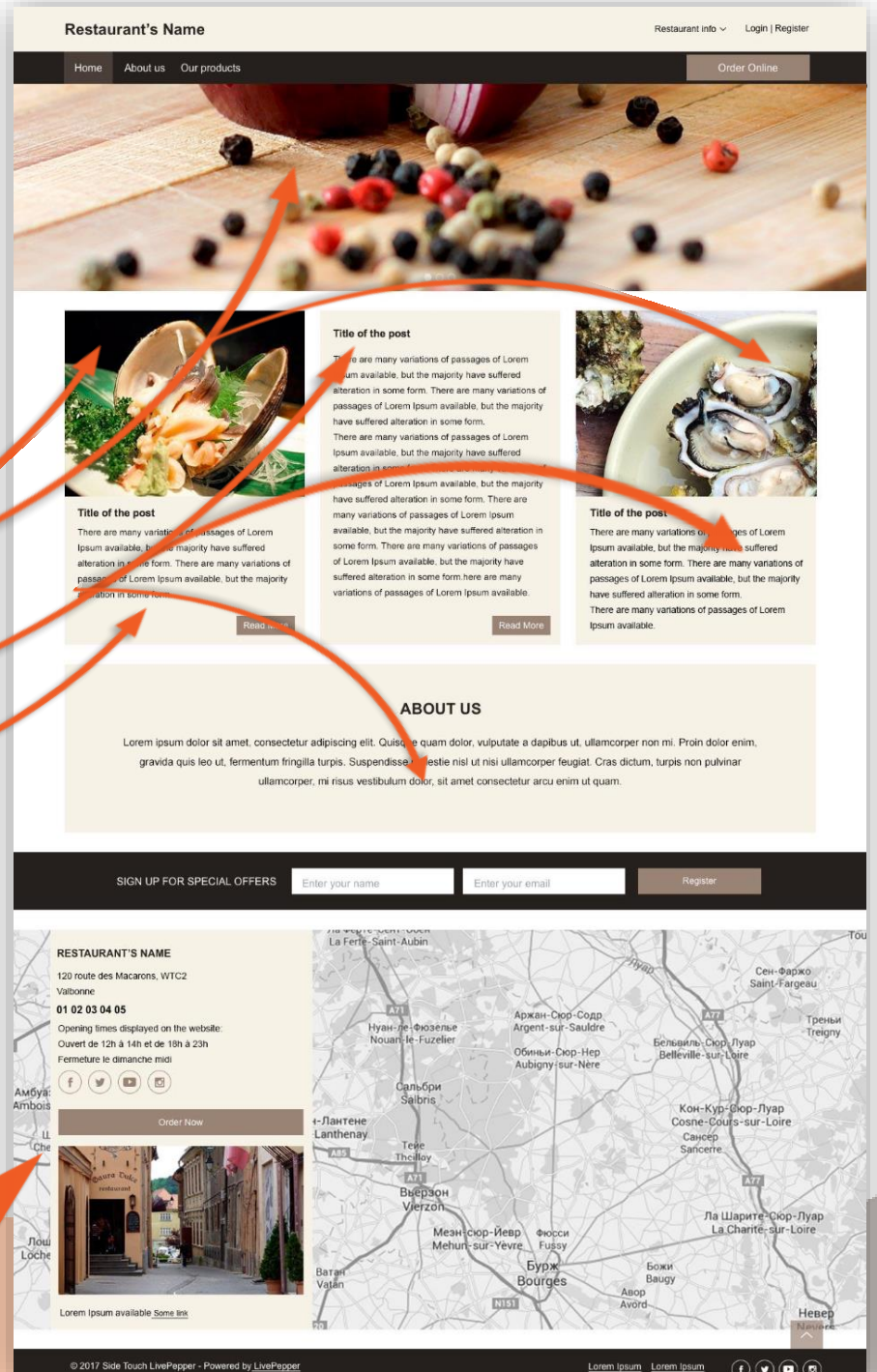
# Customizing your homepage

# Customization

## 1. Your online ordering site's homepage

- You can customize your online ordering site's homepage by:
  - inserting your own photos;
  - completing the various text fields.

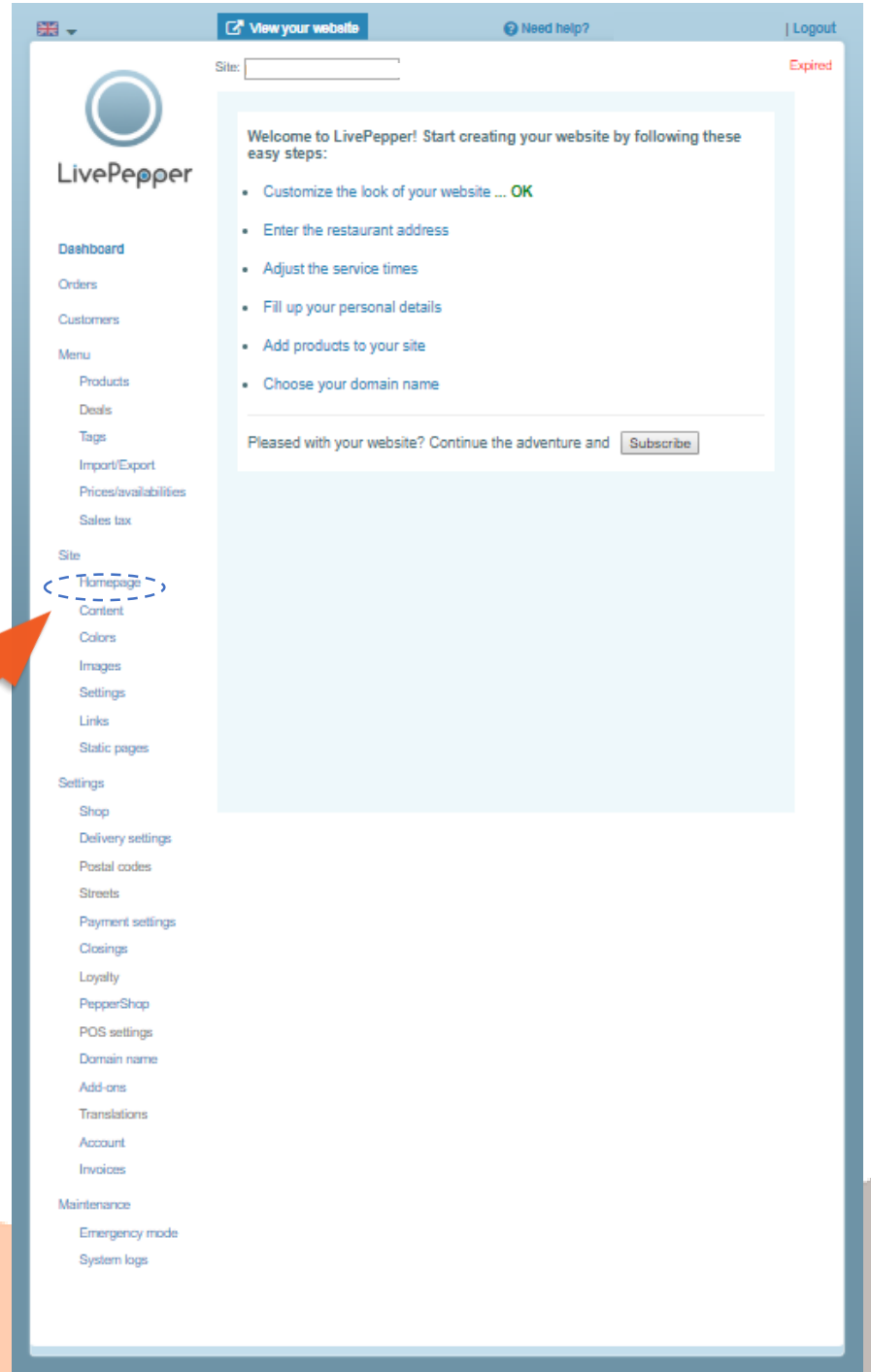
➢ *Opposite is a preview of the* ***homepage using Theme 1***



# Customization

## 2. Accessing the page for customizing the homepage's photos and content

- To access this page, click ***"Homepage"*** under the ***"Site"*** subheading in your Dashboard.




➢ **NOTE:** remember to click the **"Save"** button at the bottom of the page to **save your layout changes**.

***REMINDER: regularly take a quick look at the result of your changes*** *(more details in* ***"Previewing your e-store"****).*

# Customization

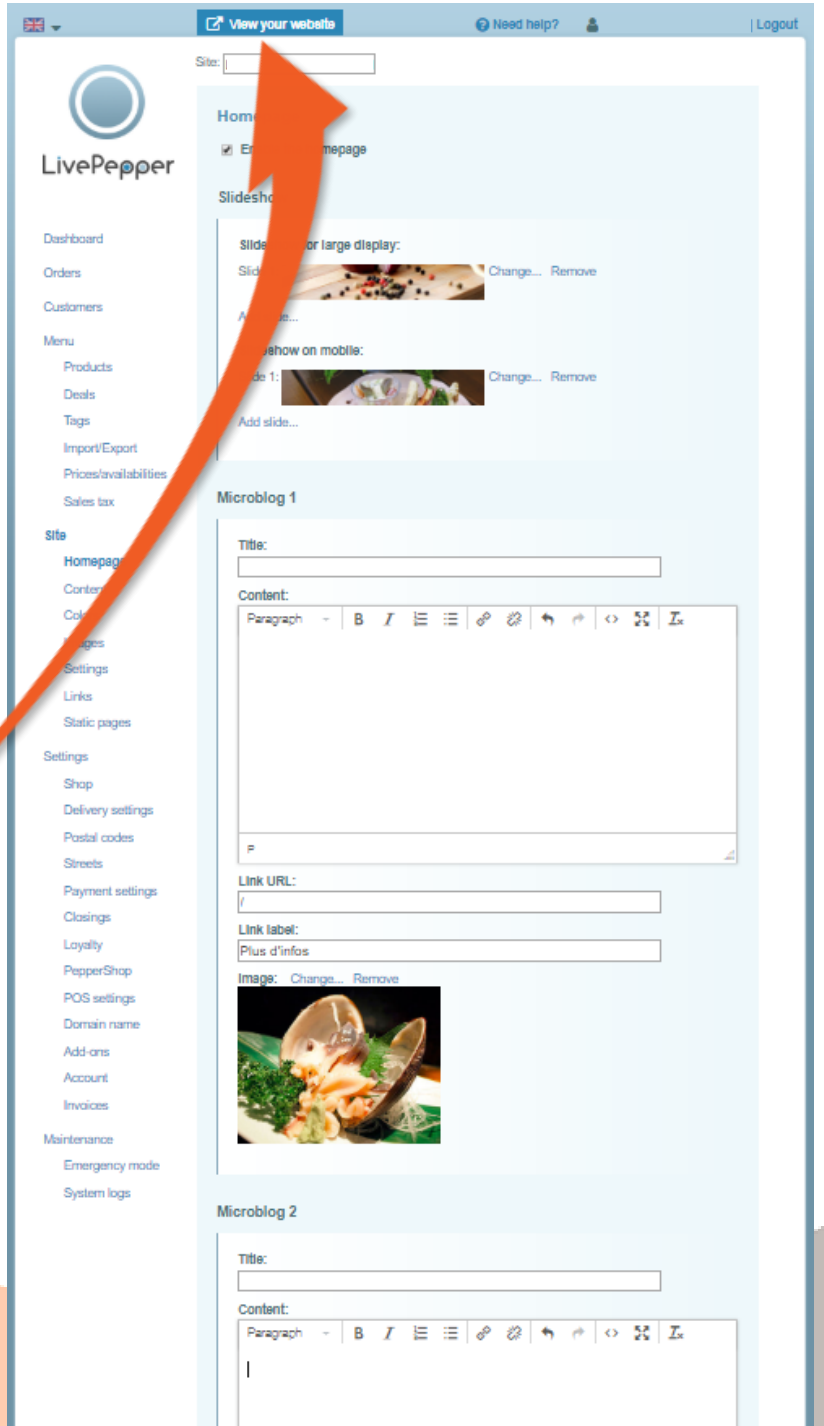
## 3. Homepage customization page

- You will reach a long page with access to all the **homepage customization settings**.

- Scroll down the page to **view all the available options**.

*To scroll up and down the page, **turn your mouse wheel**.*

*Preview of the entire page*

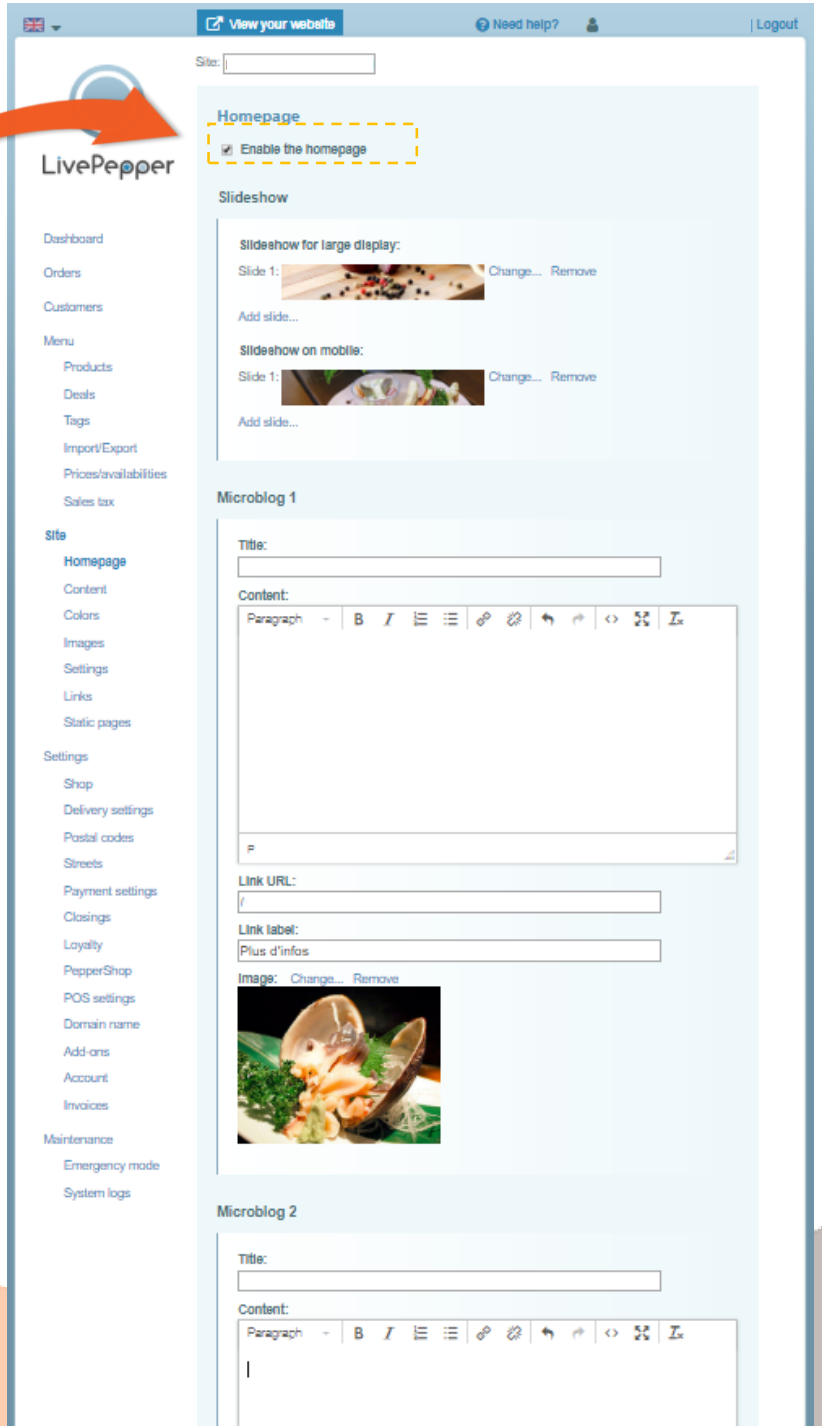


# Customization

## 3. Enabling the homepage

- Before getting started and completing the homepage items, check the **"Enable the homepage"** checkbox so that you can view your online ordering site.

➢ **Note:** You can **disable the homepage** whenever necessary by unchecking this box. This will make your online ordering site's **homepage invisible** to your customers, who will thus land directly on the Products.

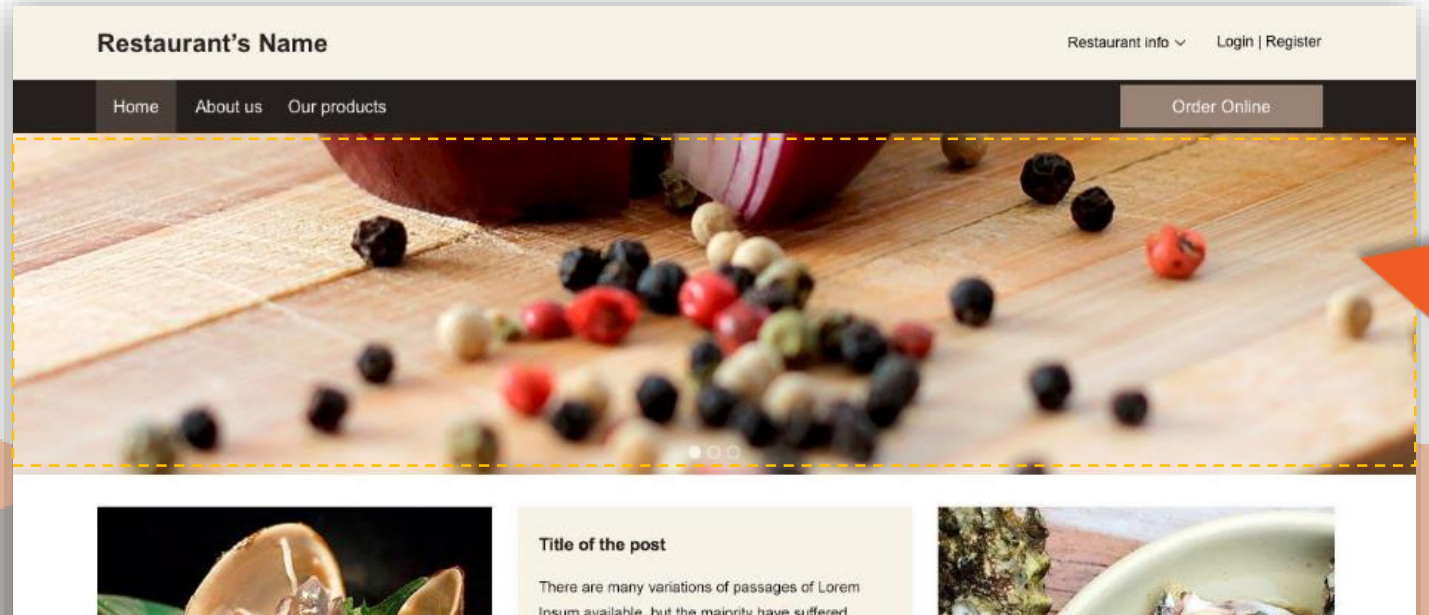


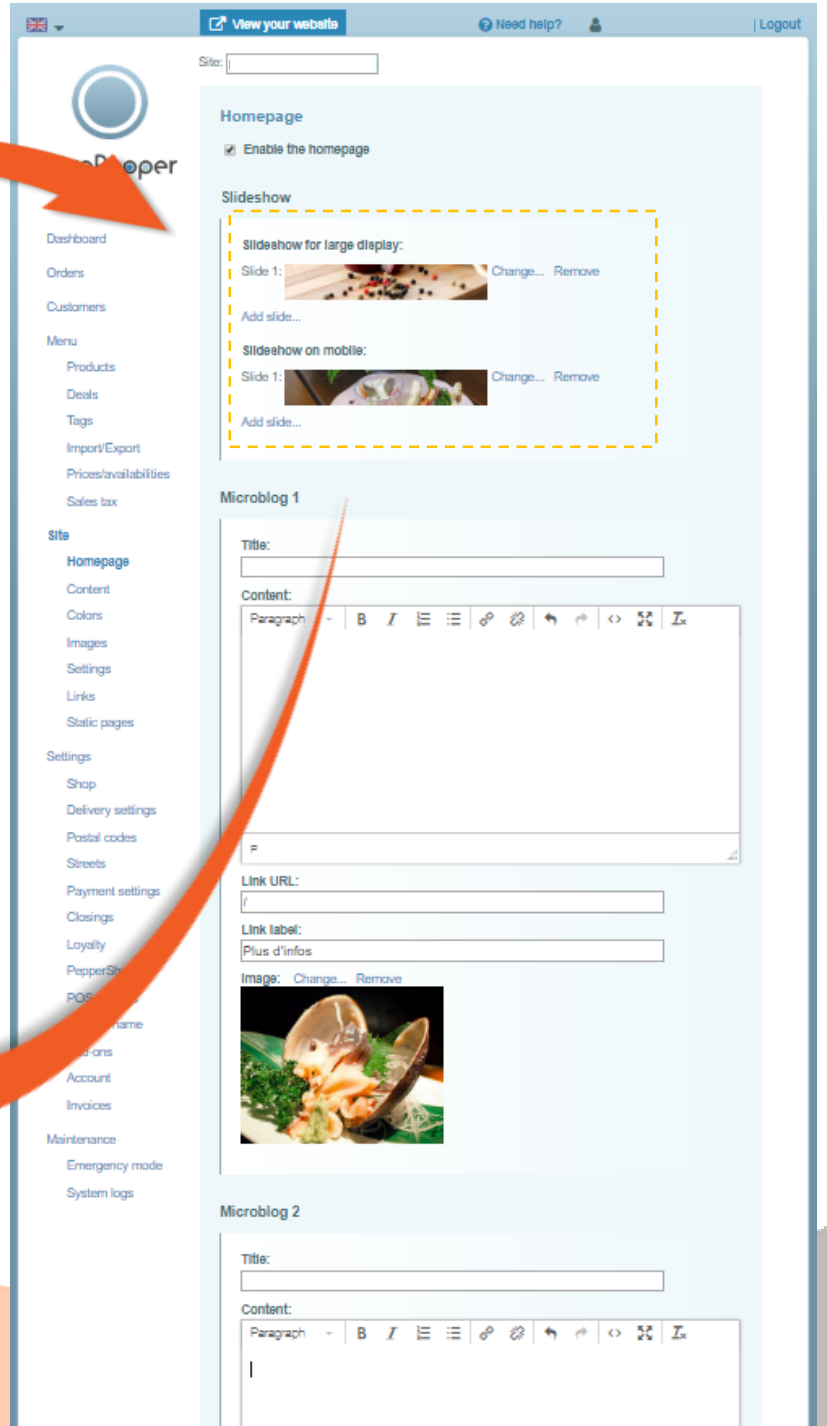
# Customization

## 10. Homepage slideshow photos

- In the ***"Slideshow"*** section, you can customize the photos that will be shown in your site's upper banner.
- Two images have been pre-loaded by default, and slide across the banner continuously.

➢ *Preview of the homepage for LivePepper Theme 1*

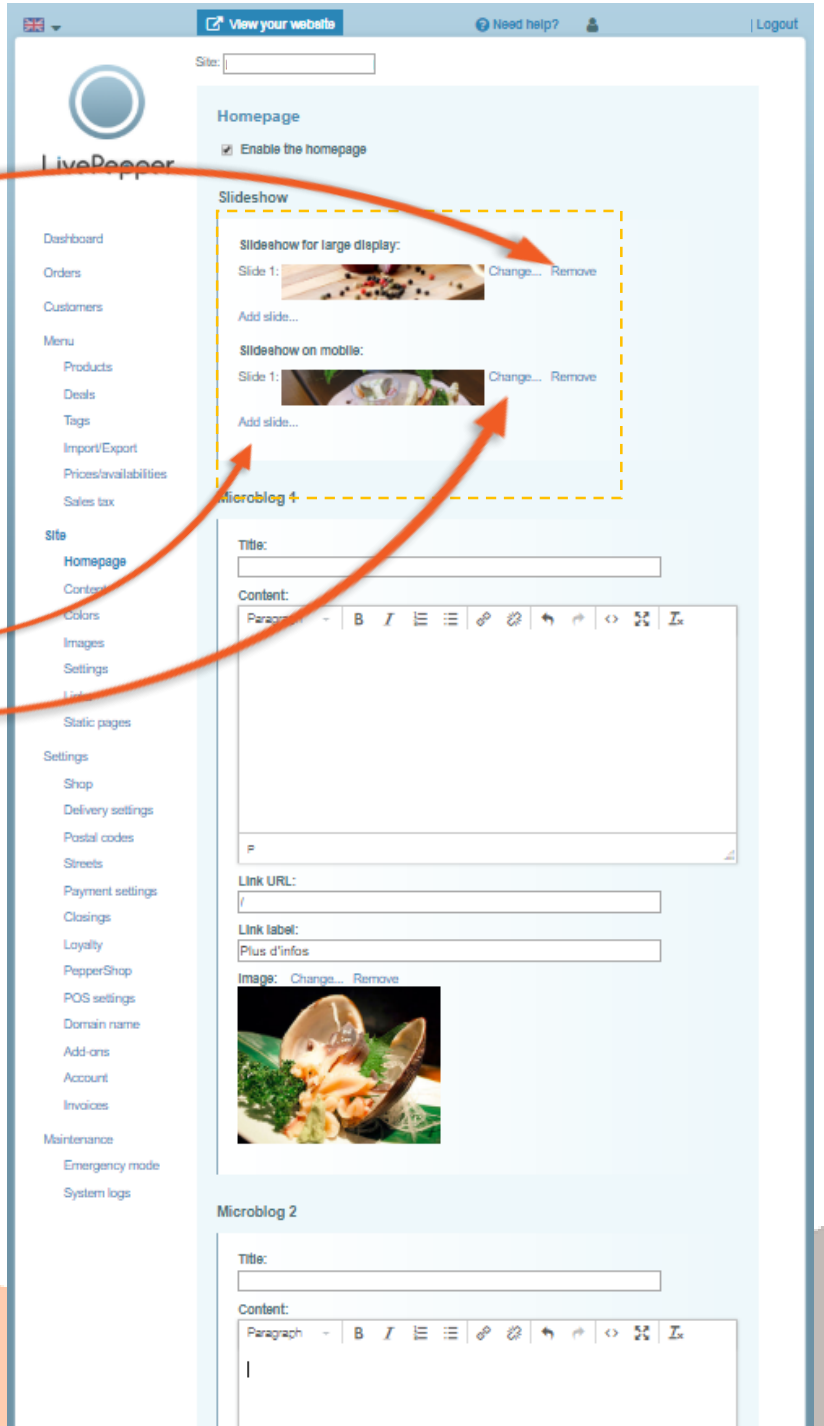


# Customization

## 10. Homepage slideshow photos

- You can:
  - **remove** photos, by clicking ***"Remove"***
  - **add** other photos, by clicking ***"Add slide..."***
  - **change** photos, by clicking ***"Change..."***




**NOTE**: if you want to use images retrieved from the Internet or from an image bank, be careful concerning any restrictions that may apply in terms of distribution or image rights.

# Customization

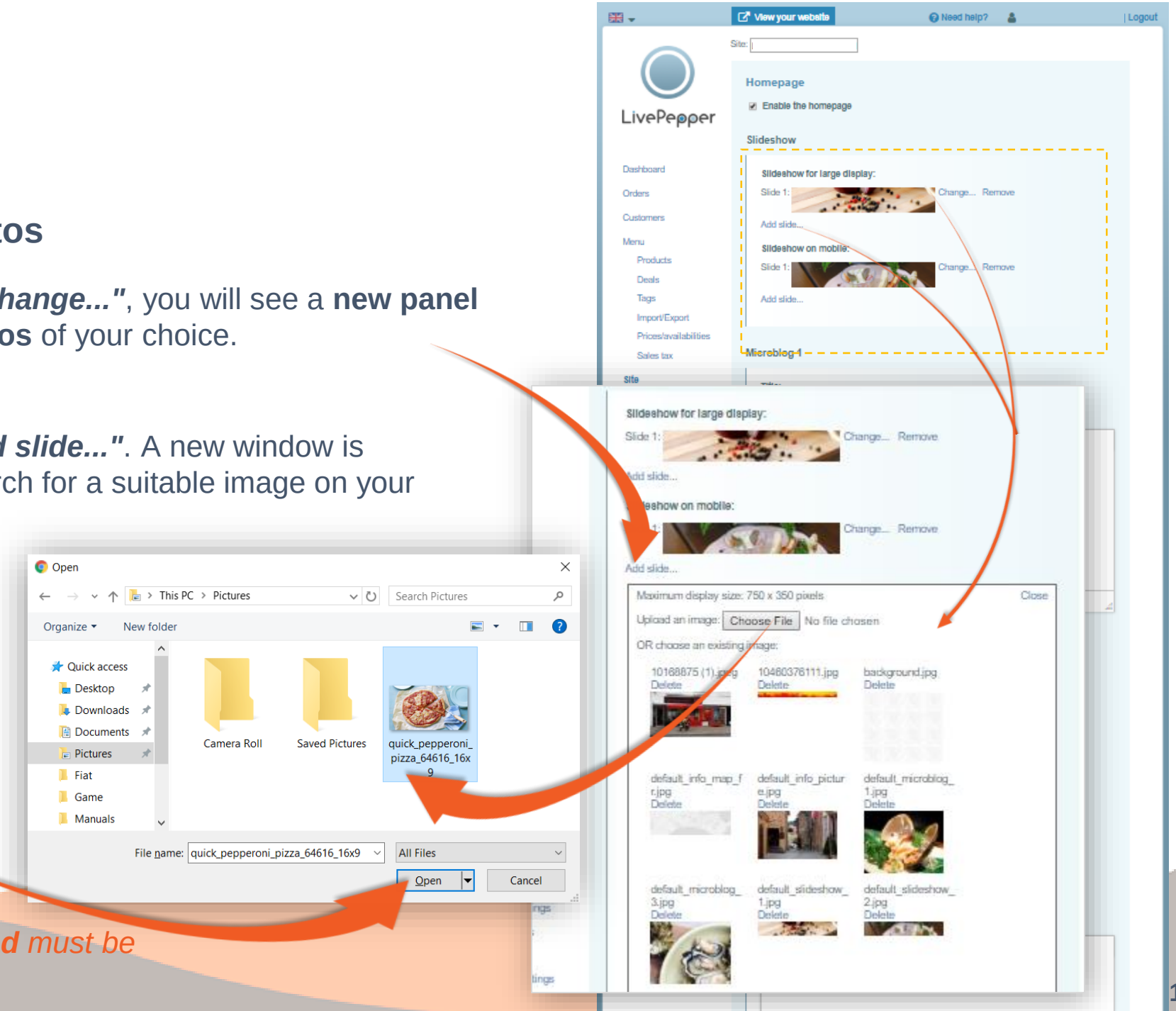
## 10. Homepage slideshow photos

- By clicking ***"Add slide..."*** or ***"Change..."***, you will see a **new panel** in which you can **load the photos** of your choice.

- To load a new photo, click ***"Add slide..."***. A new window is displayed in which you can search for a suitable image on your computer.

- Once you have found your image, **click it** to select it; it is now highlighted against a blue background.

- Click the ***"Open"*** button to load it.




➢ *The size of the visual **that you load** must be **1200 x 350 pixels**.*

# Customization

## 10. Homepage slideshow photos

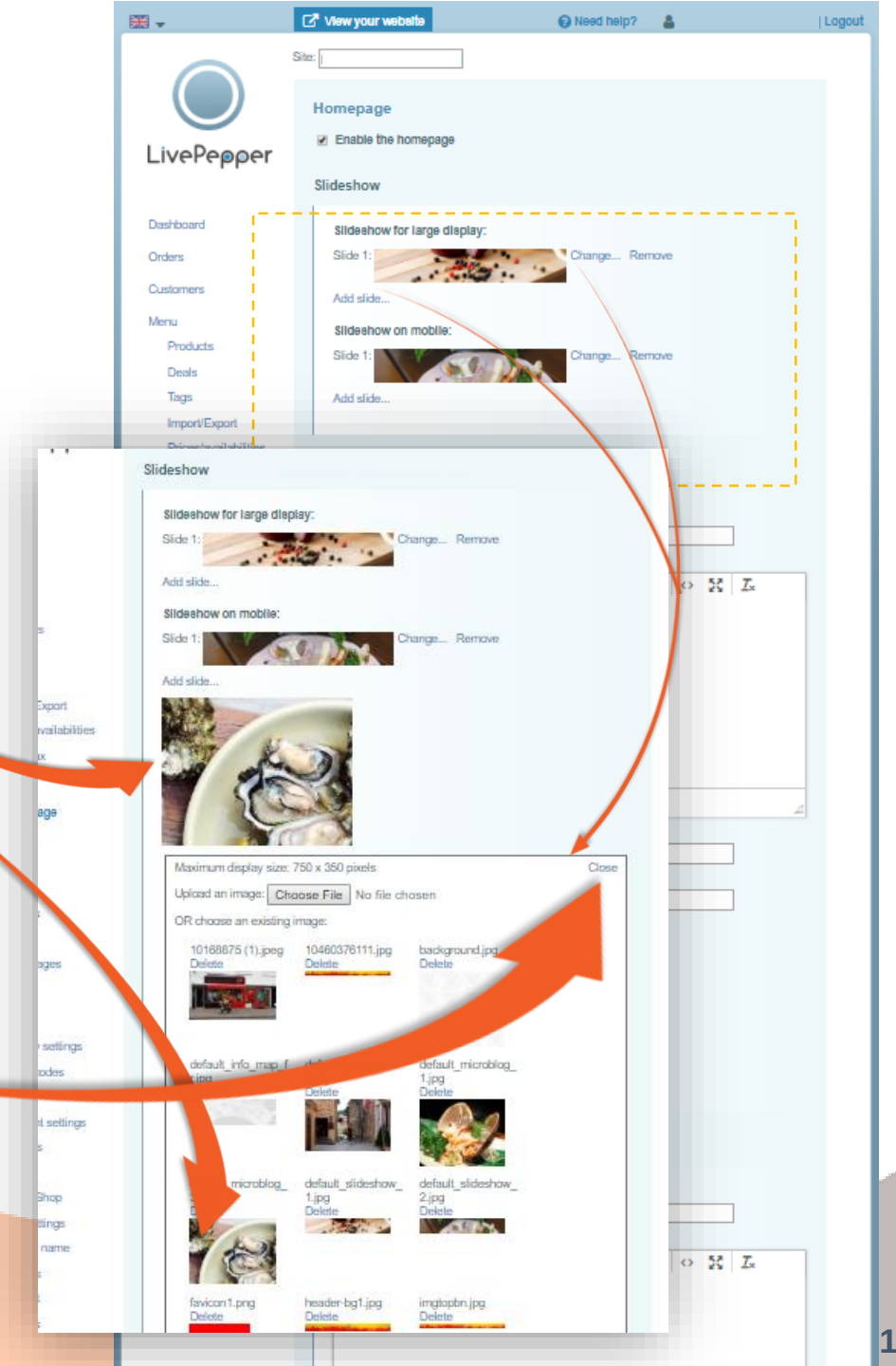
- After clicking ***"Open",*** the window closes and the image is automatically loaded to your site's back office.

➢ *You may have to wait for a few seconds before you see the corresponding thumbnail.*

- You can **load other images** in this way to create a complete slideshow that reflects your restaurant's mood and your gastronomic signature.

- Once you have finished loading all the images to be used, click ***"Close"*** at the top right of the frame.

Remember to click the "**Save**" button at the bottom of the page to **save your changes**.



# Customization

## 10. Homepage slideshow photos

- If you preview your Internet site, you will see the new slideshow that you have just created on the homepage…

➢ *TIP: You can jump from one slide to another by clicking on the white circles at the bottom of the slideshow. You can thus go directly from the first slide to the last slide by clicking on the last circle.*

# Customization

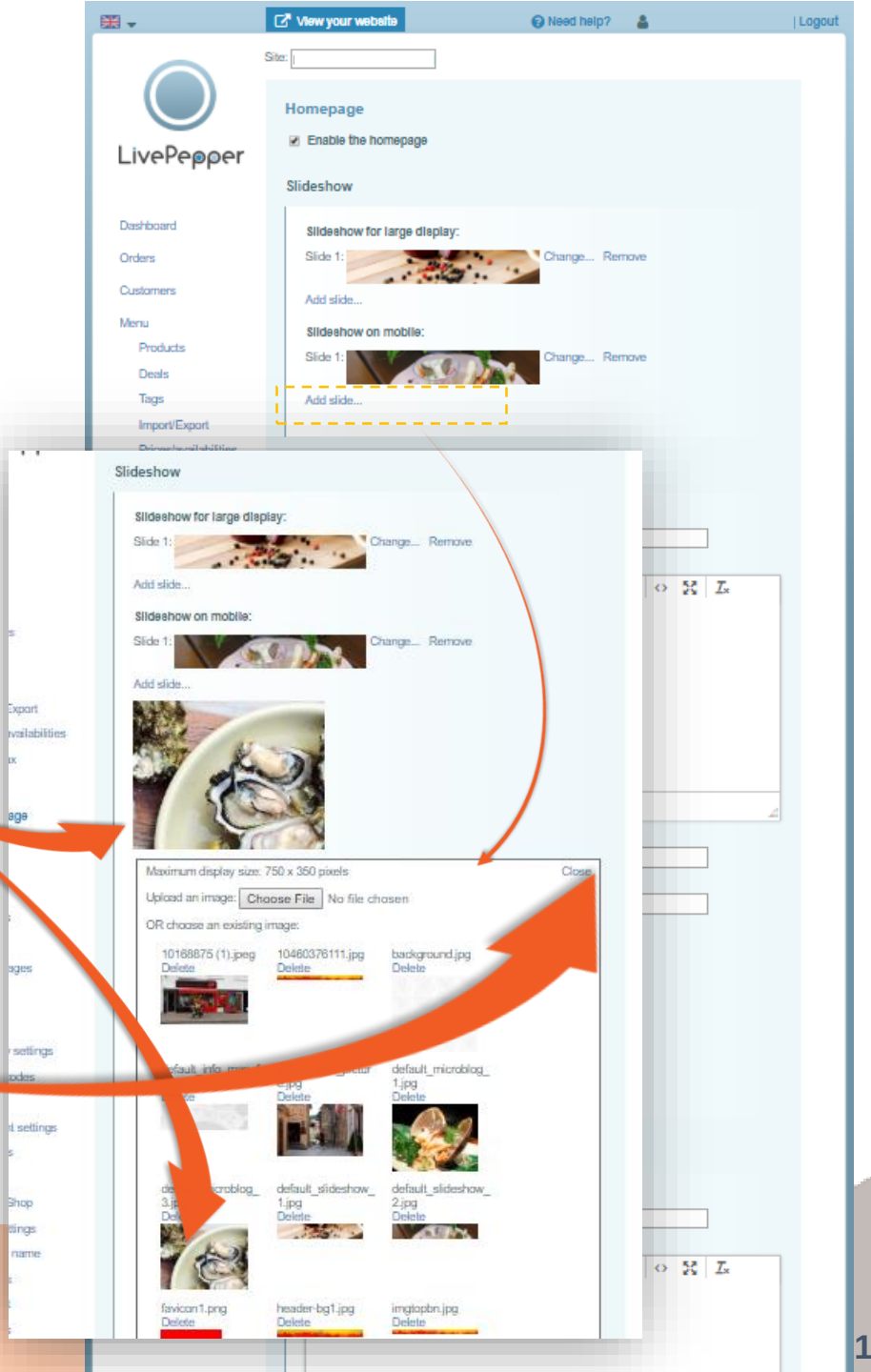
## 11. Homepage slideshow photos on a mobile device

- In order for your **site to be responsive,** you must now **load your photos again,** this time **in a different format** so that they display properly on mobile devices *(i.e. smart phones or tablets)*.
  - ➢ *The size of the visuals for the mobile version must be **750 x 350 pixels**.*

- Proceed as before by clicking ***"Add slide"*** in the ***"Slideshow on mobile"*** area, then **load your images**. You can either use the same images as before, framed and sized differently, or select different ones.

- Once you have finished loading all the images to be used, click ***"Close"*** at the top right of the frame.

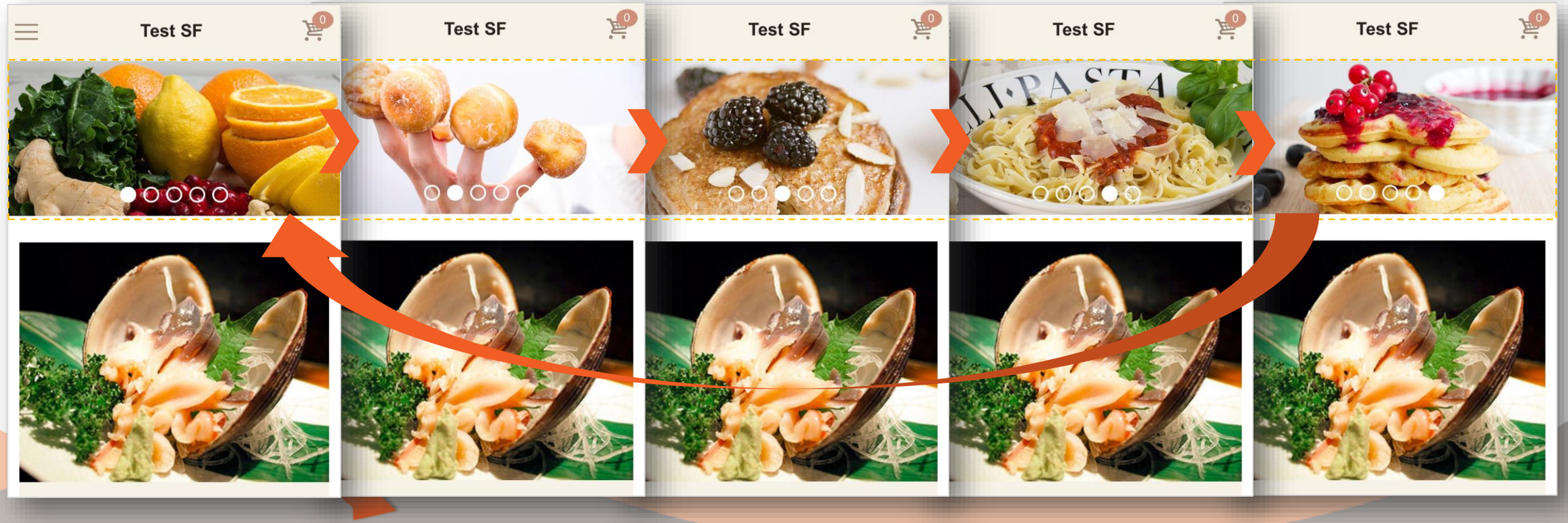
Remember to click the "**Save**" button at the bottom of the page to **save your changes**.



# Customization

## 11. Homepage slideshow photos on a mobile device

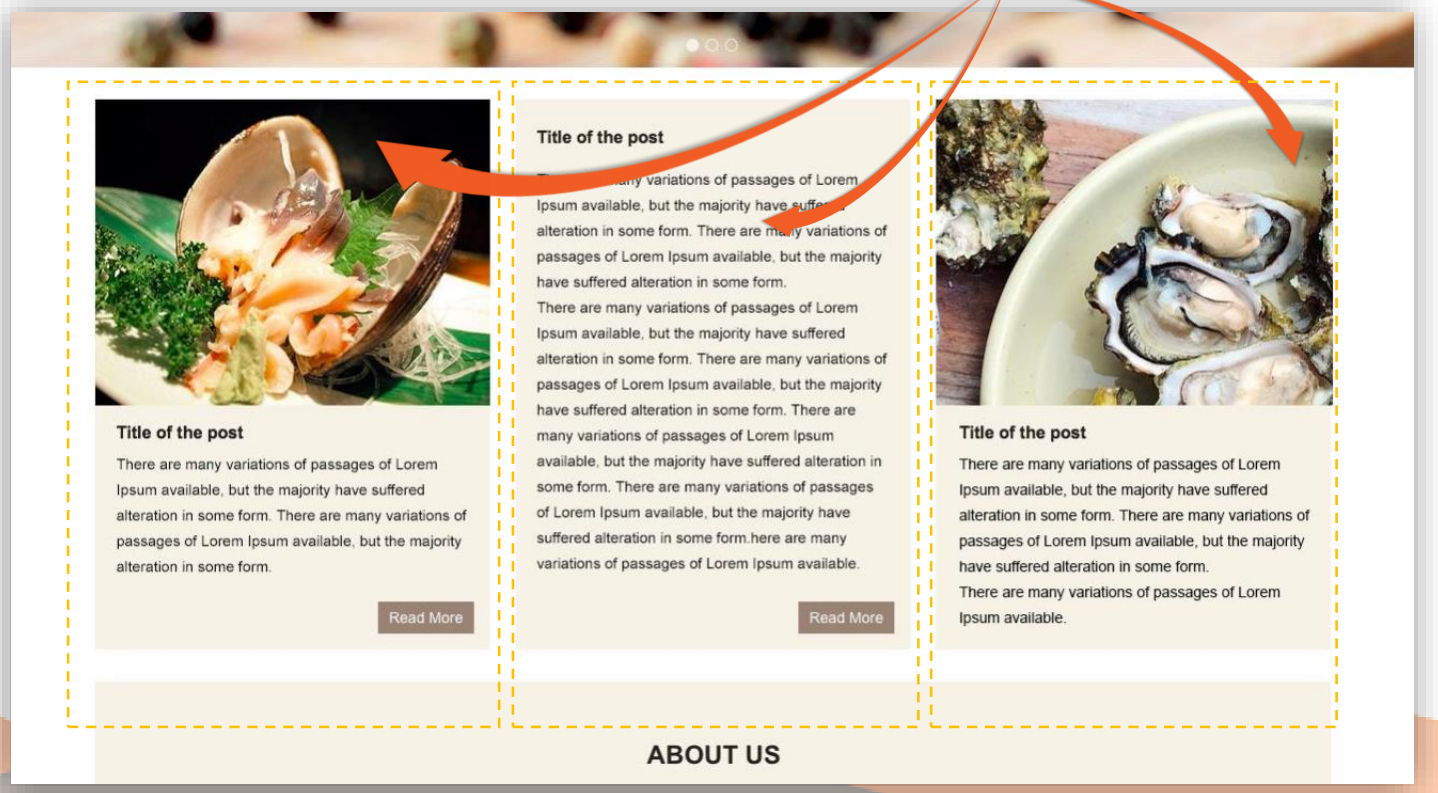
- To view the result on a mobile device, connect to your site using a smart phone or tablet. Below is a sample preview of the result on a smart phone.

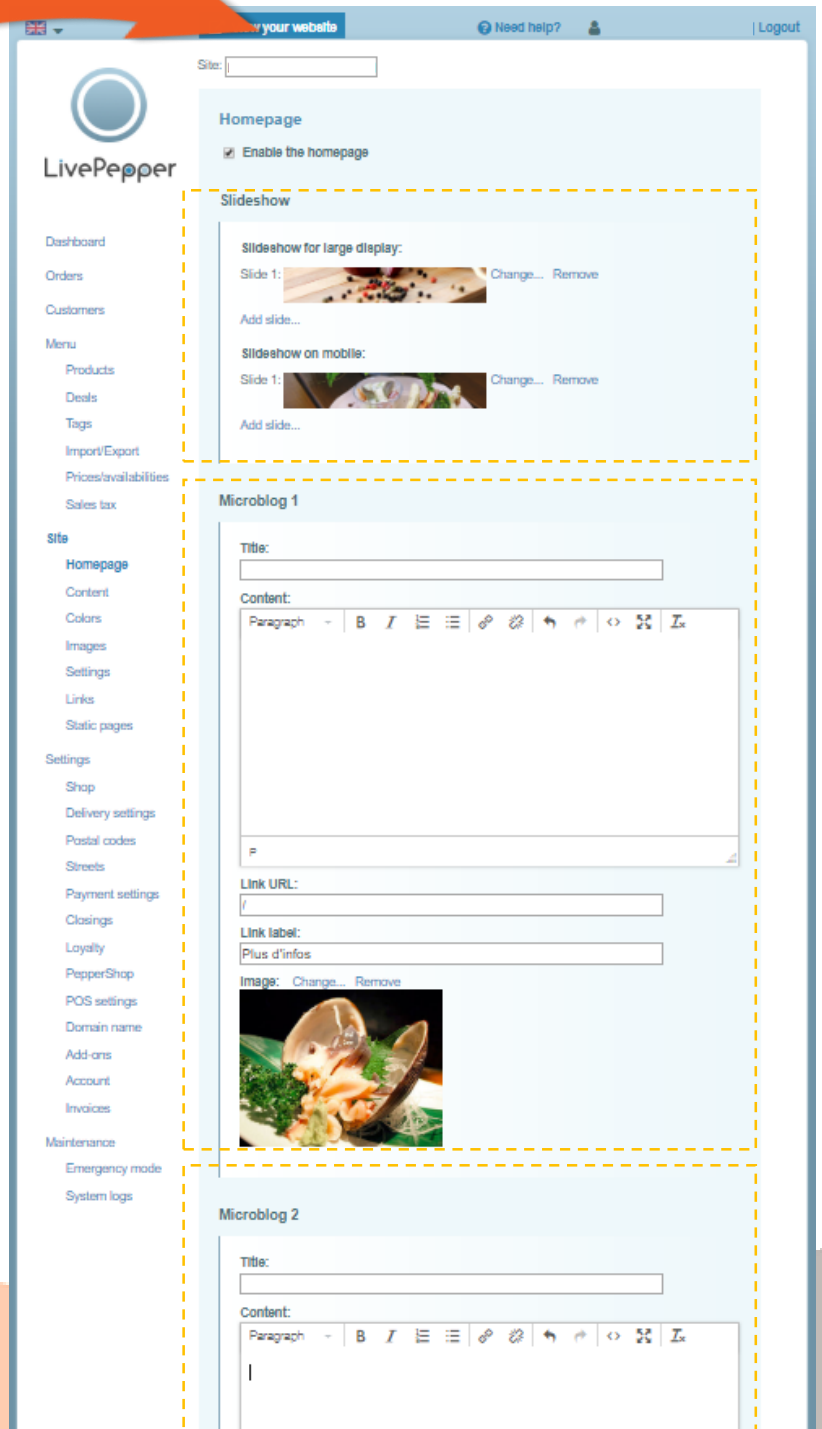


# Customization

## 12. Microblogs on the homepage

- On your website's homepage, we have reserved three customizable areas called "Microblogs".



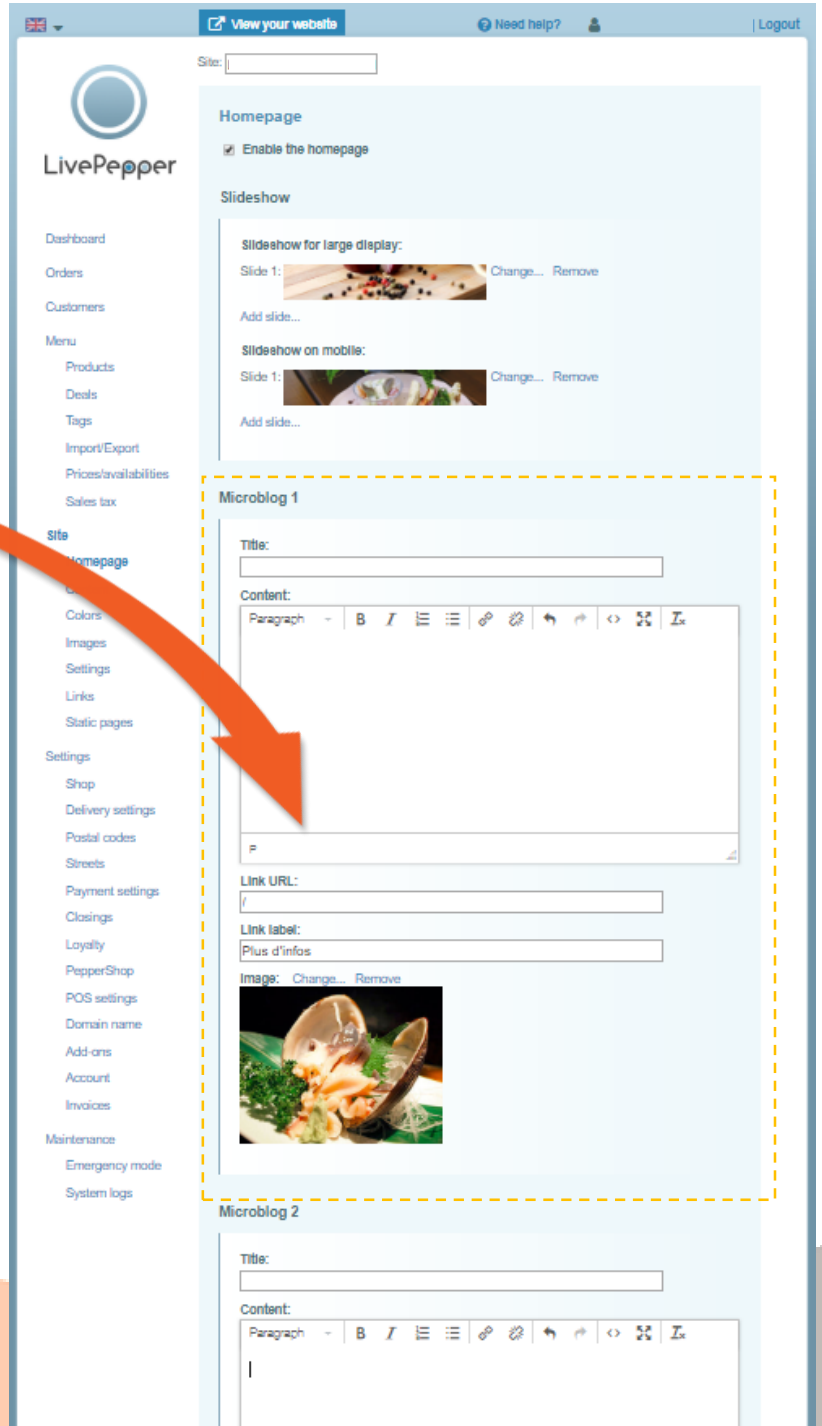

➢ *Preview of the home page for LivePepper Theme 1*

# Customization

## 12. Microblogs on the homepage

- **For each Microblog**, you can…
  - **write a short text** and format it as you like *(bold, italics, underline, add a link)*;
  - **illustrate** your text with photos;
  - **add a link** to another page on your site.

- **On these Microblogs**, you can also:
  - **highlight your latest promotions**;
  - **highlight** certain **products**;
  - talk about **events in your restaurant**, etc.



# Customization

## 12. Microblogs on the homepage

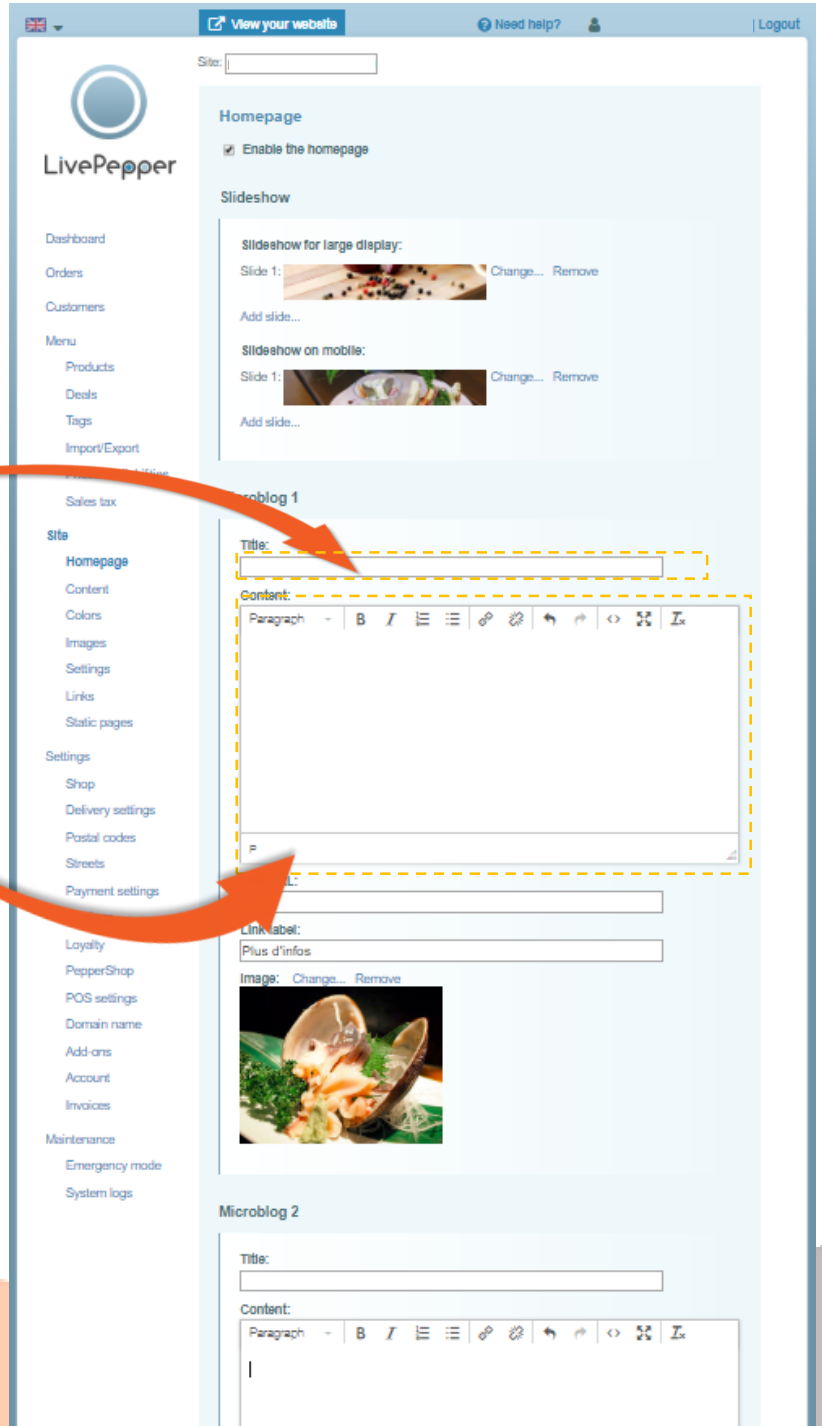
- **Text areas**

  - Start by **giving your Microblog a title** in the ***"Title"*** field.

  - You then have **two options** to complete the following text field:

    - **if your text is already written** elsewhere and you want to **copy & paste** it, proceed via the "source code";

    - **if you have not yet written your text *(without copying & pasting)***, you can do so **directly** in the white frame.

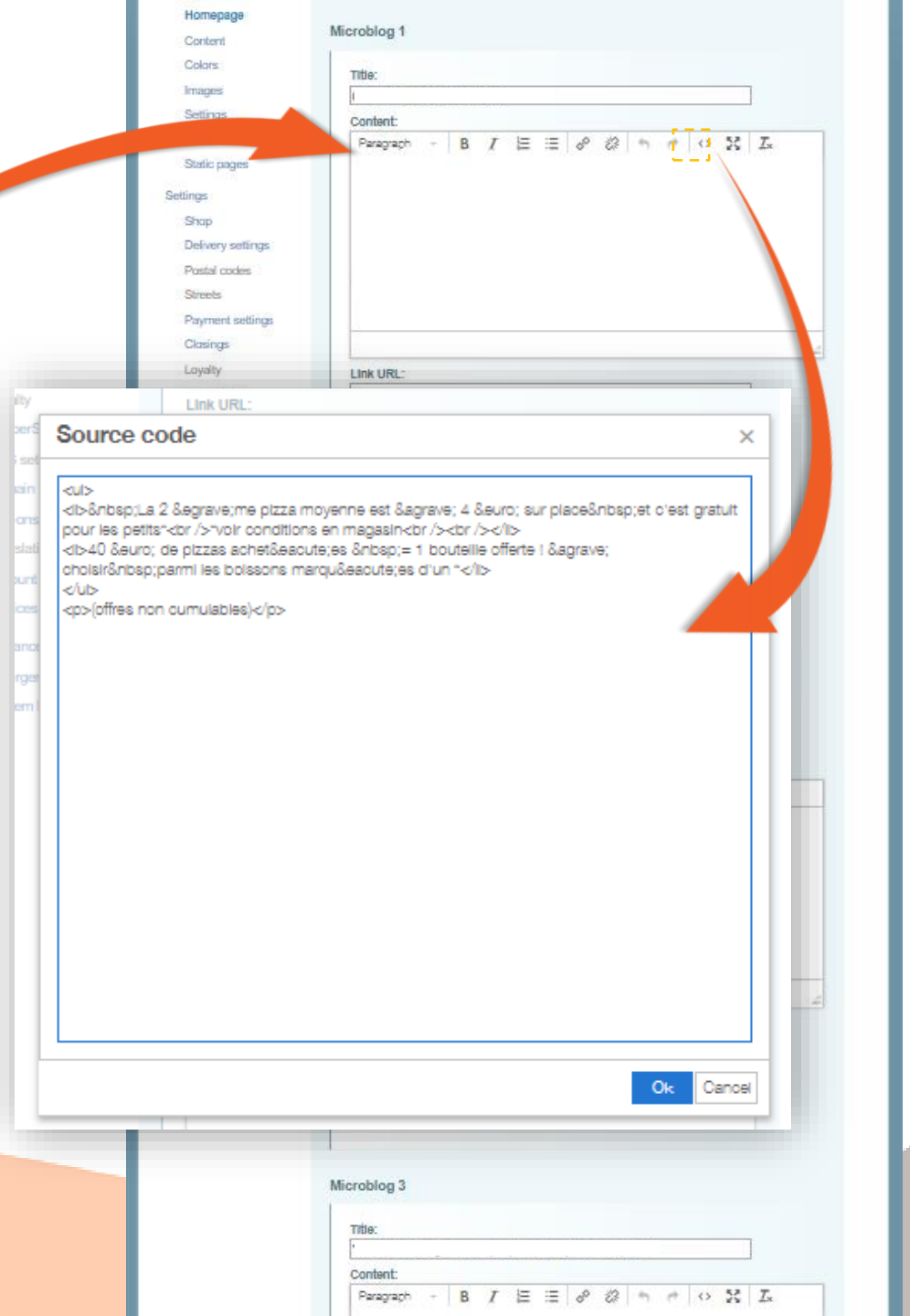



**Remember to click the "Save" button at the bottom of the page to save your changes.**

# Customization

## 12. Microblogs on the homepage

- **Text areas**
  - To **complete the fields by copying & pasting**:
    - copy the existing text from the file where it already exists;
    - click the <> "source code" button;
    - a new pop-up window opens;
    - select the default, pre-existing text *(this will highlight it in blue)*;
    - now paste the next text in its place;
    - click OK;
    - the window closes again, leaving the new text displayed in the white frame.



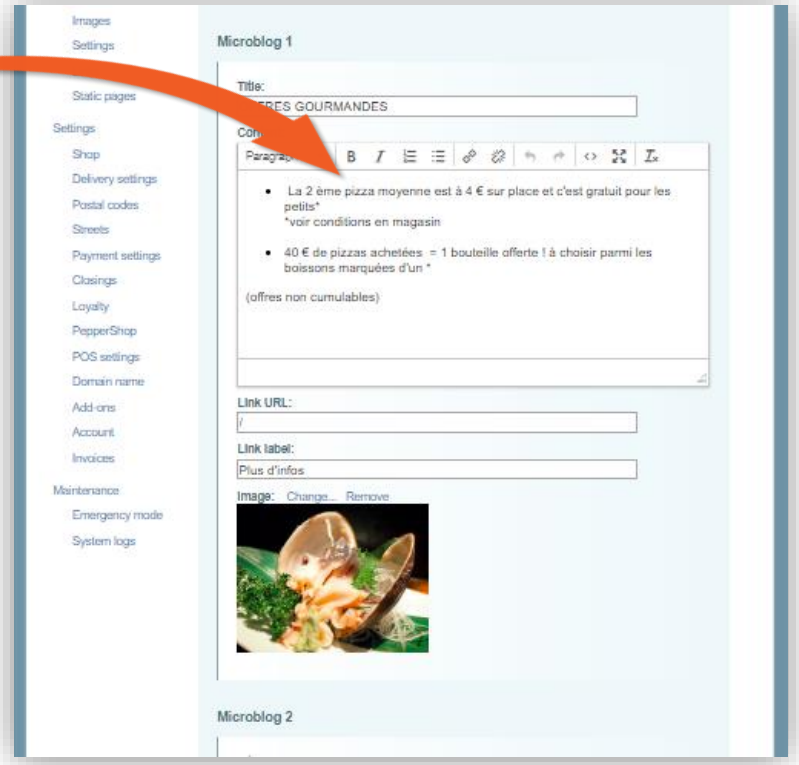

**Remember to click the "Save" button at the bottom of the page to save your changes.**

# Customization

## 12. Microblogs on the homepage

- **Text areas**
  - If your text does not already exist, you can **write it directly** in the white frame:
    - click inside the white frame;
    - select and delete the default, pre-existing text;
    - write your new text in its place.

➢ ***Make sure not to copy & paste in the white frame; copying & pasting only works in the "source code" window.***



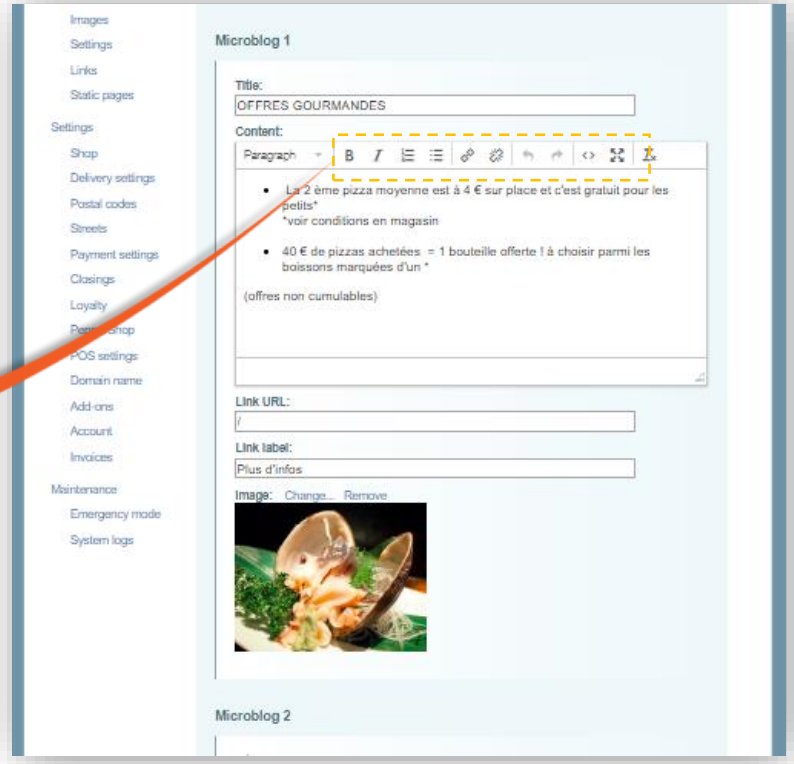

**Remember to click the "Save" button at the bottom of the page to save your changes.**

# Customization

## 12. Microblogs on the homepage

- **Text areas**

  - You can then **format the text** by selecting the words concerned and clicking the corresponding buttons in the button bar:
    - to put the text in **bold**
    - to put the text in *italics*
    - to insert a link
    - to **create a bullet list**




**Remember to click the "Save" button at the bottom of the page to save your changes.**

# Customization

## 12. Microblogs on the homepage

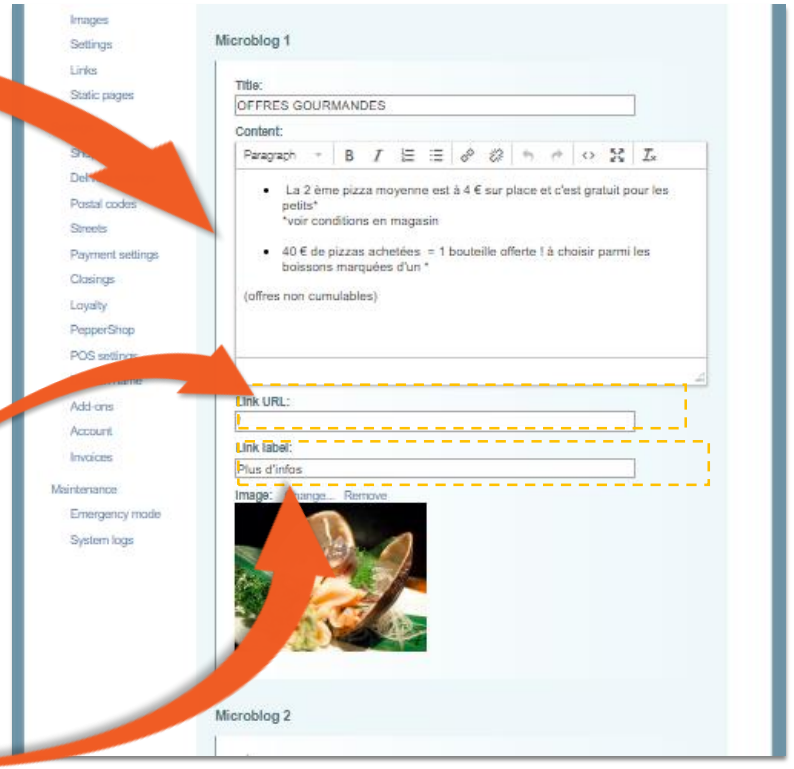
- **Action buttons**

  - For each Microblog, you can **insert an action button** to redirect visitors on your site to another page in your e-store.

    *For example: to highlight one of your latest promotions on your Microblog, you can insert a button that will take your customers directly to your best offers page containing the promotion in question.*

  - To do so, in the ***"Link URL"*** field, enter the address of the webpage to which you want to redirect your customers.

  - Now assign a **label to this button** depending on what it does by **filling in the *"Link label"*** field: *e.g. "Learn more", "More details", "Place an order", etc.*




**Remember to click the "Save" button at the bottom of the page to save your changes.**

# Customization

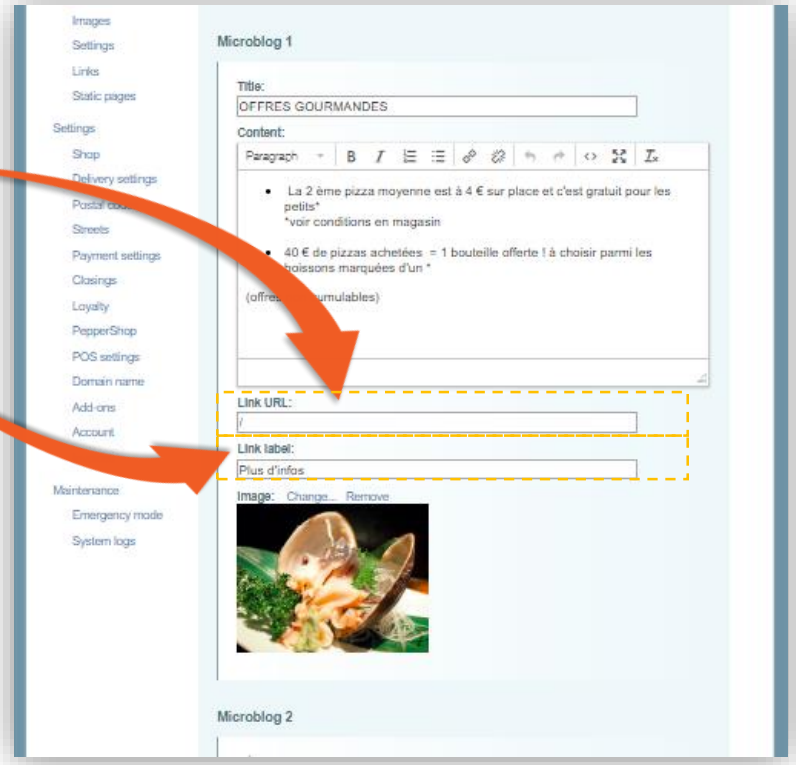
## 12. Microblogs on the homepage

- **Action buttons**

  - If you prefer not to use an action button, leave the **"Link URL"** and **"Link label"** fields **empty**.

  - By default, Microblogs 1 and 2 include a ***"Learn more"*** action button that points to the homepage.

  - If you want to delete these action buttons, **delete the "/"** in the **"Link URL"** field and the words **"Learn more"** in the **"Link label"** field.




**Remember to click the "Save" button at the bottom of the page to save your changes.**

# Customization

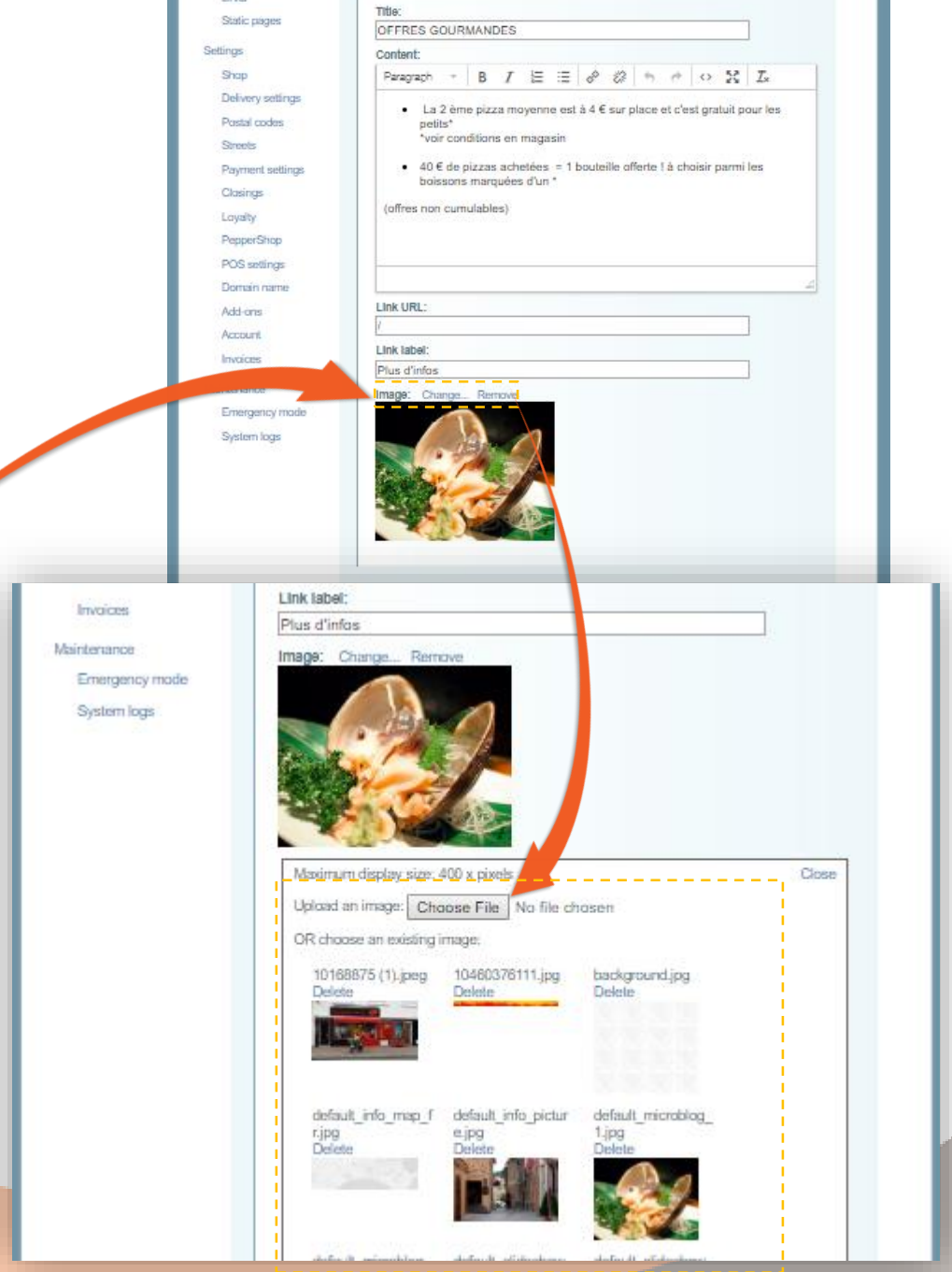
## 12. Microblogs on the homepage

- **Images**

  - On each Microblog, you can **insert an image** to illustrate your words.

  - To do so, proceed as before by clicking on ***"Change"* or "*Remove",*** then **load a new photo**.

➢ The **size of the images** that you insert in your Microblogs must be **400 pixels wide; there is no limit on the height.**

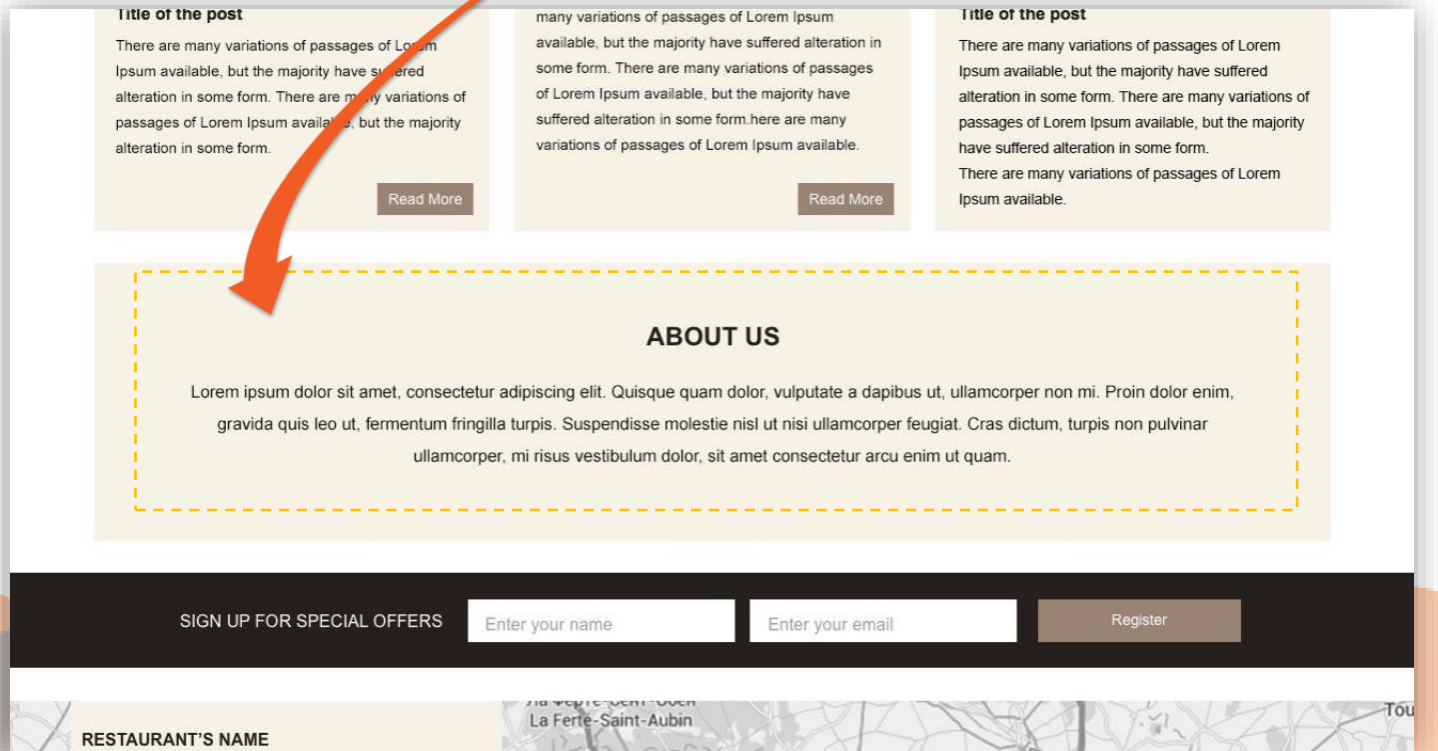


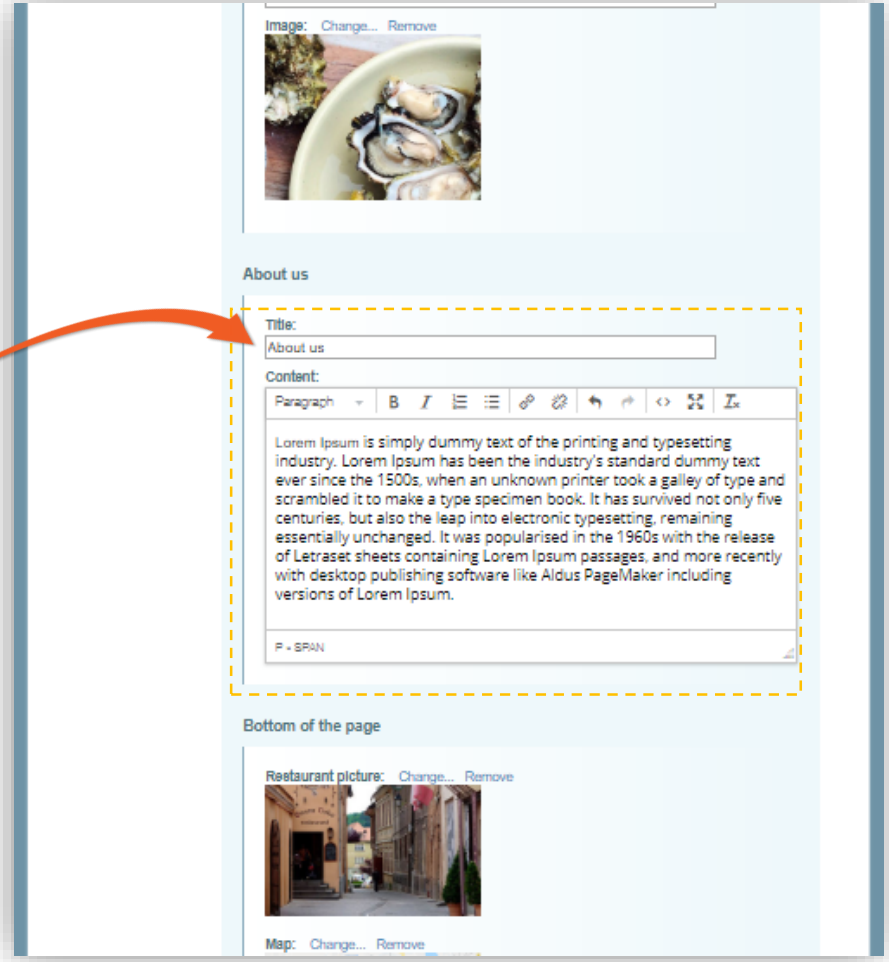

**Remember to click the "Save" button at the bottom of the page to save your changes.**

# Customization

## 13. The "About" section on your homepage

- We have reserved an "About us" space on the homepage in which you can briefly describe your restaurant's philosophy or concept.

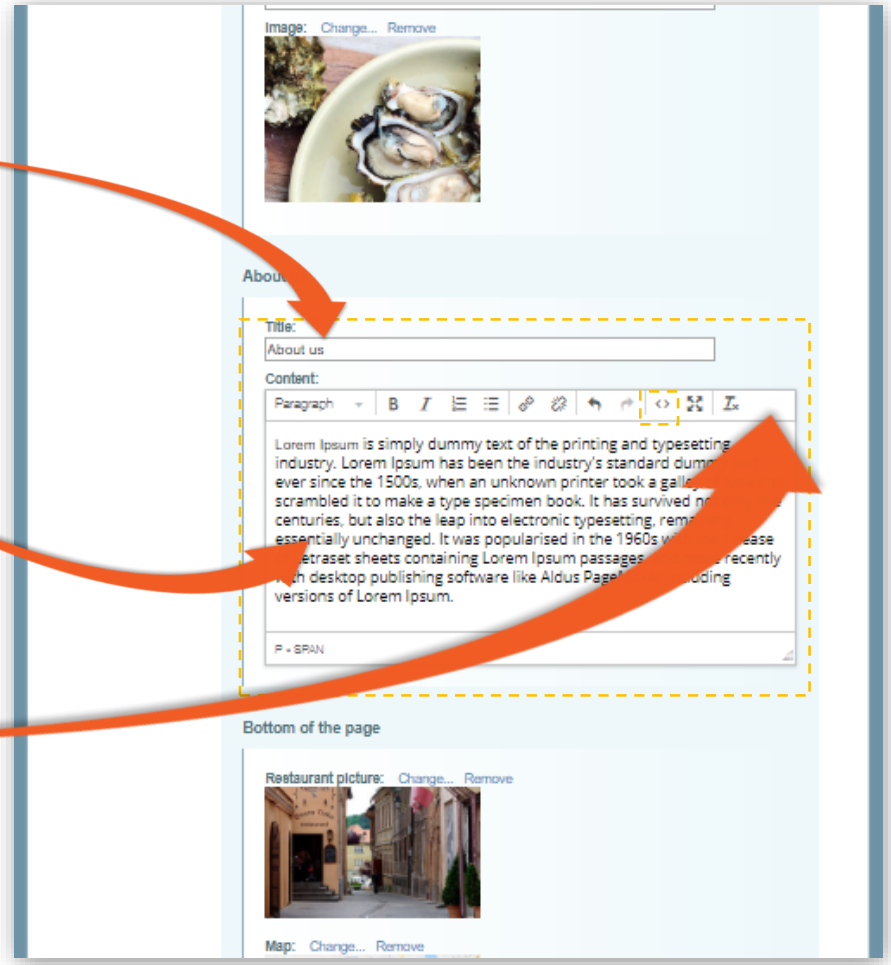


# Customization

## 13. The "About" section on your homepage

- You can **change the title** of this section in the ***"Title"*** field.
- You can then **complete the text field** as seen before either by **copying & pasting in the source code window**, or by directly writing your text in the white frame.
- Lastly, you can **format your text** using the buttons in the button bar:
  - to put the text in **bold**,
  - to put the text in *italics,*
  - to insert a link,
  - to **create a bullet list**.

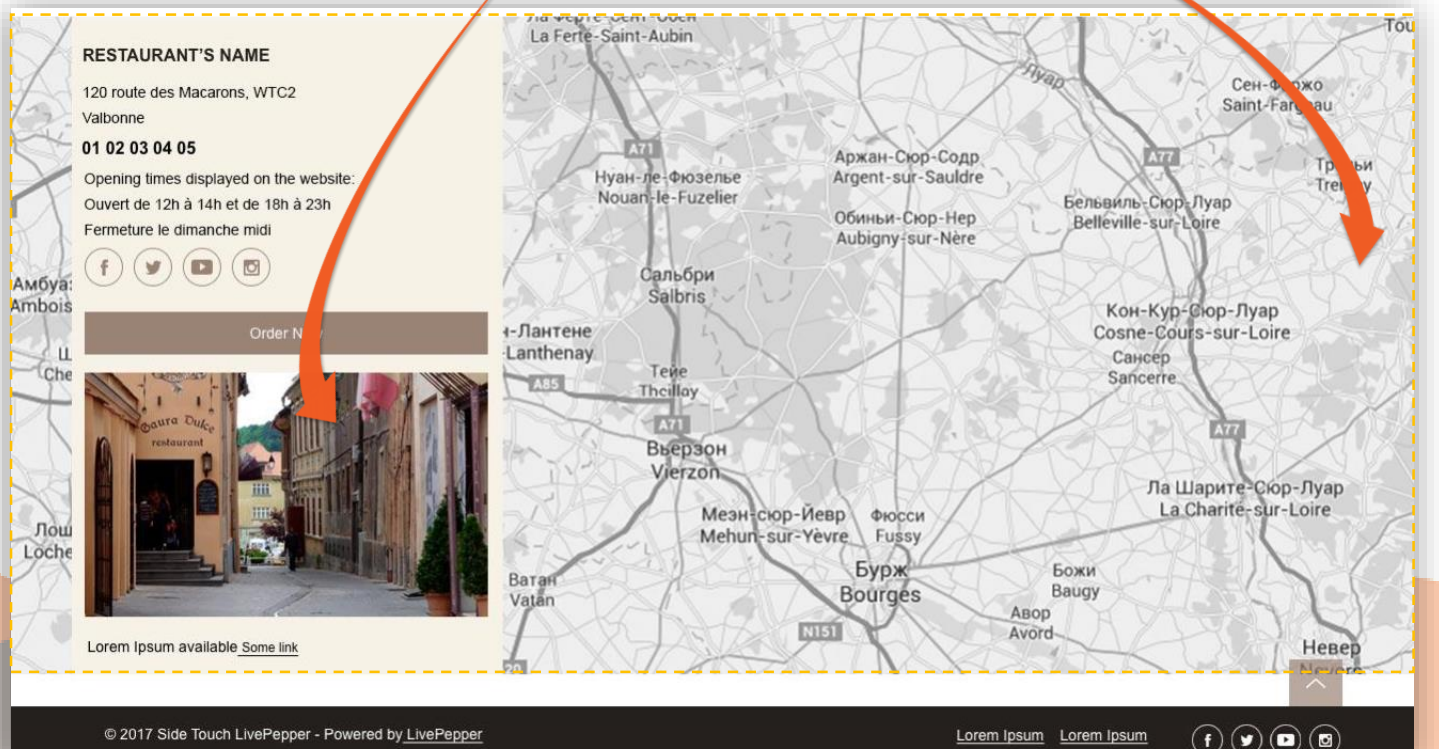


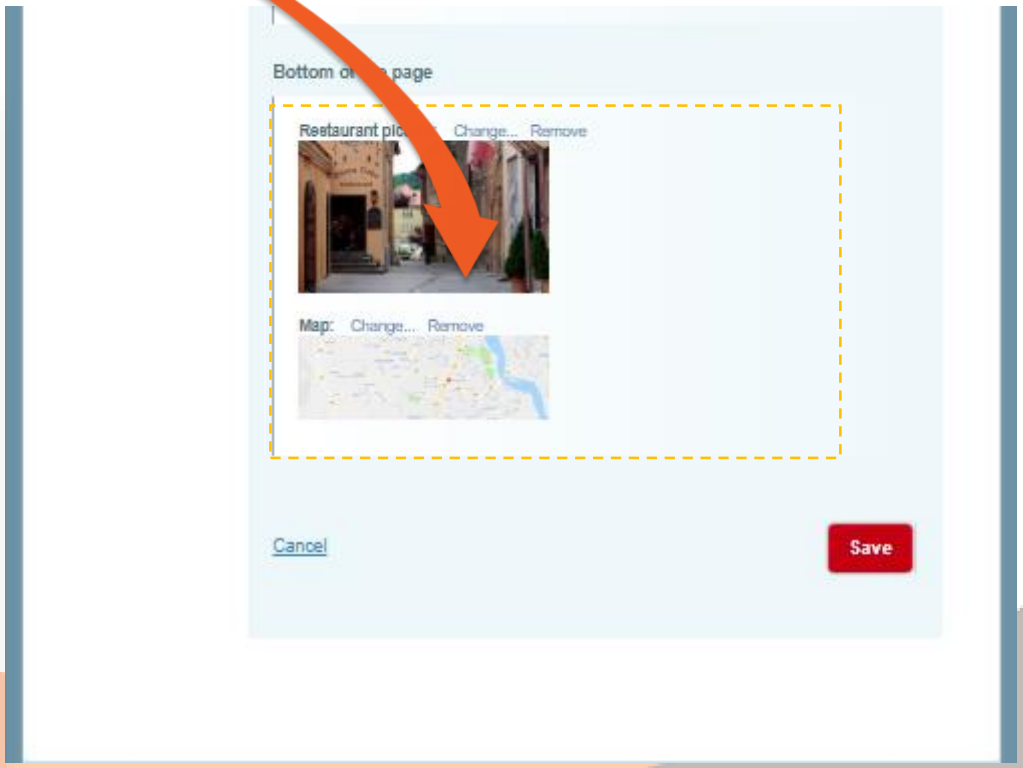

**Remember to click the "Save" button at the bottom of the page to save your changes.**

# Customization

## 14. The footer on your homepage

- At the bottom of your homepage, you can **customize two elements**:
  - the **"image map"** visible in the background;
  - a **photo of your restaurant**.



# Customization

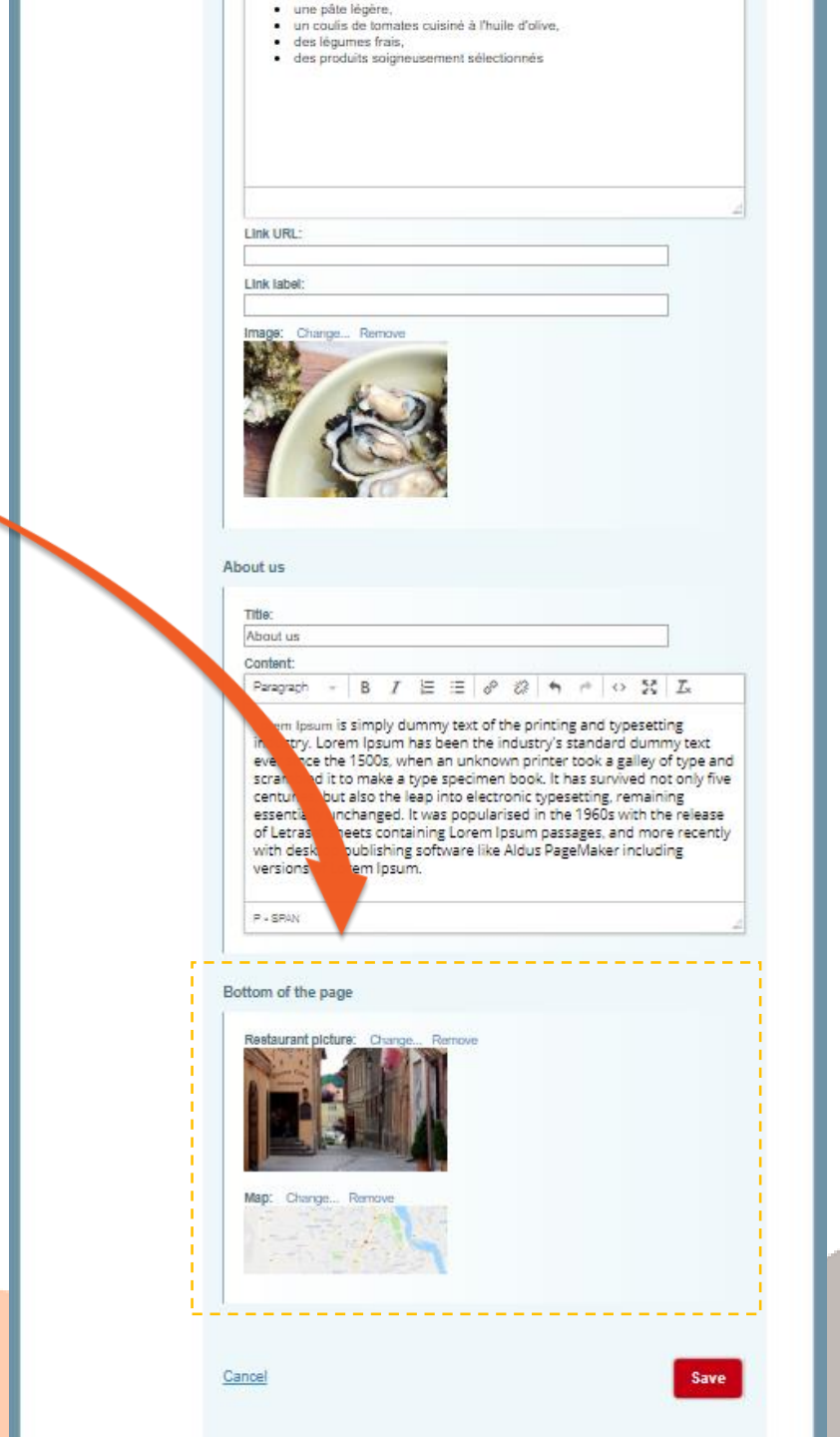
## 14. The footer on your homepage

- To customize the footer's visuals, proceed as before by clicking **"Change" or "Remove"** then load a **new photo**.

➢ The **size of the visual** that you use for the **Restaurant picture** must be **320 pixels wide; there is no limit on the height.**

➢ The **size of the visual** that you use for the **Map** must be **2,000 pixels wide; there is no limit on the height.**

**Remember to click the "Save" button at the bottom of the page to save your changes.**



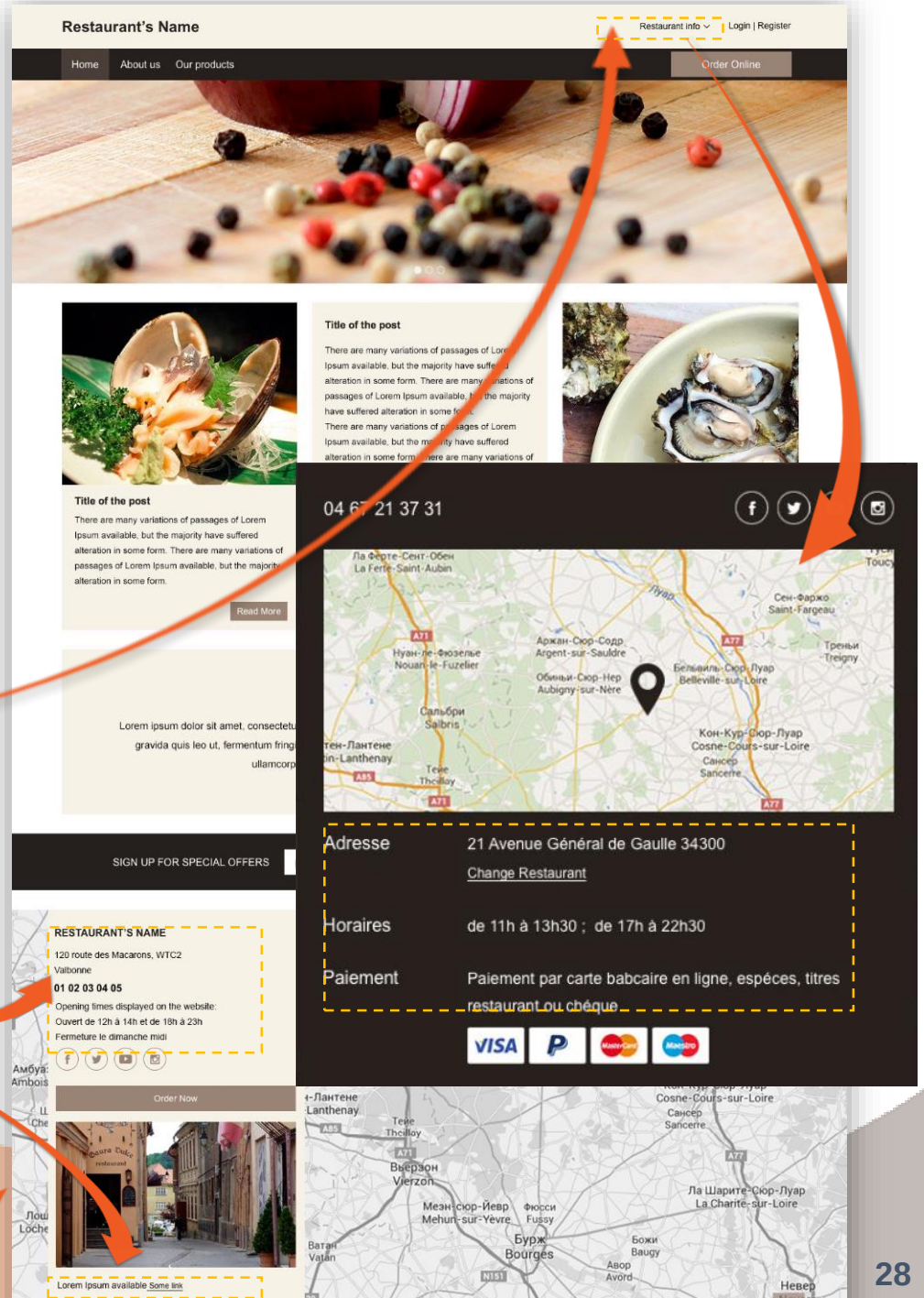
# Customization

## 15. Restaurant information

- Here, you can inform your customers of the following:
  - your restaurant's **business hours;**
  - your **takeaway or delivery methods;**
  - the accepted **payment methods;**
  - the **terms of sale** concerning your products, etc.

- This information will be displayed:
  - in the top banner's ***"Restaurant info"*** window, **accessible on all** your online ordering site's pages;
  - in the **footer on your homepage**.

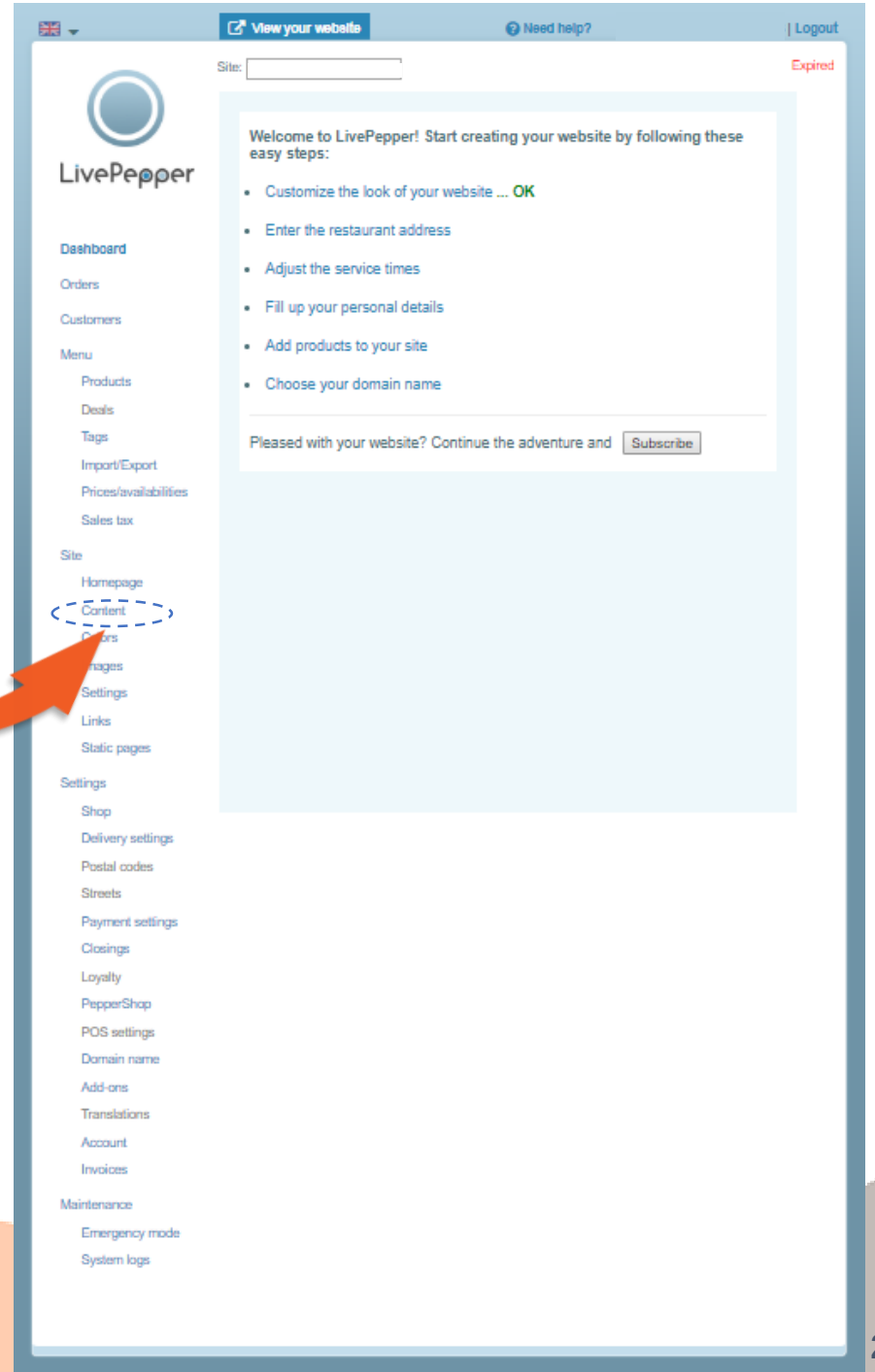
➢ *Opposite is a preview of the **home page using Theme 1***



# Customization

## 16. Accessing the page for entering your restaurant's information

- To access this page, click ***"Content"*** under the ***"Site"*** subheading in your Dashboard.



# Customization

## 16. Entering information about your restaurant

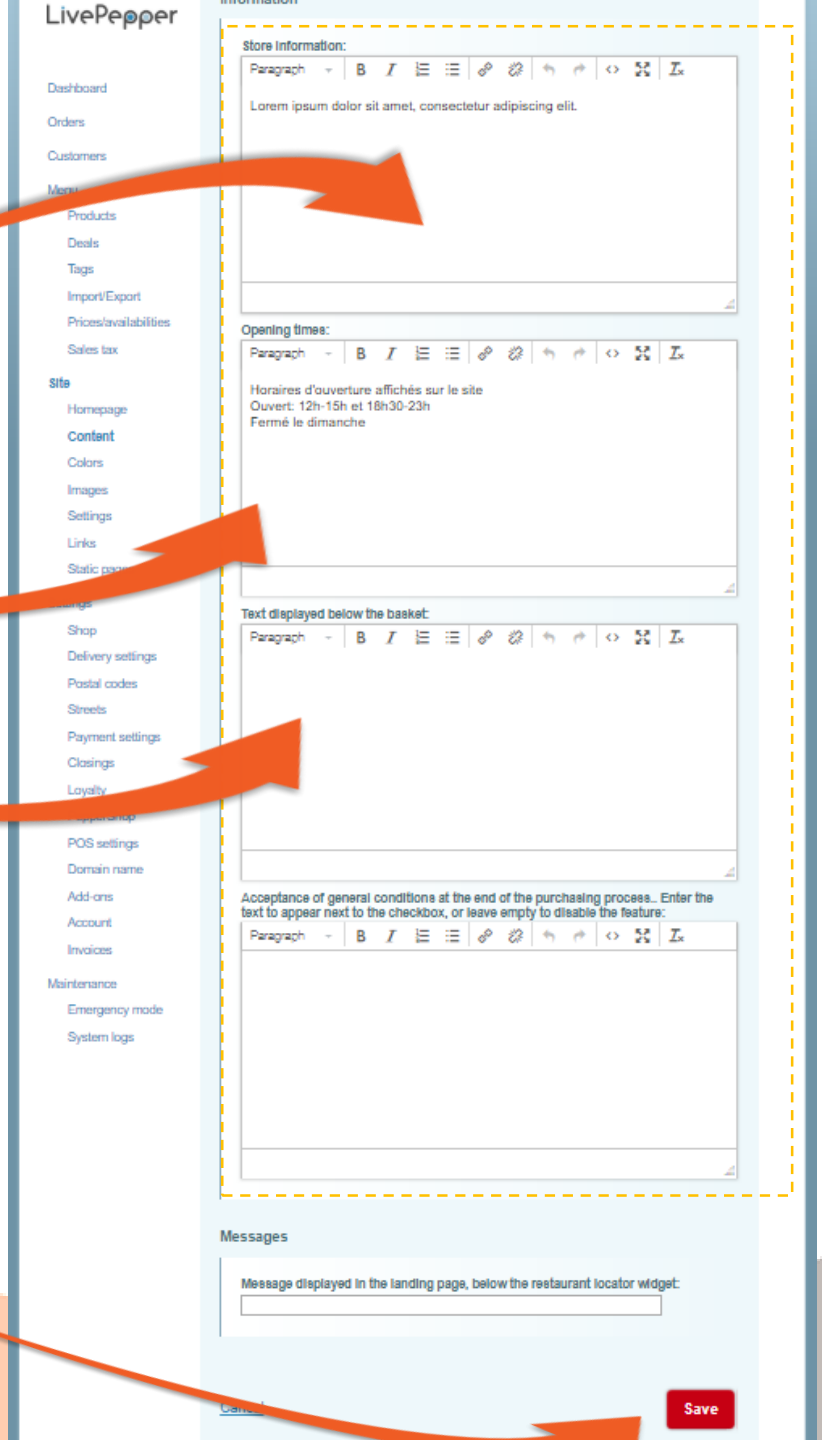
- In the ***"Information"*** area, fill in the various fields:
  - ***"Store information";***
  - ***"Opening times";***
  - ***"General conditions", etc.***

➢ *NOTE:*

- *If you do not have any "general conditions of sale", leave this third field blank.*

- *Conversely, you should fill in this field if you do have general conditions of sale. A checkbox to be checked by your customers will then be automatically added during the basket validation step to inform customers of these conditions of sale.*

**Remember to click the "Save" button at the bottom of the page to save your changes.**



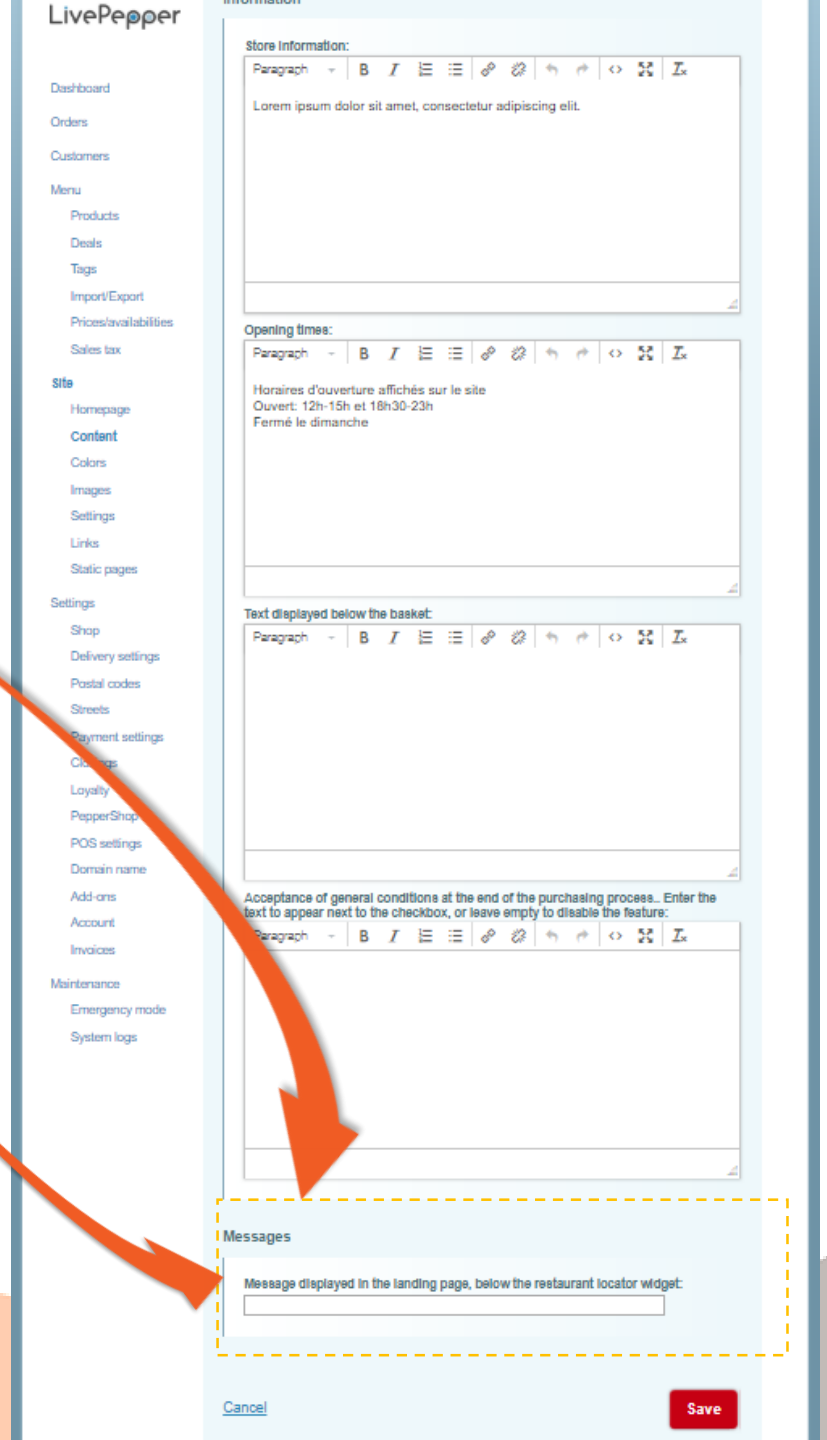
# Customization

## 16. Entering information about your restaurant

- **The "Messages" item does not necessarily have to be completed.**

- The first field, i.e. ***"Message displayed in the landing page, below the restaurant locator widget"*** will only be meaningful if you have a chain of restaurants.

**Remember to click the "Save" button to save your changes.**



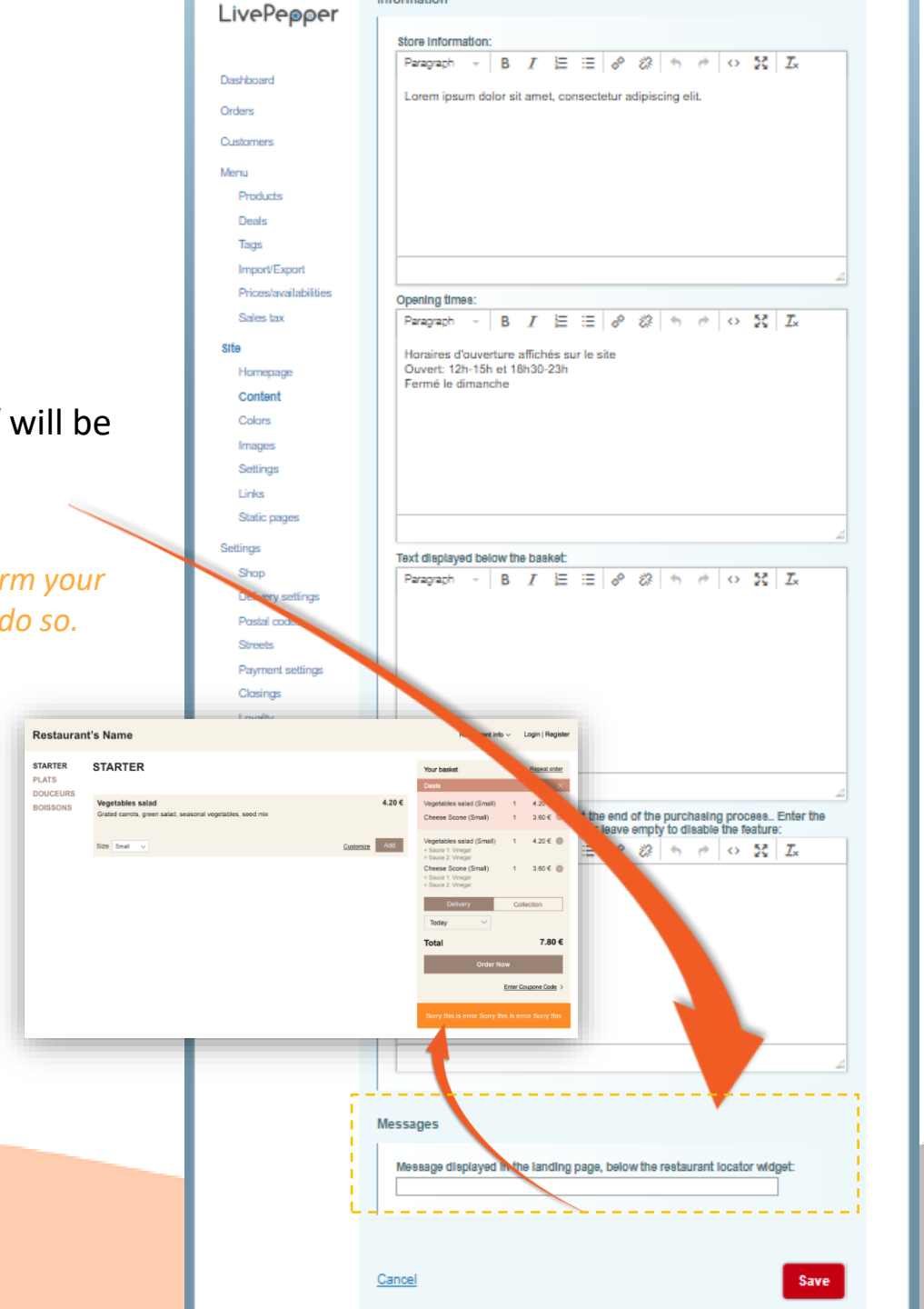
# Customization

## 16. Entering information about your restaurant

- The second field, i.e. ***"Temporary message displayed on the site…."*** will be useful if you wish to **display an alert message** for your customers.

  *For example: During adverse weather conditions, you may want to inform your customers that deliveries will be slightly delayed; this is where you can do so.*

  - This message will appear below the basket on your online ordering site's products page.




**Remember to click the "Save" button to save your changes.**