





# Back Office

*User Guide*





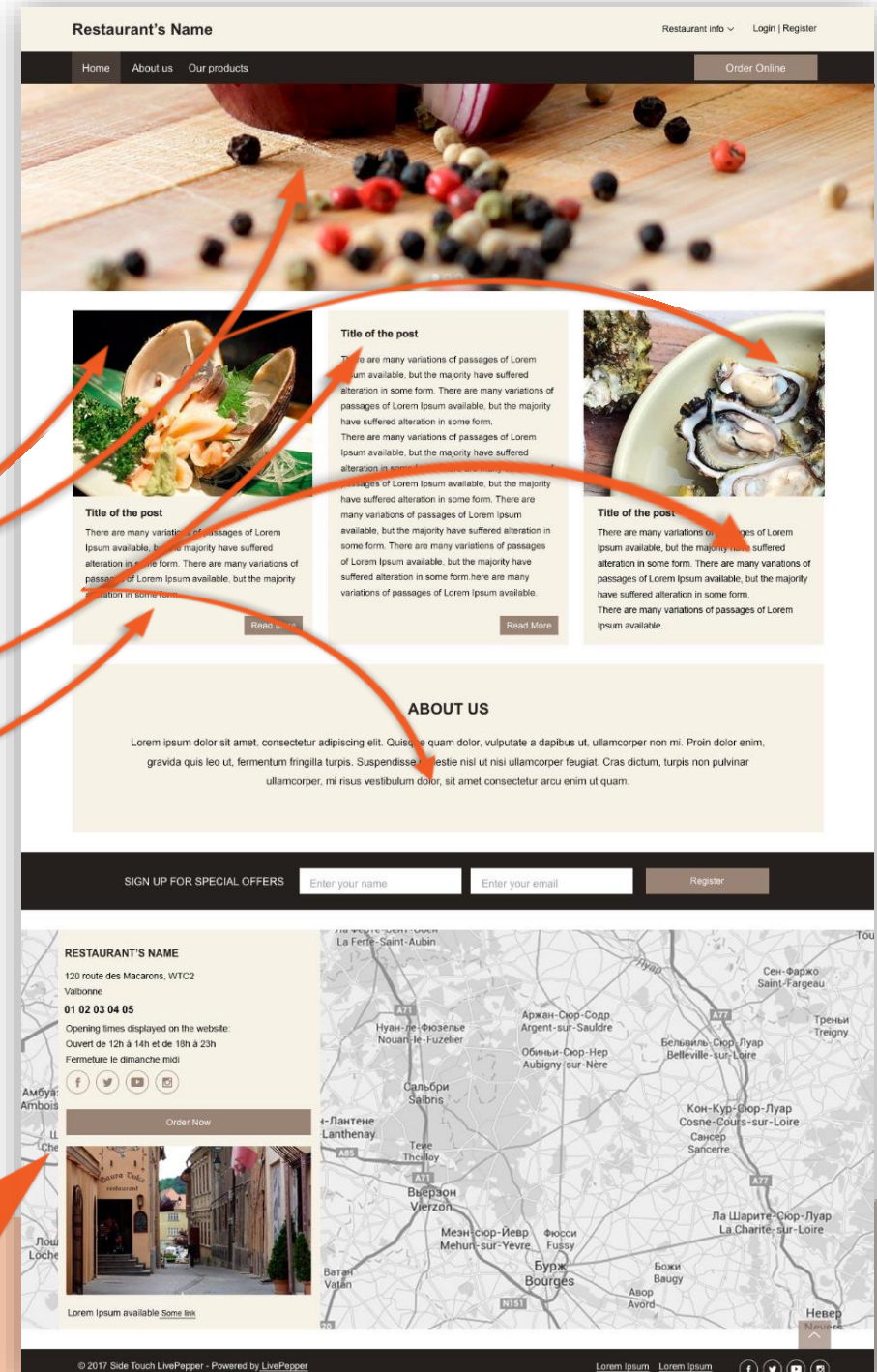
## ▶ Customizing your homepage



# 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**



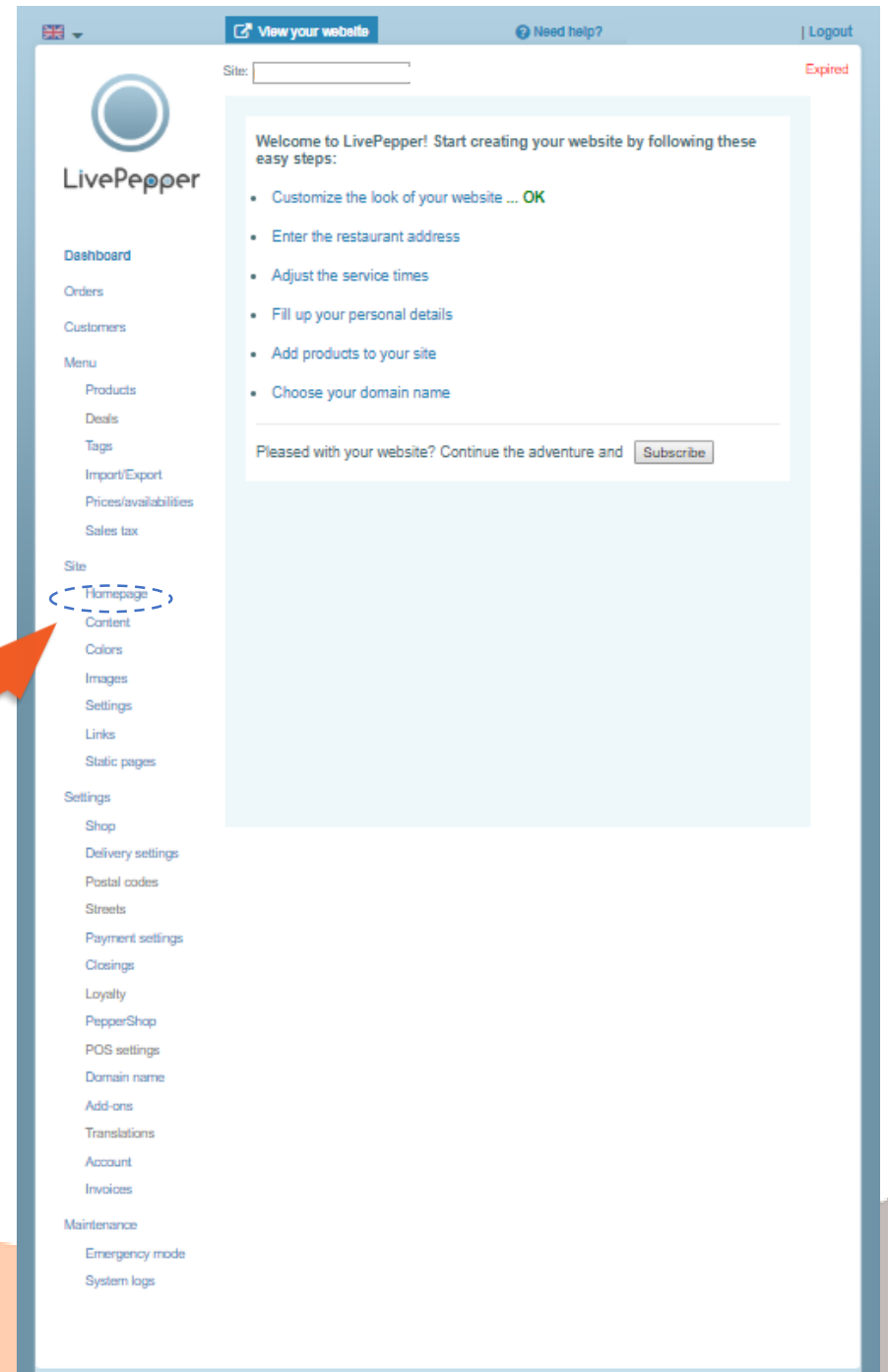
# Customization

## 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

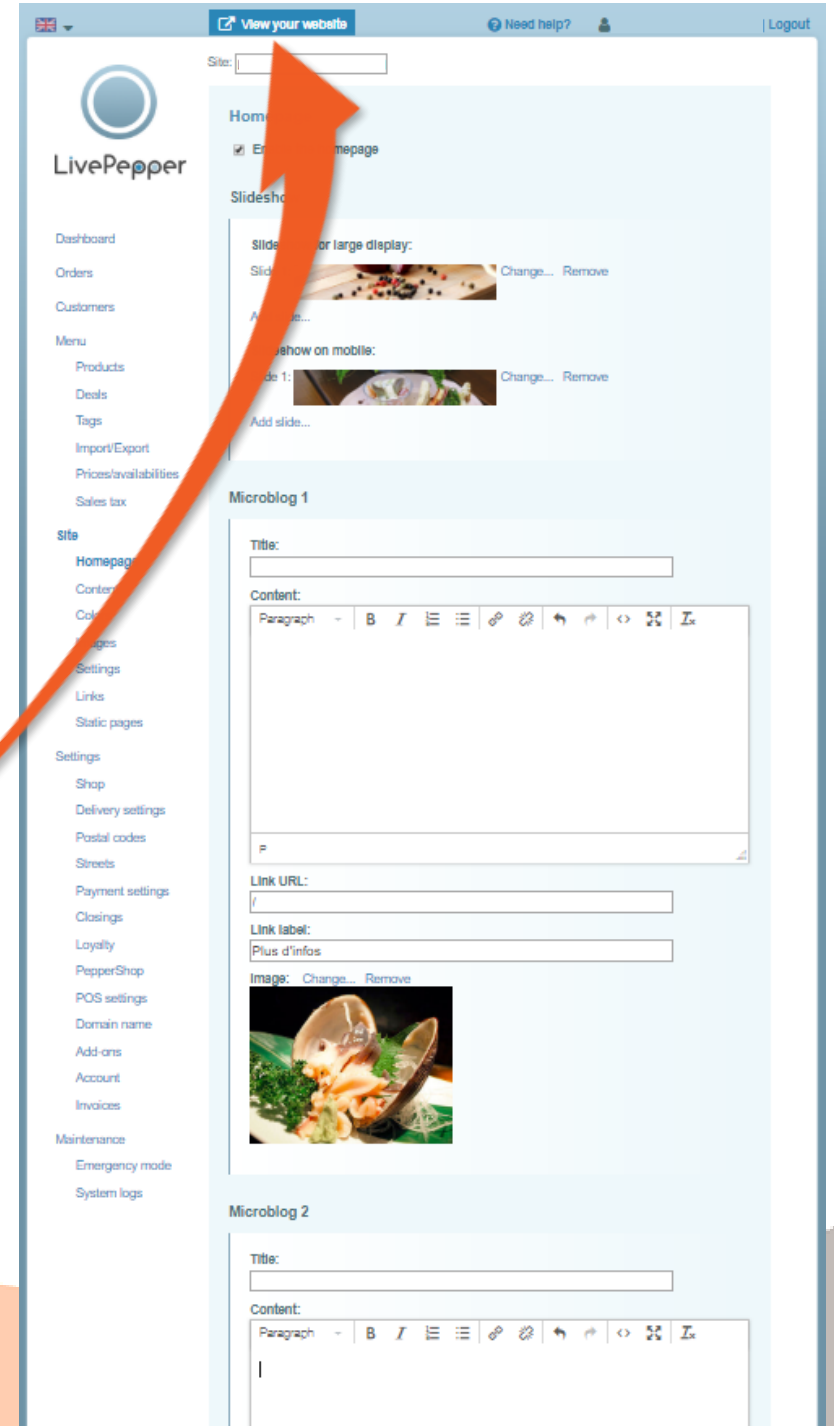
## 3. Homepage customization page

- 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*



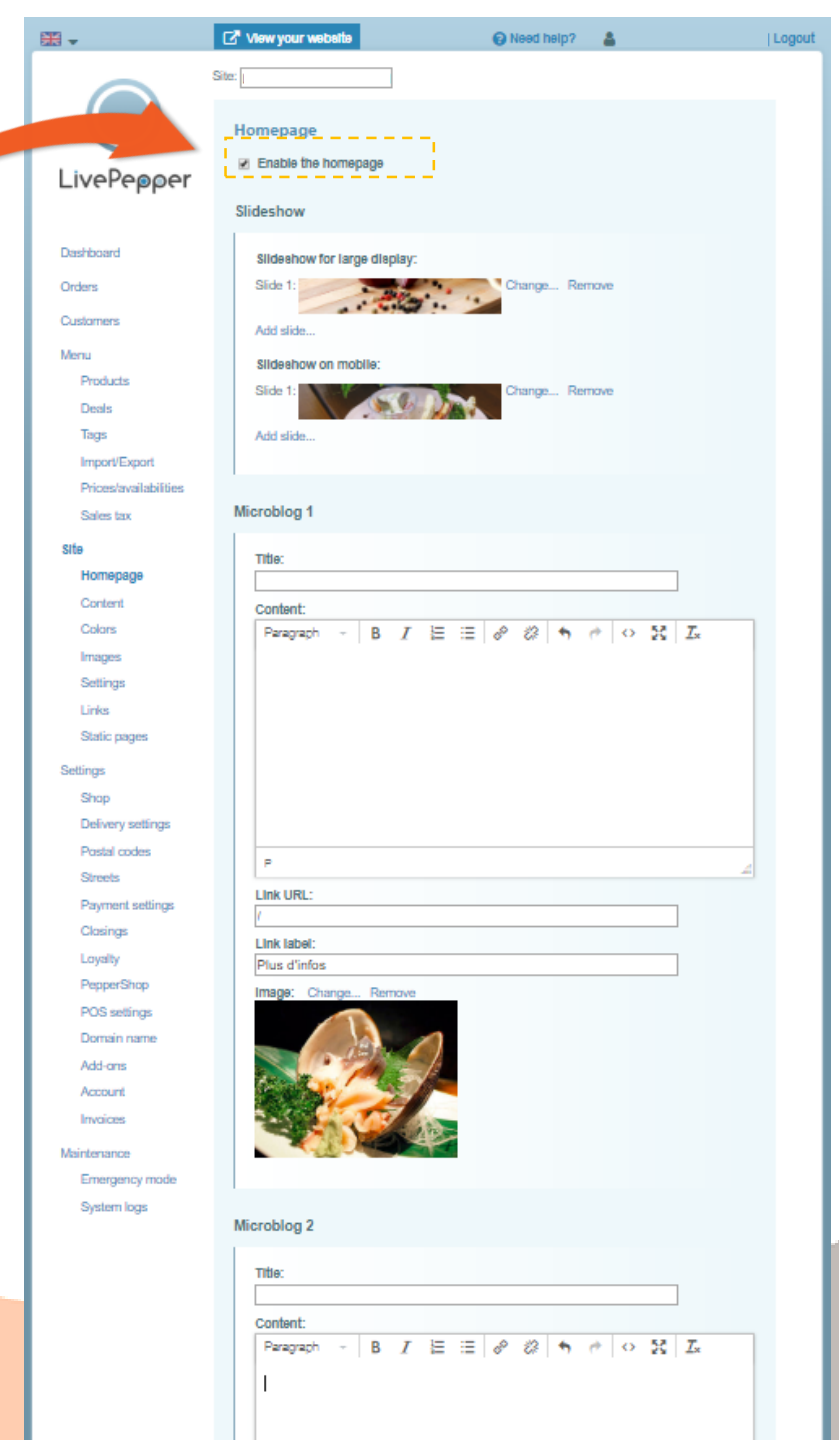


# Customization

## 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.



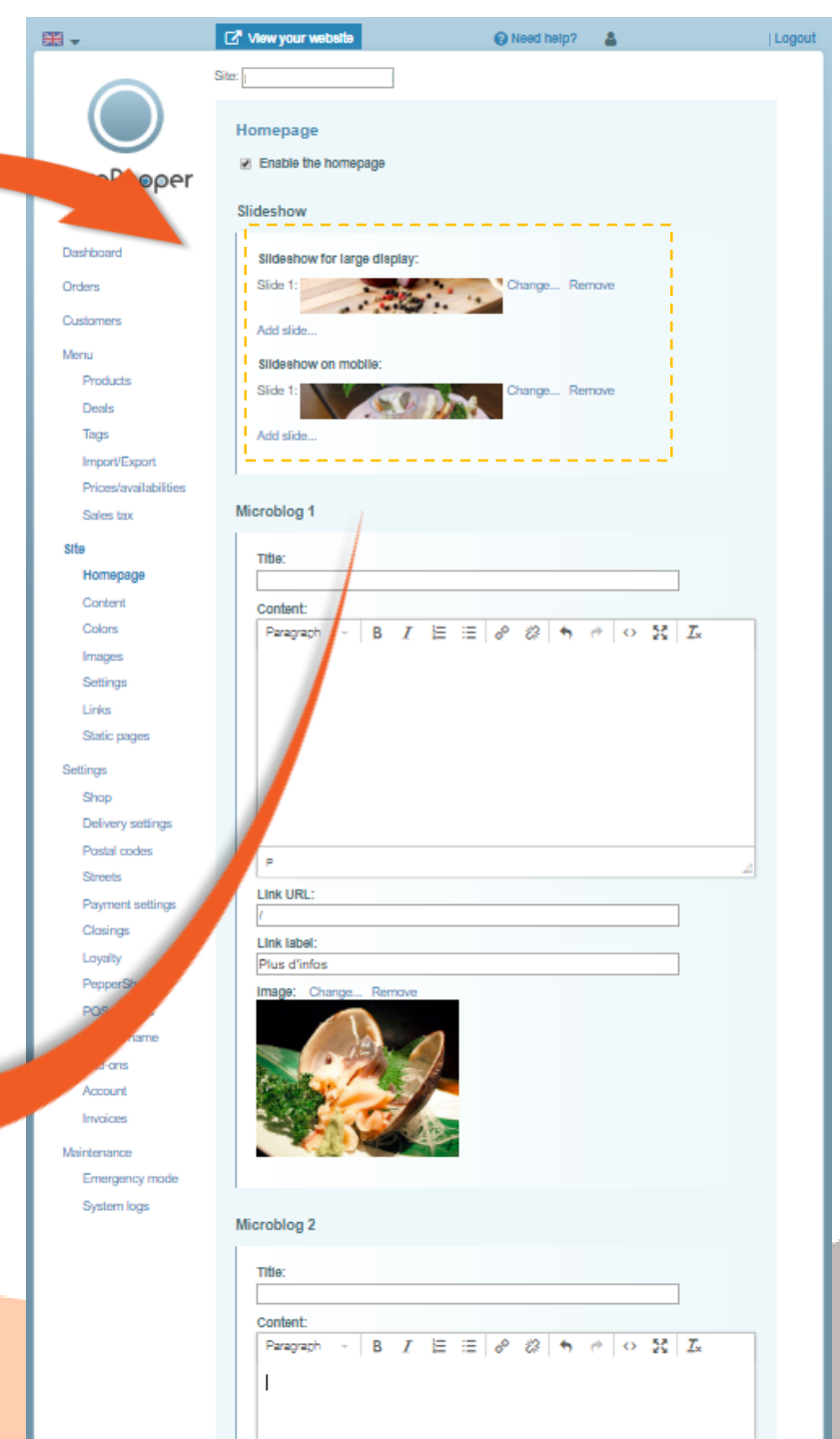
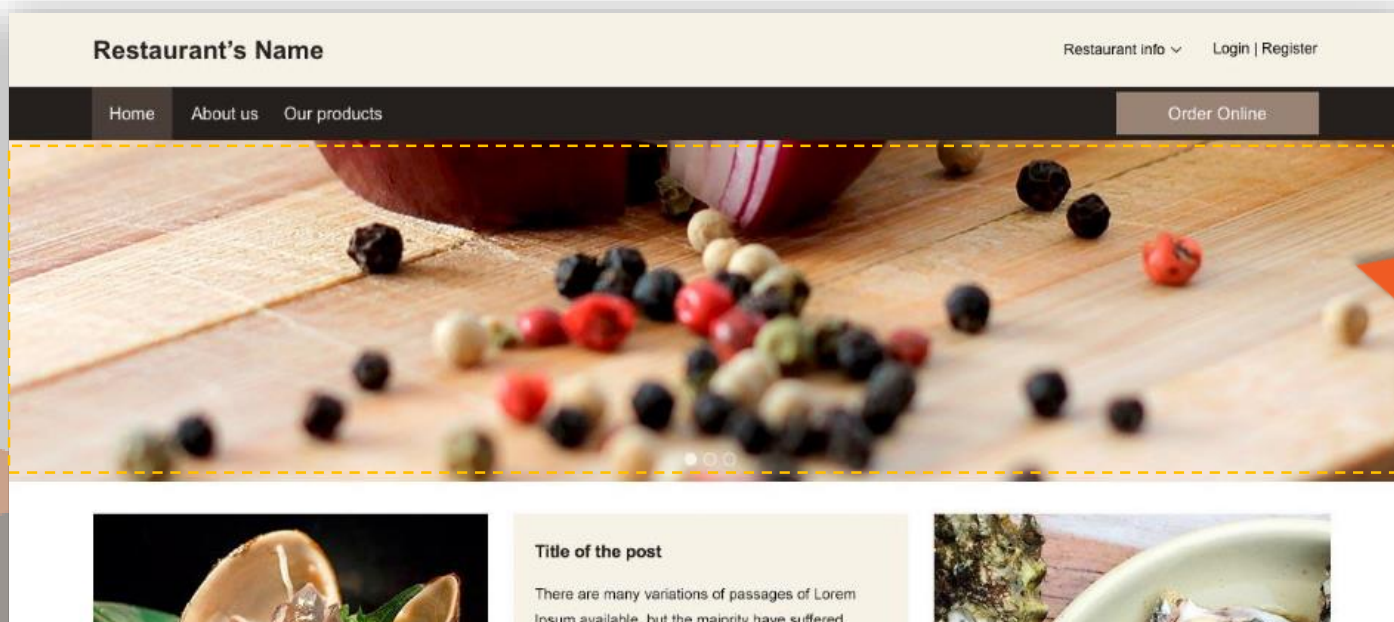


# Customization

## 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*



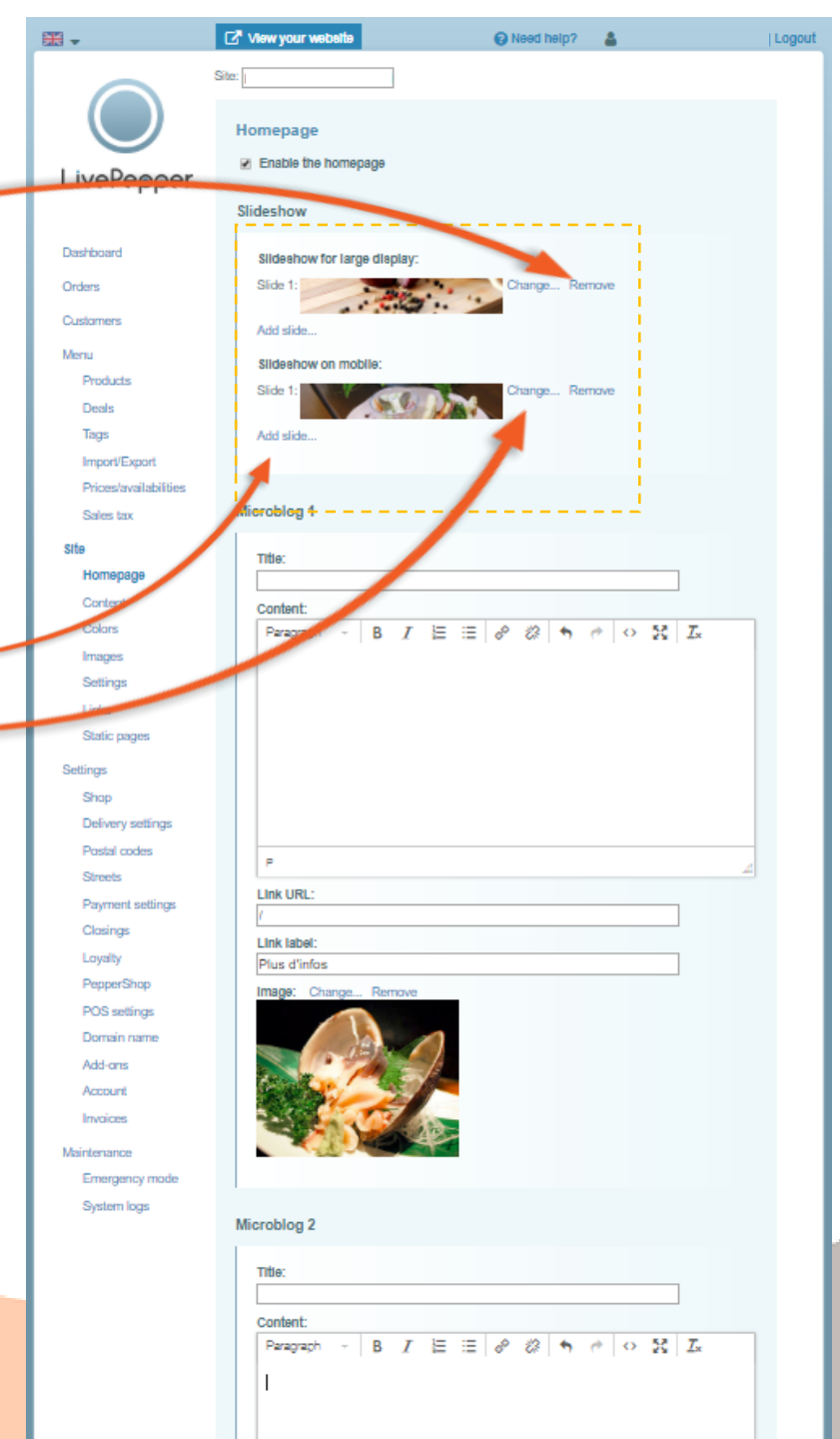


# Customization

## 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.



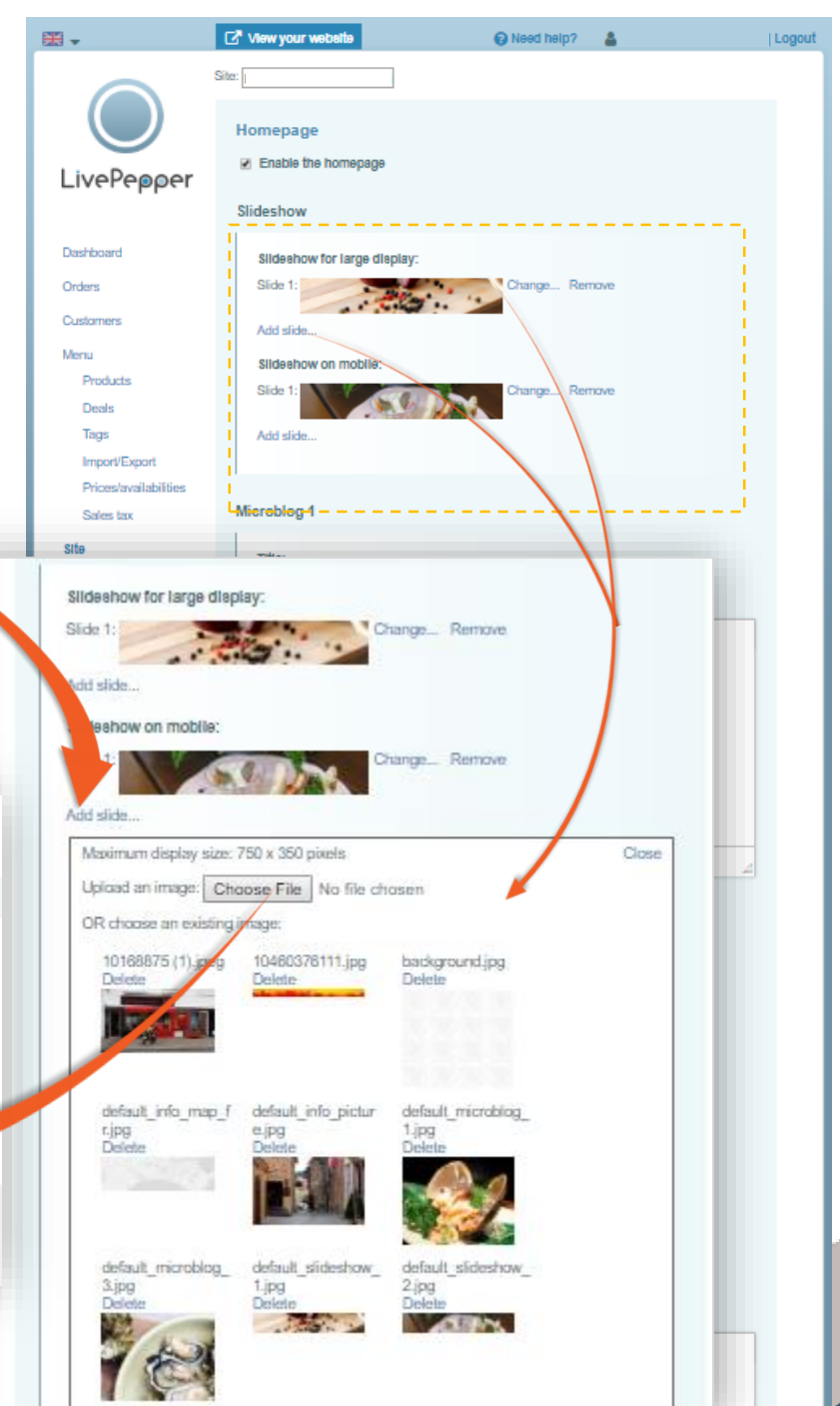
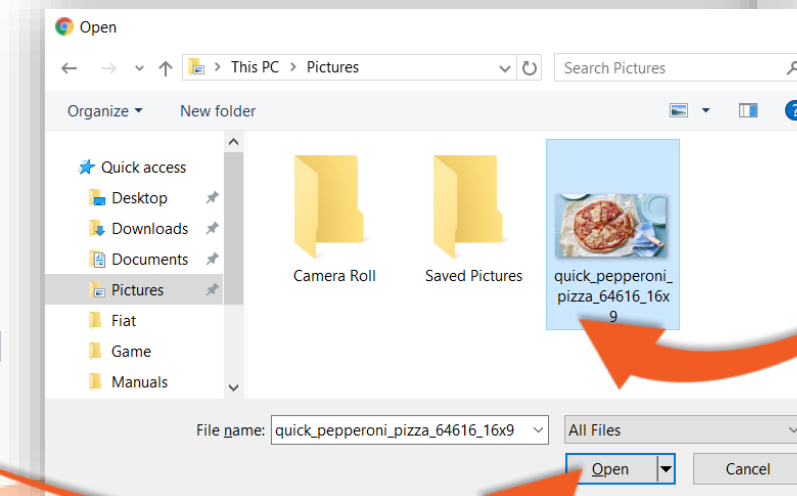


# Customization

## 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**.



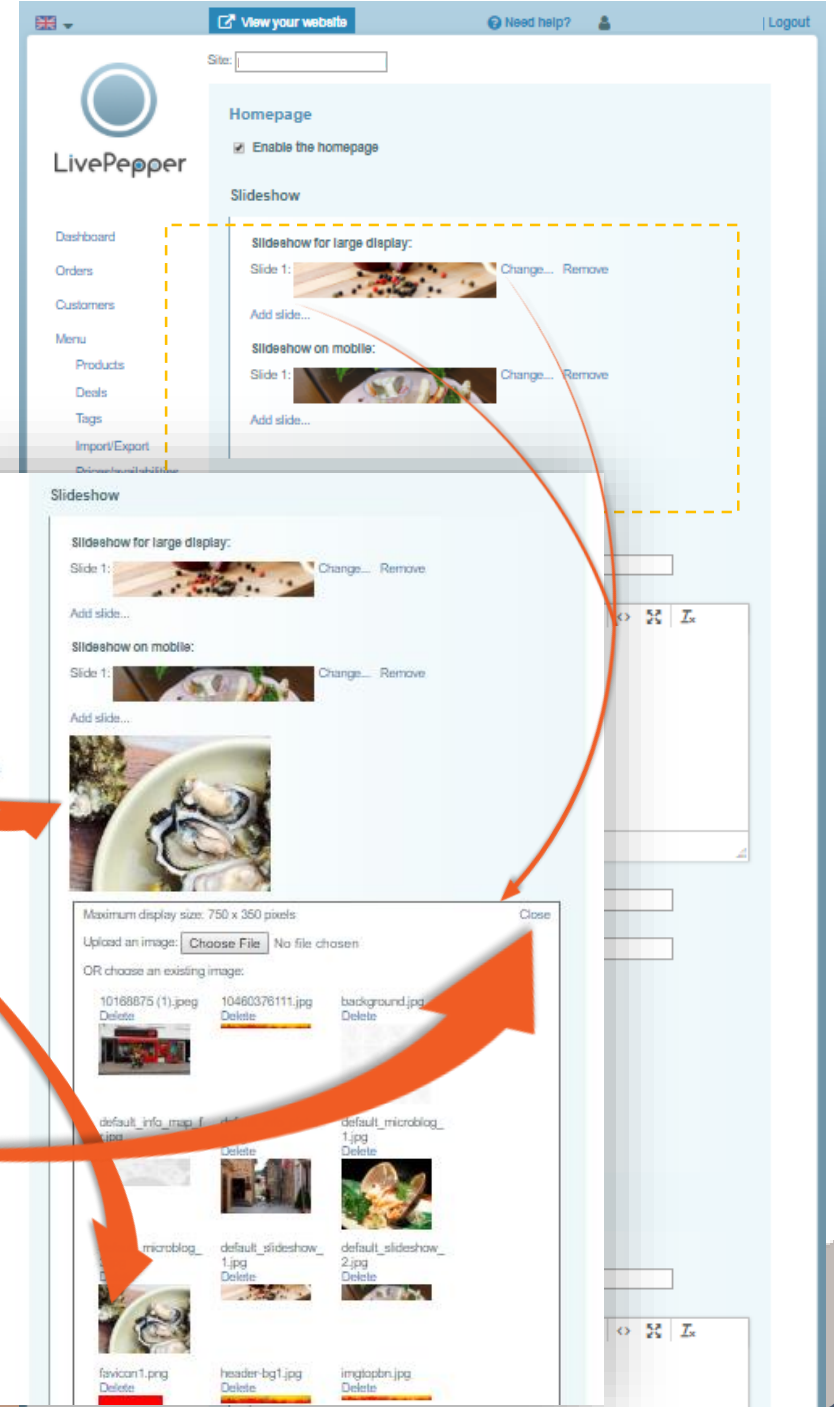


# Customization

## 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.

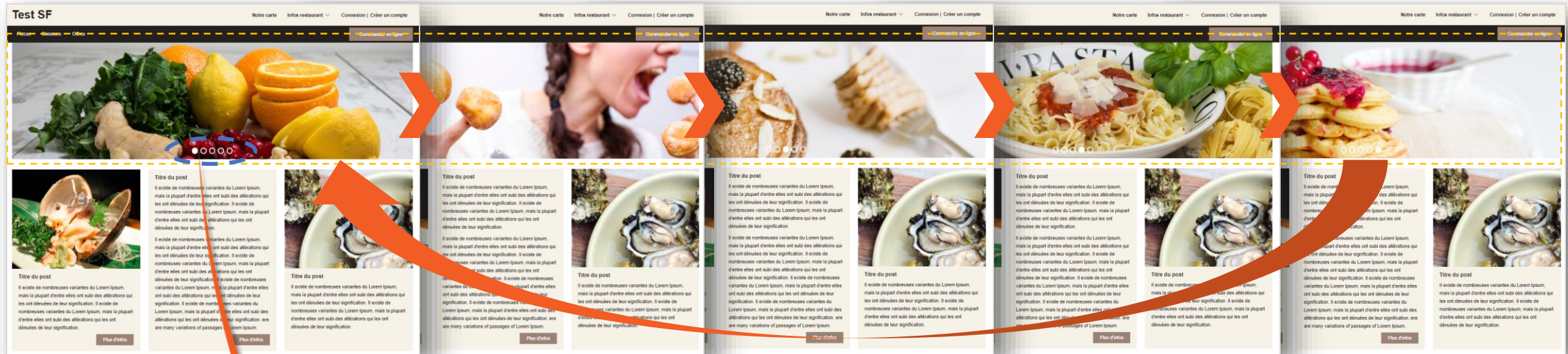
Remember to click the "**Save**" button at the bottom of the page to **save your changes**.



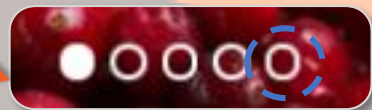


## 10. Homepage slideshow photos

- 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.



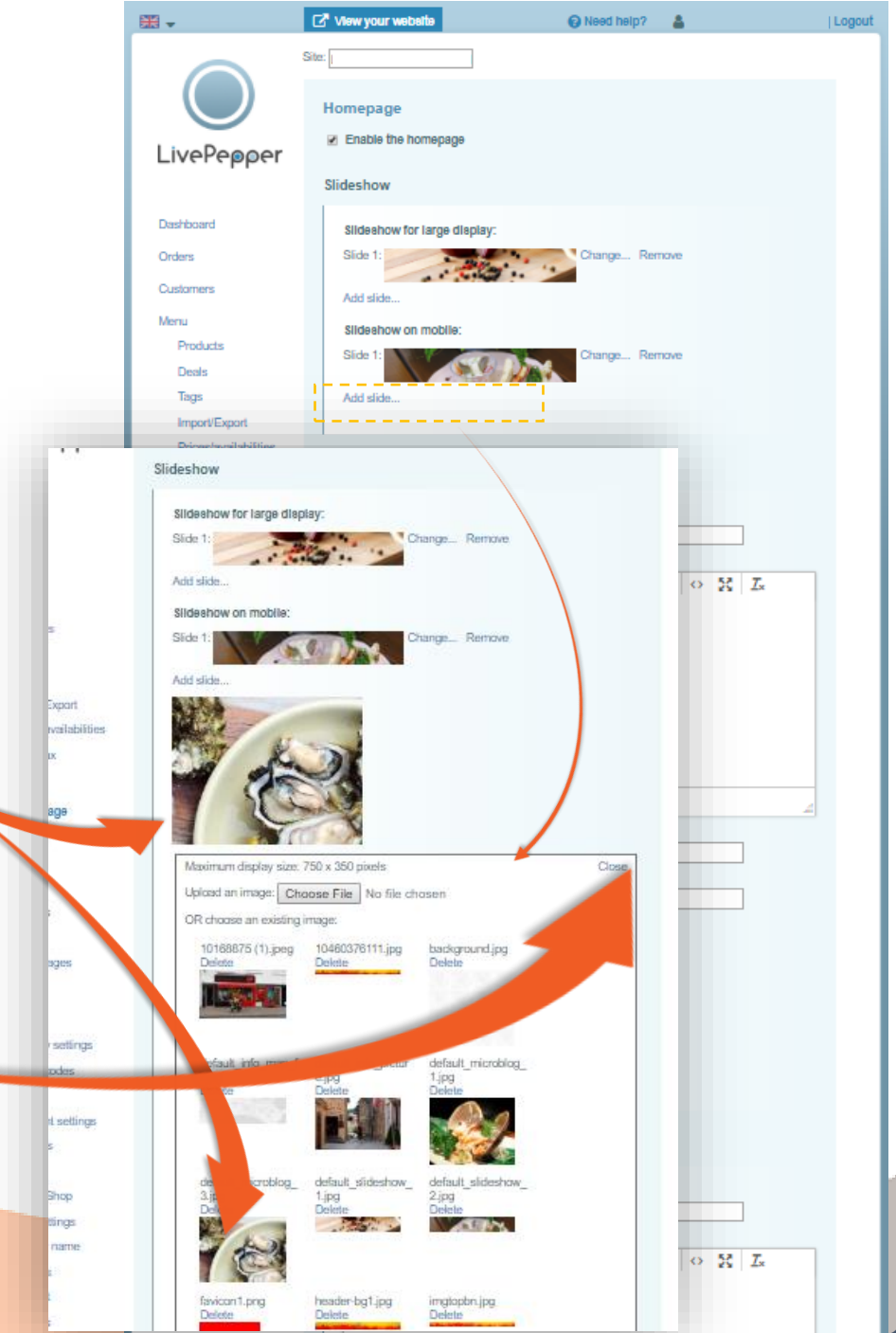


# Customization

## 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.

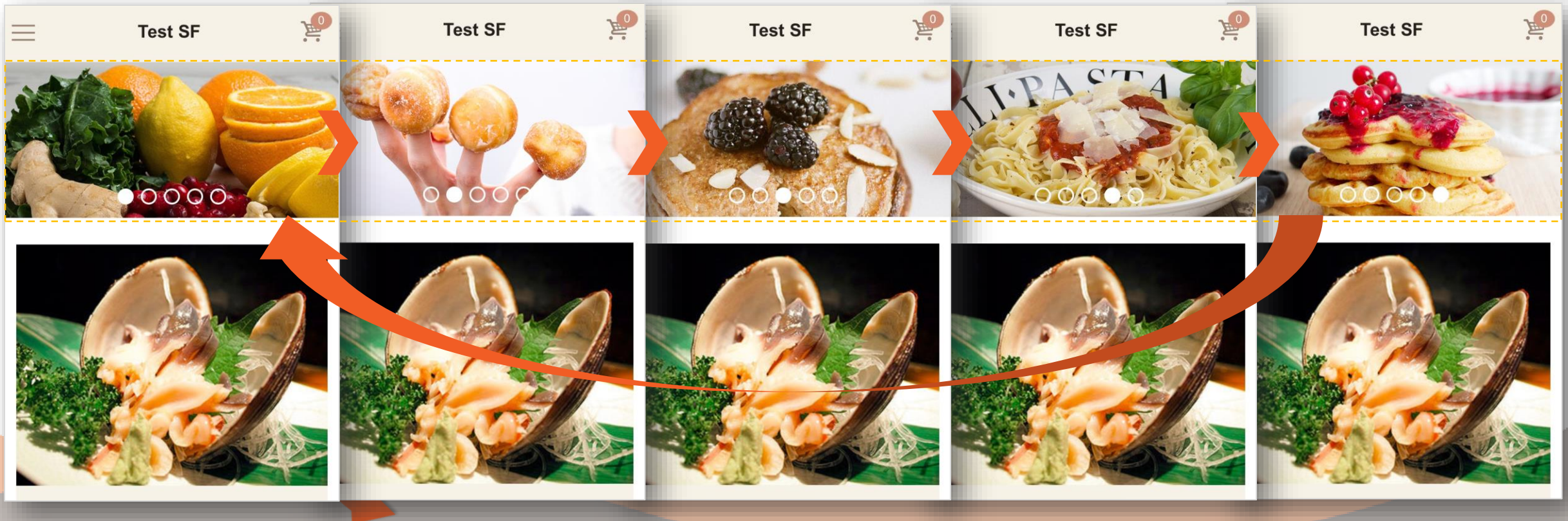
Remember to click the **"Save"** button at the bottom of the page to **save your changes**.





## 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.

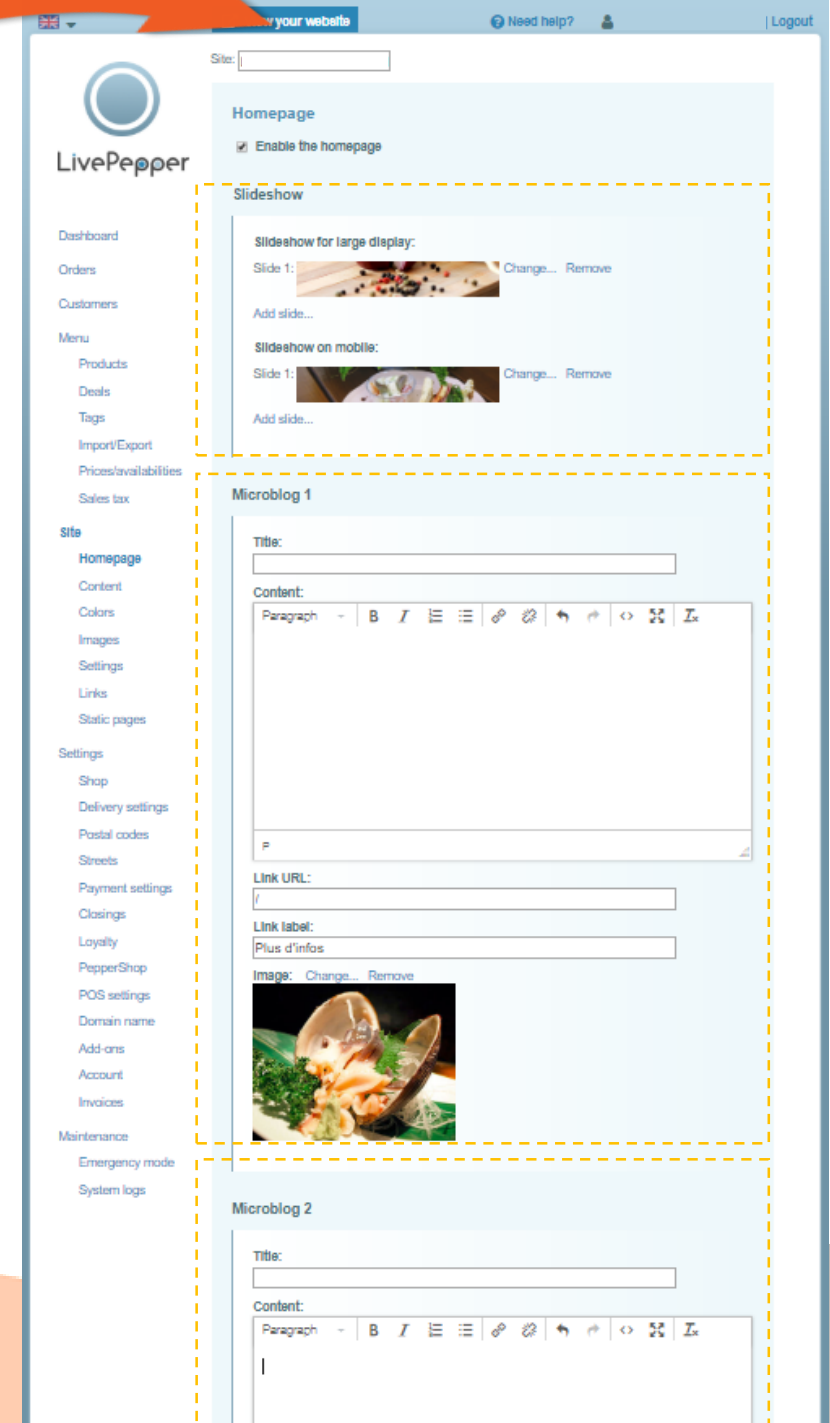
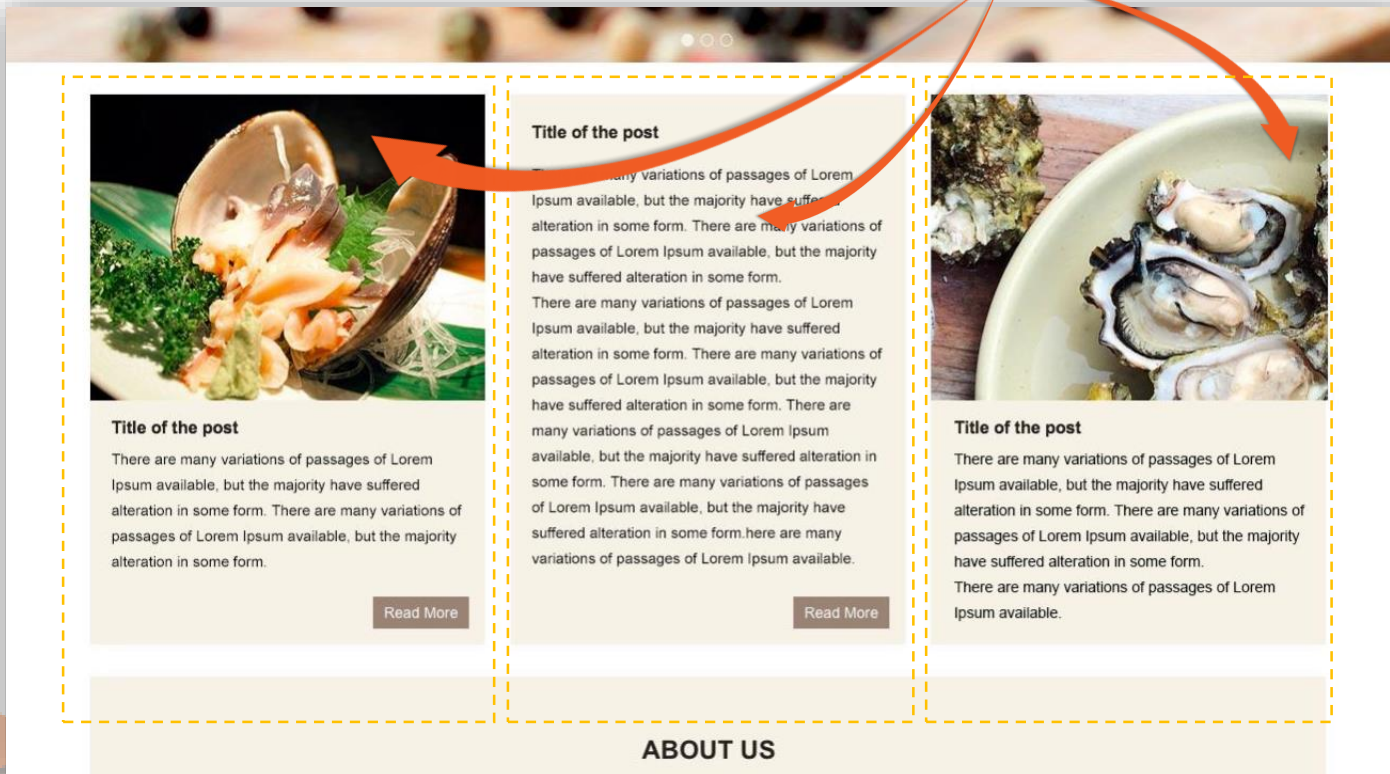




# Customization

## 12. Microblogs on the homepage

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

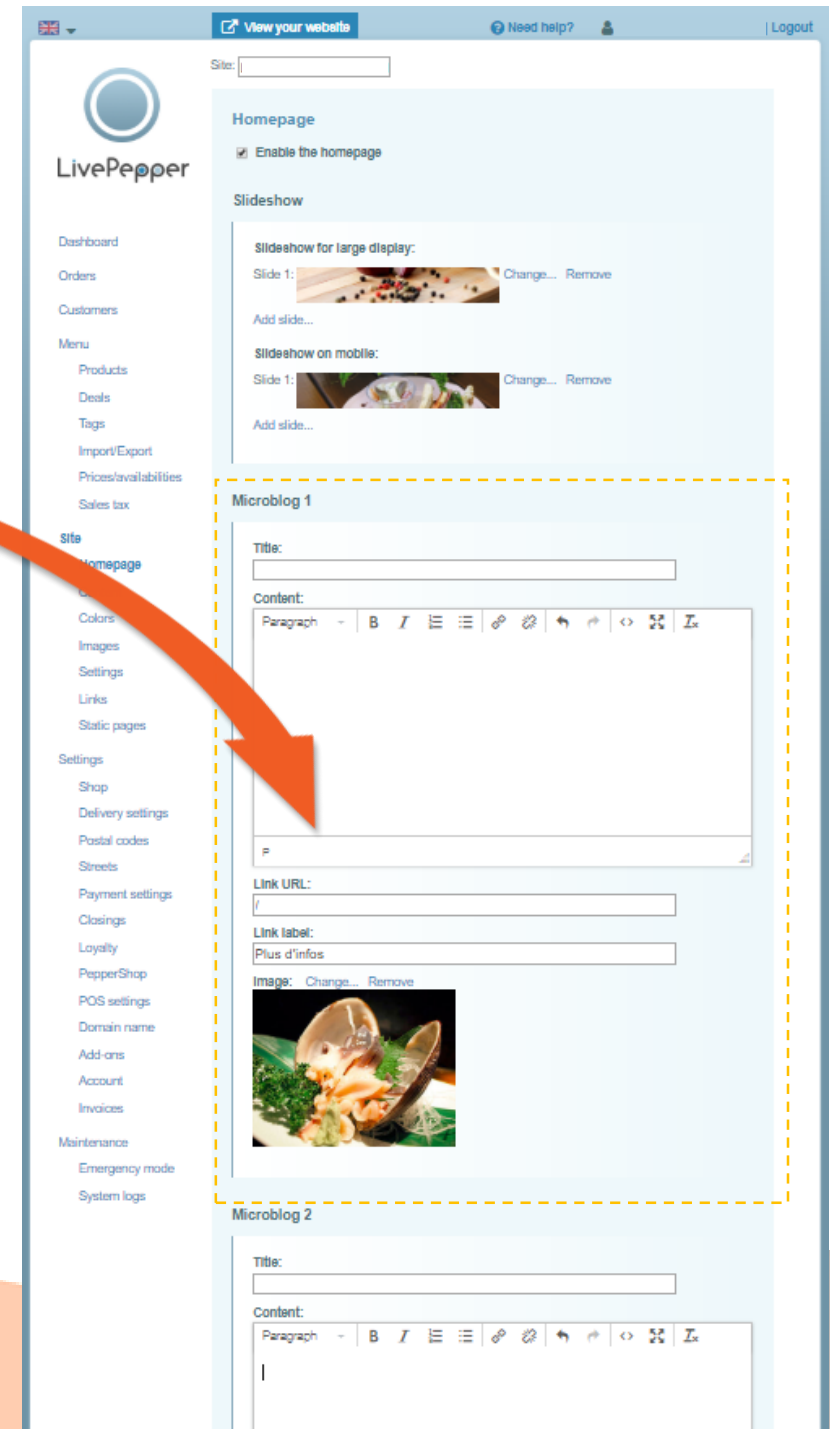




# Customization

## 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.





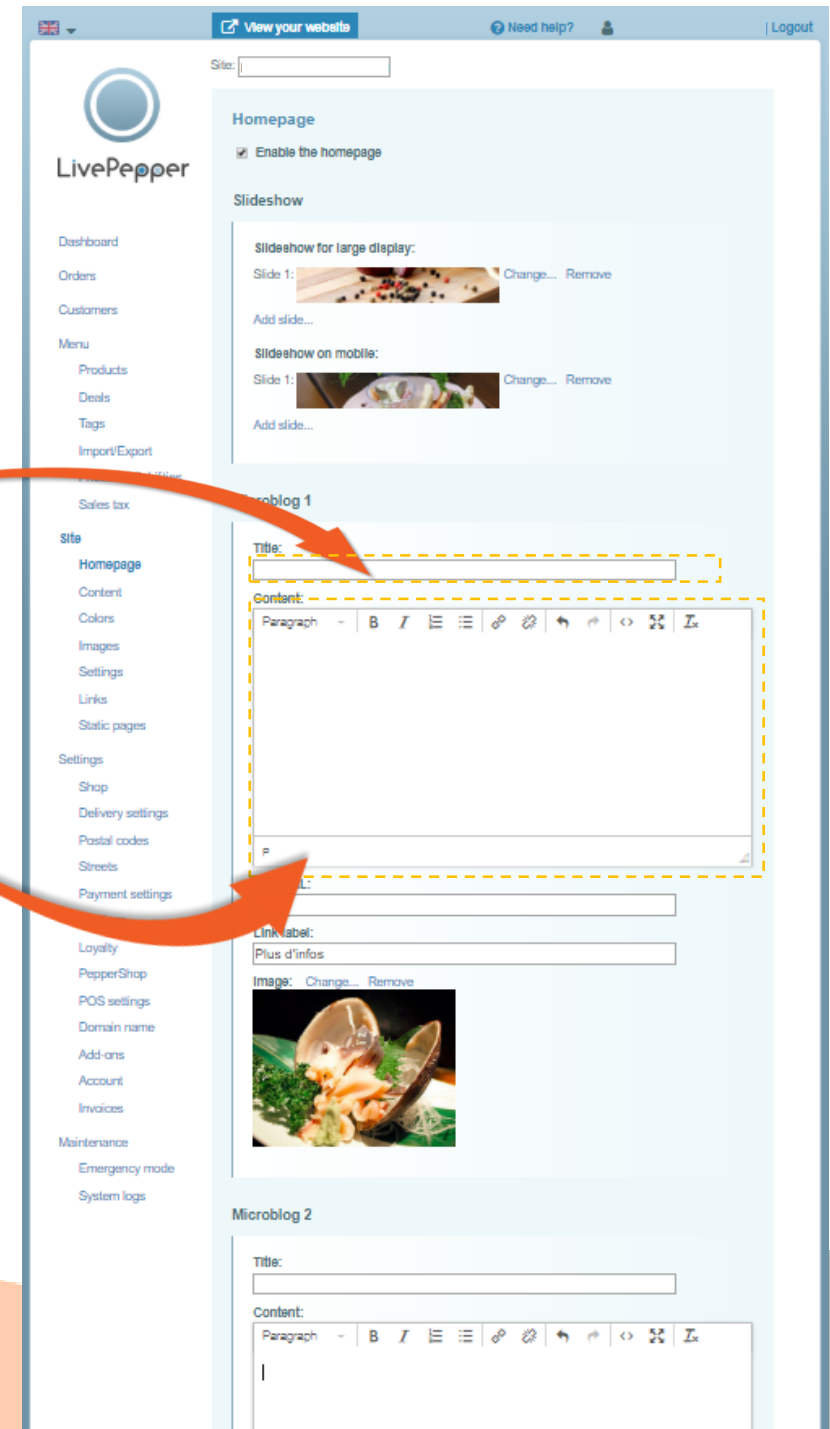
# Customization

## 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.






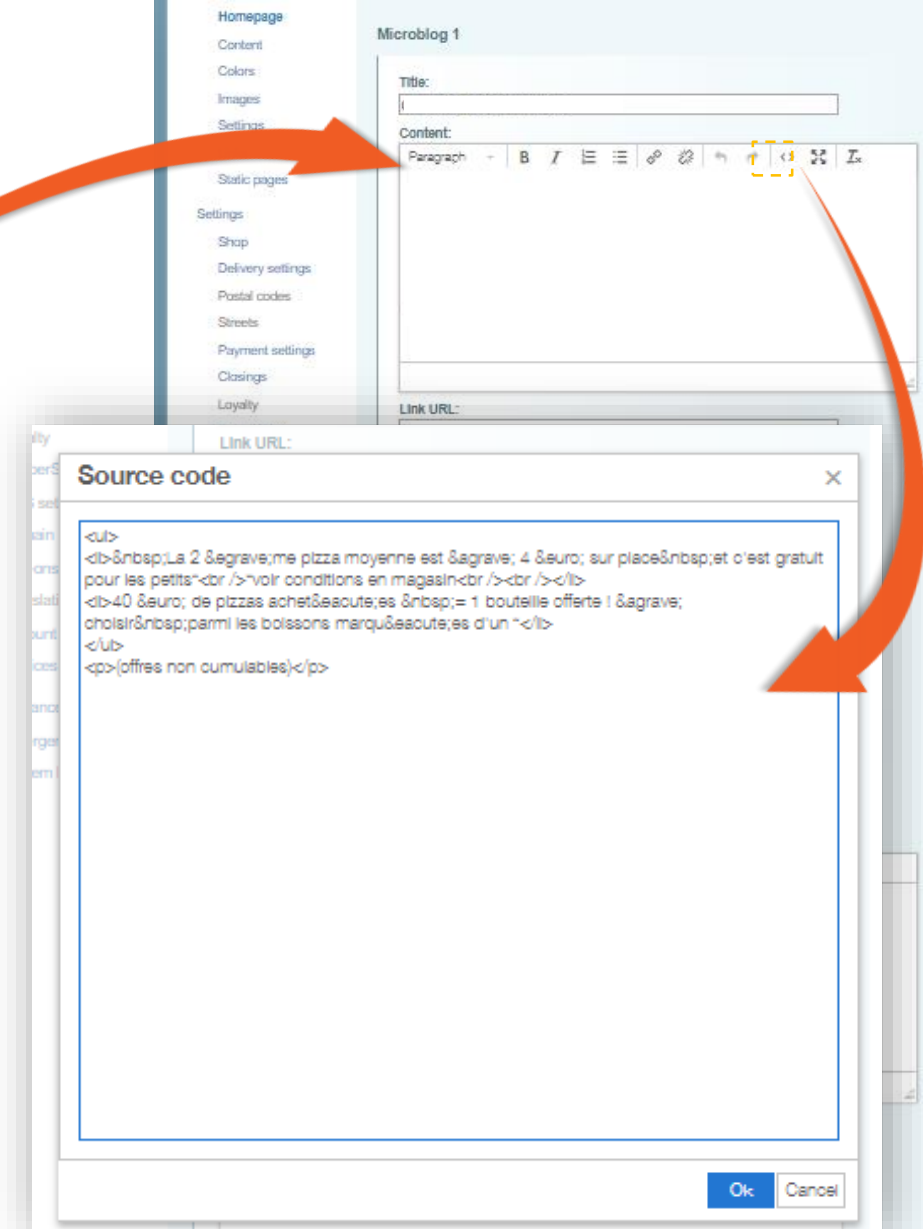
# Customization

## 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.



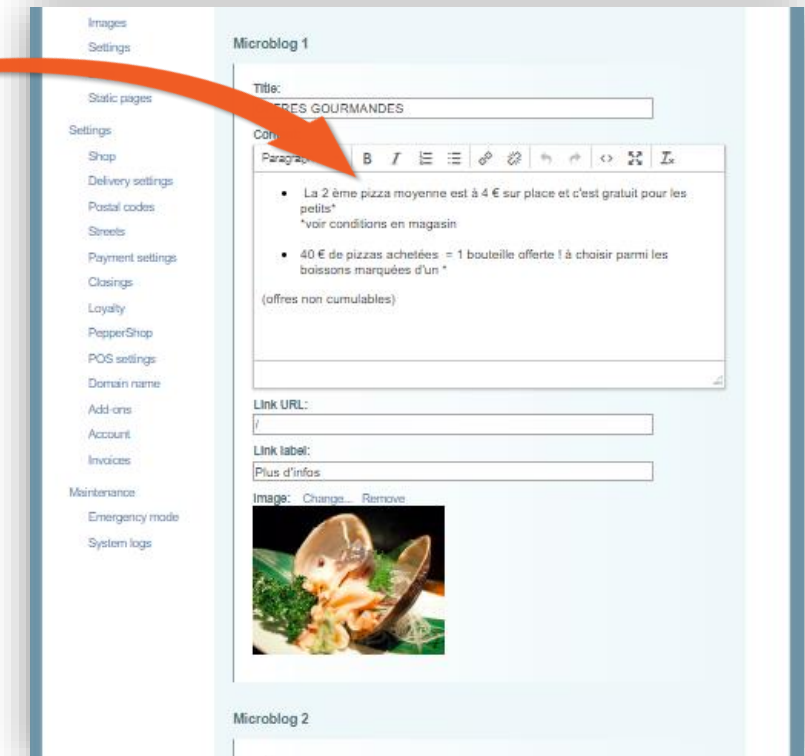


## 12. Microblogs on the homepage

- 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.**

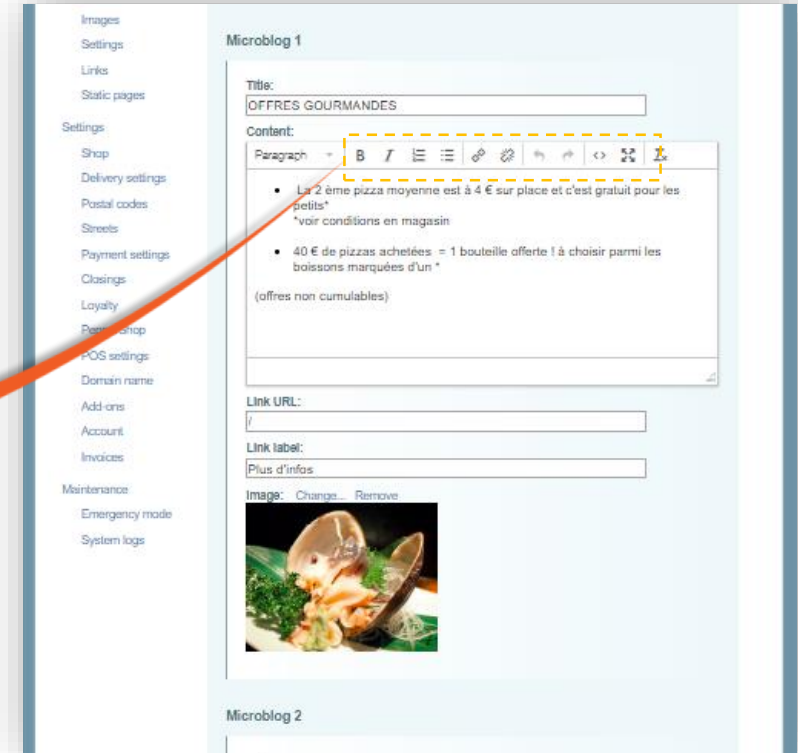
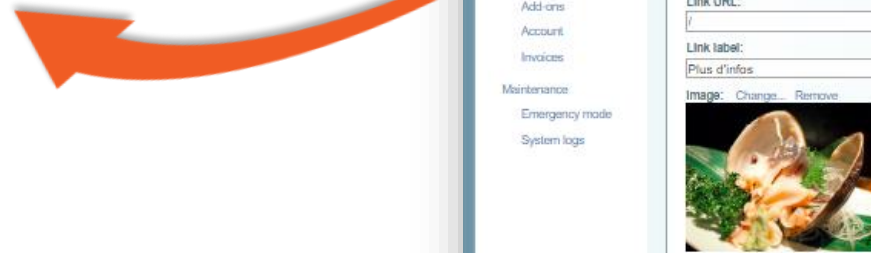


# Customization

## 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**



The screenshot shows the 'Microblog 1' editor. On the left is a sidebar menu with categories like 'Images', 'Settings', 'Links', 'Static pages', 'Shop', 'Delivery settings', 'Postal codes', 'Streets', 'Payment settings', 'Closings', 'Loyalty', 'Pepper shop', 'POS settings', 'Domain name', 'Add-ons', 'Account', 'Invoices', 'Maintenance', 'Emergency mode', and 'System logs'. The main area contains a 'Title' field with 'OFFRES GOURMANDES', a 'Content' field with a rich text editor toolbar (bold, italic, link, list, etc.) and two bullet points about pizza offers, a 'Link URL' field, a 'Link label' field, and an 'Image' field with a photo of a clam dish. A 'Microblog 2' section is partially visible at the bottom.

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



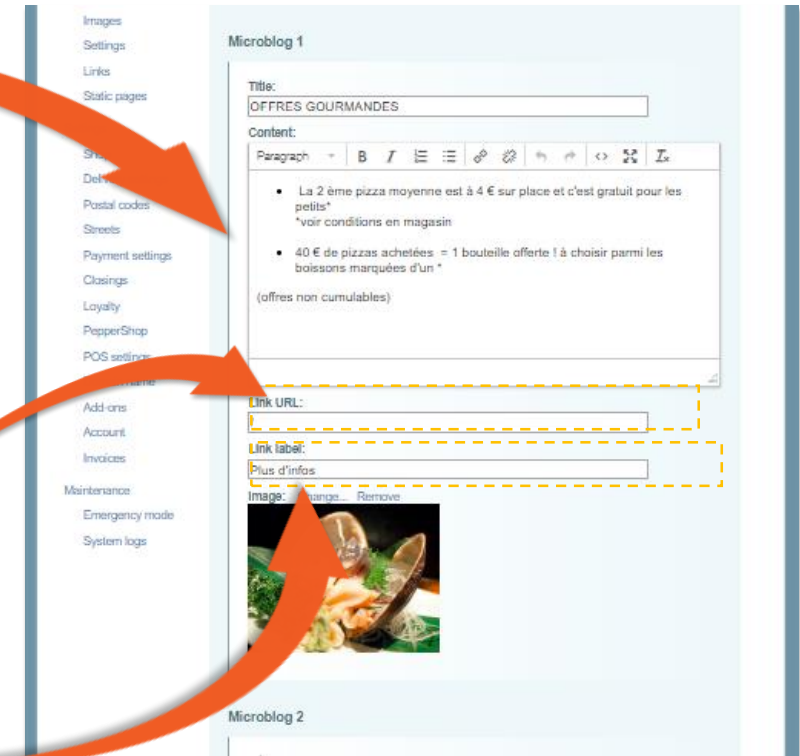
## 12. Microblogs on the homepage

- 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.**



## 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.

" in the instructions to the Link URL field, and another orange arrow points from 'Learn more' to the Link label field." data-bbox="630 261 943 784"/>

Microblog 1

Title: OFFRES GOURMANDES

Content:


Paragraph

- La 2<sup>ème</sup> pizza moyenne est à 4 € sur place et c'est gratuit pour les petits\*  
\*voir conditions en magasin
- 40 € de pizzas achetées = 1 bouteille offerte à choisir parmi les boissons marquées d'un \*

(offres cumulables)

Link URL: /

Link label: Plus d'infos

Image:  Change... Remove

Microblog 2

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



# Customization

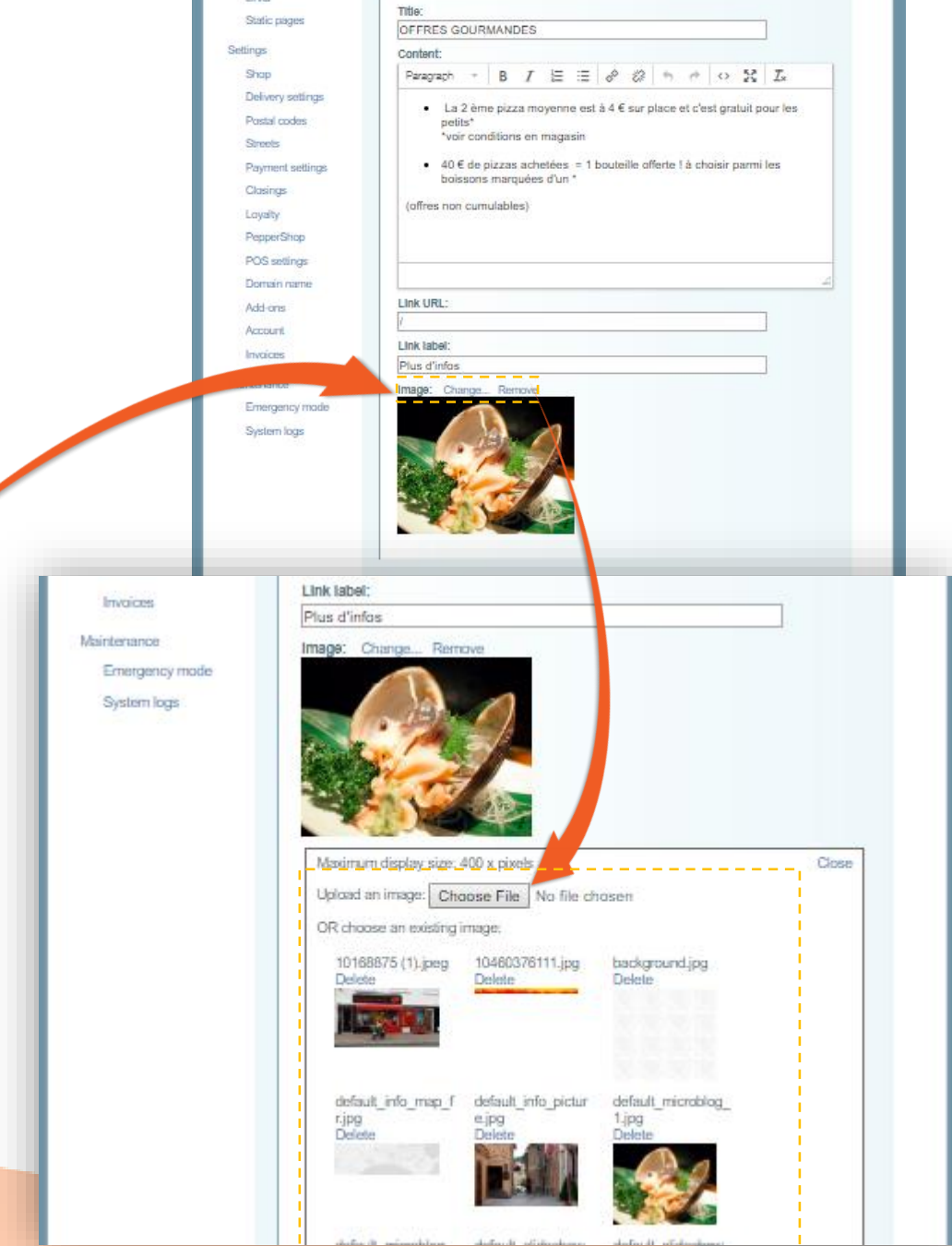
## 12. Microblogs on the homepage

- 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.

**Title of the post**

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form. There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form.

[Read More](#)

**Title of the post**

many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form. There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form. here are many variations of passages of Lorem Ipsum available.

[Read More](#)

**Title of the post**

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form. There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form. There are many variations of passages of Lorem Ipsum available.

[Read More](#)

**ABOUT US**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque quam dolor, vulputate a dapibus ut, ullamcorper non mi. Proin dolor enim, gravida quis leo ut, fermentum fringilla turpis. Suspendisse molestie nisi ut nisi ullamcorper feugiat. Cras dictum, turpis non pulvinar ullamcorper, mi risus vestibulum dolor, sit amet consectetur arcu enim ut quam.


SIGN UP FOR SPECIAL OFFERS

RESTAURANT'S NAME

78 rue de Saint-Ouen  
La Ferrière-Saint-Aubin

Tou

Image: [Change...](#) [Remove](#)



About us

Title:

Content:  

Paragraph

**B** **I** **U** **L** **Link** **Image** **Undo** **Redo** **Source** **Fullscreen**


Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

P

SPAN

Bottom of the page

Restaurant picture: [Change...](#) [Remove](#)







Map: [Change...](#) [Remove](#)

24



# 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**.

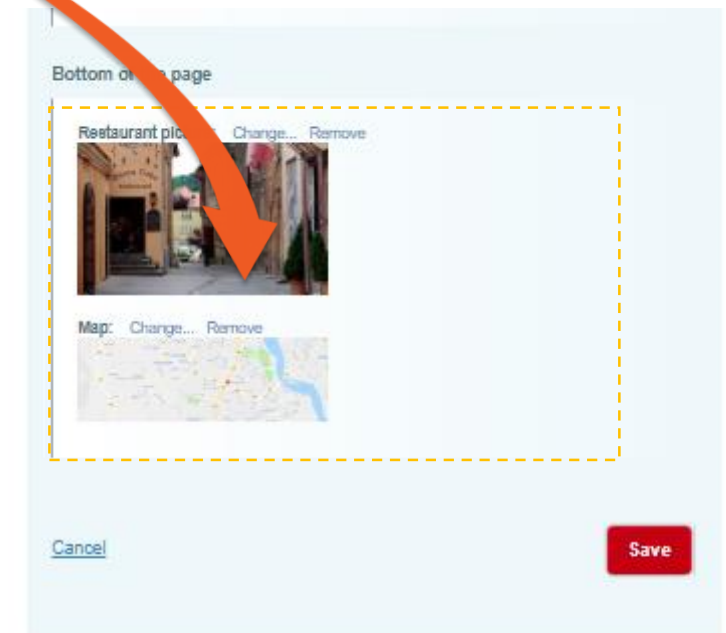
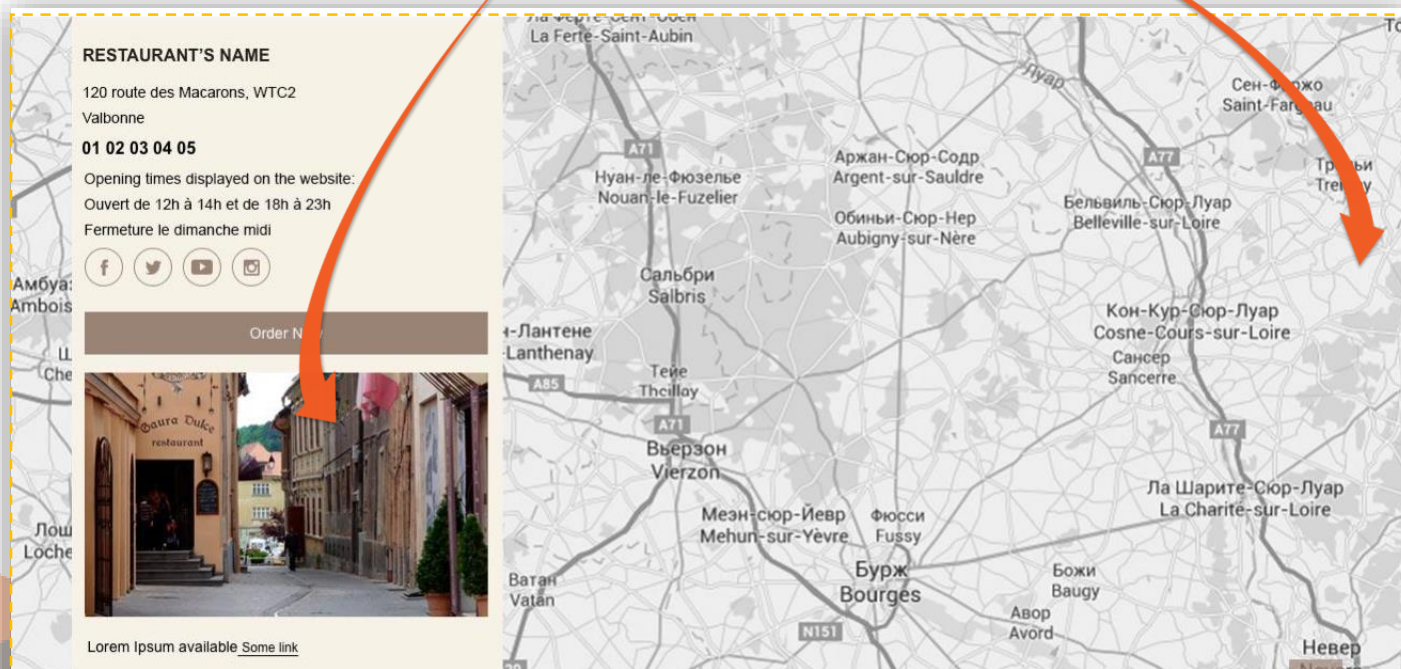
Remember to click the "Save" button at the bottom of the page to save your changes.





## 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.**

- une pâte légère,
- un coulis de tomates cuisiné à l'huile d'olive,
- des légumes frais,
- des produits soigneusement sélectionnés

Link URL:

Link label:

Image: [Change...](#) [Remove](#)



About us

Title:

About us

Content:

Paragraph

B

I

U

Text color

Background color

Link

Unlink

Source


Preview

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.


P • SPAN

Bottom of the page

Restaurant picture: [Change...](#) [Remove](#)



Map: [Change...](#) [Remove](#)



Cancel

Save

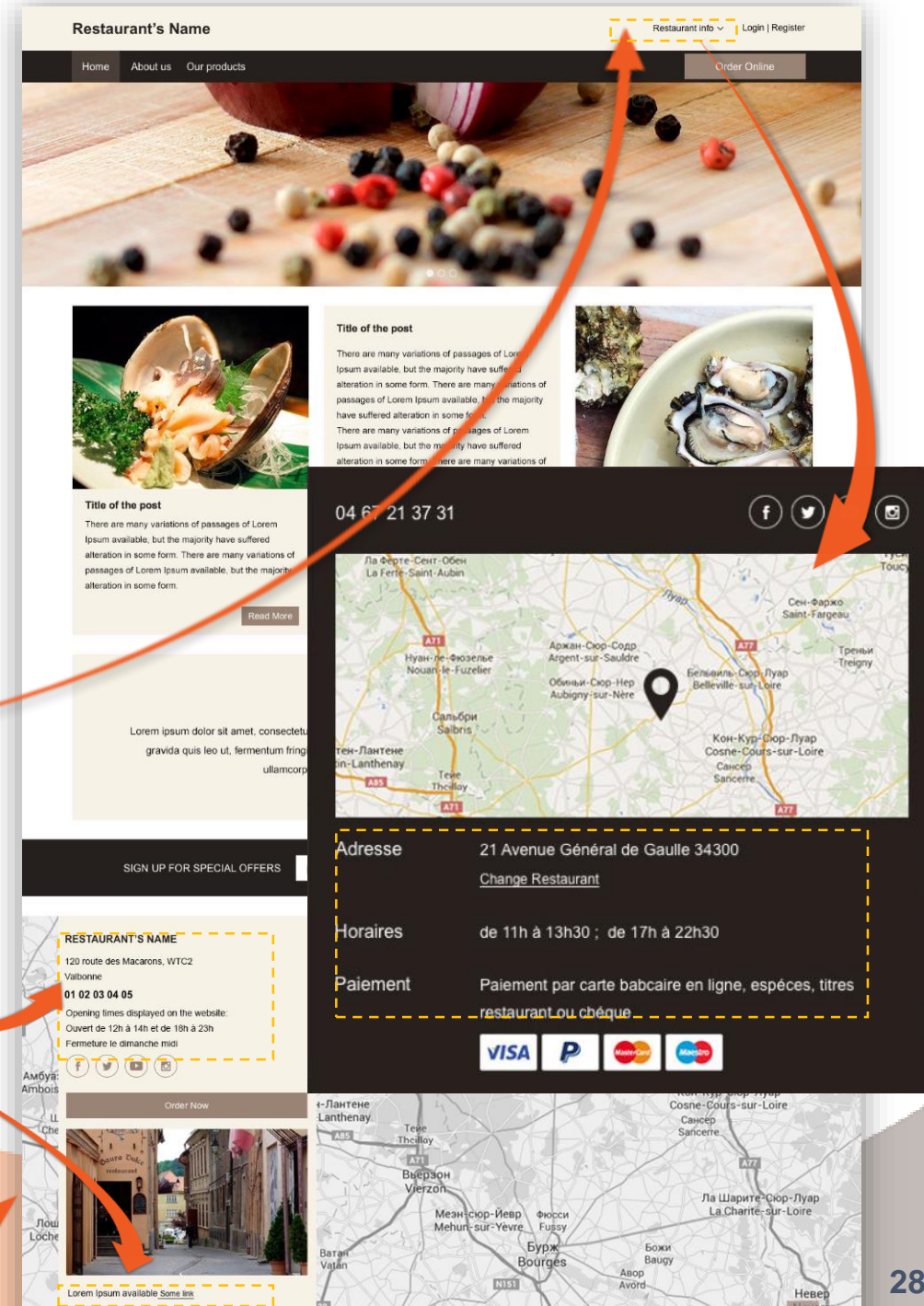


# Customization

## 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**

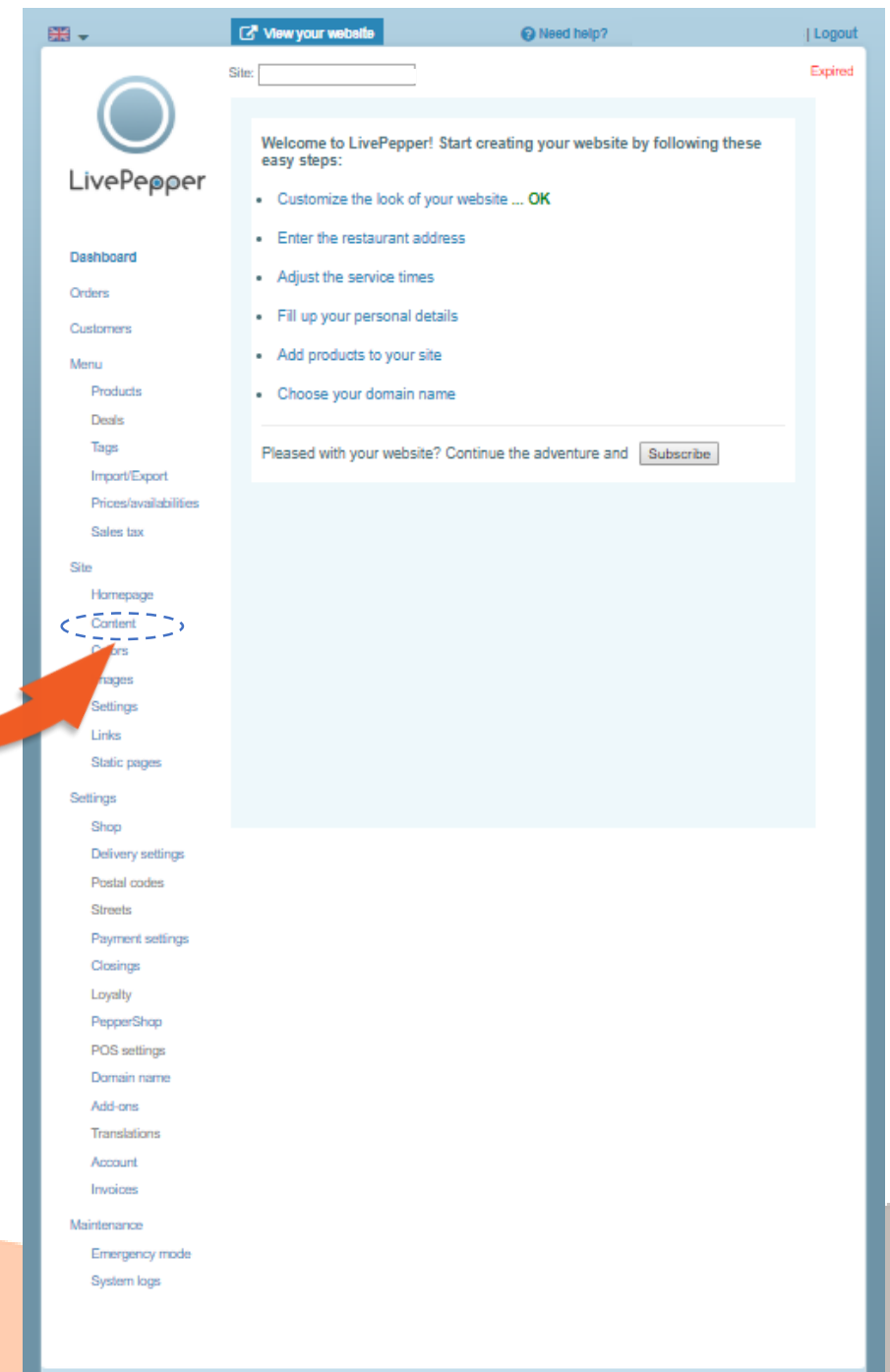




# Customization

## 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.**

The screenshot shows the 'Information' section of the LivePepper interface. On the left is a sidebar menu with categories: Dashboard, Orders, Customers, Menu, Products, Deals, Tags, Import/Export, Prices/availabilities, Sales tax, Site, Content, Colors, Images, Settings, Links, Static pages, Pages, Shop, Delivery settings, Postal codes, Streets, Payment settings, Closings, Loyalty, Appearance, POS settings, Domain name, Add-ons, Account, Invoices, Maintenance, Emergency mode, and System logs. The main area contains several text input fields, each with a rich text editor toolbar (Paragraph, Bold, Italic, List, Link, Image, etc.).

- Store information:** A text field containing placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit." An arrow points from the instruction "Store information" to this field.
- Opening times:** A text field containing placeholder text: "Horaires d'ouverture affichés sur le site", "Ouvert: 12h-15h et 18h30-23h", and "Fermé le dimanche". An arrow points from the instruction "Opening times" to this field.
- Text displayed below the basket:** A text field with a rich text editor toolbar. An arrow points from the instruction "General conditions" to this field.
- Acceptance of general conditions at the end of the purchasing process:** A text field with a rich text editor toolbar. An arrow points from the instruction "General conditions" to this field.
- Messages:** A text field containing placeholder text: "Message displayed in the landing page, below the restaurant locator widget." An arrow points from the instruction "General conditions" to this field.

At the bottom right, there is a red **Save** button and a blue **Cancel** button.



# 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.

The screenshot displays the LivePepper customization interface. On the left is a sidebar menu with categories: Dashboard, Orders, Customers, Menu, Site, Settings, Add-ons, Account, Invoices, Maintenance, and System logs. The 'Messages' item under the 'Settings' category is highlighted with a dashed yellow box. An orange arrow points from the text 'Remember to click the "Save" button to save your changes.' to this 'Messages' section. The main content area shows several text editors for 'Store information', 'Opening times', and 'Text displayed below the basket'. The 'Messages' section at the bottom contains a text field with the placeholder text 'Message displayed in the landing page, below the restaurant locator widget:' and a 'Save' button at the bottom right.



# 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.**

