



LivePepper

# Back Office

*User Guide*

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

▶ **Your contact details**

# Contact details

## 1. Access the contact details entry page

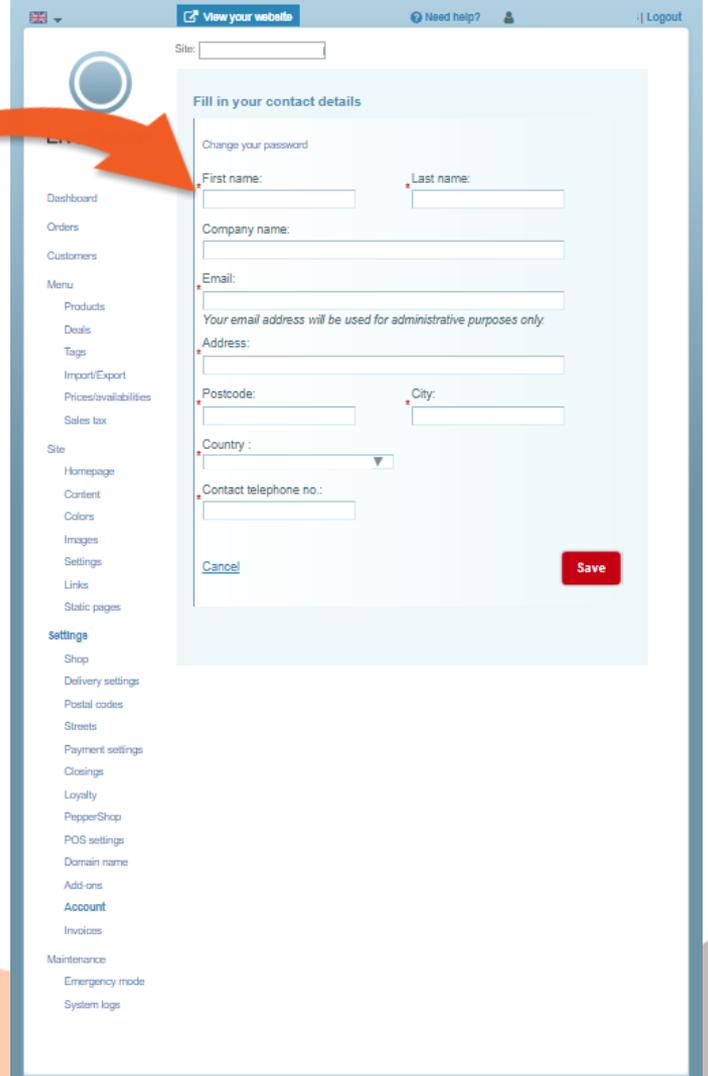
- There are two ways to access the page for entering your restaurant's contact details:
  - In your dashboard's home page, click **"Fill in your personal details"**.
  - Click **"Account"** under the **"Settings"** subheading in your dashboard.

The screenshot shows the LivePepper dashboard interface. At the top, there are navigation links for "View your website", "Need help?", and "Logout". The main content area is divided into a left sidebar and a main panel. The sidebar lists various dashboard sections: 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 "Account" option is highlighted with a dashed orange box. The main panel displays a welcome message: "Welcome to LivePepper! Start creating your website by following these easy steps:". Below this, there is a list of steps: "Customize the look of your website ... OK", "Enter the restaurant address", "Adjust the service times", "Fill up your personal details" (highlighted with a dashed orange box), "Add products to your site", and "Choose your domain name". At the bottom of the main panel, there is a "Subscribe" button.

# Contact details

## 2. Enter your contact details

- Fill in the following fields:
  - ***First name***
  - ***Last name***
  - ***Company name***
  - ***Email***
  - ***Address***
  - ***Postcode***
  - ***City***
  - ***Country***
  - ***Contact telephone no.***
  
- If need be, this is the person that we will contact via the phone number and/or email address specified.



View your website | Need help? | Logout

Site:

### Fill in your contact details

Change your password

First name:  Last name:

Company name:

Email:

*Your email address will be used for administrative purposes only.*

Address:

Postcode:  City:

Country:

Contact telephone no.:

[Cancel](#) [Save](#)

**settings**

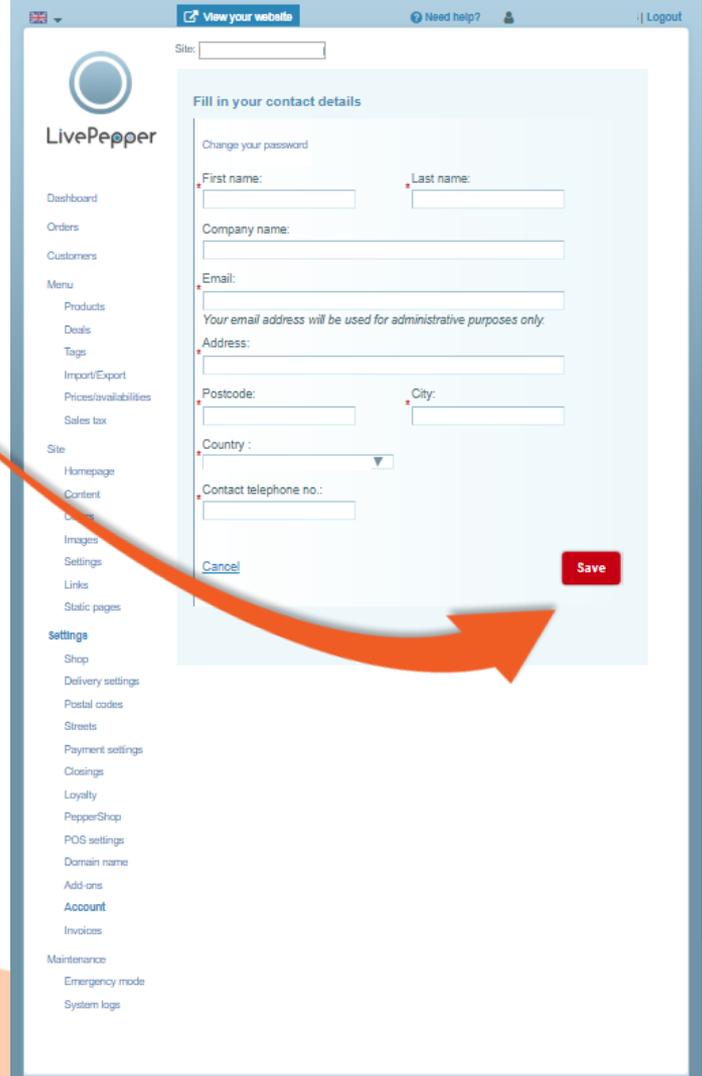
- Shop
- Delivery settings
- Postal codes
- Streets
- Payment settings
- Closings
- Loyalty
- PepperShop
- POS settings
- Domain name
- Add-ons
- Account**
- Invoices
- Maintenance
- Emergency mode
- System logs

# Contact details

## 3. Save

- Click the **"Save"** button once you have entered all your restaurant's contact details.

**>> Note: if you leave the page before saving the details you have entered, these details will be lost and you will have to start over.**

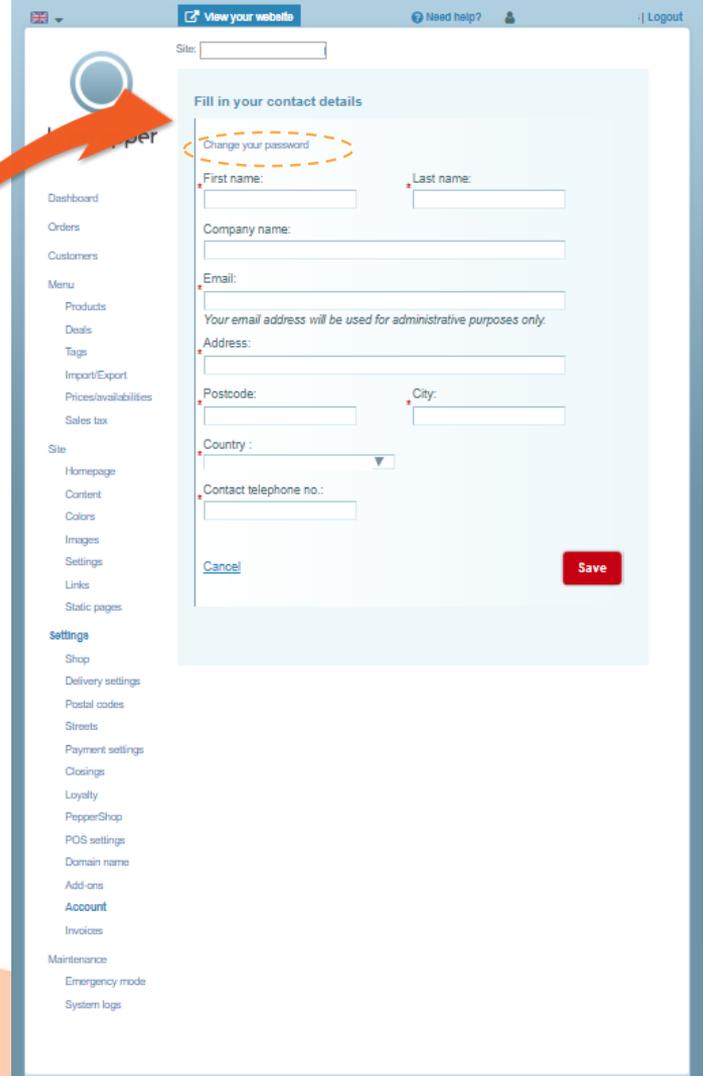


The screenshot shows the LivePepper user interface. On the left is a navigation menu with categories like Dashboard, Orders, Customers, Menu, Products, Deals, Tags, Import/Export, Prices/availabilities, Sales tax, Site, Content, Images, Settings, Links, Static pages, settings, Shop, Delivery settings, Postal codes, Streets, Payment settings, Closings, Loyalty, PepperShop, POS settings, Domain name, Add-ons, Account, Invoices, Maintenance, Emergency mode, and System logs. The main area is titled 'Fill in your contact details' and contains a form with fields for: Change your password, First name, Last name, Company name, Email (with a note: 'Your email address will be used for administrative purposes only'), Address, Postcode, City, Country (dropdown), and Contact telephone no. There are 'Cancel' and 'Save' buttons at the bottom of the form. A large red arrow points from the text above to the 'Save' button.

# Contact details

## 4. Change your password

- This is where you can **change your password for accessing your online ordering site's Back Office.**
- To change this password:
  - click **"Change your password"**;
  - A new page is displayed.



The screenshot shows the PepperShop Back Office interface. On the left is a sidebar menu with categories: Dashboard, Orders, Customers, Menu, Products, Details, 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, Account, Invoices, Maintenance, Emergency mode, and System logs. The main content area is titled 'Fill in your contact details' and contains a form with fields for First name, Last name, Company name, Email, Address, Postcode, City, Country, and Contact telephone no. A red 'Save' button is at the bottom right. A red arrow points from the 'Change your password' link in the sidebar to the 'Change your password' link in the main form area.

View your website | Need help? | Logout

Site:

### Fill in your contact details

[Change your password](#)

First name:  Last name:

Company name:

Email:

*Your email address will be used for administrative purposes only.*

Address:

Postcode:  City:

Country:

Contact telephone no.:

[Cancel](#)