



Questions? : Hank@InstantOrderOnline.com

InstantOrder®

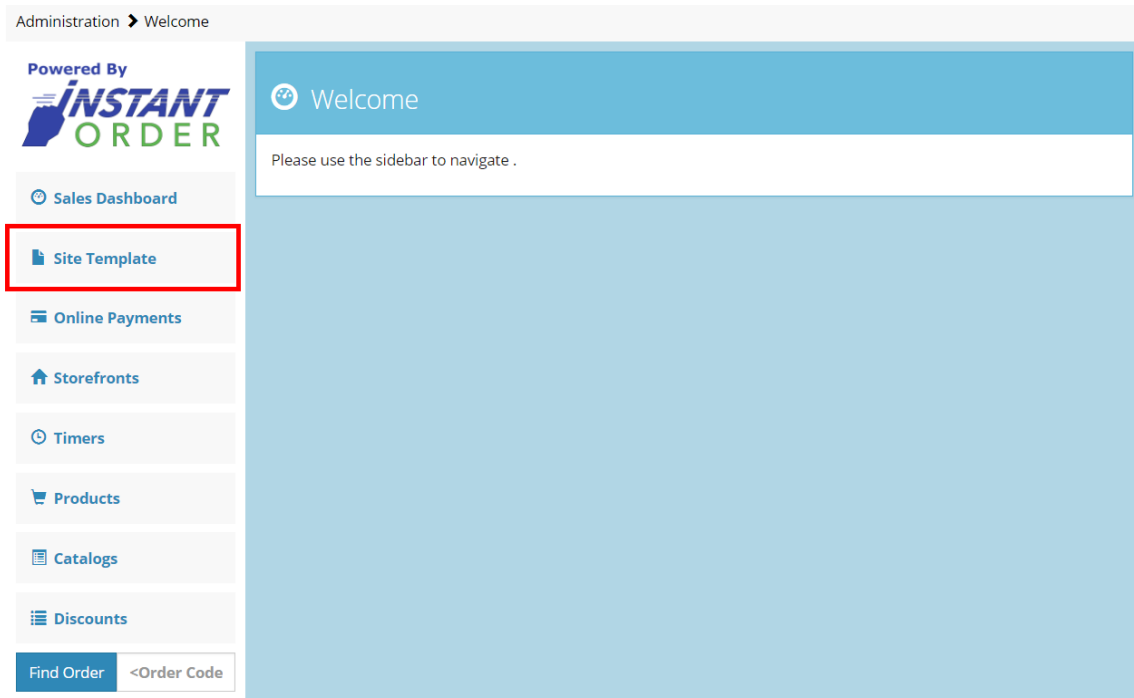
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How to Use Template Settings

Template Settings change the look and feel of your website. These settings allow you to customize your website with color schemes, layouts, and your businesses logo!

Start by selecting **Template Settings**



To edit the logo of your business, change the height, and width of the logo. The URL of the location of the logo will also be entered in the **Logo URL** option.

Administration > Merchant Website Template Settings

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Template Settings

Site Template: DemoDinerSpace Template

textColor 1: #000000

textColor 2: #000000

textColor 3: #000000

Heading: #d9fcdd

Breadcrumb & Cart: #a8ecff

Addons, Options, & Cart Information: #eeeeee

Add To Cart Button: #3b62bf

Add To Cart Button Shadow: #3153A4

CheckBox & Radio Button Selected Color: #5CB CF6

Shopping Cart Buttons: #5CB CF6

Input Box Shadows: #5CB CF6

Logo Width: 300

Logo Height: 150

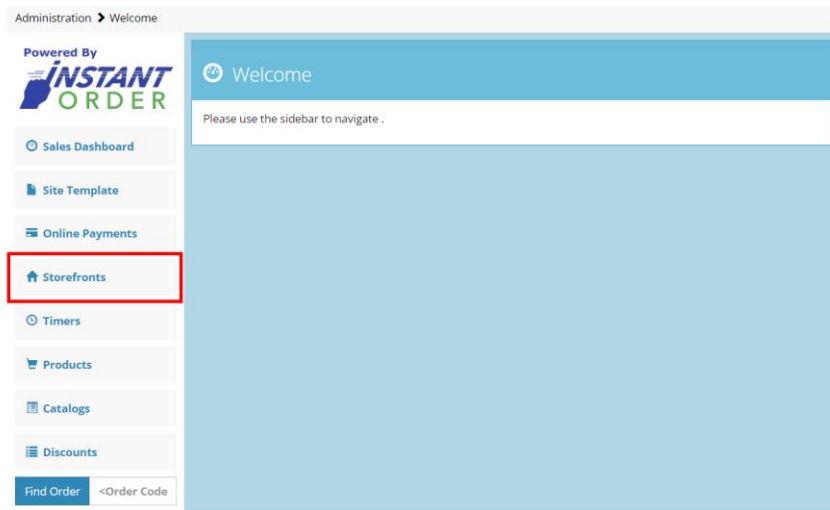
Logo Uri: https://s3.amazonaws.com/companylogos/InstantOrderLogoNev

Save Changes.

Select **Save Changes** when all changes have been made.

How to Create New Storefront

Creating a Storefront begins with selecting **Storefronts** from the main dashboard.



This window will show any existing storefronts on the site.

Select **Create a New Storefront**, then proceed to fill all options with the businesses information.

Store Code: Enter any number. This number is used to define your store to separate storefronts if you have multiple places of business with the same items.

Store Title: Name of the Store

Latitude/Longitude: Pinpoints exact location of business. Can be easily found on google earth.

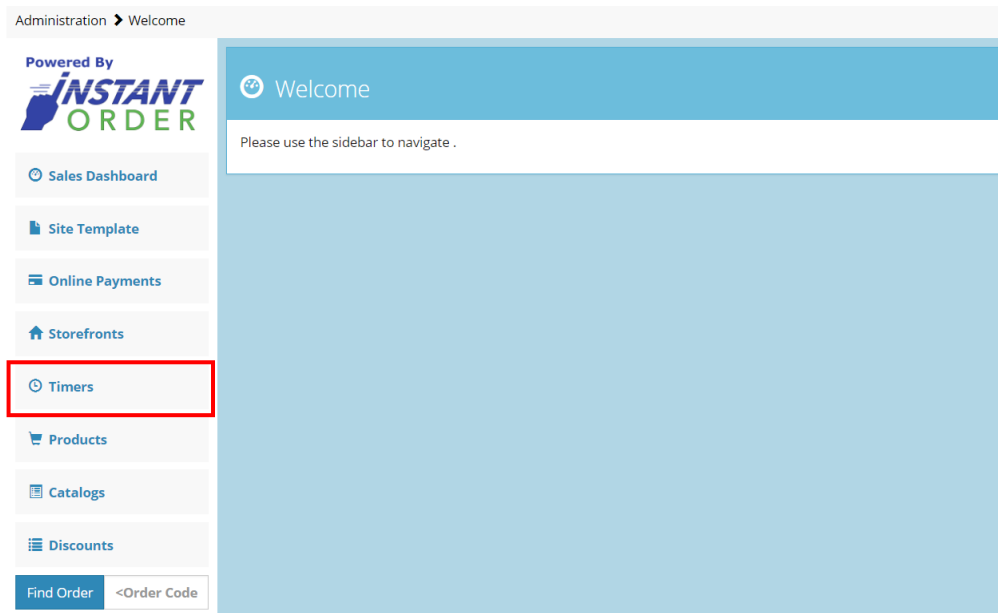
Street address/Postal Information: Business's street address and postal information.

Time zone: The time zone that your business operates under.

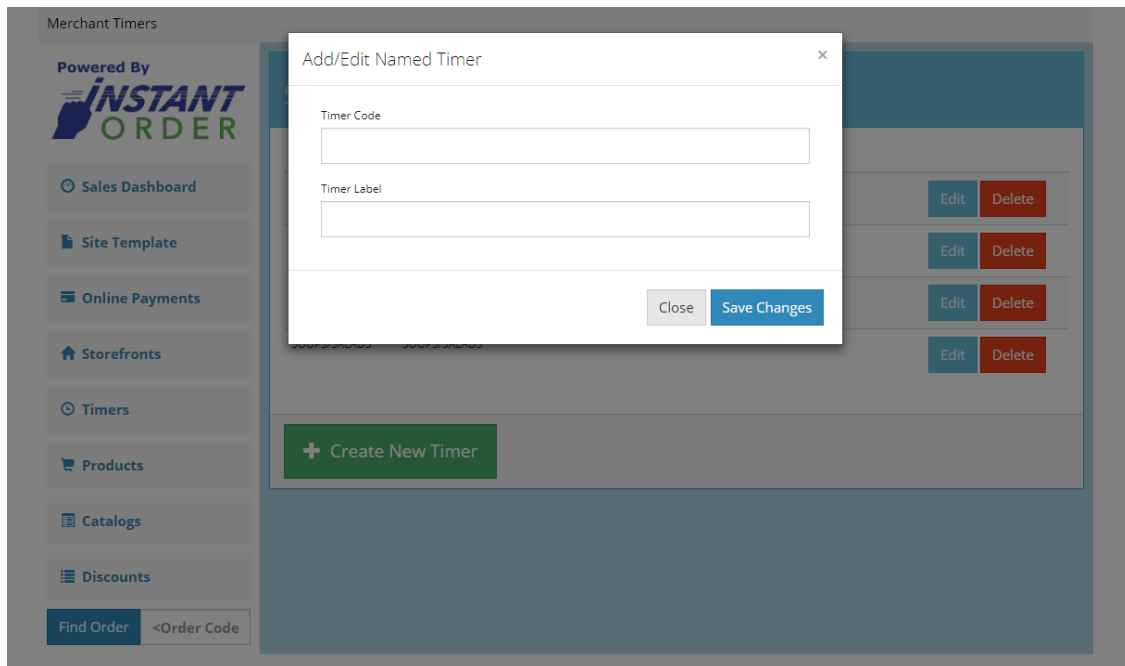
Once all the options have been filled in with the businesses information select **Save Changes**.

How to Create Timers

Creating Timers begins with selecting **Timers** from the main dashboard.



Fill out the Timer Code and the Timer Label



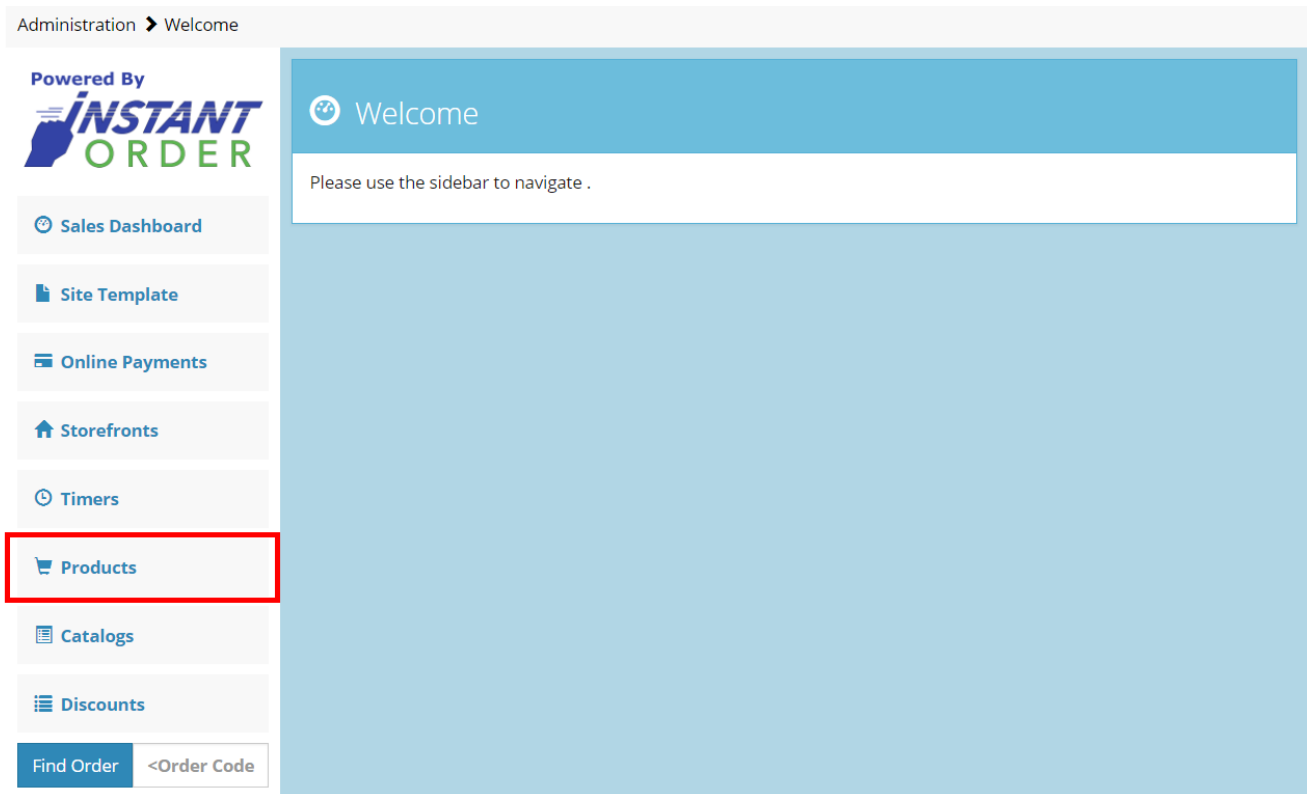
Timer Code: A word used as a code. Ex. OVEN, GRILL ... This code will be used when creating a new product to put each product under a timer category. Each timer category time can be changed as preparation times vary throughout the business.

Timer Label: Name the timer with what the timer is for.

Select **Save Changes** when Timer Code, and Timer Label are filled in.

How to Create New Product

Creating a Product begins with selecting **Products** from the main dashboard.



This window displays all existing products on the site.

Select **Create a New Product**, then fill in all product information

Inventory Code: Allows you to give each product an identification code. This can be used so that if you run out of an item that is in several other products, you can easily choose to hide the products so that no more orders are placed. For example, if a business selling pizzas runs out of mushrooms, any item containing mushrooms can be hidden so that the topping is not available for order.

Sale Code: Each Item is given a sale code so it can be added to the sale system.

Tax Code: Some items require a local or state tax to be added.

Timer Code: In some business, different stations have unique preparation times. The timer code allows you to accurately depict how long a specific product takes to make. This gives the customer the time in which their item will be ready to pick up while maintaining freshness of the product. Ex. GRILL, OVEN ...

Presentation Code: Allows you to customize the look on the front end for a product. The presentation code allows you to add custom graphics for an individual item. Can be left blank if no presentation difference is desired.

Unit Price (USD): Easily set, or change how much each item cost.

Label: Gives a name to the item.

For Pickup/Delivery: Choose whether an item can be delivered, or picked up in store.


Description: Describe the product. Will show next to the product on the web site.

Add to cart message: This feature allows you to add a promotional message after an item is added to the shopping cart.

Once all product information is entered select **Save Changes** to move on.

Product Image: Select **Browse** and choose an Image from computer to upload. (Must be a .png file)

Product Image



Browse...

 No file selected.
Existing Image Shown

Product Option Groups

Weight	Label	Actions
<div style="background-color: #008000; color: white; padding: 5px; display: inline-block; margin-right: 10px;">+ Create a New Product Option Group</div> <div style="background-color: #ccc; padding: 5px; display: inline-block;">⇅ Update Weights</div>		

Product Addon Groups

Weight	Label	Actions
<div style="background-color: #008000; color: white; padding: 5px; display: inline-block; margin-right: 10px;">+ Create a New Add-On Product Group</div> <div style="background-color: #ccc; padding: 5px; display: inline-block;">⇅ Update Weights</div>		

Linked Catalogs

Code	Label	Actions
<div style="background-color: #008000; color: white; padding: 5px; display: inline-block; margin-right: 10px;">+ Add Another Catalog Link</div>		

Product Option Groups: Product Object Group details are product modifiers that allow a customer to select a setting that cannot be “and or”. These options will be shown with a drop-down bar.

Product Option Groups

Weight	Label	Actions
<div style="background-color: #008000; color: white; padding: 2px; display: inline-block; margin-right: 5px;">+ Create a New Product Option Group</div> <div style="background-color: #ccc; padding: 2px; display: inline-block;">⇅ Update Weights</div>		

Product Addon Groups

Weight	Label	Actions
<div style="background-color: #008000; color: white; padding: 2px; display: inline-block; margin-right: 5px;">+ Create a New Add-On Product Group</div> <div style="background-color: #ccc; padding: 2px; display: inline-block;">⇅ Update Weights</div>		

Linked Catalogs

Code	Label	Actions
<div style="background-color: #008000; color: white; padding: 2px; display: inline-block; margin-right: 10px;">+ Add Another Catalog Link</div>		

716 Logan St. Costa, CA 95022 • Hard Taco

Hard Taco



Quantity:

Unit Type:

Mescalita Cheese W
 Cheddar Cheese
 Both Cheeses
 No Cheese

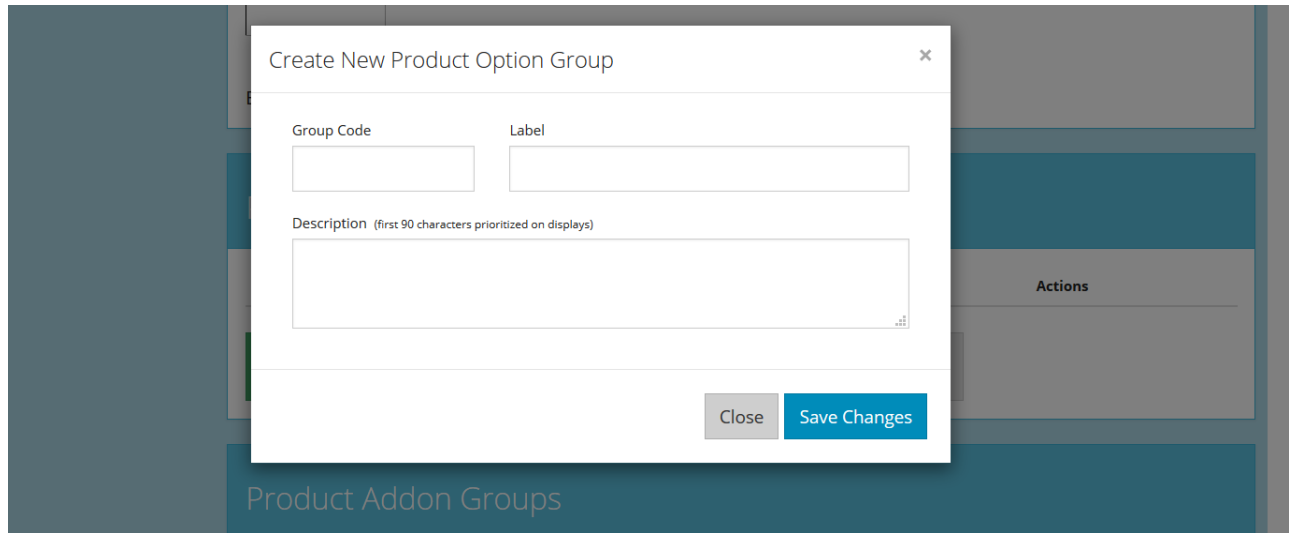
Modifiers:

<input type="checkbox"/> No Meat	<input type="checkbox"/> No Lettuce	<input type="checkbox"/> Onions
<input type="checkbox"/> Green Peppers	<input type="checkbox"/> Tomato	<input type="checkbox"/> Jalapeno Peppers
<input type="checkbox"/> Pickles	<input type="checkbox"/> Banana Peppers	<input type="checkbox"/> Green Olives
<input type="checkbox"/> Black Olives	<input type="checkbox"/> Fresh Mushrooms	<input type="checkbox"/> Canned Nuchrooms
<input type="checkbox"/> Sour Cream	<input type="checkbox"/> Extra Sauce	<input type="checkbox"/> Extra Meat
<input type="checkbox"/> Extra Cheese	<input type="checkbox"/> Sauce On Side	<input type="checkbox"/> Sour Cream On Side

Add Product

Our Hard Tacos Are Made With The Highest Quality Ingredients. We Start With Fresh Crispy Corn Tortillas And Add Our Unique Homemade Meat Sauce, Hot Or Mild Sauce, Lettuce And Cheese. Tomatoes, Onions And

Select **Create a New Product Option Group** under the product’s page.



Give the Option Group a label and description. For example, pizzas, would have crust type as a group code.

Once a New Product Option Group has been created select **Create a New Option Choice**

Administration > My Products > Product "Small Pizza" > Option Group "Crust Type"

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- Sales Dashboard
- Site Template
- Online Payments
- Storefronts
- Timers
- Products
- Catalogs
- Discounts

Find Order <Order Code

Product Option Group Details

Group Code: Crust Label: Crust Type

Description (first 90 characters prioritized on displays): Crust Type

Default Option: Original Crust (0)

[Save Changes](#)

Options in this Option Group

Weight	Inv #	Sale #	Tax #	Price	Label	Actions
1	OriginalCrust	2933	0	0	Original Crust	Edit Delete
2	FreshDough	2932	0	0	Fresh Dough	Edit Delete

[+ Create a New Option Choice](#) [Update Weights](#)

Fill out all the options that apply to your business.

Administration > My Products > Product "Small Pizza" > Option Group "Crust Type"

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Sales Dashboard
Site Template
Online Payments
Storefronts
Timers
Products
Catalogs
Discounts

Find Order <Order Code

Create New Product Option Choice

Label

Sale Code

Inventory Code

Tax Code

Price

Close Save Changes

Original Crust (0)

Save Changes

Options in this Option Group

Weight	Inv #	Sale #	Tax #	Price	Label	Actions
1	OriginalCrust	2933		0	Original Crust	Edit Delete
2	FreshDough	2932		0	Fresh Dough	Edit Delete

+ Create a New Option Choice Update Weights

Label: Gives a name to the item.

Sale Code: Each Item is given a Sale code, so it can be added to the sale system.

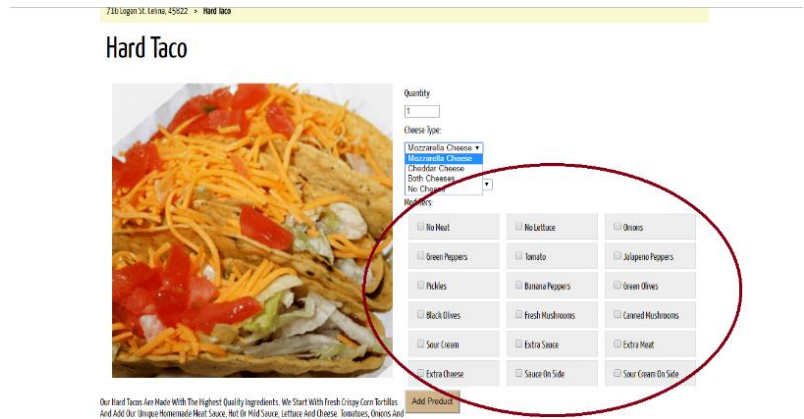
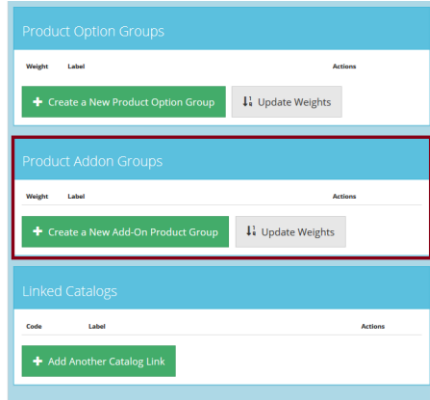
Inventory Code: Allows you to give each product an identification code. This can be used so that if you run out of an item that is in several other products, you can easily choose to hide the products so that no more orders are placed. For example, if a business selling pizzas runs out of mushrooms, any item containing mushrooms can be hidden so that the topping is not available for order.

Tax Code: Some items require a local or state tax to be added.

Price: Set how much the item cost in USD.

*Make sure to select a **Default Option** under Product Option Group Details and select **Save Changes**. Failing to do this will cause an error in the system.

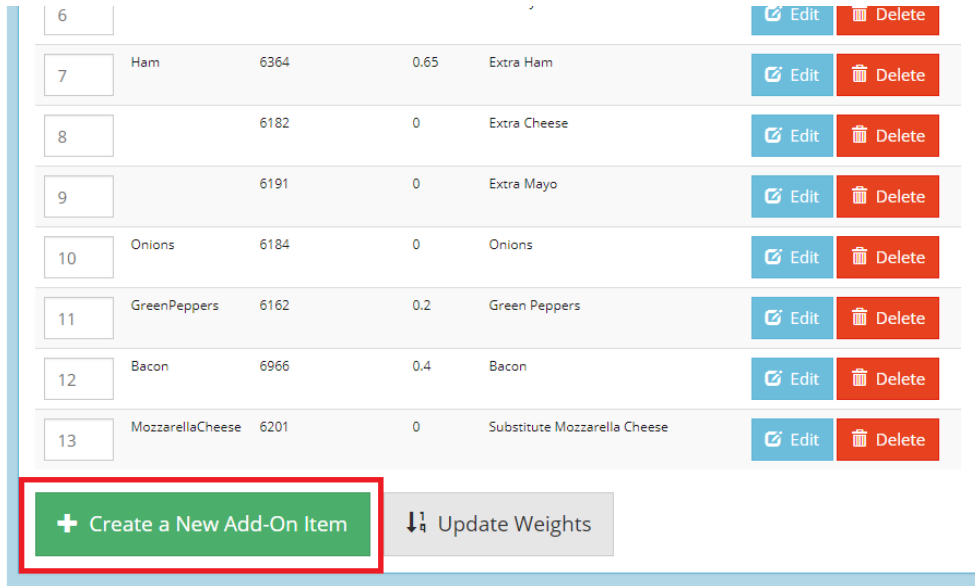
Product Add-on Groups:



Select **Create a New Add-On Product Group** under the product’s page.

Give the Item a label and description

Once a new Add-On Product Group has been created select **Create a New Add-On Item**



Label: Gives a name to the item.

Sale Code: Each Item is given a Sale code so it can be added to the sale system.

Inventory Code: Allows you to give each product an identification code. This can be used so that if you run out of an item that is in several other products, you can easily choose to hide the products so that no more orders are placed. For example, if a business selling pizzas runs out of mushrooms, any item containing mushrooms can be hidden so that the topping is not available for order.

Tax Code: Some items require a local or state tax to be added.

Price: Set how much the item cost in USD.

Linked Catalogs:

Linked Catalog is located at the bottom of each individual Product page. Linked Catalogs are used to place each item into a category.

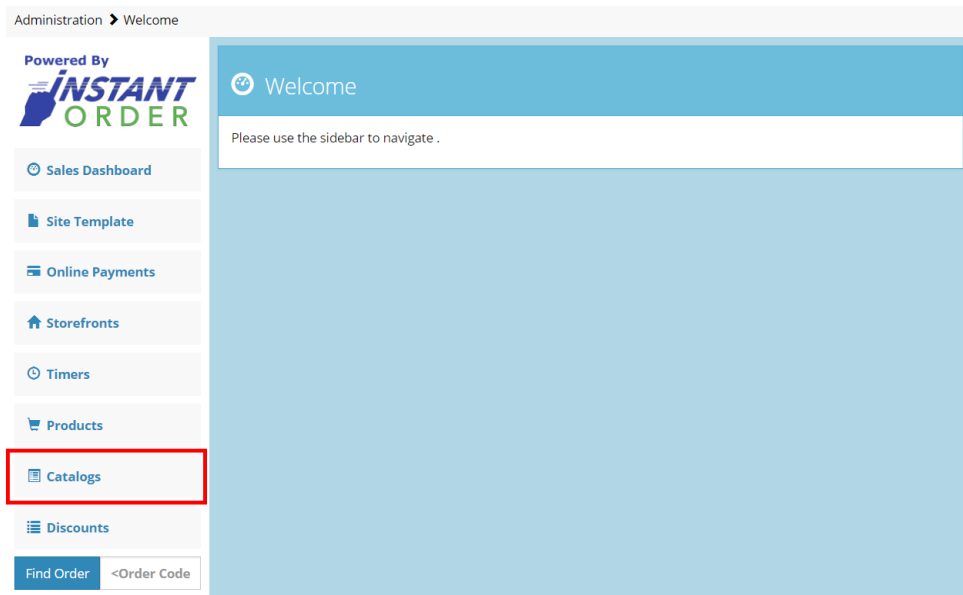
The screenshot shows two sections of a user interface. The top section, titled "Product Addon Groups", contains a table with columns "Weight", "Label", and "Actions". The table has one row with "1" in the Weight column and "Modifiers" in the Label column. To the right of this row are "Edit" and "Delete" buttons. Below the table are two buttons: a green "+ Create a New Add-On Product Group" button and a grey "Update Weights" button with a downward arrow icon.

The bottom section, titled "Linked Catalogs", contains a table with columns "Code", "Label", and "Actions". The table has one row with "Subs" in the Code column and "Subs" in the Label column. To the right of this row is a "Detach" button. Below the table is a green "+ Add Another Catalog Link" button, which is highlighted with a red rectangular border.

Once an item is placed into a catalog it will be displayed on the "Front End" of the menu.

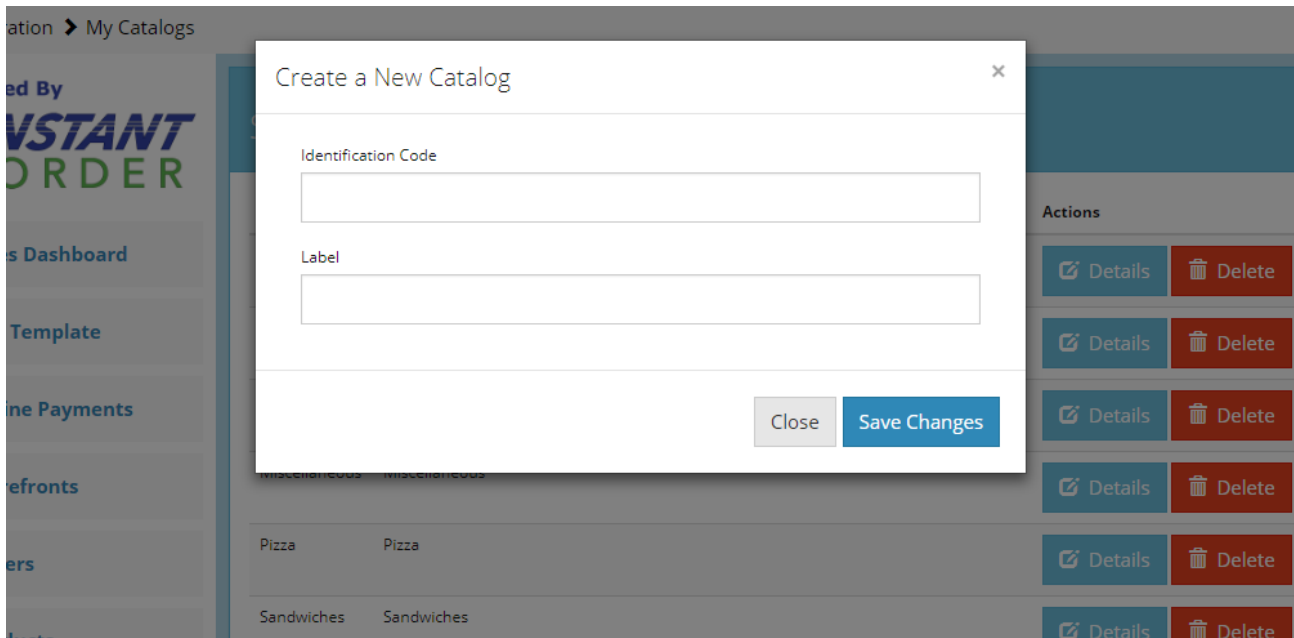
How to Create Catalogs

Creating a Catalog begins with selecting **Catalogs** from the main dashboard.



This window displays all existing catalogs on the site.

Select **Add a New Catalog**, then give the catalog an Identification Code and a Label.



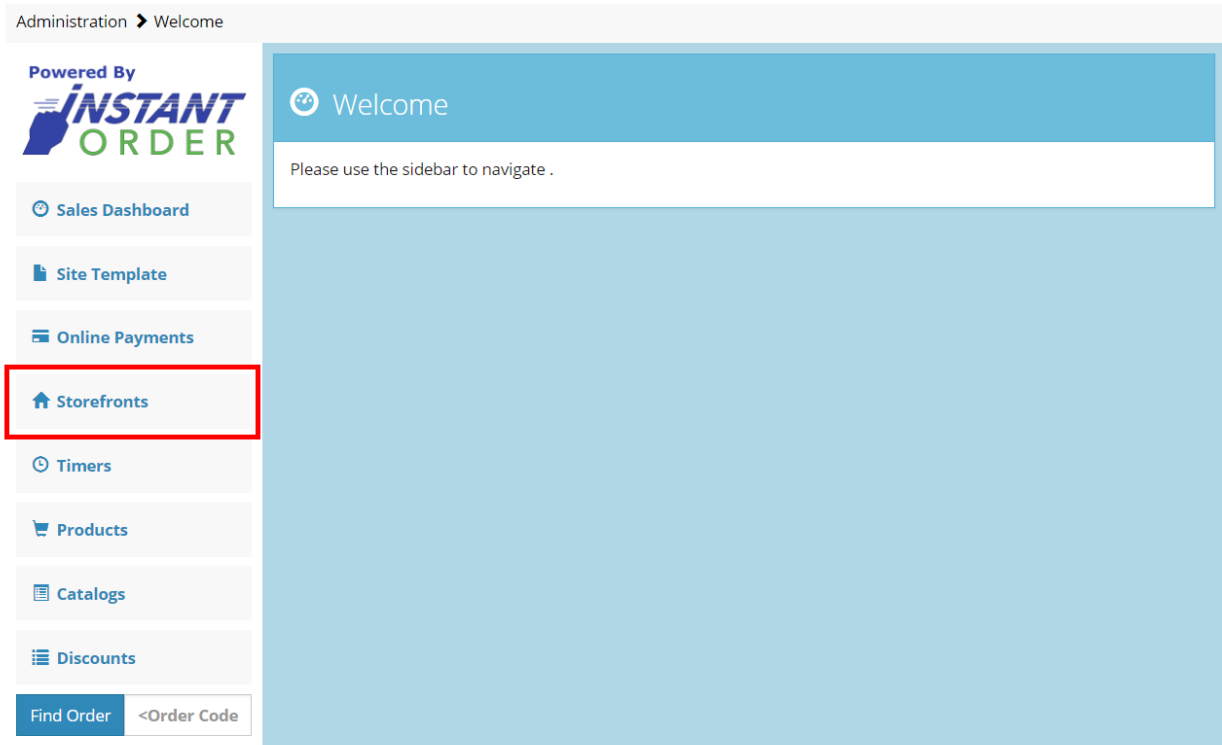
Identification Code: Create an ID for your catalog. Often is the same as the label.

Label: Create a label for the catalog.

Select **Save Changes** when Identification Code, and Label are filled in.

How to Edit Timers

Edit timers by selecting **Storefronts** from the main dashboard.



Administration > Welcome

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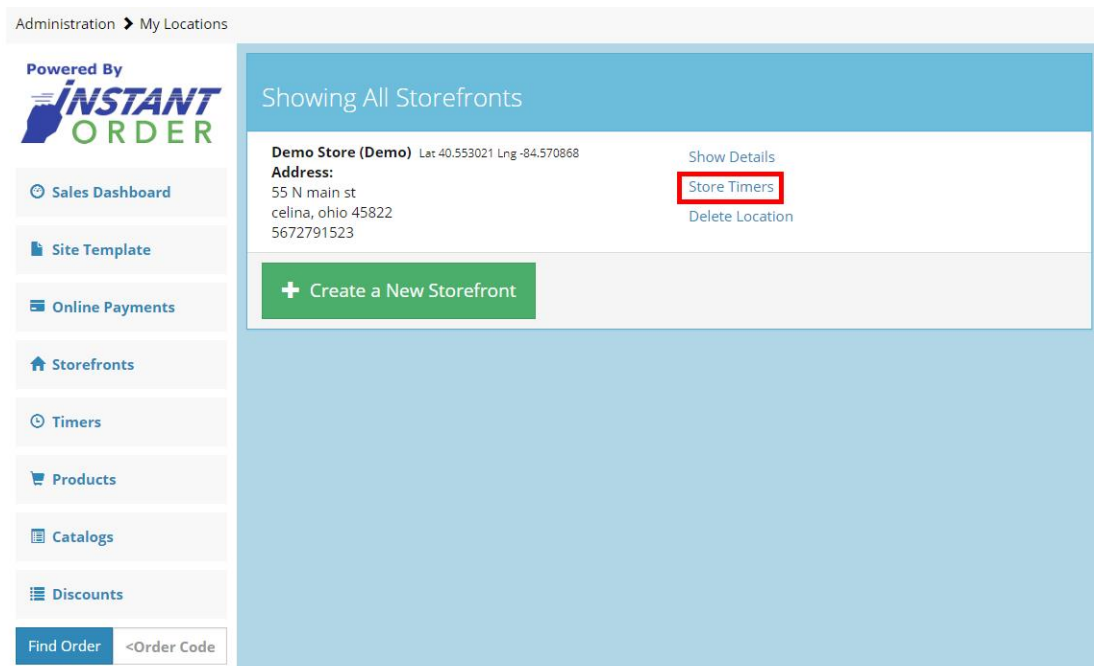
- Sales Dashboard
- Site Template
- Online Payments
- Storefronts**
- Timers
- Products
- Catalogs
- Discounts

Find Order <Order Code

Welcome

Please use the sidebar to navigate .

While on the Showing All Storefronts page select **Store Timers**.



Administration > My Locations

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- Sales Dashboard
- Site Template
- Online Payments
- Storefronts**
- Timers
- Products
- Catalogs
- Discounts

Find Order <Order Code

Showing All Storefronts

Demo Store (Demo) Lat: 40.553021 Lng: -84.570868

Address:
55 N main st
celina, ohio 45822
5672791523

Show Details
Store Timers
Delete Location

+ Create a New Storefront

Select **Edit** to change each timer as preparation time changes

Showing Timers For Storefront

Code	Minutes	Label	
FRYER	10 min	FRYER	Edit
GRILL	15 min	GRILL	Edit
OVEN	20 min	OVEN	Edit
SOUPS/SALADS	5 min	SOUPS/SALADS	Edit

These times will be edited throughout the operation hours by a staff member in order to ensure accurate order pickup times so that the customer receives finished and fresh food.

How to Update Weights

Under each product’s Option Group, or Addon Group you can Update Weights. Updating the weights alters the order in which options appear on the finished web site.

+ Create a New Product Option Group
⇅ Update Weights


Product Addon Groups

Weight	Label	Actions
1	Whole Small Pizza Toppings	✎ Edit 🗑 Delete
2	Left Half Pizza Toppings	✎ Edit 🗑 Delete
3	Right Half Pizza Toppings	✎ Edit 🗑 Delete
4	Special Instructions	✎ Edit 🗑 Delete

+ Create a New Add-On Product Group
⇅ Update Weights

Because the “Whole Small Pizza Toppings” has the weight of 1, it will be shown first.

Small Pizza



All Pizzas Made With Fresh Packed Tomato Sauce And Generous Amounts Of The Finest Ingredients Available. Then Topped With A Blue Ribbon Winning Wisconsin Cheese.

Quantity:

Crust Type:

Whole Pizza Toppings:

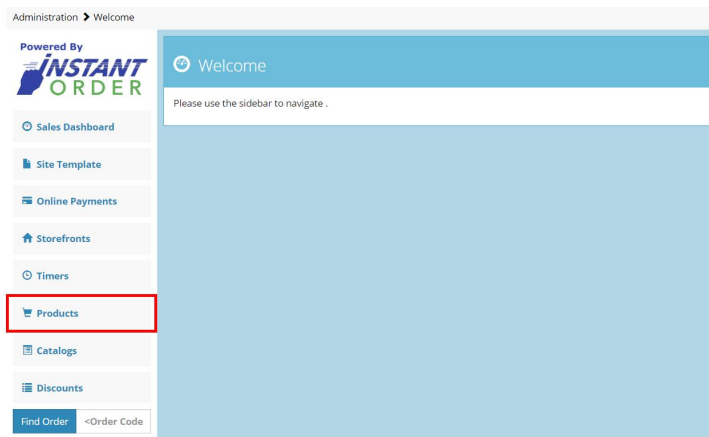
<input type="checkbox"/> Onions	<input type="checkbox"/> Green Peppers	<input type="checkbox"/> Pepperoni
<input type="checkbox"/> Sliced Sausage	<input type="checkbox"/> Bacon	<input type="checkbox"/> Hamburger
<input type="checkbox"/> Bulk Sausage	<input type="checkbox"/> Ham	<input type="checkbox"/> Black Olives
<input type="checkbox"/> Green Olives	<input type="checkbox"/> Banana Peppers	<input type="checkbox"/> Jalapeno Peppers
<input type="checkbox"/> Pineapple	<input type="checkbox"/> Tomato	<input type="checkbox"/> Fresh Mushrooms
<input type="checkbox"/> Canned Mushrooms	<input type="checkbox"/> Extra Cheese	<input type="checkbox"/> Extra Sauce

Left Half Pizza Toppings:

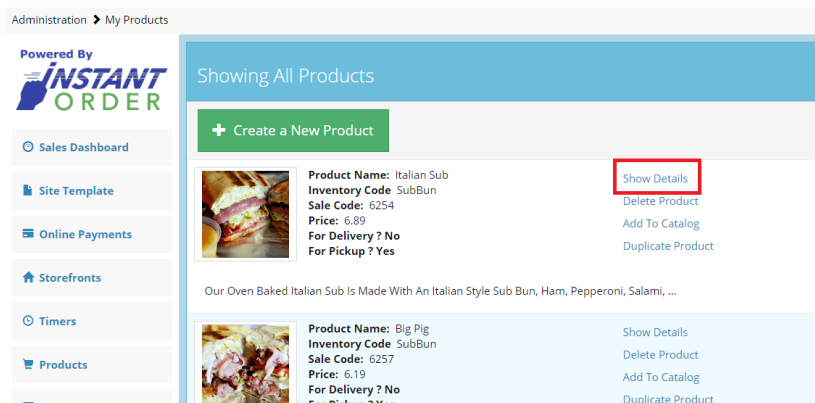
<input type="checkbox"/> Left Onions	<input type="checkbox"/> Left Green Peppers	<input type="checkbox"/> Left Pepperoni
<input type="checkbox"/> Left Sliced Sausage	<input type="checkbox"/> Left Bacon	<input type="checkbox"/> Left Hamburger
<input type="checkbox"/> Left Bulk Sausage	<input type="checkbox"/> Left Ham	<input type="checkbox"/> Left Black Olives
<input type="checkbox"/> Left Green Olives	<input type="checkbox"/> Left Banana Peppers	<input type="checkbox"/> Left Jalapeno Peppers
<input type="checkbox"/> Left Pineapple	<input type="checkbox"/> Left Tomato	<input type="checkbox"/> Left Fresh Mushrooms
<input type="checkbox"/> Left Canned Mushrooms	<input type="checkbox"/> Left Extra Cheese	

How to Edit Product Prices

Select **Products** to see all the products



Over the product that you would like to edit the price of select **Show Details**

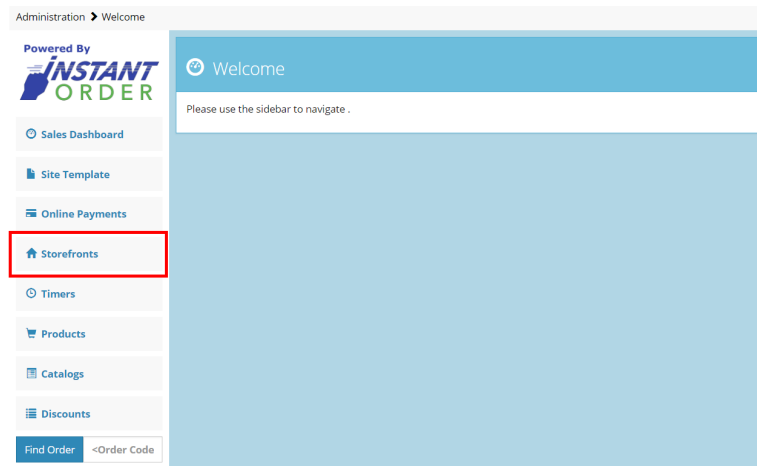


Under **Unit Price (USD)** you can edit the current product price. After changing the price select **Save Changes**

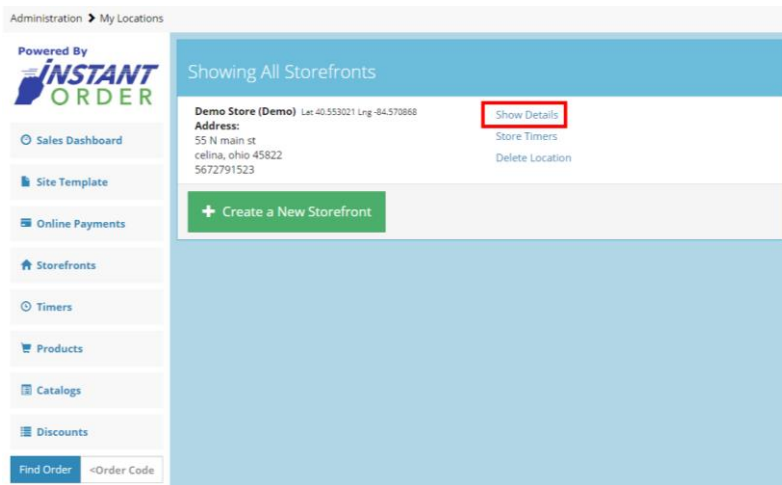
The screenshot shows the 'Product Details' form. The form has several input fields: Inventory Code (SubBun), Sale Code (6254), Tax Code (empty), Timer Code (OVEN), and Presentation Code (empty). The 'Unit Price (USD)' field contains the value 6.89 and is highlighted with a red box. Below these fields is a 'Label' field containing 'Italian Sub'. There are two checkboxes: 'For Delivery' (unchecked) and 'For Pickup' (checked). A 'Description' field contains the text: 'Our Oven Baked Italian Sub Is Made With An Italian Style Sub Bun, Ham, Pepperoni, Salami, Provolone, Swiss Cheese And Italian Dressing, Then Topped With Lettuce And Tomato.' At the bottom of the form is an 'Add to cart message' field. A green 'Save Changes' button with a download icon is highlighted with a red box at the bottom of the form.

How to Edit Delivery Status

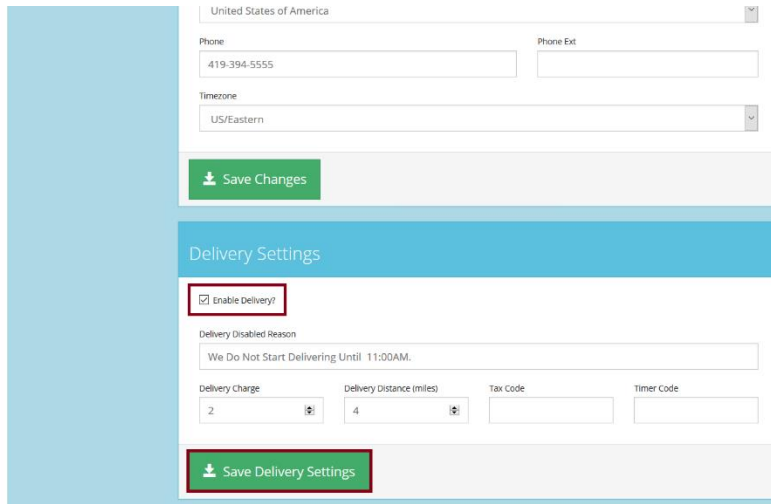
Select Storefronts



Select Show Details



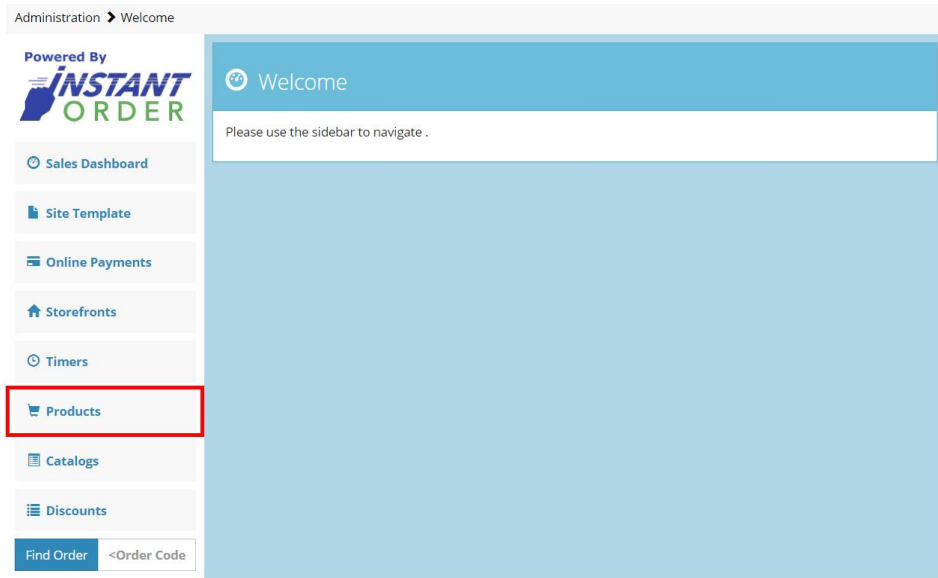
Check **Enable Delivery** to enable delivery. When the box is not checked, delivery will not be available.



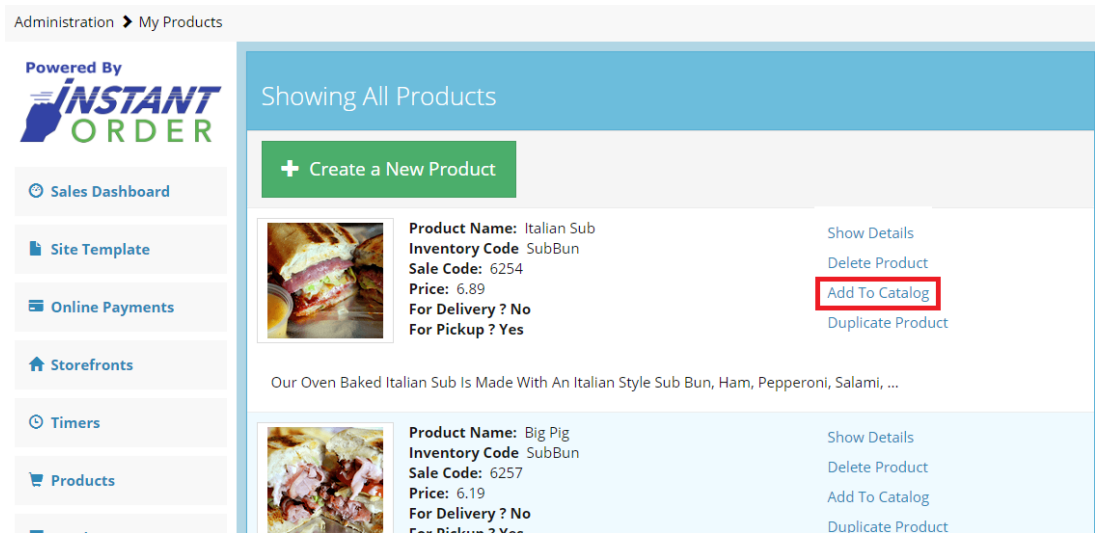
Select **Save Delivery Settings** when the changes have been made

How to Add Products to Catalogs

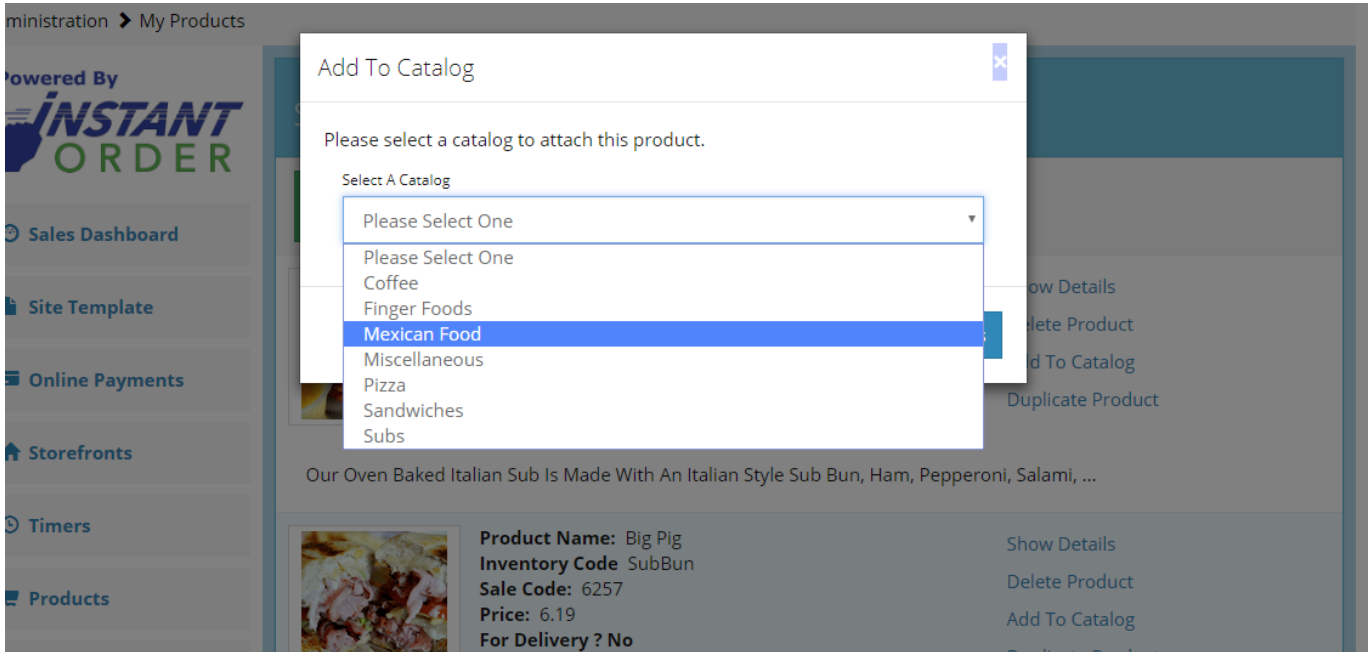
Start by selecting **Products**



Then select **Add to Catalog**



Select a Catalog to add the product to.



After selecting a catalog for the product select **Save Changes**

Listed Catalogs/Menus

These options are used to create times in which a business's products are available for purchase. For example, you can set times for a breakfast menu so that the products on the breakfast menu are only available in the morning hours.

Start by selecting **Storefronts**

Administration > Welcome

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Welcome
Please use the sidebar to navigate.

- Sales Dashboard
- Site Template
- Online Payments
- Storefronts**
- Timers
- Products
- Catalogs
- Discounts

Find Order <Order Code

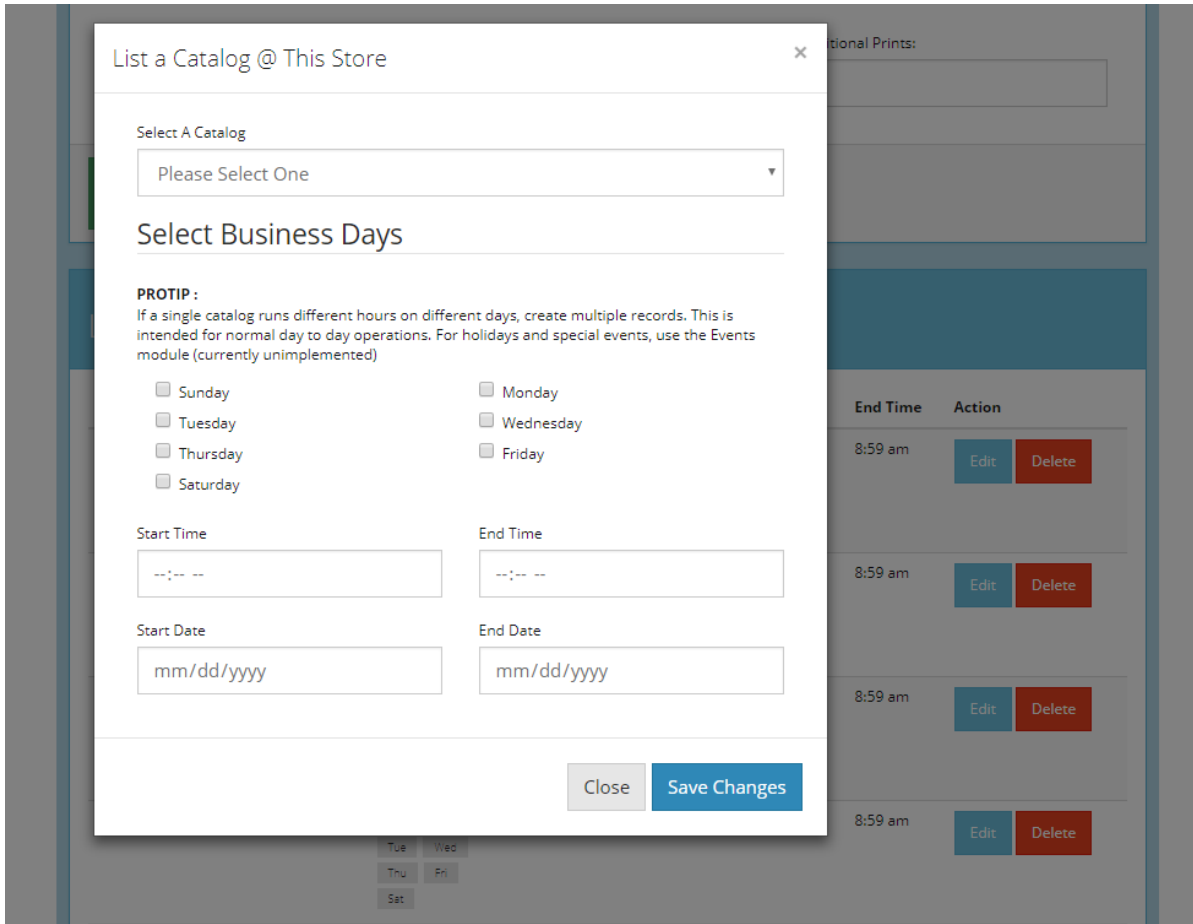
At the bottom of the Storefronts page select **Attach a Catalog**

Listed Catalogs/Menus

Code/Label	Days of Week	Start Date	End Date	Start Time	End Time	Action
(Finger Foods) Finger Foods	Sun Mon Tue Wed Thu Fri Sat	0000-00-00	0000-00-00	9:00 am	8:59 am	Edit Delete
(Mexican Food) Mexican Food	Sun Mon Tue Wed Thu Fri Sat	0000-00-00	0000-00-00	9:00 am	8:59 am	Edit Delete
(Subs) Subs	Sun Mon Tue Wed Thu Fri Sat	0000-00-00	0000-00-00	9:00 am	8:59 am	Edit Delete
(Sandwiches) Sandwiches	Sun Mon Tue Wed Thu Fri Sat	0000-00-00	0000-00-00	9:00 am	8:59 am	Edit Delete
(Pizza) Pizza	Sun Mon Tue Wed Thu Fri Sat	0000-00-00	0000-00-00	9:00 am	8:59 am	Edit Delete
(coffee) Coffee	Sun Mon Tue Thu Fri Sat	0000-00-00	0000-00-00	9:00 am	8:59 am	Edit Delete

+ Attach a Catalog

Fill in all information for the Menu Catalog



Select A Catalog: Choose a catalog to add to Listed Catalogs. For example, breakfast, fried food, pizza...

Select Business Days: Choose what days this Catalog applies. Can also be used to define store hours for different days. Some businesses have different hours on week days and weekends.

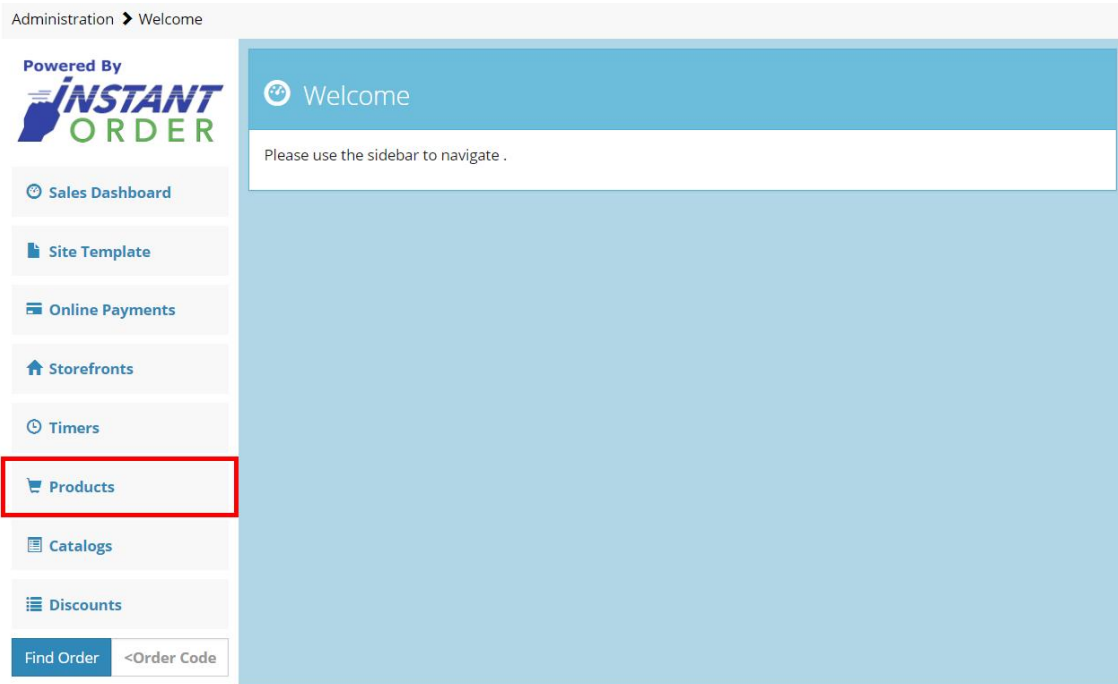
Start Time-End Time: Select the time that the product will be available to purchase. For example, 10:00am to 11:00pm

Start Date-End Date: Can be used for seasonal items. If the item is available year-round then set a very far off date for your end date.

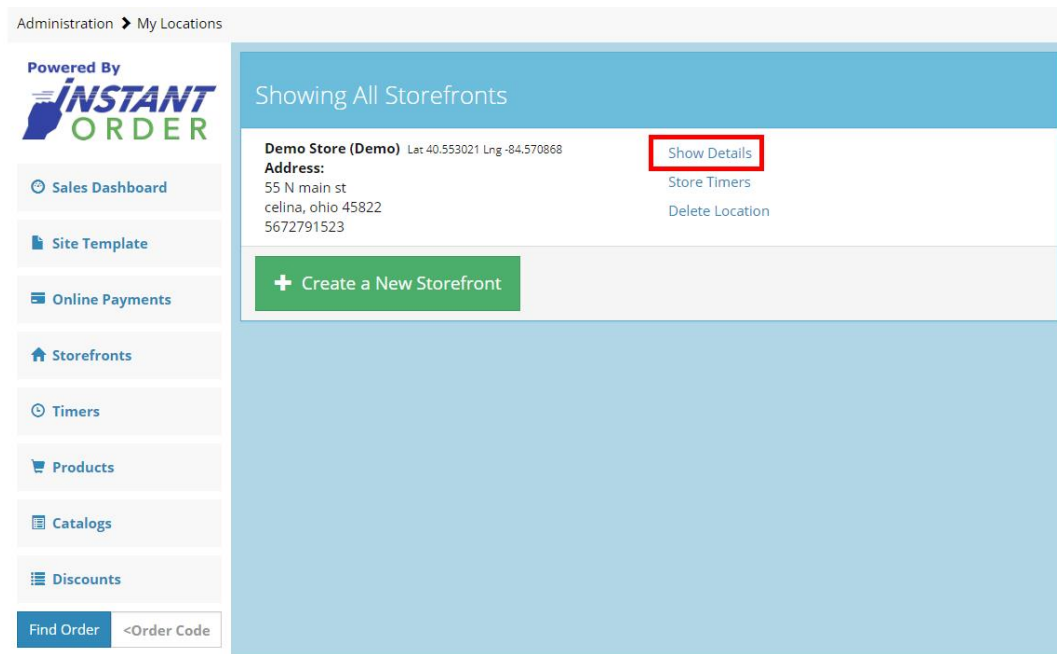
How to Remove Product Temporarily

These steps will guide you to remove a product from the front end without deleting the product. This could come in handy when your business runs out of a product temporarily.

Start by selecting **Products**



Over the product that you would like to edit the price of select **Show Details**



Go to the bottom of the products page to Linked Catalogs and select **Detach** to detach your product.

[+ Create a New Product Option Group](#) [Update Weights](#)

Product Addon Groups

Weight	Label	Actions
<input type="text" value="1"/>	Whole Pizza Toppings	Edit Delete
<input type="text" value="2"/>	Left Half Pizza Toppings	Edit Delete
<input type="text" value="3"/>	Right Half Pizza Toppings	Edit Delete
<input type="text" value="4"/>	Special Instructions	Edit Delete

[+ Create a New Add-On Product Group](#) [Update Weights](#)

Linked Catalogs

Code	Label	Actions
Pizza	Pizza	Detach

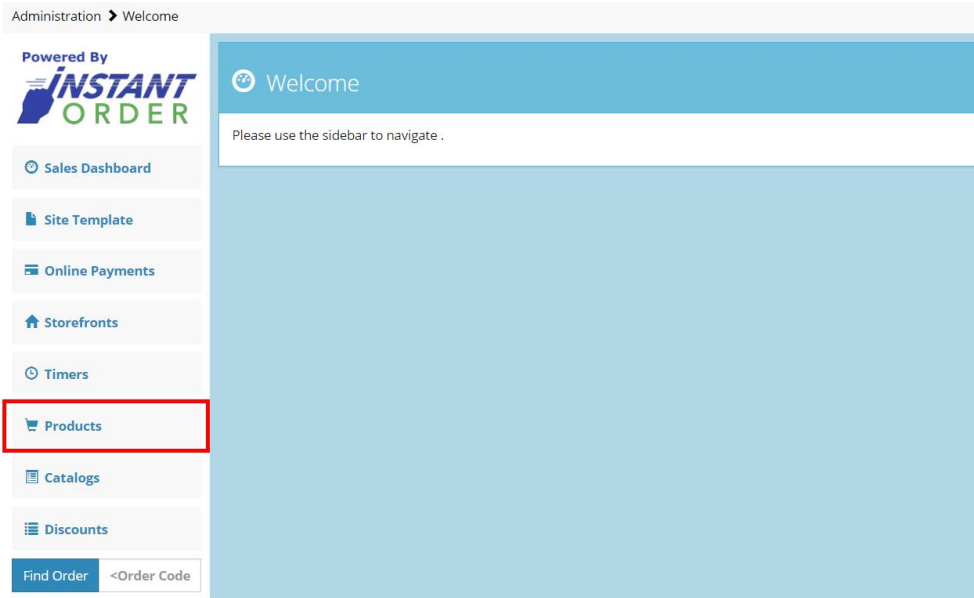
[+ Add Another Catalog Link](#)

When you want to re-add the product back to the catalog simply follow the same steps, but select **Add Another Catalog Link** and select the catalog to attach the product to.

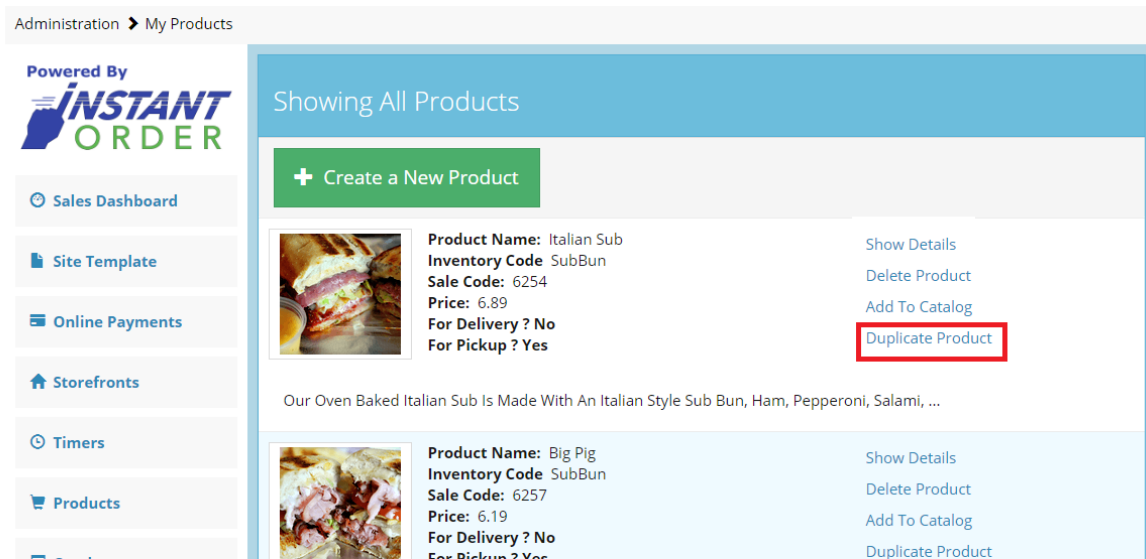
How to Copy an Existing Product

These steps will guide you in copying an existing product. This tool makes adding multiple, similar items easy!

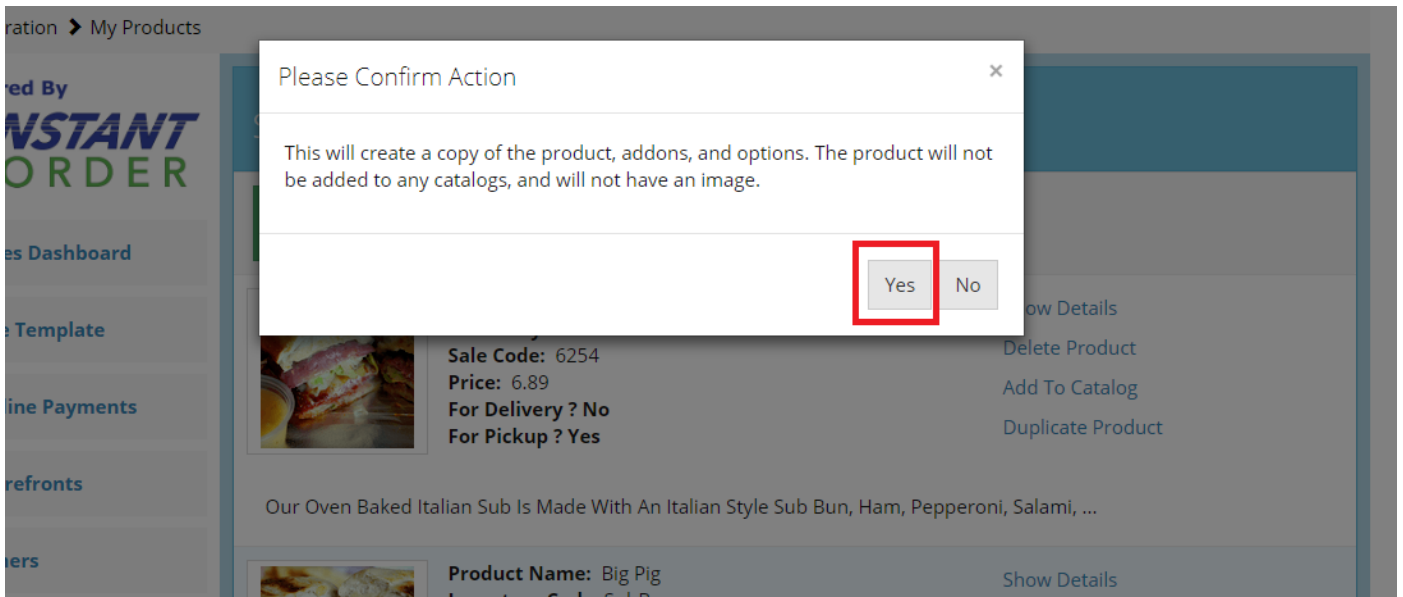
Start by selecting **Products**



Select **Duplicate Product**

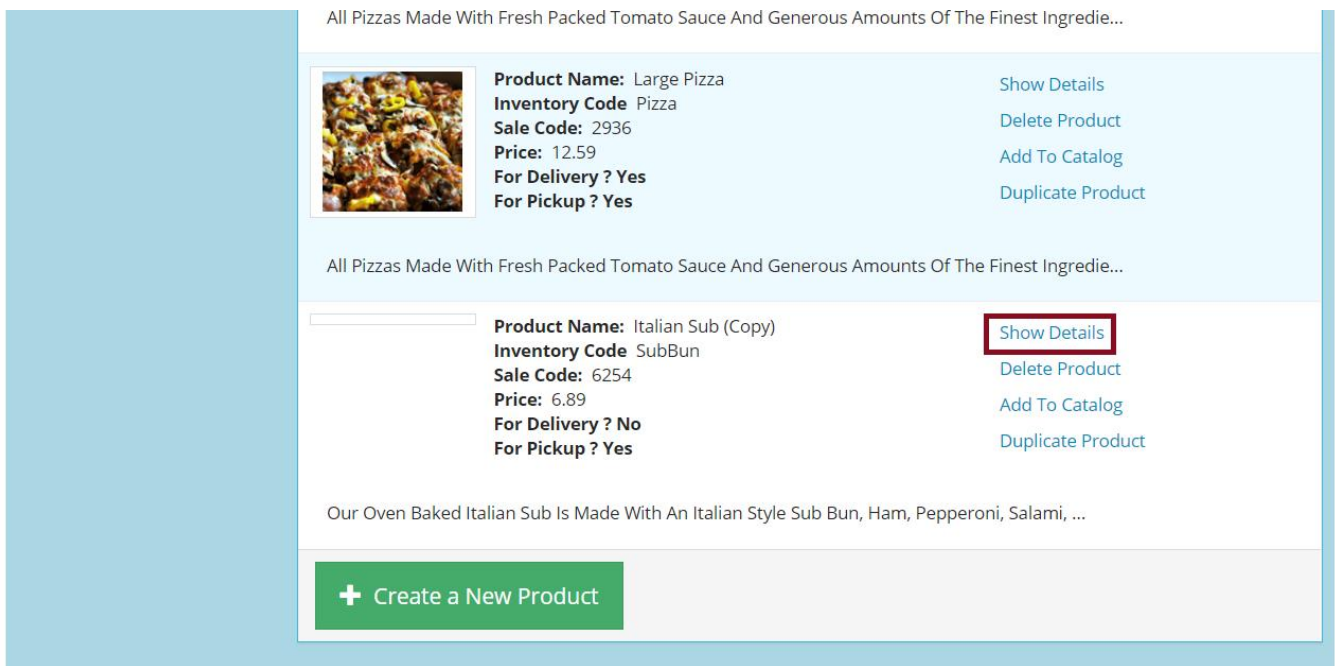


Select Yes



Your duplicated product will then be at the bottom of the products page, but there are still a couple of steps to complete the new product.

Select Show Details



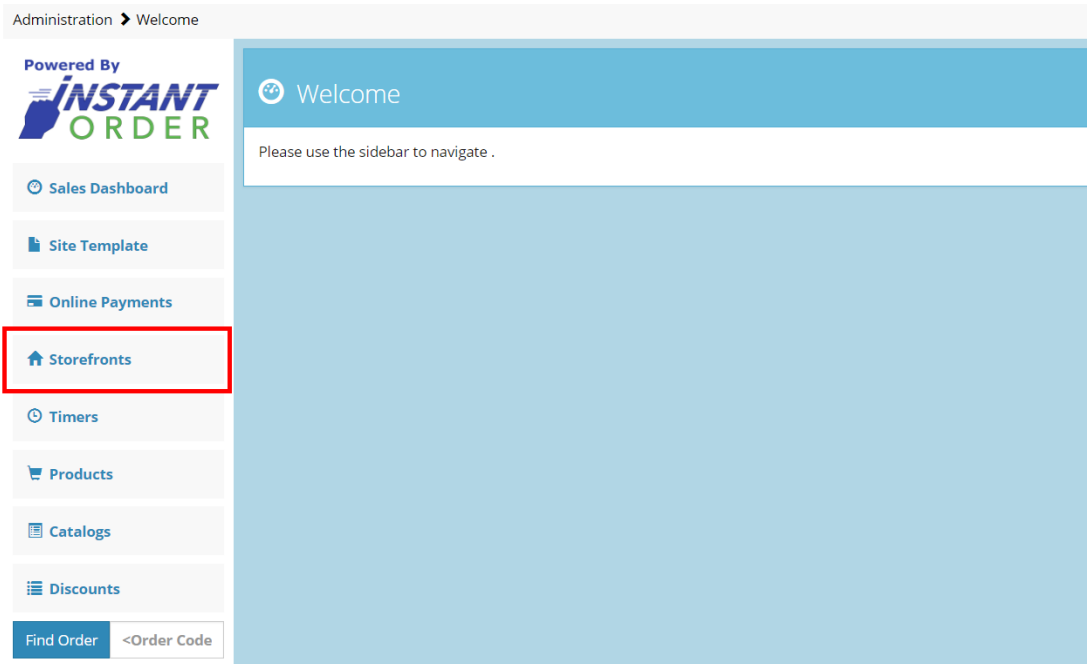
Make any changes necessary to the Product Details.

Fields like Unit Price, Label, Timer Code, and Description could need altered for your new product.

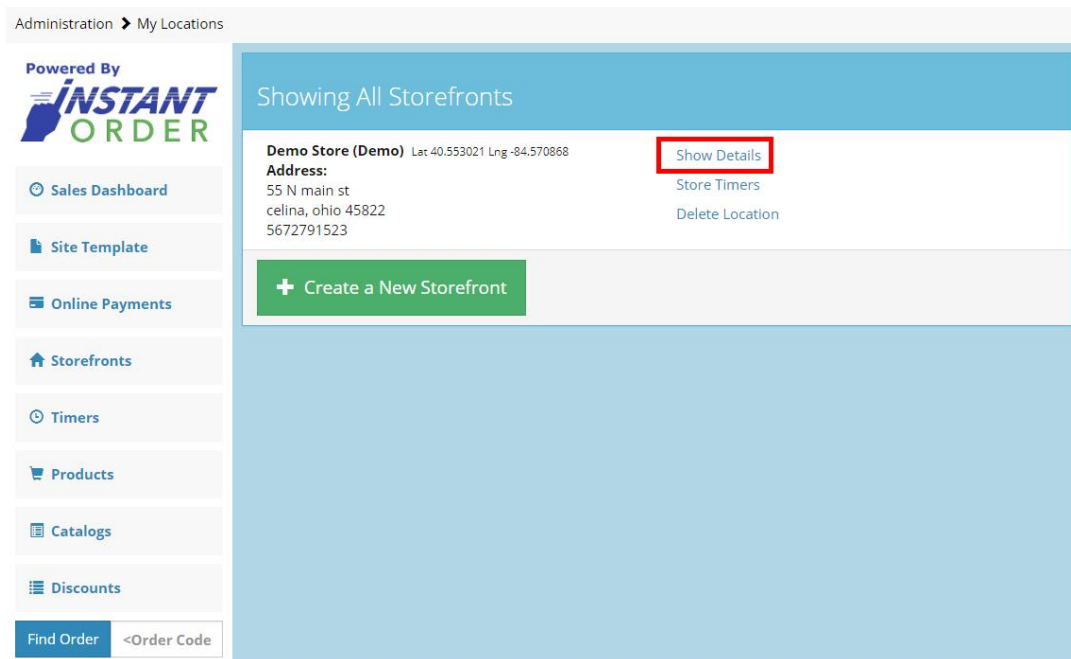
When all product details are correct select **Save Changes**

How to Disable Entire Menu for Holidays, or an Emergency

Start by selecting **Storefronts**



Select **Show Details**



Select the check box labeled **Disable Menu**

tion > My Locations > Editing Location "Demo Store"

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Storefront Overrides

Disable Menu (Holiday Mode)

Storefront Message (leave empty to disable)

You Can Use This Message Space To Tell Your Customers Things Like Food Specials, Or Upcoming Events.

[Save Changes](#)

Location Details

Store Code	Store Title
Demo	Demo Store

Under **Storefront Message** create a message to explain reasoning for disabling the menu, or leave this box empty to display no message.

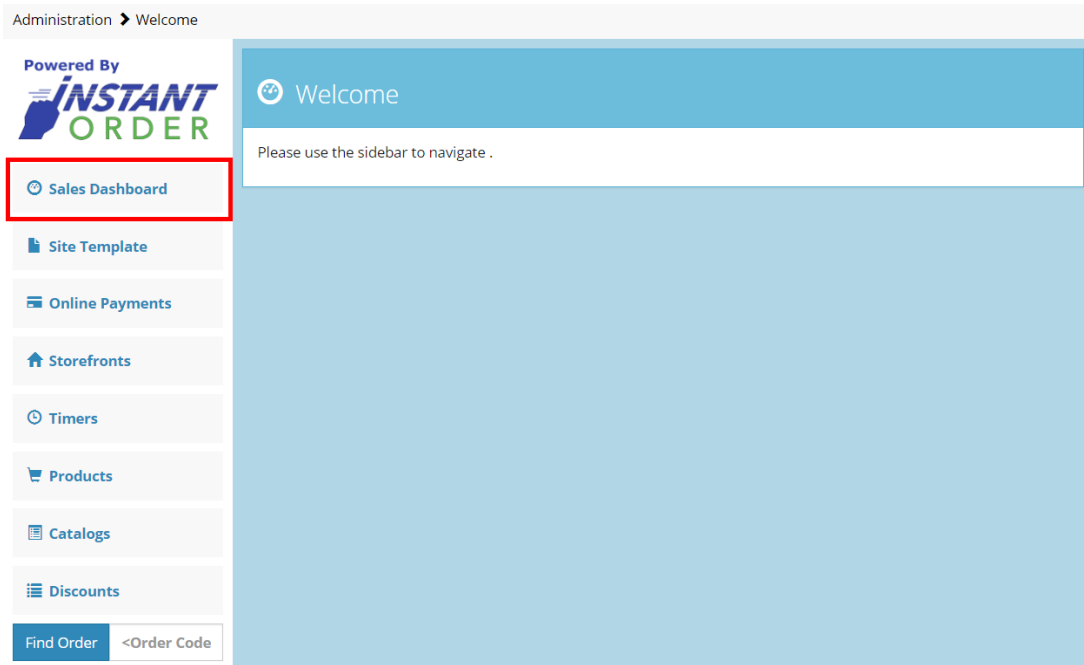
Lastly, select **Save Changes**

How to View Sales Dashboard

The Sales Dashboard gives your business the ability to track sales and profits on your online ordering system.

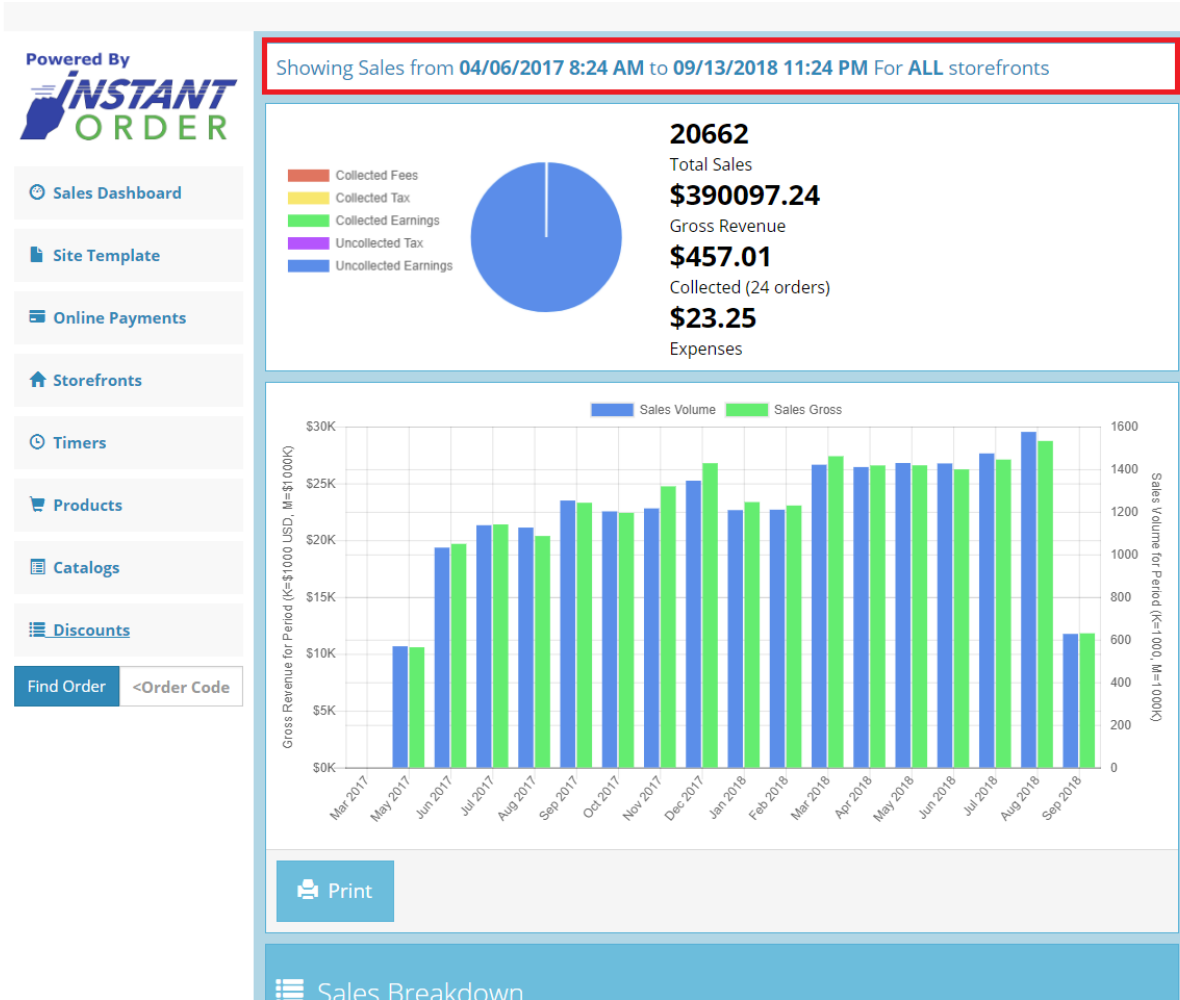
This system gives you the power to show sales records from any date range. Customer names and order totals are also tracked using this system.

First you will need to select **Sales Dashboard** from the administration panel.



This will bring you to your business’s sales breakdown.

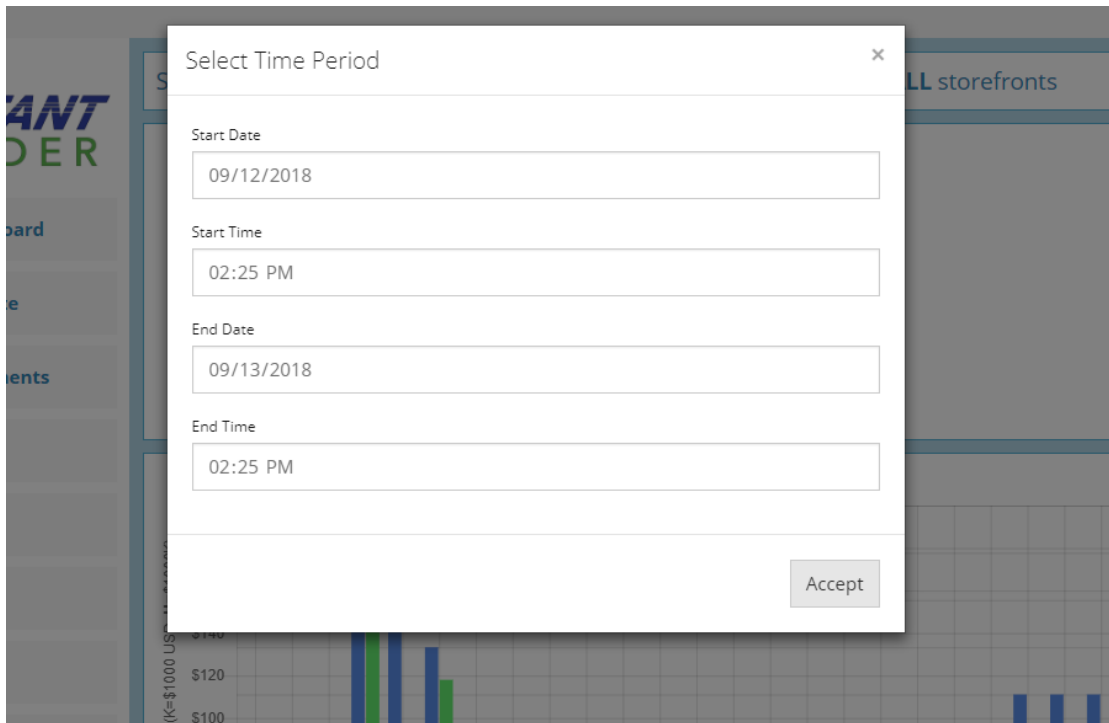
From this page you can view customers’ orders, see a visualization of sales data, print data, mark orders as paid, and gather useful analytics about your business.



At the top of this page you are able to select a date and time range to view a specific data set. In order to do this you need to click on the **Showing Sales from** highlighted above.

The window below will appear.

Here you can select any date time range and that range will be shown on the graph on the main Sales Dashboard page.



Select Time Period

Start Date
09/12/2018

Start Time
02:25 PM

End Date
09/13/2018

End Time
02:25 PM

Accept

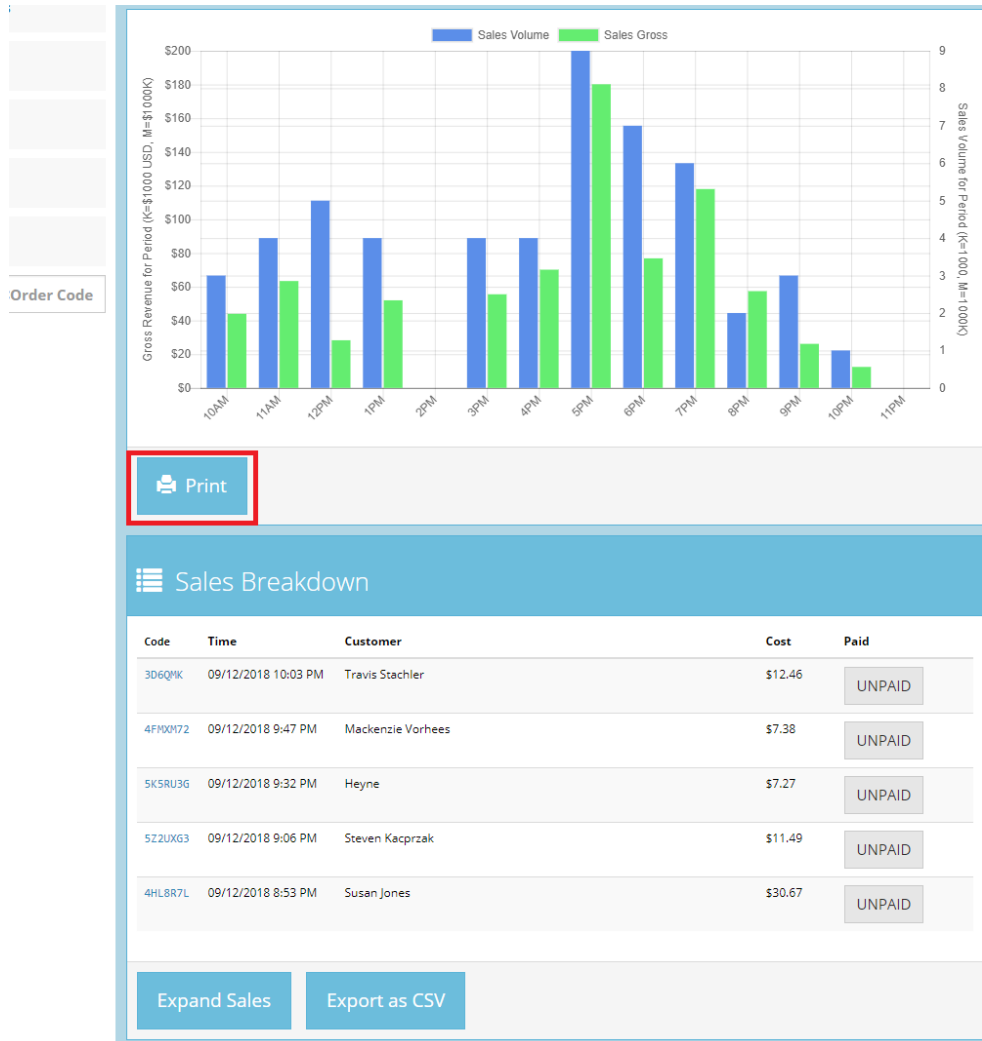
After selecting the desired date time range select **Accept** to activate the new time range.

You will now be able to visualize your online sales!

How to Print Sales Data

Through the use of the Sales Dashboard you can also print out a hard copy of your sales data!

After selecting a time range, *as explained on page 29 and page 30*, you can start by selecting print as shown below.



This will bring you to a print preview page.

Navigate this page as you would any other print page and enjoy having hard copies to track or show other your online sales!

How to Discounts

As a business it is sometimes helpful to be able to offer customers discounts and other unique deals. This next section of instructions will show how to easily create these discount codes!

First you will need to select **Discounts** from the administration panel.

Administration > Welcome

Powered By
INSTANT ORDER

- Sales Dashboard
- Site Template
- Online Payments
- Storefronts
- Timers
- Products
- Catalogs
- Discounts**

Find Order <Order Code

Welcome

Please use the sidebar to navigate .

Here any previously created discounts can be viewed or edited.

To make a new discount select **Create A New Vertical**.

Administration > My Discounts > Verticals

Powered By
INSTANT ORDER

- Sales Dashboard
- Site Template
- Online Payments
- Storefronts
- Timers

Discount Verticals

Code/Label	Status	Actions
(INSTANTORDER) InstantOrder Deal	(Active)	Edit Delete
(TacoDeal) Super Taco Deal	(Automatic) (Active)	Edit Delete

[+ Create A New Vertical](#)

My Discounts > Verticals

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Actions

Edit

Edit

Create a New Vertical

Code

ExampleDiscount

Label

ExampleCode

Auto Apply Active

Close Save Changes

Here a unique code and label will be entered for your discount.

If **auto apply** is selected the code will be automatically applied to any order that meets the discounts specifications.

If **auto apply is not** selected the customer will have to enter the Code in to receive the discount. This can be useful for tracking the success of advertisements from different mediums.

The **active** check box is a simple way to activate or deactivate discount codes.

Once a unique Code and Label are entered and the desired check boxes are submitted select **Save Changes**

On the new page select **Create A New Coupon** as shown below.

My Discounts > Edit Vertical (ExampleDiscount)

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Showing Discounts For Vertical "ExampleDiscount"

ExampleCode

Code	Description	Actions
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> + Create A New Coupon </div>		

My Discounts > Edit Vertical (ExampleDiscount)

Create a New Coupon

Identification Code

Discount Type

Select One

- Select One
- Fixed discount after quantity for product
- Fixed discount for minimum order subtotal.
- Fixed per addon discount after quantity of addons for product.
- Fixed per item discount after quantity for product
- Percentage discount for minimum order subtotal
- Fixed price for item A (w/ free adds/opts), after qty of item B.

The **Identification Code** will be the code that potential customers will use in order to activate the coupon code. In this example the code is “deal21”.

The **Discount Type** drop down box contains many different types of discounts. For this example we will be using “Fixed discount after quantity for product”. This Discount Type activates a dollar amount discount after a specific number of items are placed in the cart for purchase.

Once an Identification Code new fields will appear that are required to complete this process.

My Discounts > Edit Vertical (ExampleDiscount)

Create a New Coupon [X]

Identification Code
deal21

Discount Type
Fixed discount after quantity for product

Product Sale Code
@ 5839

Minimum Quantity
2

Discount Amount
\$ 2.00

Close Save Changes

Above the new fields that have appeared after selecting our discount type are shown.

The **Product Sale Code** can be found under the specific product that the discount will effect. In this example we will be using the sale code from a burrito.

Minimum Quantity is the number of items that need to be in a customer's cart for the discount Identification Code to function.

Discount Amount is the amount of the discount that will be deducted from the order.

Once this information has been entered select **Save Changes** to activate this Discount.

Customers will be able to enter the Identification Code on the checkout page as shown below.

The screenshot displays the checkout interface for 'INSTANT ORDER'. At the top right, a shopping cart icon shows a total of \$11.96 with a 'Checkout' link. Below this, a navigation bar indicates 'Our Menu > Cart'. The main heading is 'Shopping Cart'. The cart contains 4 Burritos for \$3.49, with additional charges for Mild Sauce and Mozzarella Cheese. A coupon code 'deal21' is applied, resulting in a -\$2.00 discount. The subtotal is \$13.96 and delivery is \$0.00. The 'Carry Out' option is selected. Below the cart items are input fields for 'Full Name', 'Phone', 'Phone Ext', and 'Email Address'. On the right, a 'Coupons' section is highlighted with a red box, containing an 'Enter Coupon Code:' field with 'deal21' entered and an 'APPLY COUPON' button.

4	<input type="checkbox"/> X Burrito	\$3.49
	Mild Sauce	+\$0.00
	Mozzarella Cheese	+\$0.00
deal21		-\$2.00
Subtotal:		\$13.96
Delivery:		\$0.00

Carry Out
 Delivery

Full Name
Enter First & Last Name

Phone: Enter Numbers Only | Phone Ext:

Email Address:

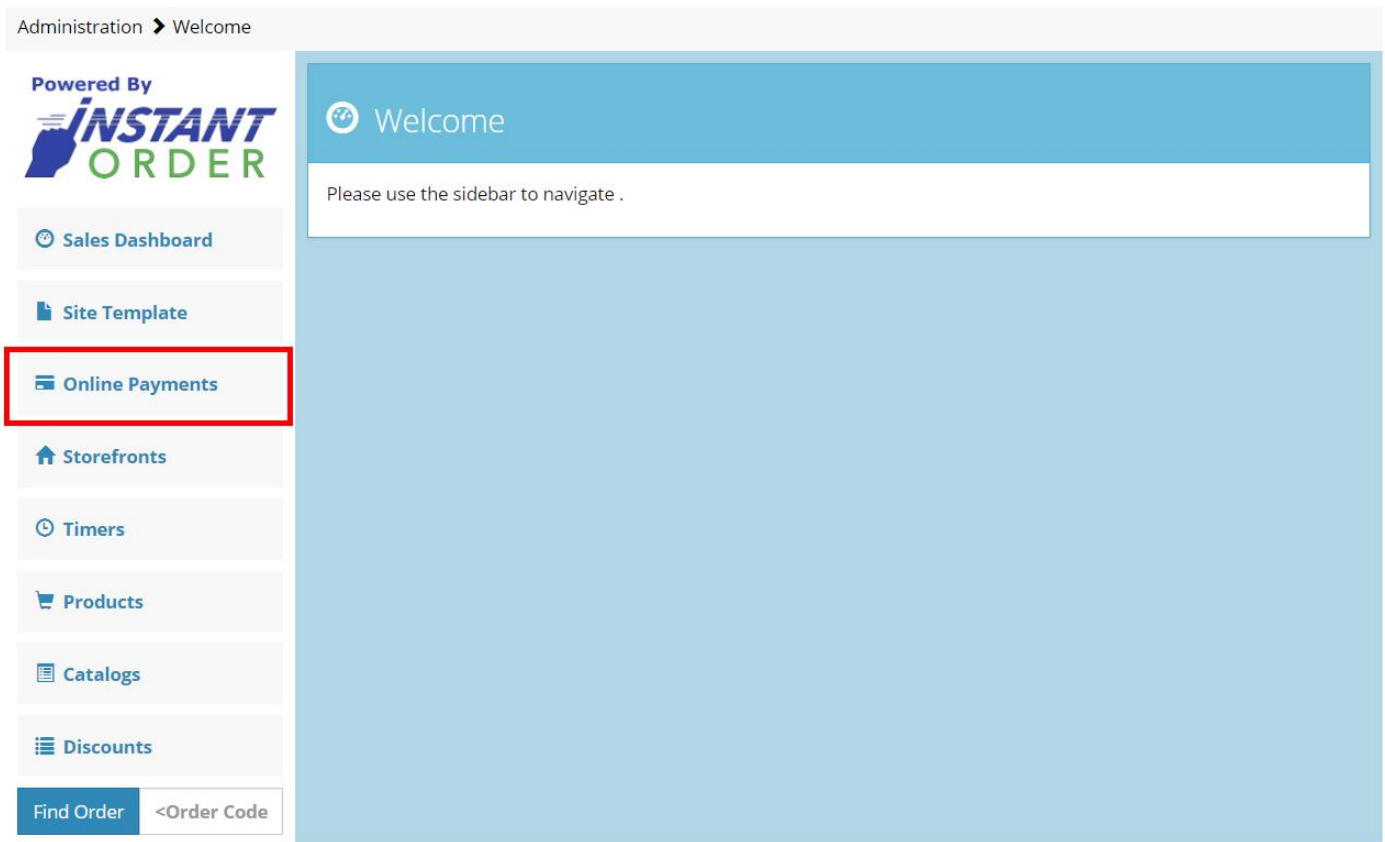
Coupons
Enter Coupon Code:
deal21
APPLY COUPON

How to Online Payments

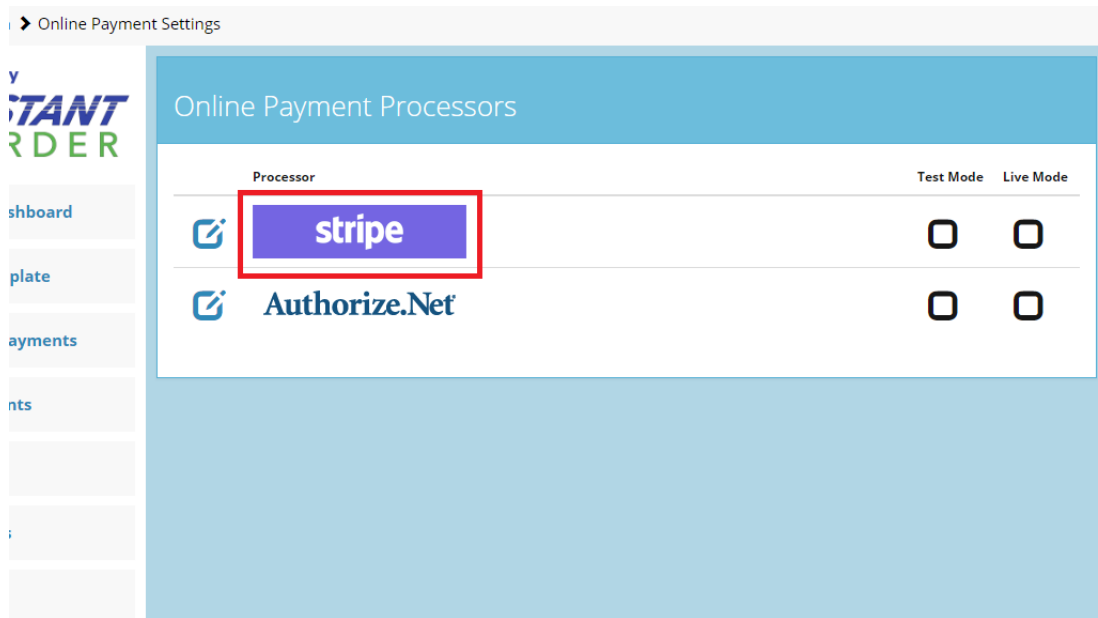
Setting up online payments will allow your customers to pay for orders online with a card. The money will then be securely deposited in the businesses account much like in store card payments.

First we will be setting up through a Merchant other than Stripe.

First you will need to select **Online Payments** from the administration panel.



From there select the **Stripe** Processor Account.

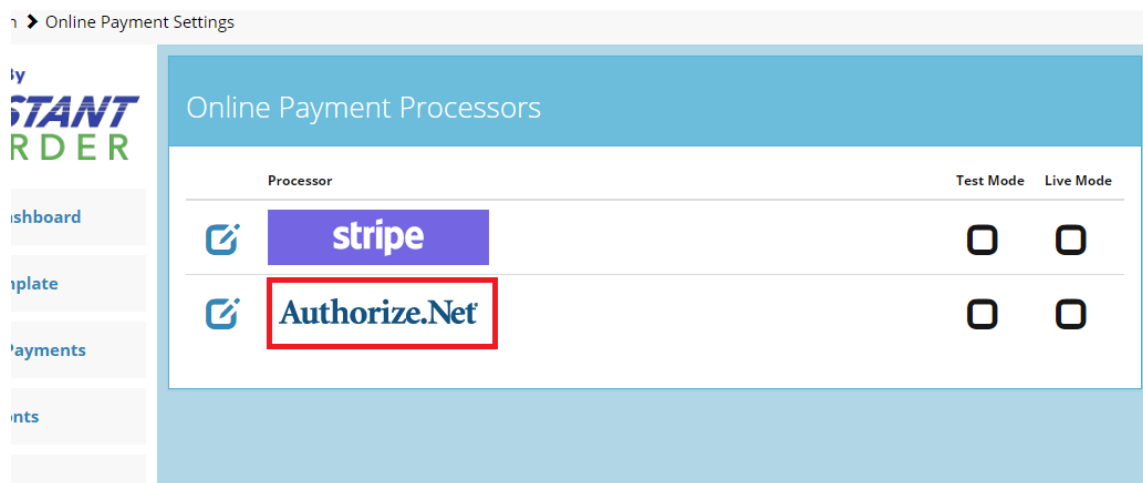


The settings screen shown below will appear.

Make sure that there is no information stored here.

Then **Save Changes** and go back to the **Online Payments** dashboard.

From here select the **Authorize.net** Processor Account.



Then select **Connect Account** as shown below.

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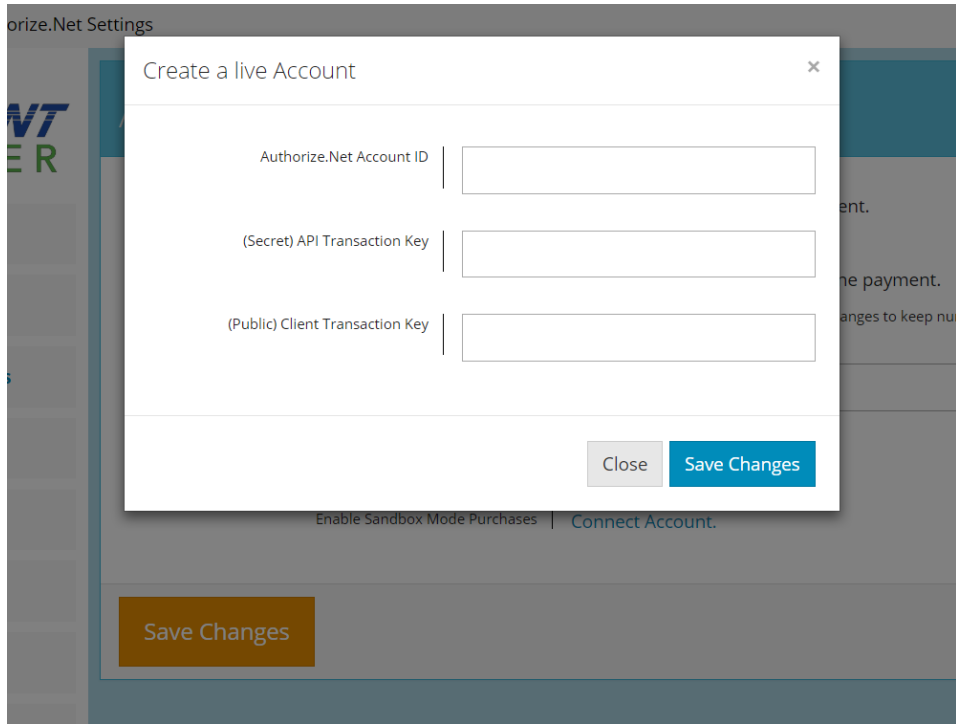
unts

er <Order Code

Authorize.Net Settings

Platform Fee	0.000% + \$0.10 per online payment.
Merchant Processing Fee	<input type="text" value="2.650"/> % + \$ <input type="text" value="0.20"/> per online payment. <small>* not authoritative. update when rate changes to keep numbers accurate.</small>
Minimum Order Total	<input type="text" value="1.00"/>
Enable Live Mode Purchases	Connect Account.
Enable Sandbox Mode Purchases	Connect Account.

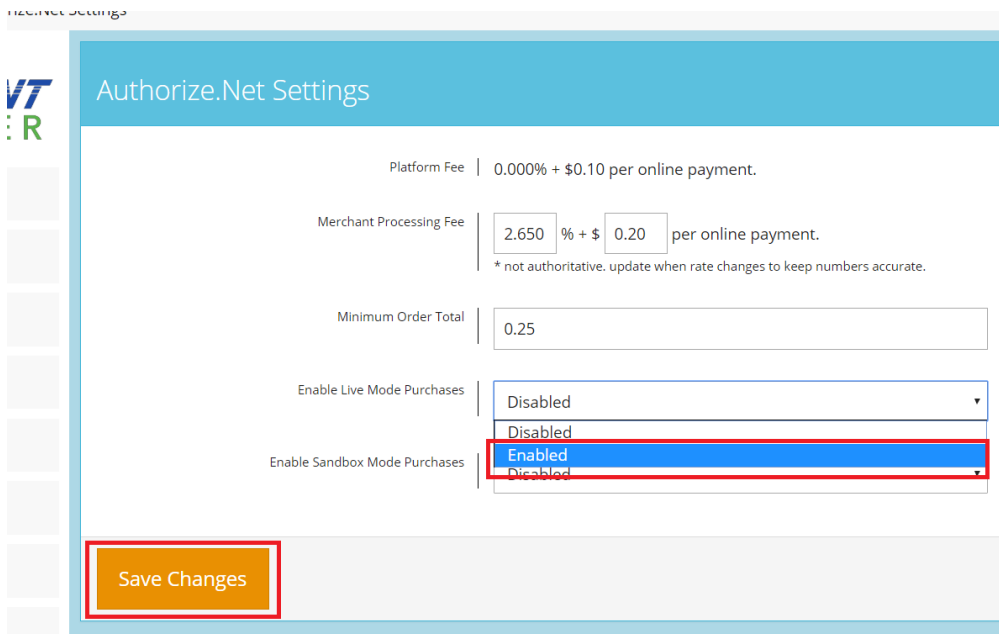
[Save Changes](#)



On the window above you will insert the **Authorize.Net Account ID, API Transaction Key, and Client Transaction Key**. These values will be provided by your merchant, or in this example Talus Payments.

Once the information is filled out select **Save Changes**.

Finally, select the new drop down to the right of **Enable Live Mode Purchase** and choose **Enabled** as shown below.

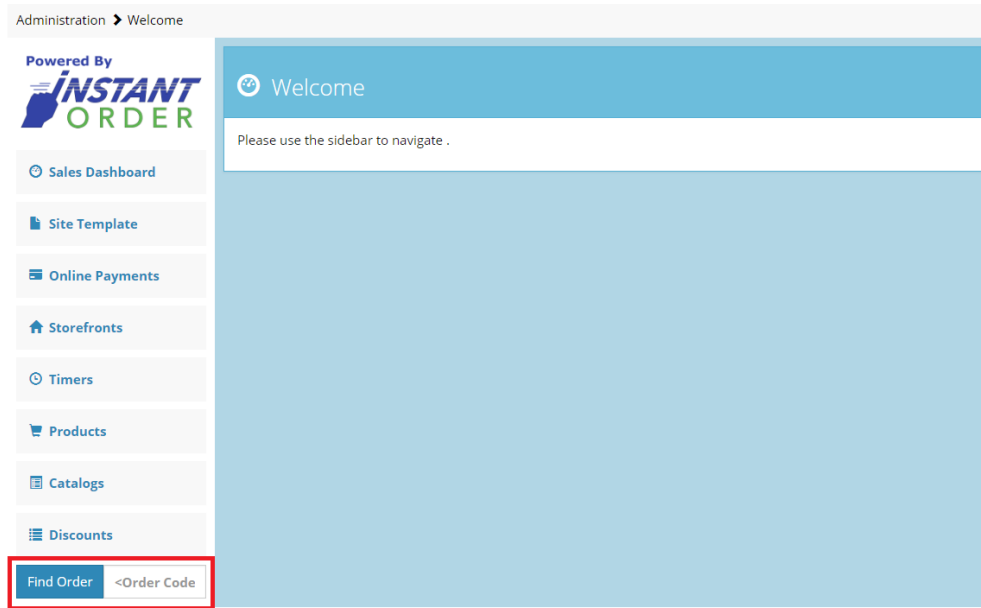


Select **Save Changes**.

How to Find an Order

If any situation arises where a specific order that has been placed need to be located in the system there is a very simple way to do so.

Finding an order is as simple as going through your businesses automatic order receipt emails to find the order number and searching for the order in the box shown below.



This page will then show you all the information on the specific order as shown below.

