

COLLECTION

THIS IS WHERE YOU CAN CONFIGURE YOUR SETTINGS FOR ORDERS THAT WILL BE COLLECTED IN PERSON BY YOUR CUSTOMERS

The screenshot displays the HOPT Admin Panel for 'Dunk's Tiki Bar'. The interface includes a sidebar with navigation options: Venue Info, Table Service, Collection (highlighted), Delivery, Order History and Refunds, Category Timings, and Data Refresh. The main content area is titled 'Dunk's Tiki Bar Collection Time' and contains the following sections:

- Collection Settings:** A descriptive paragraph and a checkbox for 'Allow ASAP orders' which is checked. Below it, a note explains that ASAP orders do not allow for specific times.
- Allow advance orders:** A checked checkbox with a descriptive note.
- Time slot duration:** A dropdown menu set to '15 minutes' with a descriptive note.
- Minimum delay time:** A dropdown menu set to '120 minutes' with a descriptive note.
- Max days:** A dropdown menu set to 'Today only' with a descriptive note.
- Collection Time:** A section with a 'Save' button and a timetable grid. The grid has columns for days (Mon, Tue, Wed, Thu) and time slots (Midnight, 04:00, 08:00, 12:00, 16:00, 20:00). Green bars indicate collection availability: Tue (10:00 to 21:00), Wed (0:00 to 2:00 and 10:00 to 14:30), and Thu (10:00 to 14:30).

Annotations with arrows point to various elements:

- 'Your Venue' points to the venue dropdown.
- 'Main Menu' points to the sidebar.
- 'Switch on/off ASAP ordering' points to the 'Allow ASAP orders' checkbox.
- 'Switch on/off advance ordering and customise collection time slots' points to the 'Allow advance orders' checkbox and the 'Max days' dropdown.
- 'Timetable of your collection availability. Orders can only be placed for collection during these times.' points to the timetable grid.



COLLECTION

Changing your Collection Settings

'[Allow ASAP Orders](#)' lets your customers order on demand. This is a good setting if you don't need much time to prepare what you are serving - for example pre-made food or drinks in cans. If you select this option, your customers can place an order and collect it at any point during your collection opening hours, effective immediately.

'[Allow advance orders](#)' gives you more control over the collection process. This is helpful if you need time to prepare orders, give customers a timed slot to collect in and if you want to allow customers to order on the day or beyond.

Collection Settings
Please add settings on this page if you want to offer Collection Services to your customers. This is where you allow customers to order using the Hopt App to collect from your venue.

Allow ASAP orders
This is where customers place an order time of ASAP. This does not allow customers to order for specific times. In this scenario food/drink will be prepared and delivered to/collected by the customer as soon as it is available.

Allow advance orders: This allows a mixture of letting customers order for a specific time today and also days in advance.

Time slot duration
15 minutes
Controls the intervals at which customers can order. If this is set to 15 minutes customers will be able to order at 1000, 1015, 1030, 1045, etc.

Minimum delay time
30 minutes
If you need to add a delay to orders to give you time to prepare them. a 30 minute delay means a customer can only select a time at least 30 minutes away.

Max days
6 days ahead
The number of days in advance that a customer can order.

'[Time Slot Duration](#)' - how far apart would you like your collection slots to be?

'[Minimum Time Delay](#)' - how long do you need to prepare an order for this customer?

'[Max Days](#)' - how far ahead can your customer order?

Customer:
"I want to order a roast dinner for Wednesday evening"

Customer chooses venue and food. They choose to collect and are prompted to give their details so you know who the order is for.

Enter Collection Details

Full name

Phone Number

Collection time

Select time

Confirm

Customer chooses the day they would like to collect and the time. They will only be offered slots after the 'minimum delay time' you have set.

Collection time

17:30

17:45

Wed 11 Nov at 18:00

Thu 12 Nov 18:15

Fri 13 Nov 18:30

Cancel Confirm

Customer arrives at the time they have chosen and gives you their name. You then give them their order.

Save

DON'T FORGET TO PRESS **SAVE** TO SAVE YOUR CHANGES!



COLLECTION

Changing your Collection availability

Customers will only be able to order for collection during these times. These may not be the same as your general opening times.

Collection Time

If you would like to offer **Collection**, please click on the timetable below to enter the times the service is available.

Please tick the box next to each day if the service is available that day.

Save

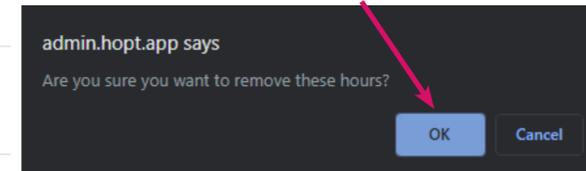
Day	Midnight	04:00	08:00	12:00	16:00	20:00
Mon <input type="checkbox"/>						
Tue <input checked="" type="checkbox"/>				10:00 to 21:00		
Wed <input checked="" type="checkbox"/>	0:00 to 2:00			10:00 to 14:30		
Thu <input checked="" type="checkbox"/>				10:00 to 14:30		
Fri <input checked="" type="checkbox"/>				10:00 to 15:30		
Sat <input checked="" type="checkbox"/>				10:00 to 14:30		
Sun <input checked="" type="checkbox"/>				10:00 to 13:30		

Tick the box to show that you are open on these days. The venue will not offer collection as an option if the box is not ticked.

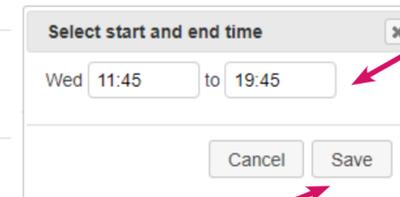
Save

DON'T FORGET TO PRESS **SAVE** TO SAVE YOUR CHANGES!

1) Click on the day you wish to change. A warning will appear - are you sure you want to change the times? If so, press 'OK'



2) The times for that day will now have disappeared. To add new times, click anywhere on that day. Type in the new hours using a 24hr clock format.



3) Press 'Save' and you will see that a new green bar has appeared on that day to show your new hours.

4) Need two sets of collection hours a day? Just click further along the day to add some in later on (or vice versa if you need them earlier)

