

# DELIVERY

THIS IS WHERE YOU CAN CONFIGURE YOUR SETTINGS FOR ORDERS THAT WILL BE DELIVERED IN BY YOUR VENUE TO THE CUSTOMER

**HOPT Admin Panel** WELCOME, HANNAH@HOPT.APP. SECURITY / CHANGE PASSWORD / LOG OUT

Your Venue → Dunk's Tiki Bar

Main Menu → Delivery

### Dunk's Tiki Bar Delivery Time

#### Delivery Settings

Please add settings on this page if you want to offer Delivery to your customers. This is where you allow customers to order using the Hopt App and where you will deliver it to their homes.

- 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** 60 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** Today only  
The number of days in advance that a customer can order.

#### Delivery Time

If you would like to offer **Delivery**, 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.

| 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 type="checkbox"/>            |          |       |               |                |       |       |
| Thu <input checked="" type="checkbox"/> |          |       | 8:00 to 16:00 |                |       |       |

Timetable of your delivery availability. Orders can only be placed for delivery during these times.

Switch on/off ASAP ordering

Switch on/off advance ordering and customise delivery time slots

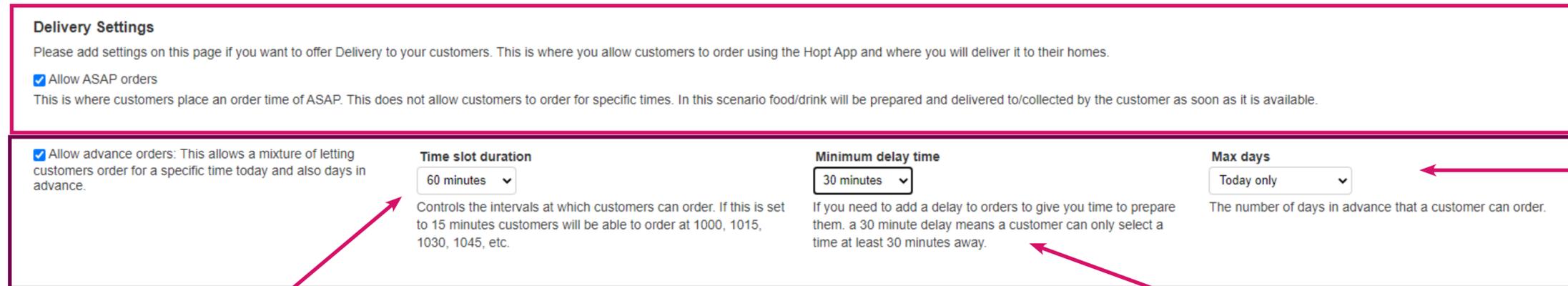


# DELIVERY

## 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 delivering - for example pre-made food or drinks in cans. If you select this option, your customers can expect delivery at any time but will not be given a time slot

'[Allow advance orders](#)' gives you more control over the delivery process, and your customer more detailed information about when they can expect to receive their order. This is helpful if you need time to prepare orders and account for travel between destinations



**Delivery Settings**  
Please add settings on this page if you want to offer Delivery to your customers. This is where you allow customers to order using the Hopt App and where you will deliver it to their homes.

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**  
60 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**  
Today only  
The number of days in advance that a customer can order.

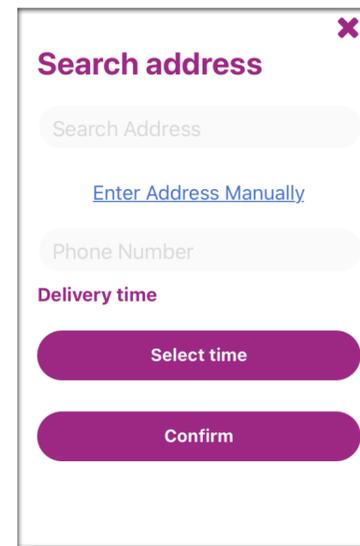
'[Time Slot Duration](#)' - What sort of time slots would you like to offer?

'[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 a pizza delivered tonight at 6pm"

Customer chooses venue and food. They delivery and are prompted to give their address and contact number.



**Search address**

Search Address

[Enter Address Manually](#)

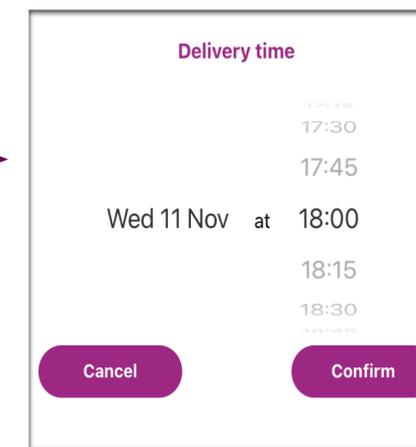
Phone Number

**Delivery time**

Select time

Confirm

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



**Delivery time**

17:30

17:45

Wed 11 Nov at 18:00

18:15

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!



# DELIVERY

## Changing your Delivery availability

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

### Delivery Time

If you would like to offer **Delivery**, 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.

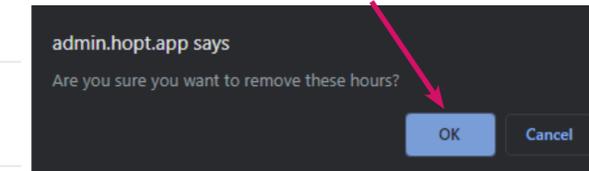
Save

|     |                                     |          |       |       |       |       |       |
|-----|-------------------------------------|----------|-------|-------|-------|-------|-------|
| Mon | <input type="checkbox"/>            | Midnight | 04:00 | 08:00 | 12:00 | 16:00 | 20:00 |
| Tue | <input checked="" type="checkbox"/> | Midnight | 04:00 | 08:00 | 12:00 | 16:00 | 20:00 |
| Wed | <input type="checkbox"/>            | Midnight | 04:00 | 08:00 | 12:00 | 16:00 | 20:00 |
| Thu | <input checked="" type="checkbox"/> | Midnight | 04:00 | 08:00 | 12:00 | 16:00 | 20:00 |
| Fri | <input type="checkbox"/>            | Midnight | 04:00 | 08:00 | 12:00 | 16:00 | 20:00 |
| Sat | <input type="checkbox"/>            | Midnight | 04:00 | 08:00 | 12:00 | 16:00 | 20:00 |
| Sun | <input type="checkbox"/>            | Midnight | 04:00 | 08:00 | 12:00 | 16:00 | 20:00 |

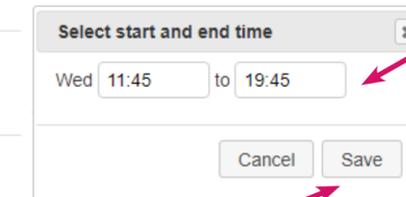
Save

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.

- 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)



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

