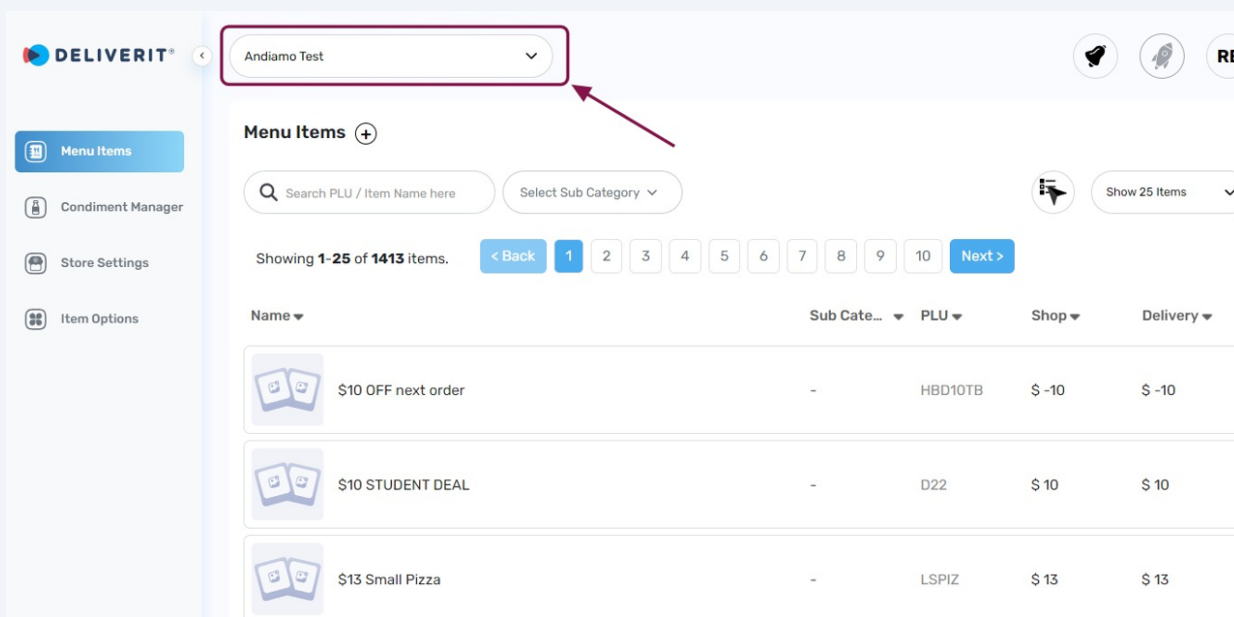


How to Set Up Shop Closure Dates

This guide provides step-by-step instructions on how to set up shop closure dates.

1 Log-in to <https://my.deliverit.com.au> with your DPOS Cloud account credentials.

2 Make sure your store is selected from the drop-down list.



The screenshot shows the Deliverit DPOS Cloud interface. At the top left, the Deliverit logo is visible. A dropdown menu is open, showing the store name "Andiamo Test" with a downward arrow. A red box highlights this dropdown menu, and a red arrow points to it from the right. Below the dropdown, the "Menu Items" section is visible, featuring a search bar, a "Select Sub Category" dropdown, and a table of menu items. The table has columns for "Name", "Sub Cate...", "PLU", "Shop", and "Delivery". The first three items listed are "\$10 OFF next order", "\$10 STUDENT DEAL", and "\$13 Small Pizza".

Name	Sub Cate...	PLU	Shop	Delivery
\$10 OFF next order	-	HBD10TB	\$ -10	\$ -10
\$10 STUDENT DEAL	-	D22	\$ 10	\$ 10
\$13 Small Pizza	-	LSPIZ	\$ 13	\$ 13

3 Go to **Store Settings**

DELIVERIT® Andiamo Test

Menu Items
Condiment Manager
Store Settings
Item Options

Version (Need Upgrade)
Upgrade

Store Settings

Trading Hours Shop Closed Dates Public Holiday Surcharge Dates

Online Ordering Pickup Delivery Lunch Hours

Days	Open Time	Close Time
Monday	11:00 AM <input type="button" value="Apply All"/>	7:00 PM <input type="button" value="Apply All"/>
Tuesday	11:00 AM	7:00 PM
Wednesday	11:00 AM	7:00 PM
Thursday	11:00 AM	7:00 PM
Friday	11:00 AM	7:00 PM
Saturday	11:00 AM	7:00 PM
Sunday	11:00 AM	7:00 PM

4 Choose the **Shop Closed Dates** tab.

DELIVERIT® Andiamo Test

Menu Items
Condiment Manager
Store Settings
Item Options

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Trading Hours **Shop Closed Dates** Public Holiday Surcharge Dates

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Friday	11:00 AM	7:00 PM
Saturday	11:00 AM	7:00 PM
Sunday	11:00 AM	7:00 PM

5

Select your preferred **date(s)** to be closed. You can select as many dates as you require.

The screenshot shows the DELIVERIT Store Settings interface. The 'Shop Closed Dates' tab is active, displaying a calendar for January 2024. The calendar has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The date 4th (Thursday) is highlighted in yellow. A red arrow points to the date 10th (Wednesday). The interface includes a sidebar with 'Menu Items', 'Condiment Manager', 'Store Settings', and 'Item Options'. A 'Version (Need Upgrade)' notification is visible in the bottom left corner.

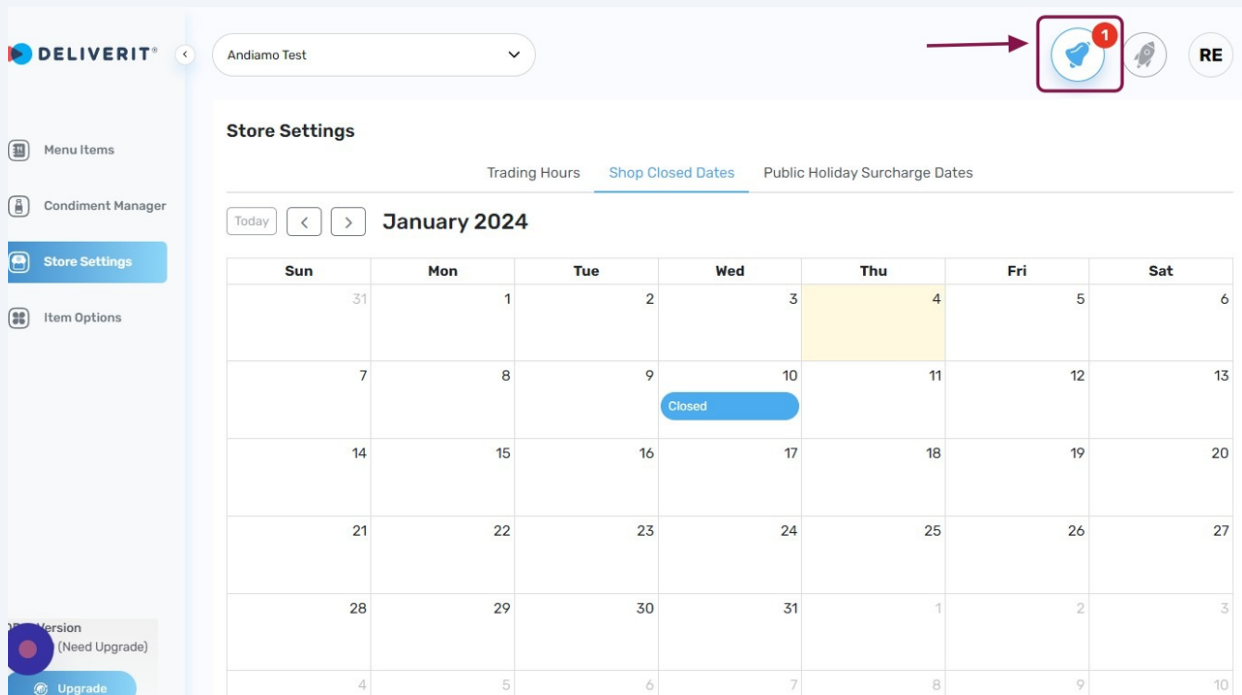
6

Click The "Save" Button.

The screenshot shows the DELIVERIT Store Settings interface. The 'Shop Closed Dates' tab is active, displaying a calendar for January 2024. The date 10th (Wednesday) is now marked as 'Closed' with a blue button. A red arrow points to the 'Save' button at the bottom right. The interface includes a sidebar with 'Menu Items', 'Condiment Manager', 'Store Settings', and 'Item Options'. A 'Version (Need Upgrade)' notification is visible in the bottom left corner.

7

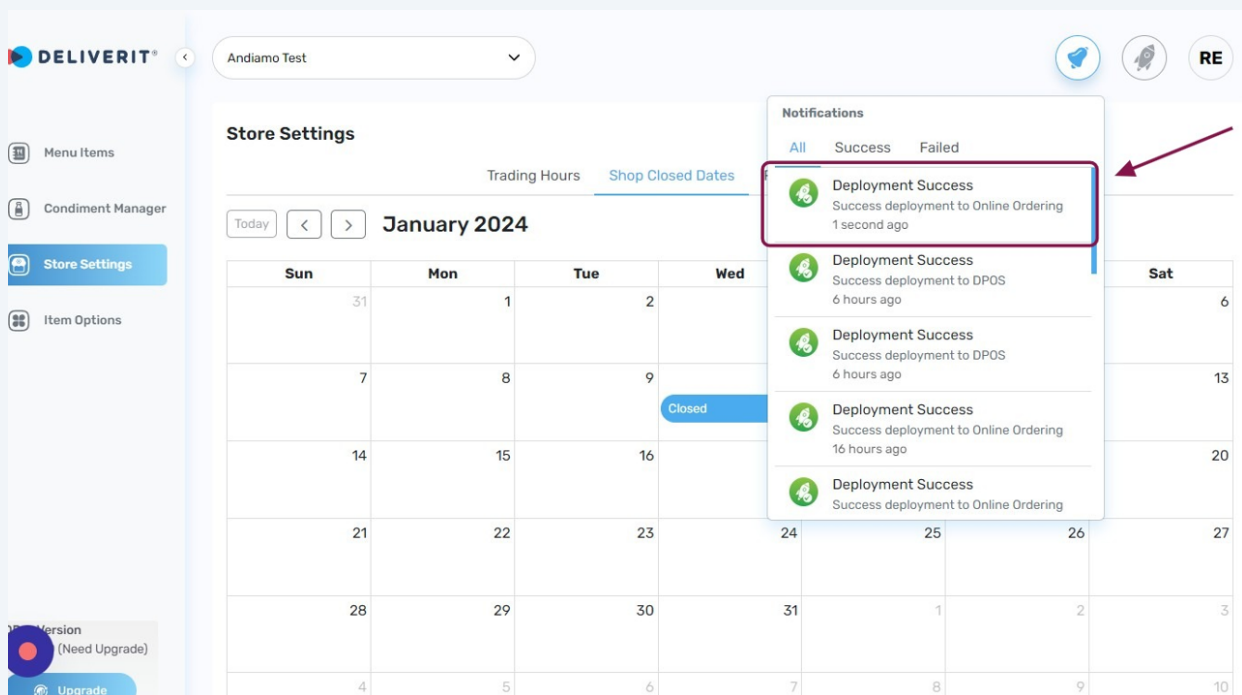
After you **Save**, you will see a **Notification** on the upper right corner of the page.



The screenshot shows the DELIVERIT interface for 'Andiamo Test'. The top right corner features a notification bell icon with a red badge containing the number '1'. A red arrow points to this icon. Below the header, the 'Store Settings' section is active, with tabs for 'Trading Hours', 'Shop Closed Dates', and 'Public Holiday Surcharge Dates'. The 'Shop Closed Dates' tab is selected, displaying a calendar for January 2024. The calendar shows a 'Closed' status for Wednesday, January 10th. On the left sidebar, there are options for 'Menu Items', 'Condiment Manager', 'Store Settings', and 'Item Options'. At the bottom left, a 'New Version (Need Upgrade)' notification is visible with an 'Upgrade' button.

8

Click the **Notification bell** it will show **Deployment Success**.



The screenshot shows the same DELIVERIT interface as in step 7, but with the notification bell icon clicked. A dropdown menu titled 'Notifications' is open, displaying a list of 'Deployment Success' messages. A red arrow points to the notification bell icon. The notifications list includes:

- Deployment Success: Success deployment to Online Ordering, 1 second ago
- Deployment Success: Success deployment to DPOS, 6 hours ago
- Deployment Success: Success deployment to DPOS, 6 hours ago
- Deployment Success: Success deployment to Online Ordering, 16 hours ago
- Deployment Success: Success deployment to Online Ordering

The background shows the 'Store Settings' page with the 'Shop Closed Dates' calendar for January 2024, where Wednesday, January 10th is marked as 'Closed'.

9

Refresh your website to see the changes.