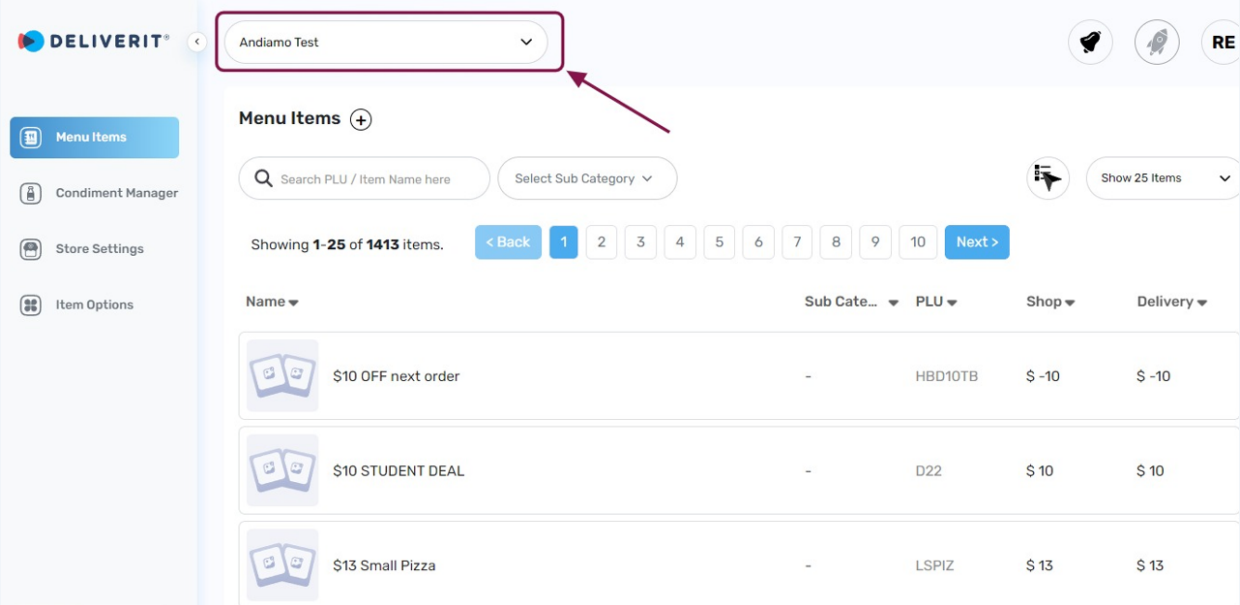


How to Update Store Trading Hours

This guide provides step-by-step instructions on how to update your store's trading hours. It covers various platforms such as Online Ordering, Uber eats, Doordash, Menulog, and Google Food.

- 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 dashboard interface. At the top left, the Deliverit logo is visible. Below it, a sidebar contains navigation options: Menu Items, Condiment Manager, Store Settings, and Item Options. The main content area is titled 'Menu Items' and features a search bar, a sub-category selector, and a list of items. A red box highlights the store selection dropdown menu at the top, which currently displays 'Andiamo Test'. A red arrow points to this dropdown menu.

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 *the **Store Settings** tab on the left navigation bar.

The screenshot shows the DELIVERIT interface for a store named "Andiamo Test". The left navigation bar has "Store Settings" highlighted with a red box and an arrow pointing to it. The main content area is titled "Store Settings" and has three tabs: "Trading Hours" (selected), "Shop Closed Dates", and "Public Holiday Surcharge Dates". Below the tabs, there is a dropdown menu for "Online Ordering" and three buttons: "Pickup", "Delivery", and "Lunch Hours". A table displays trading hours for each day of the week. At the bottom, there are "Cancel" and "Save" buttons.

Days	Open Time		Close Time	
Monday	8:15 AM	Apply All	7:00 PM	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	

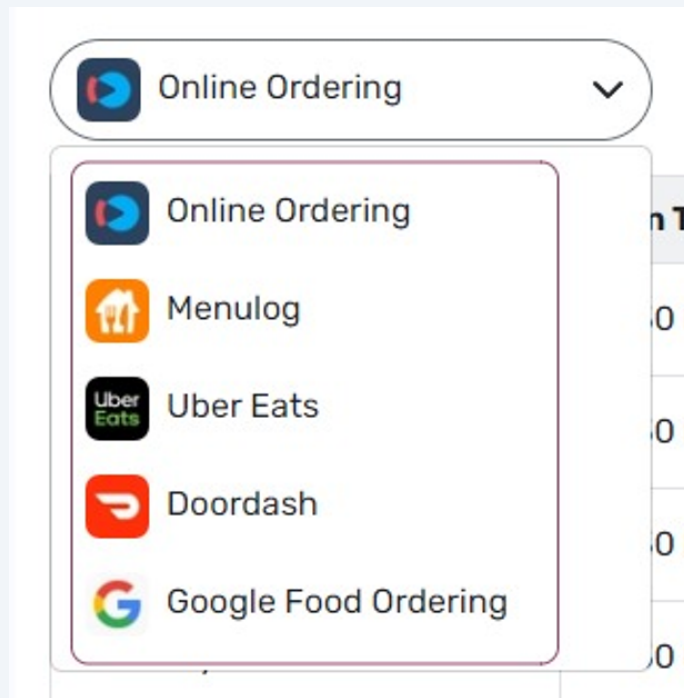
4 Once on the **Store Settings** page, select the **Trading Hours** tab.

This screenshot is similar to the previous one, but the "Trading Hours" tab is highlighted with a red box and an arrow pointing to it. The "Store Settings" dropdown menu is now set to "Online Ordering". The table and other interface elements remain the same.

Days	Open Time		Close Time	
Monday	8:15 AM	Apply All	7:00 PM	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	

5

From the **dropdown**, select which **platform** you would like to update the hours for.



6

Online Ordering

Set your desired trading hours for each day using the dropdown option. You can setup different hours for **Pickup**, **Delivery** and **Lunch Hours**. If store hours for all days are the same, you can select **Apply All** to automatically fill in the rest of the days. Click **Save** once done and it will automatically reflect on Online Ordering.

Store Settings

Trading Hours | Shop Closed Dates | Public Holiday Surcharge Dates

Online Ordering (dropdown) | Pickup | Delivery | Lunch Hours

Days	Open Time	Close Time
Monday	8:15 AM	7:00 PM
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

Cancel | Save

7

UberEats

Set your desired trading hours for each day using the dropdown option. If store hours for all days are the same, you can select **Apply All** to automatically fill in the rest of the days. **Note**, we can only set the same hours for both Pickup and Delivery on UberEats.

Reminder*: UberEats will not accept if all days values are set to **Closed**.

Click **Save** once done and changes will automatically reflect on UberEats.

The screenshot displays the 'Store Settings' interface for UberEats. At the top, there are three tabs: 'Trading Hours' (selected), 'Shop Closed Dates', and 'Public Holiday Surcharge Dates'. Below the tabs, there is a dropdown menu for the service type, currently set to 'Uber Eats', and a 'Pickup / Delivery' button. The main content is a table with columns for 'Days', 'Open Time', and 'Close Time'. The 'Open Time' and 'Close Time' columns have dropdown menus and 'Apply All' buttons. The table shows the following data:

Days	Open Time	Close Time
Monday	4:30 PM	9:30 PM
Tuesday	4:30 PM	9:30 PM
Wednesday	4:30 PM	9:30 PM
Thursday	4:30 PM	9:30 PM
Friday	4:30 PM	9:30 PM
Saturday	4:30 PM	9:30 PM
Sunday	4:30 PM	9:30 PM

8 Door Dash

Set your desired trading hours for each day using the dropdown option. If store hours for all days are the same, you can select **Apply All** to automatically fill in the rest of the days. Note, we can only set the same hours for both Pickup and Delivery on **Doordash**.

*Reminder: Doordash will not accept if all days values are set to **Closed**.*

Click **Save** once done and changes will automatically reflect on **Doordash**.

The screenshot displays the 'Store Settings' interface for Door Dash. The 'Trading Hours' tab is active. A dropdown menu is open, showing 'Doordash' selected, with a red circle around it and a red arrow pointing to it. A 'Pickup / Delivery' button is highlighted with a red box. Below this is a table with columns for 'Days', 'Open Time', and 'Close Time'. The 'Open Time' and 'Close Time' columns have dropdown menus, and the 'Monday' row has 'Apply All' buttons for both.

Days	Open Time		Close Time
Monday	12:00 AM	▼ Apply All	11:45 PM ▼ Apply All
Tuesday	12:00 AM	▼	11:45 PM ▼
Wednesday	12:00 AM	▼	11:45 PM ▼
Thursday	12:00 AM	▼	11:45 PM ▼
Friday	12:00 AM	▼	11:45 PM ▼
Saturday	12:00 AM	▼	11:45 PM ▼
Sunday	12:00 AM	▼	11:45 PM ▼

9 Menulog

Set your desired trading hours for each day using the dropdown option. If store hours for all days are the same, you can select **Apply All** to automatically fill in the rest of the days. Note, to update the same hours for Pickup, Delivery, (Pick up) Lunch and (Delivery) Lunch on **Menulog**, they must be done individually.

Reminder: Menulog will not accept if all days values are set to Closed.

The screenshot shows the 'Store Settings' interface with the 'Trading Hours' tab selected. The 'Menulog' section is highlighted with a red circle. Below it, a red box highlights the 'Pickup', 'Delivery', 'Pickup (Lunch)', and 'Delivery (Lunch)' options. A table displays trading hours for each day of the week. The 'Monday' row has 'Apply All' buttons for both 'Open Time' and 'Close Time', with a red arrow pointing to the 'Open Time' dropdown.

Days	Open Time		Close Time	
Monday	4:30 PM	▼ Apply All	9:15 PM	▼ Apply All
Tuesday	4:30 PM	▼	9:15 PM	▼
Wednesday	4:30 PM	▼	9:15 PM	▼
Thursday	4:30 PM	▼	9:15 PM	▼
Friday	4:30 PM	▼	9:45 PM	▼
Saturday	4:30 PM	▼	9:45 PM	▼
Sunday	4:30 PM	▼	9:15 PM	▼

10 Click **Save** once done and changes will automatically reflect on **Menulog**.

The screenshot shows the 'Store Settings' interface with the 'Trading Hours' tab selected. The table displays trading hours for each day of the week. The 'Monday' row has 'Apply All' buttons for both 'Open Time' and 'Close Time'. A red arrow points to the 'Save' button at the bottom right of the interface.

Days	Open Time		Close Time	
Monday	8:15 AM	▼ Apply All	7:00 PM	▼ 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	▼

Cancel Save