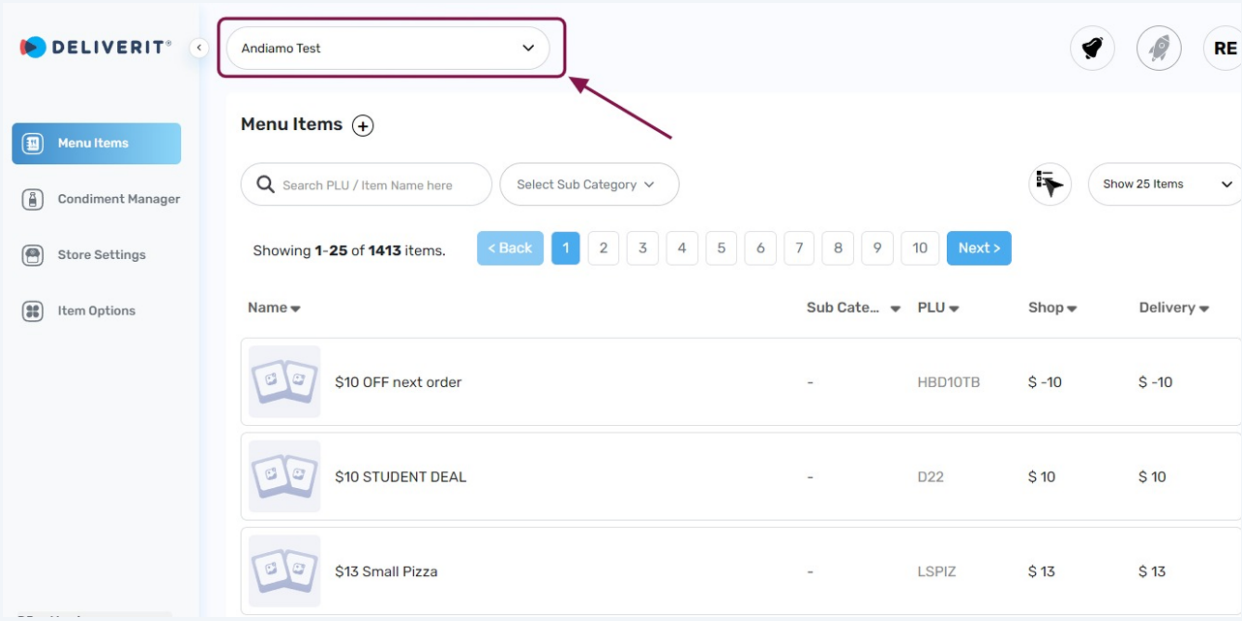
How to Update Store Trading Hours

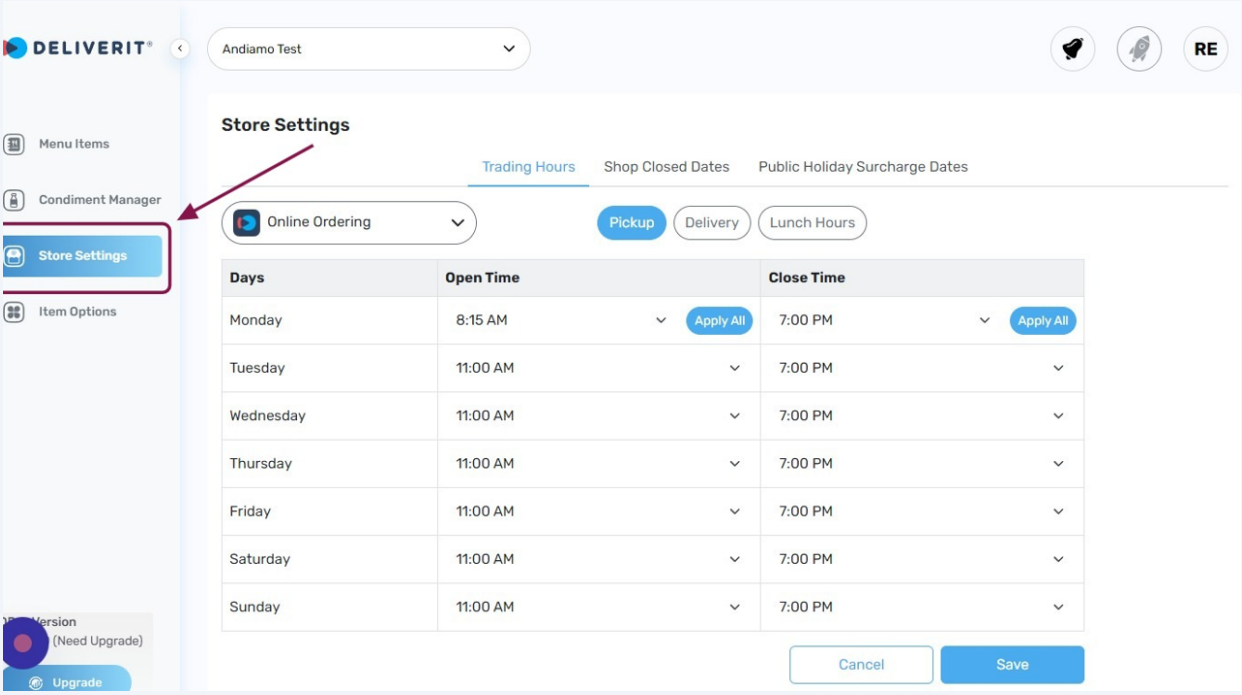
This guide provides step-by-step instructions on how to update your store's trading hours. It covers various platforms such as Online Ordering, Ubereats, Doordash, Menulog, and Google Food.

1 **Log-in** tohttps://my.deliverit.com.auwith your DPOS Cloud account credentials.

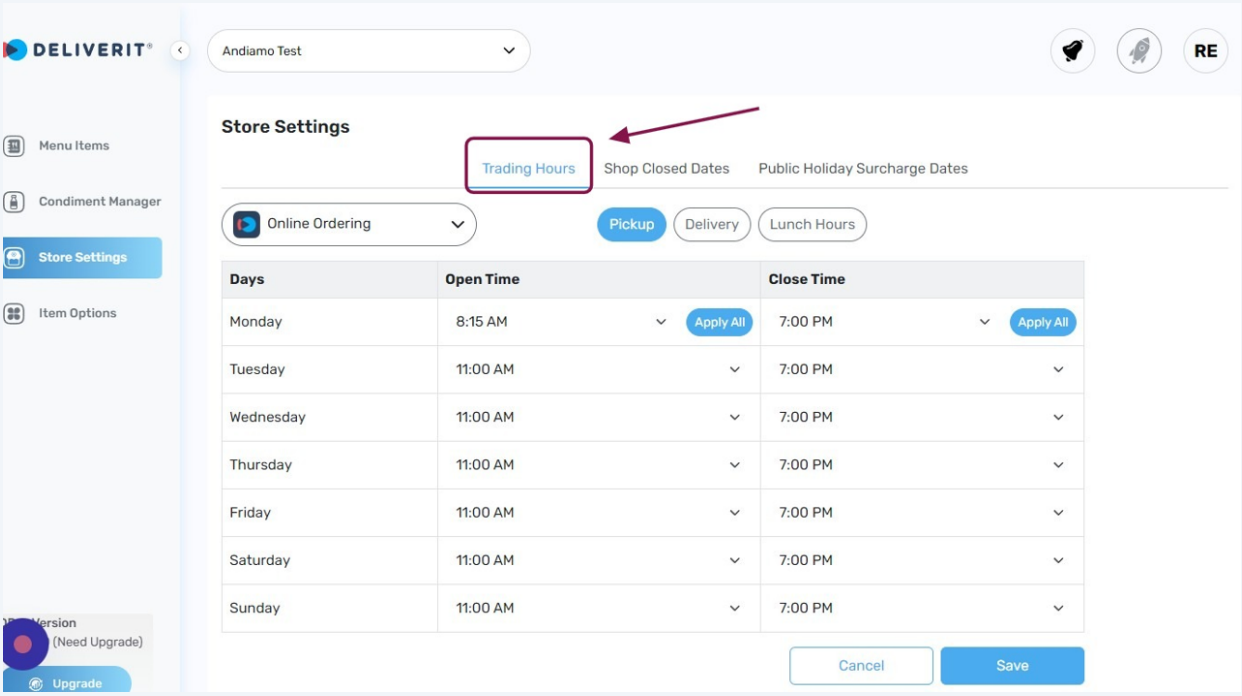
2 Make sure your store is selected from the drop-down list.



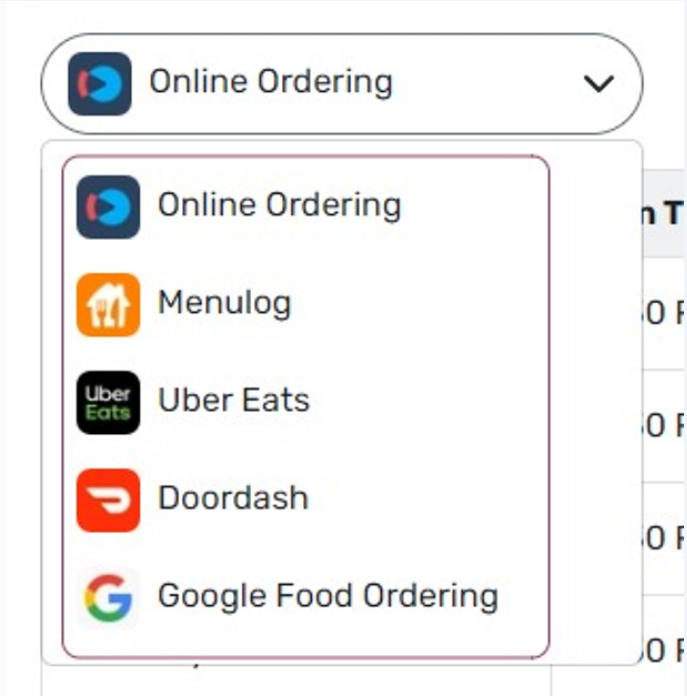
3 **Go to** *the **Store Settings** tab on the left navigation bar.



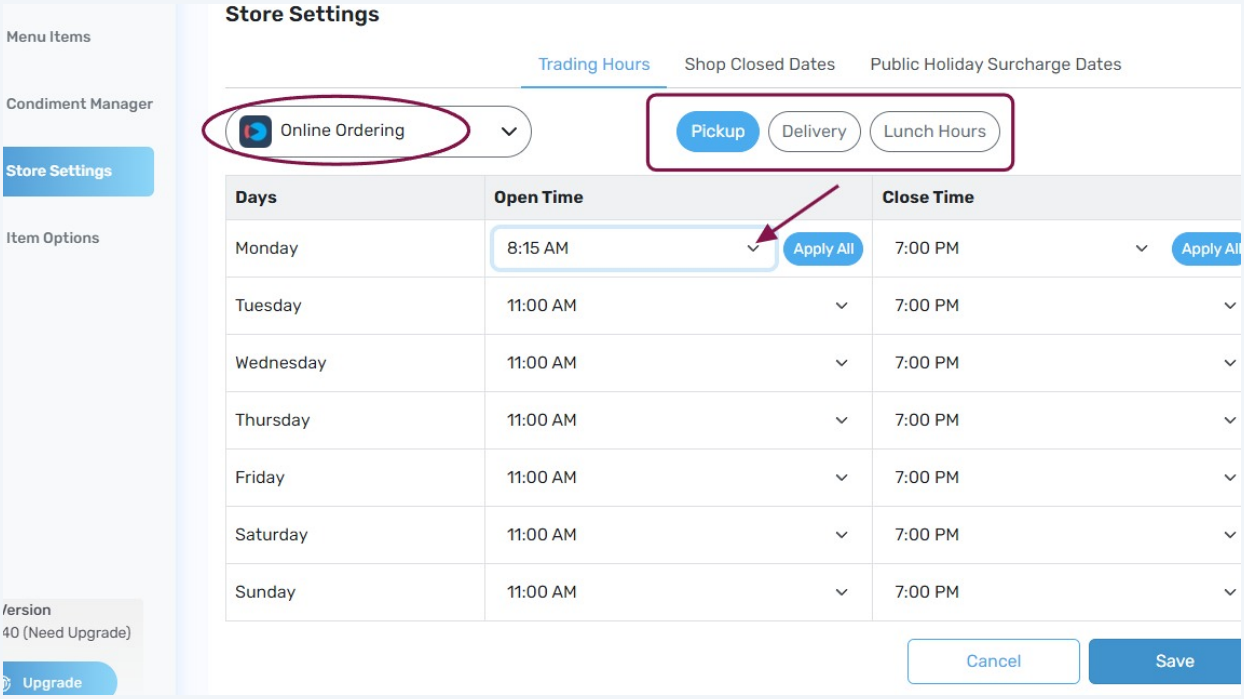
4 Once on the **Store Settings** page, select the **Trading Hours** tab.



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.

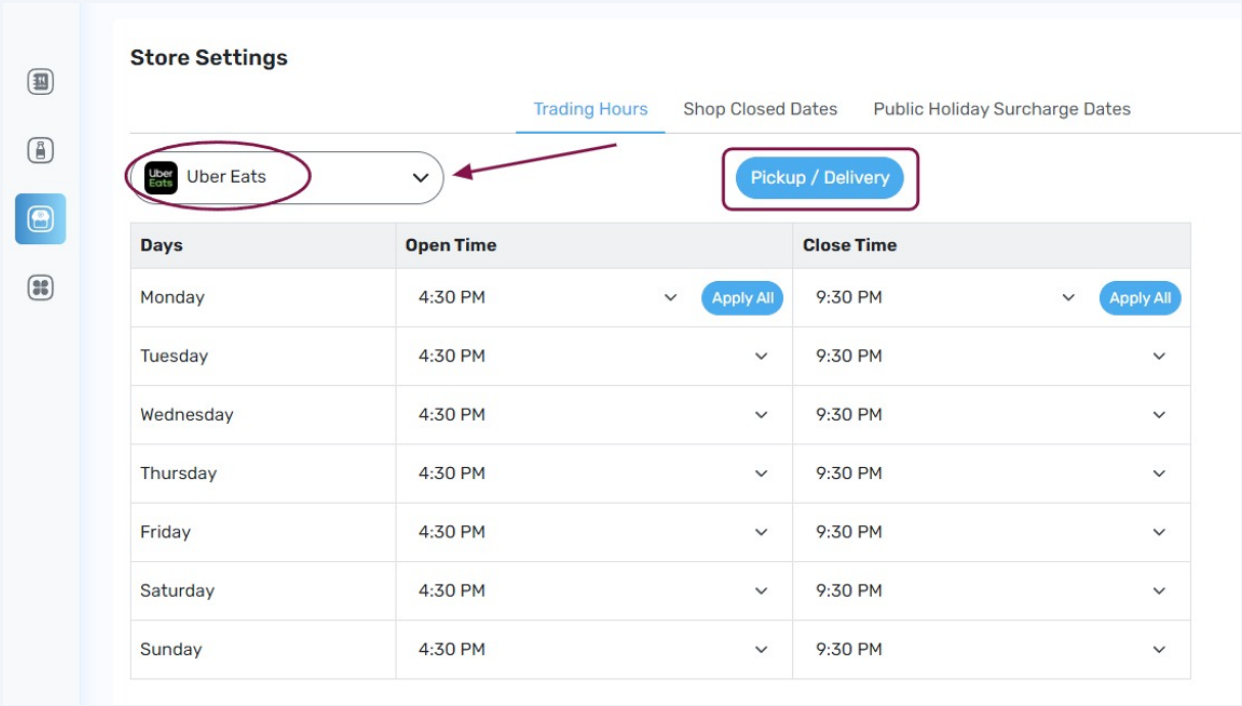


7

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.

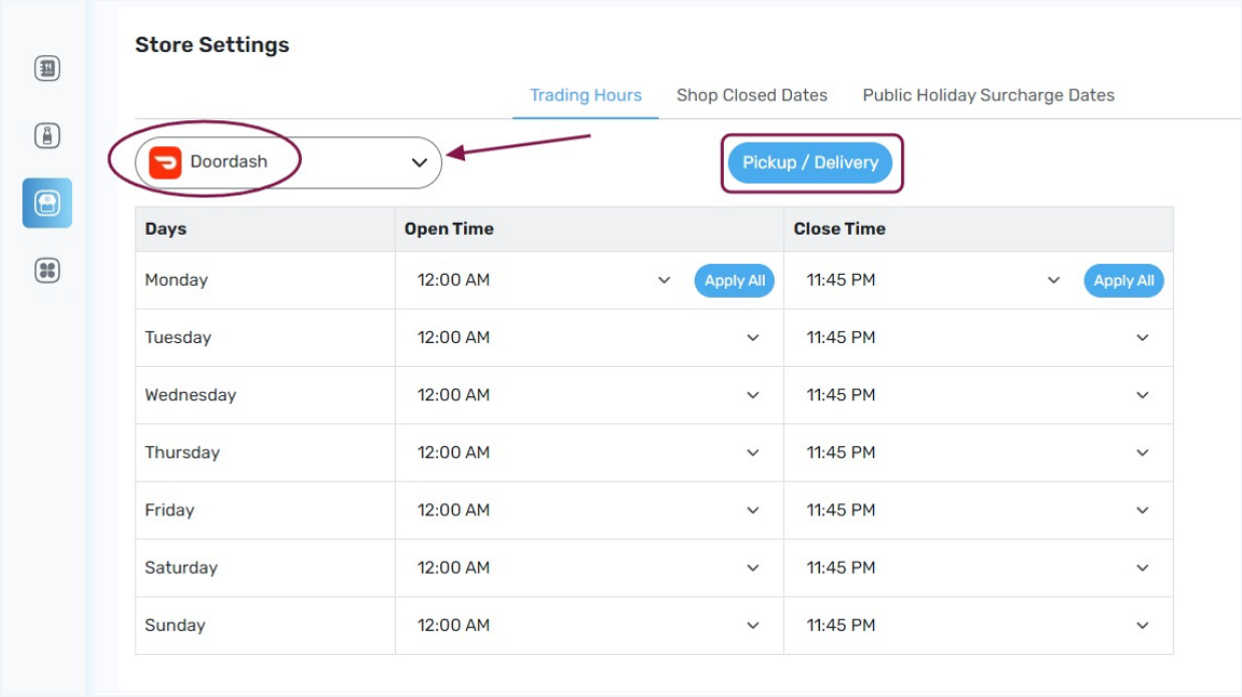


8 Door Dash

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**.

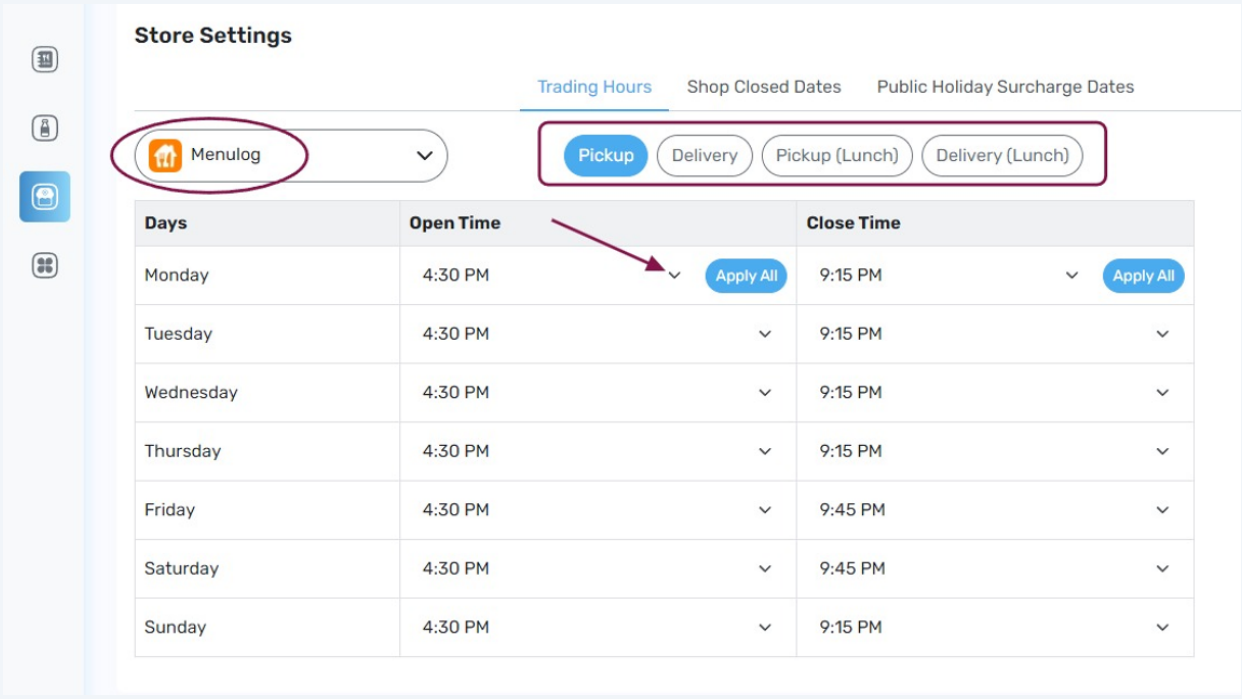
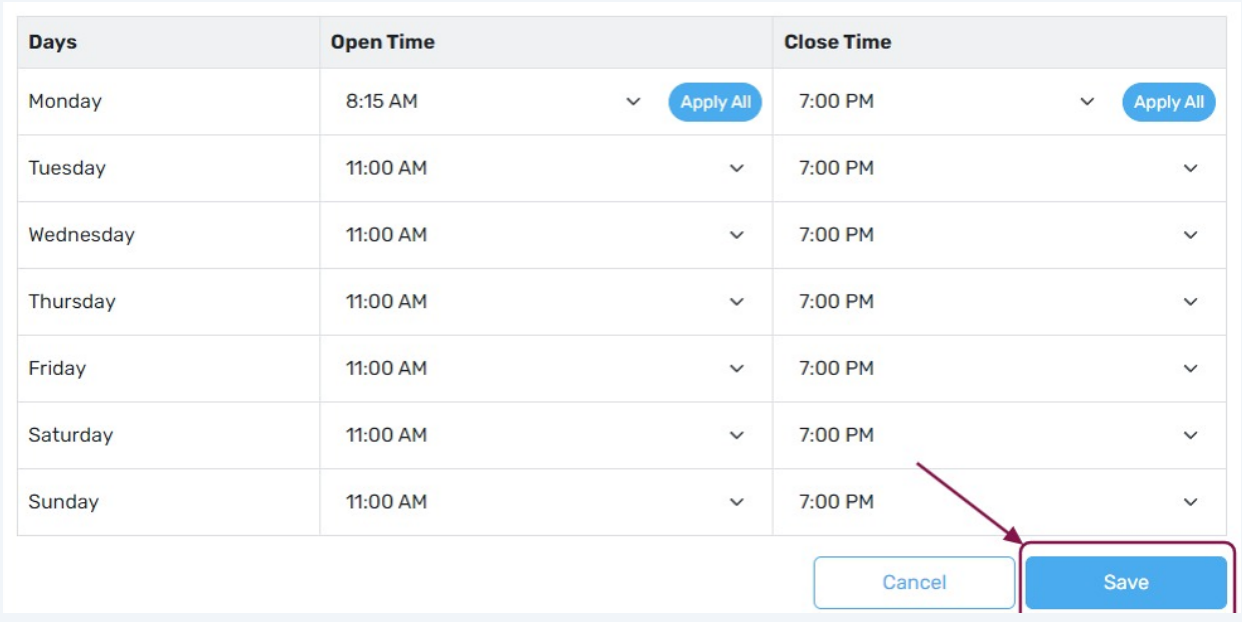
Click **Save** once done and changes will automatically reflect on **Doordash**.



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**.



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