

User Manual – QikOrders

Dashboard

Several fields in dashboard help to upload business information. Some fields are very common like *Restaurant Name*, *Restaurant Description*, *Email*, *Country*, *logo* etc. Explanation may needed for some other fields, those are described below.

Default Special Discount (%) [Default value for Add/Edit Menu Page]

1

Business Owners can offer special discount to their customers. This value is *quick reference* for add/edit menu page. However different percentages of discount for individual food item can be added from add/edit menu page.

Default Special Offer Valid Time [Default value for Add/Edit Menu Page]

From 11:00 AM To 1:00 PM

Default Special Day's [Default value for Add/Edit Menu Page]

Mon Tue Wed Thu Fri Sat Sun

Similarly screenshots of other offers are above. “Special Offer Valid Time” is a time range of special offer which is valid during that time period. And “Default Special Day’s “ are those days when special offers are valid.

Delivery Waiting Time (Minutes) *

60

Pickup Waiting Time (Minutes) *

30

These times need to be specified to let customers know how much time restaurant needs to deliver customers’ order. These times will be shown on front-end of the website.

Restaurant Type *

American

Where business owners can choose type of their restaurant. If restaurant type can not be found in drop-down list, please select "Others" to enter this manually.

Currency *

Euro

Select preferred currency for website.

Notification for order confirmation *

Your order is ready. Please collect.

Restaurant Owners can send notification to their customers once order is ready to deliver or serve(Pickup). This message will sent directly to customers' email and mobile (through Push Notification of mobile apps). A button in order detail page helps to send notification. Here is the screenshot of that.

Notify Customer

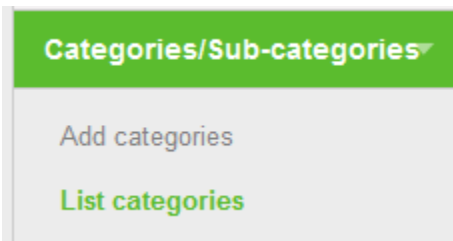
Send

Google Analytics Tracking ID

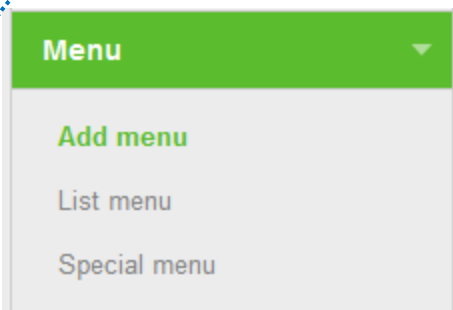
Tracking id of Google analytic can be added here.



ZIP/Post code with delivery charges can be added here. Enter 0 for free delivery.







Add/edit/delete categories of food items can be done here. Mark a category as "Active" Or "Inactive". Sub categories can be added under a Category. Serial Number (SL. Number) helps to set order sequence of categories and sub categories.






In "Add menu" page, category/subcategory needs to be selected to add a menu/food item. Also other information for Menu title, Calories of menu, upload menu image, menu description and menu contain need to be provided. Each menu/food item may have several options and their prices (like Small Pizza (9"), Any Medium Pizza (11"), Large Pizza (13") etc).

Menu option **Add option**

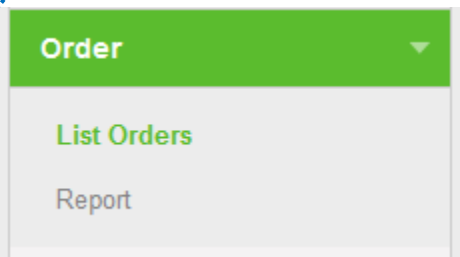
| Option | Price | Action |
|--------------------|---------------------------------|---|
| Small Pizza (€ | <input type="text" value="11"/> |  |
| Medium Pizza (11") | <input type="text" value="14"/> |  |
| Large Pizza (13") | <input type="text" value="17"/> |  |
| Family Pizza (| <input type="text" value="20"/> |  |

Similarly each menu may have several "Choice of Side", like "with Coke", "With French Fries" etc.

Choice of Side **Add choice of Side**

| Choice of Side | Price | Action |
|----------------|--------------------------------|---|
| With Coke | <input type="text" value="3"/> |  |
| With French F | <input type="text" value="3"/> |  |
| With Drinking | <input type="text" value="0"/> |  |

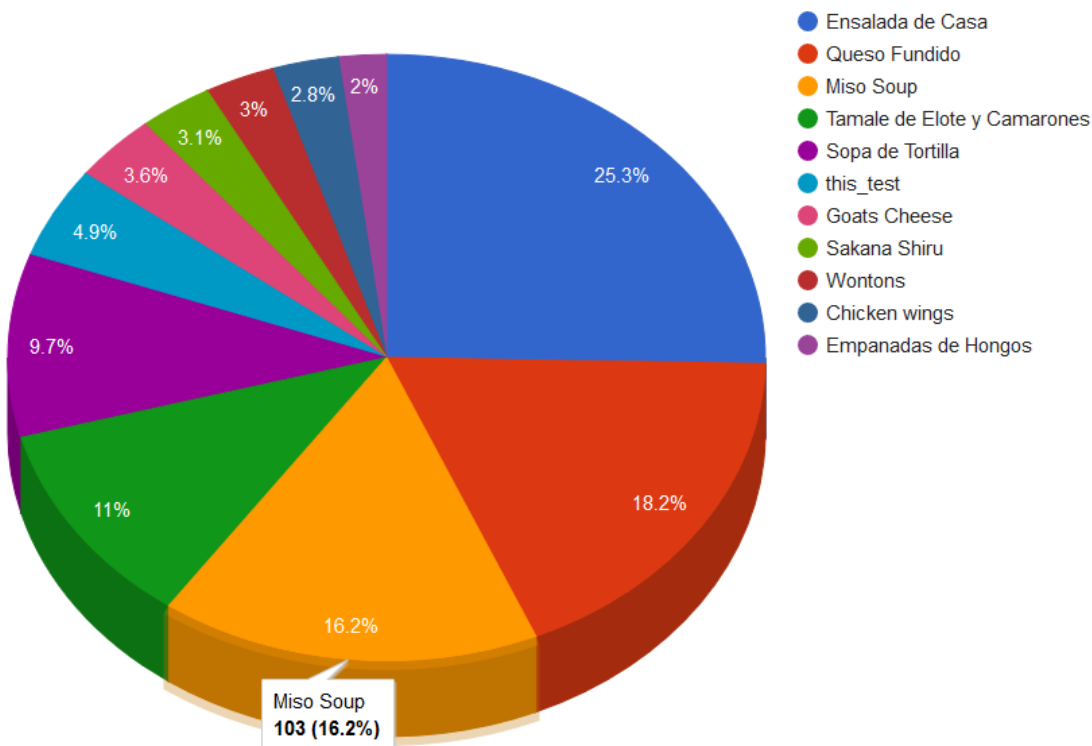
** Please check our demo site (<https://www.qikorders.com/restosite/restaurant-owner/>) to understand better.



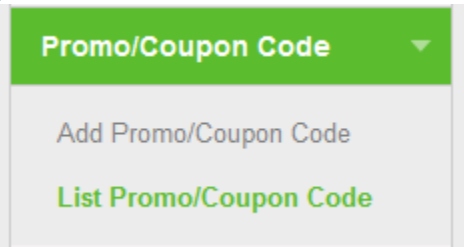
Different searches are present in this page to track orders in efficient way.

| | | | | | | | | | | |
|----|------------|--------|-----------|----------|------------------|-------------------------|------------|----------------------|----------------------|--|
| 86 | 12/03/2015 | €0.00 | Confirmed | Pick-up | Cash On Delivery | - | VIEWED | VIEW | Send | |
| 85 | 12/03/2015 | €8.61 | Confirmed | Pick-up | Cash On Delivery | - | NOT VIEWED | VIEW | Send | |
| 84 | 12/03/2015 | €11.23 | Confirmed | Delivery | Cash On Delivery | Yes Date: 12/04/2015 | NOT VIEWED | VIEW | Send | |

View button helps to check order details. If an order is not yet viewed, button color will be red until it viewed. Send button will help to send notification to customer when order is ready. Print button is there to take a print out of an order.

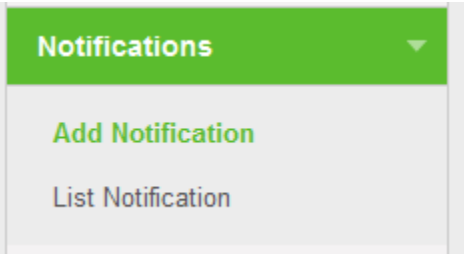


Pie chart under "Report" will help you to track percentage of sale made for individual food items/menu.



This section will help to add Promotional discount for customers. “Add Promo/Coupon Code” will help to add promo codes with percentage discount with other criterion.

| ID | Promo/Coupon Code | Discount (in %) | Total Number Can Be Issued | Available | Reward Points Required | Expiration Date | Action |
|----|-------------------|-----------------|----------------------------|-----------|------------------------|-----------------|---|
| 10 | resto | 5 | 5 | 2 | 0 | 02/08/2018 | Edit Delete |
| 9 | November 15 | 15 | 100 | 100 | 0 | 11/15/2014 | Edit Delete |



This section helps to add push notification on a Promo code to let customers know restaurant is offering promo code Or discount on food/menu items. This notification will go directly to customers mobile. Notification deliver time can be set in every 5 minutes Or a time can be specified when notification will send.

Tips ▾

Add Tips

List Tips

Range of tips during checkout can be added here. This is only applicable when order type is "Delivery".

| Tips (in €) | Action |
|-------------|---|
| 0.00 | Edit Delete |
| 0.50 | Edit Delete |
| 1.00 | Edit Delete |
| 1.50 | Edit Delete |
| 2.00 | Edit Delete |

Sales Tax ▾

You can add three types of sales tax. Sales tax are applicable during checkout.

Sales Tax

Fixed Sales Tax
 Variable Sales Tax (Based on Zip/Post code)
 No Sales Tax

[Add New Sales Tax](#)

| Zip Code | Sales Tax (in %) | Action |
|----------|------------------|---|
| 10017 | 8.88 | Edit Delete |
| 10018 | 8.88 | Edit Delete |

Events

Event section helps to add different events.

| Name | Event Date | Description | Status | Action |
|------------------------------|------------|--|--------|---|
| A French Champagne Christmas | 12/30/2015 | Special occasions call for special celebrations, and what better place to celebrate than The Palm? Our private party rooms provide the perfect backdrop for any event, and our accommodating staff will take care of all the details – from setup and decorations to your custom menu and drinks. Reserve one of our party rooms today to start planning your event. | ✓ | Edit Delete |
| Celebrate Good Life | 12/29/2015 | Special occasions call for special celebrations, and what better place to celebrate than The Palm? Our private party rooms provide the perfect backdrop for any event, and our accommodating staff will take care of all the details - from setup and decorations to your custom menu and drinks. Reserve one of our party rooms today to start planning your event. | ✓ | Edit Delete |

Customers

This section helps to track list of customers and their order details.

| ID | Name | Email | Phone No. | Street Address | City, State, Zip | Apt, Suite, Floor | Reward Points | View History | Action |
|----|-------------|----------------------------|------------|-------------------|--------------------|-------------------|---------------|-------------------------------|------------------------|
| 79 | Simon Bel | earthtechnology5@gmail.com | 45645678 | 112 W 34th Street | New York, , 10017 | | 261 | Order Details | Delete |
| 76 | Armel Possi | armel@gmail.com | 8756342156 | 112 W 34th Street | New York, , 100021 | united state | 35 | Order Details | Delete |

Operating Hours




This section helps to specify the times when restaurant is open and ready to take orders from customers.

Banner

This page will help to upload images for front-end slideshow. Slideshow will not be started until multiple images are uploaded.

Image lists

[Add Image](#)[List Image](#)

| Banner image | Status | Action |
|---|--------|---|
|  | ✓ | Edit Delete |
|  | ✓ | Edit Delete |
|  | ✓ | Edit Delete |

SEO Items

SEO items are there to add meta content of your website. These will help in Search Engine Optimization for website.

Table Booking

This section helps to track table booking/ reservation done by customers.

Show Table Booking at Front-end

If dine-in is not applicable for a restaurant, then "Show Table Booking at Front-end" needs to be unchecked. An automated email will be sent to the customer on accepting or refusing a reservation request.

Show Table Booking at Front-end

| <input type="checkbox"/> | Name | Email Address | Phone Number | Number of Person | Booking Date | Booking Time | Comment | Status |
|--------------------------|------------------|----------------------------|--------------|------------------|--------------|--------------|---------|---------------------------------|
| | swarnendu | earth@gmail.com | 3456346 | 15 | 2015-11-24 | 11:19 am | | Archived Delete |
| | Swarnendu Mandal | earthtechnology5@gmail.com | 436346 | 15 | 2015-12-16 | 7:19 am | | Refused |

Allow

Refuse

Payment Method

In this page, you need to assign through which payment gateway(s) you want to take payment from your customers. "Configure" link helps to enter configuration staffs to enable your account.



Save

Authorize.net

Login Id *

527RUcn7X

Transaction Key *

28f2Q2e67RhPJT2P

Save