

Updating Trading Hours

The screenshot shows the YOme Business Portal interface for Zapparelli's Pizza. The 'Edit Site' menu item is circled in red. The 'Opening Hours' section is active, showing the following settings:

- Order Ahead Days:** 2
- Enable Order Cutoff:** Only enable order cutoff if you want to force customers to order in advance, for collection on the given day.
- Default Prep Time (mins):** 5

The 'Opening Hours' table is as follows:

Day	Opening Hours	Closing Hours
<input type="checkbox"/> Monday		
<input checked="" type="checkbox"/> Tuesday	5:00 PM	9:30 PM
<input checked="" type="checkbox"/> Wednesday	5:00 PM	9:30 PM

To update your trading hours, navigate to the Opening Hours section found under Edit Site. Here you can choose which days you operate as well as what times you will be trading. Two (2) shifts are able to be entered if you have split trading days (e.g. lunch from 11am-2pm, dinner from 5pm-10pm).

Other options to update are:

- **Order Ahead Days** – This is the number of days in advance a customer is able to place their order.
- **Enable Order Cutoff** – Use this option if you want to force customers to order in advance for collection on a given day. (e.g. enable order cutoff for 3:00pm (Same Day) to allow orders up to 3pm (order/delivery delay is not taken into account, order can come through before 3pm but collection after 3 due to order delay)
- **Default Prep Time** – use this to add prep time to your orders. Note, this will be added onto your order delay (order delay is the total time it takes to prepare the order).

The screenshot displays the YOme Business Portal Merchant Area for Zapparelli's Pizza. The page features a yellow header with the YOme logo and navigation links for Dashboard, Merchant Area, Admin Area, My Account, and Logout. Below the header, the restaurant name 'Zapparelli's Pizza' is shown with a 'Preview Site' button and a 'Switch Restaurant' dropdown menu set to 'Zapparelli's Pizza | 1235'. A blue navigation bar contains icons for Dashboard, Edit Site, Menu, Orders, Customers, Printer, Resources, and Help. On the left, a sidebar menu lists various settings, with 'Holidays' highlighted in blue and circled in red. The main content area is titled 'Holiday Schedule' and includes an 'Add a Holiday' section with input fields for 'Closing Date' (labeled 'The first date of this holiday period') and 'Reopening Date' (labeled 'The date you will be reopening'), a 'Message to Customers' text area, and an 'Add holiday' button. Below this is an 'Upcoming Holidays' section.

Holidays can be entered in the Holidays section. To add a holiday, enter the closing date then the reopening date. Add a short message for your customers to let them know the reasoning behind the taken holiday. No orders will be able to be placed during the dates entered.