Abacus Web Online Ordering Configuration and Use

Our demo store is here for comparison :

https://abacusoo-cloudifi.web.app/store/Cloudifi-Cafe

Customise your store under Configuration>Company Profile>Online Store tab.

Refer to our demo store above to see where the text information correlates.

ABACUS	■ <u>Need help?</u> ♥ POS ▲	ві 苗 1	Table Ordering	/Kiosk 🧧 Loyalty Marke	ting 👫	Manageme	ent 🧾 Stock	🔀 Configuration	🖵 Digital Display	🕂 Add-Ons	Andrew Wilmot 🔒
SYSTEM CONFIGURATION	Cloudifi Cafe										
🚹 Company Profile	Save										
Credit Card											
Email Template	💄 BASIC INFO 🔅 CONTACT	ONL	INE STORE	DELIVERY AREAS	⊘ OPEN	N HOURS	📋 LOGO	PHOTOS			
System Role Access	Is In Operation		Order Pr	eparation Time (Mins	*	Active	Online Store	2			
🔀 System Role Permission			5	aparation nine (nins			011110 01011	-			
2 Company Partners	Min. Order Price		Delivery	Fee			Payment Configuration				
< Sites	\$2.00	*	\$5.00		*	 San 	idbox O Pro	oduction			
	Last Pick Up Time		Last Deli	very Time		Store	Tags		Charge To	Room	
	6:00 PM	Ŀ	5:30 PM		٩						
	Store Closed Message					Store	Title				
	Cloudifi Cafe is closed					*Abao	cus Software Der	mo Only*			
	Delivery Fee Rules	Delivery Fee Rules									
	Price Range Minimum			Price Range Maximu	n			Fee			
	2			100				5			×
	Order Type Rules										
	Order Type			Minimum Price				Disabled			
	Take Away			0				No		ж	
	Delivery			0				No		×	

Under the tab Delivery Areas you can specify the Postcodes you will delivery to if required.



<u>Add a company logo and banner image</u> – Logo is the top option eg. Cloudifi Cafe, and Banner Image is the "Company Profile Image".

Suggested size for the Banner Image is 1000 x 300 pixels, Logo is 400 x 250 pixels.



Pictures of the Products should be added to the Product itself and it will flow down to your menus (including online ordering menu).

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POINT OF SALE	Produc	ts								
🚹 Dashboard	New Produc	t Peset Filter	Export - Settings Delete							
Sales	New Fload	Keset Filter	Export * Settings Delete							
\$ Purchases	Product Na	me		Product Code			Product	Product Status		
I Products	Flat White					Publi	Published			
Add Product	Product Ty	be		Product Category		Printer Locations				
Products	All						COFFE	×		
Product Variants	All		· ·				COFFEE	<u>^</u>		
Categories										
Product Tags										
Product Variant Tags	Ouick Add									
Product Station	Quick Add									
📘 iPad Menu	Prod	luct Code	Name	Printer Locations	Price	Taxable	Categories	Status		
📶 Reports	C102	34	Flat White	Coffee	\$9.00	Yes	Coffee	Published		
🗊 Stock Management	C123	09	MUG Flat White	Coffee	\$4.00	Yes	Coffee	 Published 		
POS Settings		1 × ×								
🚔 Print Settings										
licore										

<u>Create a separate Online Ordering Menu</u> by copying your original menu under iPad Menu> POS Menu then edit it to remove products you don't want to sell online.

ABACUS	Need help? 🛒 POS	🟦 BI 📛 Table Ordering/Kiosk 🧧 Loyalty Marketing	👫 Management 🎒 Stock 🔀 Configuration	🖵 Digital Display 😌 Add-Ons 🛛 Andrew Wilmot
POINT OF SALE	POS Menu ⁹			
🚹 Dashboard	Add POS Menu			
\$ Sales				
\$ Purchases	Name	Last Updated	Published	
🛒 Products	1. CC Demo Menu	06/01/2020 05:46 PM	\checkmark	♂ ≛ l} ×
iPad Menu	2. CC Cafe Menu	23/01/2020 01:27 PM	V	8 🛓 🖉 🗙
Table Ordering Menu POS Menu	3. CC QSR Menu	06/01/2020 05:46 PM	\checkmark	8 ± 4 ×
Online Ordering Menu	4. CC Fine Dining Menu	06/01/2020 05:46 PM	V	8 ± 6 ×
👖 Reports	5. CC Juice Bar Menu	06/01/2020 05:45 PM	V	ể ≛ ℓl ×
Stock Management	6. CC Online Ordering	06/01/2020 05:45 PM	\checkmark	8 ž 4 ×
POS Settings	7. CC Vouchers & Gift Cards	06/01/2020 05:45 PM	V	♂ 📩 ℓ] ×
Print Settings	8. CC Grocery Demo Menu	06/01/2020 05:45 PM	V	8 ± 6 ×
	9. CC Chinese Menu	06/01/2020 05:45 PM	V	8 ± 6 ×
Reservations	Stock Management Demo	07/01/2020 06:47 PM	V	♂ ≛ @ ×
🤽 Customers	н н 1 м н			1 - 10 of 10 items
Feedback				
< Sites				

Choose the Online Ordering Menu by clicking on the blue button "Choose Online Ordering Menu" and selecting the one you just created. Verify that is appears under Menu List as per below.

Click on the Operating Hours Tab and select.

ABACUS	Need help? 🛒 POS 📶 BI 🗂 Table Ordering/Klosk	Operation of the second sec	🛠 Configuration 🖵 Digital Display 😯 Add-Ons Andre
POINT OF SALE	Online Ordering		
🚹 Dashboard	Choose Online Ordering Menu Publish		
\$ Sales			
\$ Purchases	Selected Menu Name		
🛒 Products	2. CC Cafe Menu		
iPad Menu Table Ordering Menu POS Menu	i it is recommended to separate menu for Online Ordering and POS. Click h	re to edit Menu.	
Online Ordering Menu	MENU OPERATING HOURS DESIGN		
	Menu List	Menu Items	
Stock Management	Name Description		Princ
POS Settings	🕂 Coffee	× Name	Price
🚔 Print Settings	💠 Drinks	ж	
💄 Users	+‡• Lunch	×	
Appointment	+ Counter	ж	
Reservations	🕂 Coffee Retail	ж	
4 Customers			
Feedback			
< Sites			

Adjust the display order of the products by dragging them up and down by holding down the + sign to the left of the product or category name.

Click "Publish" at the top, then refresh the web page of your online store to see them change.

ABACUS	Need help? 🛒 POS 🚮 BI 🖨 Table Ordering/Kiosk 🧧	Loyalty M	arketing 👫 Manage	ment 🧾 Stock 🔀 Configuratio	n 🖵 Digital Display 🛟 Add-Ons	Andrew Wilmot 🧧
POINT OF SALE	Online Ordering					
📫 Dashboard	Choose Online Ordering Menu Publish					
\$ Sales						
\$ Purchases	Selected Menu Name					
I Products	2. CC Cafe Menu					
iPad Menu	i It is recommended to separate menu for Online Ordering and POS. Click here	to edit Men	u.			
Table Ordering Menu						
Online Ordering Menu	MENU OPERATING HOURS DESIGN					
📠 Reports	Menu List		Menu Items			Add
Stock Management	Name Description					_
HT POS Settings	+ Coffee	*	Name		Price	
🚔 Print Settings	Drinks	×	Flat White		\$9.00	×
L Users	🕂 Lunch	×	+ Latte		\$3.50	ж
Appointment	+ Counter	×	Cappuccine	•	\$4.00	×
Reservations	+ Coffee Retail	×	Short Maco		\$4.00	ж
4 Customers			+ Long Macc		\$4.50	×
Feedback			+ Espresso		\$3.50	×
K Sites			+ Double Esp	resso	\$4.00	×
			+ Long Black		\$4.00	×
			+ Hot Choc		\$4.50	×

Under Operating Hours, choose whether you offer Delivery from the Drop Down Box and set store operating hours.

ABACUS	Need Need	help? 🛒 POS ,	🛔 ВІ 🕻	Table Ordering/Kios	ik 🧧 Loyalty Marketing	👫 Management	🎒 Stock	🔀 Configuration	🖵 Digital Display	😌 Add-Ons	Andrew Wilmot 🔒
POINT OF SALE	Online O	rdering									
🚹 Dashboard	Choose Online	Ordering Menu	Publish								
Sales											
\$ Purchases	Selected Men	u Name									
🛒 Products	2. CC Cafe Men	u									
iPad Menu	i It is recommend	led to separate menu	for Online	Ordering and POS. Cli	ck here to edit Menu.						
Table Ordering Menu											
Online Ordering Menu	E MENU	⊘ OPERATING H	IOURS	DESIGN							
,1 Reports	Delivery										
📕 Stock Management	No			·							
POS Settings	Update										
🚔 Print Settings	P AVAIL	ABILITY < UNA	VAILABLI	E							
💄 Users	🖌 Sunday	6:00 AM	G	9:30 PM	Θ						
Appointment	✔ Monday	6:00 AM	G	9:30 PM	G						
Reservations	✓ Tuesday	6:00 AM	6	9:30 PM	G						
2 Customers	✔ Wednes	day 6:00 AM	G	9:30 PM	G						
1 Feedback	✓ Thursday	6:00 AM	G	9:30 PM	C)						
< Sites	🖌 Friday	6:00 AM	G	9:30 PM	٩						
	🖌 Saturday	6:00 AM	G	9:30 PM	٩						
	Carallelout										
	Special Catego	ories									

On the Master POS, you will see orders come in under the Online Ordering icon at the top of the page (the Shopping Trolley icon).

STATUS are PROCESSING (credit card payment is being taken) – NEW (click to either ACCEPT OR REJECT) – ACCEPTED (Item goes to Kitchen Screen or Docket) – READY (ready to pick up) – COMPLETE (customer has picked up)

3031 pm Mon 23 Mar					₹ ₽1	98%
ABACUS		0 🔲 🛈 🔠 🤅		Online Orders	Andrew W	/ilmot Jser
Currently, Online Store is	Close Store		Preparatio	on Time: 5	Mins REF	RESH
Order Time	Customer	Scheduled Time	Туре	Cost	Confirmed	
3:31 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976005)	3:36 pm - 23/03/2020	Takeaway	\$9.00	PROCESSING	÷
4:58 pm - 24/01/2020	Andrew Wilmot (Room:) (Ph:0418976005)	5:03 pm - 24/01/2020	#13 Takeaway	\$7.00	COMPLETE	:
3:14 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976005)	3:19 pm - 23/03/2020	#24 Takeaway	\$9.00	COMPLETE	:
3:25 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976005)	3:29 pm - 23/03/2020	#25 Takeaway	\$9.00	COMPLETE	:
3:27 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976005)	3:32 pm - 23/03/2020	#26 Takeaway	\$9.00	COMPLETE	:

Click on NEW and the order and choose to REJECT OR ACCEPT the order.

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ABACUS	🔿 🕲 😴 C	0 💷 🕛 🔠 🍕	a <u>z</u> .	Inline Orders	Andrew Wile Logout Use	mot #
Currently, Online Store is	Open Close Store		Preparatio	n Time: 5	Mins REFRE	ESH
Order Time	Customer	Scheduled Time	Туре	Cost	Confirmed	
3:31 pm - 23/03/2020	Andrew Wiimot (Room:) (Ph:0418976005)	3:36 pm - 23/03/2020	#27 Takeaway	\$9.00	NEW	÷
4:58 pm - 24/01/2020	Andrew Wilmot (Room:) (Ph:0418976005)	5:03 pm - 24/01/2020	#13 Takeaway	\$7.00	COMPLETE	÷
3:14 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976005)	3:19 pm - 23/03/2020	#24 Takeaway	\$9.00	COMPLETE	÷
3:25 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976005)	3:29 pm - 23/03/2020	#25 Takeaway	\$9.00	COMPLETE	÷
3:27 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976005)	3:32 pm - 23/03/2020	#26 Takeaway	\$9.00	COMPLETE	÷

3:33 pm Mon 23 Mar			P 🖓 🕈 98% 🚞
ABACUS	୍ର 😌 🕸 🐢 🔹		Andrew Wilmot
Currently, Online Store is	Open Close Store	Order Type Takeaway	Mins REFRESH
Order Time	Customer	S	Confirmed
3:31 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976005)	3:36 pm - 23/03/2020	NEW
4:58 pm - 24/01/2020	Andrew Wilmot (Room:) (Ph:0418976005)	5:05 Step 1: Accept the order?	COMPLETE
3:14 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976005)	3:19 REJECT ACCEPT	COMPLETE
3:25 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976005)	3:29 pm - 23/03/2020 #25 Takeaway \$9.00	COMPLETE
3:27 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976005)	3:32 pm - 23/03/2020 #26 Takeaway \$9.00	COMPLETE

Choose ACCEPT to send the docket to the Kitchen Screen or print the dockets.

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ABACUS	00	B C		88 4	96	Online Orders	Andrew Logout	Wilmot User
Currently, Online Store is	Open Clos	se Store			Pre	paration Time: 5	Mins RE	EFRESH
Order Time	Custon	ner	Scheduled	Time	Туре	Cost	Confirmed	
3:31 pm - 23/03/2020	Andrew Wilmot (Room:)	(Ph:0418976005)	3:36 pm - 23/	03/2020	#27 Takeav	way \$9.00	ACCEPTED	:
4:58 pm - 24/01/2020	Andrew Wilmot (Room:)	(Ph:0418976005)	5:03 pm - 24/	01/2020	#13 Takeav	way \$7.00	COMPLETE	:
3:14 pm - 23/03/2020	Andrew Wilmot (Room:)	(Ph:0418976005)	3:19 pm - 23/	03/2020	#24 Takeav	way \$9.00	COMPLETE	:
3:25 pm - 23/03/2020	Andrew Wilmot (Room:)	(Ph:0418976005)	3:29 pm - 23/	03/2020	#25 Takea	way \$9.00	COMPLETE	:
3:27 pm - 23/03/2020	Andrew Wilmot (Room:)	(Ph:0418976005)	3:32 pm - 23/	03/2020	#26 Takea	way \$9.00	COMPLETE	:

If you <u>don't have</u> a Kitchen Bump Screen, click on ACCEPTED to change the status to READY once the items are ready for customer collection.

If you <u>have</u> a Kitchen Bump Screen, turn the option "Mark as pick up when all order item competed" on so that when the INDIVIDUAL ITEM is bumped off, it is marked as READY and a message sent to the customer (it will appear as a pop up if they are still on your store web site in their browser).

3:35 pm Mon 23 Mar					🗢 🖵	100% 📖
ABACUS			Sorted by Order	OPEN ORDERS	Display All	\$
GENERAL	PRINTERS	WAITSCREEN				
General Set	tings			Version 3.0.2 (2019120	(3.1637) UPDATE	APP
Login						
cloudificafe			HARD RELOAD ORDERS F	ROM MASTER POS	RELOAD	
•••••	• • • • • • • • • •		CLEAR ALL CLOSED ORDE	RS	CLEAR	
LOGIN	SYNC PICTURES		Display Produ	ct Print Name for Order Ite	m.	
LOCATION			Item Queue: S	how Status Description		
All Locations		RESET	Hide Hold Ord	iers	plated	
Main Orders Lay	out		Display Large	Font For Order Items, Extra	is & Name	
ROWS (1-3) 1	COLUMNS (1-4) 3	UPDATE				
			Filter orders by		Display Al	I
ALERT URGENT ORDER	S EXCEEDING (MINS)					
2		UPDATE	Start Live C	hat Support Start	sharing your screen	
Enable sou	nd					

If you BUMP OFF the ENTIRE ORDER – it will mark the order as COMPLETE on the MASTER POS. (Perhaps don't do that until it's been picked up by the customer!)

Item Flat White is marked as ready on the Kitchen Screen (Tick next to the individual product).

<u>All products on the screen</u> must be ticked individually until the status changes to READY on the Master POS to show the entire order is READY.

If you select the tick on the Blue Takeaway line, then it will mark the order as COMPLETE on the MASTER POS.



Order marked as READY on the MASTER POS

3:37 pm Mon 23 Mar					9 U 1	1 95% L
ABACUS	a 🧶 🗘	C 💷 ! 👪	8 6 <u>Z</u> o	line Orders	Andrew W	Vilmot Jser
Currently, Online Store is	Close Store		Preparation	Time: 5	Mins REF	FRESH
Order Time	Customer	Scheduled Time	Туре	Cost	Confirmed	
3:31 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976	3:36 pm - 23/03/2020	#27 Takeaway	\$9.00	READY	÷
4:58 pm - 24/01/2020	Andrew Wilmot (Room:) (Ph:0418976	5:03 pm - 24/01/2020	#13 Takeaway	\$7.00	COMPLETE	:
3:14 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976	3:19 pm - 23/03/2020	#24 Takeaway	\$9.00	COMPLETE	:
3:25 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976	3:29 pm - 23/03/2020	#25 Takeaway	\$9.00	COMPLETE	:
3:27 pm - 23/03/2020	Andrew Wilmot (Room:) (Ph:0418976)	3:32 pm - 23/03/2020	#26 Takeaway	\$9.00	COMPLETE	:

To mark as COMPLETE (ie Customer Picked Up), then either BUMP OFF the whole order on the Kitchen Screen, or click on READY on the MASTER POS.

ABACUS	0 & B C		C	88 🛈 🎟		8	Online Order		Inline Orders	•	Andrew Wilmon			
Currently, Online Store is Open Close Store									Pr	eparatio	n Time:	Mins	RE	FRESH
Order Time	Customer				Scheduled Time				Туре		Cost	Cor	Confirmed	
4:58 pm - 24/01/2020	Andrew Wilmot (Room:) (Ph:0418976005)				5:03 pm - 24/01/2020				#13 Takeaway		\$7.00	со	MPLETE	÷
3:14 pm - 23/03/2020	Andrew Wilmot (Room:) (Pl	h:04189760	105) 3 :	:19 pm	- 23/0)3/202	0 #2	24 Take	away	\$9.00	со	MPLETE	÷
3:25 pm - 23/03/2020	Andrew Wilmot (Room:) (Pl	h:04189760	005) 3:	:29 pm	1 - 23/0	03/202	0 #2	25 Take	away	\$9.00	со	MPLETE	÷
3:27 pm - 23/03/2020	Andrew Wilmot (Room:) (Pl	h:04189760	105) 3:	:32 pm	ı - 23/0	03/202	0 #2	26 Take	away	\$9.00	со	MPLETE	:
3:31 pm - 23/03/2020	Andrew Wilmot (Room:) (Pl	h:04189760	005) 3:	:36 pm	1 - 23/0	03/202	0 #2	27 Take	away	\$9.00	со	MPLETE	: