

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.

The screenshot shows the ABACUS Configuration interface for 'Cloudifi Cafe'. The 'ONLINE STORE' tab is selected. The interface includes a sidebar with navigation options like 'Company Profile', 'Credit Card', and 'System Role Access'. The main content area contains various configuration fields:

- Is In Operation:**
- Order Preparation Time (Mins):** 5
- Active Online Store:**
- Min. Order Price:** \$2.00
- Delivery Fee:** \$5.00
- Payment Configuration:** Sandbox Production
- Last Pick Up Time:** 6:00 PM
- Last Delivery Time:** 5:30 PM
- Store Tags:** [Empty field]
- Charge To Room:**
- Store Closed Message:** Cloudifi Cafe is closed
- Store Title:** *Abacus Software Demo Only*

Below these fields are two tables:

Delivery Fee Rules

Price Range Minimum	Price Range Maximum	Fee	
2	100	5	x

Order Type Rules

Order Type	Minimum Price	Disabled	
Take Away	0	No	x
Delivery	0	No	x

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

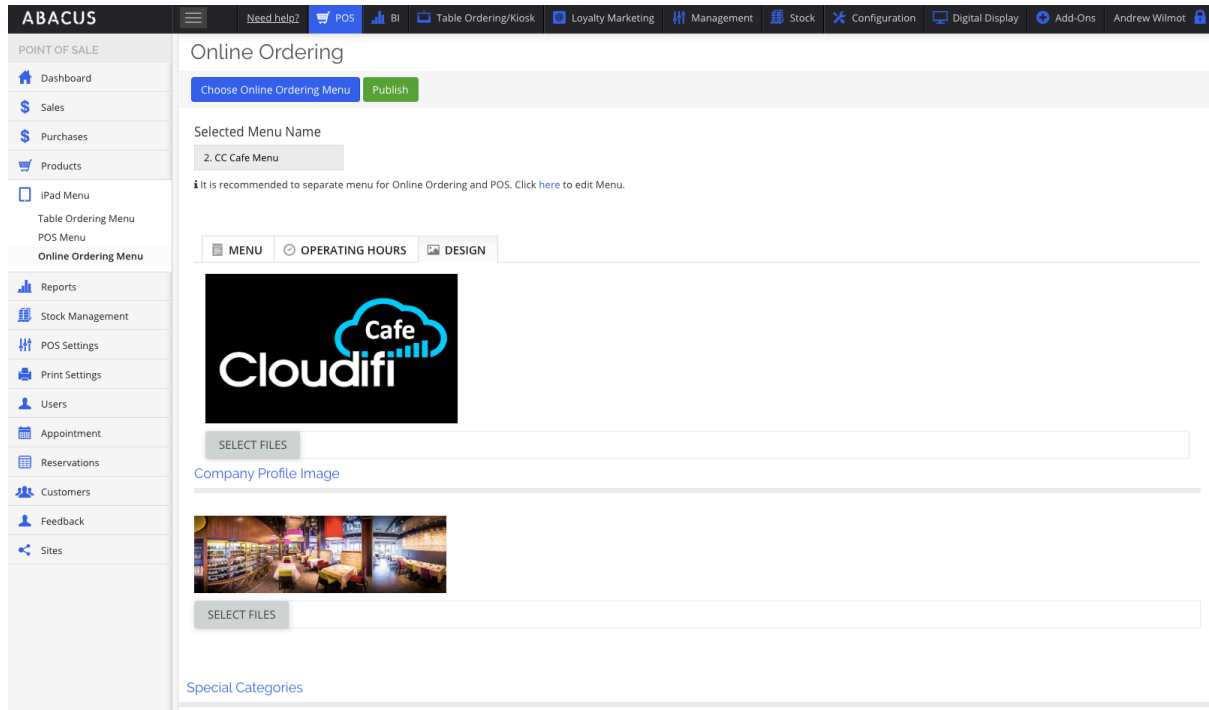
The screenshot shows the ABACUS Configuration interface for 'Cloudifi Cafe' with the 'DELIVERY AREAS' tab selected. The interface includes a sidebar with navigation options. The main content area contains:

- Add New Delivery Area** button
- Postcode From** and **Postcode To** fields
- Table with one row:

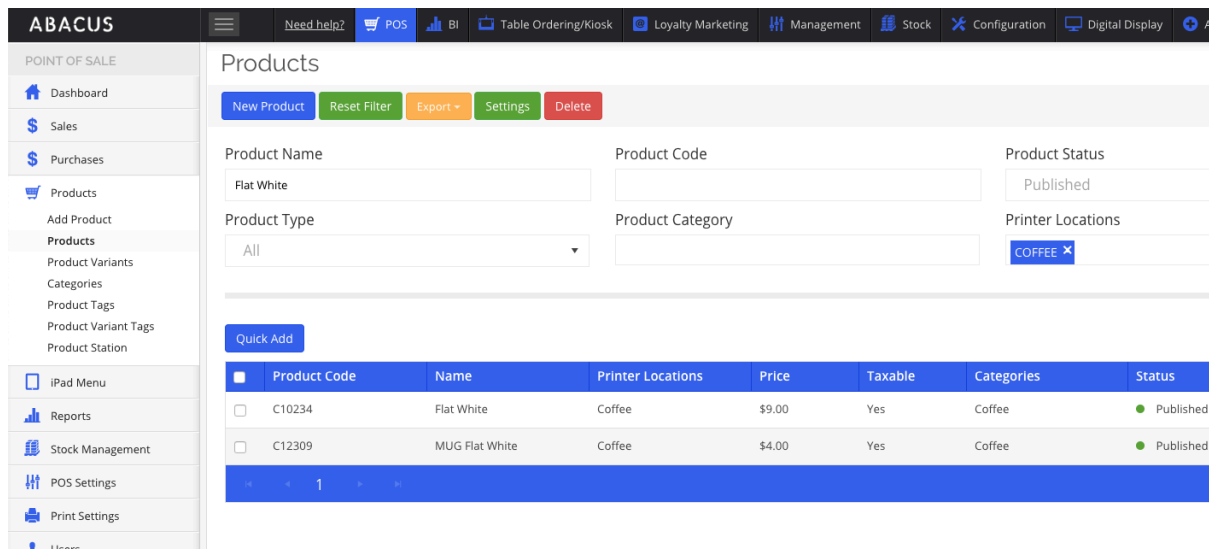
Postcode From	Postcode To	
6000	6006	✎

Add a company logo and banner image – 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).



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

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POINT OF SALE

- Dashboard
- Sales
- Purchases
- Products
- iPad Menu
- Table Ordering Menu
- POS Menu
- Online Ordering Menu
- Reports
- Stock Management
- POS Settings
- Print Settings
- Users
- Appointment
- Reservations
- Customers
- Feedback
- Sites

POS Menu

Add POS Menu Import

Name	Last Updated	Published	
1. CC Demo Menu	06/01/2020 05:46 PM	<input checked="" type="checkbox"/>	✎ 📄 🗑️ ✖
2. CC Cafe Menu	23/01/2020 01:27 PM	<input checked="" type="checkbox"/>	✎ 📄 🗑️ ✖
3. CC QSR Menu	06/01/2020 05:46 PM	<input checked="" type="checkbox"/>	✎ 📄 🗑️ ✖
4. CC Fine Dining Menu	06/01/2020 05:46 PM	<input checked="" type="checkbox"/>	✎ 📄 🗑️ ✖
5. CC Juice Bar Menu	06/01/2020 05:45 PM	<input checked="" type="checkbox"/>	✎ 📄 🗑️ ✖
6. CC Online Ordering	06/01/2020 05:45 PM	<input checked="" type="checkbox"/>	✎ 📄 🗑️ ✖
7. CC Vouchers & Gift Cards	06/01/2020 05:45 PM	<input checked="" type="checkbox"/>	✎ 📄 🗑️ ✖
8. CC Grocery Demo Menu	06/01/2020 05:45 PM	<input checked="" type="checkbox"/>	✎ 📄 🗑️ ✖
9. CC Chinese Menu	06/01/2020 05:45 PM	<input checked="" type="checkbox"/>	✎ 📄 🗑️ ✖
Stock Management Demo	07/01/2020 06:47 PM	<input checked="" type="checkbox"/>	✎ 📄 🗑️ ✖

1 - 10 of 10 items

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

Click on the Operating Hours Tab and select.

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Online Ordering

Choose Online Ordering Menu Publish

Selected Menu Name

2. CC Cafe Menu

It is recommended to separate menu for Online Ordering and POS. Click [here](#) to edit Menu.

MENU OPERATING HOURS DESIGN

Menu List		
Name	Description	
+	Coffee	✖
+	Drinks	✖
+	Lunch	✖
+	Counter	✖
+	Coffee Retail	✖

Menu Items	
Name	Price

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.

The screenshot shows the 'Online Ordering' configuration page in the ABACUS system. The 'MENU' tab is active, displaying two tables: 'Menu List' and 'Menu Items'. The 'Publish' button is highlighted in green.

Name	Description
Coffee	
Drinks	
Lunch	
Counter	
Coffee Retail	

Name	Price
Flat White	\$9.00
Latte	\$3.50
Cappuccino	\$4.00
Short Macc	\$4.00
Long Macc	\$4.50
Espresso	\$3.50
Double Espresso	\$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.

The screenshot shows the 'Online Ordering' configuration page in the ABACUS system. The 'OPERATING HOURS' tab is active, displaying a 'Delivery' dropdown menu set to 'No' and a table for setting availability for each day of the week.

Delivery: No

Update

	AVAILABILITY	UNAVAILABLE
Sunday	6:00 AM - 9:30 PM	
Monday	6:00 AM - 9:30 PM	
Tuesday	6:00 AM - 9:30 PM	
Wednesday	6:00 AM - 9:30 PM	
Thursday	6:00 AM - 9:30 PM	
Friday	6:00 AM - 9:30 PM	
Saturday	6:00 AM - 9:30 PM	

[Special Categories](#)

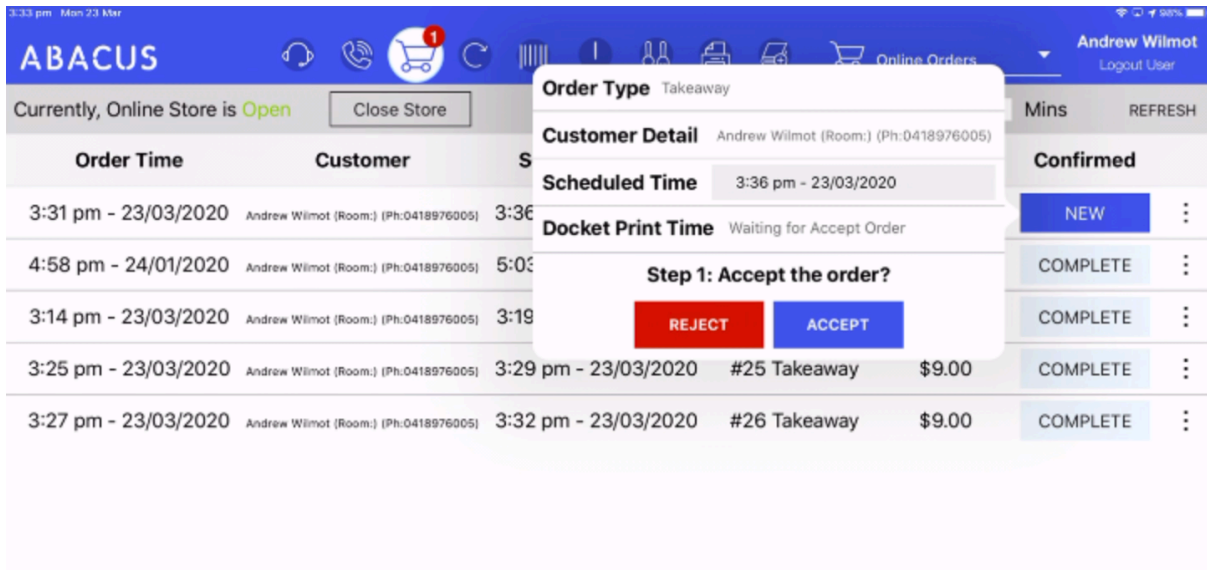
On the Master POS, you will see orders come in under the Online Ordering icon at the top of the page (the Shopping Trolley icon).

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)

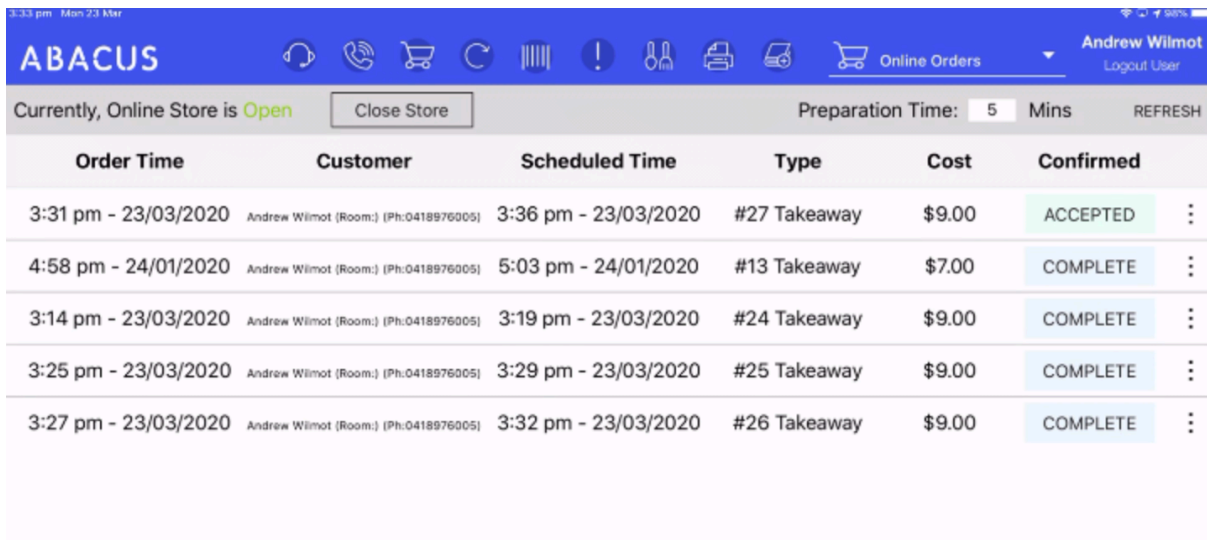
Order Time	Customer	Scheduled Time	Type	Cost	Confirmed
3:31 pm - 23/03/2020	Andrew Wilmot (Room: (Ph:0418976005)	3:36 pm - 23/03/2020	Takeaway	\$9.00	PROCESSING
4:58 pm - 24/01/2020	Andrew Wilmot (Room: (Ph:0418976005)	5:03 pm - 24/01/2020	#13 Takeaway	\$7.00	COMPLETE
3:14 pm - 23/03/2020	Andrew Wilmot (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.

Order Time	Customer	Scheduled Time	Type	Cost	Confirmed
3:31 pm - 23/03/2020	Andrew Wilmot (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

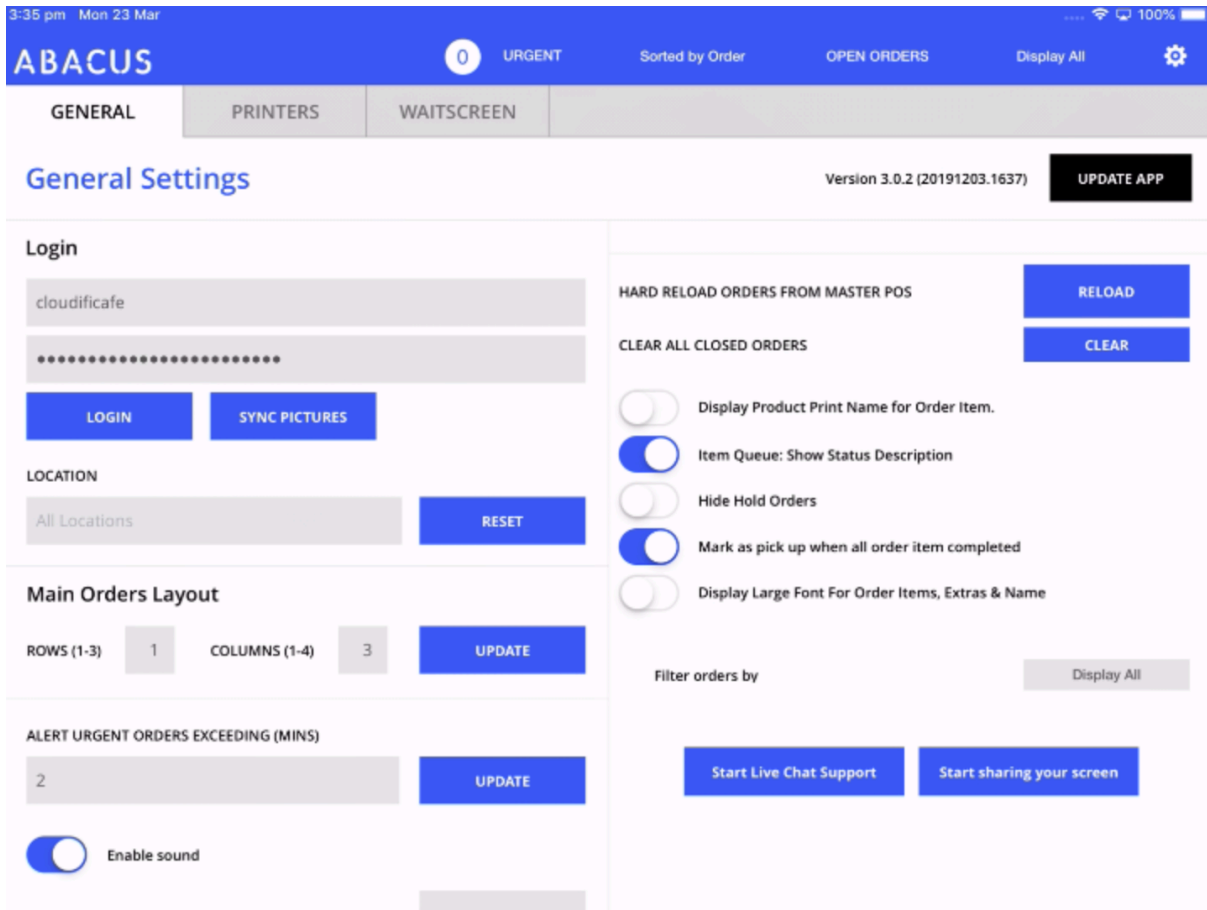


Choose ACCEPT to send the docket to the Kitchen Screen or print the dockets.



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

If you have 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).

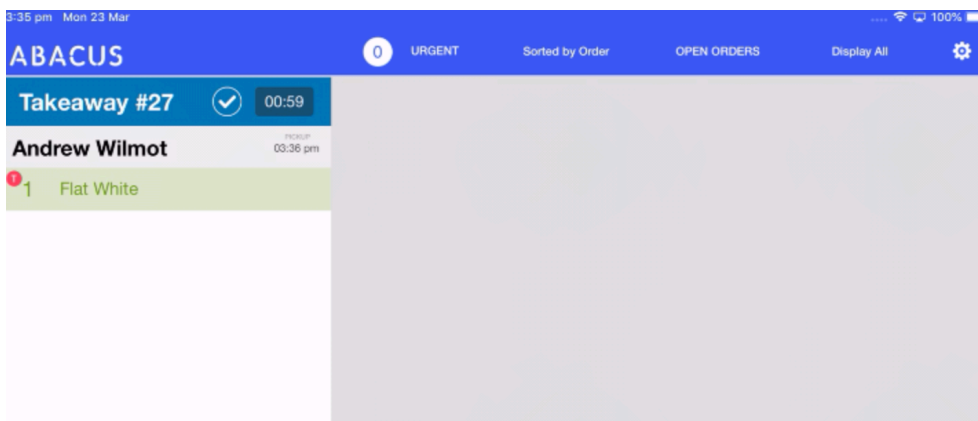


If you BUMP OFF the ENTIRE ORDER – it will mark the order as COMPLETE on the MASTER POS. (Perhaps don't do that until it's been picked up by the customer!)

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

All products on the screen 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

The screenshot shows the ABACUS POS interface. At the top, there's a blue header with the logo and various icons. Below that, a status bar indicates 'Currently, Online Store is Open' with a 'Close Store' button and 'Preparation Time: 5 Mins' with a 'REFRESH' button. The main area is a table of orders.

Order Time	Customer	Scheduled Time	Type	Cost	Confirmed
3:31 pm - 23/03/2020	Andrew Wilmot (Room: [Ph:0418976005])	3:36 pm - 23/03/2020	#27 Takeaway	\$9.00	READY
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

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.

This screenshot is similar to the one above, but the order status has changed. The first order is now marked as 'COMPLETE'.

Order Time	Customer	Scheduled Time	Type	Cost	Confirmed
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
3:31 pm - 23/03/2020	Andrew Wilmot (Room: [Ph:0418976005])	3:36 pm - 23/03/2020	#27 Takeaway	\$9.00	COMPLETE