

Internet Options

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How to Receive Copy of Order Confirmation Emails

On inTouch first go to 'Management'

[image-1613146419137.png](#)

Image not found or type unknown

Then 'Occasional Menu'

[image-1613146980269.png](#)

Image not found or type unknown

Click on 'Internet Options'

[image-1616154570468.png](#)

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Go to 'Confirmation'

[image-1616154619100.png](#)

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You will then see a box called 'Email'

[image-1616155108388.png](#)

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At the bottom you will see 'Send BCC to'

[image-1616155191461.png](#)

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In this box you will need to add the email where you wish to receive the copy of the confirmation email

[image-1616155286374.png](#)

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Once done press 'Finished'

[image-1616155538197.png](#)

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And 'Exit'

[image-1613148262170.png](#)

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If you have Online Ordering with us it will ask you to 'Upload Menu to Website'

[image-1613148605714.png](#)

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If so click 'Yes' to upload

[image-1613148727380.png](#)

Image not found or type unknown

And 'Main Menu'

image-1613588916403.png

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How to change opening hours on website

On inTouch first go to 'Management'

[image-1613146419137.png](#)

Image not found or type unknown

Then 'Occasional Menu'

[image-1613146980269.png](#)

Image not found or type unknown

Click on 'Internet Options'

[image-1616154570468.png](#)

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Go to 'Times'

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You will then see 'Opening Hours'

[image-1618393770763.png](#)

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To change the time click in the box of the day you want to change

[image-1618394320658.png](#)

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First column is the opening time (Put 0000 if closed**)**

[image-1618394152473.png](#)

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Second column is the closing time (Put 0001 if closed)

[image-1618394228596.png](#)

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If you have a mid day close then in 'Mid Day Closed' enter the start of the close and when you reopen

[image-1618394458828.png](#)

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Once you have changed the times click 'Finished'

[image-1618394504494.png](#)

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And 'Exit'

[image-1613148262170.png](#)

Image not found or type unknown

If you have Online Ordering with us it will ask you to 'Upload Menu to Website'

[image-1613148605714.png](#)

Image not found or type unknown

If so click 'Yes' to upload

[image-1613148727380.png](#)

Image not found or type unknown

And 'Main Menu'

image-1613588916403.png

Image not found or type unknown

How to enable 'Automatically Accepts' Internet Orders

On inTouch first go to 'Management'

[image-1622019487142.png](#)

Image not found or type unknown

Then 'Occasional Menu'

[image-1622019458429.png](#)

Image not found or type unknown

Click on 'Internet Options'

[image-1622019428176.png](#)

Image not found or type unknown

Go to 'Program'

[image-1622019517081.png](#)

Image not found or type unknown

In first box on the left 'Orders Received'

[image-1622019712054.png](#)

Image not found or type unknown

Bottom of the box you will need to tick 'Automatically Accepts'

[image-1622019814267.png](#)

Image not found or type unknown

How to disable 'Automatically Accepts' Internet Orders

On inTouch first go to 'Management'

[image-1622019487142.png](#)

Image not found or type unknown

Then 'Occasional Menu'

[image-1622019458429.png](#)

Image not found or type unknown

Click on 'Internet Options'

[image-1622019428176.png](#)

Image not found or type unknown

Go to 'Program'

[image-1622019517081.png](#)

Image not found or type unknown

In first box on the left 'Orders Received'

[image-1622019712054.png](#)

Image not found or type unknown

Bottom of the box you will need to untick 'Automatically Accepts'

[image-1622020042098.png](#)

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How to Enable Sub-courses

To enable Sub-courses for online go to Management > Occasional Menu > Internet Options.

[2021-06-03 11_40_01-Window.png](#)

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Once in Internet Options, Select the 'Sundry' button from the right hand side.

[2021-06-03 11_42_07-Window.png](#)

Image not found or type unknown

Once in the 'Sundry' menu, look for the 'Options' area and in the bar type 'A'

[2021-06-03 11_43_35-Window.png](#)

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With this option set, back out to the occasional menu and then back into the 'Internet Options' this time selecting 'Menu' from the right hand side.

[2021-06-03 11_46_10-Window.png](#)

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Now select the "Course Order" drop down menu and select 'As Table + Sub Course'

[2021-06-03 11_50_17-Window.png](#)

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With 'Course Order' set, go to course names and add the main Category for the course, for example "Starters"

[2021-06-03 11_55_30-Window.png](#)

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Any sub-categories need to then be in the same box as the main category but separated with commas

[2021-06-03 12_12_12-Window.png](#)

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This now allows you to place the items into the sub-categories using the 'Course' drop down box

[2021-06-03 12_22_01-Window.png](#)

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How to Add Selling Prompts

On inTouch first go to 'Management'

[image-1622019487142.png](#)

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Then 'Occasional Menu'

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Click on 'Selling Prompts'

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You will then see 'Post-order Prompt'

image-1628774658422.png

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You Click in one of the empty boxes

[image-1628774714001.png](#)

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In top right enter your selling prompt. For example 'Do you want a drink with your order?'

[image-1628774926832.png](#)

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Once you have entered your selling prompt select the items that are included. For example Drinks

[image-1628775122180.png](#)

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Then click on 'Finished'

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All the selling prompts will appear in these boxes

[image-1628775210892.png](#)

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The selling prompt will appear just under the basket on the website

[image-1628776046621.png](#)

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They don't appear on the app or mobile browser

How to Add/Change the Confirmation Emails

On inTouch first go to 'Management'

[image-1613146419137.png](#)

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Then 'Occasional Menu'

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Click on 'Internet Options'

[image-1616154570468.png](#)

Image not found or type unknown

Go to 'Confirmation'

[image-1616154619100.png](#)

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Once in the Confirmation tab you will see multiple boxes

[image-1624286690360.png](#)

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There are 4 Confirmation Emails that you will mainly need: Accept Delivery, Accept Collection, Rejection & Order for Later

[image-1624287019749.png](#)

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image-1624287060879.png

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image-1624287185402.png

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image-1624287621623.png

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Delivery Example

Thank you for ordering from [SHOP NAME]. Your order is now being processed.

Your order should be delivered approximately within the hour

If there are any issues, please contact us on [SHOP NUMBER].

Collection Example

Thank you for ordering from [SHOP NAME]. Your order is now being processed.

Your order should be collected approximately within 15 minutes

If there are any issues, please contact us on [SHOP NUMBER].

Rejection Example

Sorry for the inconvenience, but your order has been declined.

Please call [SHOP NAME] on [SHOP NUMBER] for further details.

Order for Later Example

Thank you for ordering from [SHOP NAME].

Your order will be processed shortly. If there are any issues, please contact us on [SHOP NUMBER].

How to Enable 'Out of Stock' and How it Works

Part 1: How to Enable 'Out of Stock'

On inTouch first go to 'Management'

[image-1622019487142.png](#)

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Then 'Occasional Menu'

[image-1622019458429.png](#)

Image not found or type unknown

Click on 'Internet Options'

[image-1622019428176.png](#)

Image not found or type unknown

Go to 'Program'

[image-1624289872125.png](#)

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You will see the option 'Out of Stock'

[image-1624289939295.png](#)

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Click on the drop down and select where you want to have it located

image-1624289994608.png

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Also whether it 'Applies Instore'

image-1624290885431.png

Image not found or type unknown

Part 2: How it Works

If Chocolate Fudge Cake isn't available and you want to make it out of stock

image-1624292019347.png

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On inTouch click the 'Out of Stock' button

image-1624291405176.png

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Then click on the item that is out of stock

image-1624292088747.png

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If the item has choices then select the name of the item at the top to make the full item out of stock, or you can also make the individual choices out of stock by selecting those as well (this however will make the choice out of stock for all items that have this

choice)

[2021-09-29 11_40_29-.png](#)

Image not found or type unknown

The item will then be added into the list on the right

[image-1624292126023.png](#)

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Once you have done click 'Finished'

[image-1624292296143.png](#)

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On the website Chocolate Fudge Cake now appear Out of Stock

[image-1624292381185.png](#)

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If you did tick 'Applies Instore' then it will appear grayed out

[image-1624292569770.png](#)

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Out of Stock refreshes each day so if the item remains out of stock then you MUST add it back to the list

How to Add Minimum Order for Internet Orders

On inTouch first go to 'Management'

[image-1613146419137.png](#)

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Then 'Occasional Menu'

[image-1613146980269.png](#)

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Click on 'Internet Options'

[image-1624368513087.png](#)

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In the 'Messages' box at the top

[image-1624368567884.png](#)

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You will see 'Below Minimum Spend of'

[image-1624368629743.png](#)

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In the box '0.00' is where you will enter your minimum order for Internet Orders

[image-1624371135313.png](#)

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Once done press 'Finished'

[image-1616155538197.png](#)

Image not found or type unknown

And 'Exit'

[image-1613148262170.png](#)

Image not found or type unknown

If you have Online Ordering with us it will ask you to 'Upload Menu to Website'

[image-1613148605714.png](#)

Image not found or type unknown

If so click 'Yes' to upload

[image-1613148727380.png](#)

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And 'Main Menu'

image-1613588916403.png

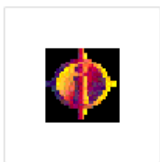
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How to Enable the QR Code for Driver Navigation

*****Update to the latest version of inTouch*****

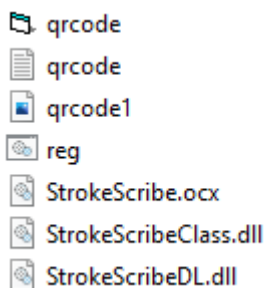
Enabling the QR code on the receipt will allow the drivers to enter the delivery address a lot quicker and is more efficient. The QR code appears at the top of the receipt and is partially cut from the actual customer receipt.

Update the program to the latest version



wcinmain_2.4.213

Then copy all the QR code and DLL's from the following location to WINCI (S:\Staff\Alec\SUPPORT\Reg.bat, Browser & QR\QR Code & reg.bat files (Copy all to WINCI))



Run reg.bat then open inTouch



reg

On inTouch first go to 'Management'

[image-1613146419137.png](#)

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Then 'Occasional Menu'

[image-1613146980269.png](#)

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Click on 'Options'

[image-1634035664460.png](#)

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Click on the 'Receipt Printer' tab

[image-1634036138261.png](#)

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Bottom right of the receipt printer tab click on 'More'

[image-1634036199016.png](#)

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Right hand side you will see 'Delivery Orders'

[image-1634036311339.png](#)

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Tick the box that says 'Prints QR Code'

[image-1634036371498.png](#)

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Also make sure 'Original Printout' is NOT ticked



This will enable the QR Code on the receipt. Go to the website and do a delivery order

[image-1634036572418.png](#)

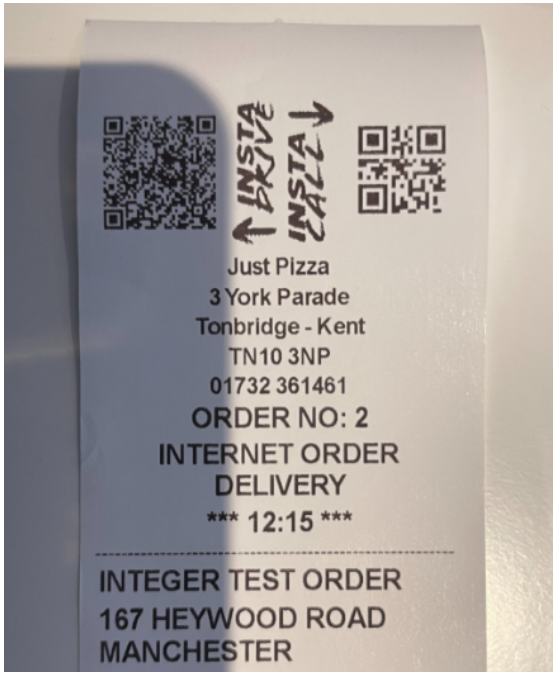
Image not found or type unknown

Accept the Internet Order.

[image-1634036733969.png](#)

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The receipt will then print out like this.



On your phone open the QR Code scanner and scan the code off the receipt.

[image-1634037489839.png](#)

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Once the code has been scanned it it will then open the default map on the drivers phone

[image-1634038270235.png](#)

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FASTHOST

On Fasthost follow the below steps;

Step 1:

[image-1638545464344.png](#)

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Step 2:

image-1638545495003.png

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Step 3:

image-1638545695257.png

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Step 4:

image-1638545716440.png

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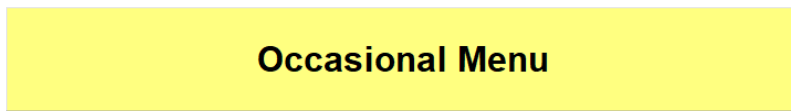
Enter Google as the IPS Tag

How to add a free item to online

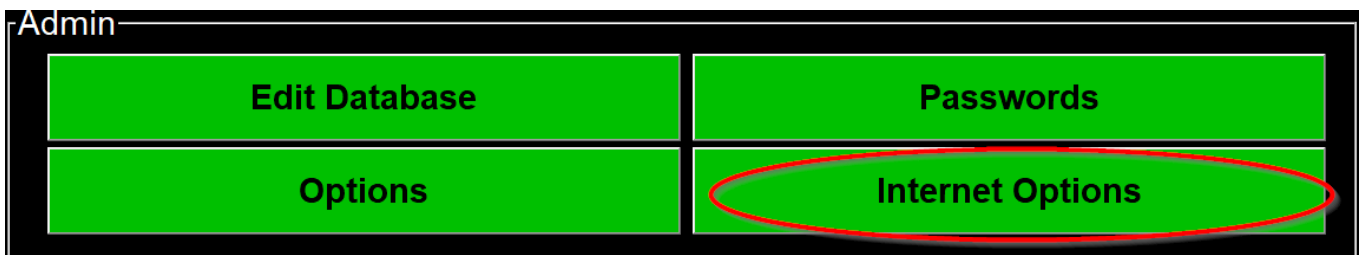
To add a free item to online, first go to '**Management**'



Then '**Occasional Menu**'



And then '**Internet Options**'



Select '**Free Item**' from the list on the right hand side of the screen

Discount

Free Item

Confirmation

In 'Free Item' you can set the code customers will use to allow them to get the free item, how much they have to spend for the free item, which days of the week you want the code to be active and the free item customers can get.

Code	Spend	M	T	W	Th	F	S	Su	...
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

There is also the option for if a customer spends £X they get the free item without a code. this option is found just above and just to the right of the above image.


Spend		...

	S	Su	...
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Enter the code the customer is to use, for example "freedip" for a free dip if a customer spends over £10

Code	Spend	M	T	W	Th	F	S	Su	...
freedip	10.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	


To select the free item you click on the box under the 3 dots, this will bring up a list of compatible items.

Su	...	Items
<input checked="" type="checkbox"/>		<input type="checkbox"/> 1.25Ltr Bottle Drinks
<input type="checkbox"/>		<input type="checkbox"/> Can Drinks
<input type="checkbox"/>		<input type="checkbox"/> Cheese On Fries
<input type="checkbox"/>		<input type="checkbox"/> Chicken Wings (6)
<input type="checkbox"/>		<input type="checkbox"/> Chocolate Fudge Cake
<input type="checkbox"/>		<input type="checkbox"/> Delivery Charge 0.50
<input type="checkbox"/>		<input type="checkbox"/> DELIVERY CHARGE 1.00
		<input type="checkbox"/> Dips
		<input type="checkbox"/> Garlic Bread
		<input type="checkbox"/> Garlic Bread & Cheese

For this code we select '**Dips**' and a '*' will show in the box we clicked to show the items.

Now Select '**Finished**' followed by '**Exit**' and then when prompted to upload to internet select '**Yes**'

To enter the code, select '**Complete order**' and the customer will be able to enter the code at the bottom of their basket


 TO BE COLLECTED AT 16:30

(1) BASKET

£14.99

Click item for more options

Cheese & Tomato
Large Thin

£14.99 

Complete Order

£14.99

The code will need to be entered into the 'Promo Code' box.

TO BE COLLECTED AT 16:30

(1) BASKET | £14.99

Cheese & Tomato | £14.99
Large Thin

Promo Code? >

Back to Order | £14.99

Once the code has been accepted it will inform the customer

TO BE COLLECTED AT 16:30

(1) BASKET | £14.99

Cheese & Tomato | £14.99
Large Thin

FREEDIP >

The code has been accepted.

it will then allow the customer to select their free item just above where customer details are entered.

You are entitled to a free item!

SELECT

Order Details

Name

Name

Email

Email

Telephone

Telephone

Collection Notes

Collection Notes

You are entitled to a free item!

SELECT

SELECT

Dips - Mayo

Dips - Chilli

Dips - BBQ

Dips - Garlic Mayo

Dips - Tomato

Dips - Sweet & Sour

Dips - Sour Cream & Chives

Dips - Chillie Sauce

Collection Notes

Collection Notes

Once selected, the free item will then also show in the customers basket as a free item.



TO BE COLLECTED AT 16:30

(1) BASKET

£14.99

Cheese & Tomato

£14.99

Large Thin



Dips - Chilli
Free Item!

FREEDIP



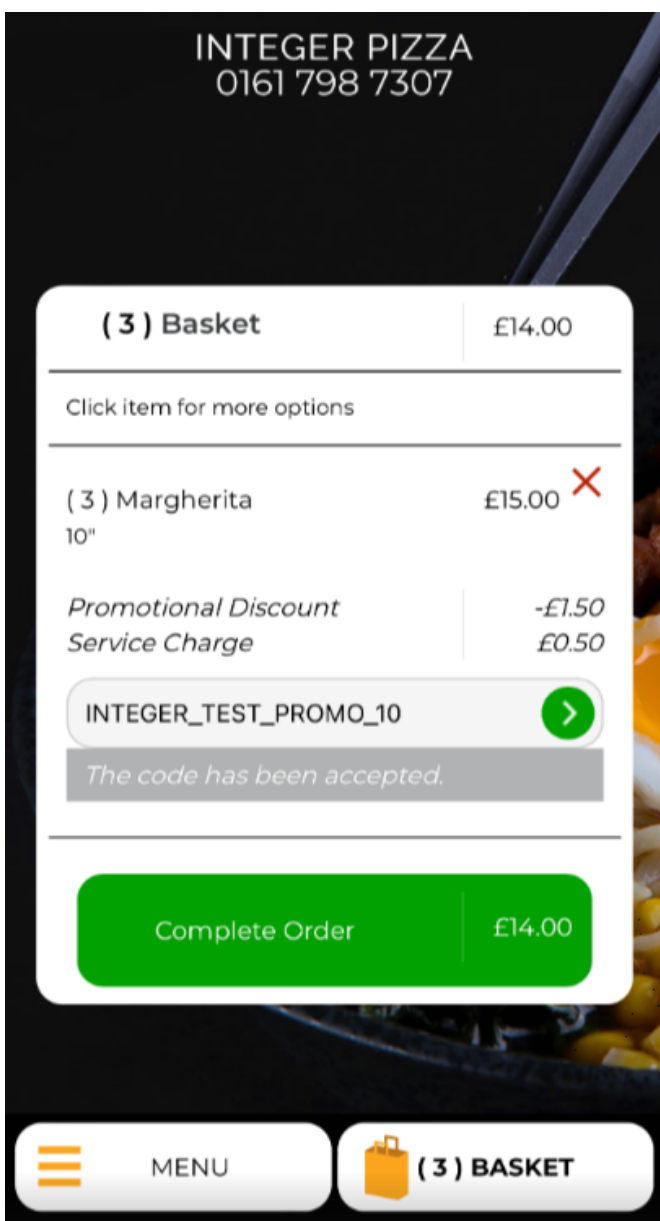
The code has been accepted.

When the item comes through to the shop it will show the item as being free.

Qty	Description	Price
1	Lge Thin Ch'se+Tomato	14.99
1	Sweet Chilli Dip	0.00

Applying Promo Code to Your Order


To apply a promo code via **mobile browser** go to the checkout once you're ready complete your order. Click the basket bottom right and you will see a box that says 'Promo Code?'. Enter the promo and click the green circle to apply it. Then click complete order.



To apply a promo code via **computer/laptop** go to the checkout once you're ready complete your order. On the right handside you will see a box that says 'Promo Code?'. Enter the promo and click the green circle to apply it.

Checkout

Food allergies? Please contact the shop on 0161 798 7307



If you register you can quickly re-order next time!

Select how would you like to pay £13.50

Cash

[SPv2] Card

PayPal

(3) Basket

(3) Margherita 10"	£15.00
Promotional Discount	-£3.00
Service Charge	£0.50
Delivery Charge	£1.00

INTEGER_TEST_PROMO

>

The code has been accepted.

Back to Order

£13.50

To apply a promo code via the **IOS and Android app** go to the checkout once you're ready complete your order. Click the basket bottom and you will see a box that says 'Promo Code?'. Enter the promo and click the green circle to apply it. Then click complete order.

16:00 ↗

◀ Search



Click item for more options

 Cheese & Tomato £6.30
10"

 Cheese & Tomato £6.30
10"

Promotional Discount	-£1.26
Service Charge	£0.50

INTEGER_TEST_PROMO_10



The code has been accepted.

COMPLETE ORDER



Order



Basket



Account



Points



Info

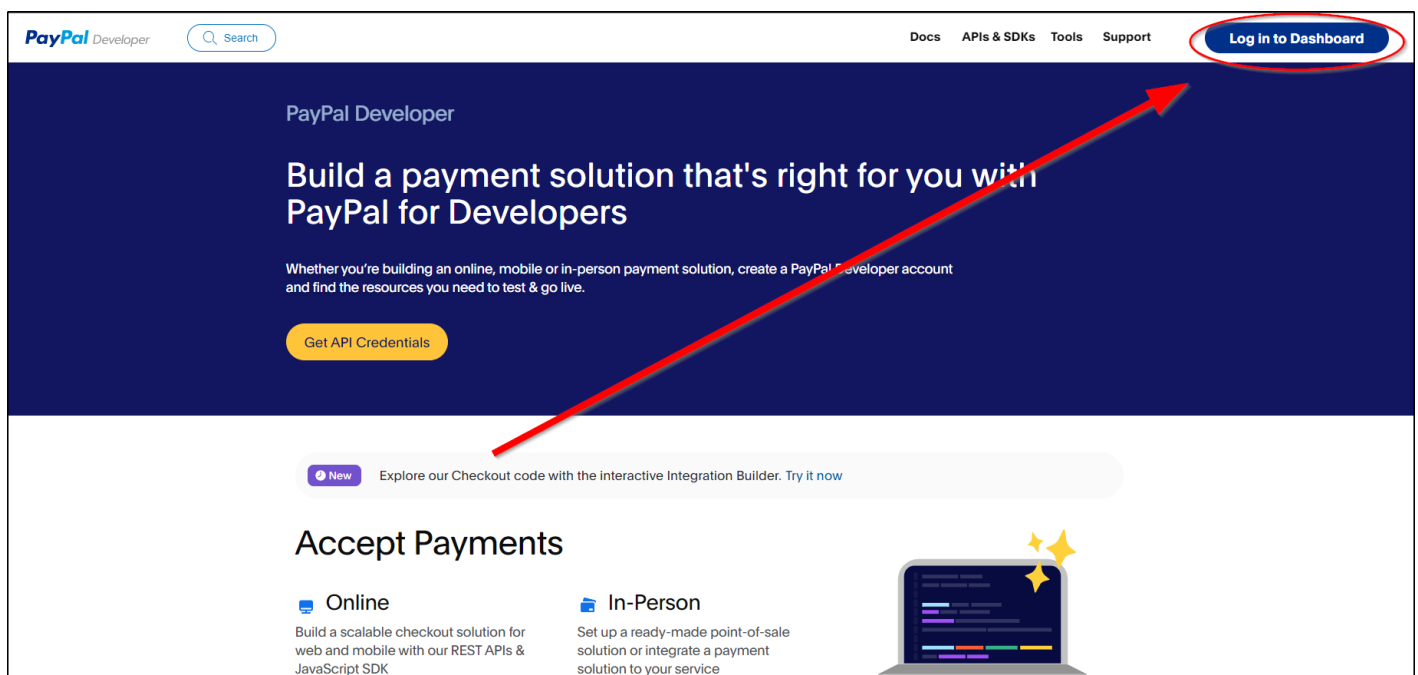
PayPal Merchant - How to acquire 'Client ID' and 'Secret'

This guide will provide instructions on **how to acquire your Client ID and Secret from PayPal**. Parts of some images below have been blurred out for security reasons.

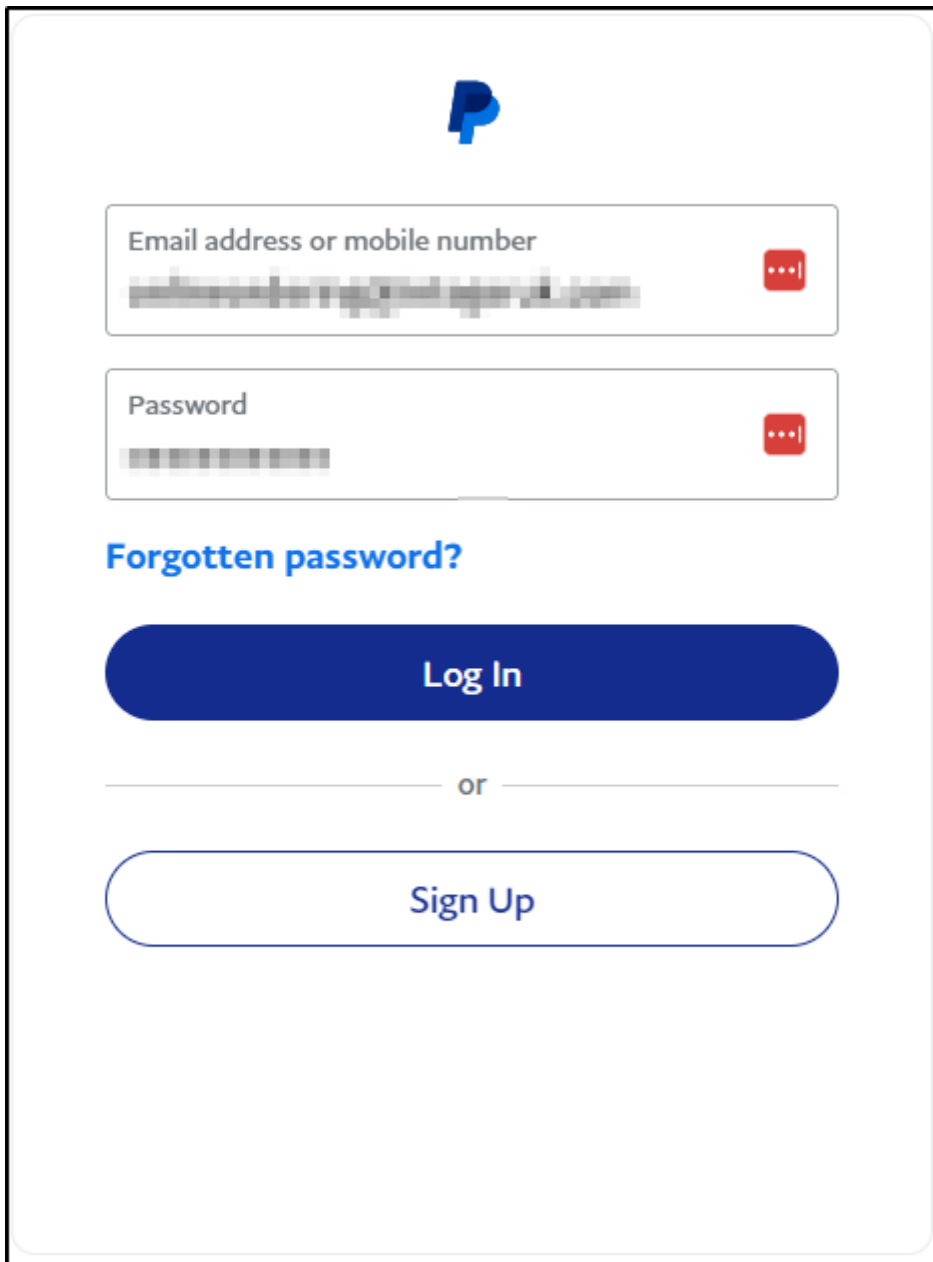
Each image will enlarge in a new tab once clicked.

1. Go to **PayPal Developer** and click '**Log In to Dashboard**':

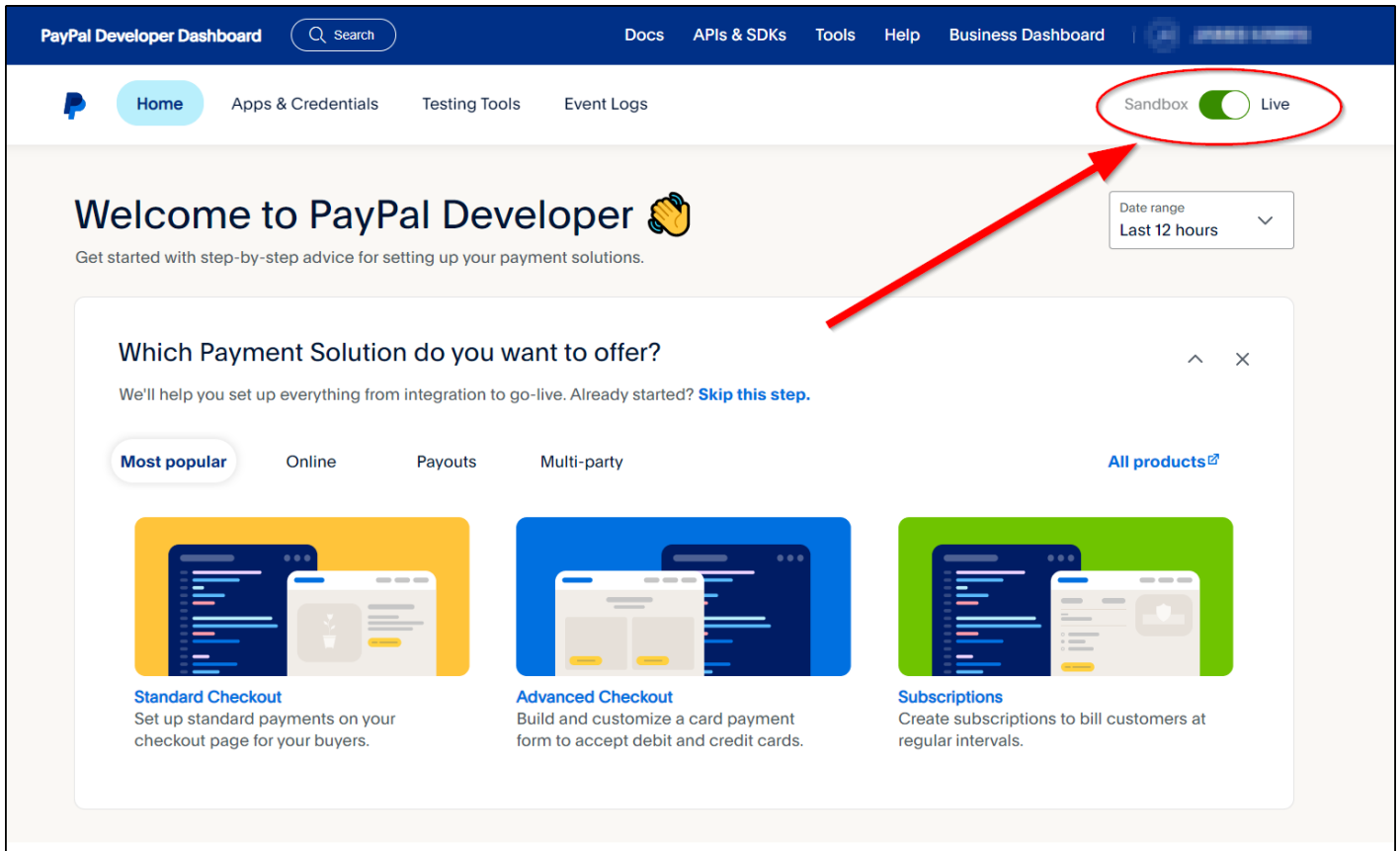
<https://developer.paypal.com/home>



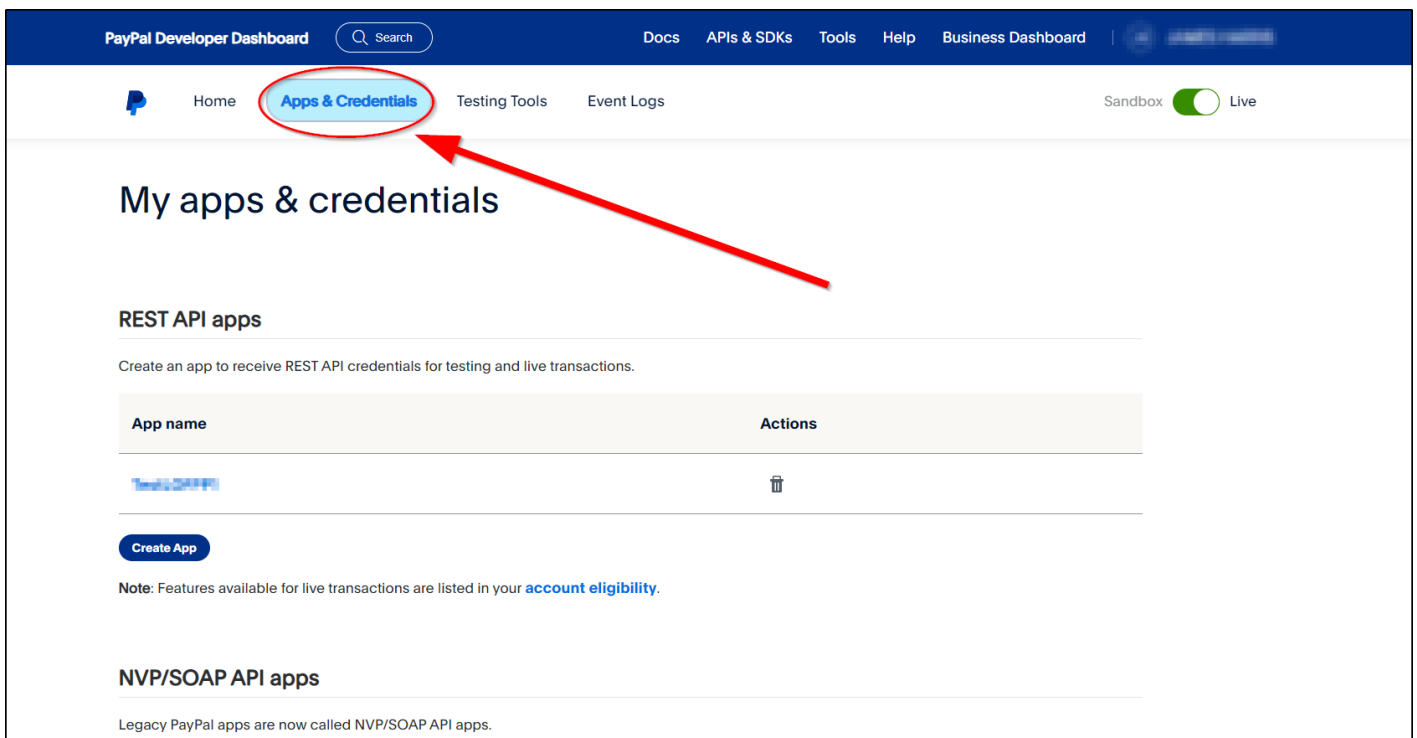
2. **Sign into your account.** This will require a One Time Pass code (OTP), this can be texted to your mobile phone.

The image shows a login interface for Paycom. At the top center is the Paycom logo, a blue stylized 'P'. Below the logo are two input fields. The first field is labeled 'Email address or mobile number' and contains a blurred email address. The second field is labeled 'Password' and contains a blurred password. Both fields have a red eye icon on the right side to toggle visibility. Below the password field is a blue link that says 'Forgotten password?'. Underneath the link is a solid blue button with the text 'Log In' in white. Below the 'Log In' button is a horizontal line with the word 'or' in the center. At the bottom is a white button with a blue border and the text 'Sign Up' in blue.

3. Once logged in, set the account to '**Live**'. (If the account is set to 'Sandbox', then it may require another login once it switches to live).



4. Click on 'App & Credentials'



5. Click on 'Create App'.

The screenshot shows the PayPal Developer Dashboard. The top navigation bar includes 'PayPal Developer Dashboard', a search bar, and links for 'Docs', 'APIs & SDKs', 'Tools', 'Help', and 'Business Dashboard'. Below this, a secondary bar has 'Home', 'Apps & Credentials' (highlighted), 'Testing Tools', and 'Event Logs'. On the right, there are 'Sandbox' and 'Live' environment toggles.

My apps & credentials

REST API apps

Create an app to receive REST API credentials for testing and live transactions.

App name	Actions
Test App	

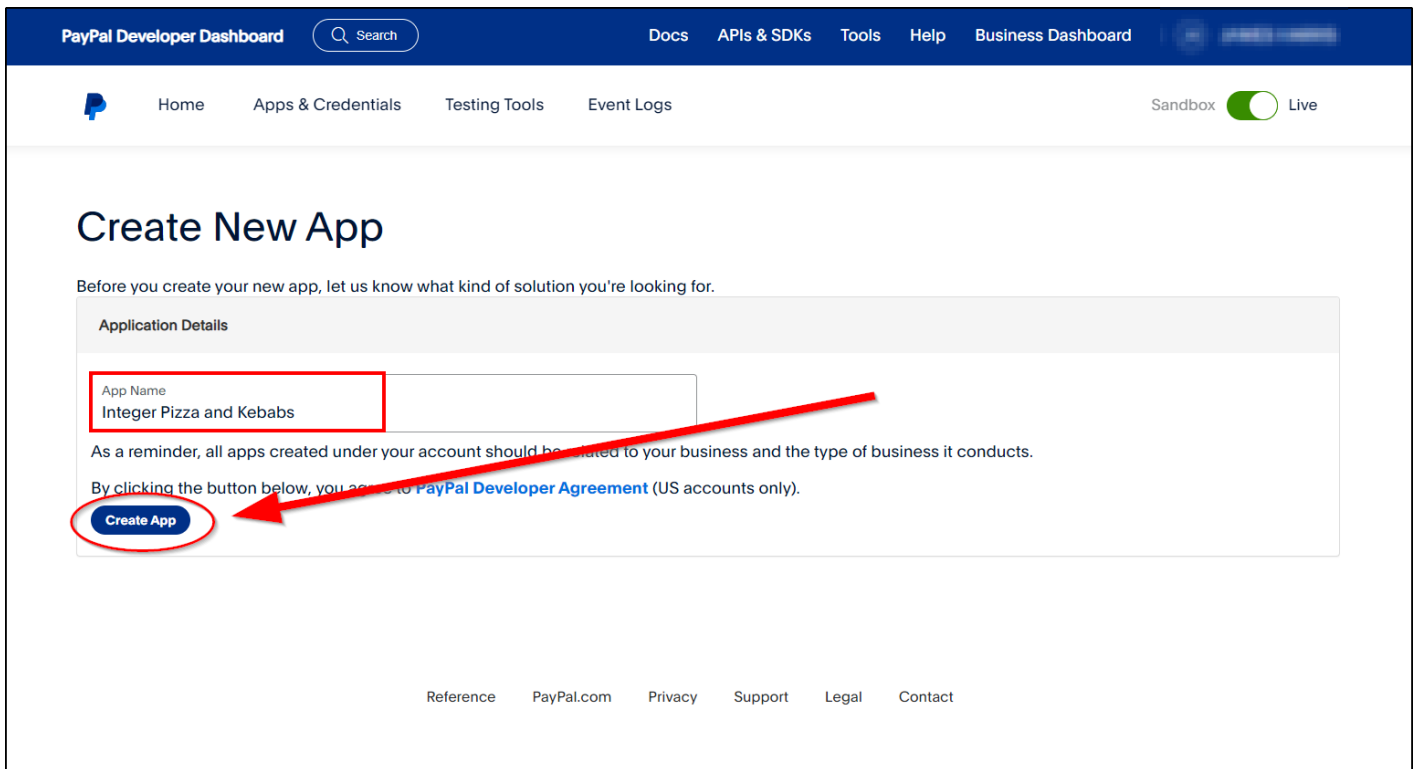
Create App

Note: Features available for live transactions are listed in your [account eligibility](#).

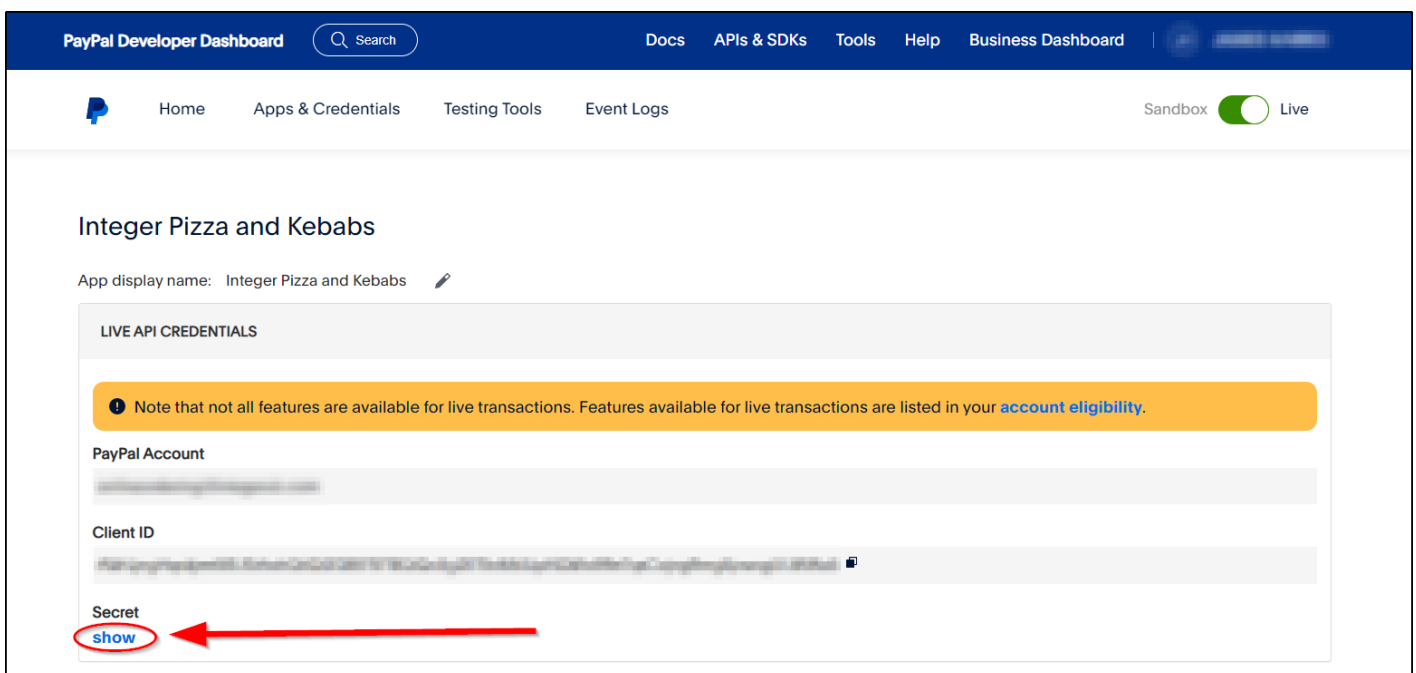
NVP/SOAP API apps

Legacy PayPal apps are now called NVP/SOAP API apps.

6. Enter your Shop Name in the 'App Name' box and then click 'Create App'. In this example, I have called my shop 'Integer Pizza and Kebabs'.



7. Under 'Secret', click **show**.



8. **Both the Client ID and Secret will be visible to copy.**

There is a little black icon at the end of Client ID and Secret.

Clicking on that logo will automatically copy (). This can then

be pasted directly into an email or document.

LIVE API CREDENTIALS

Note that not all features are available for live transactions. Features available for live transactions are listed in your [account eligibility](#).

PayPal Account

Client ID

Secret

Hide

Note: When you generate a new secret, you still maintain the original secret. The maximum number of client secrets is two. A client secret is either in enabled or disabled state.

Created	Secret	Status	Action
Feb 8, 2023		Enabled	

Generate new secret

9. Scroll down and click '**Save**'.

LIVE APP SETTINGS

Return URL - Users are redirected to this URL after live transactions. Allow up to three hours for the change to take effect.[Show](#)

App feature options

☒ Accept payments

 Enable one-time and subscription payments. [Advanced options](#)

☒ Invoicing

 Issue invoices for payments owed, manage partial balances due, and enable custom net payment terms.

☒ Payouts

 Send batch payments to multiple PayPal accounts at once. You can vary the amount by recipient and select if you'd like it delivered by phone number or email.

☒ Customer Disputes

 Use the PayPal Disputes API to list disputes, provide evidence, accept claims, show dispute details, and appeal disputes.

☐ PayPal Here

 Process swiped/card-present card transactions.

☐ Log in with PayPal

 Identity service that enables your customers to login with their PayPal login.

☐ Transaction Search

 Access your PayPal transaction history.

Save

Cancel

10. Paypal can now be closed. **Please provide the Integer Online Team with the Client ID and Secret.**

If you need any additional help with this. Please give Integer a call on 0161 798 7307 and the Online Team will be happy to help.