

# How to change opening hours on website

On inTouch first go to 'Management'

image-1613146419137.png

Then 'Occasional Menu'

image-1613146980269.png

Click on 'Internet Options'

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Go to 'Times'

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You will then see 'Opening Hours'

image-1618393770763.png

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

image-1618394320658.png

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

image-1618394152473.png

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

image-1618394238596.png

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

Once you have changed the times click 'Finished'

[image-1618394504494.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](#)

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**And 'Main Menu'**

**image-1613588916403.png**

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