

How to change opening hours on website

On inTouch first go to 'Management'

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Then 'Occasional Menu'

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Click on 'Internet Options'

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Go to 'Times'

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You will then see 'Opening Hours'

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

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

 image 1618394152473.png

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

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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

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Once you have changed the times click 'Finished'

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And 'Exit'

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

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**If so click 'Yes' to upload
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And 'Main Menu'

image-1613588916403.png

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