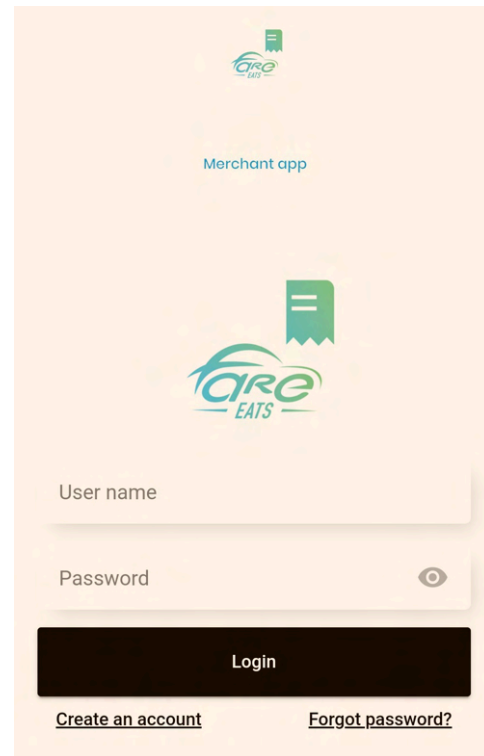
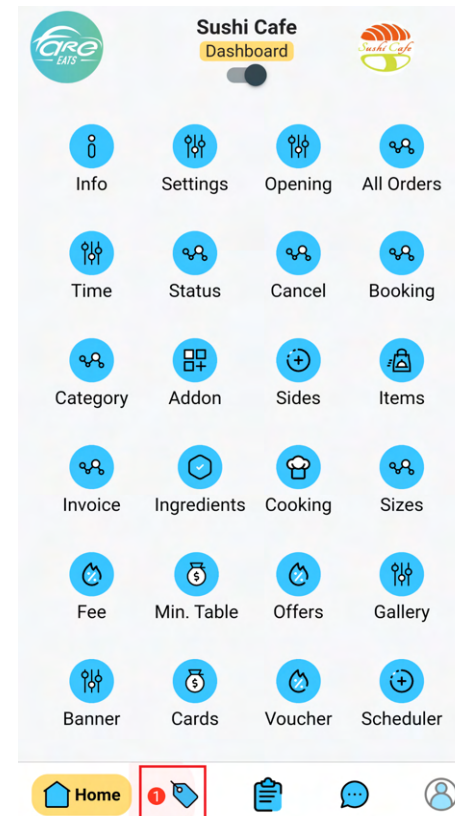


FareEats Merchant App Instructions

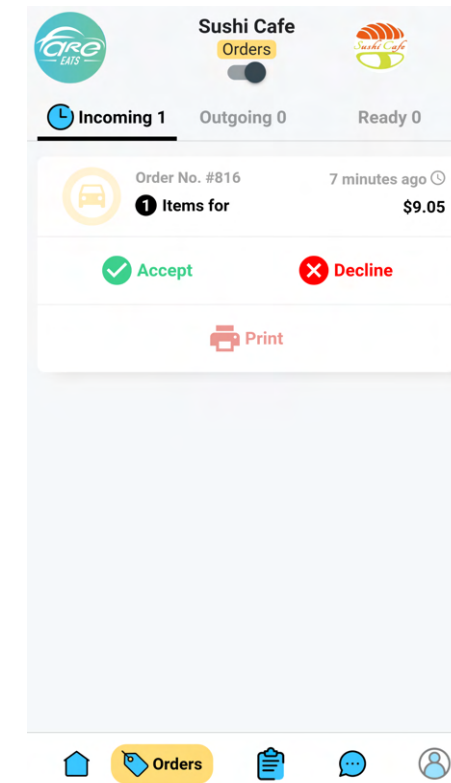


Login with your username and password



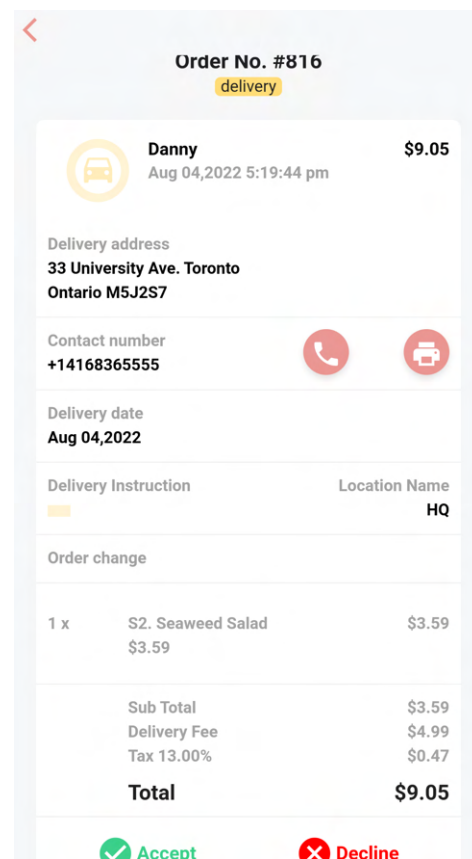
View Incoming Orders

Click the button next to Home on the bottom panel to view current orders.



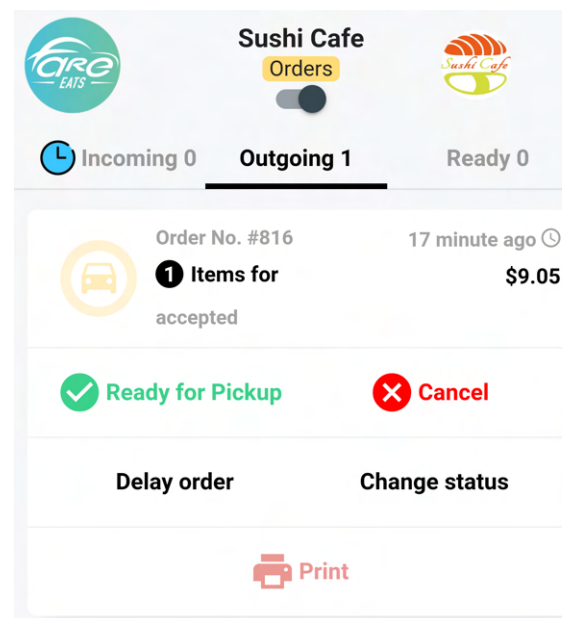
Incoming Orders

Always keep this screen open during opening hours. When a new order comes in, you will hear a chirping sound. Click the order to view more details.



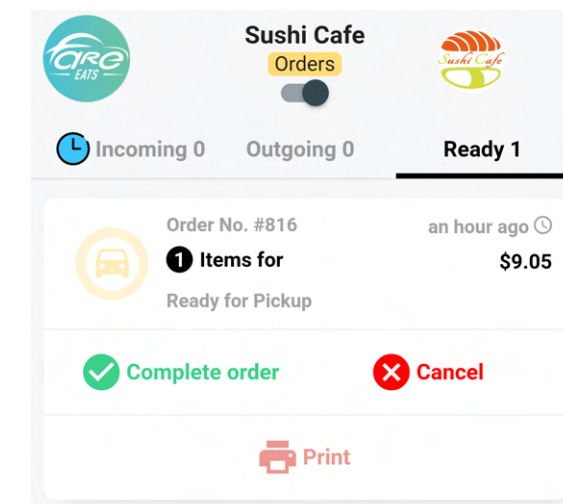
Accept Order

If the order looks good, click Accept and select the amount of time needed to prepare the order (scroll left to show all time options). The order will now move from the Incoming to the Outgoing queue.



Click "Ready for Pickup"
5-10 minutes before order is ready

If you need extra time to prepare the order, click Delay Order.



You don't need to click anything else

For Delivery Orders

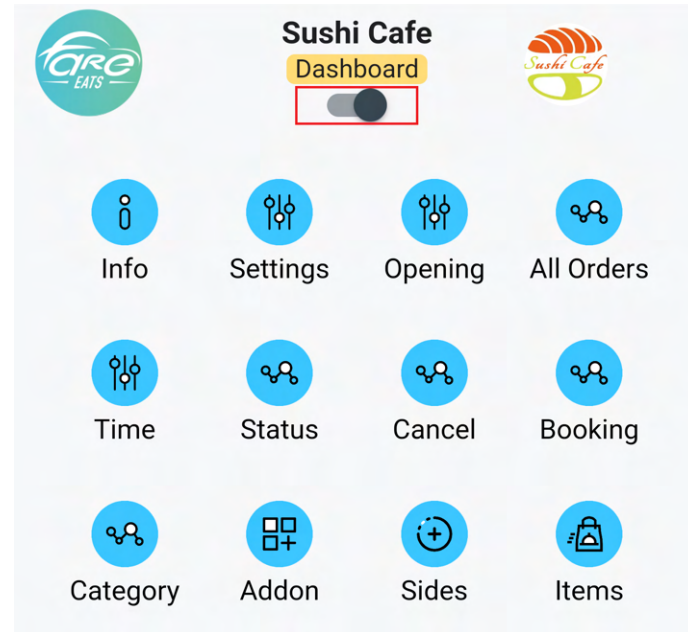
All drivers within a 5km radius will receive a notification. A driver will accept the order and proceed to pickup.

IMPORTANT! When the driver shows up, request to see the order number on their driver app to make sure it matches the order being picked up.

For Pickup Orders

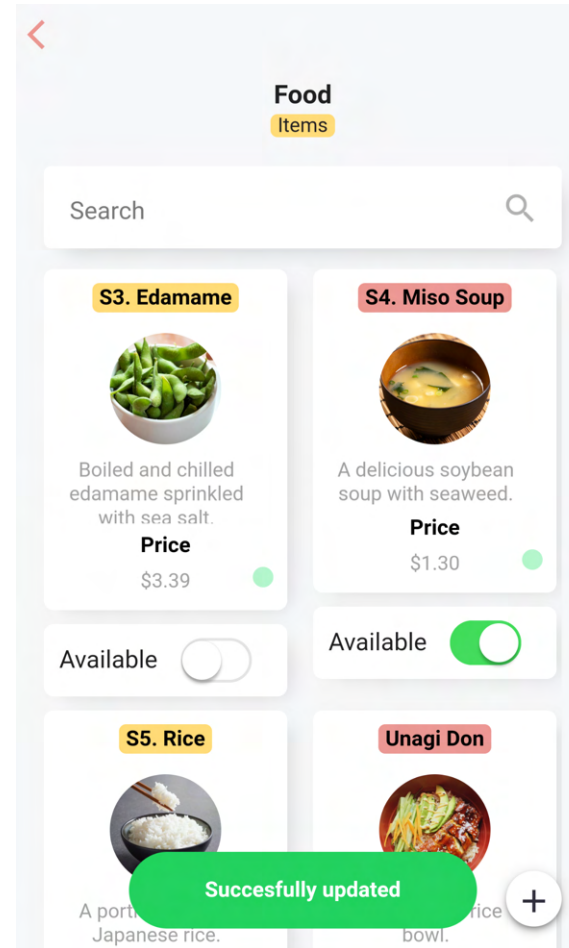
Once the order has been picked up by the customer, select "Complete order".

Additional Options



Close Store

To disable ordering for any reason, click on toggle at top of the screen.



Disable Item

To make a menu item unavailable for purchase (e.g. item is sold out), click "Items" on the home screen, look for the menu item and then click on the "Available" toggle for the item to become unavailable for purchase.