

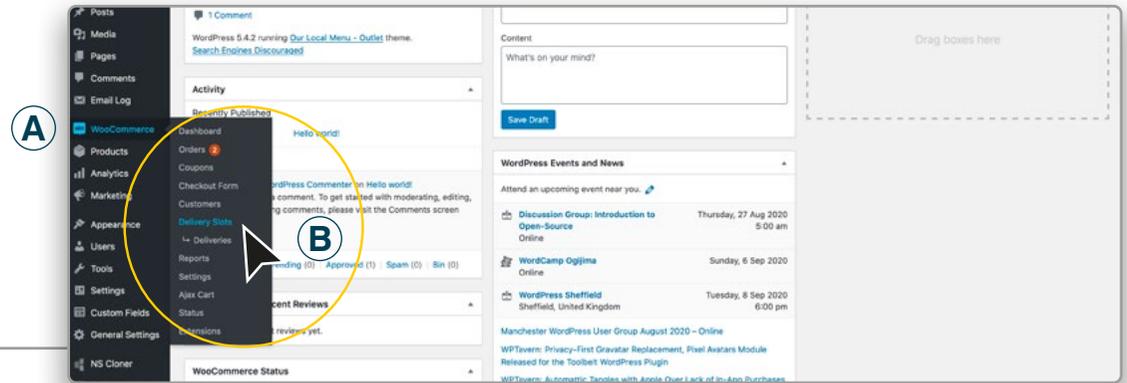
3.3. How to edit Delivery and Collection details. (Butchers)

Your website will have your chosen Delivery and Collection details loaded on. But these can be edited if you wish.

1. Sign in and go to your Dashboard.

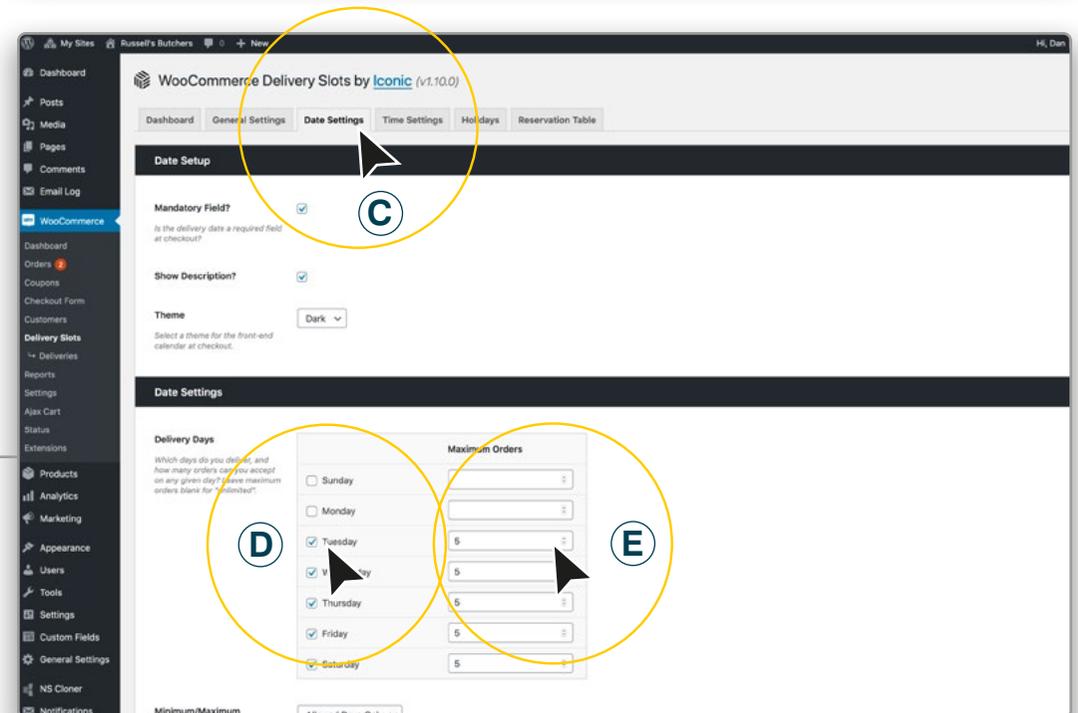
In the Dashboard

- > Click - 'WooCommerce' (A)
- > Click - 'Delivery Slots' (B)

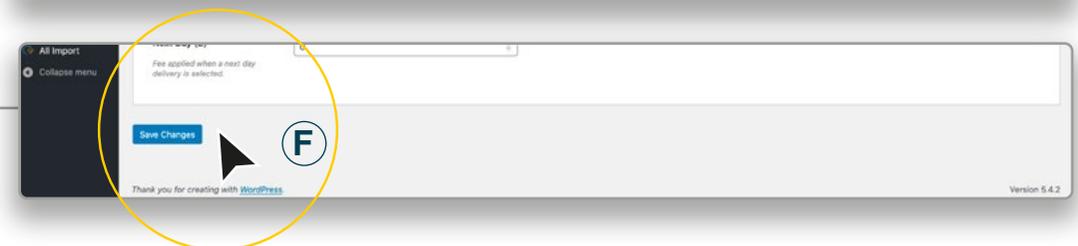


2. Select the days you deliver, and the amount of orders can you accept on each given day.

- > Click - 'Date Settings' on the top Bar (C)
- > Click the individual check boxes to select the days you deliver on (D)
- > Enter the amount of Maximum Orders on each selected day (E)



- > When finished Click the 'Save Changes' button. (F)



3. Edit your Delivery Time Slots. (1)

> Click - 'Time Settings' on the top Bar (G)

> Your Slot Duration, Slot Frequency and Maximum Orders per Time Slot can be edited here. (H)

> Choose which Days you want that 'Delivery Time Slot' setting to be (J)

You can add more 'Delivery Time Slots' for different Days if you wish by filling in another form below. (See 5 overleaf)

1

4. Edit your Collection Time Slots. (Local pickup) (2)

> Click - 'Time Settings' on the top Bar (G)

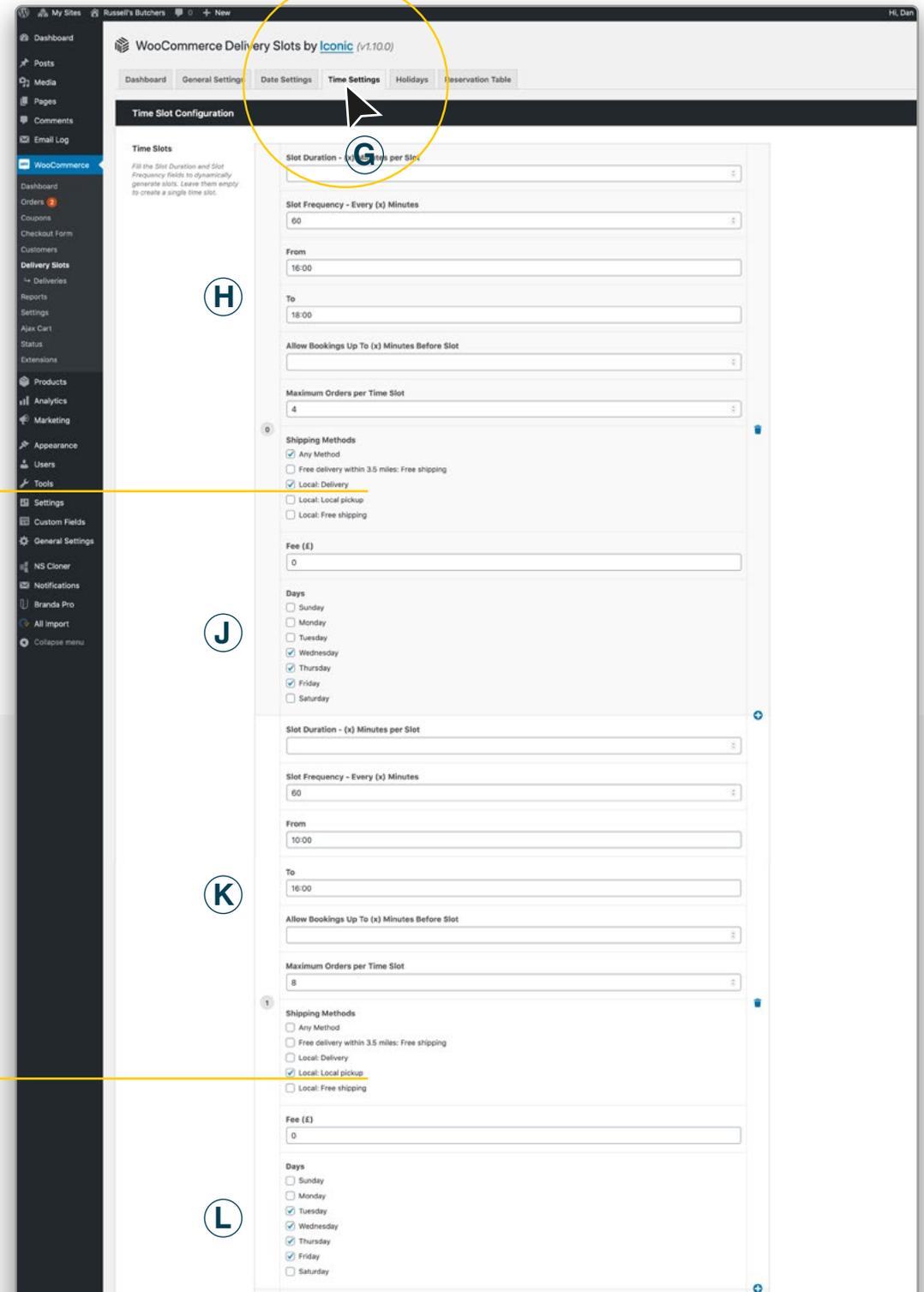
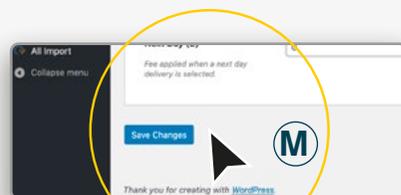
> Your Slot Duration, Slot Frequency and Maximum Orders per Time Slot can be edited here. (K)

> Choose which Days you want that 'Collection Time Slot' setting to be (L)

You can add more 'Collection Time Slots' (Local pickup) for different Days if you wish by filling in another form below. (See 5 overleaf)

2

> When finished Click the 'Save Changes' button. (M)



5. Adding more 'Delivery Collection Time Slots'

> Click - '+' on the right side of the Time Slot' area (N)

NB. To delete 'Time Slots' Click on the 'Bin' icon on the right side. (O)

> When finished Click the 'Save Changes' button. (P)

The screenshot shows the WooCommerce Delivery Slots configuration page for 'Russell's Butchers'. The left sidebar contains a navigation menu with categories like Dashboard, Products, and Settings. The main content area is divided into sections: Days (Thursday, Friday, Saturday), Slot Duration (60 minutes), Slot Frequency (Every 60 minutes), From (10:00) and To (14:00) times, Allow Bookings Up To (4 minutes before slot), Maximum Orders per Time Slot (4), Shipping Methods (Local Local pickup is selected), and Fee (£) (E.g. 3.00). A 'Save Changes' button is at the bottom left. Three yellow circles with arrows and letters highlight specific UI elements: (N) points to a '+' icon in the top right corner of the settings area; (O) points to a trash bin icon in the middle right; and (P) points to the 'Save Changes' button at the bottom left.