Set up guide for Business Owners

Thank you for signing up for our Hey It's Ready Application. We believe you've made a great choice. As with any software, there is a bit of a learning curve, but we have tried to keep it to a minimum. This won't take long!

Hey It's Ready app allows any business to update and notify their customers when their order is ready for pick up!

There are 3 very easy steps before you start with your first customer!

1. Add your business location
2. Print off your Order QR Code
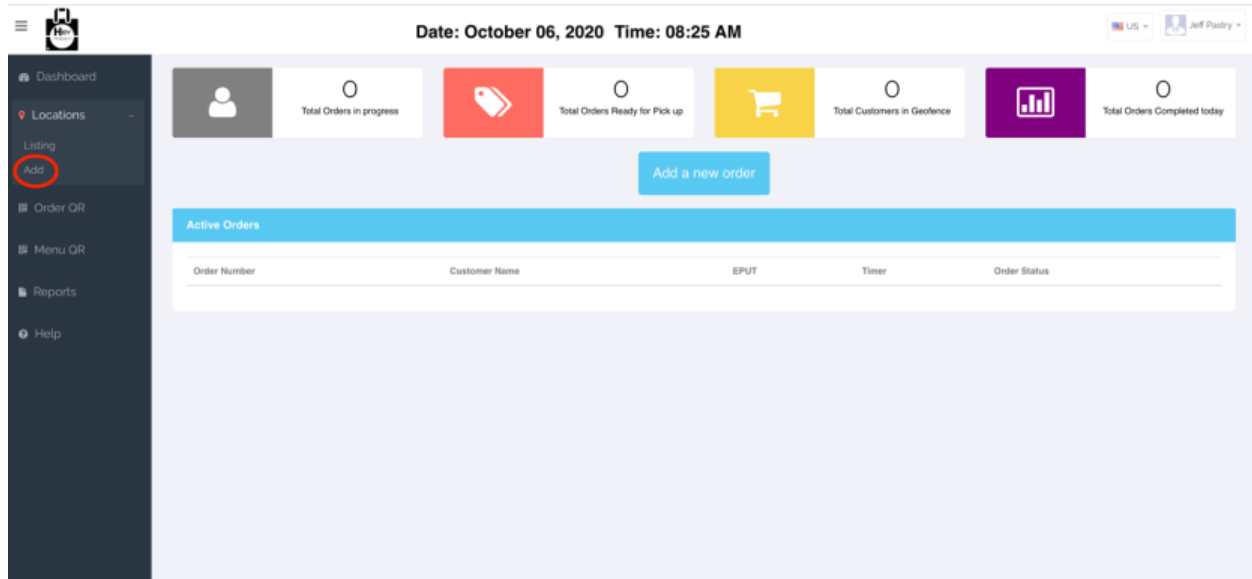3. Set up your menu or items QR Code

Here are few things you will need before you set up;

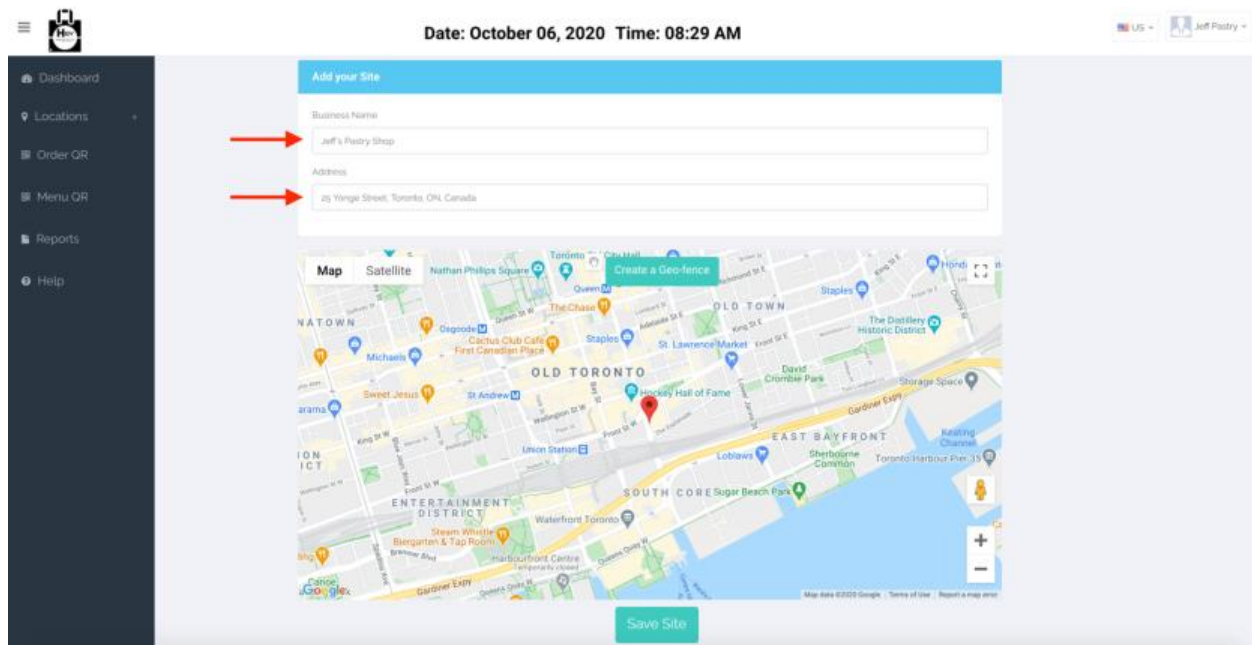- Business Name
- Business Address

Step 1: Set up your location

This step is very important to add your business name and location to the maps so that customers can search the Hey It's Ready Customer App and find your business!

1. To set up your business location select "**Locations**" in your Hey It's Ready dashboard and then select "**Add**" from the drop down menu.
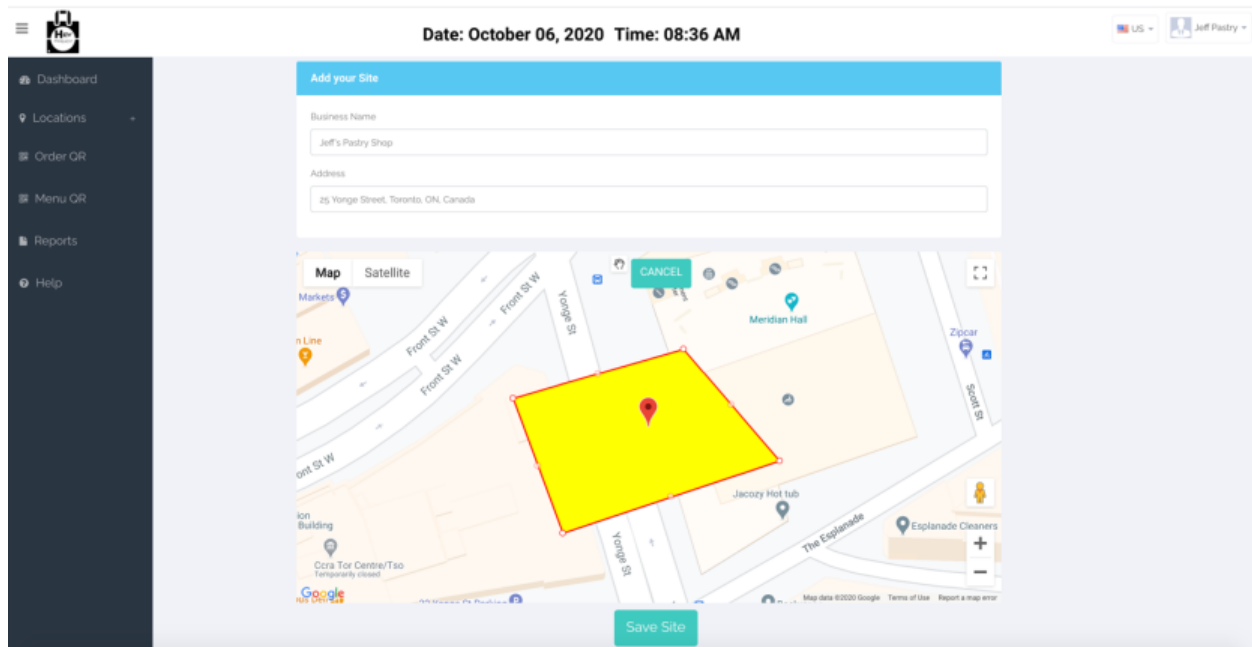
2. Enter your Business name and Address

3. Create a Geo Fence around your business (This is for a future feature to know when your clients are waiting at your site).

    I.   Zoom into your location.

    II.   Select "Create a Geofence".

    III.   Click on the map at points to create a polygon that goes around your location. We recommend you make the geofence large and goes outside of your immediate location.
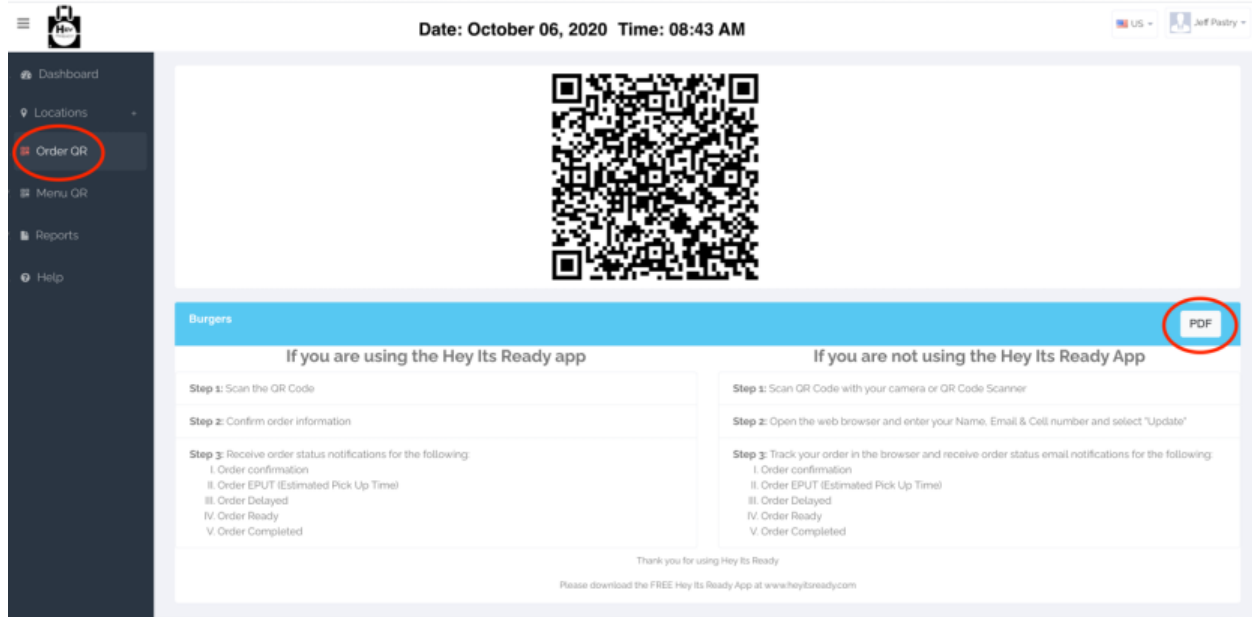
IV. Select "Save Site" when your geofence has been created. That's it, you're all done for the geofence! **NOTE:** if you make a mistake no problem you are able to edit and redo the geofence.

Step 2: Print off your Order QR Code

In this step you will print off the order QR Code to place inside your business. This QR Code is custom for your business. When a customer walks in and places an order, they are then able to scan the Order QR Code with the Hey It's Ready App and send you their information. We will cover the order process in another help section.
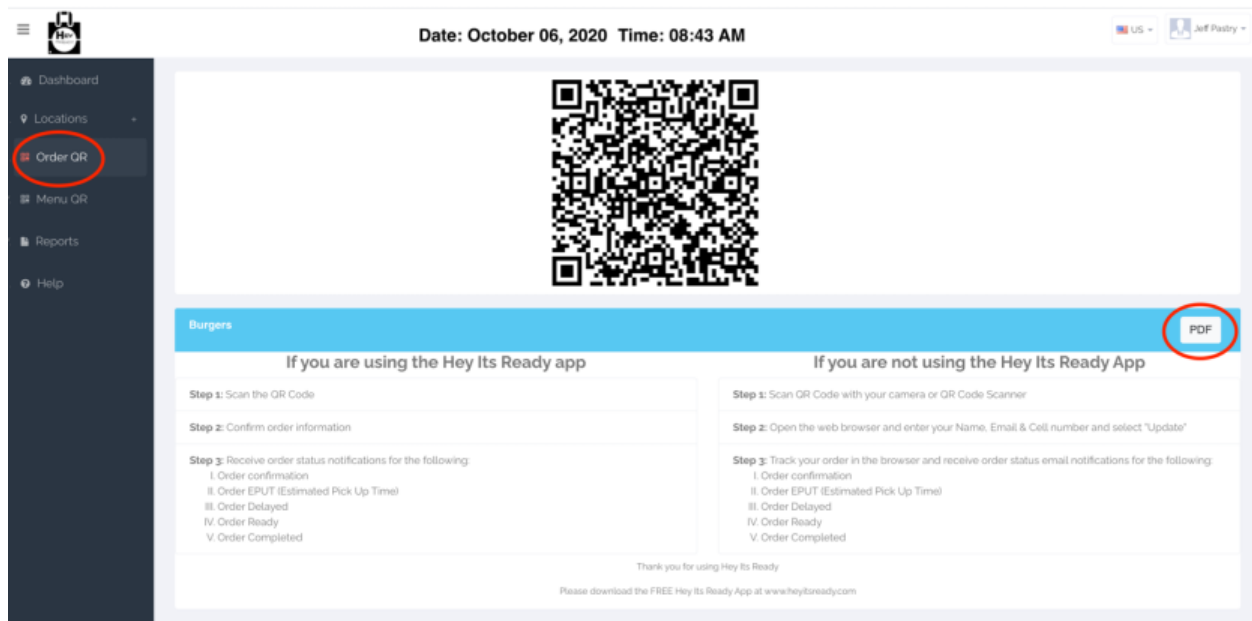
1. To print your custom Order QR Code select "Order QR" and then download the Order QR Code as a PDF and save this file to your computer to print at your convenience.
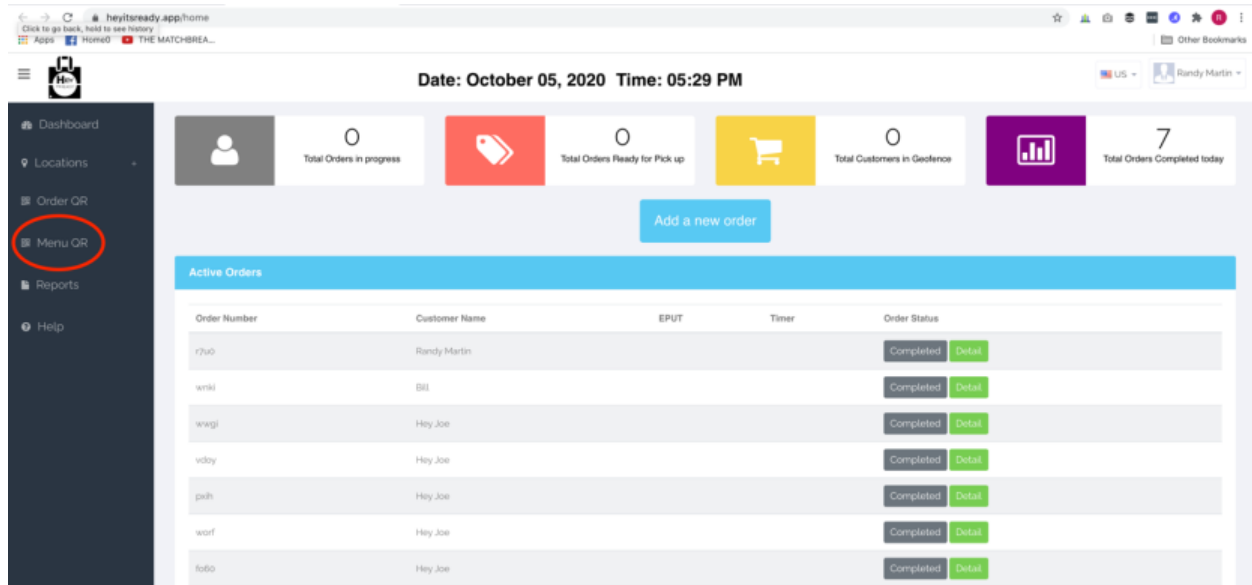
Step 3: Menu QR Code Setup Guide

The Menu QR Code allows you to upload your menu to the Menu QR Code. Once you have added your menu to the QR Code you are able to print off the QR codes. When your customers want to see your menu they simply scan the QR Code to see the menu.

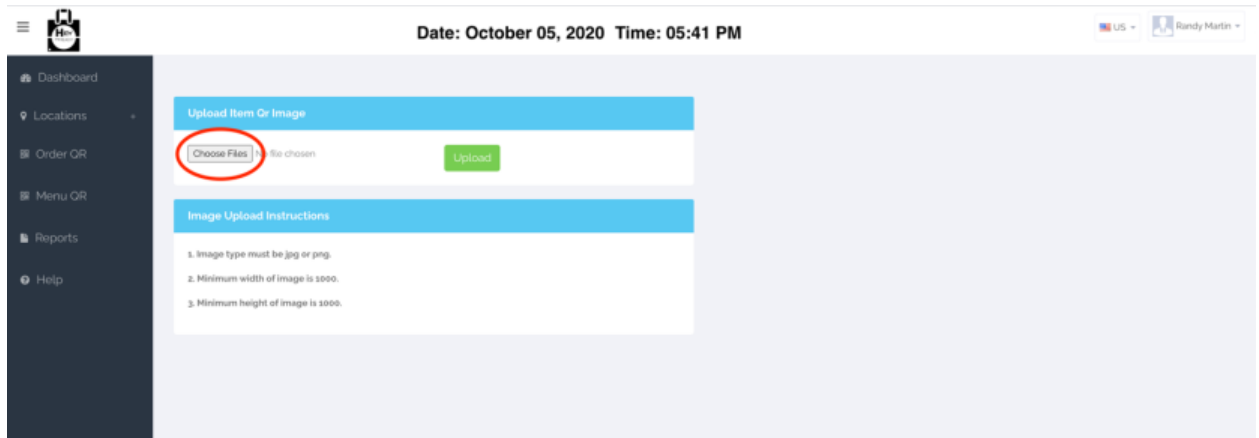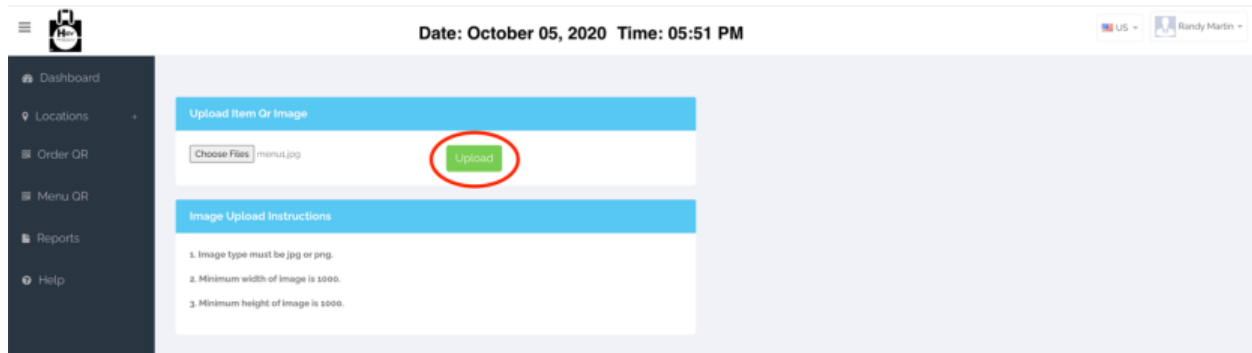1. From your Hey It's Reay Dashboard please select "Menu QR"

2. Select "Choose Files" to upload your menu or items list.
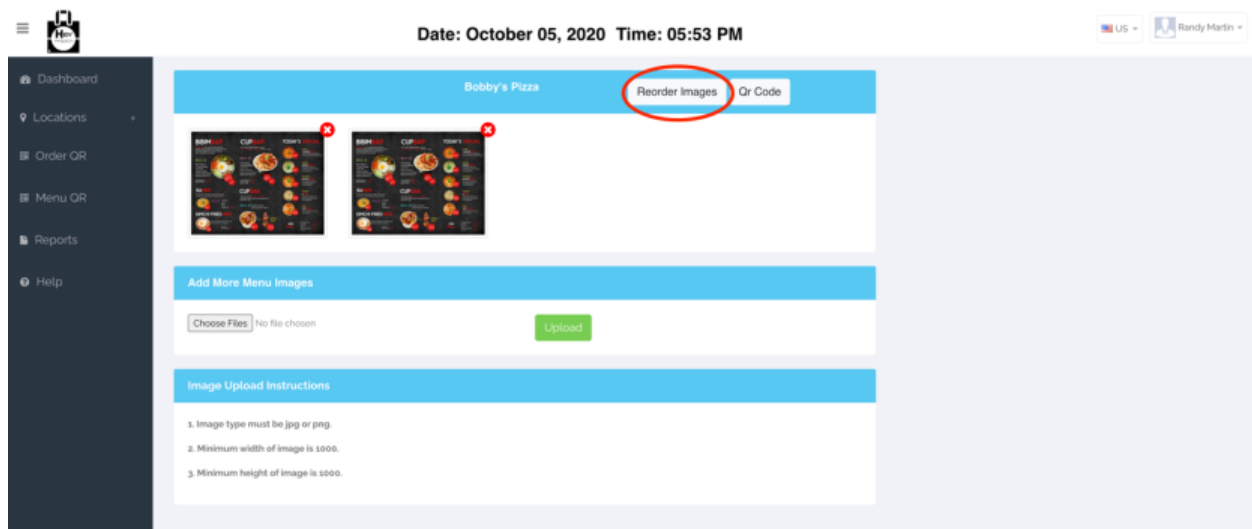
    Note: Image Upload Requirements

    1. Image type must be jpg or png.

    2. Minimum width of image is 1000.

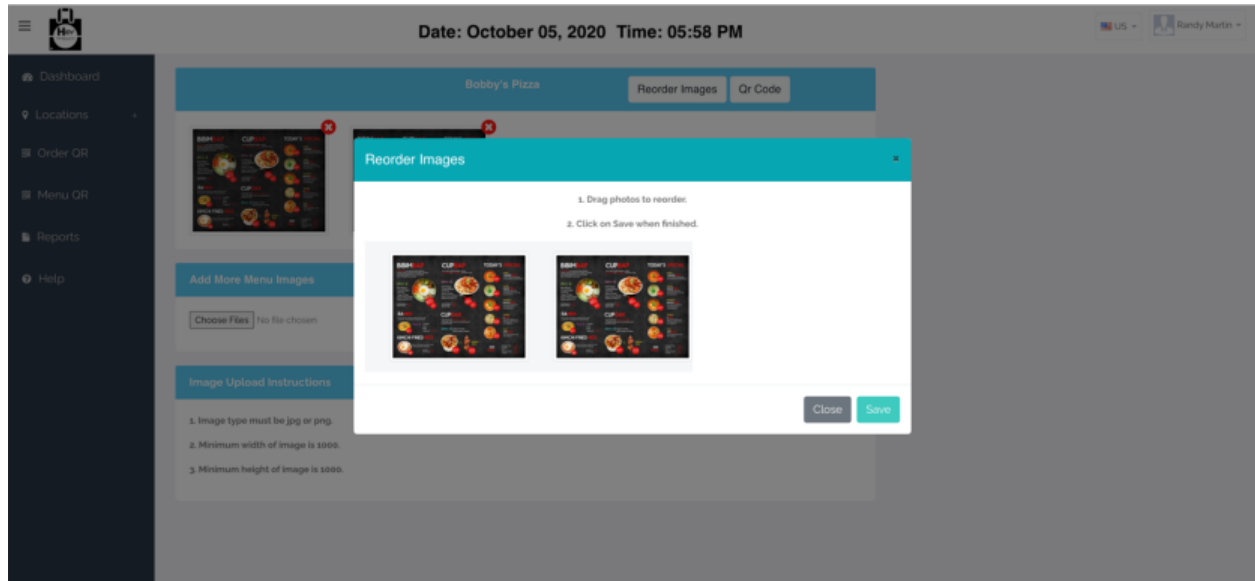   **3. Minimum height of image is 1000.**

3. Once you have chosen the images for your menu simply select "Upload" to upload your images.
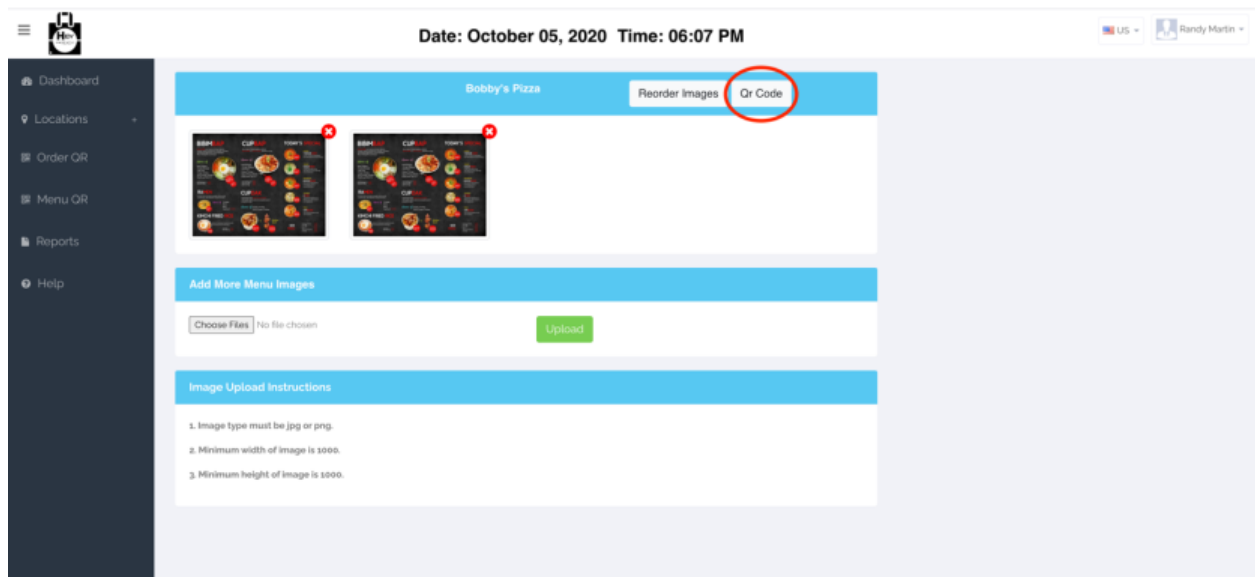
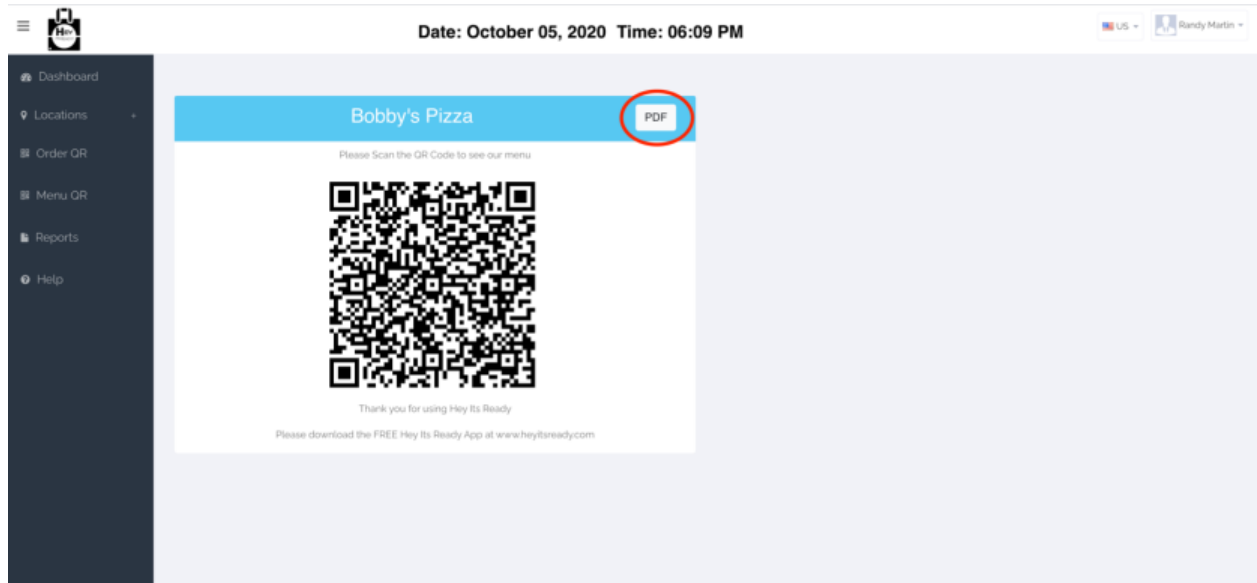4. Once you have uploaded all of your images you have the ability to reorder your images by selecting "Reorder Images"

5. Simply drag and drop the images in the order you wish to have them in and then select "Save" to keep the order you have set them in.

6. Now that you have uploaded your menu images you are now ready to print the QR Code that your customers are able to scan to see the menu or items. To print off the QR code select "QR Code".

7. To print the QR Code please select and save the QR Code for your menu as a PDF and then you will have the ability to print as many copies as you require.

Sample Menu QR Code

Bobby's Pizza

Please Scan the QR Code to see our menu

Thank you for using Hey Its Ready

Please download the FREE Hey Its Ready App at www.heyitsready.com