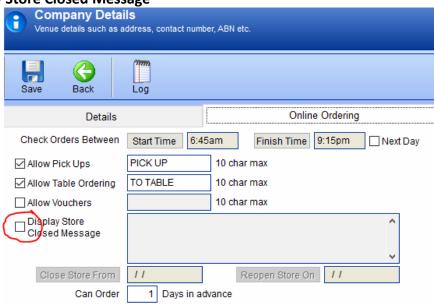# HOW TO TEMPORARILY TURN OFF ONLINE ORDERS
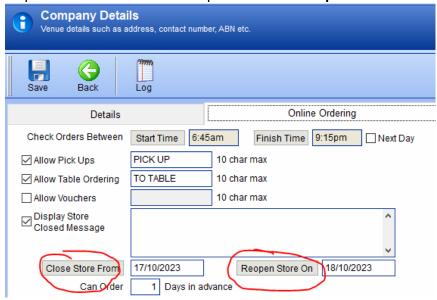
Temporarily turn off Online Orders

Should you decide to turn off Online Orders for any reason, such as Public Holiday closures or the like, go to:

BOSSII Admin -> Setup -> System Configuration -> Company Details -> Online Ordering ->

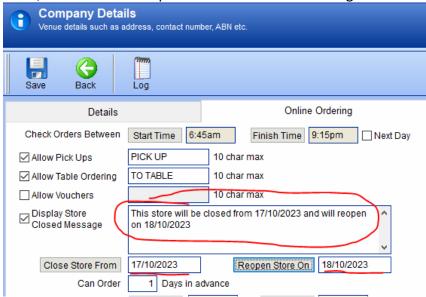Choose "**Display Store Closed Message**"

Choose the date required that the store will close from via "**Close Store From**"
Choose the date required that the store will reopen from via "**Reopen Store On**"
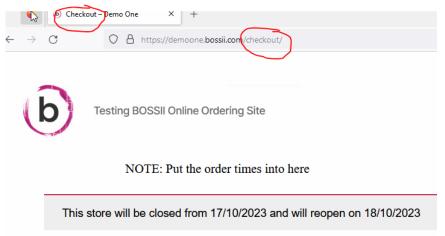
The Trustee for The Help You Unit Trust
PO Box 4270
Eight Mile Plains Q 4270 Australia
A.B.N. 78 962 339 138

Sales: 1300 805511 (option 1)
Support: 1300 805511 (option 2)
Accounts: 1300 805511 (option 3)
Email: support@bossii.com

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By choosing dates first, the label box will prefill with a standard message based on dates chosen

Should you wish to write your own Store Closed message, just overtype what is written in the circled box above

Choose "**SAVE**" at the top of the screen. Upon the next 2 min online site update, your website will show the below.

When a customer attempts to make an order, they will see the Store Closed message and if they miss this message and attempt to make an order, when they move to the checkout page there will be no order options available to them.

The site will automatically restart on chosen reopen date

Should you have any queries please contact bossii support on 1300 805511 (option 2) or email support@bossii.com

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