Activating and Deactivating Your Online Ordering

Occasions may arise that may trigger you to want to turn off your online ordering temporarily. Most common would be a natural disaster in the area, perhaps flooded roads that would prevent you from making deliveries or questionable weather or road conditions that you don't want your drivers going out in. In any case, turning your online ordering off is very simple using your LetsGet Portal.
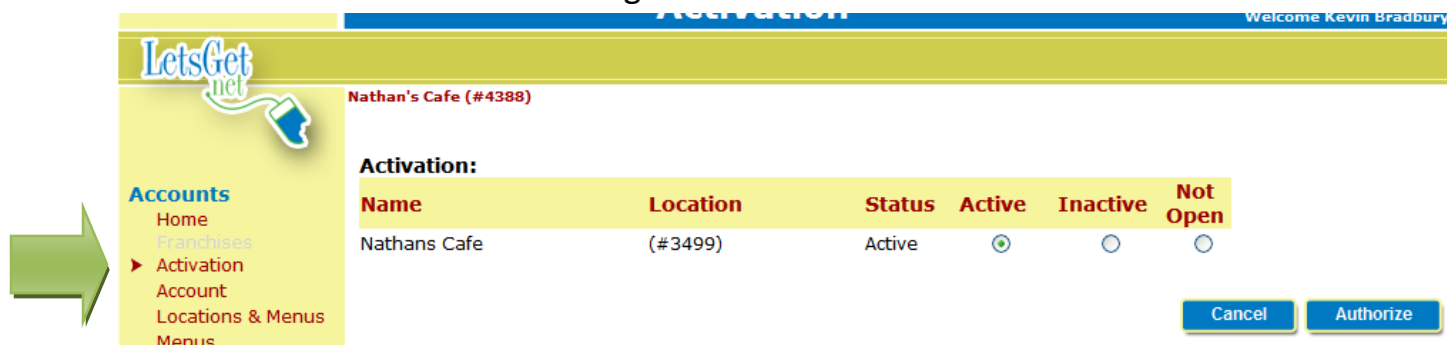
Log into Letsget Web Portal

https://admin.letsget.net/Private/Welcome.aspx

If you need your login information again, please call 800-750-3947 or log a support ticket at http://www.granburyrs.com/support/login.php

DEACTIVATING

1. Select Activation from the navigation on the left side of the screen.
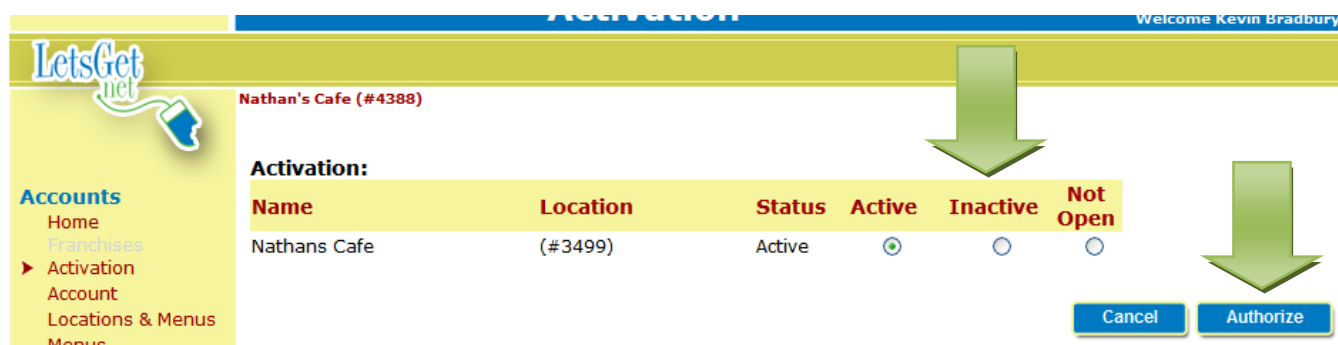
2. Select Inactive from the choice of radio buttons. Then click the blue **Authorize** button.
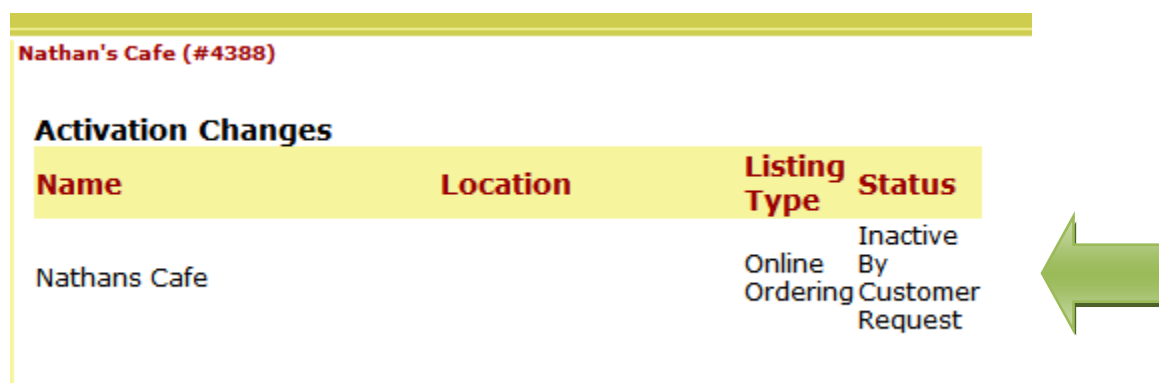
Once you select Authorize, you will be taken to a confirmation page stating the account is inactive.

Now when your customers navigate to your online ordering site, they will see a message that reads:

"This location is not accepting online orders. We apologize for any inconvenience. Please check back soon."

REACTIVATING

When you are ready to reactivate your Let's Get Online Ordering, simply follow the same steps as above except at step 2 you select Active from the choice of radio buttons. Then click the blue Authorize button.

IMPORTANT NOTE: Sometimes you don't know how long you will need your Online Ordering deactivated and that is when you should use the above instructions. However, in cases where you know how long you will need your ordering offline, you should use the directions in the document "How To Close Your Online Ordering For Specific Days". Examples of this would be holiday closings or if you will be closed for 3 days to remodel your kitchen.