Granbury Solutions

Creating and Importing Delivery Areas

How-to Delivery Version 3.0

Contents

Chapter 1 - Drawing your Delivery Area(s)

1.2 GO TO THE GOOGLE MAPS WEBSITE

- Open a web browser (ex: Firefox)
- Please visit this web address. If the link does not work, copy and paste the below URL into your browser.
  - https://mapsengine.google.com/map/

Helpful tip: If you have a Google account, login. This will save this map to your goggle account so you can reference it again if need be.

- A box will be in the middle of the screen, click the blue <u>Create a new map</u> button. (See Figure 1.1)
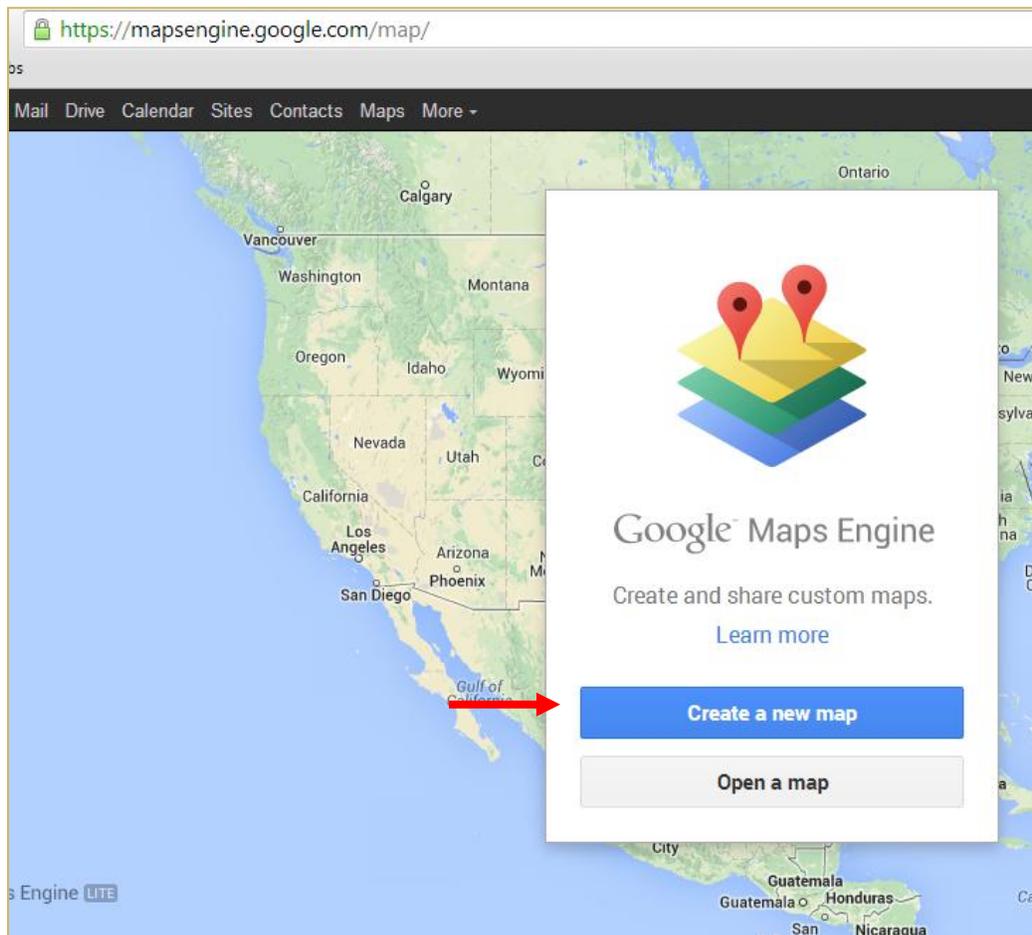
<u>FIGURE 1.1</u>

1.2 FIND YOUR BUSINESS LOCATION

- Enter your restaurant address into the search bar on the top of the Google Maps page. (See Figure 1.2)
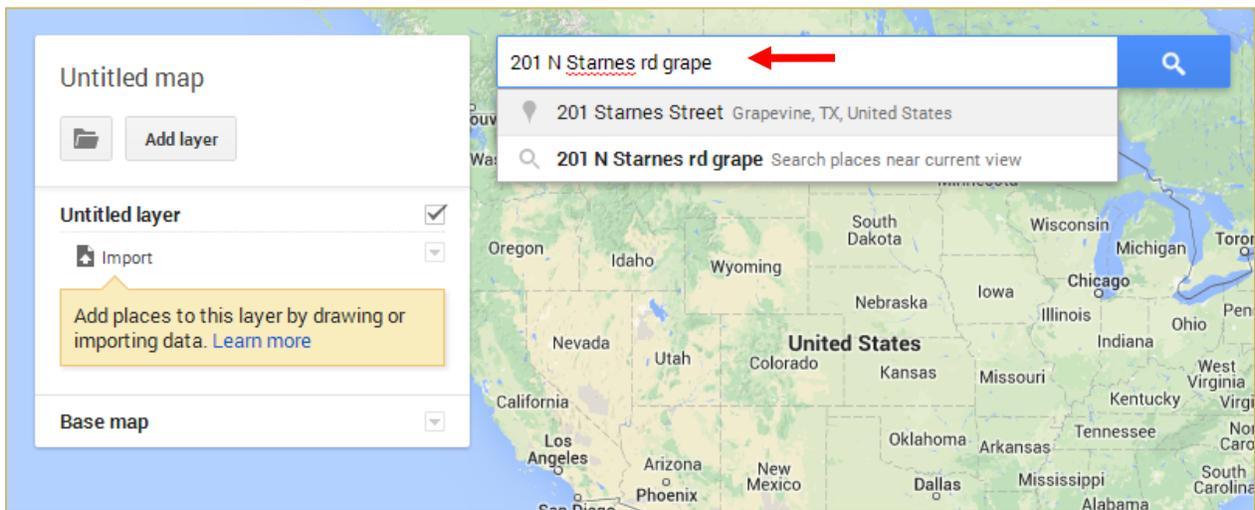
FIGURE 1.2

- A green marker will appear on the map indicating the address you put in the address bar.
- Zoom in or Out so that you are able to see your entire delivery area clearly.
- Click the button below the maps search bar that looks like a uncompleted triangle.
  - If you hold your mouse over the button it says "**Draw a Line**" (See Figure 1.3)
  - Choose "**Add line or shape**"
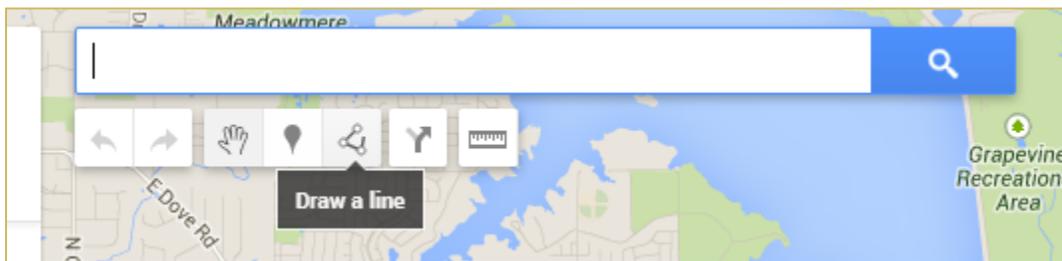
FIGURE 1.3

1.3 DRAW YOUR DELIVERY AREA

Create a delivery area using the draw a line tool.

- Find a good place to start and click the map to create a point.
- Use the draw a line tool to create a shape that is your delivery area.
  - If you mess up, don't start over. You can change the lines when you have completed the shape.
- To complete your shape, connect the end point to the starting point. This creates a Polygon. (See Figure 1.4.)
  - You can rename this and save it.
  - If you do not see the Polygon window, verify that starting and end points are connected.
  - Review your polygon and make sure all of the points are in the right spot.

▪ You can move a line by clicking the dot and placing it on the map where it needs to be.
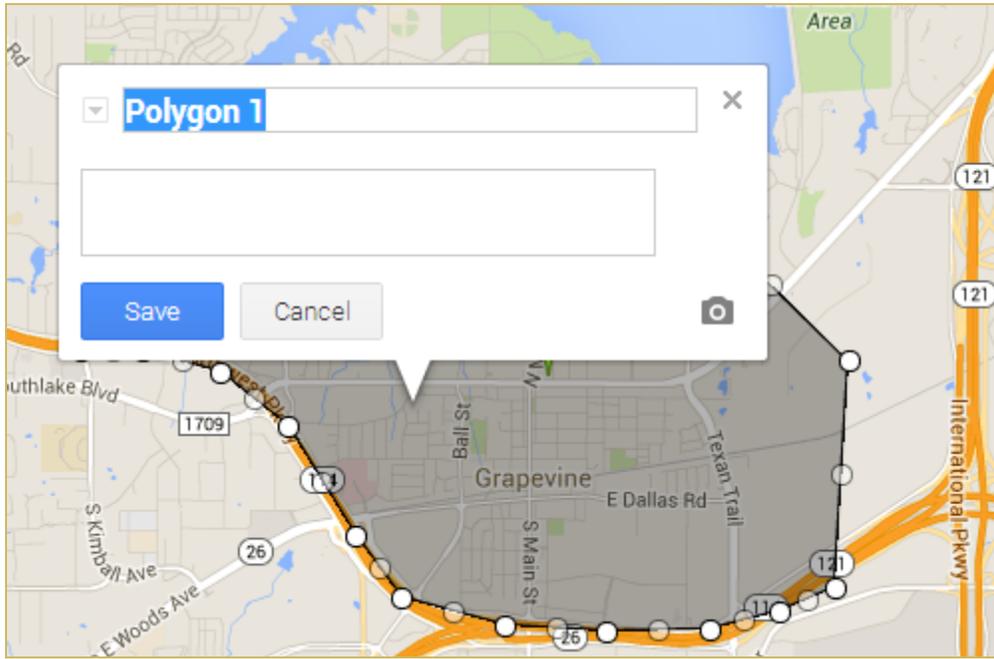
FIGURE 1.4

- If you have multiple delivery zones, draw a complete polygon for each zone.
  - Be sure to name each zone clearly.
  - Do not Overlap Delivery Areas

1.4 EXPORT YOUR DELIVERY AREA

- Click on the top set of three stacked dots to "**Export to KML**" and save on your computer. (See Figure 1.5)
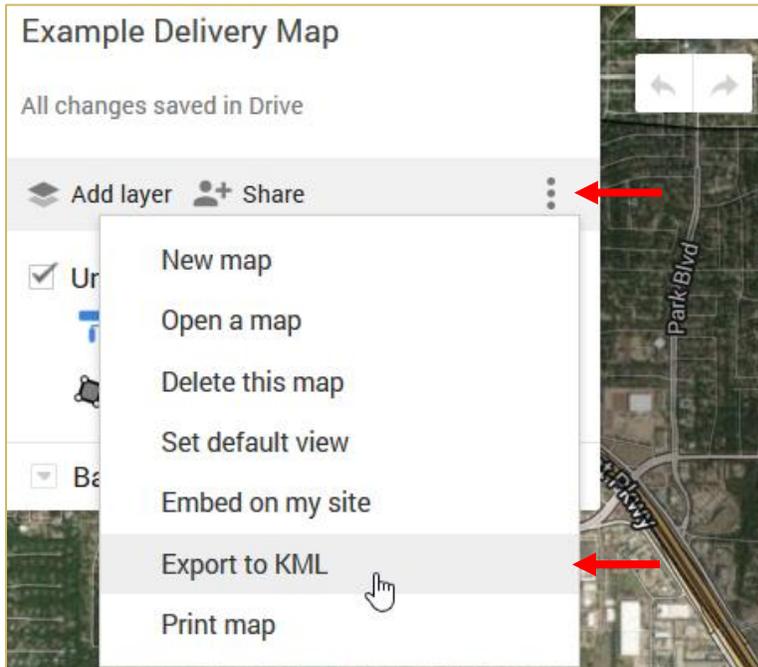
FIGURE 1.5

- Export the "**Entire map**" and press "**Download**". (See Figure 1.6)
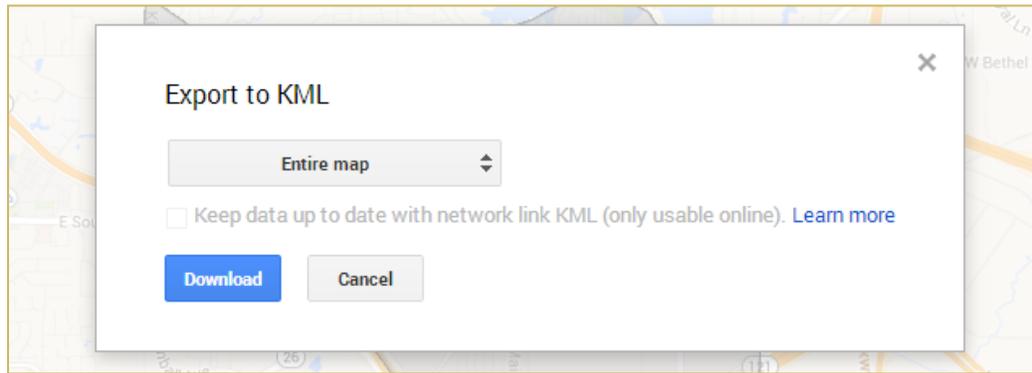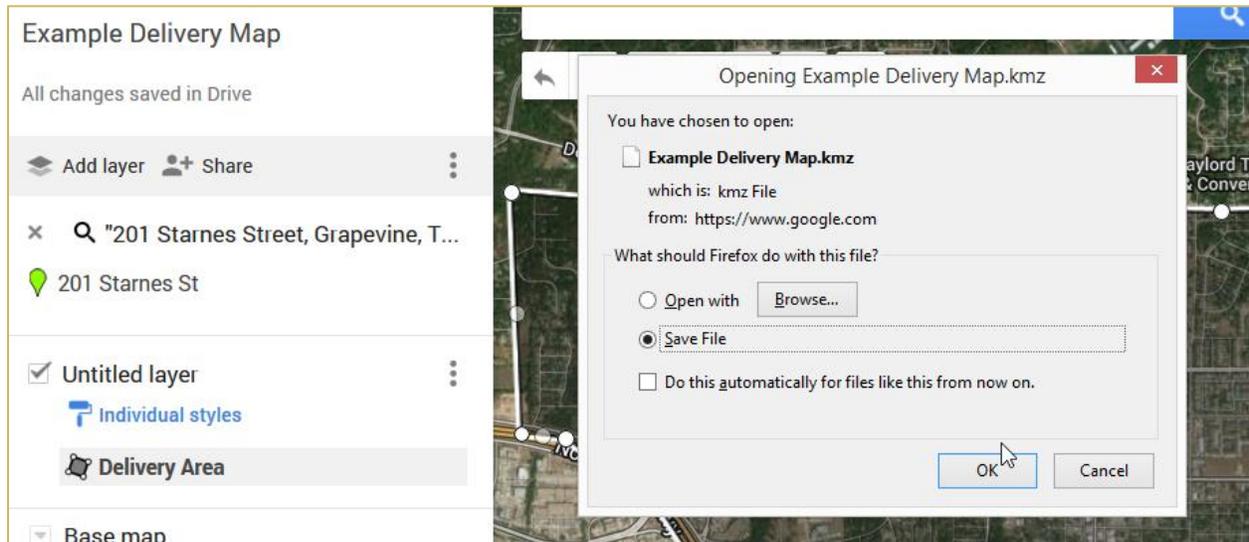
- Save the file to a location you can reference easily. The file will download as a .kmz file. (See Figure 1.7)

2. Chapter 2 – Formatting your file

The file automatically downloads as a *.kmz file. Inside the *.kmz file is the *.kml file online ordering needs to build your delivery area. To get the file needed, the *.kmz file will need to be reformatted to a *.zip file.

STOP If you are uncomfortable with this step, please do not hesitate to stop here and send your *.kmz file as is to your online ordering account manager. They can proceed and upload your map for you. Only continue if you feel comfortable doing so.

2.1 CHANGING THE FILE EXTENSION

The simplest way to reformat this file is to change the file extension to a *.zip file. A file extension is the group of characters, usually 3 or 4 in length, after the period in a full file name.

Windows hides file name extensions, but you can choose to make them visible.

Windows 7
- Open Folder Options by clicking the **Start button** 🌐
- Click **Control Panel**
- Click **Appearance and Personalization**
- Click **Folder Options**.
- Click the **View** tab
- Under **Advanced settings** do the following:
    - To show file name extensions, clear the **Hide extensions for known file types** check box, and then click **OK**.
    - If this is unchecked, then you are already showing file extensions.

Windows 8
- Launch the **Control Panel**.
    - In Windows 8 / 8.1, you can get by hitting Windows + X and selecting from the menu that appears.
- Click **Folder Options.**
    - If you don't see the Folder Options icon right away, you can find it by typing Folder Options into the search box at the upper right corner of the control panel window.
- Click the **View** tab.
- Clear the **Hide extensions for known file types** check box, and then click **OK.**
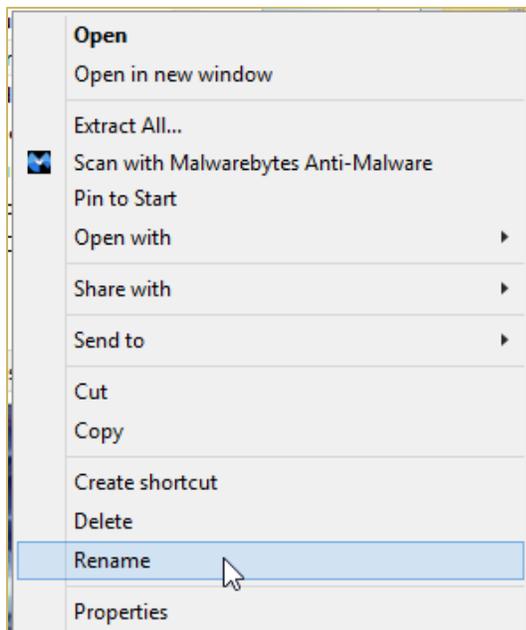
2.1.2 RENAMING THE FILE EXTENSION

- Locate the file you downloaded
- Right click the file and choose **Rename** (See Figure 2.1)
- Rename the file extension only (.kmz) to .zip (See Figure 2.2)

2.2 UNZIPPING THE FILE
- Right click the new .zip file and **Extract All…** (See Figure 2.3)
- Take note of where you are extracting the file to so you can find it easy.

It may extract to a folder. In the folder will be the *.KML file.
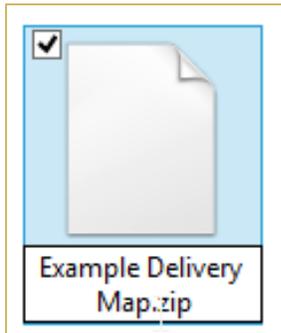
FIGURE 2.1
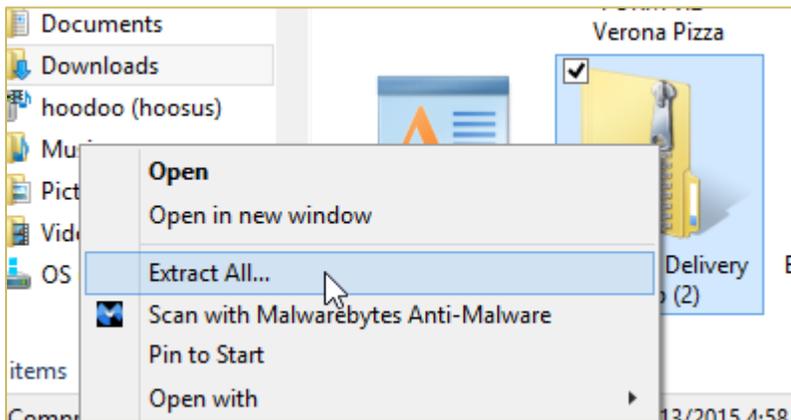
FIGURE 2.2

FIGURE 2.3

3. Chapter 3 – Uploading your Delivery Area

3.1 UPLOAD TO THE BACK PORTAL.

Upload the *.KML file directly to your Online Ordering site.

- Login to your back portal.
- Select Delivery Areas from the navigation bar on the left.
- Select "**Import delivery areas from KML file**." (See Figure 3.1)
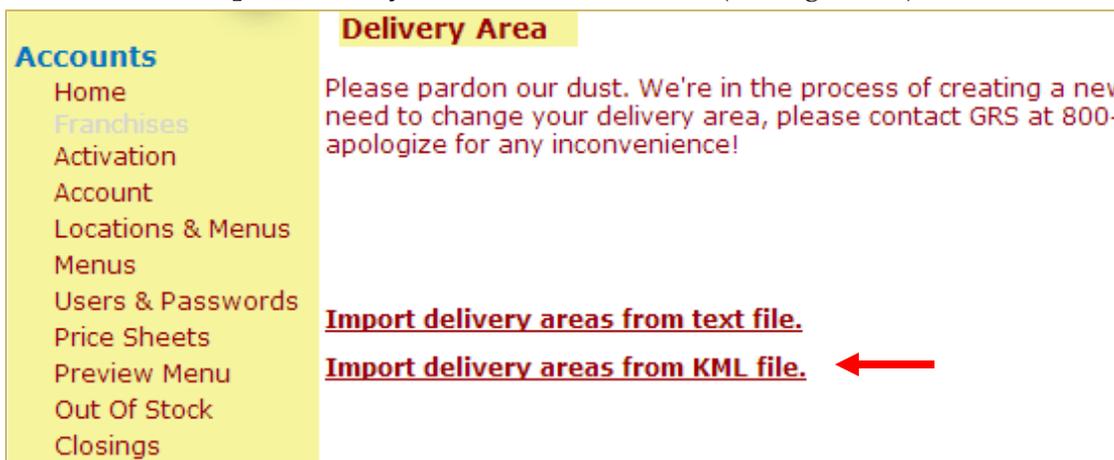
FIGURE 3.1

- Click "**Choose File**" button and locate the *.KML file you saved.
- Choose Open.
- Select "**Import KML Delivery Area Map**" (See Figure 3.2)

Import delivery areas from text file.

Delivery Area Import
KML file should be exported from Google Maps. The delivery area name assigr

KMLFile for Import   Browse... Example Delivery Map.kml

Import KML Delivery Area Map
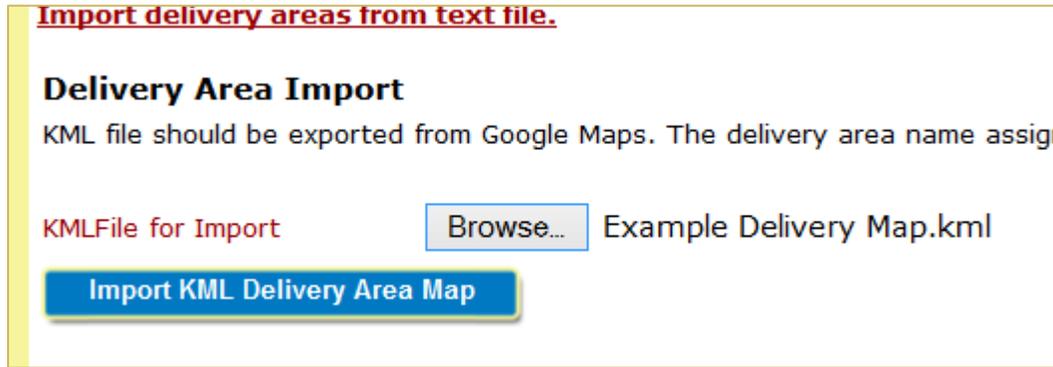
FIGURE 3.2

3.2 SETTING UP OPTIONS

- Verify that you have the correct file selected by choosing "**Map**" to view your delivery area. (Multiple Delivery Areas will import as individual maps) (See Figure 3.3)

Delivery Area
Delivery Area 2 ($3.00 Charge)   Map   Options
Delivery Area1($2.50 Charge)   Map   Options
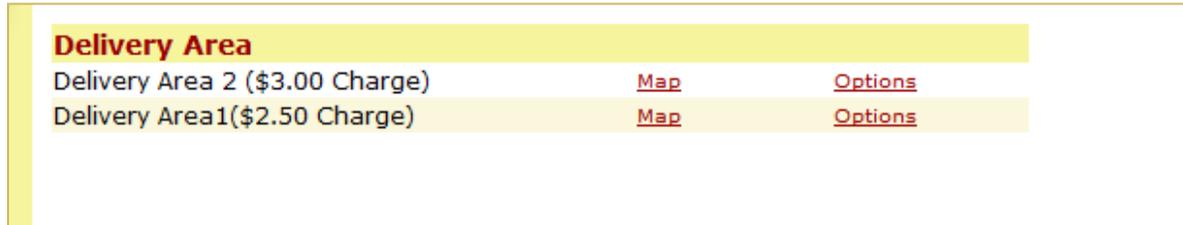
FIGURE 3.3

- "**Options**" will allow you to change the several options for the delivery area. (See Figure 3.4) Any changes that you make will need to be saved.

Delivery Area1($2.50 Charge)

Minimum Order
Additional Delivery Minutes
Delivery Fee   2.50
POS Code
Priority   Average

Cancel   Save
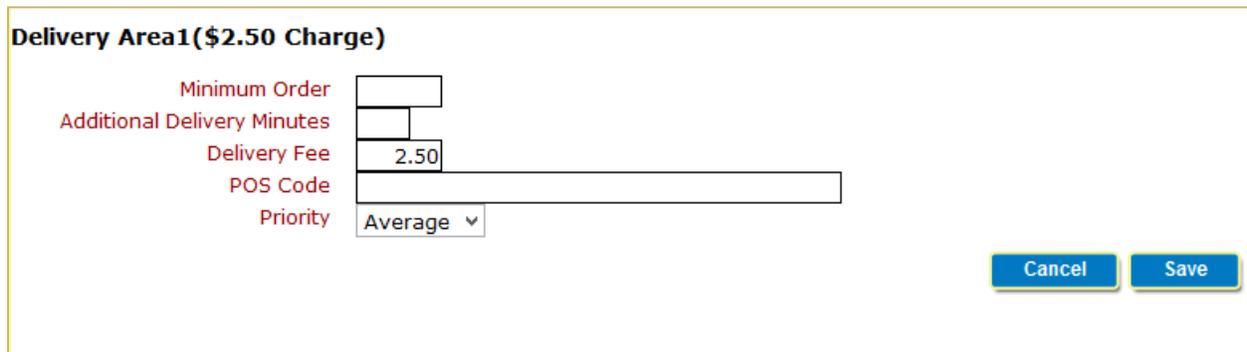
FIGURE 3.4

Your delivery area should now be complete. Please contact Granbury Solutions at (800)-750-3947 if you have any questions, comments or concerns.