

Granbury Solutions

Creating and Importing Delivery Areas for Firefly and Thrive



How-to Delivery FF/TV Version 3.0

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Chapter 1 - Drawing your Delivery Area(s)

LetsGet now has the ability to link delivery zones in Firefly or Thrive without having to manually assign them when the order comes in. Please follow the instructions below, and contact Granbury Support if you have any questions.

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 Create a new map button. (See Figure 1.1)

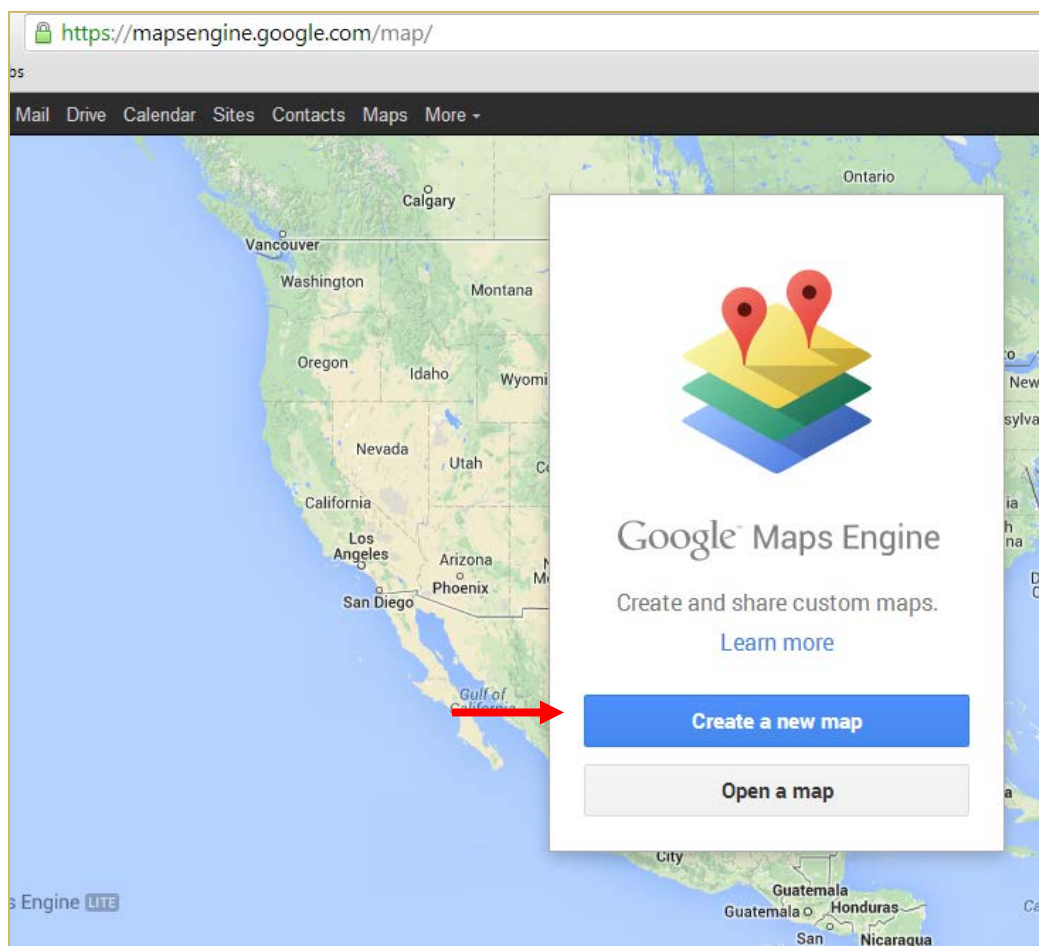


FIGURE 1.1

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)

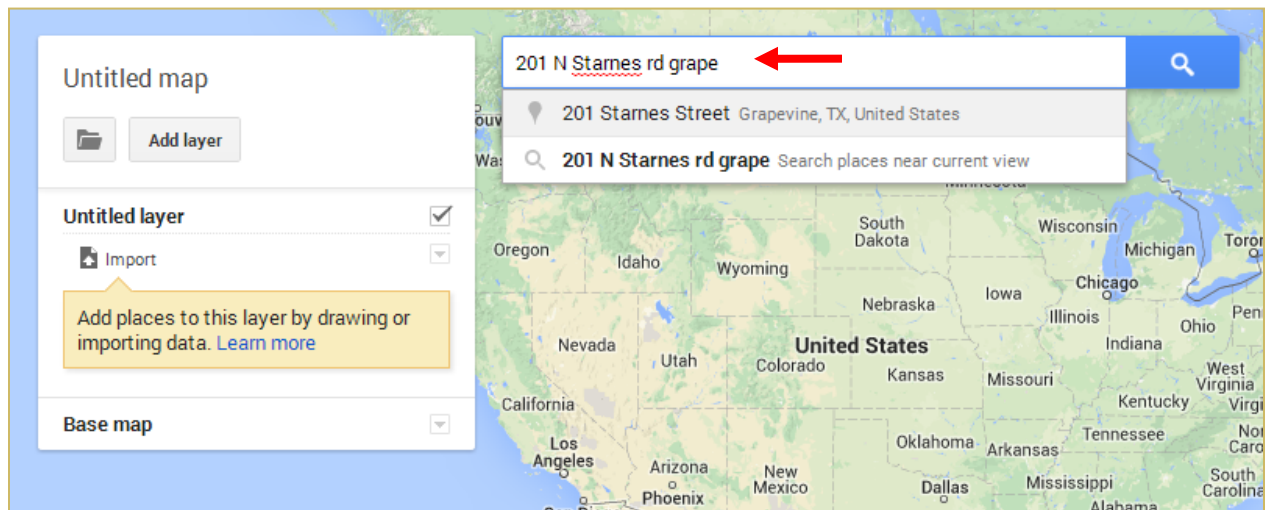


FIGURE 1.2

- 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 an uncompleted triangle.
 - If you hold your mouse over the button it says “**Draw a Line**” (See Figure 1.3)
 - Choose “**Add line or shape**”

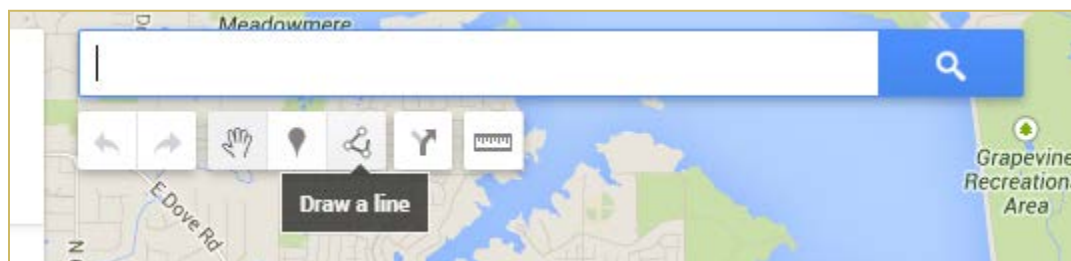


FIGURE 1.3

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.)
 - Rename this to match the zone name entered in Firefly or Thrive exactly. Firefly and Thrive only use numeric zones, so please check in the POS first.

- You will also have the ability to turn on or off sending the zone to the POS if Firefly or Thrive. By default this will be turned off.
 - Do: 1 = 1
 - Don't: Zone 1 = 1
 - For assistance, contact Granbury Support.
- 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.

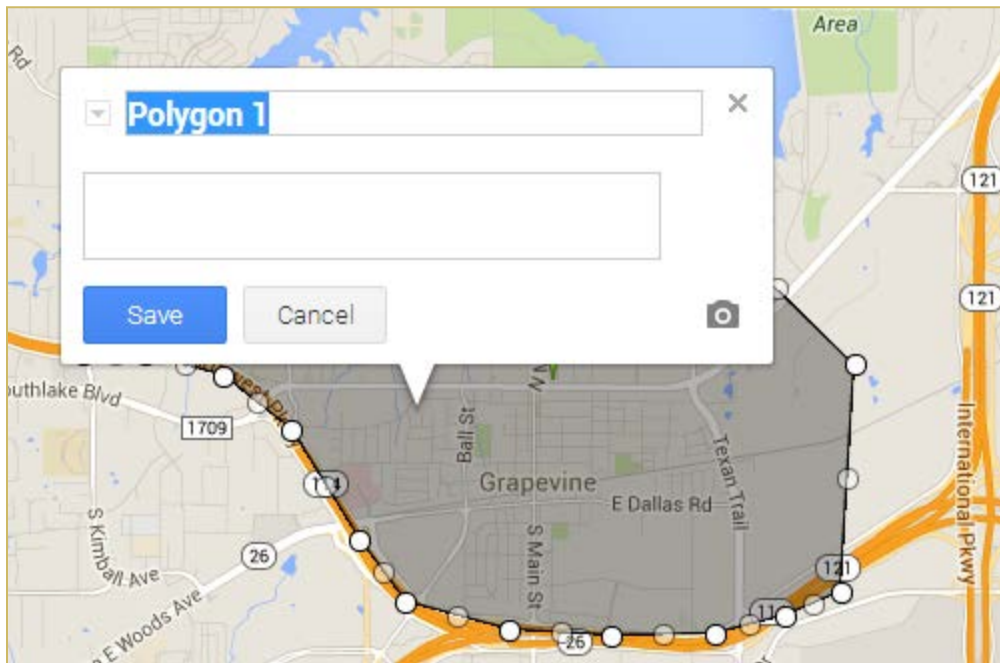


FIGURE 1.4

- If you have multiple delivery zones, draw a complete polygon for each zone.
 - Be sure to name each zone exactly as it is entered under Firefly or Thrive.
 - If it is not named exactly, the zones will not automatically assign in the POS, they will need to be manually assigned as the order comes in.
 - You cannot rename this once imported in LetsGet.
 - 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)

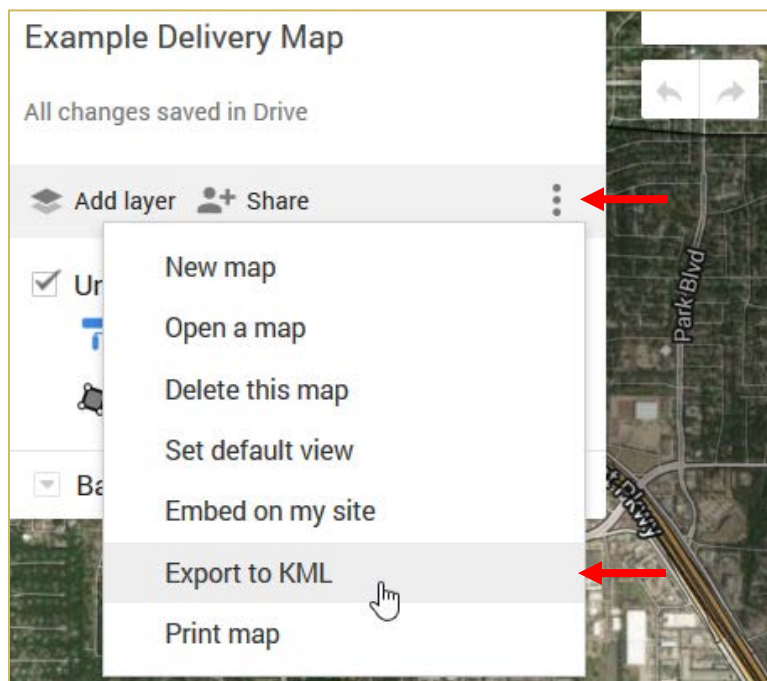


FIGURE 1.5

- Export the “**Entire map**” and press “**Download**”. (See Figure 1.6)

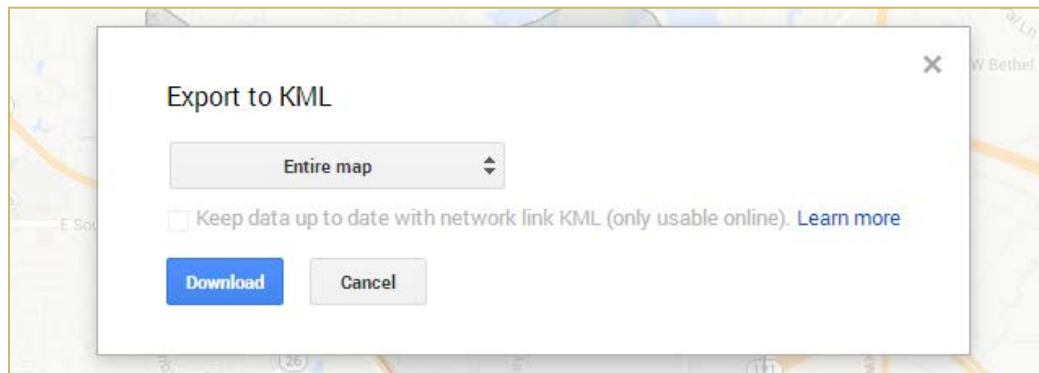
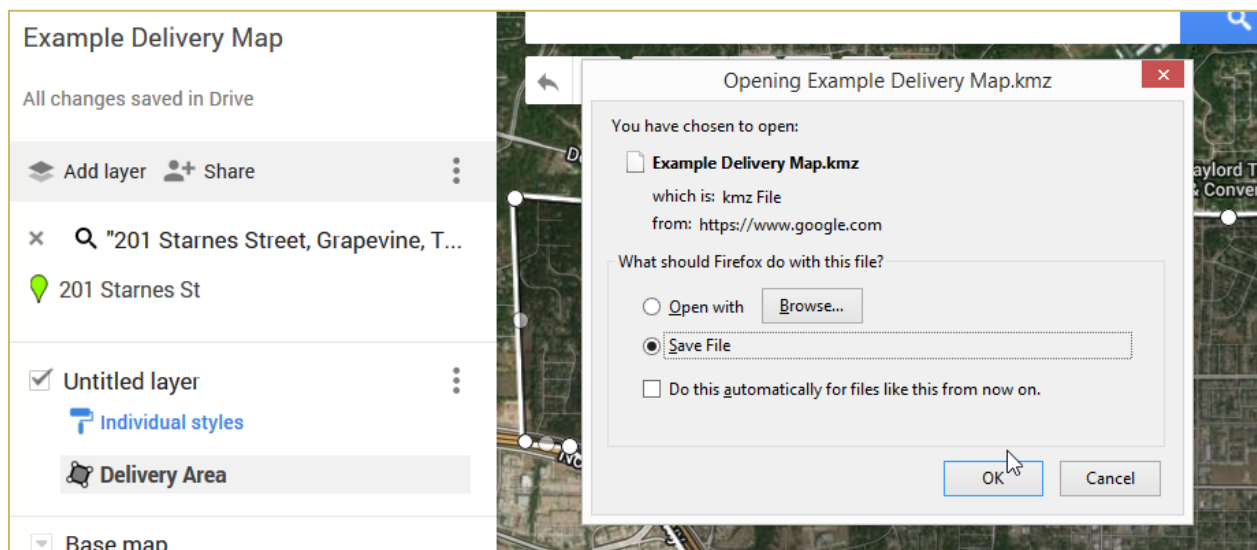


FIGURE 1.6



- 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.

2.1.1 HOW TO SHOW FILE NAME EXTENSIONS

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**.

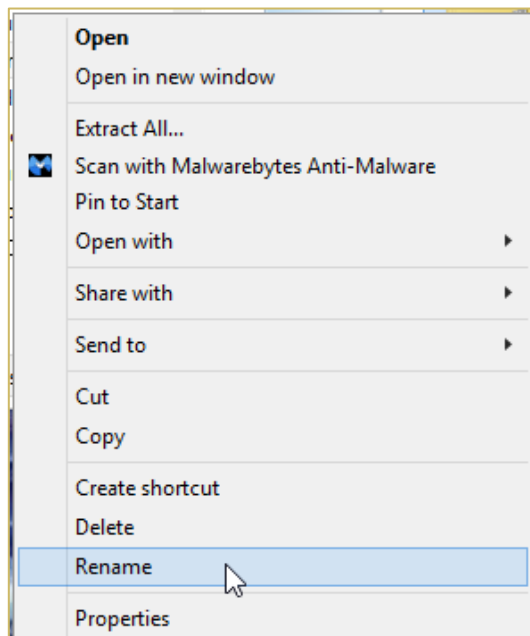


FIGURE 2.1

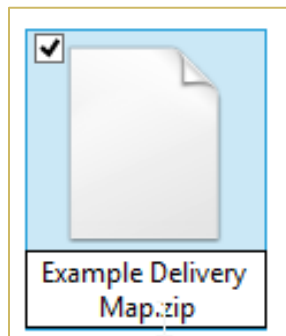


FIGURE 2.2

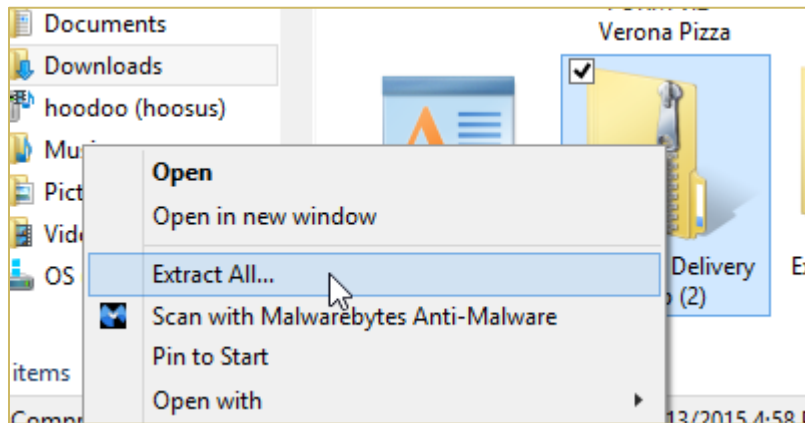


FIGURE 2.3

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.

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)

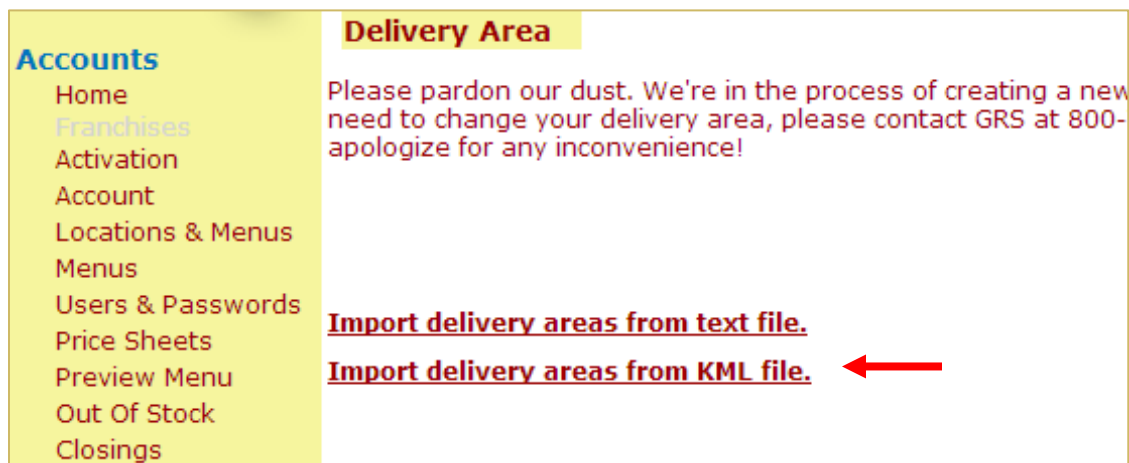


FIGURE 3.1

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

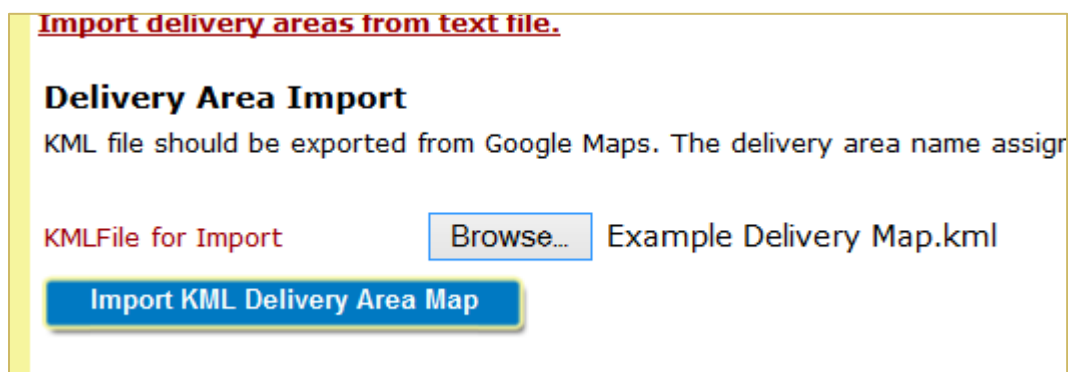


FIGURE 3.2

3.2 SETTING UP OPTIONS

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

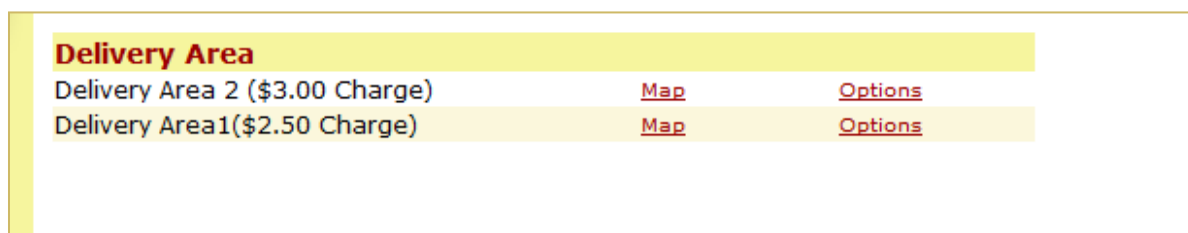


FIGURE 3.3

- “**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
POS Code
Priority

Average
▼

Cancel

Save

FIGURE 3.4

4. Chapter 4 – Sending Zones to Firefly and Thrive

There are a few options to check in order to send the zone information to the POS

- Delivery area name must match what is in the POS Zone already. (See Figure 4.1)
 - Ensure that the drawn zone matches the areas in the POS
 - Make sure the named zone matches the POS
 - Check the box to send delivery name to POS
- In addition, the Location Screen – “Verify Delivery Address” must be checked (See Figure 4.2)

Delivery Areas

Logout
Welcome System Administrator

Delivery Areas for American Pizza Company- Take Out

☒ For FF/Thrive POS's Only. Checking sends the Delivery Name to the POS as a Zone. Note that the name must exactly match a name in the POS.

Save

Delivery Area

1

Polygon 1

Map

Options

FIGURE 4.1

| Zip Code | Min Order | Add'l Deliv Time | Delivery Fee * | Verify Delivery Addresses |
|----------|-----------|------------------|----------------|-------------------------------------|
| 92346 | .01 | | | <input checked="" type="checkbox"/> |
| | | | | <input type="checkbox"/> |

FIGURE 4.2

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