

# Location Zones

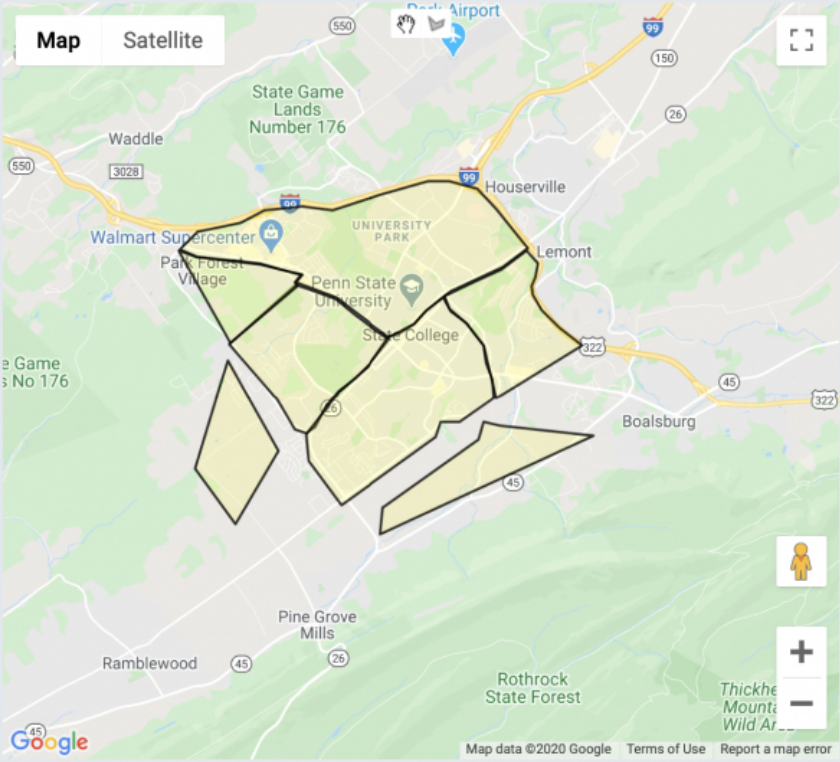
[View all locations](#)

## State College, Pennsylvania

Location #74

### Delivery Zones

- West Campus** :  
3 Time Slots  
Zone #10
- North Campus** :  
6 Time Slots  
Zone #11
- South Campus** :  
2 Time Slots  
Zone #12
- East Village** :  
**Really Long Name**  
1 Time Slots  
Zone #13
- Off Campus #1** :  
No Times Slots  
Zone #14
- New Zone Name** :  
No Times Slots  
Zone #17
- South City** :  
No Times Slots  
Zone #20



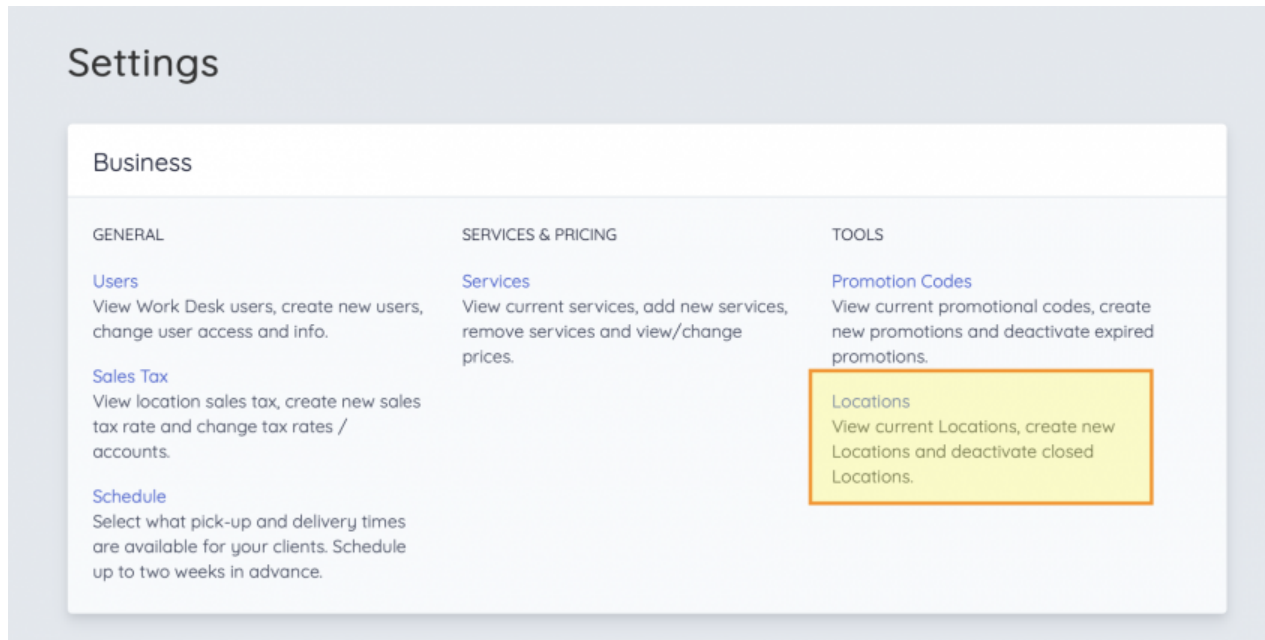
Map data ©2020 Google Terms of Use Report a map error

## What are location zones?

1. Location zones are polygons that are placed on a map.
2. Zones can be any size and shape allowing you to create your service area.
3. You can add, remove and reshape location zones at any time. Zones will update in real time on your website and app.
4. Clients will not be able to signup if they are not located inside a zone.
5. Zones should not overlap.

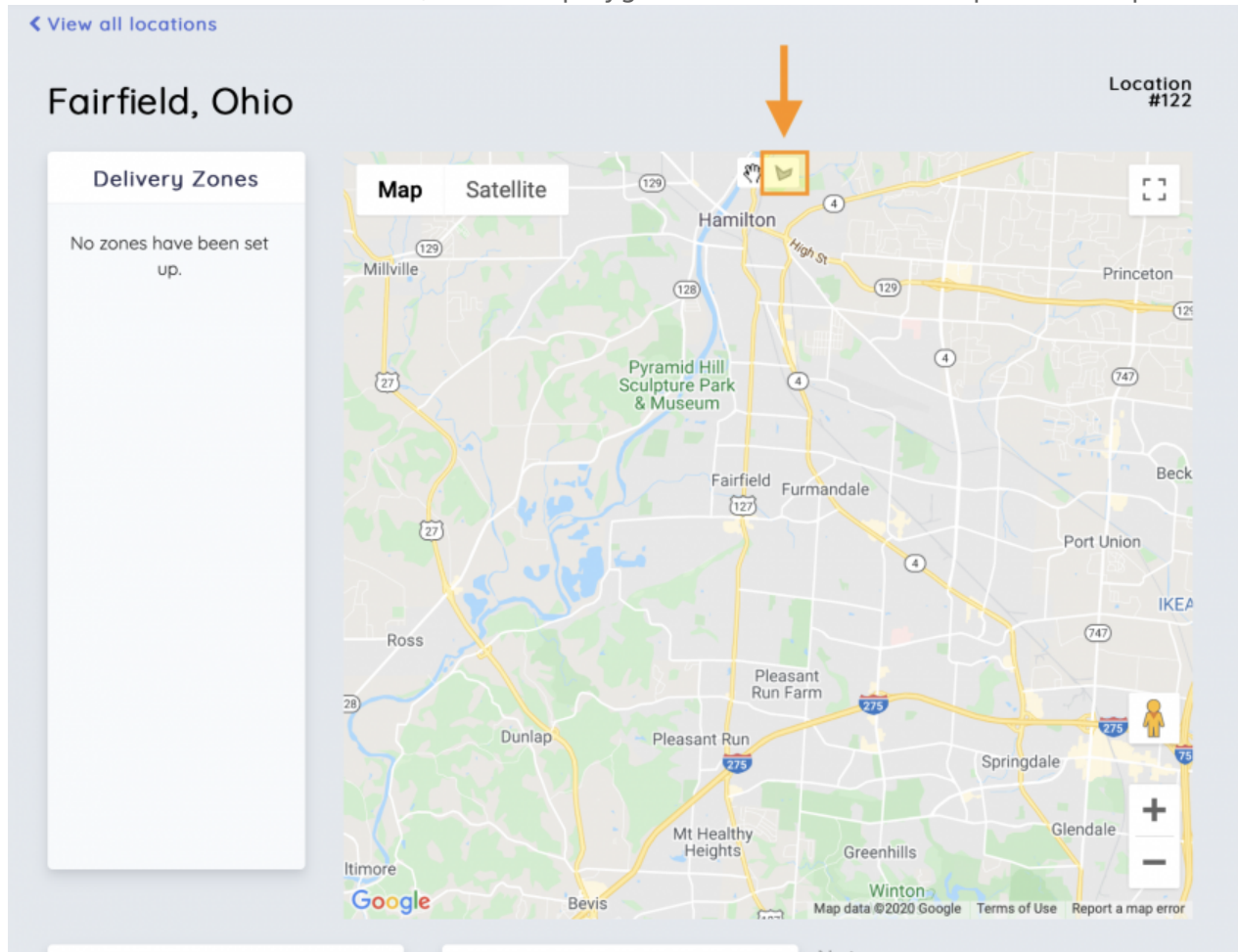
# Creating a new location zone

1. Open the Work Desk
2. Navigate to the [settings page](#)
3. Click on "Locations"



4. On the Locations page, select a location (Most businesses will have one location here)

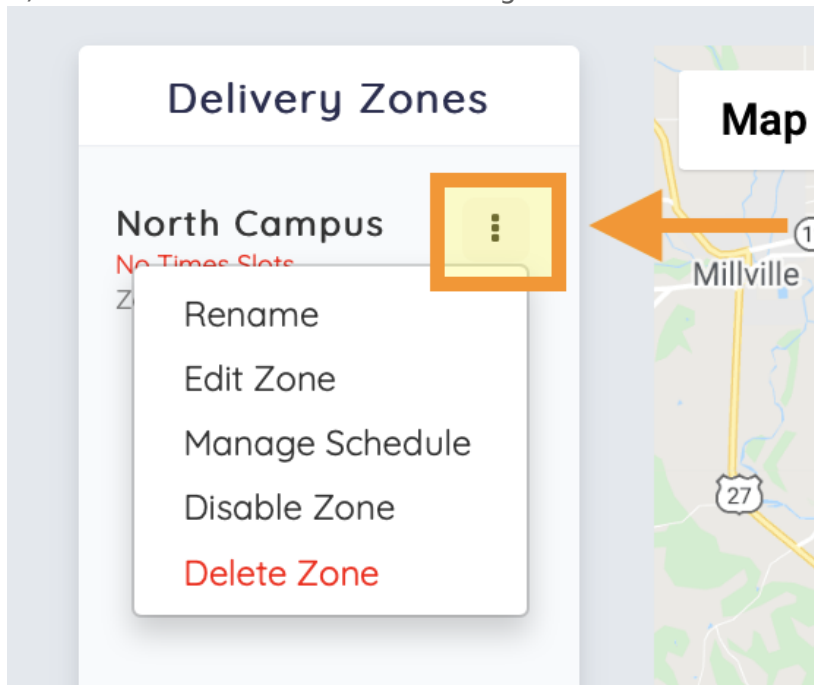
5. To create a new location zone, click the polygon icon located at the top of the map



6. Draw your zone on the map
7. Name the zone. This will be used for internal purposes only (client don't see this)

## Edit/reshape a zone

1) Click the three dot icon on the right side on the location zone row.

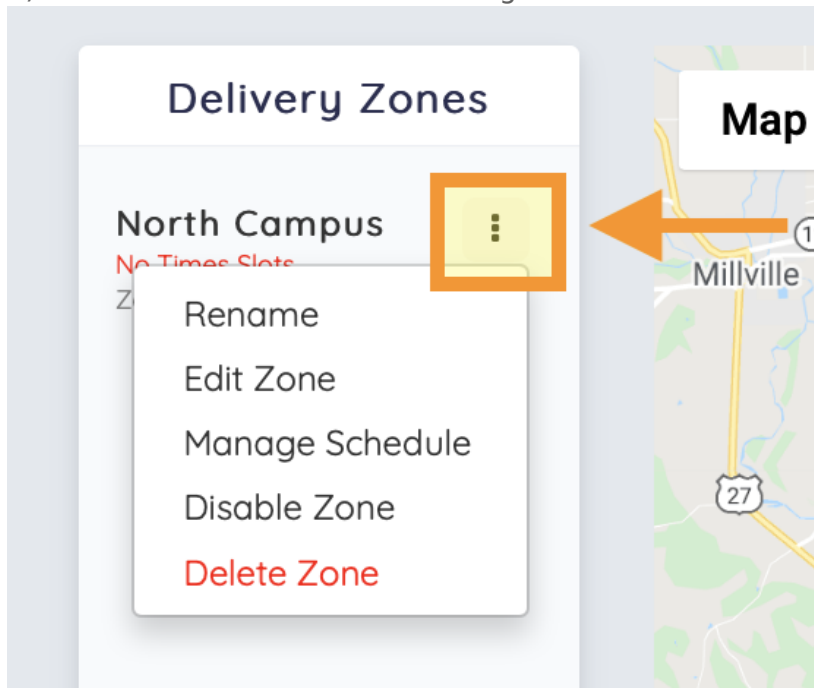


2) Click the "edit zone" option

3) Reshape the zone on the map. The map will save your changes automatically.

## View/modify schedule for a zone

1) Click the three dot icon on the right side on the location zone row.



2) Click the "manage schedule" option

3) Use this page to add, modify, and remove time slots from your zone's schedule

[View location](#)

# Schedule

Set your pick-up and delivery schedule for each delivery zone. Each row in the table represents a bookable window that appears on the client app and website. When selection is complete, click "Save Changes" at the bottom of the screen. This schedule can be edited at any time and will update your app/website immediately.

Location Zone:

North Campus ▾

Time slots		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Max Orders	Type	
7:00am ▾	8:00am ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 ▾	Pick-up ▾	
8:00am ▾	Noon ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	no limit ▾	Both ▾	
10:00am ▾	3:00pm ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2 ▾	Delivery ▾	
2:00pm ▾	4:30pm ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4 ▾	Both ▾	
7:00am ▾	8:00am ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	no limit ▾	Both ▾	
7:00am ▾	8:00am ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	no limit ▾	Both ▾	

[ADD NEW ROW](#) [SAVE CHANGES](#)

Revision #2

Created Mon, Apr 6, 2020 2:04 AM by [Brian Gorham](#)

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