

OLO Expo Installation



Expo is a tablet-based software solution focused on enhancing the front-of-house (FOH) workflow in restaurants. Expo can be installed on any tablet or computer and linked to your restaurant location. Once installed, it will let your in-store teams effortlessly manage online orders without leaving the counter.

OLO is continually adding features to Expo. For now, FOH teams can:

- Early fire orders
- Manual fire orders
- Issue full refunds
- Re-request Dispatch drivers for delivery orders

Restaurants will receive notifications on Expo when:

- Dispatch drivers cancel
- Order late fails
- Internet is down
- Olo is experiencing issues
- Expo is down
- The POS is down
- **A curbside customer arrives**

Additionally, in-store teams can view:

- Future orders and past orders from 24 hours
- Multiple channel or vendor viewing on a single instance of Expo
- Order details
- Dispatch details
- Dispatch partner contact info
- Dispatch driver contact info
- Dispatch deliver progress
- Rails partner contact info
- Large order badges
- Dispatch driver delayed badges

Install OLO Expo on your tablet:

1. Open your browser on your tablet or computer and type the address: <https://expo.olo.com/auth>
2. A pop-up window will allow you to add the Expo Icon to your home screen. If this doesn't occur, you can manually add using the following steps.

Tablet:

- ◆ Tap the Share icon (the square with an arrow pointing out of it).
- ◆ Scroll down to the list of actions and tap Add to Home Screen.



Computer:

- ◆ Chrome – 3 dots in upper right corner and select *Install Expo* from drop down menu
 - ◆ Edge - 3 dots in upper right corner, select *Apps* from drop down menu and select *Install Expo*
3. Provide the registration code to your IT resource for activation via email pos_support@brixholdings.com. Include your store name, store ID, your name and a contact #.
 4. Customize your notifications by following the instructions here: [Configuring Expo Notifications](#)