

Merging Guest Checks

To Merge entire checks OR selected items from one check to another:

- Select the order that will RECEIVE the merged items by either:
 - Touching the table and touching the open order
 - Select "Orders" button (as has always worked) and retrieve the order
- Once the DESTINATION order is on screen, Press COLLECT: er: Link

Table: 31	Order: 7	Serve

Order #7 Table: 31 Server: Link	Collect Fi	unds ——					
1 Smithwicks 2 E0	Payment Method:		ment Method: Cash		-		
1 Dos Equis Amber 3.50	Ac	ct#/Exp.Dt				To Menu	
		Acct.Name					
	7	8	9	\$20	.25	Exact	
	4	5	6	\$10	.10	Tender	
	1	2	3	\$5	.05		
	Clear	0	.00	\$1	.01	No Sale	
Delv: \$0.00 Subtotal: \$7.00	Delete Merge Subtotal: Payment Orders DelyChr:			7.00 ^A	ssigned Payee: Link		
Tip: \$0.00 Tax: \$0.00 Discount: \$0.00 TOTAL: \$7.00	Add 0.00 Amt Paid: 0 Gratuity Amt Due: 7						
Edit Copy Prt Del Prt Cus Pg Up				Tax:	0.00 C	ollected Amount: 0.00	
Clear Delete Split Prt Prp Pg Dn				Total:	7.00	Change: 0.00	
Please collect the amount due from the customer.				Link		02/11/10 09:28am	

• Locate and press the new MERGE ORDERS button



Selecting Order and Items:

Order Merge			-	10000					
From Order #	# Qty	Menu Item	Cost		#	Qty	Menu Item	Cost	To Order
6 [▲] 1	1	Becks	3.23		1	1	Smithwicks	3.23	7
5	1	Sierra Nevada	3.00		2	1	Dos Equis Amber	3.23	
4				Select All			I I		
3				Deselect All					
2									
· · ·			_					_	
List All	•		*		1	44		*	
Orders									
Merge Items								8	
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- On the "From Order" selection the detail of the order selected will display in the frame next to the order list
- Select specific items from the "From Order" OR touch the "Select All" button if you wish to merge the entire check
- If only merging some items from a check, select "Merge Items"



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order merge						_			
From Order # Qty	Menu Item	Cost	# Qty	Menu Item	Cost	To Order			
<mark>6</mark> [^] 1 1 €	Becks	3.23	1 1	Smithwicks	3.23	7			
5 3 1 9	Sierra Nevada	3.00	2 1	Dos Equis Amber	3.23				
4		Select All		1					
3									
2		Deselect All							
		_			_				
List All 🛛 📢		•	44		••				
Orders									
All 'From' order items selected									
	Confirm	Confirm							
	Leave Order	Close Ord	er 📘	Cancel					
	3 Open	3				2			
						Exit			

If ALL Items On A Check Will Be Merged:

• When merging all items from a guest check, you may wish to leave the check open so that the table can continue to order food and beverage items OR you can close the "From" order if the final tab is being merged with another

NOTE – The MERGE function will always return the DESTINATION (Merge To) check to the Green guest check on the TAKE ORDER screen when a merge is complete. Be SURE to press NEW when you are done editing the merged order to remove it from the current order screen.