



## Selecting Order and Items:

Order Merge

From Order								To Order			
#	Qty	Menu Item	Cost	#	Qty	Menu Item	Cost	#	Qty	Menu Item	Cost
6	1	Becks	3.23	1	1	Smithwicks	3.23	7	1	Smithwicks	3.23
5	3	Sierra Nevada	3.00	2	1	Dos Equis Amber	3.23				

Select All  
Deselect All

List All Orders

Merge Items

Exit

- 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”

***If ALL Items On A Check Will Be Merged:***

Order Merge

From Order	#	Qty	Menu Item	Cost
6	1	1	Becks	3.23
5	3	1	Sierra Nevada	3.00
4				
3				
2				

Select All  
Deselect All

To Order	#	Qty	Menu Item	Cost
7	1	1	Smithwicks	3.23
	2	1	Dos Equis Amber	3.23

List All Orders

« »

All 'From' order items selected

Confirm Leave Order 3 Open  
Confirm Close Order 3  
Cancel

Exit

- 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.