

## New Split Check Alternative

The traditional split check function has NOT BEEN CHANGED IN ANY WAY by this modification, however, you can use the new MERGE function to create true, separate split checks.

- After logging in, if you are on the TABLES screen press EXIT
- You should be returned to the main TAKE ORDER screen with NO GUEST CHECK in the Green guest check area
- Press COLLECT
- Press MERGE ORDERS

From Order								To Order	
#	Qty	Menu Item	Cost	#	Qty	Menu Item	Cost		
7	1	Smithwicks	3.23					0	
6	2	Dos Equis Amber	3.23						
5									
4									
3									
2									

- A list of all of your open orders will be displayed in the FROM ORDER portion of the MERGE form.
- Select the check you wish to SPLIT
- Select the ITEM(S) you wish to split into a New Order
- Press the NEW ORDER FROM ITEMS button
- This will bring you back to the TAKE ORDER screen with the newly split order in the GREEN Guest Check area
- You may wish to PRINT CUST ticket now, then press NEW to clear the screen
- BOTH the original order and the newly split order will be available on the TABLE form under the original table number