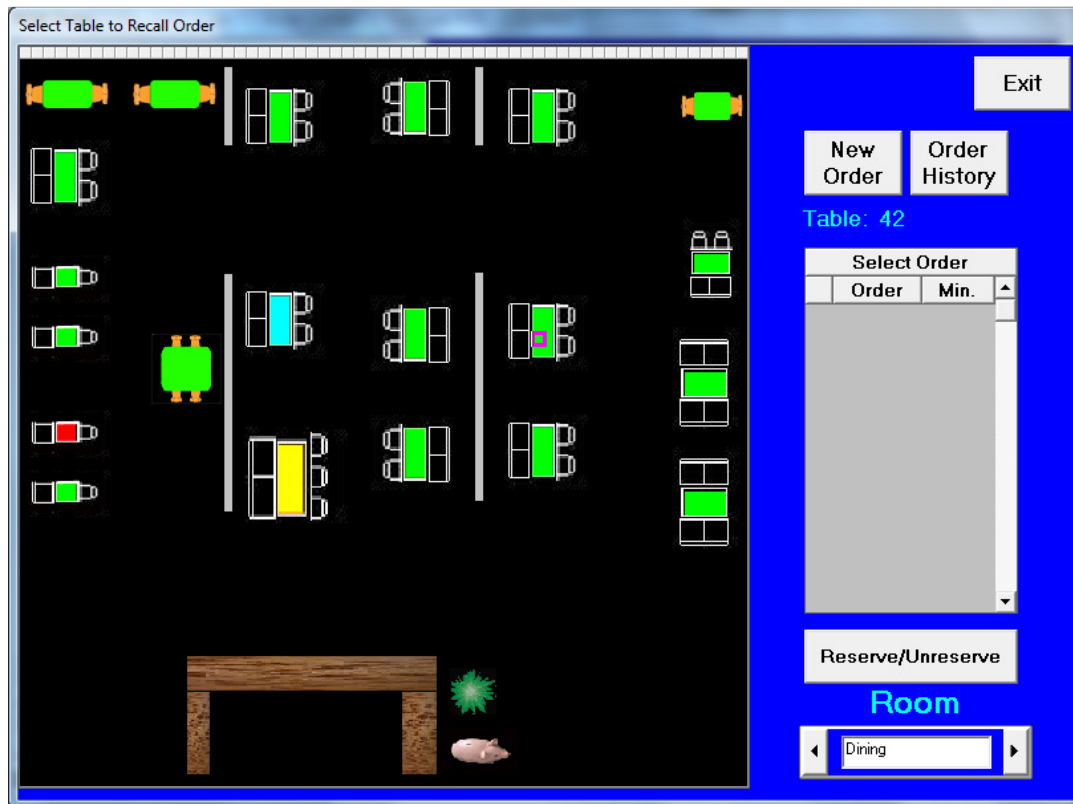


## Using the Table Map:

### *Table Map Basics:*



Your floor plan should match the layout of each ROOM in your restaurant. Each terminal will automatically default to the room defined in the system. To change to a different ROOM, simply touch the left or right Scroll arrow on the bottom right section of the floor plan.

Each table is color coded to show you its status, as follows:

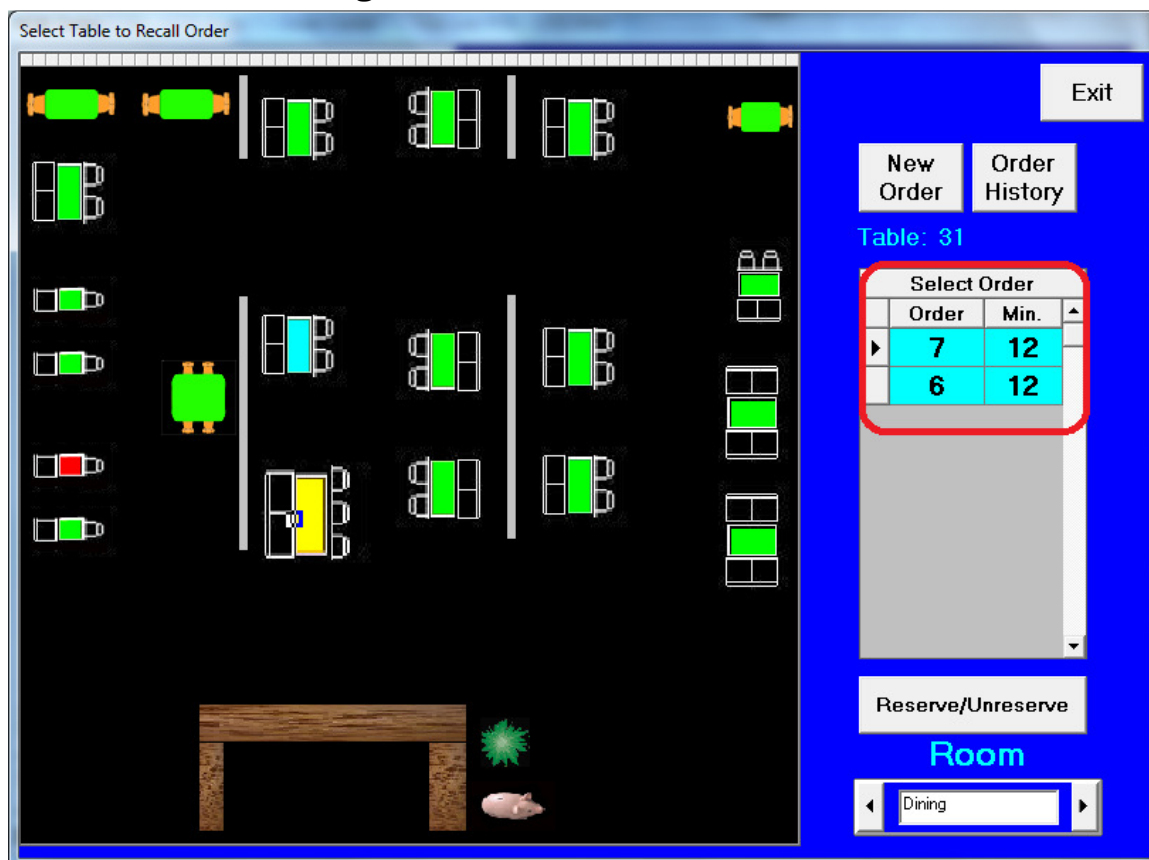
- Green – No open orders at this table
- Blue – One open order at this table
- Yellow – Multiple open orders at this table
- Red – Table is “reserved” and can’t be seated because it is combined with an adjacent table, or kept aside for a party that has yet to arrive

### *To open a NEW guest check:*

- Touch the table you would like to use
- Look at the TABLE NUMBER underneath the “New Order” button to ensure you are working with the table of your choice
- You will have a “New Order” and an “Order History” button option. Select “New Order”

- Proceed with the order as always

***To retrieve an existing order:***



When you touch a table that already has open orders, the list of available open order(s) is displayed in the gray grid below the table number. Information in this grid is the Order Number plus Minutes that the table has been seated.

- Touch the Table with the order you wish to edit
- Touch the order number in the gray grid you wish to edit
- Proceed with editing
- NOTE – as has always been the case, you cannot edit orders that belong to another server unless security has been set to allow you to

***Changing Table Assignments:***

- From the TABLES screen, select the table on which the order can currently be found
- Retrieve the order from the Open Orders list
- Press the TABLES button on the main TAKE ORDER screen
- Select the NEW TABLE to which you would like to assign this order
- Enter number in party
- Press CONTINUE

***Order History:***

Order history is now also available by table. To retrieve an order for a table once it has been closed:

- Touch the table on which the closed order took place
- Touch "Order History"

