

# How to Assign Items to Seats

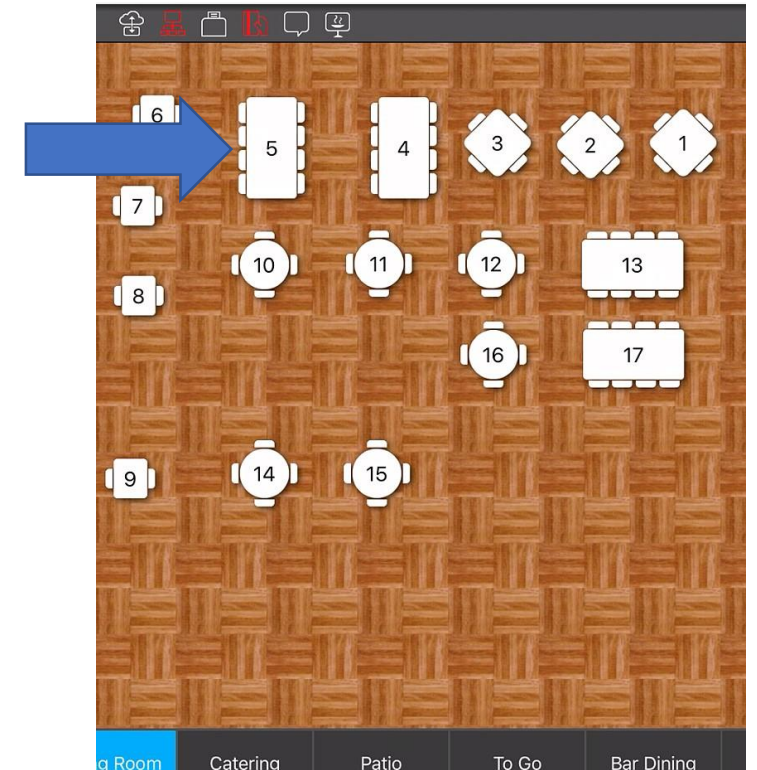
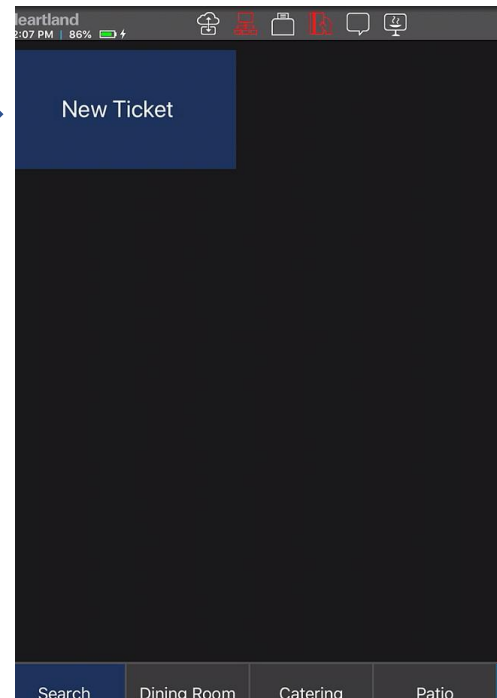
1. Enter **PIN** to Log In



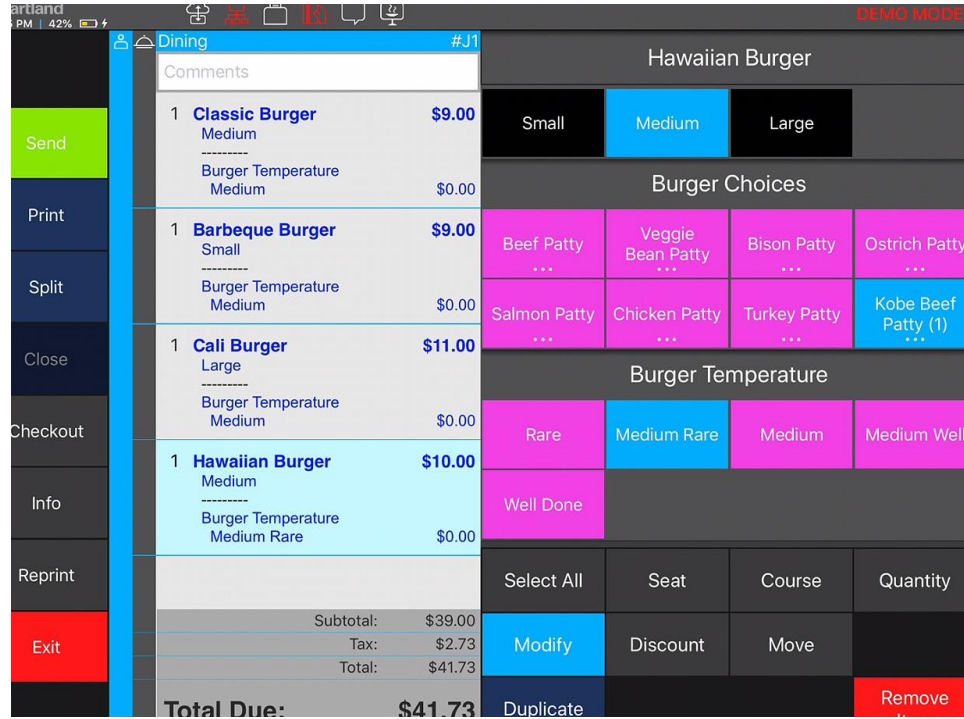
****		
7	8	9
4	5	6
1	2	3
⌫	0	Go

2. Start a **New Ticket**; Either by Tapping on a **Table** (*Table Layout* Room Type)

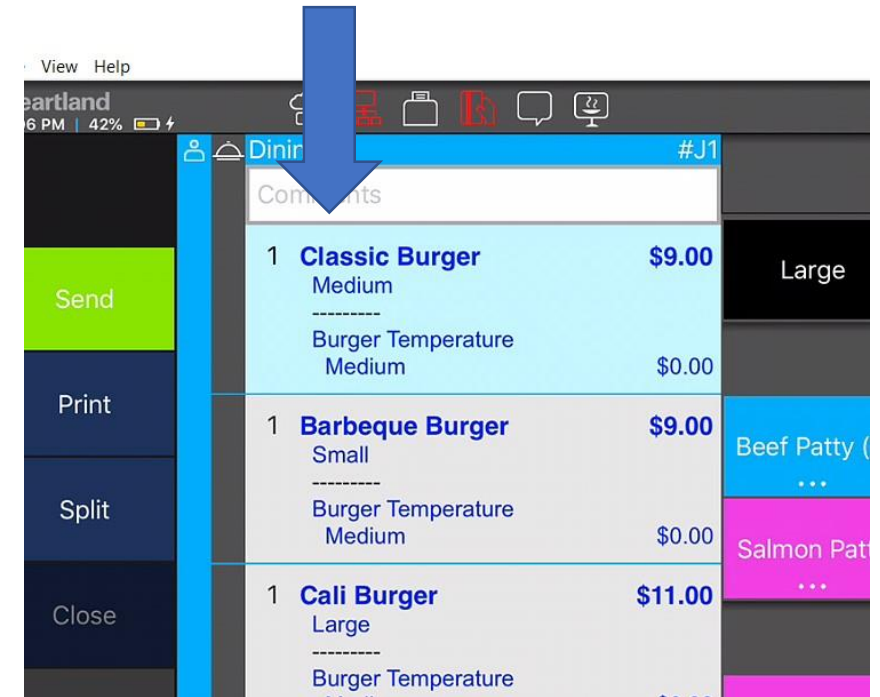
or by Tapping on **“New Ticket”** (*Tab Room* Type)



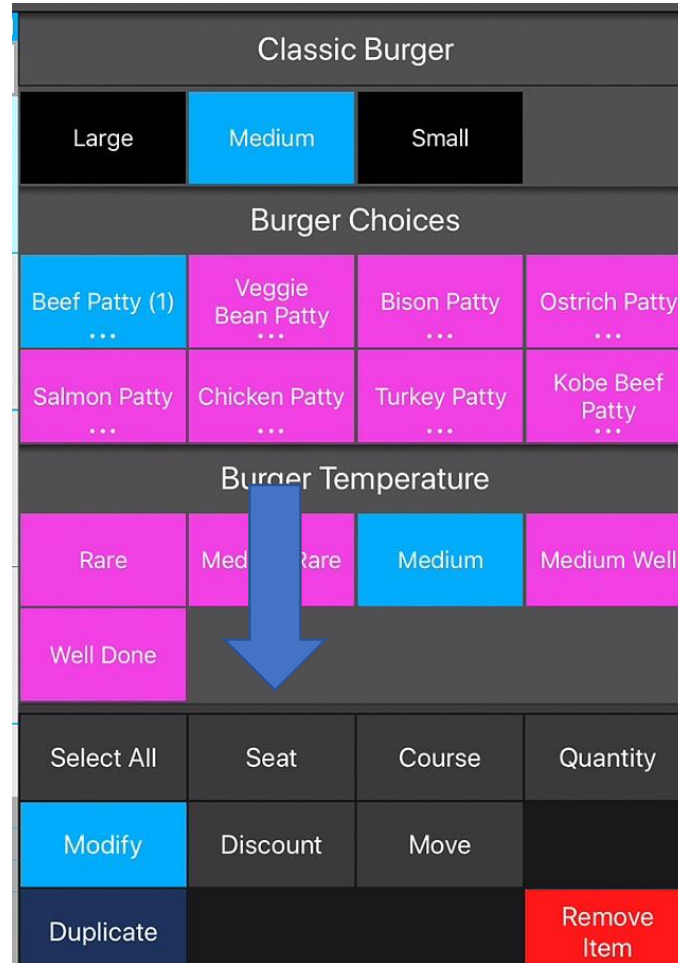
### 3. Proceed with Order Entry



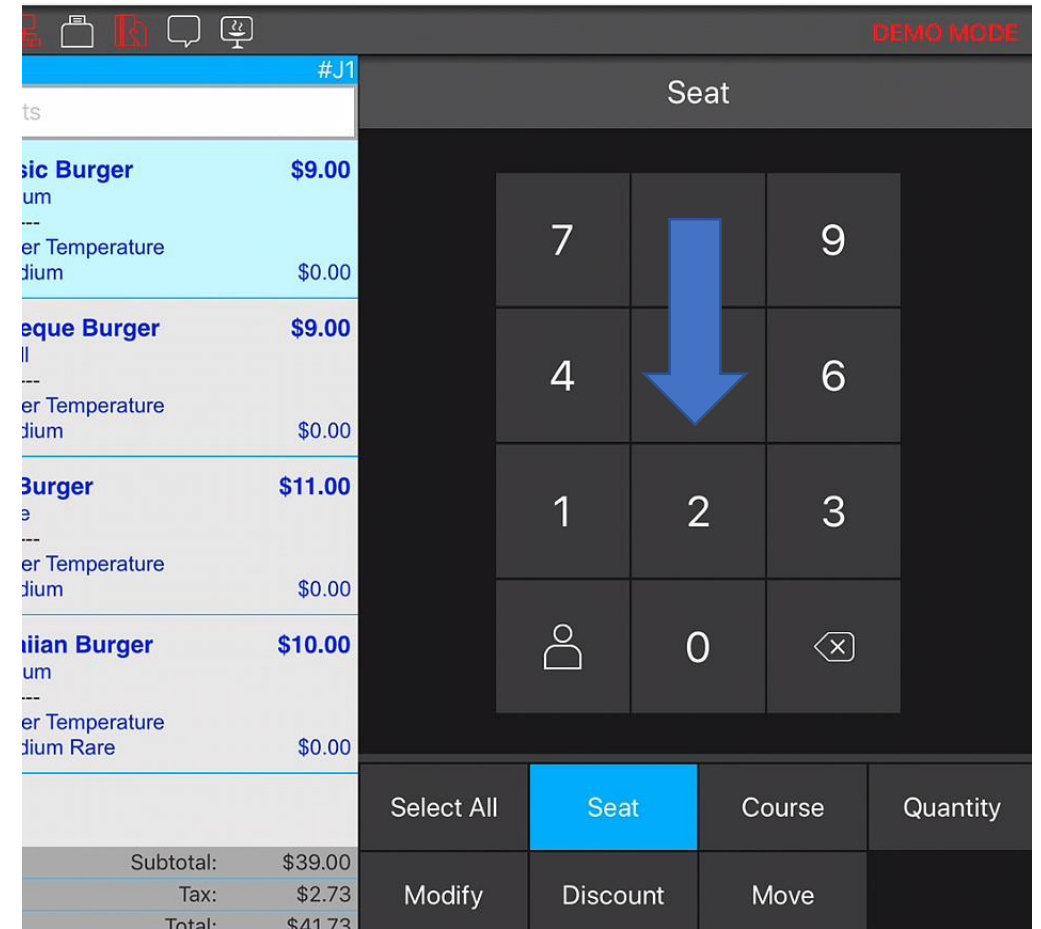
4. Highlight an **Item** by Tapping on it, This Will Bring up the Item's **Modifiers Screen**



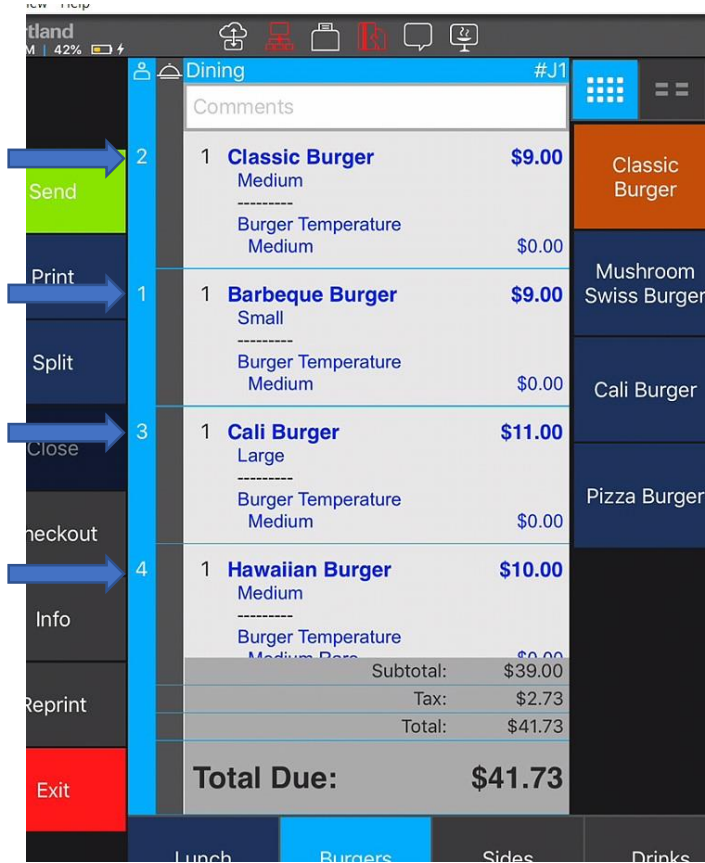
5. In the **Modifiers** Screen, Tap on **Seat**



6. Tap a **Seat #** to Assign it to the Highlighted **Item** & Repeat Steps 4-6 for the Remaining **Items**



7. Confirm that each **Item** has the correct **Seat #**



8. Tap **Send**

