



F&B Point of Sale Tables Functionality

Table of Contents

1. Tables.....	2
2. Moving Tables Between Sales Areas	3
3. Merging Tables	4
4. Identifying a Member	5
5. Amending Number of Covers	6



1. Tables

This function enables the movement of items between tables. This functionality is not only used for holding items against an account until payment is made but may also be used for splitting bills and moving items between tables.

To add sales items to a new table:



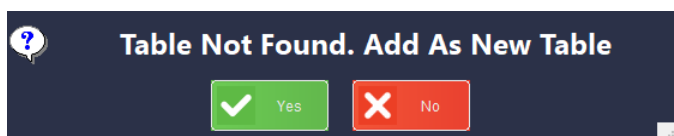
Select – **Tables**



Select – **Enter Table Name**

Enter Table Name													
	Exit	Accept	Change	Nearst		First	Last	Prev	Next				
1	2	3	4	5	6	7	8	9	0	-	=	BS	
TAB	q	w	e	r	t	y	u	i	o	p	[]	CR
Lock	a	s	d	f	g	h	j	k	l	;	'	#	CR
SHIFT	\	z	x	c	v	b	n	m	,	.	/	SHIFT	
SPACE													

Enter a **Table Name** or **Number** then select **Accept**.



Select – **Yes** to add as a new table.



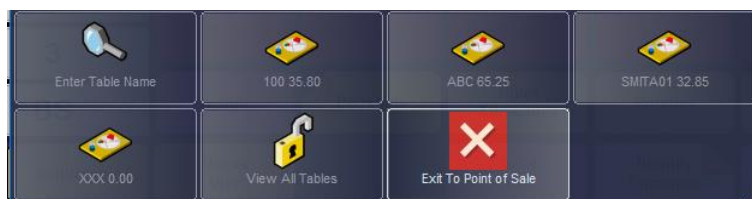
Enter No Of Covers													0
	Exit	Accept											
1	2	3	4	5	6	7	8	9	0	-	=	BS	
TAB	q	w	e	r	t	y	u	i	o	p	[]	CR
Lock	a	s	d	f	g	h	j	k	l	:	'	#	CR
SHIFT	\	z	x	c	v	b	n	m	,	.	/		SHIFT
SPACE													

Entering the No of Covers is optional, select **Accept** to complete the table setup.

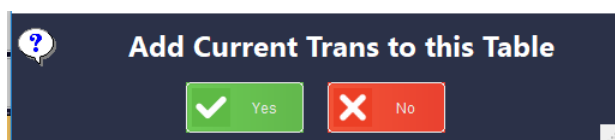
To add sales items to an existing table:



Select – **Tables**



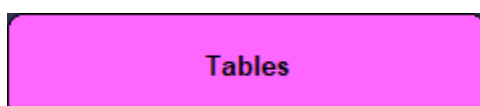
Select – the table **Number** or **Name** you wish to add the sales items to



Select – **Yes** to add the sales items to the table.

2. Moving Tables Between Sales Areas

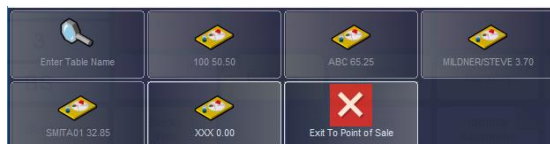
To move a table from a different sales area:



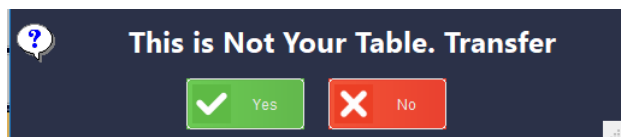
Select – **Tables**



Select – **View all Tables**



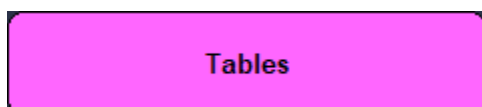
Select the table you wish to transfer.



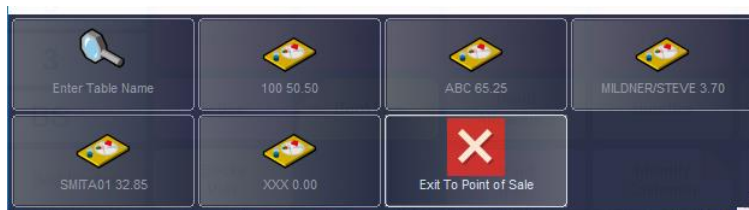
Select – **Yes** to “This is Not Your Table. Transfer”. The Bill will now be opened and be part of your area.

3. Merging Tables

To merge a table onto another table:



Select – **Tables**



Select the table you want to merge.

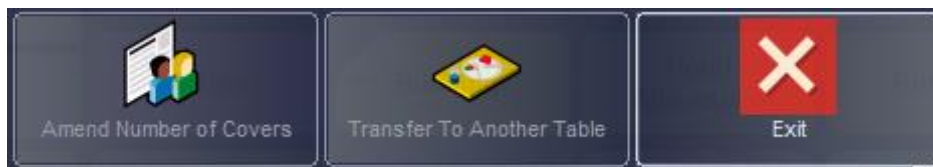
1	TDH Dessert	0.00
1	TDH Menu	25.00
1	Half of Leffe	3.00
1	Pint of Boddington	3.90
1	Pint of Strongbow	3.90
1	Pint of Stella 4	3.90
9	BAL DUE	50.50

7	8	9
4	5	6
1	2	3
0	00	BS

The table will be loaded into the sales screen.



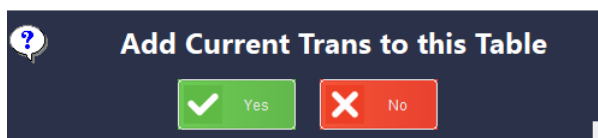
Select – **Table**



Select – **Transfer to Another Table**



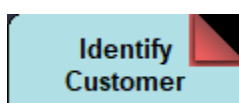
Select the table you want to transfer to.



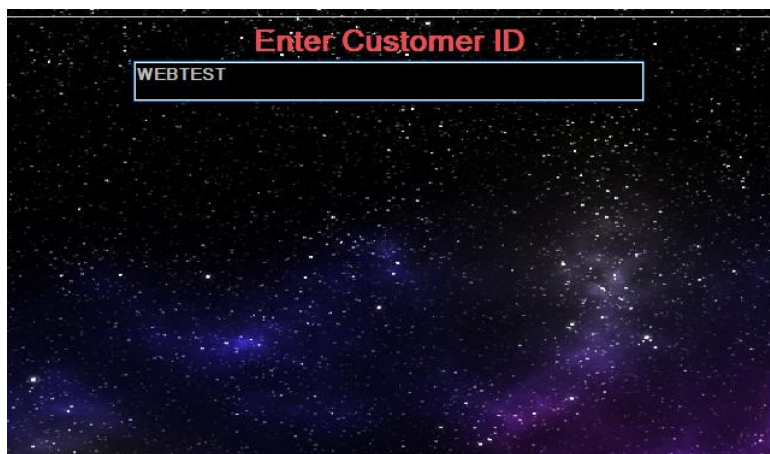
Select – **Yes**

4. Identifying a Member

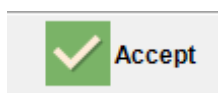
To allocate a customer to a bill, whilst the table is open on the screen:



Select – **Identify Customer**



Enter the **Customer ID** by presenting their membership card on the reader or manually if you know the address code.



Select – **Accept** twice, you will now be returned to the Point of Sale and the Member has been allocated to the Table/Bill.

To identify a member's name against a table:



Select – **Tables**



The table number and members name will be shown at the top of the screen.

5. Amending Number of Covers

The number of covers can be amended anytime throughout the transaction.



1	TDH Dessert	0.00
1	TDH Menu	25.00
1	Half of Leffe	3.00
1	Pint of Boddington	3.90
1	Pint of Strongbow	3.90
1	Pint of Stella 4	3.90
9	BAL DUE	50.50

7	8	9
4	5	6
1	2	3
0	00	BS

The table needs to be open in the point of sale screen.



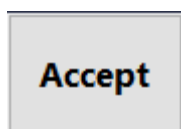
Select – **Tables**



Select – **Amend Number of Covers**

Enter No Of Covers													0
	Exit	Accept											
1	2	3	4	5	6	7	8	9	0	-	=	BS	
TAB	q	w	e	r	t	y	u	i	o	p	[]	CR
Lock	a	s	d	f	g	h	j	k	l	;	'	#	CR
SHIFT	\	z	x	c	v	b	n	m	,	.	/		SHIFT
SPACE													

Enter the number of covers.



Select – **Accept** to complete.