

Seating Walk-In parties

How do I seat a Walk-In Party

* Select table you want to seat, then select party size in bottom of box

How do I change table to empty?

* Select table by tapping, then hit "Mark table empty" in top left of box that pops up

How do I move a Table?

* Tap the Table to move, tap View Sat Parties in top left, swipe party at top of list to left, tap move party, then tap table you want to move them to

How do I combine tables

* Tap any table in the combination, then tap the grey Combine Tables button, now tap other tables to combine and hit done

Call Ahead Parties

How do I add a party to the Call Ahead List?

Tap the Call Ahead button above the Wait List and then tap the + symbol. Next enter guest phone number, tap next and enter required info in red, tap Save & Text

How do I check in a Call Ahead party?

Make sure you are in the Call Ahead list, swipe name to the left, tap the Arrived button and they will be put on to your wait list

How do I remove a Call Ahead party?

Make sure you are in the Call Ahead list, then swipe name to the left and tap Remove

Table Status

Where do I go to change or add a Table Status selection?

Tap the settings icon on top right side of Ipad, you can fill in any status you wish to the color of your choice in the list below. Once done, make sure to tap "Update All" on top or bottom of this box to save changes.

Adding Parties to the Wait List

How do I add a party to the Wait List?

Tap the + symbol above Wait List and enter guest phone number. Next enter required info in red and then tap Save & Text

How do I add a party to the Wait List with no phone?

Tap the + symbol above the Wait List and then tap the red no phone button. Next enter required info in red and in Visit Notes, type in guest description or pager #, then tap Save & Text

Server Section Stats

Where do I find the Server guest count?

Tap the person icon in top right of Ipad and the server section stats will appear. The Live or Current guest count is in () next to name and the total parties and guest count is below the name

Changing Rooms & Server Section Layouts

How do I change rooms?

You can tap the tabs above floor plan or simply swipe left or right on the screen

How do I change the server section overlay in the room?

Tap the room tab and then choose which server layout you want to view

How do I refresh the floor plan screen?

Tap the circular arrow on top left of floor plan to refresh screen

Assigning Servers to Sections

Where do I go to Assign Servers?

Tap the menu button on top left of Ipad and select "Edit Server Sections"

How do I assign my servers?

Tap the room tab and section layout that you want to use to assign the servers. Next, swipe any server name left, tap the "Assign" button and select any table in the section to be assigned.

What do I do after I have assigned my servers?

Tap "Done" on top left of Ipad and it will bring you out to home screen.



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Published 26th August, 2015.

Last updated 26th August, 2015.

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Managing Parties on Wait List

How do I notify a party that their table is ready?

Swipe the party name to the left and tap the blue notify button

How do I Call to Notify a party that their table is ready?

Tap the party name and on bottom of info box, tap the Call to Notify button and then hit OK

How do I seat a party from the Wait List?

Swipe the party name to the left and tap Assign & Seat, next tap the table you want to seat.

How do I remove a party from the Wait List

Swipe the party name to the left and tap the Remove button

How do I find a party I removed from my Wait List?

Tap the Sat button on top of the Wait List and this will be the 25 most recent Sat & Removed parties.

How do I put a party I removed from my Wait List back on to my list?

Tap the Sat button on top of Wait List, find the party in question, swipe name to left and tap Return button.

How do I assign a table to a party ahead of time?

Swipe the party name to the right and tap Assign. Next tap the table you want to assign to party and when it is time to seat, swipe name to the left and tap Assign & Seat

Guest Info

Where do I find out information on a Guest?

Tap the guest name and an information box will appear with name, party size, estimated wait, visit notes, etc...

Can I edit the guest's information?

Yes, you may edit any information in the guest info box if necessary

What do the 4 icons on top of guest info box mean?

The four icons represent guest feedback, allergen information, birthday and email address. (in that order) If the guest has left any of this info, then the icon will be colored in and you can tap it to see the info.

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