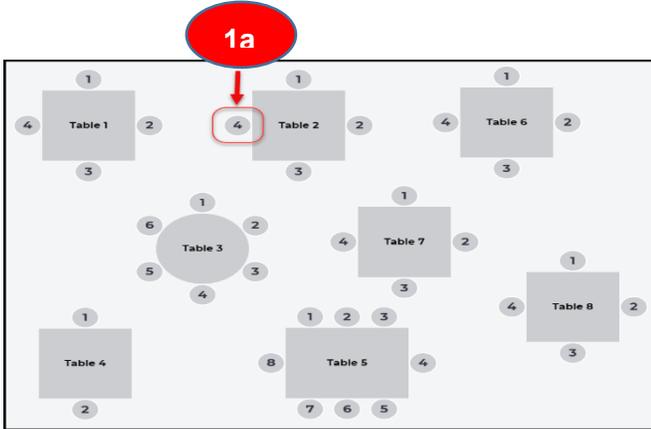


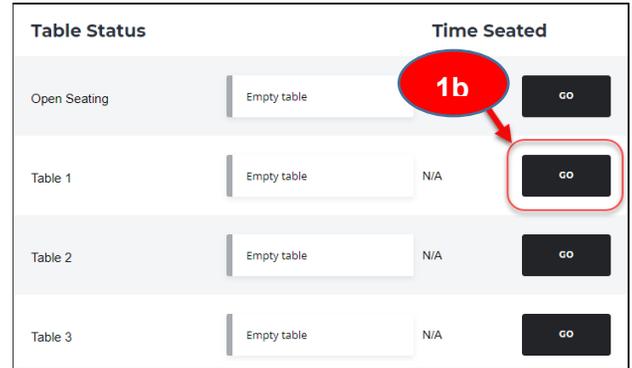
# POS Dining Room Seating a Guest Quick Reference

## Selection Criteria

1. There are two methods to seat a guest.
  - a. Touch a **seat** at a table



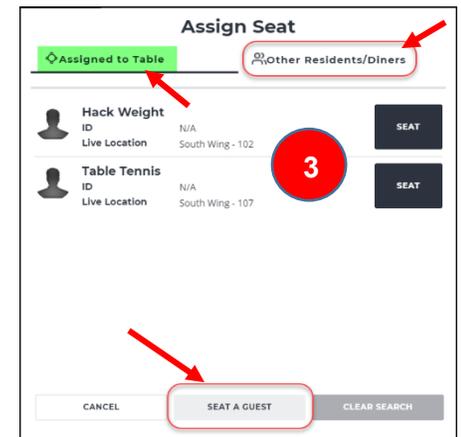
- b. Touch **Go** for the selected table.



2. If option 1a is selected, you are taken to next steps of selecting the resident. If option 1b is selected then touch the **seat** on the next screen where the guest is to be seated.



3. For both options, select a resident who is assigned to the table. To select another resident, touch **Other Residents/Diners** to search for the resident. To seat a Guest, touch **Seat a Guest**.



4. You can proceed to seat other guests by touching the **Floor Plan** option in the upper right corner of the screen.



5. You can begin taking orders for guests seated at the table.

