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.

Table Status		Time Seated	
Open Seating	Empty table	1b	GO
Table 1	Empty table	N/A	GO
Table 2	Empty table	N/A	GO
Table 3	Empty table	N/A	co

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

LOOR PLAN

3. For both options, select a resident who is assigned to the table. To

Table 2

select another resident, touch **Other Residents/Diners** to search for the resident. To seat a Guest, touch **Seat a Guest**.

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





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