Accessing the Table Side Select (Instant Ordering) Report:

1. Under Service Tools
2. Select **Table Side Select (Instant Ordering)**

Completing the Settings for Table Side Select (Instant Ordering):

1. Select **Meal**
2. Select **Meal Assembly Location** (where ticket will print)
3. Suppress **Disliked Foods**
4. Select **Include Also Available Menu**
5. Select the **Location(s)**
6. Select **Get Report**
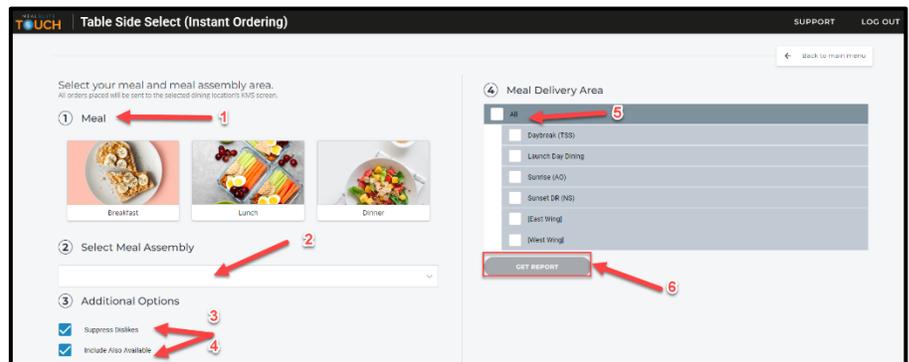
Once your report has generated:

7. You may use choose to take orders by table or by resident

8. You can use the **Search** bar or scroll through the list to find a specific resident.

9. You may use **Multiple Select** to place an order for more than one resident if on the Resident Screen.

10. Once you have identified the resident(s), select **Order** to begin placing an order.