How to Generate the TSS (Instant Ordering) Report



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.





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