

- 1. Tap Floor Plan.
- 2. From the floor plan view on the right, tap the seat the guest is to be seated at. The Assign a Diner pop-up window appears.



- 3. Tap the **Seat Guest** button at the bottom right of the window. You are prompted (right) if the person is the guest of a resident (i.e., diner) so that the guest can charge their meal to the resident's meal plan.
- If the guest is not using the meal plan of a resident, click **No**. The guest is seated. Proceed to step 8.
- If the guest is to use the resident's meal plan, tap Yes. The Select Resident Account for Guest Billing window appears (screenshot next page).

Assign a Guest	CLOSE
Is this person the guest of a diner?	
YES NO	

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Select Resident Account For Guest Billing	CLOSE
Search a Resident	
A minimum of 3 characters are required to search.	

6. From the **Search a Resident** field, enter the name of the resident, and then tap their **Use** button.



7. The guest is seated, and the screen indicates that they are the guest of a diner to use their meal plan.

OVERVIEW Table 3	≗+ Assign a Diner Seat 1	≗+ Assign a Diner Seat 2	Guest Seat 3	음+ Assign a Diner Seat 4	Guest of Darren 🗧 🍸
POS GRID			Λ_{-}	Dinner -	Points Plan: 300 Points
Reverage	- And	Gues seat	ed.	Negalablan 1	Guest of a diner to use heir meal plan.

8. To seat another guest or a resident at the same table, tap the appropriate seat number at the top of the screen, and repeat the above steps.



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