

- 1. Tap Floor Plan.
- 2. From the Table Listings view on the left, tap the table the diner is to be seated at.

	Evergreen Kevin Ul			Tap Floor	HOST MODE 👍 TO GO ORDERS \equiv
Table Listings	:				
Search			Q		
	Diners/Total Seats	Time Sea	ated	1	
Table 1 Available	0/6	N/A	>	4 3 Available 2	
Table 2 Available	0/6	N/A	>	3	1 2
Table 3 Available	0/4	N/A	>		6 1 Available 3
Table 4 Available	0/4	N/A	>	Available 5 4	5 4
Table 5 Available	0/4	N/A	>		1
	Fap the table he diner is to be seated at.			1 4 5 Available 2 3	4 4 Available 2 3

3. For the seat the diner is to be seated at, tap **Assign Seat**. The Assign a Diner window appears.

Table Listings	6			OVERVIEW Table 4	음+ Assign a Diner Seat 1	⊴+ Assign a Diner Seat 2	
Search	Discos (Tabal Quarte	T: 0	Q	Full Table			Assign a Diner
Table 1 Available	Diners/Total Seats 0/6	N/A	>) No items	Search a Diner A minimum of 3 characters are required to search.
able 2 Available	0/6	N/A	>	Seat 1			
Table 3 Available	0/4	N/A	>	Seat 2	3 Tap Assign	Assign Seat	
Table 4 Available	0/4	N/A	>	Seat 3	the diner is to be seated at.	Assign Seat	
Table 5 Available	0/4	N/A	>			Assign Seat	
				Seat 4			
						Assign Seat	

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POS Dining Room – Seating a Resident or Staff Member via the Table Listings



- 4. From the **Search a Diner** field, enter the name of the resident or staff member, and then tap their **Assign** button.
- 5. If the diner is assigned a meal plan, then a prompt may appear (below) asking if they are to pay for their meal or use their meal plan. Select the appropriate option.

5											
Meal Plan											
Would Frank M: like to use their meal plan or pay for their meal?											
Declining Balance	Balance: \$83.00										
PAY FOR MEAL	USE MEAL PLAN										



- 6. The diner is seated.
- 7. To seat another diner at the same table, tap the appropriate seat number at the top of the screen, and repeat step 4.



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