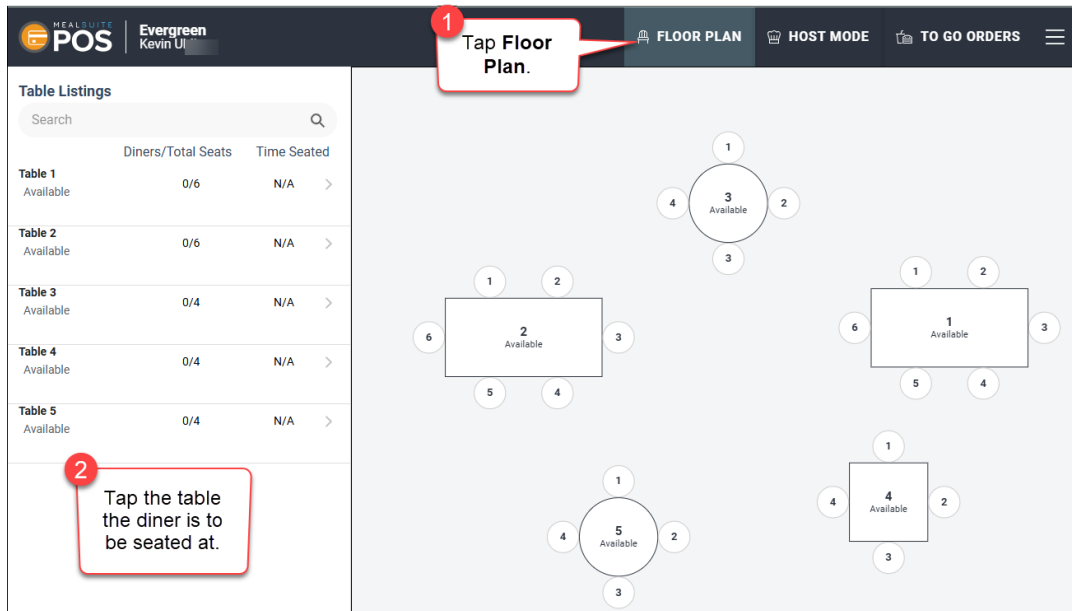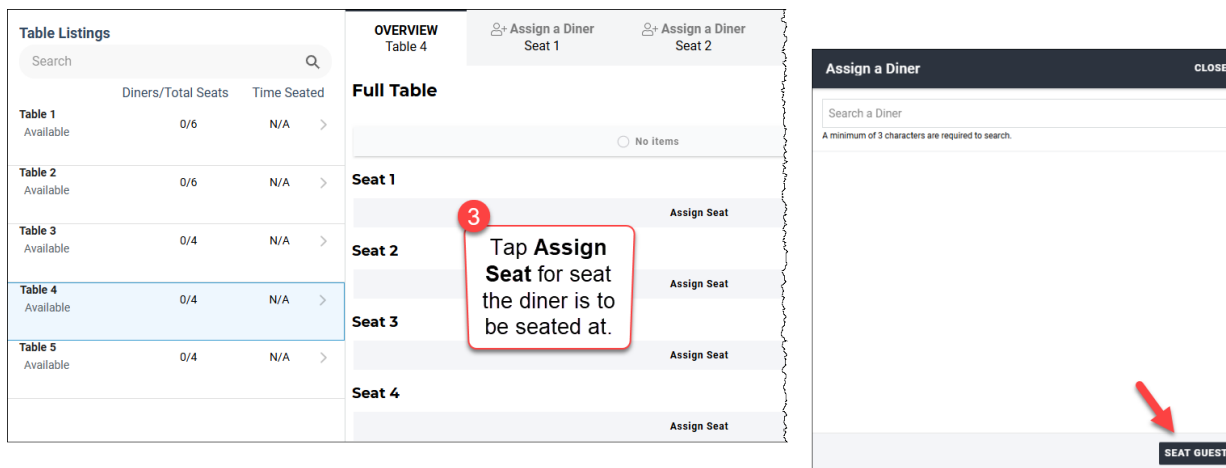1. Tap **Floor Plan**.

2. From the Table Listings view on the left, tap the table the guest is to be seated at.

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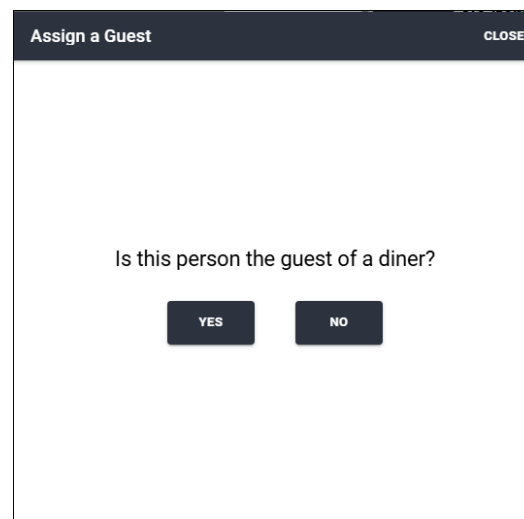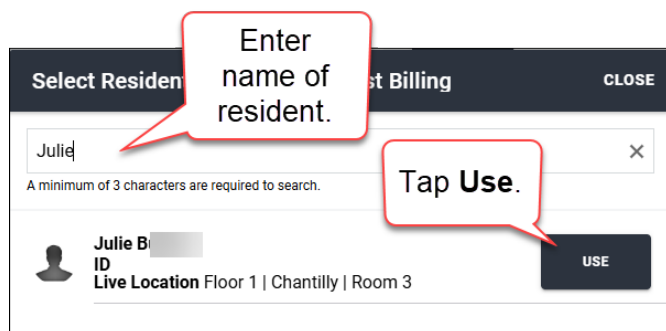

4. Tap the **Seat Guest** button at the bottom right of the window. You are prompted (screenshot next page) if the person is the guest of a resident (i.e., diner) so that the guest can charge their meal to the resident's meal plan.
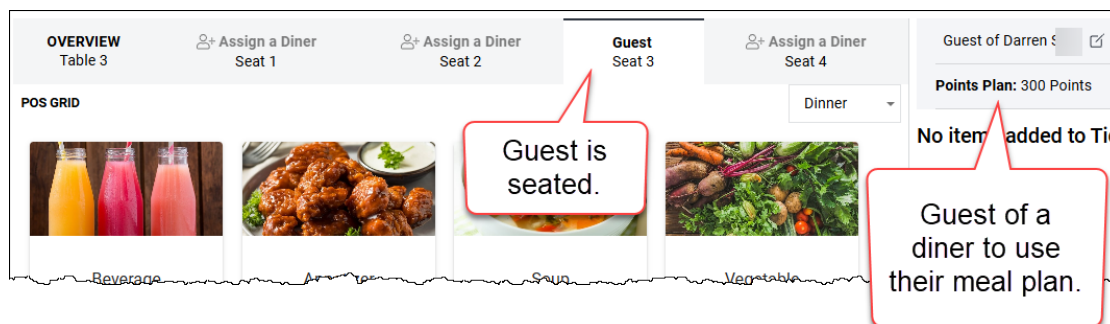
5. If the guest is not using the meal plan of a resident, click **No**. The guest is seated. Proceed to step 8.

or

5. If the guest is to use the resident's meal plan, tap **Yes**. The Select Resident Account for Guest Billing window appears (below). From the **Search a Resident** field, enter the name of the resident, and then tap their **Use** button.

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

7. 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.