

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

POS				Tap Floor Plan.	HOST MODE	ta to go orders	≡
Table Listing	S		0				
Search			Q				
	Diners/Total Seats	Time Se	eated				
Table 1 Available	0/6	N/A	>	4 3 Available 2	1		
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	>	6 Available 3		5 4	
Table 5 Available	0/4	N/A	>			1	
1	Tap the table the diner is to be seated at.			1 4 5 Available 2 3		4 alable 3	

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

Table Listings	3			OVERVIEW Table 4	음+ Assign a Diner Seat 1	≗+ Assign a Diner Seat 2
Search			Q	Table 4	Jear I	Seat 2
	Diners/Total Seats	Time Se	ated	Full Table		
Table 1 Available	0/6	N/A	N/A >		◯ No items	
Table 2 Available	0/6	N/A	>	Seat 1		
Table 3					3	Assign Seat
Available	0/4	N/A	>	Seat 2	Tap Assign	
Table 4 Available	0/4	N/A	>	Seat 3	Seat for seat the diner is to be seated at.	Assign Seat
Table 5 Available	0/4	N/A	>			Assign Seat
				Seat 4		
						Assign Seat

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.

www.mealsuite.com

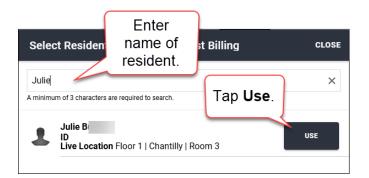
The content in this document is the property of MealSuite and is intended for use to the addressed recipient(s) only. Distribution or disclosure of the content to other parties may violate copyrights, constitute trademark infringements and violate confidentiality.

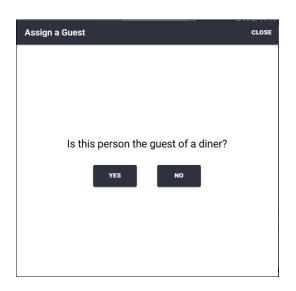


5. If the guest is not using the meal plan of a resident, click **No**. The guest is seated. Proceed to step 8.

or

 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.

OVERVIEW	음+ Assign a Diner	⊴+ Assign a Diner	Guest	≙+ Assign a Diner	Guest of Darren 5
Table 3	Seat 1	Seat 2	Seat 3	Seat 4	
POS GRID		Guesseat	and the second se	Dinner -	Points Plan: 300 Points No item added to Tic Guest of a diner to use heir 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.



www.mealsuite.com

The content in this document is the property of MealSuite and is intended for use to the addressed recipient(s) only. Distribution or disclosure of the content to other parties may violate copyrights, constitute trademark infringements and violate confidentiality.