

- 1. Select the diner whose order you want to check out.
- 2. On the right side of the screen, tap the **Checkout** button. The Checkout screen appears (second screenshot below).



Note: For the diner whose **Checkout** button you tapped, a blue lock appears beside their name to indicate that you selected that diner and that the diner's order/ticket cannot be opened by another POS user.

3. Tap the **Pay** button of a ticket to go through the payment steps.

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