

Step 1: Assign Guest to Seat

1. When assigning a diner to their seat, you are presented with the Assign a Diner pop-up window (below). Tap the **Seat Guest** button at the bottom right of this window.

Assign a Diner	CLOSE
Search a Diner	
A minimum of 3 characters are required to search.	
SE	AT GUEST

2. You may be prompted if the person is a guest of a diner. At this stage, tap **No**. This question is inquiring to use the meal plan of a diner, and not bill to room; therefore click **No**.

Assign a Guest	CLOSE	
Is this person the guest of a diner?	Cli	ck No at
YES NO	thi	s stage.

3. Place the order for the guest as per standard steps.



Step 2: Checkout Process

- 1. Access the Checkout screen by tapping Checkout.
- 2. For the guest ticket, tap Pay.



3. Tap Bill To Room. The Bill to Room pop-up window appears.

← BACK Payments				
J GUEST				
Select Tender Type				Tan Rill to
E Cash	>		Credit/Debit	Room.
ది Gift Card	>	ଜ	Bill To Room	>
E Charge To Department	>			
			+	
	Bill to Ro	om		CLO
	Search a D	iner		

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4. Search for and select the diner who will pay for the guest meal.

Bill to	o Room	CLOSE
nancy	,	×
9	Nancy S ID Live Location Floor 2 Fair Oaks Room C Bed B	USE
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5. Tap **Use**. The Payments screen refreshes with the diner and the payment amount.

← BACK Payments					
L GUEST					
Select Tender Type - Bill T	o Room		54		
Enter an Amount					
Selected Room	Selected Room				
Nancy Sr		CHANGE			
Please enter the payment amount					
\$15.80		Cancel Payment			
1	0	2	Make Payment		
- 1	Z	3			
4	5	6			
7	8	9			
	0	$\langle \times $			

- 6. Tap Make Payment. The meal is charged to the diner's bill to room account.
- 7. Tap Close Ticket.

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