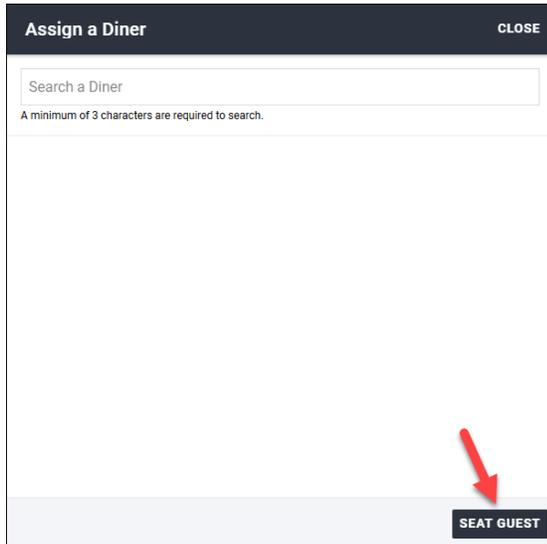
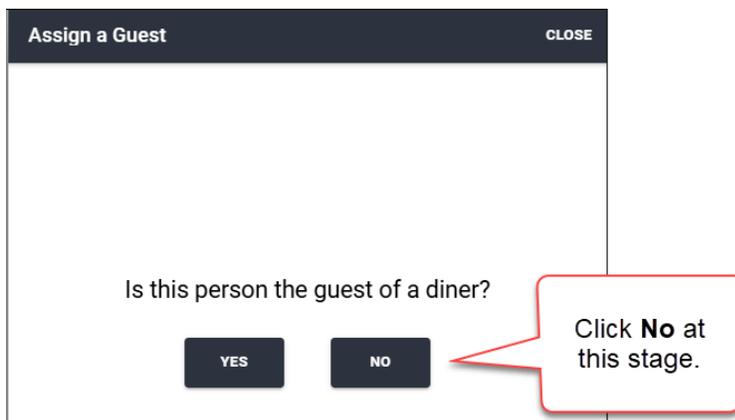


Step 1: Assign Guest to Seat

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.



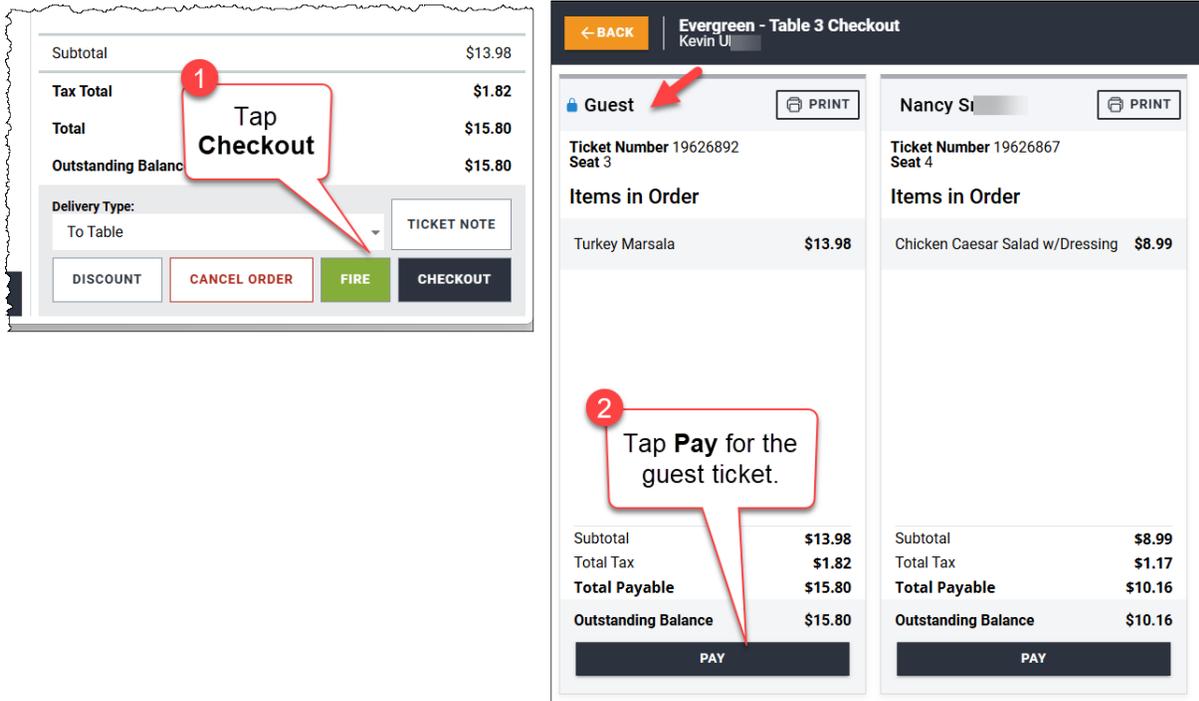
2. You may be prompted if the person is a guest of a diner. At this stage, tap **No**. This question is inquiring to use the meal plan of a diner, and not bill to room; therefore click **No**.



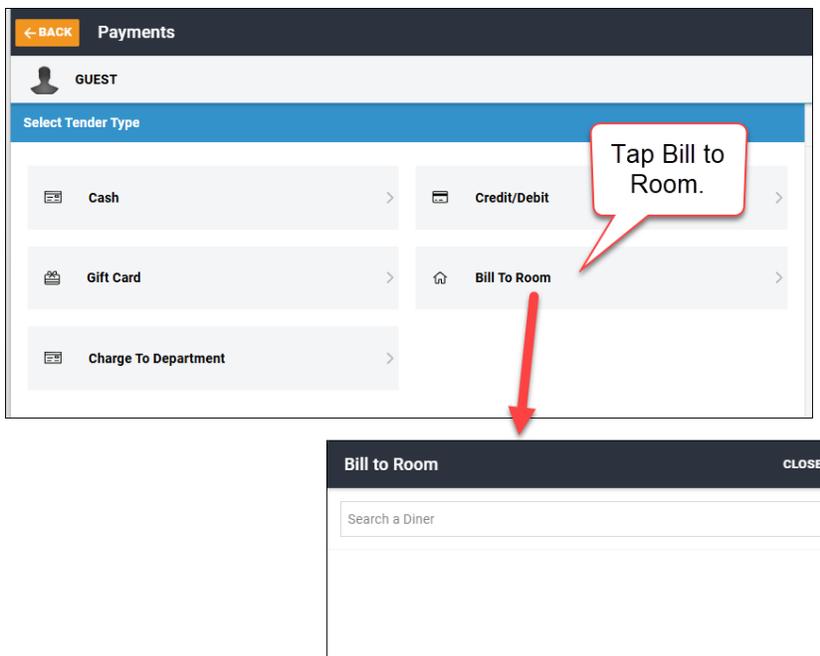
3. Place the order for the guest as per standard steps.

Step 2: Checkout Process

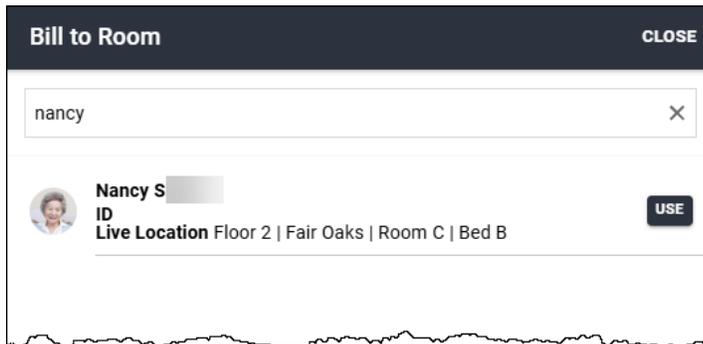
1. Access the Checkout screen by tapping **Checkout**.
2. For the guest ticket, tap **Pay**.



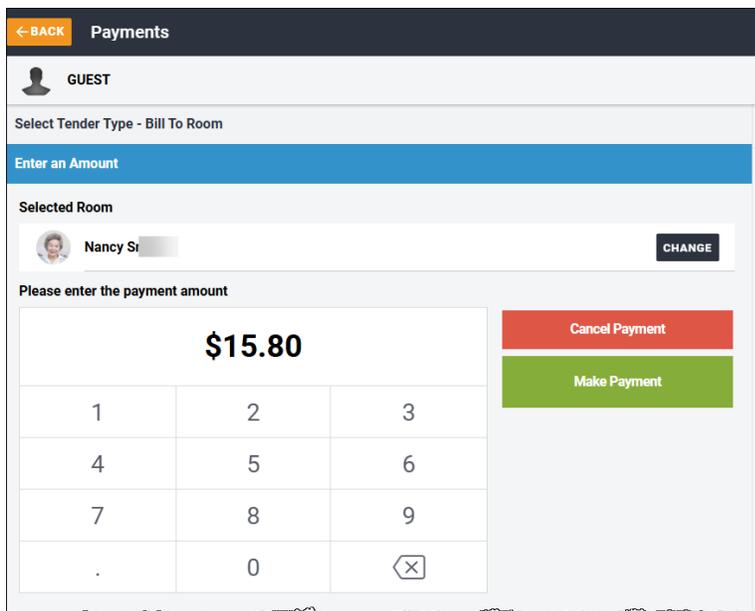
3. Tap **Bill To Room**. The Bill to Room pop-up window appears.



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



5. Tap **Use**. The Payments screen refreshes with the diner and the payment amount.



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