# POS Quick Service – Assigning a Resident or Staff Member to an Order

1. Tap **Assign a Diner** at the top right of the screen. The Assign a diner pop-up window appears.
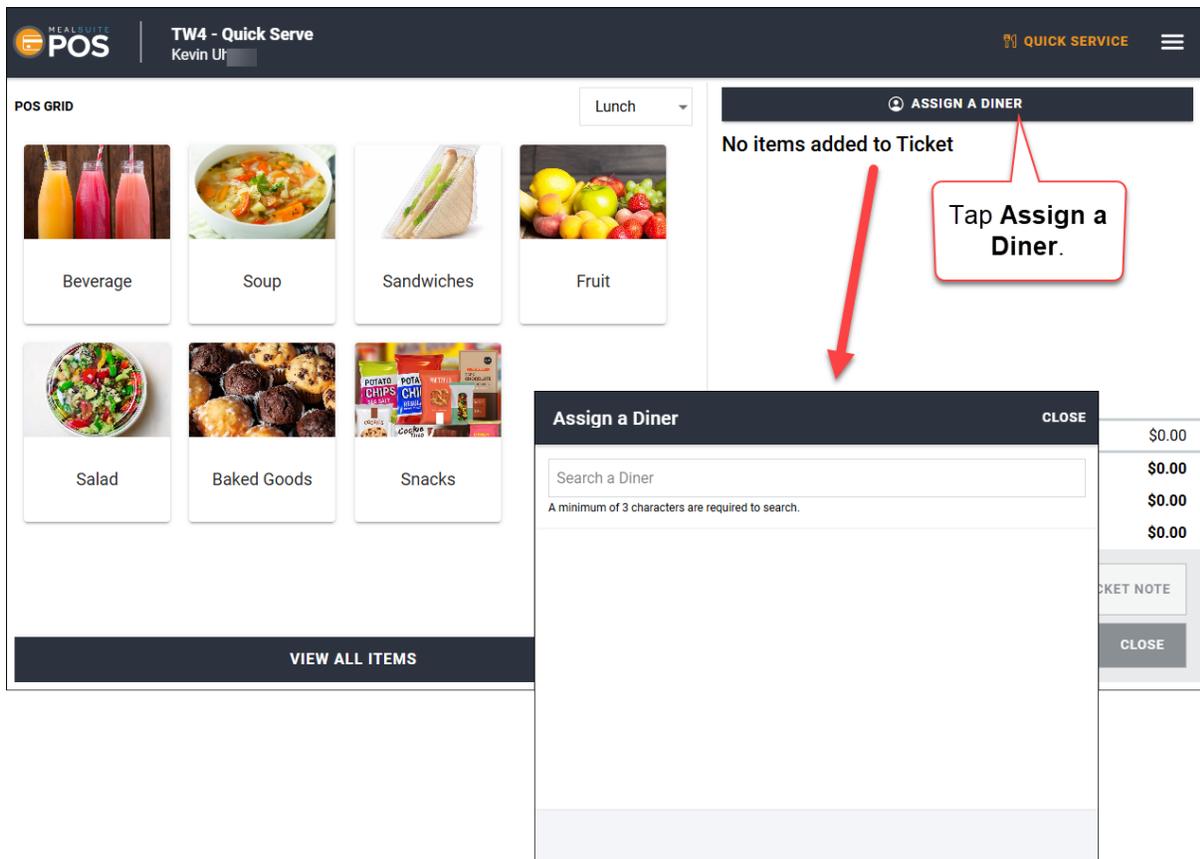
2. From the **Search a Diner** field, enter the name of the resident or staff member, and then tap their **Assign** button.

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Page 1 of 2
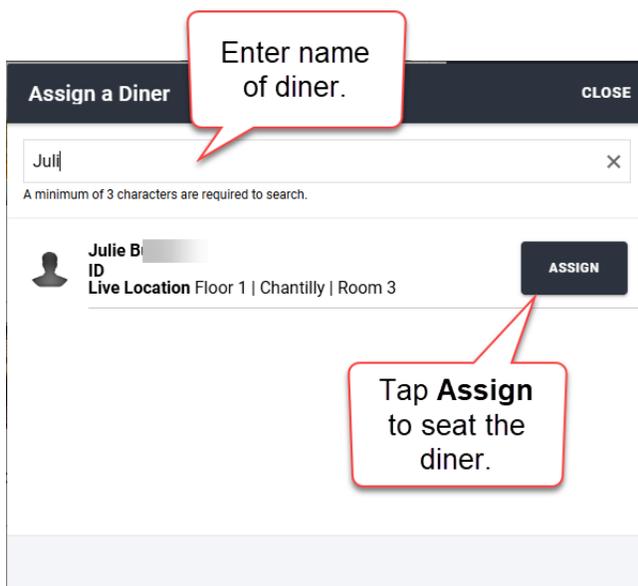
3. If the resident or staff member is assigned a meal plan, then a prompt may appear asking if they are to pay for their meal or use their meal plan. Select the appropriate option.
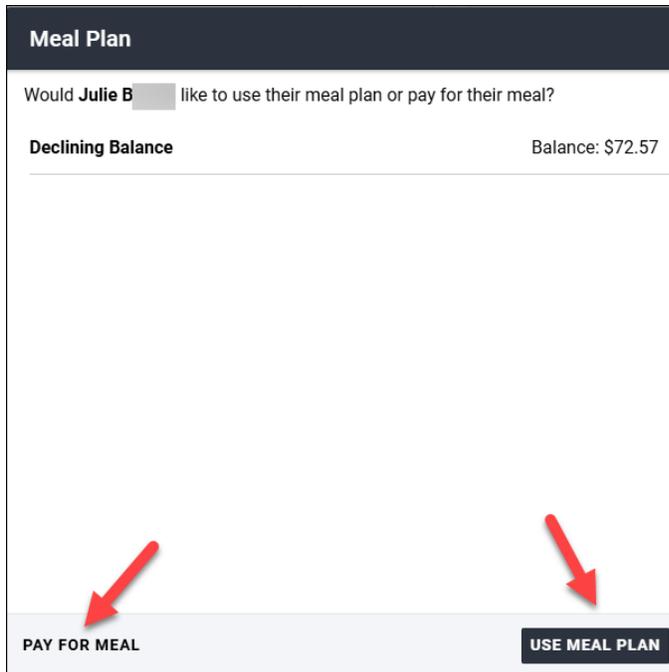
4. The resident or staff member is assigned to the order.

Resident or staff member assigned to the order.