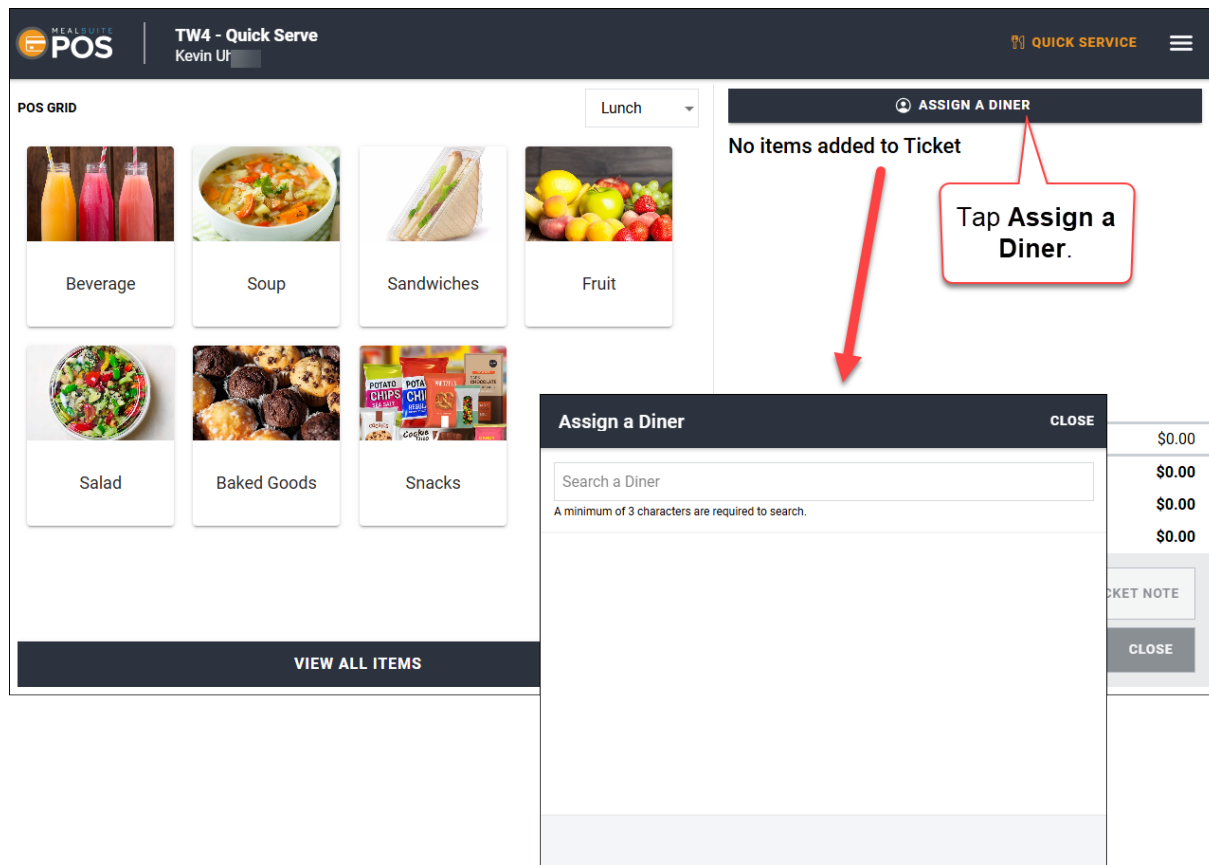
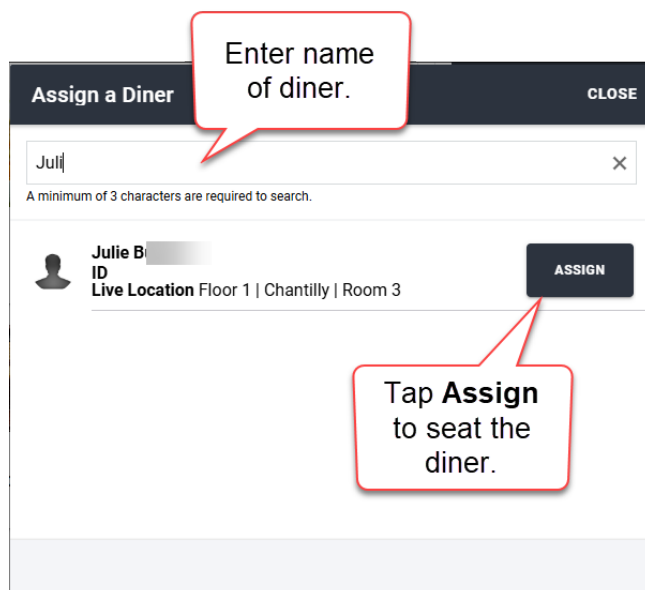


POS Quick Service – Assigning a Resident or Staff Member to an Order

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.



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.

Meal Plan

Would **Julie B** like to use their meal plan or pay for their meal?

Declining Balance

Balance: \$72.57


PAY FOR MEAL

USE MEAL PLAN


4. The resident or staff member is assigned to the order.

POS GRID


Lunch




Beverage




Soup




Sandwiches




Fruit



Salad



Baked Goods



Snacks

VIEW ALL ITEMS

Julie B

Declining Balance: \$72.57

REMOVE

No items added to Ticket

Resident or staff member assigned to the order.

Subtotal

\$0.00

Tax Total

\$0.00

Total

\$0.00

Outstanding Balance

\$0.00

Delivery Type:

To Go

TICKET NOTE

DISCOUNT

CANCEL ORDER

FIRE

CLOSE

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