



F&B Point of Sale Tables Functionality

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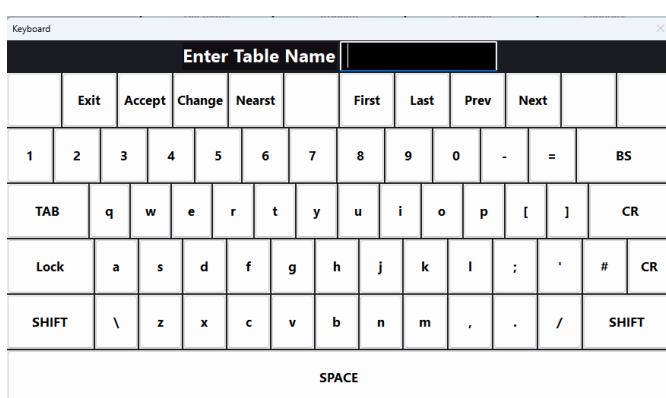
1. Tables

This function enables the movement of items between tables. This functionality is not only used for holding items against an account until payment is made but may also be used for splitting bills and moving items between tables.

To add sales items to a new table you need to be logged into your F&B POS first:

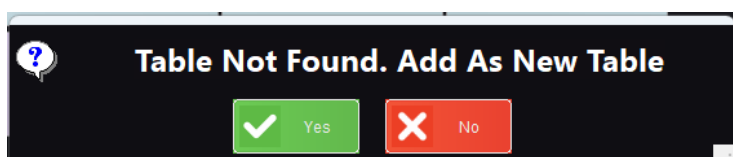


Select – **Tables**

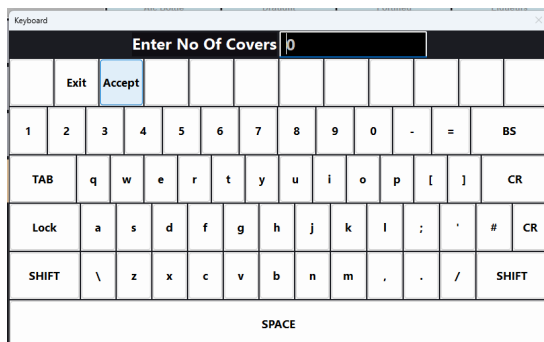


Enter a **Table Name** or **Number** then click **Accept**.

Or, if you have a set of predefined tables configured in your system, select the required table.



Select – **Yes** to add as a new table.

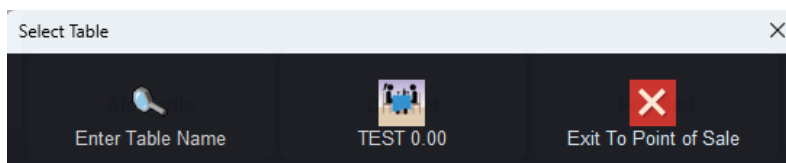


Entering the No of Covers is optional, select **Accept** to complete the table setup.

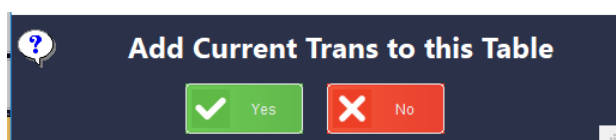
To add sales items from a current transaction to an existing table:



Select – **Tables**



Select – the table **Number** or **Name** you wish to add the sales items to



Select – **Yes** to add the sales items to the table.

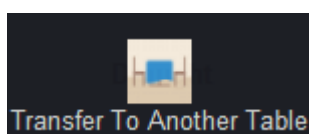
2. Moving Tables Between Sales Areas

Tables may be configured in your system to be within a specific Sales Area.

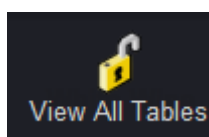
To move a table from a different sales area, you also need to initially have it opened.



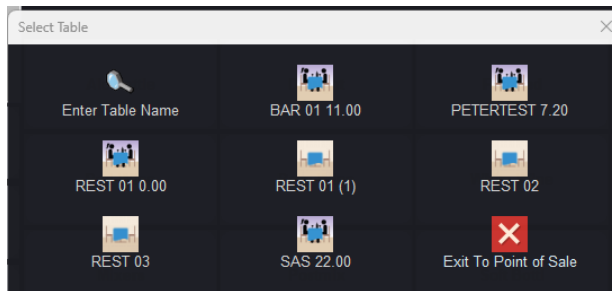
Select – **Tables**



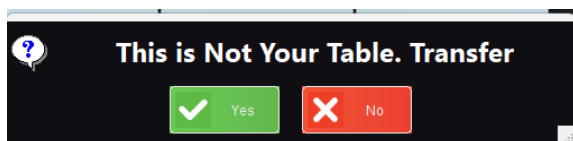
Click – **Transfer To Another Table.**



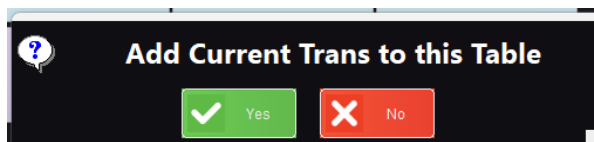
Click – **View All Tables.**



Now you can also see tables outside of your sales area. Click on the table you wish to move to.



Select – **Yes** to “This is Not Your Table. Transfer”. The Bill will now be opened within your sales area.



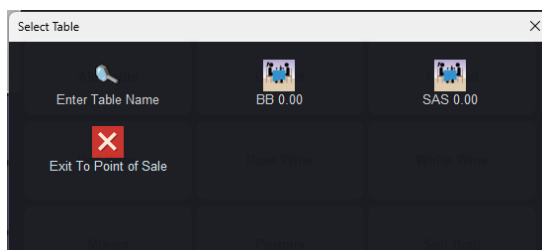
At this stage you can move the current transaction data to the new table as well. If you click **Yes**, the bill will now be opened and be part of your area.

3. Merging Tables

To merge a table onto another table:



Select – **Tables**



Select the table you want to merge.



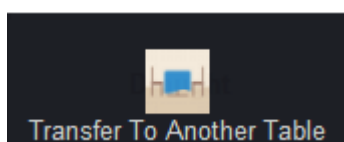
1	Peroni	5.50	
1	Peroni	5.50	
1	Peroni	5.50	
1	Peroni	5.50	
4	BAL DUE	22.00	

7	8	9	
4	5	6	
1	2	3	
0	00	C	%

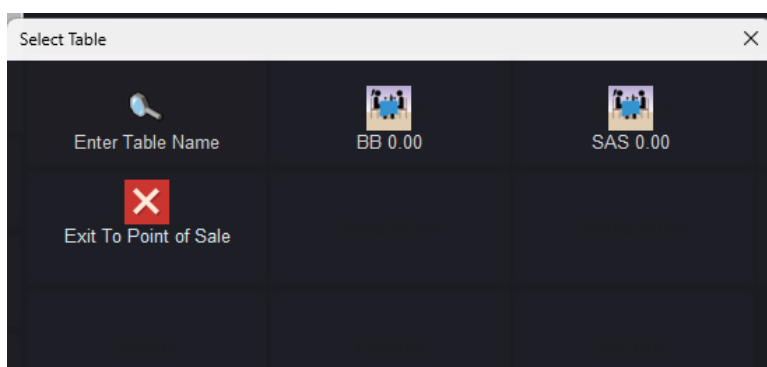
The table will be loaded into the sales screen.



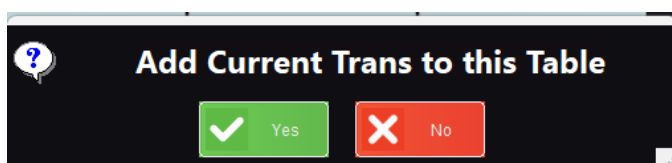
Select – **Table**



Select – **Transfer to Another Table**



Select the table you want to transfer to.

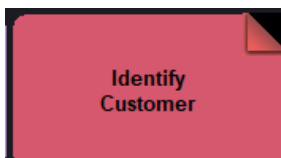


Select – **Yes**

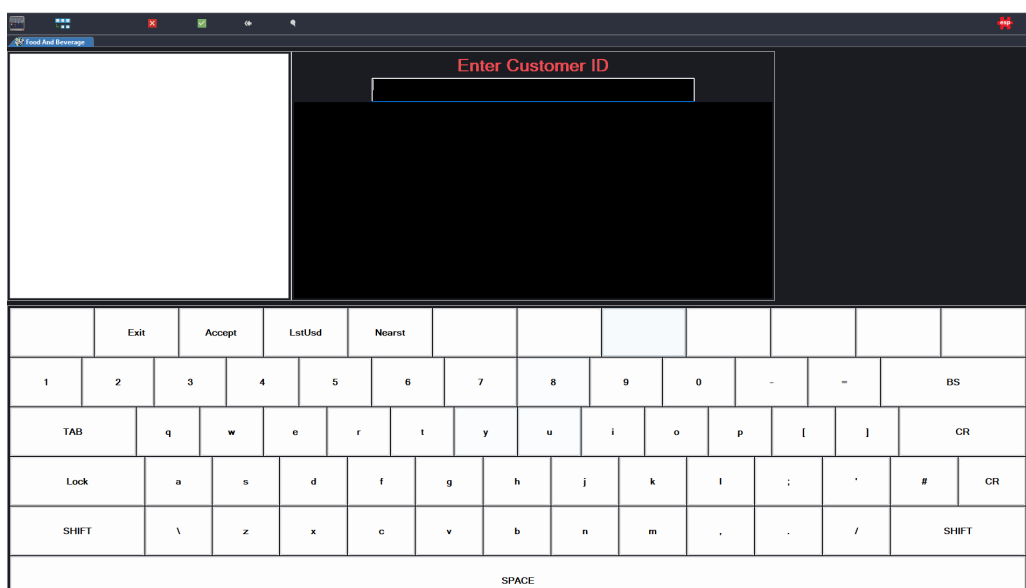


4. Identifying a Member

To allocate a customer to a bill, whilst the table is open on the screen:



Select – **Identify Customer**



Enter the **Customer ID** by presenting their membership card on the reader, or manually if you know their address code or membership number.



Click – **Accept** twice, you will now be returned to the Point of Sale and the Member has been allocated to the Table/Bill.



5. Amending Number of Covers

The number of covers can be amended anytime throughout the transaction.

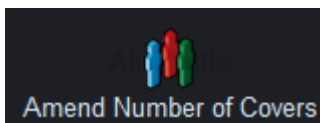
1	TDH Dessert	0.00
1	TDH Menu	25.00
1	Half of Leffe	3.00
1	Pint of Boddington	3.90
1	Pint of Strongbow	3.90
1	Pint of Stella 4	3.90
9	BAL DUE	50.50

7	8	9
4	5	6
1	2	3
0	00	BS

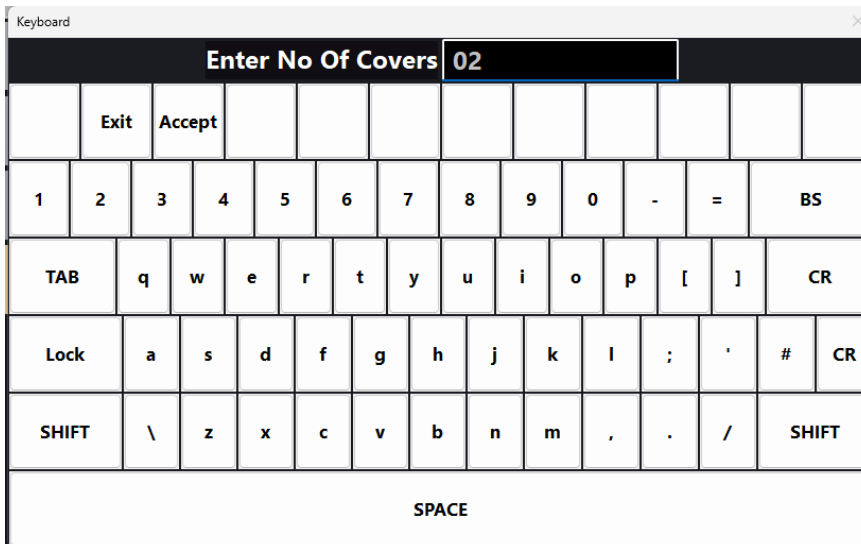
The table needs to be open in the point of sale screen.



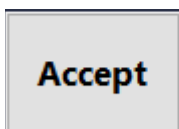
Select – **Tables**



Select – **Amend Number of Covers**



Enter the number of covers.



Click – **Accept** to complete.