



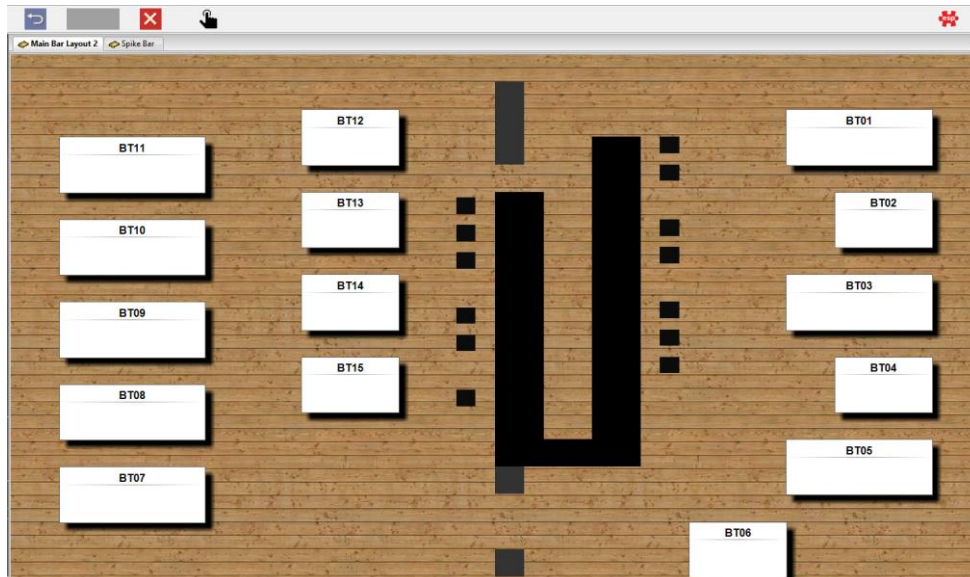
Visual Table Plans

Using Visual Table Plans

1. From the point of sale, log in and select **Tables**.



2. You will now see the first page of the visual table plan available.



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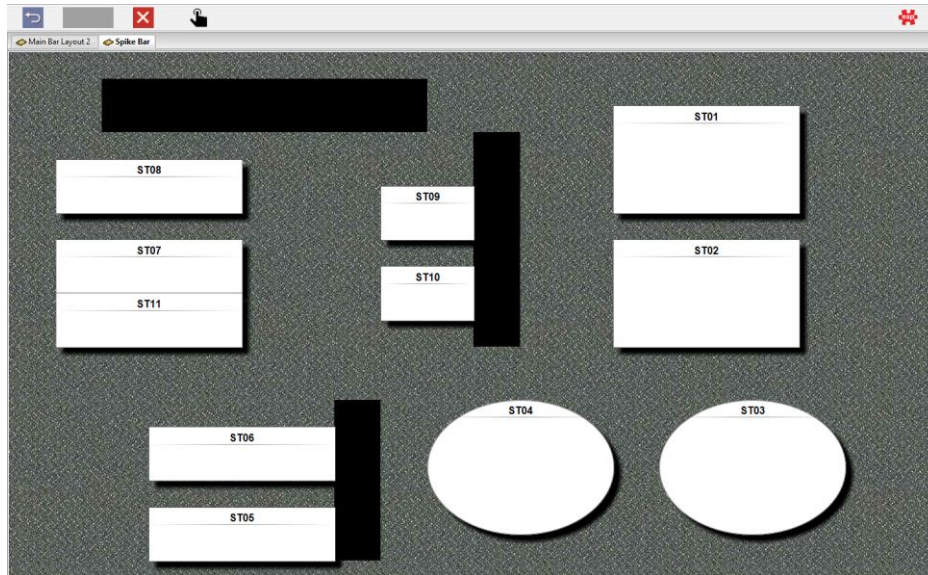
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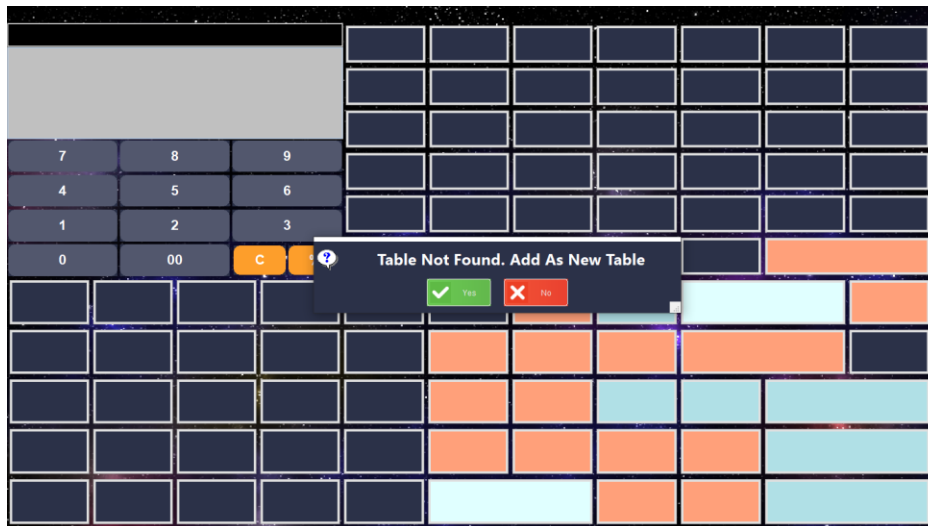


Visual Table Plans

Depending on your site set up, you may see different tabs for the different areas available. i.e spike bar.



3. To access a table and add sale items, select the desired table from the image by pressing it. If the table is not in use, you will be prompted to create a new table. Select **Yes** if asked to **Add As New Table**.



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4. Enter the number of **Covers** at the table.



5. Enter the sale items you wish to add to the table.



6. At this point you can **Identify Customer** and enter the address code for the member/customer. This will add their name to the bill and display the address code.
7. Select **Hold Trans** to save the changes and send the order to the kitchen.

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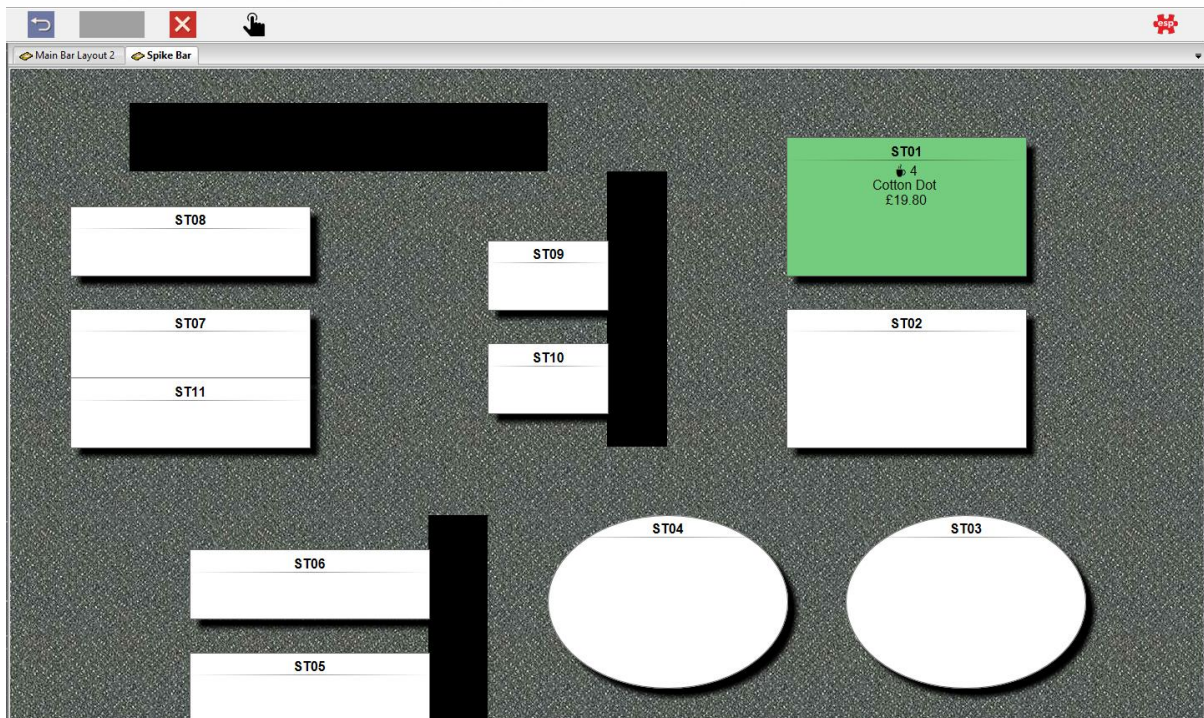
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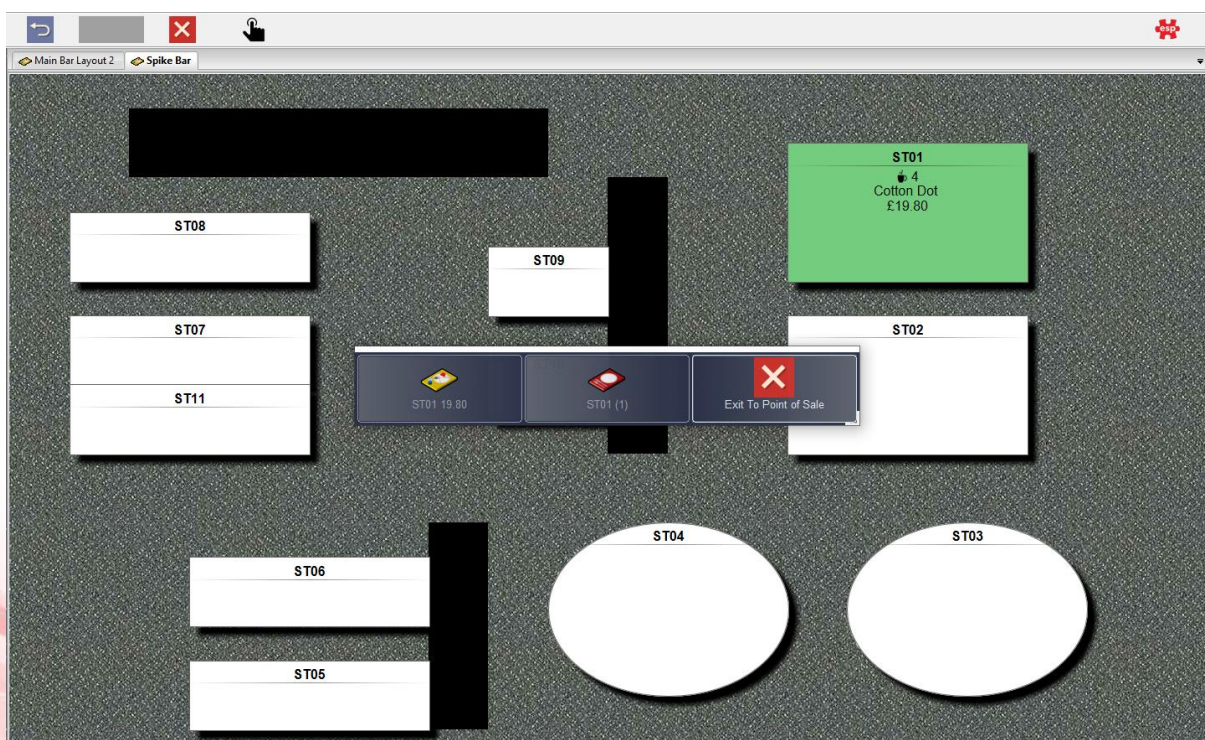
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8. To re-open the table, select **Tables** then select the table. The table will be green if opened, it will also list the number of covers on the table and the bill total.



Multiple Bills

1. To add multiple bills to a table, select the table you wish to add another bill for.
2. You now be presented with the following options





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3. To open the bill, which is currently on the table, select the option which has the bill total listed (yellow).



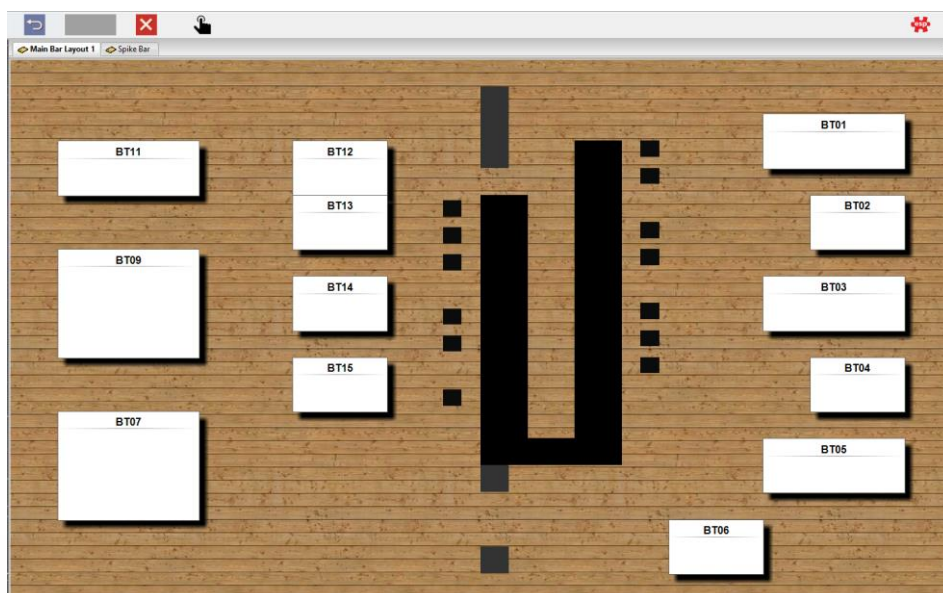
4. To open a second bill, select the second option, which has no value attached (red).
5. Follow the same process as above, add items and when satisfied select **Hold Trans.**

Alternating Table Plans

To change a current table plan, you will need to have a managerial user group status in ESP.

Alternate table plans may be used in the following way (example);

Main Bar Layout 01: Day to day standard set up of the bar



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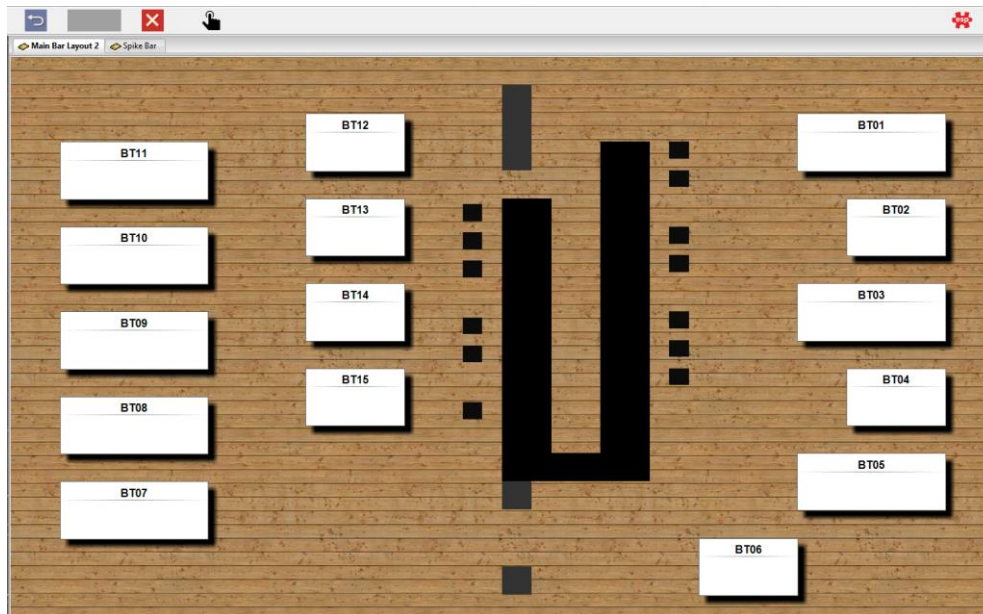
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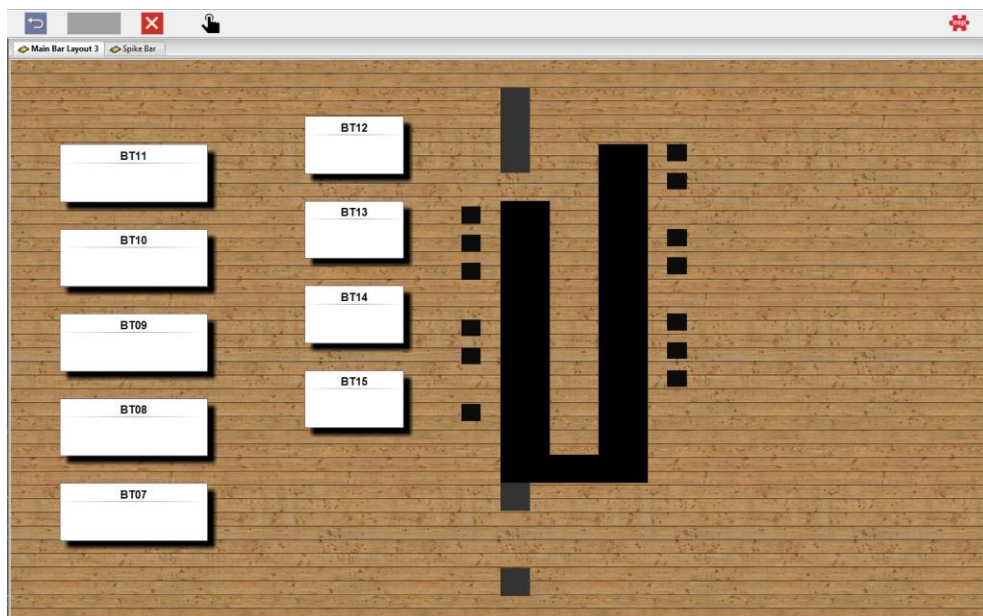


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Main Bar Layout 02: Some evenings, tables are split to add more covers



Main Bar Layout 03: Some evenings, private functions in right side of bar area, to avoid confusion, remove tables.



1. To change the current view of the F&B Point of Sale screen, select **Action**.
2. Select **Authenticate User** and enter your ESP username and password.

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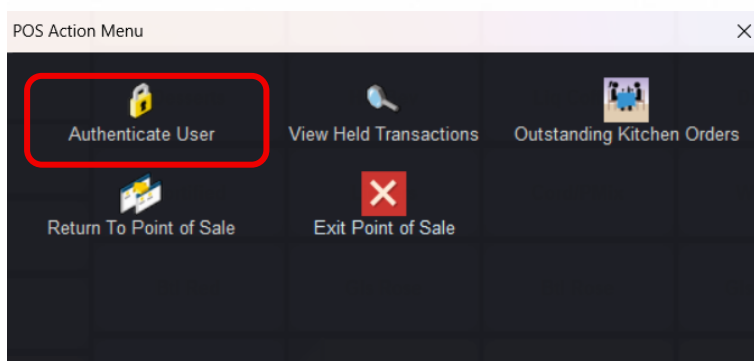
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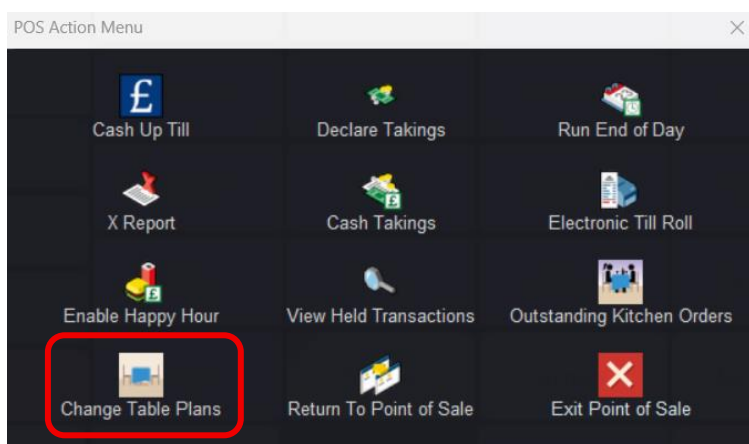
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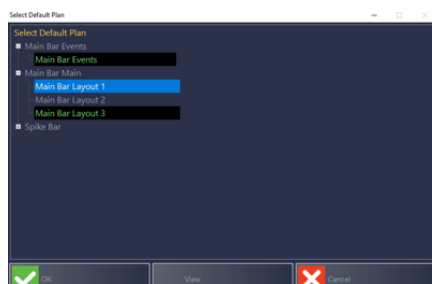
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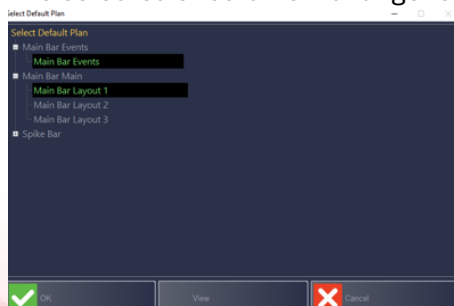
3. From the menu, select **Change Table Plans**.



4. Select the table plan you want to be available. (Black & green are the table plans currently selected).



5. Once the table plan is highlighted in blue, select **OK**.
6. The selected should now change to dark green as below.



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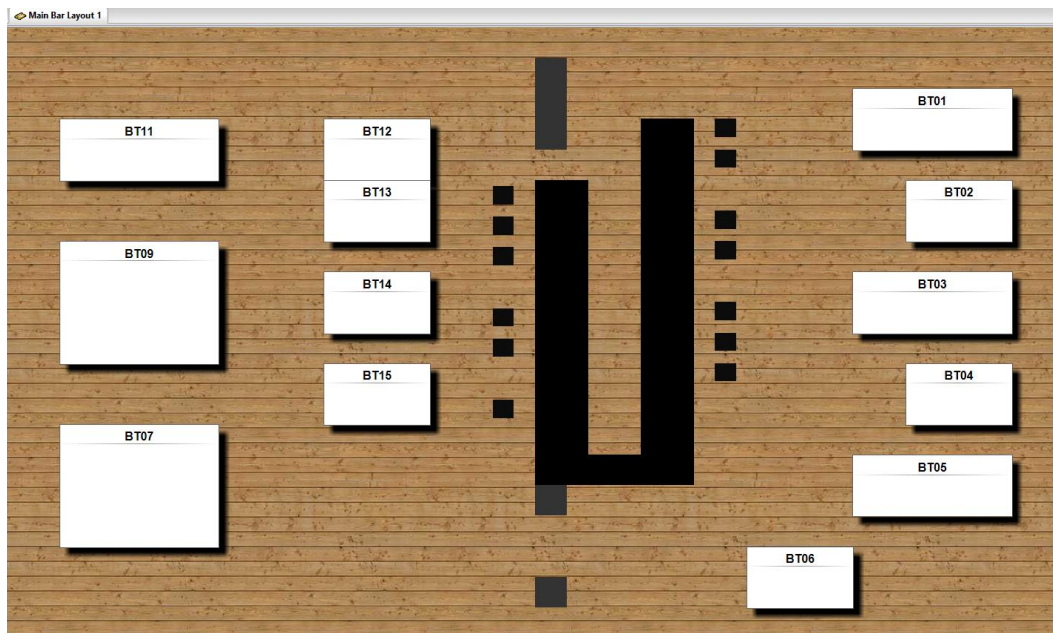
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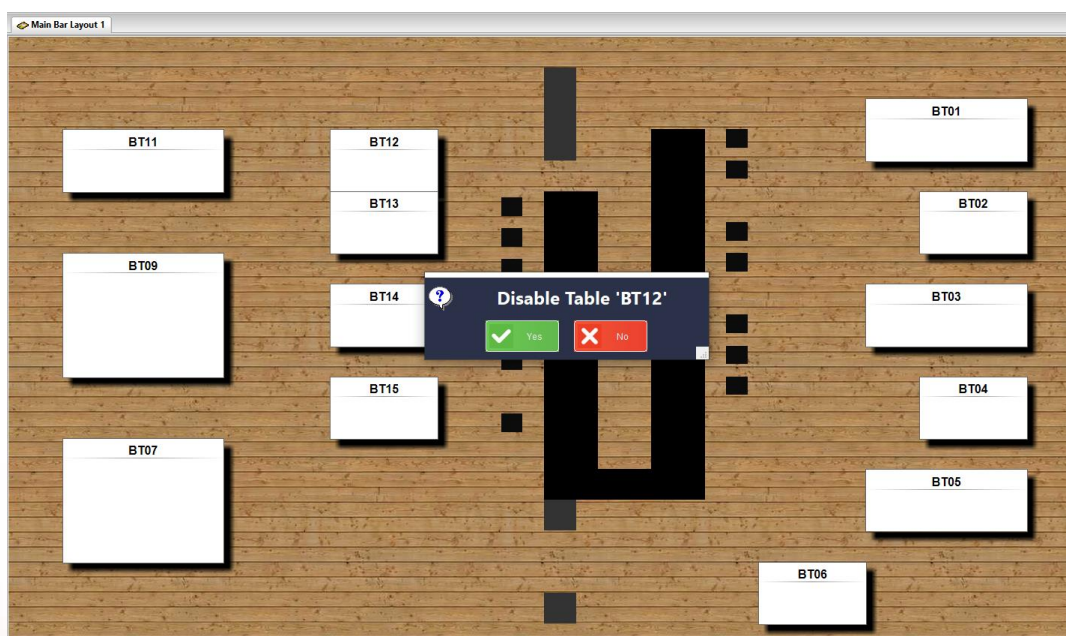
Visual Table Plans

7. From this menu you can also activate or deactivate tables. Once your chosen view is selected as above, select **View**

8. The table plan will now be shown.



9. If you have a table you don't want to be available, select the table and select 'Yes'



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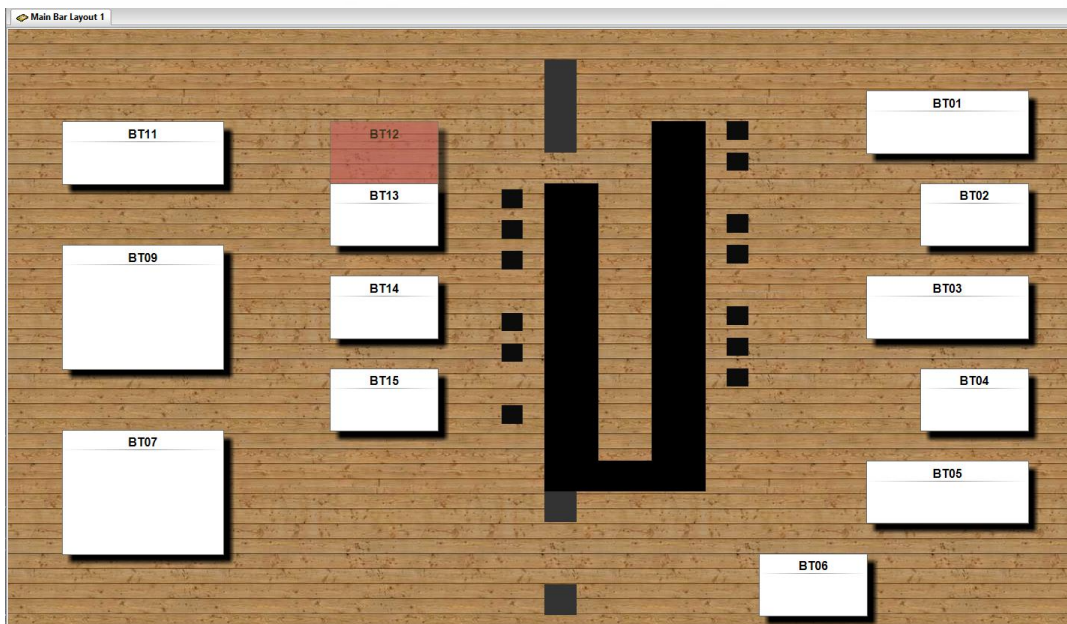
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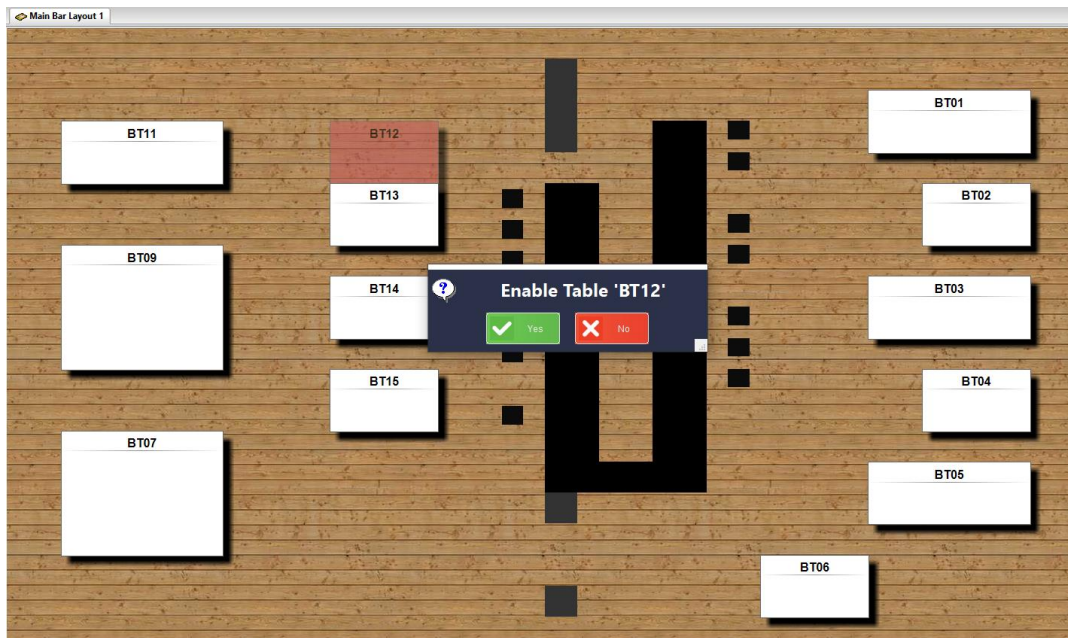


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10. The table will now turn red and will not be able to be used.



11. If you wish to enable this table at any point, come back to this 'View' page, select the table and press 'Enable'.



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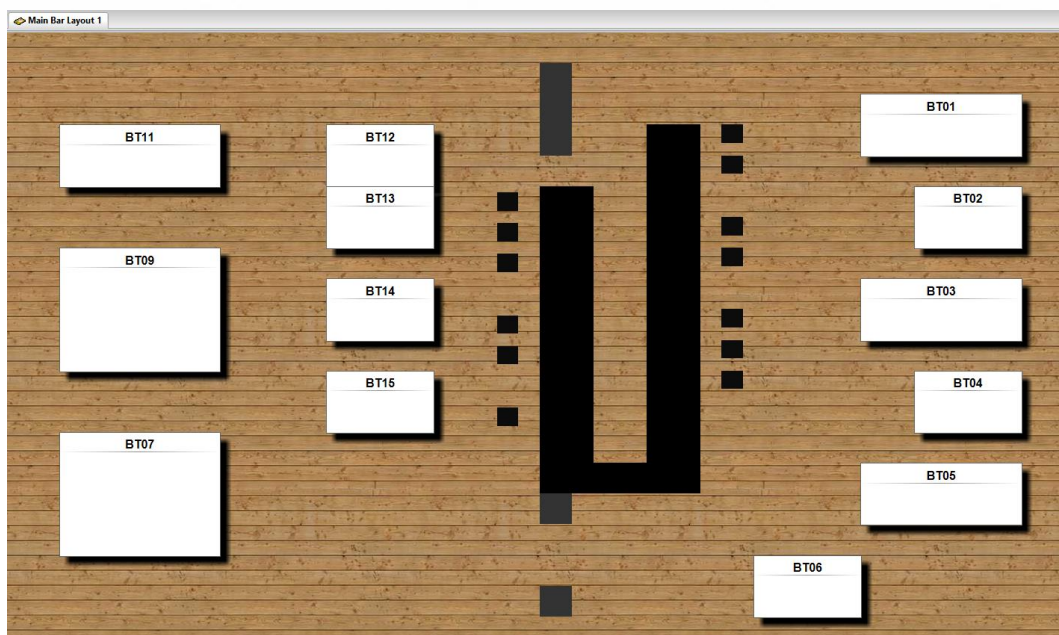
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12. The table will now turn white again and is able to be used.



13. Select **Cancel** to return to the menu. Then select **Return to Point of Sale** to return to the F&B point of sale.

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