Quick-start card for waiters

Taking table orders on the till or on the Serve phone app, firing courses, and taking payment at the table.

For Waiters · **Length** 1 page

Read it online
360navtech.com/pos/help/card-waiter

Every shift

1. Sign in with your own PIN, on the till or in the **Serve** app on your phone.
2. Sign out when you hand the device over.

Taking a table's order

1. Open the table on the floor plan.
2. Add each item and its options. Use **Note** for allergies or requests.
3. Tap **Fire** to send it to the kitchen. With courses on, fire each course when the table is ready.

Paying at the table

1. Open the table and tap **Pay**.
2. Ask about a tip, then take card or cash.
3. To split a bill, use **Split**.

Good habits

- One table is open on one device at a time. If it says **in use**, wait for the other person to finish.
- Never fire an order twice because a ticket didn't print. Check with the kitchen first.

Help: 360navtech.com/pos/help