Serve tables on the till

Open a table, take and fire the order, move guests to another table, print the bill and split payment.

For Waiters, cashiers, managers · **Takes** 2 minutes

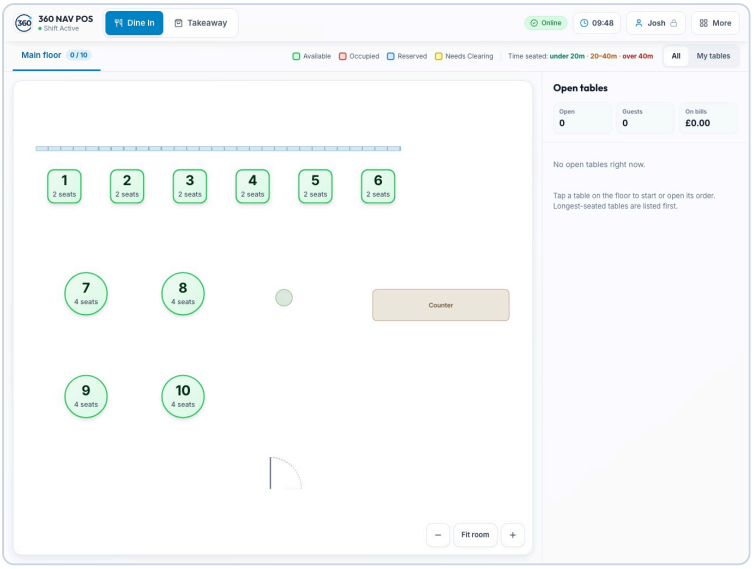
Watch the video
360navtech.com/pos/help/v/manage-tables

Before you start

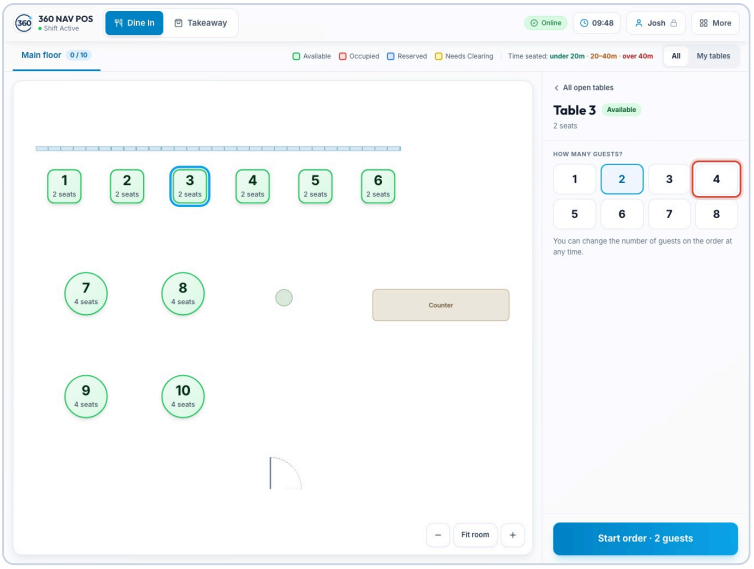
Your store needs a floor plan (see **Set up your floor plan**), and **Table Management** switched on in the till's settings.

Steps

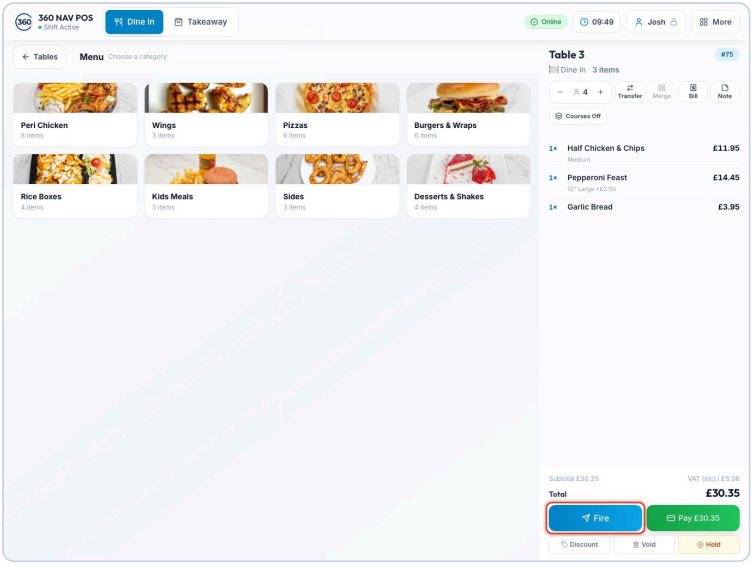
1. **See the floor.** With tables on, **Dine In** shows your floor plan. Colours show free, occupied, reserved and needs-clearing tables, and how long guests have been seated.



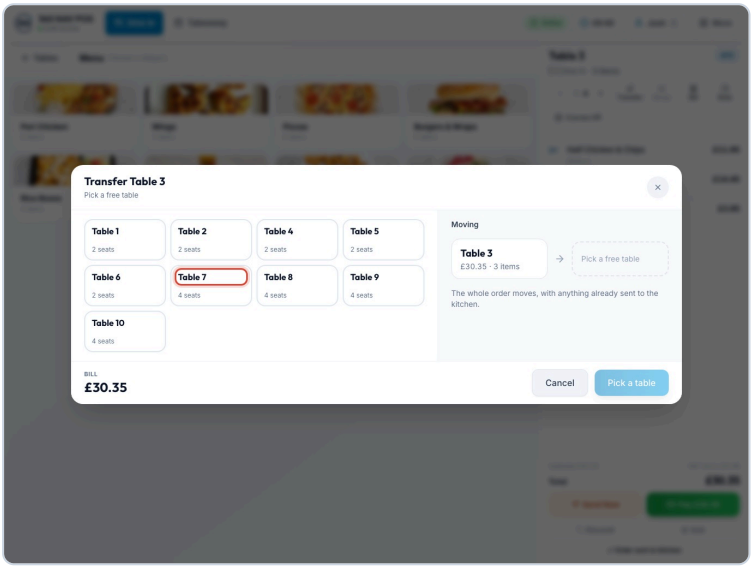
2. **Open a table.** Tap a free table, choose the number of guests, then **Start order**.



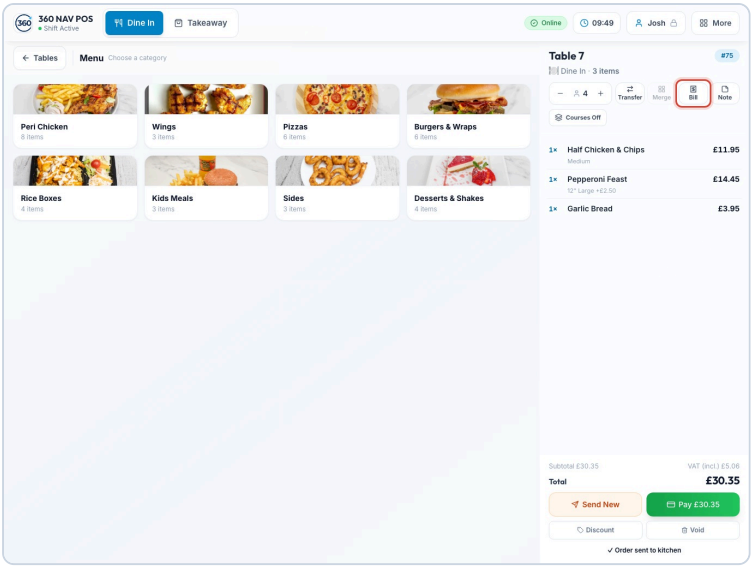
3. **Take the order and fire it** as usual.



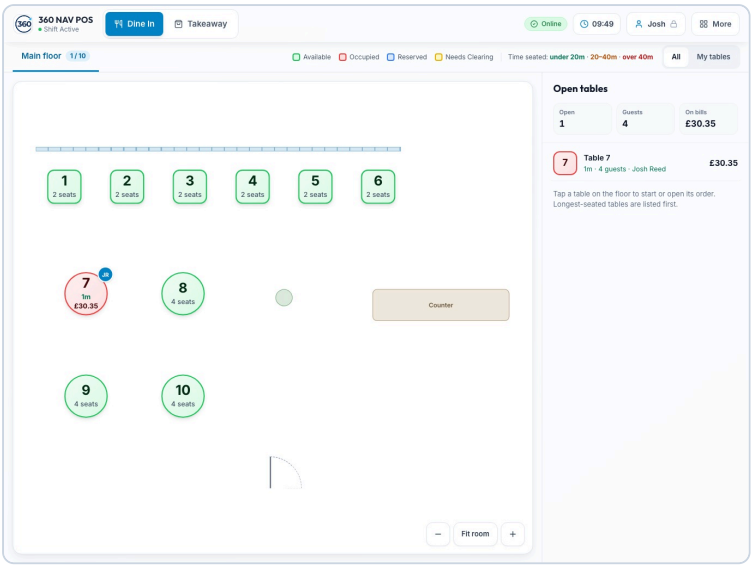
4. **Move tables.** Tap **Transfer** and pick the new table. The whole order moves, including anything already sent to the kitchen.



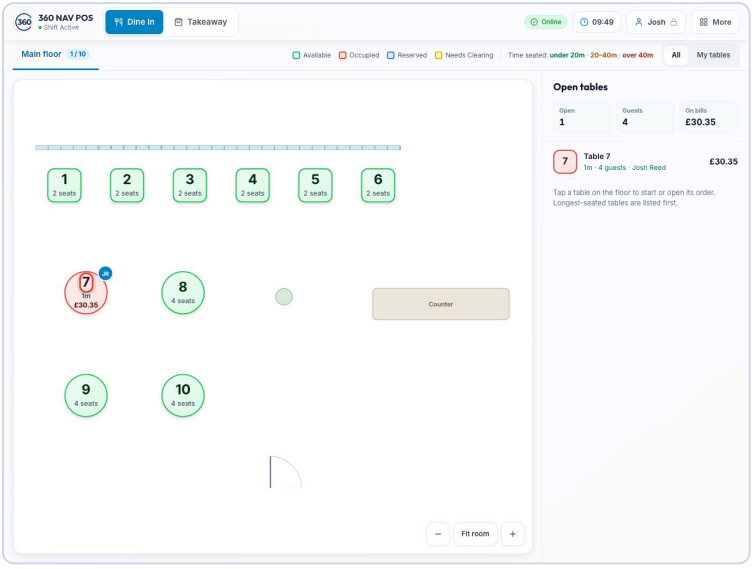
5 **Print the bill.** Tap **Bill**.



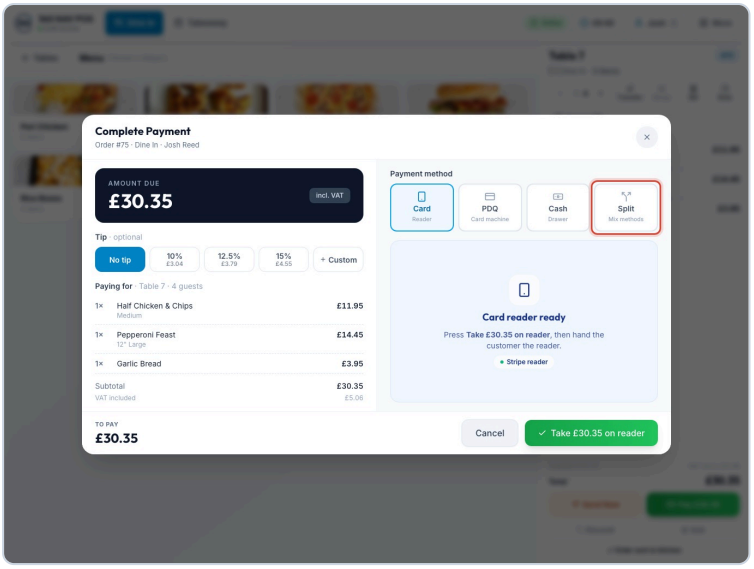
6 **Watch the floor.** Busy tables show how long they've been seated and what's on the bill. The colour of the time changes after 20 and 40 minutes.



7 **Check a table.** Tap a busy table to see its bill, guests and server. From here you can **Open order**, print the **Bill**, **Move** or **Merge** tables, or **Pay**.



8 **Take payment.** Tap **Pay**, and use **Split** to take it in parts.



Tips

- **Merge** joins two tables' orders into one bill, for example when two tables push together.
- Change the number of guests any time with the – and + next to the order.
- **Note** adds a note to the whole order, such as a birthday or an allergy.