Set up your floor plan

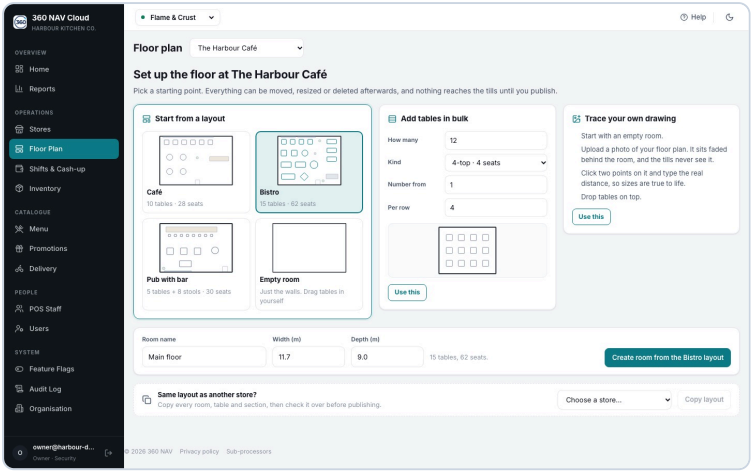
Lay out your tables so staff can take orders by table on the till.

For Owners, managers · **Takes** 3 minutes

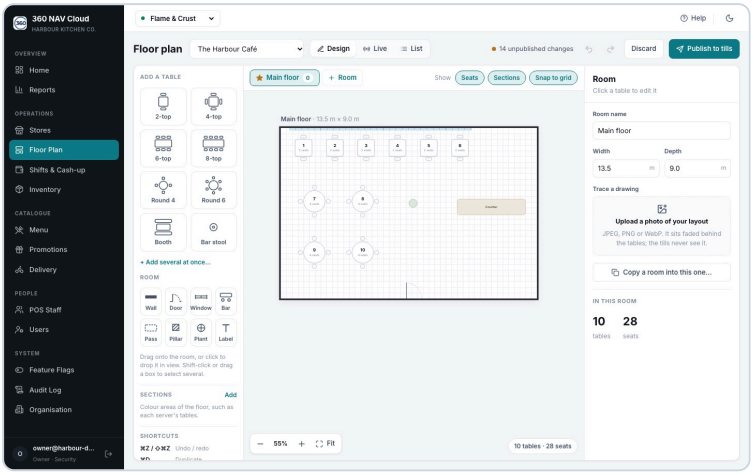
Watch the video
360navtech.com/pos/help/v/set-up-your-floor-plan

Steps

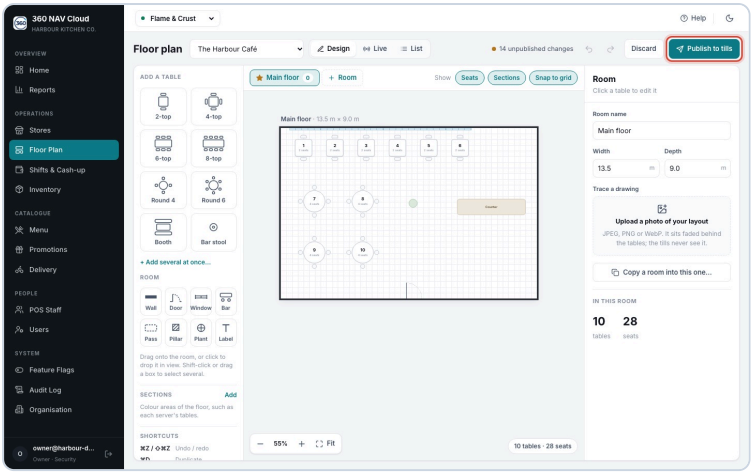
1. **Open Floor Plan.** Pick a starting point: a ready-made layout (café, bistro, pub with bar), tables in bulk, or an empty room. You can also trace a photo of your own plan. Then click **Create room**.



2. **Adjust it.** Drag tables to where they really are. Click a table to change its name and seats.



3. **Publish.** A new room from a layout is published straight away; it shows **Published** with the date. After later changes, click **Publish to tills** to send them; until then they're a draft only you can see.



Tips

- Turn on **Table Management** in the till's settings to see tables on the till.