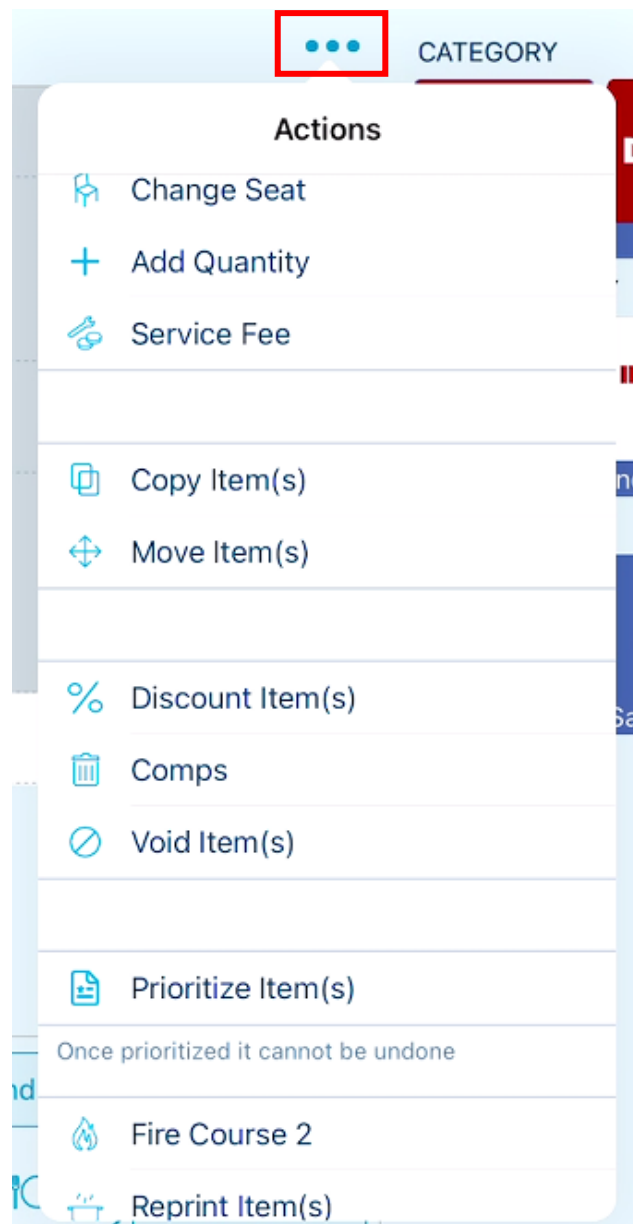## WHEN TAKING AN ORDER, YOU CAN SEE ADDITIONAL ACTIONS BY CLICKING ON THE ••• ICON.

- **CHANGE SEAT:** IF YOU ARE TRACKING SEAT NUMBERS WITHIN YOUR ORDERS, THIS OPTION ALLOWS YOU TO CHANGE THE SEAT NUMBER FOR EACH PARTICULAR ITEM.

- **ADD QUANTITY:** ALLOWS YOU TO ADD QUANTITY TO INCREASE THE NUMBER OF THE SELECT PRODUCT FOR PURCHASE.

- **SERVICE FEE:** IF YOU WANT TO ADD A SERVICE FEE TO A PARTICULAR ITEM, CLICK THIS OPTION. YOU'LL SEE ALL AVAILABLE SERVICE FEE THAT ARE ALREADY CREATED, OR YOU CAN MANUALLY CREATE A NEW ONE.

- **COPY ITEMS:** ALLOWS YOU TO DUPLICATE THE ITEM IN THE ORDER; SIMILAR TO INCREASING QUANTITY FOR AN INDIVIDUAL ITEM, BUT THIS OPTION ALLOWS YOU TO DUPLICATE MULTIPLE ITEMS IN THE ORDER.

- **MOVE ITEMS:** QUICKLY ALLOWS YOU TO MOVE ITEMS TO DIFFERENT CUSTOMER TABLES.

- **DISCOUNT ITEMS:** IF YOU WANT TO APPLY A DISCOUNT TO AN INDIVIDUAL ITEM, SELECT THIS OPTION. YOU'LL SEE ALL AVAILABLE DISCOUNTS THAT ARE ALREADY CREATED, OR YOU CAN MANUALLY CREATE A NEW ONE.

- **COMPS:** COMPS ARE USUALLY USED FOR COURTESY PURPOSES, ESPECIALLY IF A CUSTOMER IS UNHAPPY WITH THE ITEM(S) RECEIVED. GENERALLY, A COMP APPLIES TO FOOD THAT HAS ALREADY BEEN PREPARED, WHEREAS A VOID IS FOR ITEMS THAT HAVE **NOT** BEEN PREPARED.

- **VOID/RETURN ITEMS:** VOIDS ARE TYPICALLY FOR MISTAKES MADE IN HOUSE, WHETHER BY THE SERVER OR KITCHEN. GENERALLY, ITEMS ARE VOIDED BEFORE THEY ARE SENT BACK TO THE KITCHEN.

- **PRIORITIZE ITEM:** THIS WILL JUMP THIS ITEM TO THE TOP OF THE QUEUE IN THE KITCHEN.

- **SEND TO KITCHEN:** THIS WILL SEND THE SELECTED ITEM TO THE KITCHEN FOR PREPARATION.