



## **1.** ONCE AN ORDER HAS BEEN TAKEN AT ANOTHER TABLE, USE THE ORDERS BUTTON TO LOCATE THE ORDER.



#### **2.** CLICK ON THE ORDER YOU WANT TO MOVE.

¢		\$ 61% #		
evel		Orders	Jon S. 🤆	
0.10		Q. Order ID, Customer		
Sales Summary		Open 1 Today 2	All	
Net Sales	Paym	Invoices	0 >	New Order
\$ 0.00	\$ 0.	ORDERS		
0%	0	Order # 4050   Bar	\$8.48	B
Discounts	Vol	Eat In   Jul 25 • 2:37 PM	\$8,48 Jon S	Orders
\$ 0.00	\$0			
0%	0.			1
*Compared to 1 Week Pyter				Tables
Time Management				
OPERATIONS				B
🖨 Tills				Product Setup
				Cards
۵		Q	Ŕ	Ô
Dashboard				





# **3.** At the bottom of the screen are the Action buttons for your order, click the Move Table action button.



4. This will take you to the Move/Merge Orders home page. Select the order that you want to move to a table, and choose the table from the list on the right hand side by tapping on it.







### **5.** CLICK THE MOVE BUTTON AT THE UPPER RIGHT HAND CORNER OF THE

PAGE.

iPad ♥ く	4054	1	2 3:05 PM		* 59% ■⊃ 5y Q ? Jon S. (→
Move/Merge Or	ders				Cancel Move
Today's Orders -	by Emp.	P	Please select one or more order	s Q	Available Select a destination
Jon S	Bar	2	Untitled Section 1 Active	#4054	<ul> <li>Untitled Section 1</li> </ul>
Jon S	Bar	2	Untitled Section 1 Active	#4053	✓ Table 1   Available
					Table 2   Available
					Table 3   Available
					Table 4   Available
					Table 5   Available
					Table 7   Available
					Table 8   Available
					Table 9   Available

## **6.** YOUR ORDER SCREEN WILL APPEAR, AND IT WILL NOW SHOW THE TABLE NUMBER AT THE UPPER LEFT-HAND SIDE OF THE ORDER PAGE.





#### **7.** THE TABLE WILL ALSO SHOW AS OCCUPIED ON THE TABLES VIEW.

