### *Friendly's* Transfer an Order to Another Server **Revel**

# **1. CLICK THE ORDERS BUTTON ON THE DASHBOARD OF THE POS AND SELECT THE ORDER TO TRANSFER FROM THE LIST THAT APPEARS.**

evel	1.16	5 FM	Libby W. (	
Product Mix	Č ••••	必	Time Clock	
	no data avanable U	The Weather		
U		New Order		
Top by Quantity		Orders		
Time Management	1 Clocked In			
OPERATIONS		कि ल	Product Setup	
🖨 Tills	Drawer 1	Tables		
Declined Payments				
Offline Payments		Catering Invoices	Shipping Reward	
			Caros	
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#### 2. CLICK ON THE ORDER YOU WANT TO MOVE.

Pad 🗢			2	1:15 PM			\$ 37% ■
<	Eat In			Orders		Q	? Libby W. 🕞
8 Table 1 - Libby W				Q Order ID, Customer			
Seat 1 SPRING ROLL,MINI,VEGETABL	1	\$1.00	\$1.00	Open 2 Today 0	All	les	Drinks
Seat 1 Small	1	\$10.95	\$10.95	Invoices	1 >		
Seat 1 CHICKEN TIKKA MASALA	1	\$1.00	\$1.00	ORDERS Order # 884   Table 1	\$30.73	1	
Gluten-Free	1	\$2.00	\$2.00		\$30.73		
Seat 2 Medium	1	\$10.95	\$10.95	Eat in   Aug 27 • 1:11 PM	Libby W.	i.	
Seat 2 POTSTICKERS,OG2,CH CKN VEG	1	\$1.00	\$1.00	Order # 1-1534429208	\$2.20 \$2.20 Libby W.		
Seat 2 CHICKEN STRIPS,OG2	1	\$1.00	\$1.00				
		Discounts: Sub Total: Surcharge: Tax:	\$0.00 \$27.90 \$2.79 \$0.04				
Cancel Hold	Save	Total:	\$30.73				
8 63	9 8	\$	30.73				

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**3.** Using the Action buttons at the bottom of the page, scroll until you see the button labeled Transfer Owner.



**4.** A list of logged in employees will appear. Tap on the employee and tap the Transfer button in the upper right-hand corner of the screen.



#### 5. THE ORDER WILL NOW REFLECT THE NEW OWNER OF THE TABLE.

