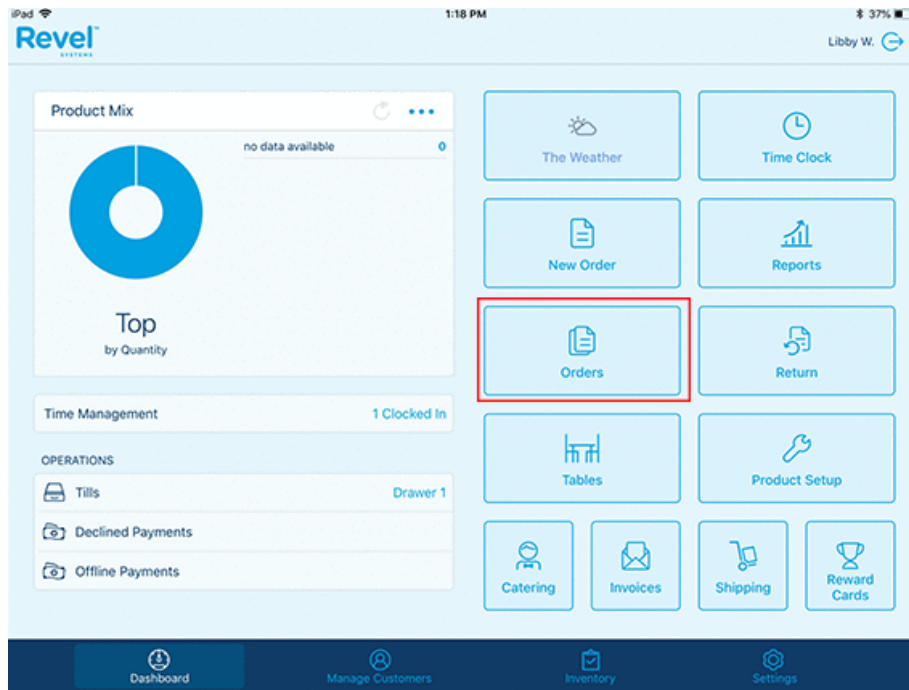1. **CLICK THE ORDERS BUTTON ON THE DASHBOARD OF THE POS AND SELECT THE ORDER TO TRANSFER FROM THE LIST THAT APPEARS.**
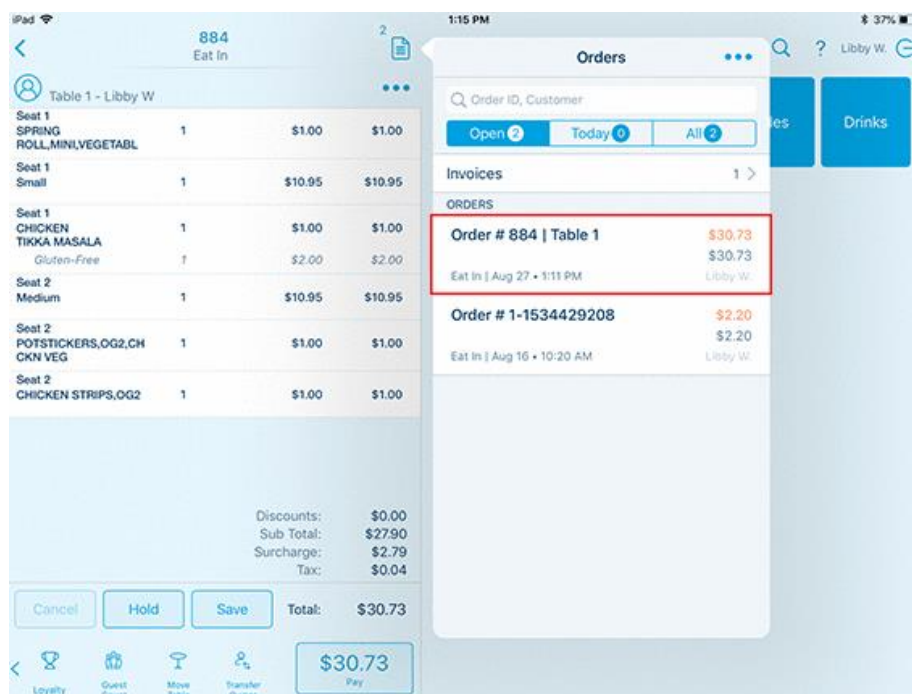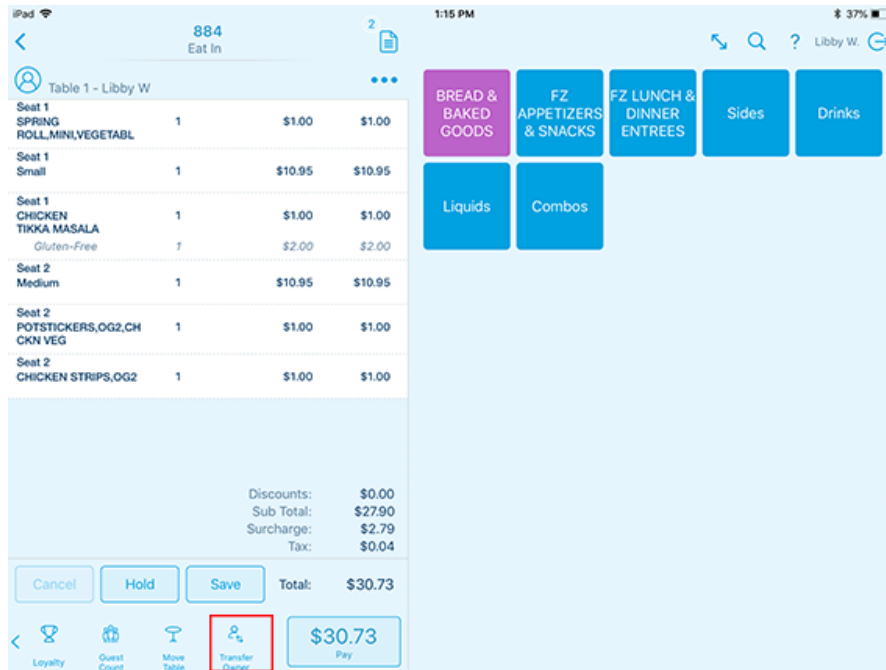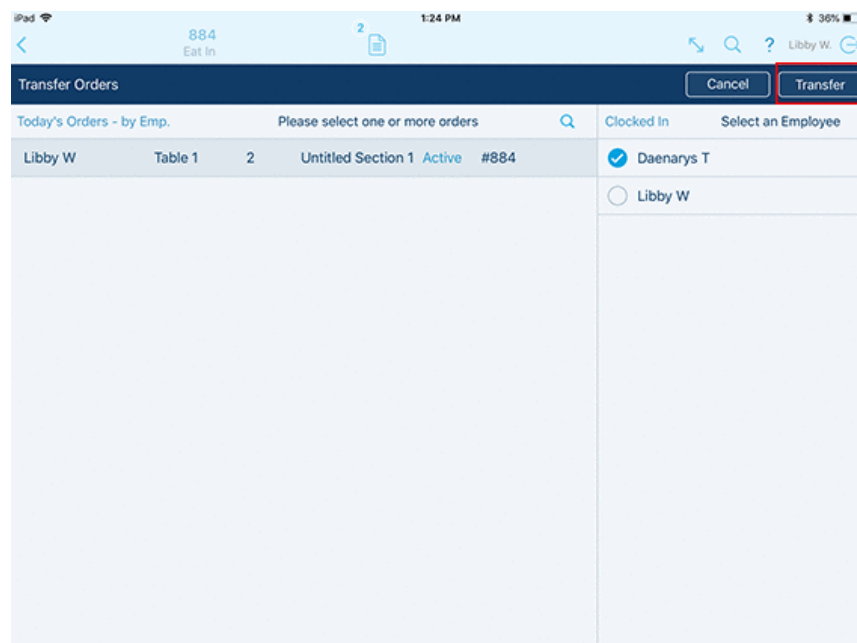


2. **CLICK ON THE ORDER YOU WANT TO MOVE.**

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.