

Top PAD Functions

Check Screen:

*Perform OTH/Void/Cancel Item

- Swipe right on individual item and select option

For multiple items:

- Select List Icon from top bar and select action
- Select all items included and tap done



Transferring An Item To A Table Or Tab

- Tap List Icon from Top Bar or swipe left to right on item
- Tap "Move to" and enter table number or select Tab



Split Check By Guest

- Double tap on Check Screen icon or select Wallet Icon
- Tap the middle Icon located on the top menu bar
- Select "Split By Guest" to divide check based on seat



****Handle all Split Check Payments from this screen!****

Split Check By Item

- Tap on the Wallet Icon in the top right corner
- Drag and Drop any Item that needs to be moved
- Double tap an Item to split the cost of the Item
- Double tap on any partially priced item to unsplit the cost



****Handle all Split Check Payments from this screen!****

Payment Screen:

Splitting Into Equal Payments

- Select "+" icon under payment to add as many lines as needed and complete payment for each check
- To remove, tap Undo or swipe unwanted payment line to the left



Splitting Payment Tenders Or Amount

- Tap on "Split Payment \$" Icon
- Choose specific denomination from calculator or predetermined amount
- A new payment line will automatically populate
- To remove, tap Undo



Tabit

Top PAD Functions

Order Screen:

Multiplying An Item Before Ordering

- Double tap on the Item once it has been dragged into a seat
- Enter number of Items total needed



Reorder Drinks

- Tap Glass Icon in the bottom left corner
- Select Drinks to reorder



Item Search

- Tap on the Magnifying glass in bottom right of screen
- Type name of Item, and tap or drag to seat



"Tagging" An Item

- Long Press on Item
- Select Tag or Enter Note and press "OK"



Map Screen:

*Merge A Table With An Open Table

- Long Press on the table with Items
- Tap "Merge/Transfer" and select which table(s) to merge and select done



*Move Active Table To An Open Table

- Long Press on the table with Items
- Tap "Merge/Transfer" and select which table(s) to move to
- Deselect the table with active Items leaving only new table selected and tap done



Printing A Check

- Long Press on the table that needs the check
- Tap Check and select appropriate printer



Tabit

* Manager approval may be required