



Tabit Guest User Guide

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The Map

The map is the main workspace, it displays in real time everything that is occurring in the restaurant and is in sync with the waiters PADs. Every table displays the table number and the maximum diners able to sit at the table.

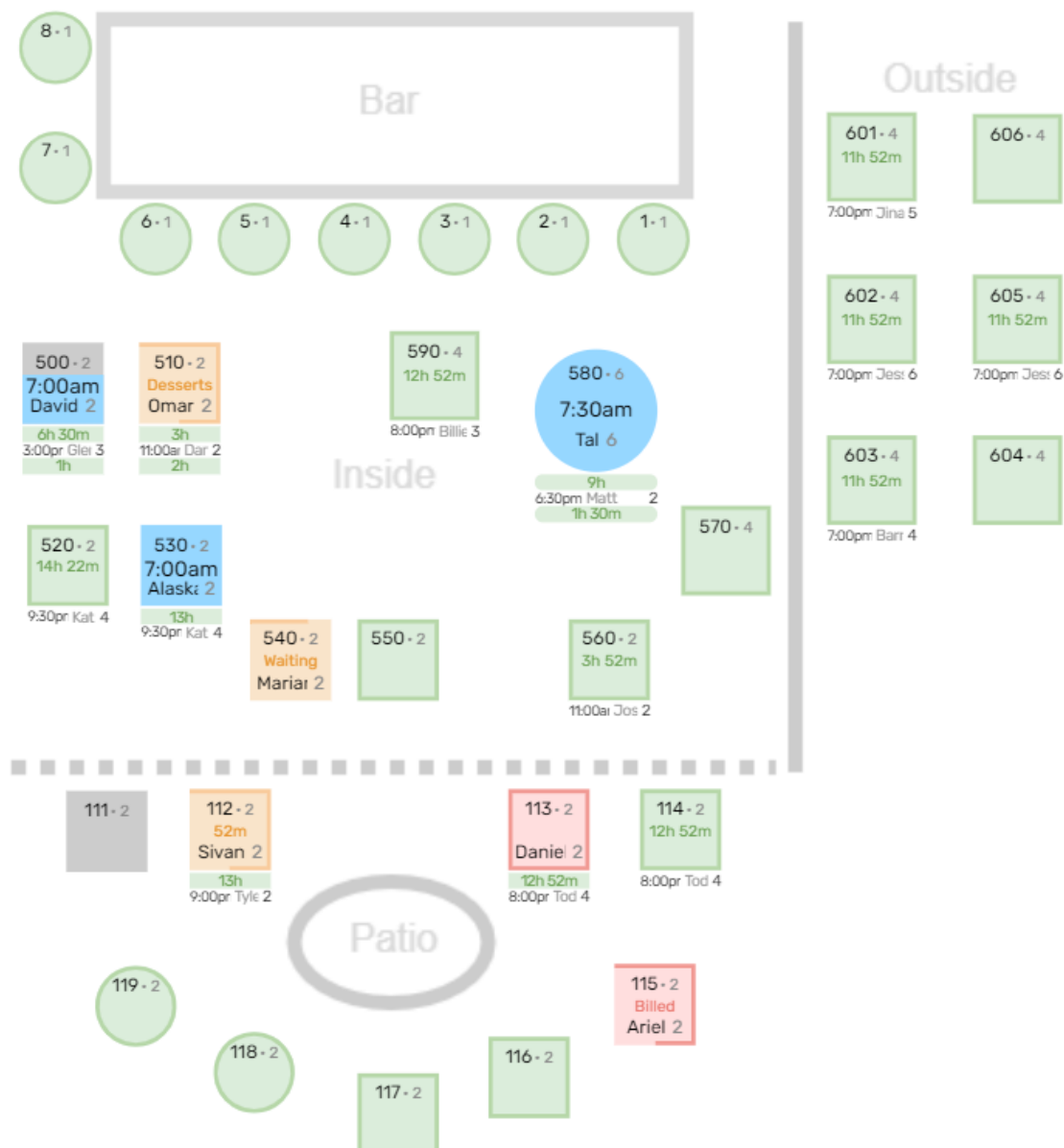


Table Color Index:

Green table: Available and ready for seating

Orange table: Currently in use

Orange table "waiting": Table has been seating for more than X minutes and waiter hasn't approached yet

Orange table "dessert": Guests have ordered dessert

Red table "Billed": Waiter has printed the bill

Red table: Guests has exceeded their dining time limit

Grey table: Table is "dirty" and not ready for seating

Blue table: Reserved within the next 60 minutes

Blue and Grey table: Reserved within the next 60 minutes and not ready for seating

Additional Table Indications

Under the table, upcoming reservations will be listed

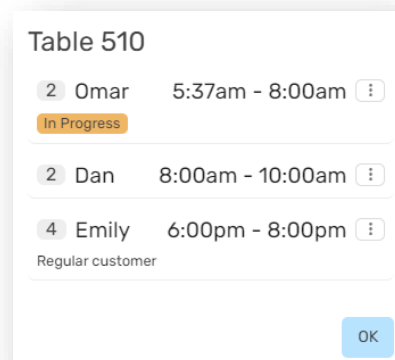
Inside the table there is indication of how much time is remaining until the next reservation.



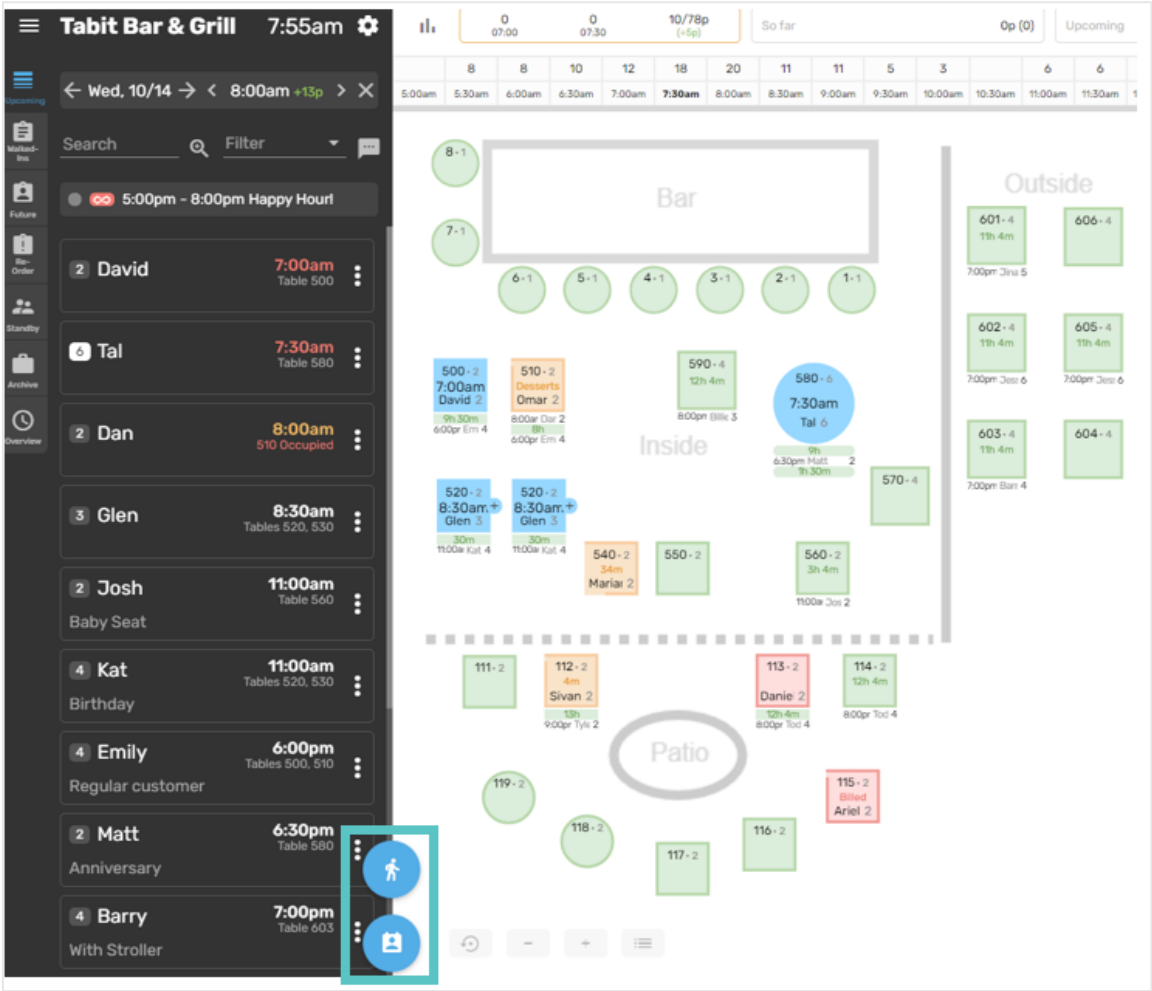
The green line in between the upcoming reservations indicates that the table will be empty for 30 minutes following the first reservation. This is meant to help the hostess utilize the map and move reservations around in order to reach the optimal setting.

To view all upcoming reservations on a specific table:

- On computer: right click on the table
- On iPad: long press on the table



Reservation Management





Creating a Future Reservation

After selecting the future reservation button, a reservation form will open

← Select desired date and time

← Number of guests

← Guests desired area for seating

← Seat time limit dependent on number of guests

← Locking a table to reservation will prevent table reassignment without unlocking table in reservation form

← Enter customer's phone number, if they visited in the past their name will automatically fill in

← If name did not automatically appear, type here

← If customer would like to receive email confirmation enter email here

← Bank of tags that will appear anytime this customer makes a reservation

← Written note about customer – will appear whenever make a reservation

← Bank of tags regarding reservation – will appear on only on specific reservation

← Written note about reservation – will appear only on specific reservation

← Hostess that took the reservation must sign

← In case there is no room at desired time add the reservation to standby and call back if something becomes available

← Customer will receive a text message with the reservation confirmation

← Customer will receive an email with the reservation confirmation

← Guests will not receive feedback SMS for this specific order (only relevant if using feedback feature)

← Excludes from reservations reminders

← Can define reservation as a recurring so it will repeat itself according to the frequency you set



Creating a Walk Ins Reservation

After selecting the Walk Ins button, a Walk In form will open. The form is very similar to the reservation form with a distinct difference that the walk ins form has no date and time selection.

Walked In

×

ADD TO LIST

1

2

3

4

5

6

How Many? *

Preferences

▼

Quoted Time

▼

Seating Time

<

>

×

Phone

Name

Email

Customer Tags

▼

Customer Notes

Reservation Tags

▼

Reservation Notes

☐

Send Confirmation Notification

☐

Block Review

SEAT NOW

ADD TO LIST

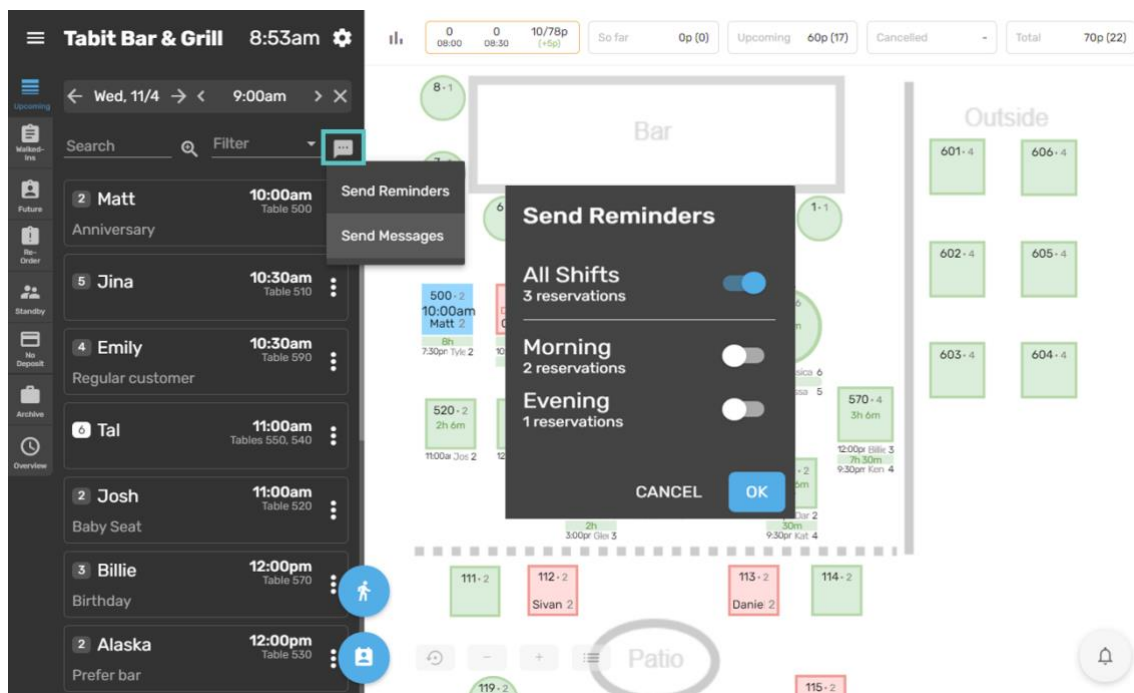
← Add new reservation to wait list

← Notify guests they were added to the wait list



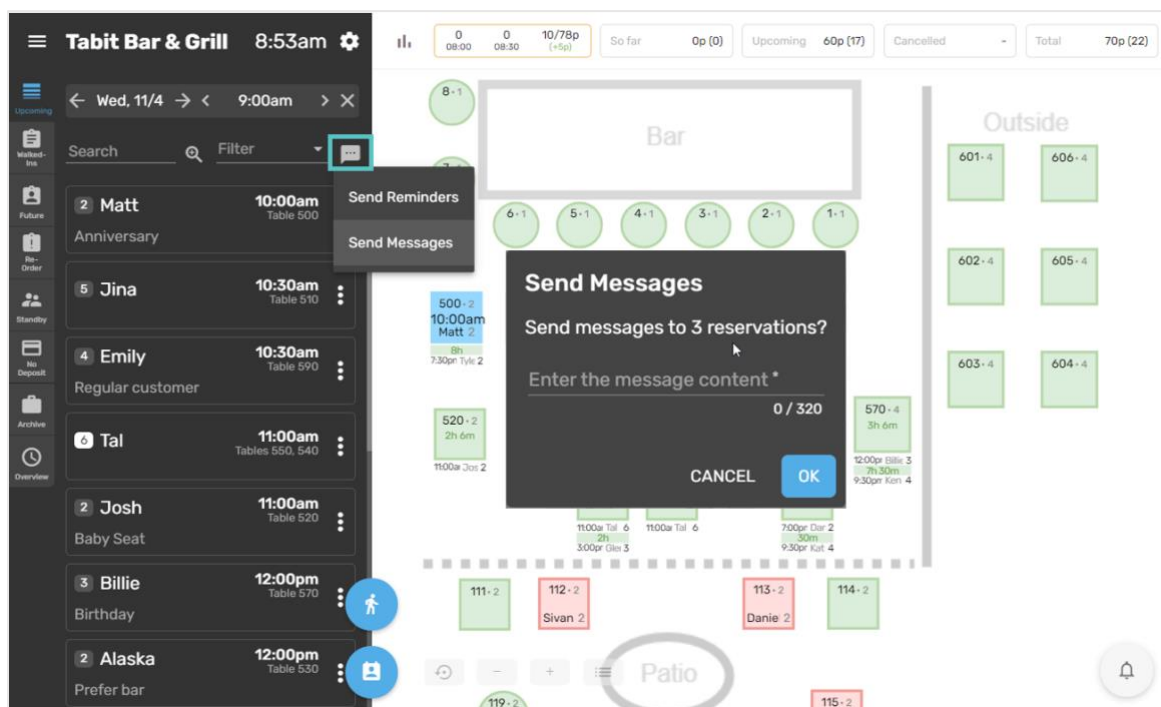
Send Reminders

Allows the restaurant to send confirmation reminders to all upcoming Future Reservations of the selected day



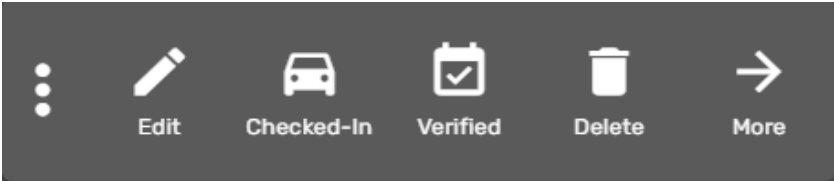
Send message

Send an open text message to all upcoming Future Reservations of the selected day

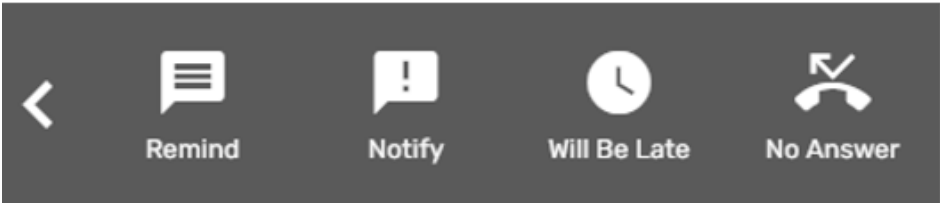


Reservation menu

 A variety of actions you can use on a specific reservation.

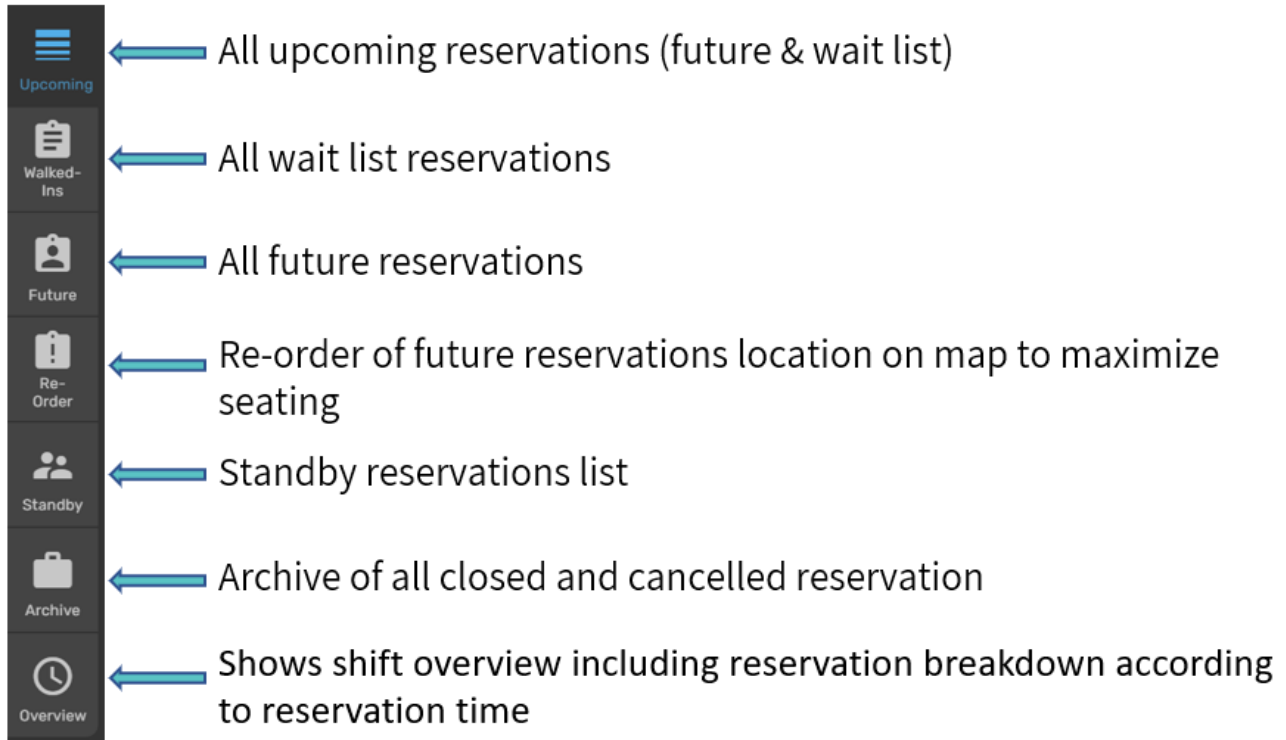


Editing exiting reservation. Return to reservation form	Indicates guest has arrived but hasn't been seated. Reservation will be marked green and move to the top of the list	Marking arrival confirmation	Delete reservation
---	--	------------------------------	--------------------



Send personal Reminder to specific reservation	Send table ready to reservations who hasn't been seated yet.	Indicates that guest informed he will be late	Indicates that guest did not answer
--	--	---	-------------------------------------

Hostess Tabs



Re-ordering Reservations

Tabit Bar & Grill

Re-order 11:31am

Upcoming

Waiting

Future

Re-Order

Standby

No Deposit

Archive

Overview

← Wed, 11/4 → < 1:00pm > ×

UNDO 2 CHANGES

FINISH

6 Tal

11:00am - 1:00pm

Unassigned

6 Jessica

12:30pm - 2:30pm

Unassigned VIP

Seated 11/78p

So far 0p (0)

Upcoming 60p (17)

Cancelled -

Total -

Bar

Inside

Patio

Outside

8-1

3-1

2-1

1-1

500-2

510-2

590-4

580-6

570-4

540-2

550-2

560-2

111-2

112-2

113-2

114-2

119-2

118-2

116-2

115-2

601-4

606-4

602-4

605-4

603-4

604-4

7:30pm Tyle 2

7:30pm Dav 2

4:30pm Barn 4

8:00pm Tash 4

9:30pm Melissa 5

7:30pm Glee 3

3:00pm Glee 3

7:00pm Dar 2

9:30pm Kat 4

7h 30m

9:30pm Ken 4

12:00pm Alaska 2

12:00pm Billie 3

1. Press table to unassign

2. Swipe(IPAD)/right click (PC) and press available table to reassign reservation

3. Press finish to apply changes

520-2

530-2

117-1

Wednesday, 4 Nov 2020 1:00pm

Seating a Reservation

Mark the table as seated so when the Server opens the table, all the guest's details and information will be available for the Server to use.

Tabit Bar & Grill 9:42am

← Wed, 11/4 → 9:30am

Search Filter

2 Matt 10:00am
Anniversary
Table 500

5 Jina 10:30am
Table 510

4 Emily 10:30am
Regular customer
Table 590

6 Tal 11:00am
Table 580

3 Billie 12:00pm
Birthday
Table 570

2 Alaska 12:00pm
Prefer bar
Table 530

CANCEL Seat

1. Swipe (IPAD)/right click (PC)

2. To mark table as seated at the reservation's assigned table simply press Seat.

3. To mark table as seated at different table than reservation's assigned table press desired table then press Seat.

0 0 10/78p (+5p)

So far 0p (0) Upcoming 90p (18) Cancelled - Total 100p (23)

Bar

Outside

Inside

Patio

Table Menu

Reserved and Occupied Table

By clicking on a table on the map – the table menu will open on the right side

OCCUPIED

Table 520 (2)

×

← Shows table status, number and max capacity

🔒

CLEAR

→ MOVE

↩ RETURN

🔄 SWAP

⊖ CLOSE

🔗 CONNECT

✎ EDIT

2 Noam Pick

✎

← Shows currently seated

Time Left

1h (Till 6:00am)

✎

← Edit time left for reservation

Elapsed Time

29m

More

▼

Upcoming

2 Shiran Horesh

11:30am - 1:00pm

⋮

👑

→ MOVE

← Move reservation from assigned table to available table

🔄 SWAP

← Move reservation from assigned table to reserved table

🔗 CONNECT

← Connect currently seated/reserved table with another table

↩ RETURN

← Returns reservation to list after seated

⊖ CLOSE

← Closes reservation, possible only if there are no items printed on reservation.

✎ EDIT

← Edit reservation

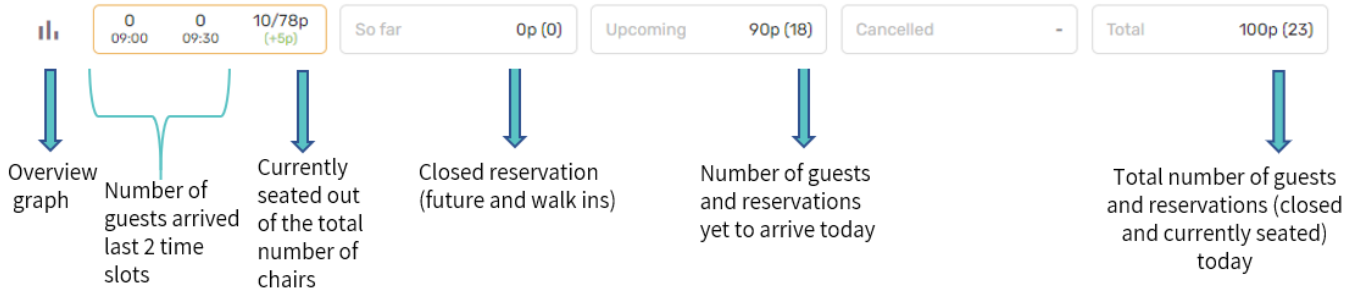
Quick seating form

Used for Walk In guests for quick seating without typing in all guest information

The screenshot shows the 'Quick seating form' interface. On the left, under the 'Outside' section, there is a grid of table status boxes labeled 601-4, 602-4, 603-4, 604-4, 605-4, and 606-4. Box 606-4 is highlighted with a blue border and a blue arrow pointing to it with the text 'Press available table'. At the top of the interface, there are tabs for 'So far' (0p (0)), 'Upcoming' (90p (18)), and a green 'AVAILABLE' tab for 'Table 606 (4)'. To the right of the table grid is a 'Quick seat' form. It includes a 'How Many?' selector with buttons for 1, 2, 3, 4, 5, and 6, followed by a dropdown for 'Seating Time', a text input for 'Name', a text input for 'Reservation Notes', and a dropdown for 'Reservation Tags'. At the bottom right of the form is a 'SAVE' button with a checkmark icon. Blue arrows point from text labels to these form elements: 'Select number of guests' points to the 'How Many?' buttons; 'Defined by number of guests' points to the 'Seating Time' dropdown; 'Guest name (optional)' points to the 'Name' input; 'Relevant reservation notes (optional)' points to the 'Reservation Notes' input; 'Custom reservation tags (optional)' points to the 'Reservation Tags' dropdown; and 'Press save' points to the 'SAVE' button. A 'CLEAR' button with a trash icon is located at the top right of the form area.

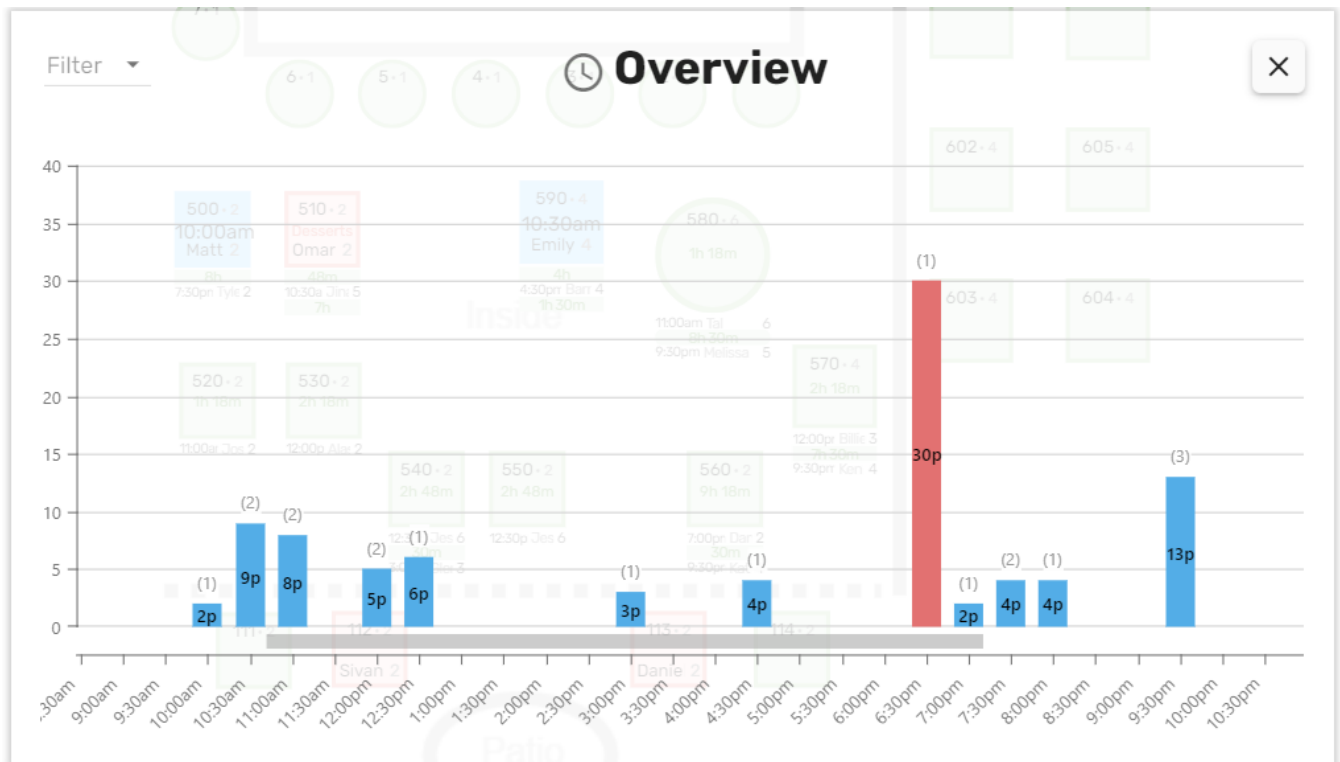
Overview Graph and Status Buckets

Status Buckets



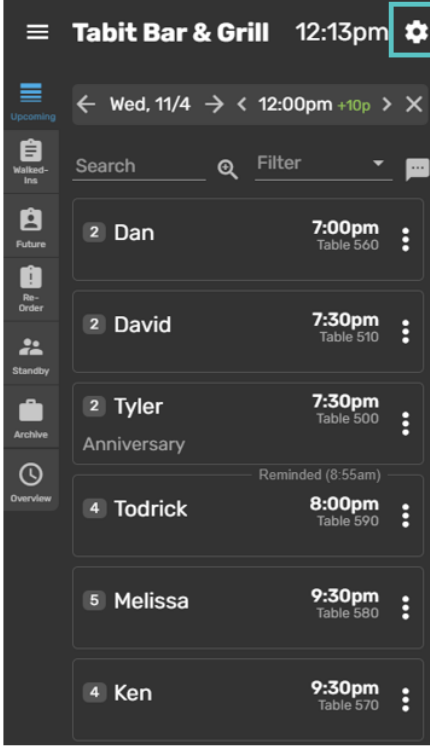
Overview Graph

Show all past and future guest arrival per time slot, a substantial entry will be painted in red



Action Button Menu

 Used for a variety of back-office actions

	Refresh App	← Refreshes app, used when new configurations are saved to update app or when app is stuck
	Sync Server Data	← Used when editing the map, adding new users and tags. In these case sync and then refresh
	Events and Messages	← Creating events at restaurant, online message for specific days and hours and disabling online reservations
	Online Booking	← Creating a general message on online reservation landing page
	Dashboard	← Presents summary data of total reservations and reservations sources
	Reports	← Generating different reports according to desired information
	Customers	← Search or add customer
	Recurring Reservations	← Editing recurring reservation and events
	Import Reservations	← Importing reservations from previous system
	Change Background	
	System 5.7.0 (us-stage)	
	Logout (Shiran Horesh)	← User change
Change Restaurant	← Used in cases where user has authorization in more than one restaurant	
Unlink device	← Disconnect the app from the site	

Events and Messages

☰

Tabit Bar & Grill

4:22am

⚙️

Walked In

Events and Messages

×

SAVE

Reservations

Disable online Reservations

▼

Upcoming

Created By *

▼

Walked-Ins

Title *

▼

Future

Description

▼

Re-Order

☐ Show Title and Description in Online Booking

Standby

← Thu, 10/29 → < 5:00am > ×

No Deposit

← THU, 10/29 → < 7:00am > ×

Archive

☐ All Day

Overview

Recurring Event

▼

←

Type of event

←

User who created event

←

Event name

←

Short description of event

←

Days and hours the event is active

←

Event active all day

←

If event is repetitive, we can set the frequency the event repeats itself

Refresh App

Sync Server Data

Events and Messages

Online Booking

Dashboard

Reports

Customers

Recurring Reservations

Surveys Console

Import Reservations

Change Background

System 5.6.1 (us-stage)

Logout (Shiran Horesh)

Change Restaurant

Unlink device

Online Booking

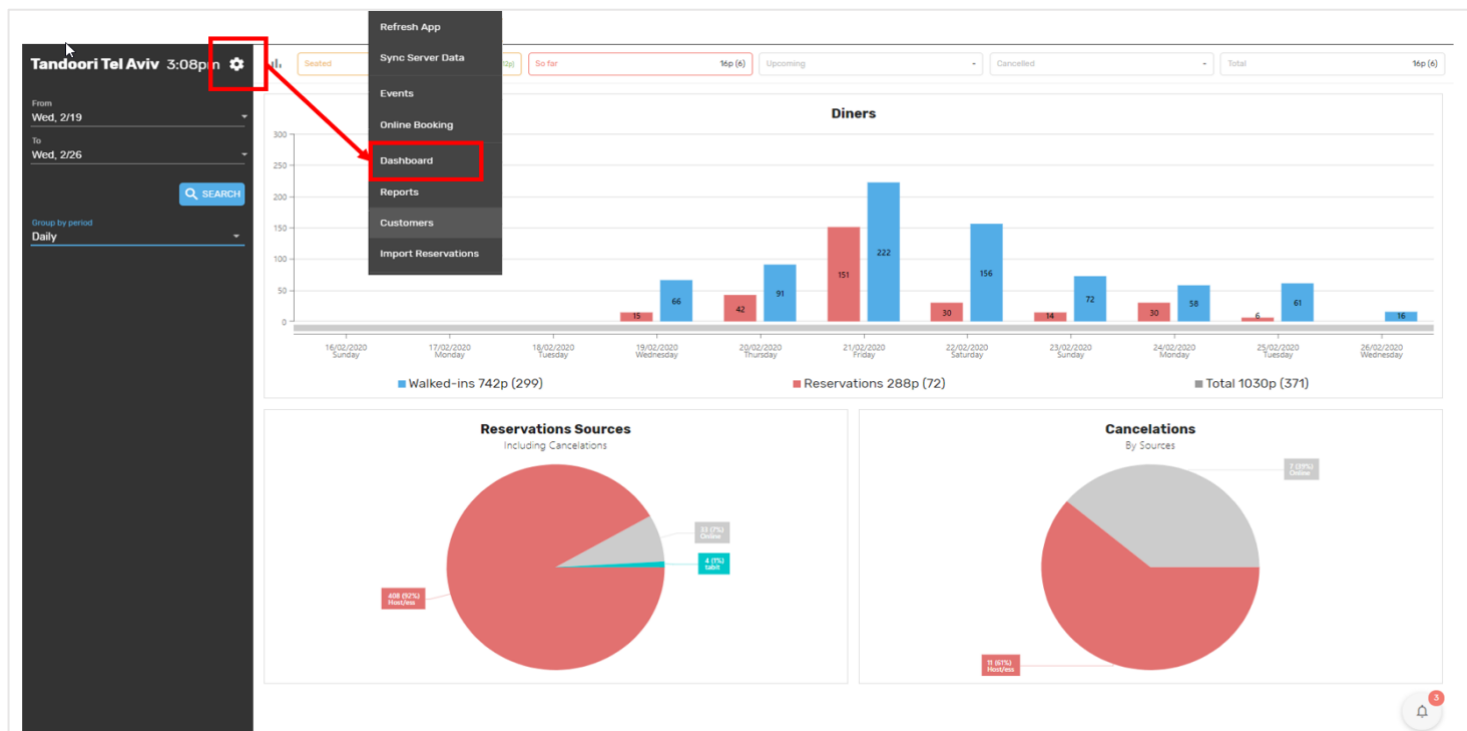
Tabit Bar & Grill 12:24pm

Refresh App
Sync Server Data
Events and Messages
Online Booking
Dashboard
Reports
Customers
Recurring Reservations
Import Reservations
Change Background
System 5.7.0 (us-stage)
Logout (Shiran Horesh)
Change Restaurant
Unlink device

10/78p (+5p) So far 0p (0) Upcoming 90p (18) Cancelled - Total 100p (23)

Online Booking
Customer's Message
Please call us in order to reserve a table for the VIP room | 60 / 200
CANCEL SAVE

Dashboard



Seating report

The screenshot displays the 'Tabit Bar & Grill' app interface. The top bar shows the restaurant name and the current time, 6:25am. A sidebar on the left contains navigation icons and buttons for 'EXPORT' and 'SEARCH'. The main area shows a 'Seating Report' table with columns for time, full name, guests, and tables. A right-hand menu lists various app features, with 'Reports' highlighted. Annotations include a red arrow pointing to the 'EXPORT' button, a blue arrow pointing to the 'SEARCH' button, and a black box labeled 'Date of seating report' pointing to the date 'Thu, 10/29'.

Tabit Bar & Grill 6:25am

Seating Report

Search

Date
Thu, 10/29

EXPORT **SEARCH**

Export report to Excel Press search

Reports

Hour	Full Name	Guests	Tables
12:00pm - 4:59pm Overview noon 18			
12:00 PM	Alaska	2	
12:00 PM	Billie	3	
12:00 PM		0	580
12:00 PM		3	
4:30 PM	Barry	4	590
5:00pm - 12:59am Overview Evening 23			
7:00 PM	Dan	2	
7:30 PM	David	2	
7:30 PM	Tyler	2	
8:00 PM	Todrick	4	
9:30 PM	Ken	4	
9:30 PM	Kat	4	
9:30 PM	Melissa	5	
7:00am - 11:59am Overview Morning 19			
10:00 AM	Matt	2	500
10:30 AM	Jina	5	
10:30 AM	Emily	4	510
11:00 AM	Josh	2	530
11:00 AM	Tal	6	

Refresh App

Sync Server Data

Events and Messages

Online Booking

Dashboard

Reports

Customers

Recurring Reservations

Surveys Console

Import Reservations

Change Background

System 5.6.1 (us-stage)

Logout (Shiran Horesh)

Change Restaurant

Unlink device

Customer Notes	Reservation Notes	Verification	Created	Visits
	Prefer bar		3:25 AM 10/29/2020	0
	Birthday		3:25 AM 10/29/2020	0
VIP			3:25 AM 10/29/2020	0
			3:25 AM 10/29/2020	0
	With Stroller		3:25 AM 10/29/2020	0
			3:25 AM 10/29/2020	0
			3:25 AM 10/29/2020	0
	Anniversary		3:25 AM 10/29/2020	0
			3:25 AM 10/29/2020	0
	Birthday		3:25 AM 10/29/2020	0
			3:25 AM 10/29/2020	0
	Anniversary		3:25 AM 10/29/2020	0
			3:25 AM 10/29/2020	0
Regular customer			3:25 AM 10/29/2020	0
	Baby Seat		3:25 AM 10/29/2020	0
			3:25 AM 10/29/2020	0

Reservation Report

The report includes all types of reservations (future/walk ins) in the past and future including closed, standby, and cancelled reservation

Tabit Bar & Grill 6:58am

Report
Reservation Report

Search
Time Period
Custom Dates
From Date
Thu, 10/29
From Time
12:00am
To Date
Fri, 10/30
To Time
12:00am
Table Numbers
SEARCH
Filter Results
Type
Preference
Status
Deletion Reason
Seating Group
EXPORT

Created	Start	Closed	Full Name	Phone	Email
3:25 AM 10/29/2020	10:00 AM 10/29/2020		Matt		34@gmail.co
3:25 AM 10/29/2020	10:30 AM 10/29/2020		Jina		f@gmail.co
3:25 AM 10/29/2020	10:30 AM 10/29/2020		Emily		353@gmail
3:25 AM 10/29/2020	11:00 AM 10/29/2020		Josh		test1@gmail
3:25 AM 10/29/2020	11:00 AM 10/29/2020		Tai		dd@gmail.co
3:25 AM 10/29/2020	12:00 PM 10/29/2020		Alastair		547@gmail
3:25 AM 10/29/2020	12:30 PM 10/29/2020		Billie		gf@gmail.co
3:25 AM 10/29/2020	3:00 PM 10/29/2020		Jessica		343@gmail
3:25 AM 10/29/2020	3:00 PM 10/29/2020		Glen		115@gmail
3:25 AM 10/29/2020	4:30 PM 10/29/2020		Barry		bkf@gmail.co
3:25 AM 10/29/2020	7:30 PM 10/29/2020		Tyler		ggg@gmail
3:25 AM 10/29/2020	8:00 PM 10/29/2020		Todrick		kk@gmail.co
3:25 AM 10/29/2020	9:30 PM 10/29/2020		Ken		fkf@gmail
3:25 AM 10/29/2020	9:30 PM 10/29/2020		Kat		test4@gmail
3:25 AM 10/29/2020	9:30 PM 10/29/2020		Melissa		test3@gmail

Refresh App
Sync Server Data
Events and Messages
Online Booking
Dashboard
Reports
Customers
Recurring Reservations
Surveys Console
Import Reservations
Change Background
System 5.6.1 (us-stage)
Logout (Shiran Horesh)
Change Restaurant
Unlink device

Cancelled
Total
9tp (24)

Preference
Created By
Status
Deletion Reason
Type

First Available
Reservations Import
Pending
Reservation

Online Booking Report

The report includes all online reservation made that month

Tabit Bar & Grill 7:12am

Report
Online Booking Report

Month
October 2020
EXPORT
SEARCH
Export report to Excel
Press search

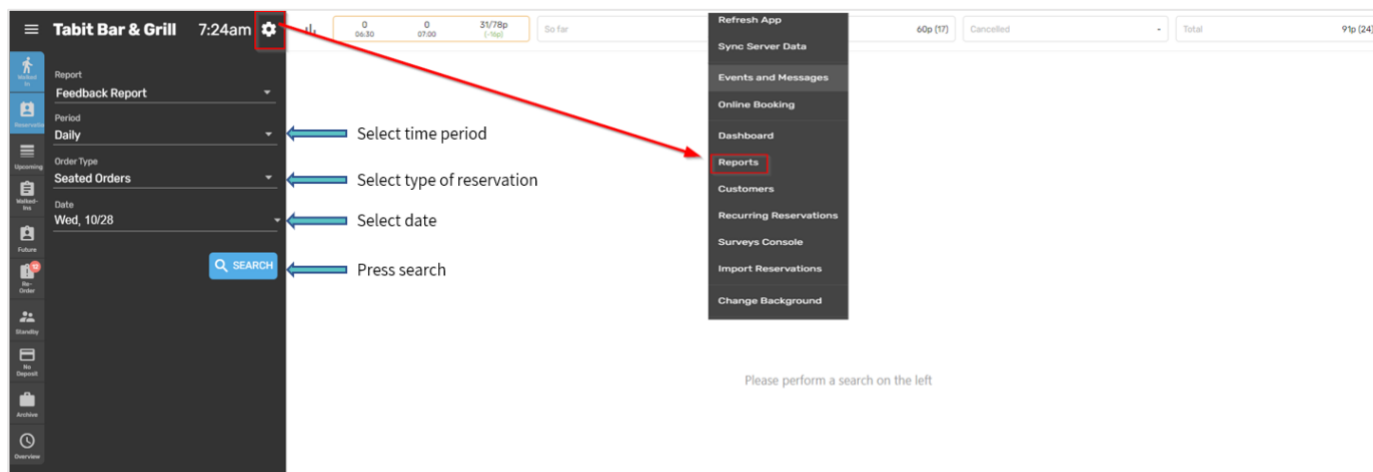
Booking Date	Reservation Date	Guests	Status	Cancellation Reason
7:47 AM 10/07/2020	5:00 PM 10/07/2020	2	Pending	
7:55 AM 10/07/2020	5:00 PM 10/07/2020	2	Pending	
7:26 AM 10/11/2020	6:30 PM 10/12/2020	2	Pending	
8:44 AM 10/11/2020	8:00 PM 10/12/2020	2	Pending	
3:14 AM 10/12/2020	7:00 PM 10/12/2020	2	Pending	
3:30 AM 10/13/2020	7:00 PM 10/13/2020	3	Pending	
7:26 AM 10/13/2020	7:00 PM 10/13/2020	2	Pending	
8:48 AM 10/13/2020	7:00 PM 10/13/2020	2	Pending	
6:20 AM 10/27/2020	2:30 PM 10/27/2020	2	Pending	
7:16 AM 10/27/2020	3:30 PM 10/27/2020	2	Customer didn't arrive	No Show

Refresh App
Sync Server Data
Events and Messages
Online Booking
Dashboard
Reports
Customers
Recurring Reservations
Surveys Console
Import Reservations

60p (17)
Cancelled
Total
9tp (24)

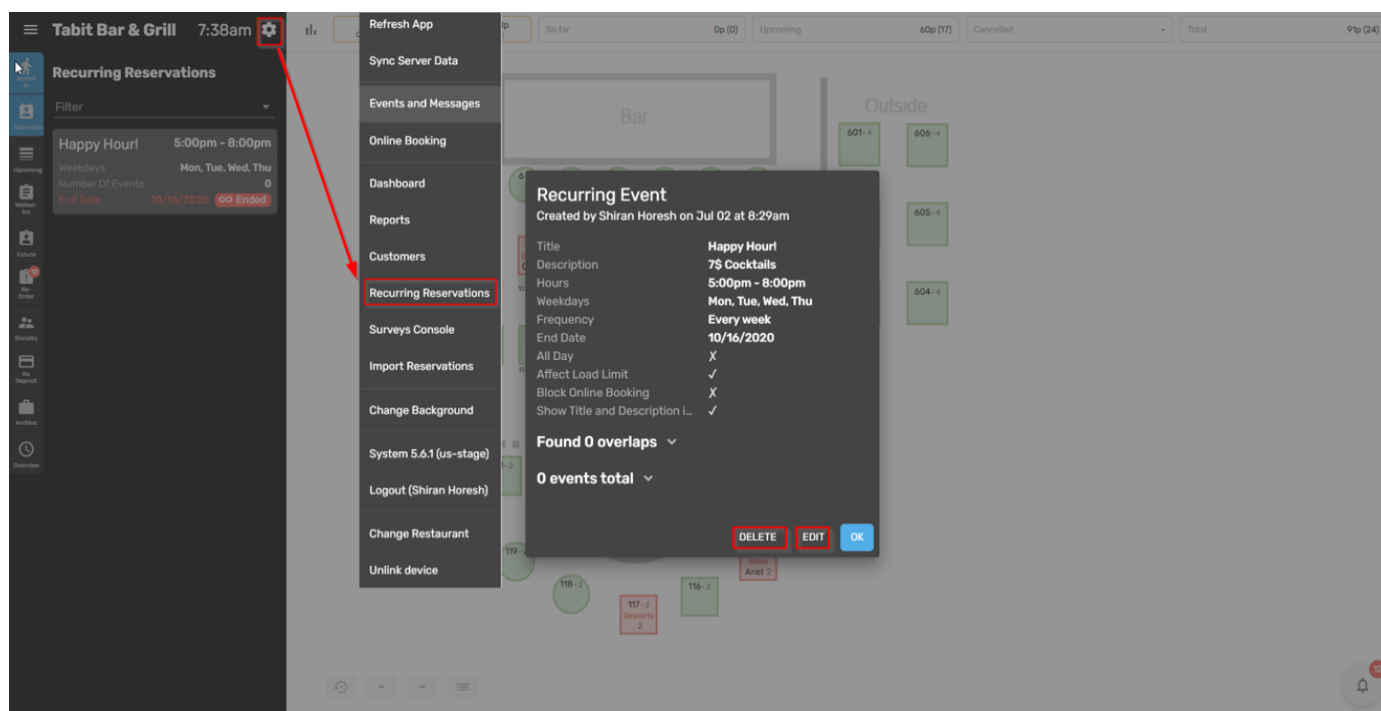
Feedback Report

The report includes guest feedback filtered to time period (daily/weekly) and type of service (seated/TA/delivery). The report will show feedback averages per category and individual feedback replies.



Recurring Reservations

Deleting and editing recurring reservations and events. Will delete all related reservation and events under the primary recurring reservation or event



Version History

06/17/2021 – Jessica published this document