

Requirements

- Server & Manager PAD Training must be completed in advance
- Manager needs to be added with the appropriate permissions to Tabit Office

□ Staff

1. Adding a new Staff Members
 - Roles
 - Office Permissions
 - User Code
2. Employee Functions
3. Time Reporting
 - Adding/Editing a Time Record

□ Back Office

1. Order Search
 - Search Parameters
 - Order Timeline
2. Restaurant Map
 - Adding new Tables
 - Moving Tables
3. Customer Info Report

□ Reports

1. Daily Sales Report (DSR)
2. Item Sales Report
3. Cash Summary Report
4. Credit Transactions Report
5. Exceptions Report
6. Server Tip Report
7. Labor Percentage Report

Signature and Date
