

# Visual Table Plans

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# Using Visual Table Plans

				Beverage	Food	Subu	0.00			
						Test	Champs			
				Alc Bottle	Draught	Fortified	Liqueurs	Spirits	Spirits	
7	8	9		Red Wine	Rose Wine	White Wine				Snacks
4	5	6 3		Mixers	Postmix	Soft Bottl				Hot Drinks
0	00	C	%	Action	Bookings	HD Loyalty	Function Food	Levy Top	Sub	total
Smirnoff Vodka						Void Item	Identify Customer	Ho Tra	old ans	Enter
					Altern Quantity	Quantity	Return Item	Rec	eipt	Enter
					Discount %	Discount Amount		Credit Card	Che	eque
					No Sale	ltem List	Credit Payment	Debit Card	Ca	ash
					Tat	bles	Credit Balance	Messages	Cri Acc	edit ount

1. From the point of sale, log in and select 'Tables'.

2. You will now see the first page of the visual table plan available.



At the top, you will see there are other tabs with different plans available. i.e spike bar



3. To 'open' a table and add items, select the table the guests are sitting at.



4. Click 'Yes'



5. Enter the number of people at the table.

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				Enter	NO UT	Covers	s 04								
4	Ex	it Acc	æpt												
1	1 2	3	4	5	6	7	8	9		0		_		BS	
0						1	<u> </u>	_							
	ТАВ	q	w e	r	t	У	u	i	•	p	1	1		CR	
	Lock	a	s	d	f	g	h	j	k	1	;		#	CR	
						-		-							
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						SF	ACE								
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						1.00									

#### 6. Select the items you wish to add to their table.

		Banoffee I	Muffin		1.95				
i carrot care	2.30	^	Beverage	Food					
1 Carrot Cake Carrot Cake 1 Banoffee Muf Banoffee Muffin	2.95 ffin 1.95				Test	Champs			
Banoffee Muffin		*	Alc Bottle	Draught	Fortified	Liqueurs	Spirits	Spirits	
7	8	9	Red Wine	Rose Wine	White Wine				Snacks
	2	3	Mixers	Postmix	Soft Bottl				Hot Drinks
0	00	<b>c</b> %	Action	Bookings	HD Loyalty	Function Food	Levy Top	Sub	total
Carrot Cake	Banoffee Hot Drink Muffin				Void Item	Identify Customer	Ho Tra	old ans	Enter
				Altern Quantity	Quantity	Return Item	Rec	eipt	Enter
				Discount %	Discount Amount		Credit Card	Che	eque
				No Sale	ltem List	Credit Payment	Debit Card	Ca	ash
				Tat	oles	Credit Balance	Messages	Cre Acc	edit ount

7. At this point you can identify the customer, this will add their name to the bill.

8. When satisfied select 'Hold Trans'.





9. To re-open the table, select 'tables' then select the table. The table will be green if opened, it will also list the number of covers on the table and the bill total.



### Multiple Bills

- 1. To add multiple bills to a table, select the table you wish to add another bill for.
- 2. You now be presented with the following options



3. To open the bill, which is currently on the table, select the option which has the bill total listed (yellow).



- 4. To open a second bill, select the second option, which has no value attached (red).
- 5. Follow the same process as above, add items and when satisfied select 'Hold Trans'.

## Alternating Table Plans

To change a current table plan, you will need to have a managerial user group status in ESP.

Alternate table plans may be used in the following way (example);



#### Main Bar Layout 01: Day to day standard set up of the bar

Main Bar Layout 02: Some evenings, tables are split to add more covers



Main Bar Layout 03: Some evenings, private functions in right side of bar area, to avoid confusion, remove tables.



1. To change the current view of the main bar, select action. (Either from the keypad login, or action in the F&B POS.

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			PO	S Action M	enu Subtl	0.00			
			Beverage	Food					
					Test	Champs			
			Alc Bottle	Draught	Fortified	Liqueurs	Spirits	Spirits	
7	8	9	Red Wine	Rose Wine	White Wine				Snacks
4	5	6	Mixers	Postmix	Soft Bottl				Hot Drinks
1	2	3						Alexandre I	
0	00	C %	Authenticate		w Held Transactions	Function Food	Levy Top	Sub	total
Smirnoff Vodka			Return To Point	of Sale I	Exit Point of Sale	Identify Customer	Ho Tra	ild ans	Enter
				Altern Quantity	Quantity	Return Item	Rec	eipt	Enter
				Discount %	Discount Amount		Credit Card	Che	que
				No	Item	Credit	Debit	Ca	ash
				Sale	List	Payment	Card		
				Sale	List	Payment Credit Balance	Messages	Cre Acce	edit ount

2. Select 'Authenticate User' and login

3. From the menu select 'Change Table Plans'



4. Select the table plan you want to be available. (Black & green are the table plans currently selected)

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			POS Action Beverage Food	Menu Subtl	0.00			
7	8	Select Default Plan Select Default Plan Main Bar Events		Test	Champs		Spirits	
4	5	Main Bar Events Main Bar Main Main Bar Main Main Bar Layout 1 Main Bar Layout 2 Main Bar Layout 3						Snacks Hot Drinks
0 Smirnoff Vodka	00	🖬 Spike Bar				, Hold Trans	Subto	al Enter
						Receipt	Cherry	Enter
		CK K	View No Sale	rem List	Cancel Credit Payment	Depit Card	Cast	
				Tables	Credit Balance	Messages	Credi	.t nt

- 5. Once the table plan is highlighted in blue, select OK
- 6. The selected should now change to dark green as below.



7. From this menu you can also activate or deactivate tables. Once your chosen view is selected as above, select 'View'



8. The table plan will now be shown.



9. If you have a table you don't want to be available, select the table and select 'Yes'



10. The table will now turn red and will not be able to be used.



11. If you wish to enable this table at any point, come back to this 'View' page, select the table and press 'Enable'.



12. The table will now turn white again and is able to be used.





13. Select 'Cancel' to return to the menu. Then select 'Return to Point of Sale' to return to the F&B point of sale.