

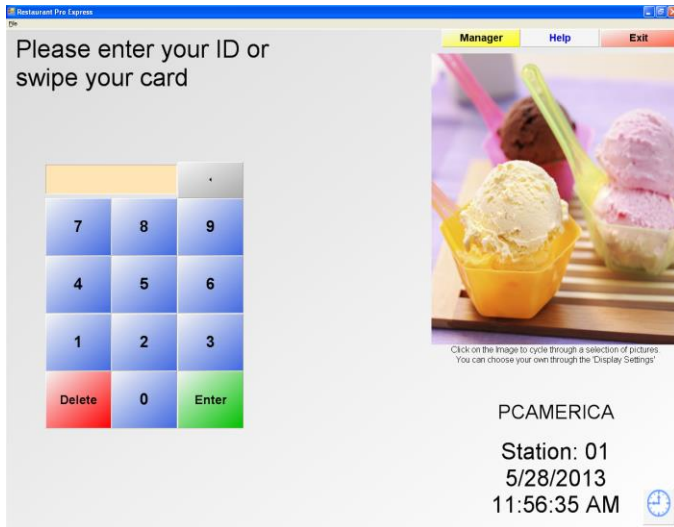
Transferring and combining tables, transferring servers (RPE)



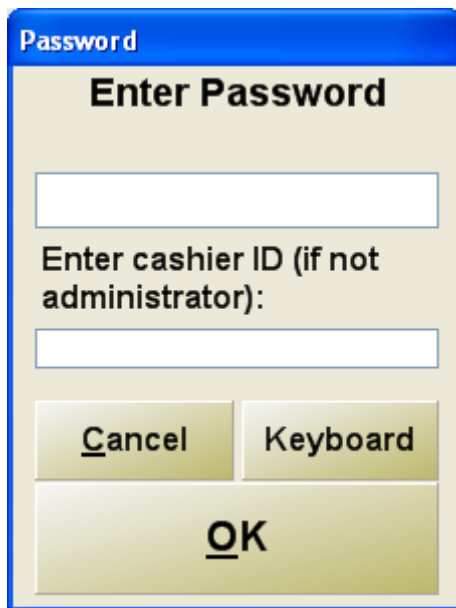
Restaurant Pro Express has built-in features to accommodate parties changing tables, servers taking over tables from one another, and multiple parties dining together under one check. These features can only be used in restaurants with table service.

Clocking-in Employees

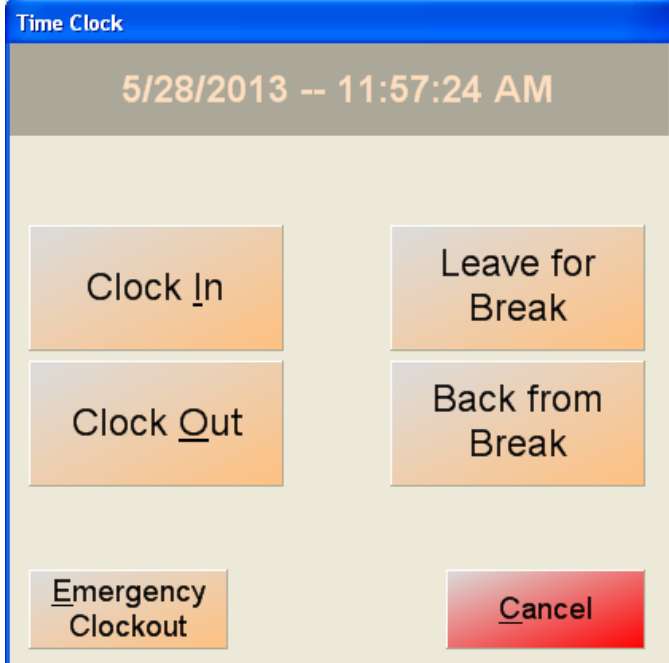
Before tables can be combined, or transferred or servers can be transferred all employees that will have a part of the transfer (either person having the table transferred to or from) they must be first clocked-in.



1. Press the clock icon on the bottom right of the screen.



2. Enter your credentials.



3. Select **Clock In**.



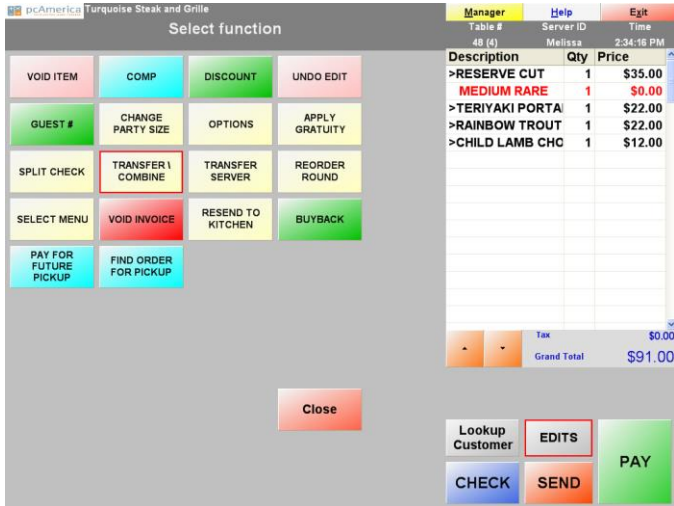
4. When finished select **Done**.

Each employee that will be part of the transfer(s) will need to be clocked in.

To clock an employee out, select **Clock Out** on this screen.

Transferring tables

To transfer tables, log into RPE, select the table that will be transferred, and follow these steps.



1. Select **EDITS** and then **TRANSFER \ COMBINE**.



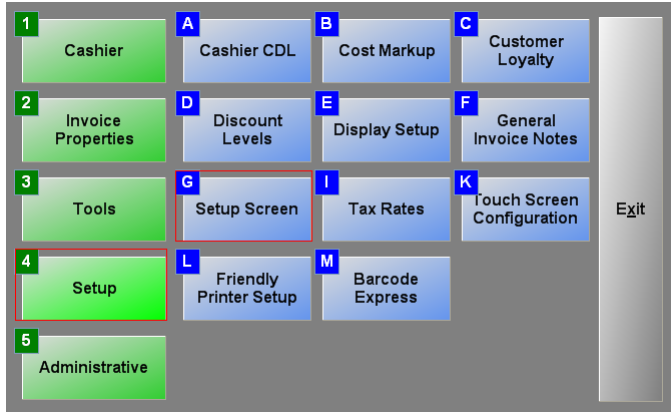
2. Select the table to transfer to.



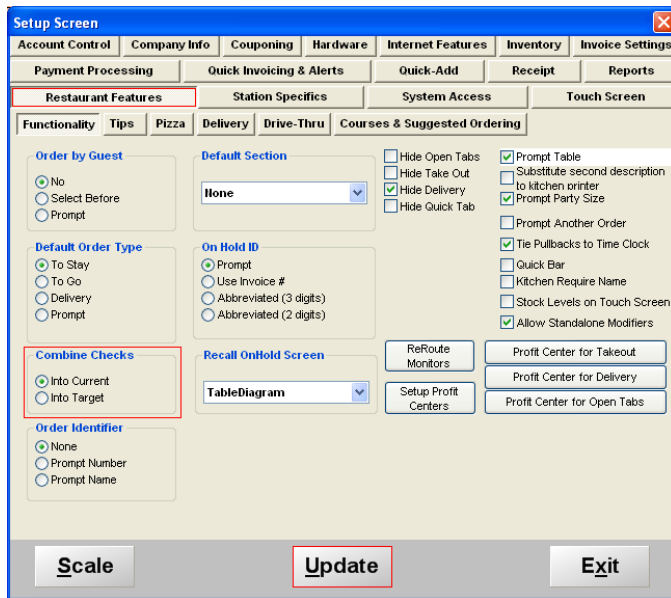
3. When you see the message pictured to the left, the table has been transferred.

Configuring the combining of tables

Some configuration is needed before you can combine tables. Select **Manager** from the login screen, provide the requested credentials, and follow these steps.



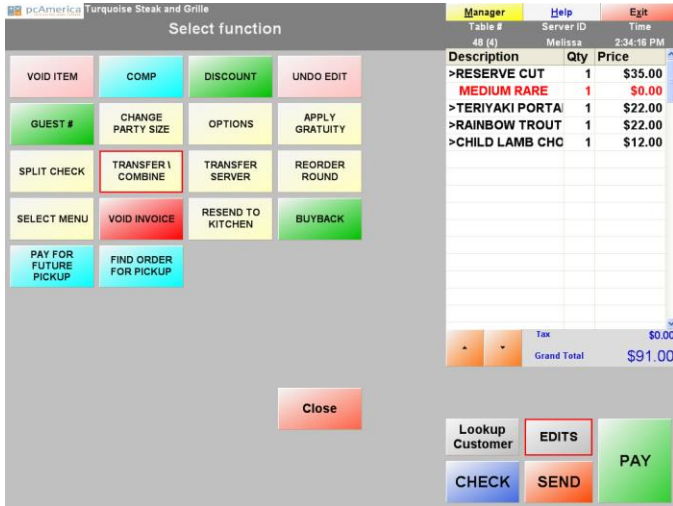
1. Select **Setup** and then **Setup Screen**.



2. Select the **Restaurant Features** tab.
3. Decide whether you want to combine checks **Into Current** (the first table chosen is the only table after combining) or **Into Target** (the second table chosen is the only table after combining).
4. Select **Update**.

Combining tables

To combine tables, log into RPE, select a table, and follow these steps.



1. Select **EDITS** and then **TRANSFER \ COMBINE**.



2. Select the table that is being combined with the current table.

Question Box

This table is currently occupied. Would you like to combine the checks?

Yes

No

3. You will be asked whether you want to combine the checks. Select **Yes**.

Table Combined\Transferred

The tables have been combined.

OK

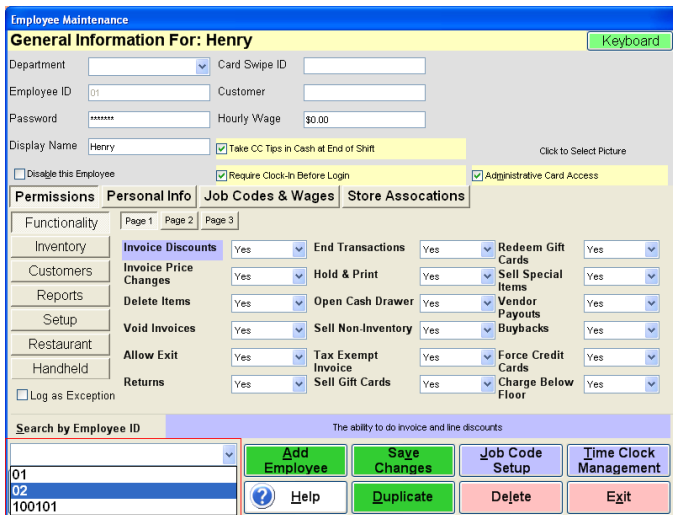
4. When you see the message pictured to the left, the tables have been combined.

Configuring the transferring of servers

Some configuration is needed before you can transfer servers. You need to decide which employees can transfer tables to other servers. From the login screen, select **Manager**, provide the requested credentials, and follow these steps.



1. Select **Employee Maintenance**.



2. Select an employee.

Employee Maintenance

General Information For: Melissa Keyboard

Department Card Swipe ID

Employee ID Customer

Password Hourly Wage

Display Name Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee Require Clock-in Before Login Administrative Card Access

Permissions **Personal Info** **Job Codes & Wages** **Store Associations**

| | | | | |
|-------------------|------------------------|-----|--------------------------|--------|
| Functionality | Access Others Tables | Yes | Open Tabs | Yes |
| Inventory | Add CC Tips | Yes | Take out Orders | Yes |
| Customers | Transfer Without Swipe | Yes | Delivery Orders | Yes |
| Reports | Transfer Tables | Yes | Comp Items -- Edit | Yes |
| Setup | Split Checks | Yes | Transfer Servers | Yes |
| Restaurant | Apply Gratuity -- Edit | Yes | Reprint Kitchen Printout | Prompt |
| Handheld | | | | |

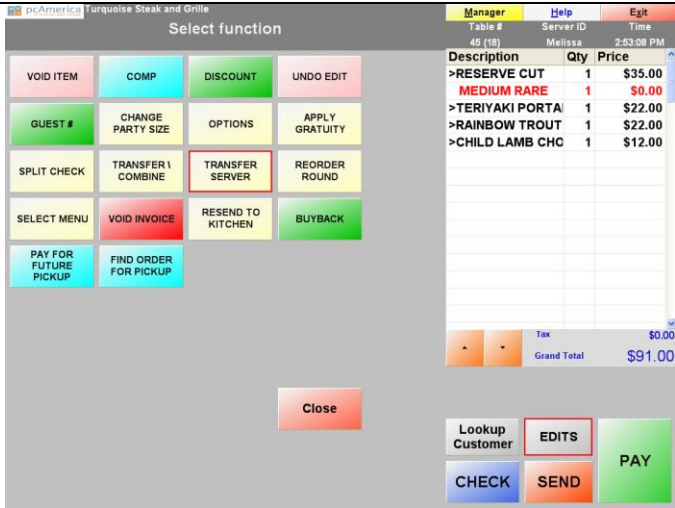
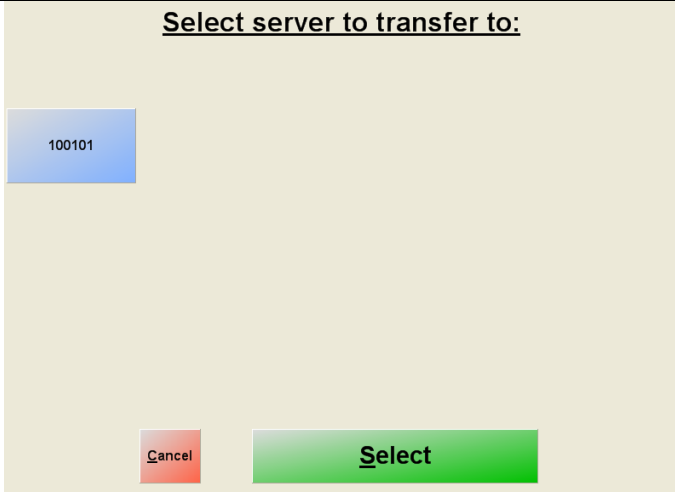
Log as Exception

Search by Employee ID The ability to do invoice and line discounts

3. Select **Restaurant** (under Permissions).
4. Pick a permission for **Transfer Tables** (whether they can transfer tables to other servers).
5. Select **Save Changes**.

Transferring servers

To transfer a table to another server, log into RPE, select the table, and follow these steps.

| | |
|---|--|
|  <p>1. Select EDITS and then TRANSFER SERVER.</p> | |
|  <p>2. Select the server to which you are transferring the table.</p> | |
| <p>You will see a message confirming that the table has been transferred to the other server.</p> | |