

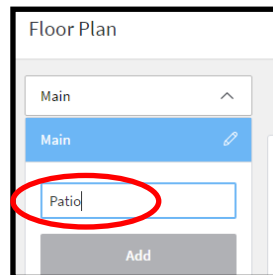
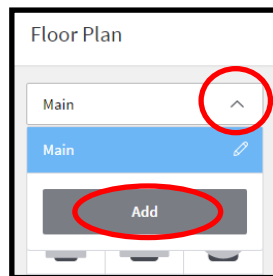


Adding, Copying, & Adjusting Floor Plans in GuestCenter

Log into GuestCenter Web Client, <https://guestcenter.opentable.com>. From the menu in the upper left corner, choose “Availability.” All changes made to Floor Plans must happen through Web Client and cannot be made from the iPad app. Note: Changes made in Web Client will not appear on the iPad app or online until the changes are published by clicking “Publish Updates” followed by “Publish Now.”

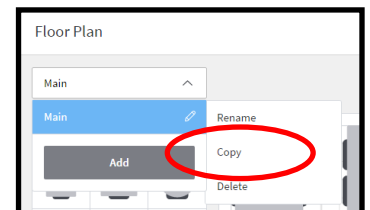
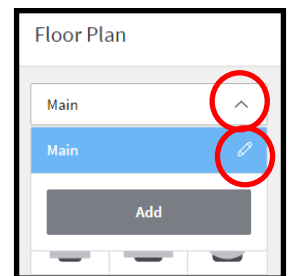
Adding a Floor Plan

1. From the “Floor Plan” tab, click on the arrow next to the name of the current floor plan.
2. Click the “Add” button.
3. Name the floor plan (ex. Patio or Bar). Then hit Enter on the keyboard.
4. Build the floor plan.



Copying a Floor Plan

1. From the “Floor Plan” tab, click on the arrow next to the name of the current floor plan.
2. Click the pencil icon next to the floor plan to be copied.
3. Select “Copy.” Name the new floor plan and hit Enter on the keyboard. Each floor plan must have a unique name.



Adjusting a Floor Plan

Drag and drop tables from the left onto the floor plan. Use the knob on the side of a table to rotate orientation. Adjust the table properties on the right. Be sure the table number, table type, minimum party size, and maximum party size are all accurate. Tables can be duplicated or deleted using the buttons.

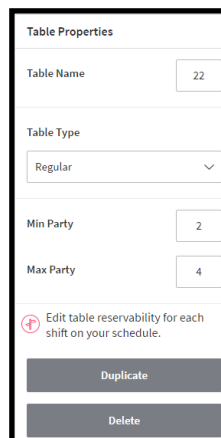
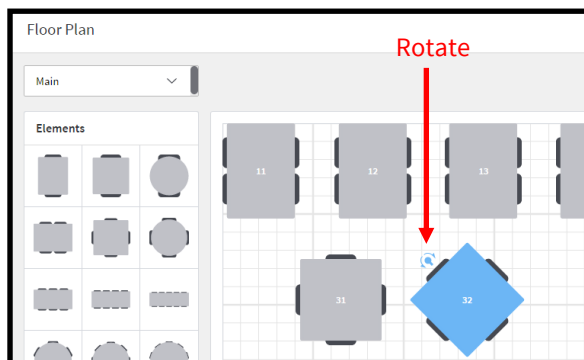


Table Types
Table Types include Regular, High-Top, Counter, Bar, and Outdoor. Assign the correct table type in order to accurately assign availability in the Capacity Settings on the Schedule tab.

Do not forget to “Publish Updates” when all changes are complete
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