

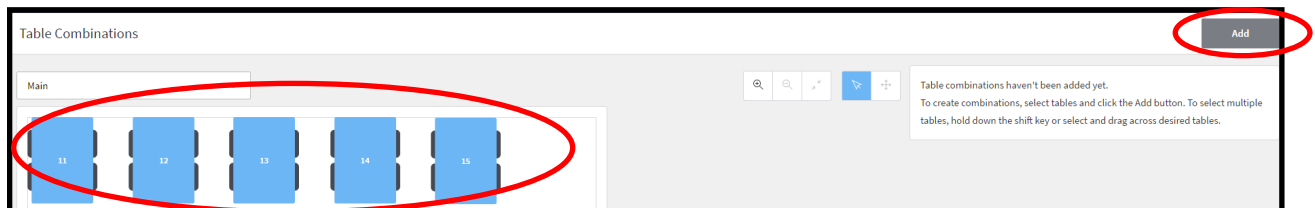
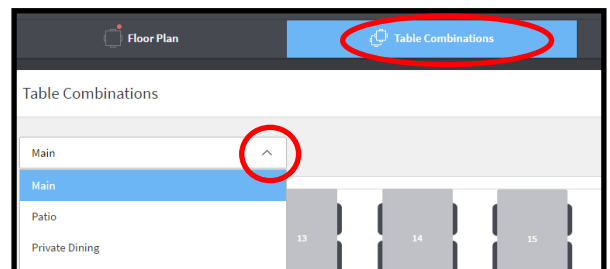


## Creating Table Combinations in GuestCenter

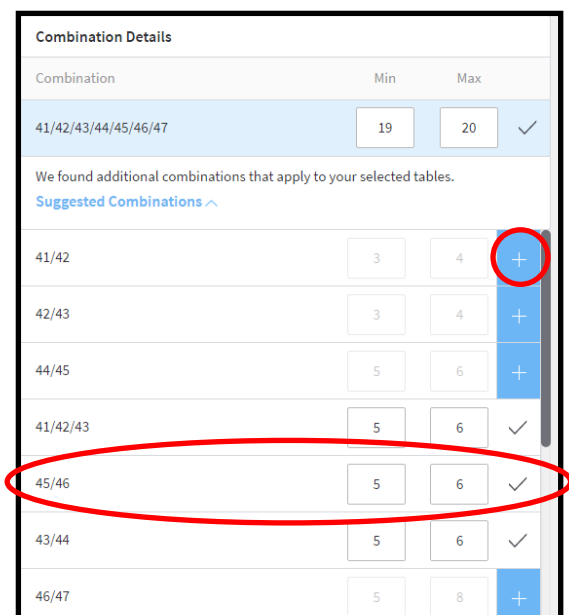
Table Combinations are used to create availability for large parties. Combining tables allows restaurants to create space for parties that cannot be accommodated by a single table.

Log into GuestCenter Web Client, <https://guestcenter.opentable.com>. From the menu in the upper left corner, choose “Availability.” All changes made to Table Combinations 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.”

1. Choose the “Table Combinations” tab from the top bar.
2. Select the correct floor plan from the drop down menu.
3. Highlight the tables to be combined and click “Add.”



4. If more than two tables are highlighted, all of the highlighted tables will be made into one combination.
5. Additional combinations within the group can be made by clicking “Suggested Combinations.”
6. Additional combinations can be added by clicking the blue “+” after the desired combinations.
7. After clicking a plus sign, there will be an option to adjust the minimum and maximum party size for the table combination. Double check the minimum and maximum, as the default may not be accurate for every combination.
8. Note: Tables of different Table Types cannot be combined. The Table Types must be the same.



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