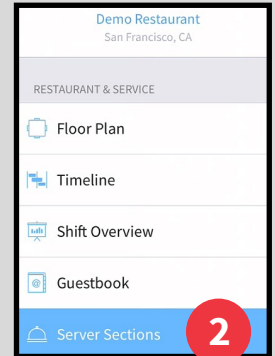
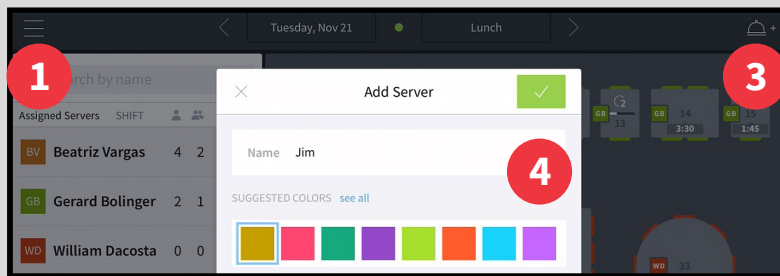




Server Sections

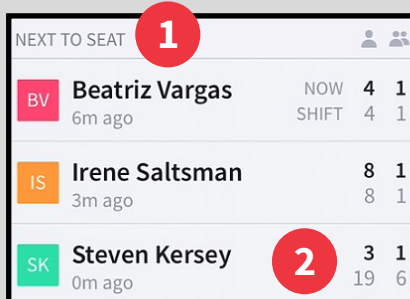
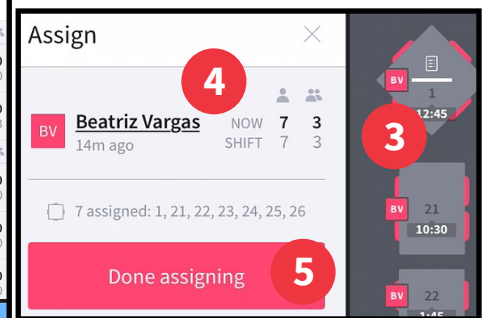
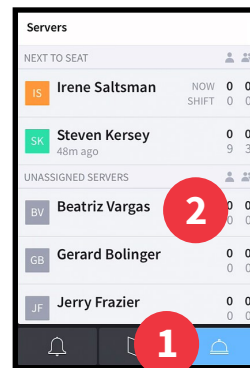
Adding a New Server

1. Tap the menu key (three lines) in the upper left-hand corner of the iPad app.
2. Select “Server Sections” from the dropdown menu.
3. Tap the cloche (bell shape) in the upper right-hand corner.
4. Add the new server’s name and select a color, followed by the green check.



Assigning a Server

1. Tap the cloche located under the lists on the left-hand side.
2. Tap the server’s name from the Unassigned Servers.
3. Choose the tables to assign.
4. Adjust the color by tapping the server’s name.
5. Select Done Assigning.



Understanding Server Sections

1. Next To Seat indicates the next server to be sat based on when each server last received a table. The server on top of the list should be sat next.
2. Server counts are tracked. Bold numbers indicate the server’s current covers and tables. The number underneath indicates the covers and tables for the entire shift.

Deleting a Server

1. Tap the menu key in the upper left-hand corner of the iPad app.
2. Select “Server Sections” from the dropdown menu.
3. Choose the server’s name from the list of servers.
4. Select “Delete Server” followed by “Confirm Delete?”

