



ALL USERS

This Quick Start Guide is Intended for users with login privileges.

List View

Use this to view all tickets, sort and perform other commands on multiple tickets.

Transfer Tickets:

Guests won't have to pay at the bar, then pay again at their table.

Staff with this privilege may assign the ticket without closing it to each other.

Combine Tickets:

Perfect for individual guests in a group that later decide they prefer to pay on one check.

Combine multiple check onto a single check in a few touches.

Pay Tickets to Cash or Assign Tips to Tickets:

Close multiple tickets at once. This save staff working in server banking environments time during or at the end of their shift.

Complete these actions from one screen. It's easy to train staff and allows them to focus on guests!

Common List View Tasks

List View is another way to view tickets in Dinerware. Staff with permission can access List View by using the button at the bottom of the order entry page. In List View, staff can sort tickets in a number of ways and perform other commands on multiple tickets at one time by touching and selecting the tickets.

Important: List View is a privilege assigned by job. A manager can assign a job this privilege in the Jobs screen.

Common tasks in list view

Transfer tickets

1. From the Order Entry screen, touch **'List View.'**
2. Touch **ticket(s)** to be transferred.
3. Touch **'Transfer to Self'** or **'Transfer to Others.'**
4. Choose **'Yes'** to accept the ticket(s) transfer.

Combine tickets

1. From the Order Entry screen, touch **'List View.'**
2. Touch **ticket(s)** to be combined.
3. Touch **'Combine Tickets.'**
4. Choose **'Yes'** to combine the ticket(s).

Pay tickets to cash

1. From the Order Entry screen, touch **'List View.'**
2. Touch **ticket(s)** to be paid.
3. Touch **'Pay with Cash.'**

Assign tips to ticket

1. From the Order Entry screen, touch **'List View.'**
2. Touch **ticket(s)** to be transferred.
3. Touch **'Assign Tips.'**
4. Enter individually **each tip for each ticket.**