



ALL USERS

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

Share Items

Dinerware enables the server or cashier to easily to share out items among guests, such as a bottle of wine or appetizers.

Shared Item Note:

This option "follows" each guest no matter if one ticket is split into many, or many tickets are split out.

How to Open Tickets, Share Items

Dinerware is designed to accommodate many different environments. For example, a bartender will need the ability to open and close tickets out fast, while a fine dining restaurant needs to easily split or combine checks. There are several ways to manage tickets (sometimes called guest checks). The following is how **fine dining or casual dining restaurants** use Dinerware to open tickets, split items or share items.

Open a ticket

1. At the bottom of the Order Entry screen, touch **'New Ticket.'** Ticket appears.
2. Touch the **table icon** in the upper left of the ticket. The Table Section screen appears.

3. Touch a **section, a table, and the number of persons** on the ticket. Touch **'Ok.'**

The Order Entry screen appears, and the ticket is ready to accept the party's orders.



Share items

1. **Commit the ticket,** then open the committed ticket.

2. Touch a menu item. New buttons appear at the top right of the ticket.

3. Touch **'Share Item.'** If two people want to share an item, **add 1 share to person 1, and add 1 share to person 2.**

This will share out the cost of that item between two people. An item can be shared out among any number of guests at the table. This is ideal for fine dining where bottles of wine, appetizers and other items are commonly shared.

