



ALL USERS

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

Split Tickets

Dinerware enables the server or cashier to easily split tickets any way guests may wish in a few fast touches.

Combine Tickets

Dinerware enables the server or cashier to easily create a single ticket by combining individual tickets.

How to Split or Combine Tickets

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 will want the ability 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 split or combine tickets.

Split a single ticket into two tickets

1. At the bottom of the ticket, touch **'Split Ticket.'**

A diagram appears. There are several ways to split the ticket depending on the guest situation.



2. If guests at a table want their own bill, touch **'Split All Guests to New Tickets.'**

3. Touch **'Split.'**

Two tickets appear: **Table 1** and **Table 1:2**.



Both guests have their own ticket. If the guests shared any items, those items are now listed and divided in cost on each ticket.

Combine tickets

List View privileges must be activated before tickets can be combined.

1. Touch **List View.**
2. Touch the desired tickets to be combined.
3. Then touch **'Combine Tickets.'**
4. Touch **'Yes'** to confirm.

Previously split tickets are combined into a single ticket.

