

• Welcome to the DISH POS App. In this tutorial, we show you how to split and move a table.

■ Rooftop				
FACILITIES OPEN ORDERS				
Table 1 ⓒ 2 등 1	Table 2			
Table 3	Table 4			
Table 5	Table 6			
Table 7	Table 8			
Table 9				



• Start by long tapping the table with the order you want to manage.

FACILITIES OPEN ORDERS				
Table 1 () 2 🗐 1	Table 2			
Table 3	Table 4			
Table 5	Table 6			
Table 7	Table 8			
Table 9				



Then a pop-up window will appear with multiple options. Tap on Move order, to move the items to another table.





• Afterwards select the table you wish to move your order to, by setting the respective checkmark.





• And confirm your choice by tapping on OK.





Now a pop-up will appear notifying you that your order has been moved successfully.

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FACILITIES OPEN ORDERS				
Table 1	Table 2 🗐 1			
Table 3	Table 4			
Table 5	Table 6			
Table 7	Table 8			
Table 9				
Order successfully moved				



• To split a table, first tap the table you want to split.

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FACILITIES OPEN ORDERS				
Table 1	Table 2			
Table 3	Table 4			
Table 5	Table 6			
Table 7	Table 8			
Table 9				



• You are now in the open order of the selected table. From here, open the options' menu in the top right corner.



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## Now select Split/move.





• To split the items on the handheld and let them be paid separately, you need to move the according items to another table. To do so, select the respective items.





## • And tap on the move order icon.

Table 2		∽ fÅ '	<b>ç</b> ©
Fanta	x1	3.20	3.20
Pommes	x1	4.00	4.00
Selected amount:			4.00



• Then select the table you want to move the selected items to, by setting the respective checkmark.



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## Then proceed, by tapping on OK.





Again, a pop-up will appear notifying you that your order has been moved successfully. Now, the selected item has been removed from the original order and is assigned to the new table.





That's it. You completed the tutorial and now know how to split and move a table.





