SEVENROOMS

DINING iPAD
TRAINING MANUAL

TABLE OF CONTENTS

This icon indicates that this function is customizable in the settings on the website. Please contact your venue administrator to adjust.

01

FLOORPLAN VIEW (Default view)

From the floorplan, you can pre-assign, seat, and change each reservation status.

ADD RESERVATIONS

Walk-In   Reservations

Change to "now"

Date

Shift

Floorplan

Reservations

Waitlist

Coverflow

Guestlist

Server Sections

Live Spend

Settings

Sync

Reservation status   Table assignments

TABLE COLORS
Different table colors indicate **different statuses.**

Tap on the **sync icon** to see when your reservations were last synced.

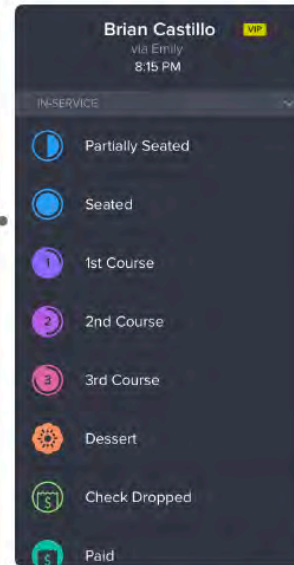You can drag a reservation onto a table, to assign, change or seat.

DRAG RESERVATIONS
You can quickly drag a reservation to pre-assign, seat now, or change tables.
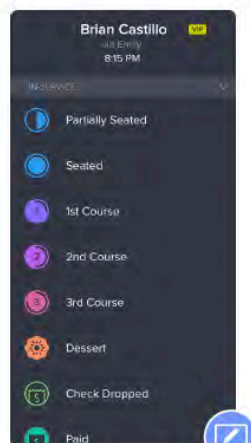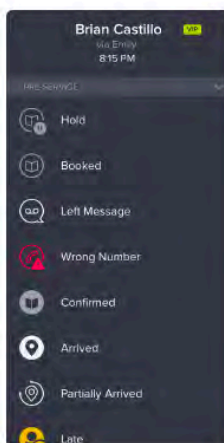
CHANGING THE RESERVATION STATUS

Tap on the Reservation Status icon, to update the status. You can also double tap on the table, to quickly change the Reservation Status.

Tap reservations status icon, or double tap on a table to change the status.

CHANGING STATUS

PRE-SERVICE & IN SERVICE STATUSES

Reservations statuses fall under either the category of either **Pre-Service or In-Service**.

FLOORPLAN TABLE & STATUS COLORS

The status of each reservation can be viewed from the floorplan, by looking at the table color.

Available	2nd Course
Assigned	3rd Course
Partially Seated	Dessert
Seated	Check Dropped
1st Course	Check Paid

FLOORPLAN LAYERS

You can display different information on the Floorplan by changing which layers are visibile and active.
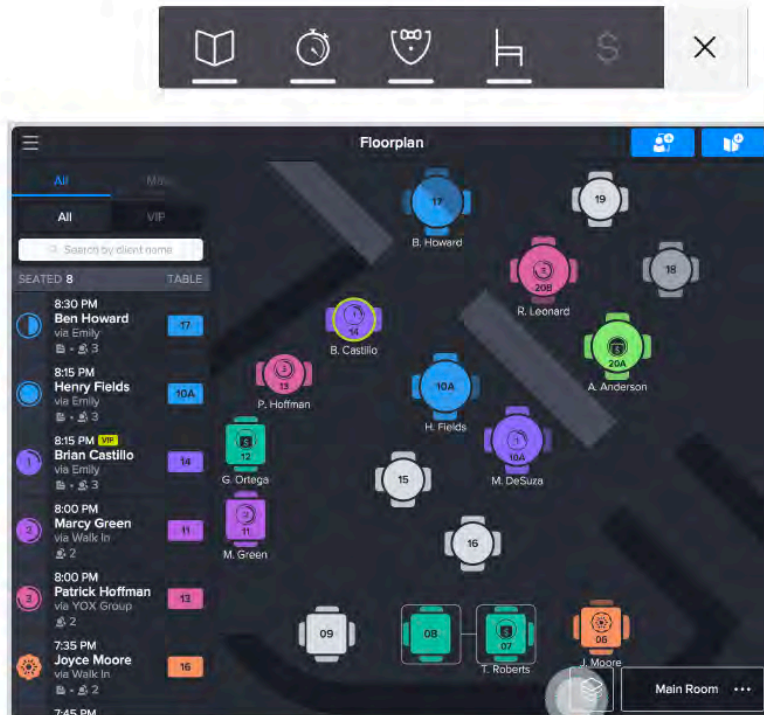

Reservations

Duration

Servers

Covers

Spend

ADJUSTED LAYERS

The Floorplan has been adjusted to display: **Reservations**, **Duration** of current reservations, **Server Sections**, and table **Covers**. The Spend layer is not active.

# BOOKING A RESERVATION - EASY AS 1 -2 -3

The Reservation Booking wizard makes it easy for you to check availability for the current date, or for a future reservation.
Easy as 1 -2 -3! First, select the desired date. Second, check the availability by entering the guest size. Third, search your database for an existing client, or as a new. The profile will link to the reservation, and you're ready to book!
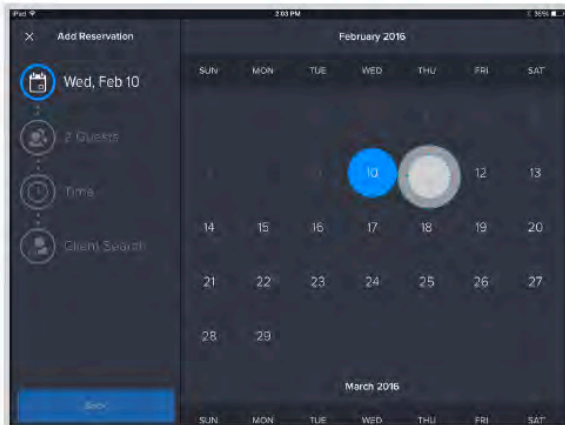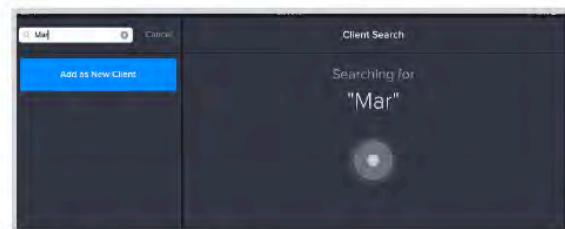

#1 - Booking a Reservation
You can select the current day, or a future date.
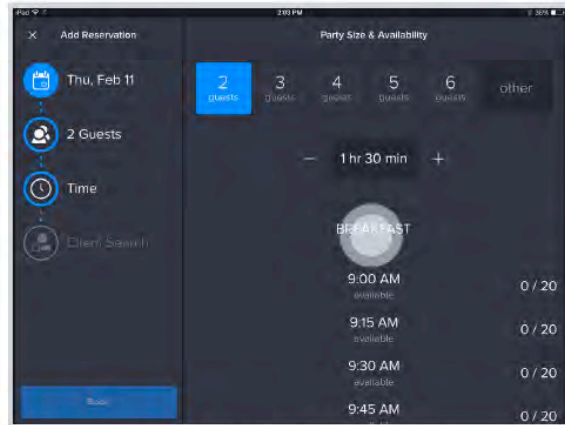
#2. - Party Size & Availability Look-up
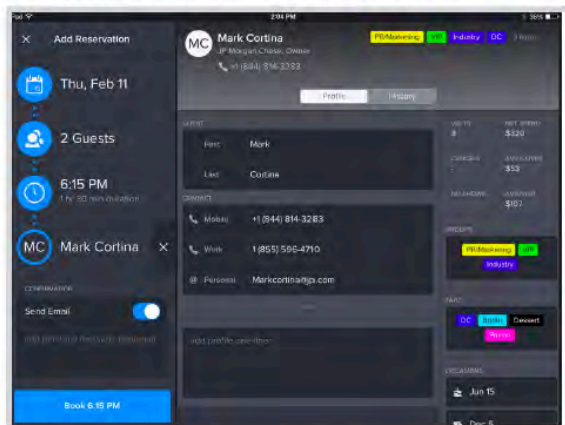You can tap to change shifts, and view availability.

#3. - Client Look-Up
Enter the first three letters of the first, or last name to search for an existing client, or add as a new client.
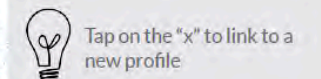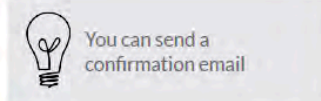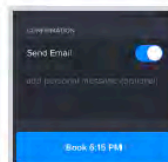

#3a. - Client Results
Enter the first three letters of the first, or last name to search for an existing client, or add as a new client.

#4. - Reservation with linked Profile

You can send a confirmation email

Tap on the "x" to link to a new profile

ADDING A WALK-IN RESERVATION

You can quickly seat a walk-in, or add them to the Waitlist (if no tables are available). You can always seat as a guest, and add as a new client afterwards.
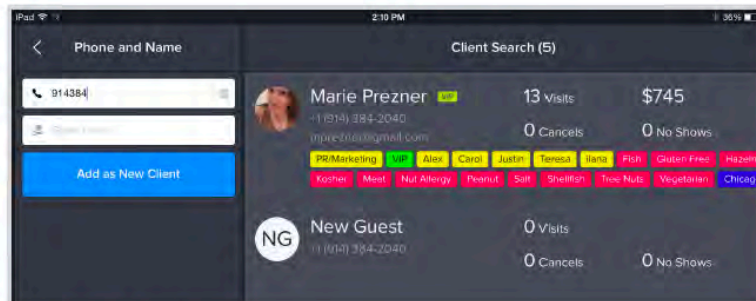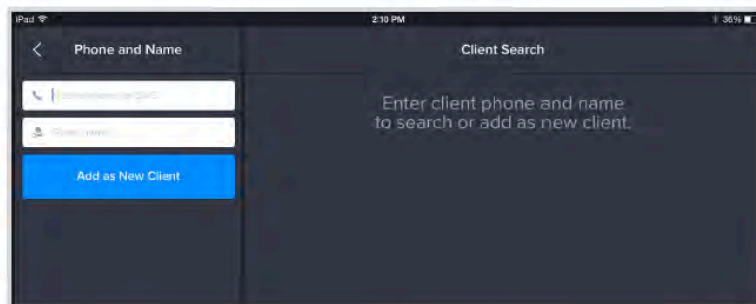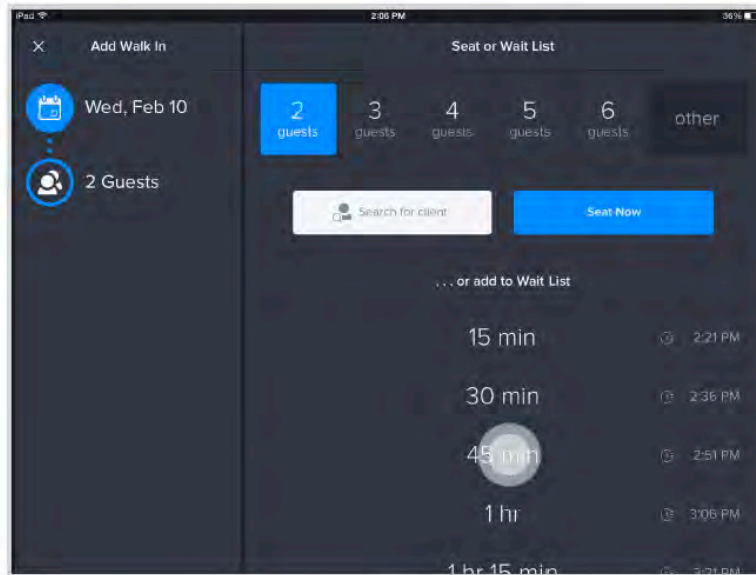
Adding to Waitlist

You can search through your existing client database, or capture the guests phone number and name and add as a new client.