

How-To Guide Configuring Restaurant Tables and Table Status Definitions

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Table of Contents

Introduction	3
Overview	3
Prior Training / Experience	3
Restaurant Tables	4
Restaurant Table Configuration.....	4
Restaurant Table Status Definitions	6
Configuring Restaurant Table Status Definitions.....	6
Broadcasting	8
POS Functionality.....	8
About This Document	9
Current Document Version information.....	9
Document Context.....	9
Document Inquiries.....	9
Document History	10

Introduction

The purpose of this guide is to provide a foundational understanding of the options and capabilities available when configuring a Restaurant Table and Restaurant Table Status Definitions.

Overview

All activities required to define and configure a new Restaurant Table and Restaurant Table Status is provided here.

This guide will cover the configuration for the following:

- Restaurant Table
- Restaurant Table Status Definitions

Prior Training / Experience

You should be familiar with the following:

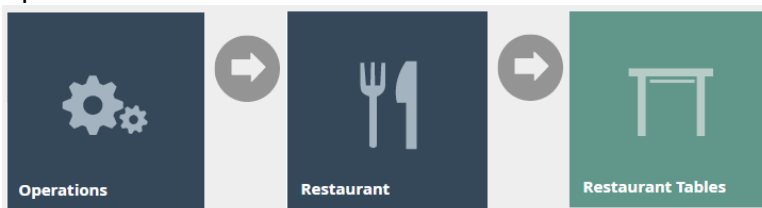
- Estate Manager Configuration
- Data Broadcasting

Restaurant Tables

Restaurant tables are configured through the Restaurant Tables Maintenance application on the estate manager. Tables are defined by location and area. New Restaurant tables can be created for Restaurant Locations and Areas that have already been configured. All tables created in a location and/or area will be used by the POS application when generating the table grid / floor view.

Restaurant Table Configuration

The Restaurant Table Maintenance application can be accessed through:
Operations-> Restaurant -> Restaurant Tables



Restaurant Table Maintenance

Restaurant: -
Area ID: -
Table ID: Starts With:
Description: Starts With:
Not In Use: -
Allow Reservation: -

Apply Filters Reset Filters

	Restaurant ID	Area ID	Table ID	Description	Not In Use	Maximum Covers	Allow Reservation
	1210	MAIN	1	Table 1	<input type="checkbox"/>	4	<input checked="" type="checkbox"/>
	1210	MAIN	10	Table 10	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>
	1210	MAIN	11	Table 11	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>

Page 1 of 4 Page Size 10

+ Create a new Restaurant Table

To create a new Restaurant Table, select **Create a New Restaurant Table** on the Restaurant Table Maintenance page.

Select the Restaurant Location from the **Restaurant ID** drop-down.

Select the area from the **Area ID** drop-down.

Enter a unique **Table ID** for the new table. The ID can be alphanumeric and contain a maximum of 20 characters.

Restaurant Table Maintenance

Please enter following details for the new Restaurant Table

Restaurant ID	The Enactor Restaura
Area ID	Main
Table ID	10

← Back + Create

Select **Create**.

*The available areas will be filtered based on the selected Location (Restaurant ID)

You will be presented with the following options to complete creating the new table:

Restaurant Table Maintenance

Save Cancel

You are editing the table with Restaurant ID: 'REST1', Area ID: 'MAIN', Table ID: '25'

Description 1
 English (Canada) 2

Not In Use 3

Maximum Covers 4

Allow Reservation 5

Set the appropriate values in the **Restaurant Table Maintenance** application as follows:

Configuration	Description
Description	Enter a table description that can be alphanumeric with a maximum of 30 characters. This will be visible in screens and other configuration options.
	Select the locale in the second field from a drop-down list of all configured locales.
Not in Use	Select the checkbox to indicate that the table is not in use. Will be displayed in the POS application as not in use.
Maximum Covers	Enter the maximum number of diners (covers) that can occupy this table. *This can be overridden on the POS application.
Allow Reservations	Select the checkbox to indicate that the table can accept reservations. This will enable Set Table Reservation option in the POS application.

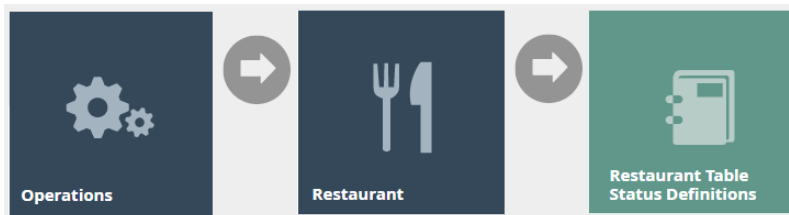
*You can view, edit, copy, or delete tables listed under Restaurant Table Maintenance.

Restaurant Table Status Definitions

Restaurant Table Status Definition is configured in the Restaurant Table Status Definition Maintenance application. Defining a table status can drive functions such as courses being ordered, or away functions being selected which are described in a separate how-to guide.

Configuring Restaurant Table Status Definitions

The Restaurant Table Status Definition Maintenance application can be accessed through: Operations -> Restaurant -> Restaurant Table Status Definitions



The screenshot shows the 'Restaurant Table Status Definition Maintenance' application. It features a header bar with the title and a 'Hide' button. Below the header are filter fields for 'Status ID' and 'Description', each with a 'Starts With' dropdown and an input field. There are also 'Apply Filters' and 'Reset Filters' buttons. The main content is a table with columns for 'Status ID', 'Sequence', and 'Description'. The table lists seven status definitions: UNKNOWN (Sequence 0), AVAILABLE (Sequence 1), IN_USE (Sequence 2), RESERVED (Sequence 3), DIRTY (Sequence 4), DRINKS (Sequence 5), and ORDERED (Sequence 6). At the bottom of the table, there is a 'Create Restaurant Table Status Definition' button highlighted with a red box.

	Status ID	Sequence	Description
	UNKNOWN	0	Unknown
	AVAILABLE	1	Available
	IN_USE	2	In Use
	RESERVED	3	Reserved
	DIRTY	4	Dirty
	DRINKS	5	Drinks
	ORDERED	6	Ordered

To create a new Restaurant Table Status Definition, select **Create Restaurant Table Status Definition** on the Restaurant Table Status Definition Maintenance page

Enter a **Table ID** that can be alphanumeric with a maximum of 20 characters. This will be displayed in screens and other configuration options.

The screenshot shows the 'Create Restaurant Table Status Definition' form. It has a header bar with the title 'Restaurant Table Status Definition Maintenance'. Below the header is a message: 'Please enter following details for the new Restaurant Table Status Definition'. There is a text input field labeled 'Status ID'. At the bottom of the form, there are two buttons: 'Back' and 'Create'.

Select **Create**.

You will be presented with the following options to complete creating a **New Table Status Definition**:

Set the appropriate values on the **Restaurant Table Status Definition Maintenance** application as follows:

Configuration	Description
Sequence	Enter the number of statuses the table will go through in sequence. (This means if a table will serve starters before mains and mains before desserts etc. in a sequence)
Allow Sequence Number Override	Select the checkbox to indicate that the above sequence number can be overridden in the POS application.
Description	Enter a Description for the table that can be alphanumeric with a maximum of 20 characters. This will be visible in screens and other configuration options.
	Select the locale in the field from a drop-down list of all configured locales.
Colour	Enter the Colour in which the specific table definition will be displayed on the POS application.
Image	Select the Image to be displayed in the POS application from the drop-down list. Images are managed through Image Maintenance. (This is described in a separate how-to guide)
Image URL	Add an Image URL that points to an external source which will determine the image displayed in the POS application.

*You can view, edit, copy, or delete Table Status Definitions listed under Restaurant Table Status Definition Maintenance.

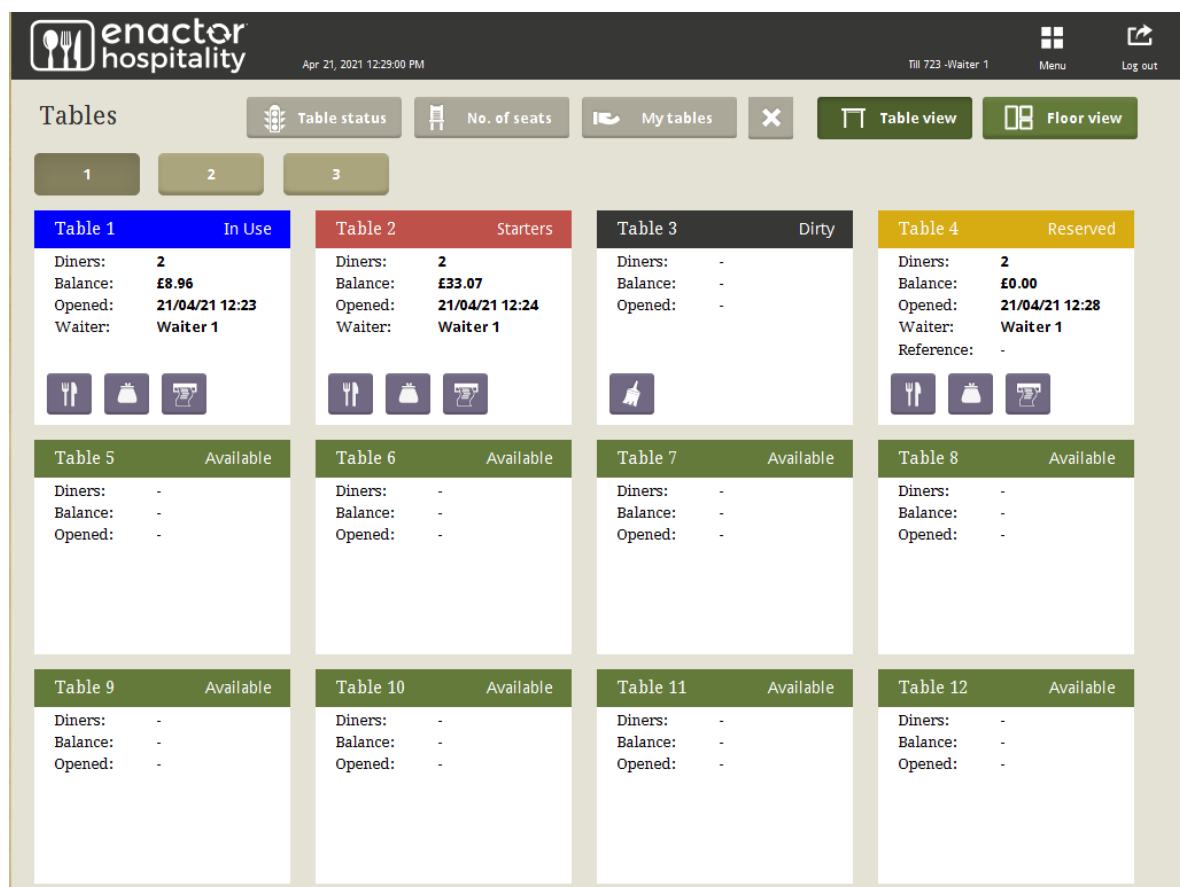
Broadcasting

To deliver the configuration changes to the POS, broadcast the following entities.

- Restaurant Table
- Restaurant Table Status
- Restaurant Table Status Definition

POS Functionality

The operator after selecting Table view will be able to select the table to enter orders accordingly. At each stage the status will change displaying the status description and the colour assigned in Table Status Definition.



Function	Outcome
Table View	Shows a Table View screen. Lists all tables in area.
1,2,3	Enables navigating to additional screens with table lists.

About This Document

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The amendment history of this document can be found in the table below.

Current Document Version information

Document Version 1.0

Product Version 2.6

Document Context

This document is part of the Enactor Product Documentation Series. All Enactor products include a comprehensive documentation set designed to improve understanding of the product and facilitate ease of use.

Document Inquiries

At Enactor we aspire to produce the highest quality documentation to reflect and enhance the quality of our product. If you find that the document is inaccurate or deficient in any way, please assist us in improving our standard by letting us know.

For matters of document quality or any other inquiries regarding this document please contact:

By Email: documentation@enactor.co.uk

Document History

The following versions of the document have been produced:

VERSION	STATUS	ISSUE DATE	AUTHOR	REASON FOR ISSUE
1.0	Initial Draft	28/05/21	Thilini Sayakkara	Initial version