



**REVENTION®**

**Guest & Table  
Management Guide**



# Guest & Table Management

## Table of Contents

Expo Screen.....	2
Overview .....	2
Expo Configuration.....	5
Overview .....	5
Table Management.....	7
Table Management LiveMode .....	7
Table Management Setup.....	10
Table Management Setup – Rooms.....	10
Table Management Setup - Objects .....	12
Table Management Setup – Selected Table .....	13
Building Your Dining Room .....	15
Adding Tables to Current Room.....	15
Adding a Room.....	16
Adding Background Objects to Current Room.....	16
Adding Custom Objects.....	18
Sample Tables and Background Object Images .....	18
Adding Custom Image Objects.....	20
Point of Sale Configuration .....	22
Turn On Use Table Layout.....	22
Configure Labor Types .....	23
Result .....	24
Tables Color Codes.....	24

# Guest & Table Management

## Expo Screen

### Overview

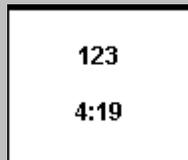
The Expo screen helps monitor tables, their turn times and alerts you about kitchen ticket times and their status. An establishment needs a minimum of two Kitchen Display Systems to fully utilize the Expo Screen.

NAME	IMAGE																																																																																
Expo Screen	<table border="1"> <tr> <td>111</td> <td>112</td> <td>113</td> <td>11 13:44</td> <td>121</td> <td>122</td> <td>123 4:19</td> <td>124</td> <td>131</td> <td>132</td> </tr> <tr> <td>211</td> <td>212</td> <td>213</td> <td>214</td> <td>215</td> <td>216 10:56</td> <td>221</td> <td>222</td> <td>223</td> <td>224</td> </tr> <tr> <td>224</td> <td>231</td> <td>232</td> <td>233</td> <td>234 4:44</td> <td>235</td> <td>241 11:21</td> <td>242</td> <td>243</td> <td>311</td> </tr> <tr> <td>312</td> <td>313</td> <td>321</td> <td>322</td> <td>323</td> <td>324</td> <td>325</td> <td>326</td> <td>327</td> <td>331</td> </tr> <tr> <td>332</td> <td>333</td> <td>334</td> <td>335</td> <td>336</td> <td>337</td> <td>401</td> <td>402</td> <td>403</td> <td>404</td> </tr> <tr> <td>405</td> <td>406 6:16</td> <td>407</td> <td>408</td> <td>409</td> <td>410</td> <td>411 5:25</td> <td>412</td> <td>413</td> <td>414</td> </tr> <tr> <td>415</td> <td>416</td> <td>417</td> <td>418</td> <td>419</td> <td>501</td> <td>502 5:52</td> <td>503</td> <td>504</td> <td>505</td> </tr> <tr> <td>506</td> <td colspan="9"></td> </tr> </table>	111	112	113	11 13:44	121	122	123 4:19	124	131	132	211	212	213	214	215	216 10:56	221	222	223	224	224	231	232	233	234 4:44	235	241 11:21	242	243	311	312	313	321	322	323	324	325	326	327	331	332	333	334	335	336	337	401	402	403	404	405	406 6:16	407	408	409	410	411 5:25	412	413	414	415	416	417	418	419	501	502 5:52	503	504	505	506									
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	506																																																																																
	<p>2 To-Go Orders Count: 4 Longest Time: 10:06</p> <p>3 Order View Selection <input checked="" type="checkbox"/> Tables <input type="checkbox"/> To-Go</p> <p>4 Config</p> <p>5 Exit</p>																																																																																

#	NAME	IMAGE	DESCRIPTION						
1	Tables and Order Status.	<table border="1"> <tr> <td>216 10:56</td> <td>221</td> <td>222</td> </tr> <tr> <td>235</td> <td>241 11:21</td> <td>242</td> </tr> </table>	216 10:56	221	222	235	241 11:21	242	Depending on whether Tables or To-Go is selected in the Order View Selection; this area will display Table numbers or Order Numbers in conjunction with a color coded status.
216 10:56	221	222							
235	241 11:21	242							

# Guest & Table Management

continued...



continued...

Vacant Tables will be displayed in a white background with their respective number.

Tables that have an order connected to them will begin to display a counter at the bottom that indicates the time since the order was initially sent to the item Display.

Once the entire order had been bumped from the Item display and moves to in the Order Display; a green and black bar will undulate beneath the order to signifying the order is ready to be served to the table.

Bumping the order off the Order Display will cause the respective number to turn blue. Closing the order and collecting payment will revert the square back to its vacant state.

Based on your configuration for the caution time frame; the square will turn yellow if the allotted time has passed.

Warnings time frames can also be configured and will turn the square red if the allotted amount time has passed.

# Guest & Table Management

		<p>Order Number: 5 SUSAN</p> <table border="1"> <thead> <tr> <th>Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Large Traditional Wings</td> </tr> <tr> <td></td> <td>Regular Sauce</td> </tr> <tr> <td></td> <td>Teriyaki™</td> </tr> <tr> <td></td> <td>Carrots</td> </tr> <tr> <td></td> <td>Celery</td> </tr> <tr> <td></td> <td>Ranch</td> </tr> <tr> <td>1</td> <td>Chicken Tender Slammers</td> </tr> <tr> <td></td> <td>Tender Slammers</td> </tr> <tr> <td></td> <td>Mango Habanero™</td> </tr> <tr> <td></td> <td>Swiss Cheese</td> </tr> <tr> <td></td> <td>Onion Rings</td> </tr> <tr> <td>1</td> <td>Kids Boneless Wings</td> </tr> <tr> <td></td> <td>Regular Sauce</td> </tr> <tr> <td></td> <td>Spicy Garlic™</td> </tr> <tr> <td></td> <td>Chez Fries</td> </tr> <tr> <td></td> <td>Kids Drink</td> </tr> </tbody> </table> <p>Close</p>	Qty	Description	1	Large Traditional Wings		Regular Sauce		Teriyaki™		Carrots		Celery		Ranch	1	Chicken Tender Slammers		Tender Slammers		Mango Habanero™		Swiss Cheese		Onion Rings	1	Kids Boneless Wings		Regular Sauce		Spicy Garlic™		Chez Fries		Kids Drink	<p>Clicking on a square with an active order attached to it will pull up a summary of the order. If Production Items are being employed in the Item Display; the ticket will show which Production Items have been bumped via its color. Blue items have been bumped and red items have yet to be bumped off the Item Display. The number above the items signifies which iteration of that current ticket is on. If additional items are added to the order later, the number will increase by a single increment. Click Close to return to the Expo screen.</p>
Qty	Description																																				
1	Large Traditional Wings																																				
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	Regular Sauce																																				
	Spicy Garlic™																																				
	Chez Fries																																				
	Kids Drink																																				
2	Expo To-Go Orders	<p>To-Go Orders Count: 4 Longest Time: 10:06</p>	<p>A count of the unpaid To-Go orders and the oldest To-Go order's time stamp are shown here.</p>																																		
3	Expo Order View Selection	<p>Order View Selection</p> <p>Tables To-Go</p>	<p>Toggles between the Table view and To-Go orders.</p>																																		
4	Expo Config	<p>Config</p>	<p>Clicking Config will pull up a submenu containing options to configure the Expo screen. More on this later in this guide bellow.</p>																																		
5	Exit	<p>Exit</p>	<p>To return to the main navigation screen, click Exit.</p>																																		

# Guest & Table Management

## Expo Configuration

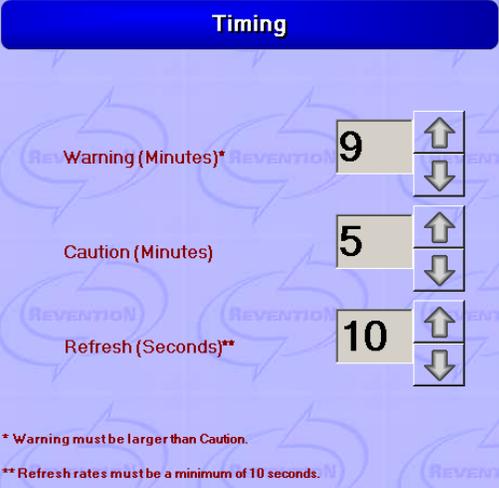
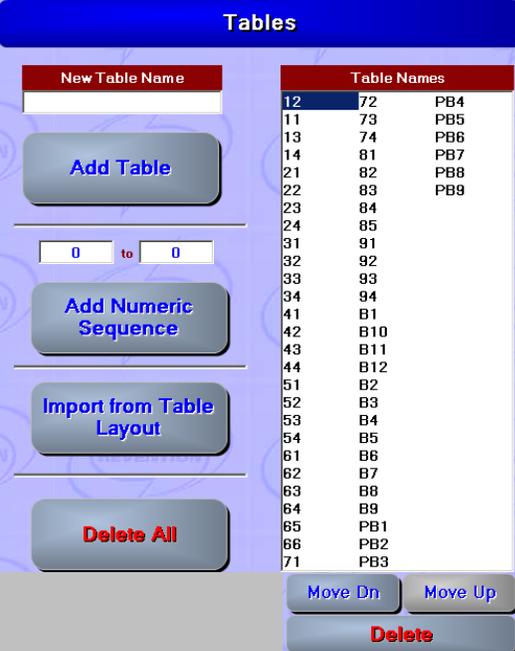
### Overview

Broken down into two sections, this area will grant you access to timer alerts configurations and controls to configure how the Expo's tables are displayed and organized.

NAME	IMAGE																																																																																				
<p>Config Submenu</p>	<div data-bbox="375 659 1463 709" style="background-color: #000080; color: white; padding: 5px; text-align: center;">Configure</div> <div style="display: flex; justify-content: space-between;"> <div data-bbox="383 737 881 785" style="background-color: #000080; color: white; padding: 5px; text-align: center;">1 Timing</div> <div data-bbox="911 737 1455 785" style="background-color: #000080; color: white; padding: 5px; text-align: center;">2 Tables</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div data-bbox="383 848 881 1125" style="width: 45%;"> <p>Warning (Minutes)* <input type="text" value="9"/> ↑ ↓</p> <p>Caution (Minutes) <input type="text" value="5"/> ↑ ↓</p> <p>Refresh (Seconds)** <input type="text" value="10"/> ↑ ↓</p> <p><small>* Warning must be larger than Caution.</small></p> <p><small>** Refresh rates must be a minimum of 10 seconds.</small></p> </div> <div data-bbox="911 806 1455 1419" style="width: 50%;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="background-color: #800000; color: white; padding: 2px;">New Table Name</p> <input style="width: 90%; border: none;" type="text"/> <p style="text-align: center; background-color: #000080; color: white; padding: 5px; margin-top: 5px;">Add Table</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">0 to 0</p> <p style="text-align: center; background-color: #000080; color: white; padding: 5px; margin-top: 5px;">Add Numeric Sequence</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #000080; color: white; padding: 5px; margin-top: 5px;">Import from Table Layout</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #800000; color: white; padding: 5px; margin-top: 5px;">Delete All</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="background-color: #800000; color: white;">Table Names</th> </tr> </thead> <tbody> <tr><td>12</td><td>72</td><td>PB4</td></tr> <tr><td>11</td><td>73</td><td>PB5</td></tr> <tr><td>13</td><td>74</td><td>PB6</td></tr> <tr><td>14</td><td>81</td><td>PB7</td></tr> <tr><td>21</td><td>82</td><td>PB8</td></tr> <tr><td>22</td><td>83</td><td>PB9</td></tr> <tr><td>23</td><td>84</td><td></td></tr> <tr><td>24</td><td>85</td><td></td></tr> <tr><td>31</td><td>91</td><td></td></tr> <tr><td>32</td><td>92</td><td></td></tr> <tr><td>33</td><td>93</td><td></td></tr> <tr><td>34</td><td>94</td><td></td></tr> <tr><td>41</td><td>B1</td><td></td></tr> <tr><td>42</td><td>B10</td><td></td></tr> <tr><td>43</td><td>B11</td><td></td></tr> <tr><td>44</td><td>B12</td><td></td></tr> <tr><td>51</td><td>B2</td><td></td></tr> <tr><td>52</td><td>B3</td><td></td></tr> <tr><td>53</td><td>B4</td><td></td></tr> <tr><td>54</td><td>B5</td><td></td></tr> <tr><td>61</td><td>B6</td><td></td></tr> <tr><td>62</td><td>B7</td><td></td></tr> <tr><td>63</td><td>B8</td><td></td></tr> <tr><td>64</td><td>B9</td><td></td></tr> <tr><td>65</td><td>PB1</td><td></td></tr> <tr><td>66</td><td>PB2</td><td></td></tr> <tr><td>71</td><td>PB3</td><td></td></tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"> <span style="background-color: #000080; color: white; padding: 2px 5px;">Move Dn</span> <span style="background-color: #000080; color: white; padding: 2px 5px; margin-left: 10px;">Move Up</span> </p> <p style="text-align: center; margin-top: 5px;"> <span style="background-color: #000080; color: white; padding: 2px 5px;">Delete</span> </p> </div> </div> </div> <div style="text-align: center; margin-top: 10px;"> <div data-bbox="743 1419 1003 1472" style="background-color: #000080; color: white; padding: 5px; display: inline-block;">3 Close</div> </div>	Table Names			12	72	PB4	11	73	PB5	13	74	PB6	14	81	PB7	21	82	PB8	22	83	PB9	23	84		24	85		31	91		32	92		33	93		34	94		41	B1		42	B10		43	B11		44	B12		51	B2		52	B3		53	B4		54	B5		61	B6		62	B7		63	B8		64	B9		65	PB1		66	PB2		71	PB3	
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# Guest & Table Management

Expo Configuration continued...

#	NAME	IMAGE	DESCRIPTION
1	Timing		<p>The Expo's screen colored alert's <b>Timing</b> can be controlled here. Warning's time field controls when a square containing an order will turn red and Caution controls the yellow aspect. Refresh controls how often Revention pulls information to update the orders on the Expo screen.</p>
2	Tables		<p><b>Tables</b> control the layout of the Expo screen. Several options are offered here to help you create your arrangement. In the New Table Name field, you can create new Tables and insert them by clicking Add Table. You can eschew that in favor of a sequential set of numbers by inputting the range in and clicking Add Numeric Sequence. Clicking Import from table Layout will pull from the Table Management setup to populate your Expo Screen. Clear all the tables by clicking Delete All. Underneath Table Names you can rearrange selected tables to your liking by selecting a Table and then clicking Move Dn or Move Up respectively. Click Delete to remove the select Table form the list.</p>
3	Close		<p>To return to the Expo Screen, click <b>Close</b>.</p>

# Guest & Table Management

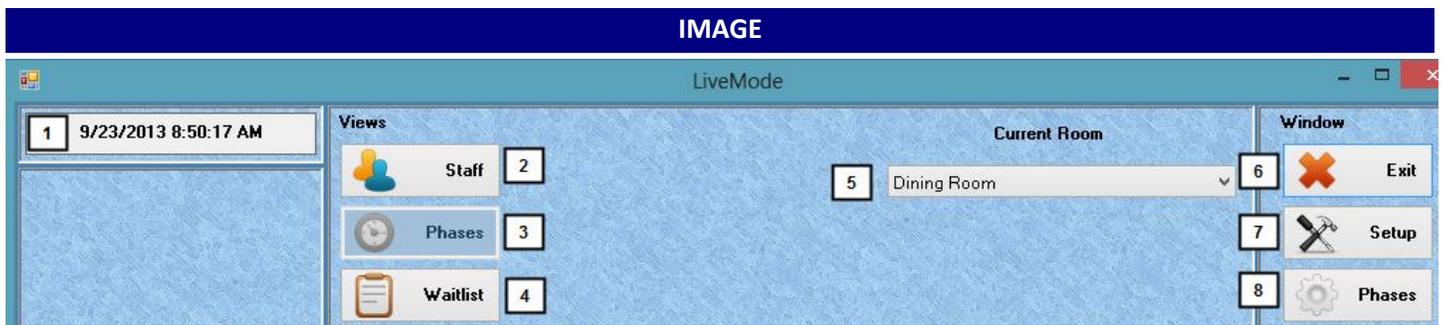
## Table Management

This section will show you how to design and build your dining area(s) and/or bar(s) visual room layout. You will also learn how to incorporate the room layouts into the Revention point of sale which will allow your servers and bartenders to open and maintain orders by using the graphical room layout. Table Management comes with stock images to use when building your room layouts. Custom images can be created and added to the Tables image folder. Additional instructions are included to create and add custom images to Table Management.

### Overview

Upon opening Table Management the screen will default to the first room created and displays the current phase of each table. \*\*\*Phases are not currently active within Table Management; Table Phases will not appear at this time. Waitlist can be used to maintain your current dine in guest wait times. The wait time is a manual calculation entered by the host or manager. When the table is seated the guest will be removed from the waitlist. Setup will open the Table Manager Setup where you can begin your room configuration.

### Table Management LiveMode



#	NAME	IMAGE	DESCRIPTION
1	Date/Time	9/18/2013 10:52:08 AM	Running current date and time.
2	Staff	 Staff	<b>Future Feature:</b> Staff button will allow the manager or host to assign tables to the servers. This action will be done upon the server's shift start. If the Open Table Selection option is in use, this step will not be required. Currently Server table assignments can be set within the Revention point of sale under Config > Table Management.

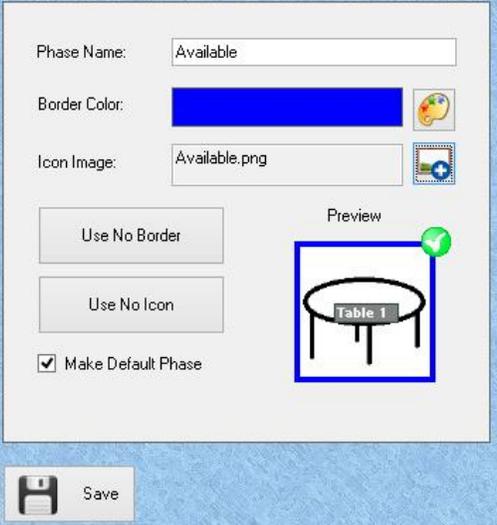
# Guest & Table Management

Table Management Live Mode continued...

3	Phases		<p><b>Future Feature:</b> The <b>Phases</b> button will display the current phase of every table defined within the Current Room. If a table is selected a summary will appear on the left hand column. Phases may consist of Available, Open, Food Delivered, Dessert, Check Printed, etc. A table's phase will change based on point of sale trigger events related to the guest order.</p>
4	Waitlist		<p><b>Waitlist</b> provides the ability to manage a dine-in guest waitlist.</p> <ol style="list-style-type: none"> <li>1. Select the Add To Waitlist             <div data-bbox="938 747 1182 800" style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">  <b>Add To Waitlist</b> </div> </li> <li>2. Enter the Guest Name, Party Size, Quoted Estimated Wait Time (Min), and Guest Cell Phone Number             <div data-bbox="938 905 1341 1241" style="border: 1px solid #ccc; padding: 10px; margin: 5px 0;"> <p style="font-size: small; margin: 0;">Waitlist Information</p> <p>Guest Name: <input type="text" value="Susan Smith"/></p> <p>Party Size: <input type="text" value="4"/>  </p> <p>Estimated Wait: <input type="text" value="25"/> (minutes)</p> <p>Phone Number: <input type="text" value="2815552353"/></p> <p style="text-align: right;">  <b>Add To Waitlist</b>  <b>Cancel</b> </p> </div> </li> <li>3. Select Add To Waitlist</li> <li>4. Waiting Guests will appear listed on the left hand panel</li> <li>5. To review details of Guest, select the Guest Name and the details will appear below the Guest name             <div data-bbox="948 1457 1338 1793" style="border: 1px solid #ccc; padding: 10px; margin: 5px 0;"> <div style="background-color: #0070c0; color: white; padding: 5px; display: flex; justify-content: space-between;"> <span><b>Susan Smith [4]</b></span> <span><b>11/25</b></span> </div> <p style="margin: 5px 0;">Arrived at 2:18                  Waited 11 minutes                  Phone# 2815552353                  Party of 4</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid #ccc; padding: 5px 10px;">Remove</div> <div style="border: 1px solid #ccc; padding: 5px 10px;">Seat</div> </div> <div style="background-color: #0070c0; color: white; padding: 5px; display: flex; justify-content: space-between; margin-top: 10px;"> <span><b>John Jones [2]</b></span> <span><b>0/20</b></span> </div> </div> </li> <li>6. Guest can be Removed or Seated by selecting the action buttons, Remove or Seat</li> </ol>

# Guest & Table Management

## Table Management Live Mode continued...

5	<b>Current Room</b>		<p><b>Current Room</b> is the name of the current room being displayed. To switch the room select the drop down list by selecting the down arrow.</p>
6	<b>Exit</b>		<p><b>Exit</b> will exit the Table Manager LiveMode application.</p>
7	<b>Setup</b>		<p><b>Setup</b> will load the Table Manager Setup screen. See <i>Room Configuration</i>.</p>
8	<b>Phases</b>		<p><b>Future Feature: Phases</b> opens the Table Phase Editor screen.</p> <ol style="list-style-type: none"> <li>To add a new Phase, select New                </li> <li>Enter Phase Details, Phase Name, Border Color (optional), and Icon Image (optional)                           Selected Phase Details                </li> <li>Option 'Make Default Phase' will only be selected on one phase and is the starting phase of every table when the business opens</li> <li>Select Save</li> </ol>

# Guest & Table Management

## Table Management Setup

### Overview

Table Management will be preloaded with a default room named Dining Room as well as Table and Background Object images. Tables can be easily added to the current room by selecting the Table image and clicking on the current room layout based on the desired table position. Once a Table image is highlighted it will remain selected to allow you to add multiple tables to the current room layout. It is important to review the button definitions before getting started.

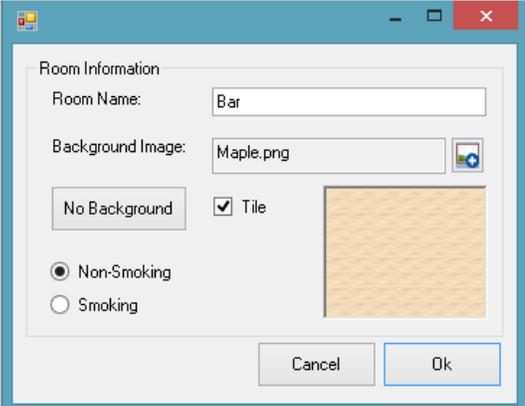
### Table Management Setup – Rooms



#	NAME	IMAGE	DESCRIPTION
1	Export		<p><b>Export</b> provides the ability to export the current Table Management configuration to a file. The file will by default be named Restaurant.rdf. The file name can be changed and should be saved in the c:\Revention\Export file folder.</p> <div data-bbox="841 1239 1360 1360"> <p>File name: <input type="text" value="YourBusinessName.rdf"/></p> <p>Save as type: <input type="text" value="Restaurant Data File (*.rdf)"/></p> </div>
2	Import		<p><b>Import</b> provides the ability to import a Table Management configuration file (*.rdf) into the current set up. Importing a file will overwrite all current configurations.</p> <div data-bbox="841 1579 1502 1822"> <p>Confirm</p> <p>Importing this Restaurant Data File will replace all current rooms and tables. Is this Ok?</p> <p>Yes No</p> </div>

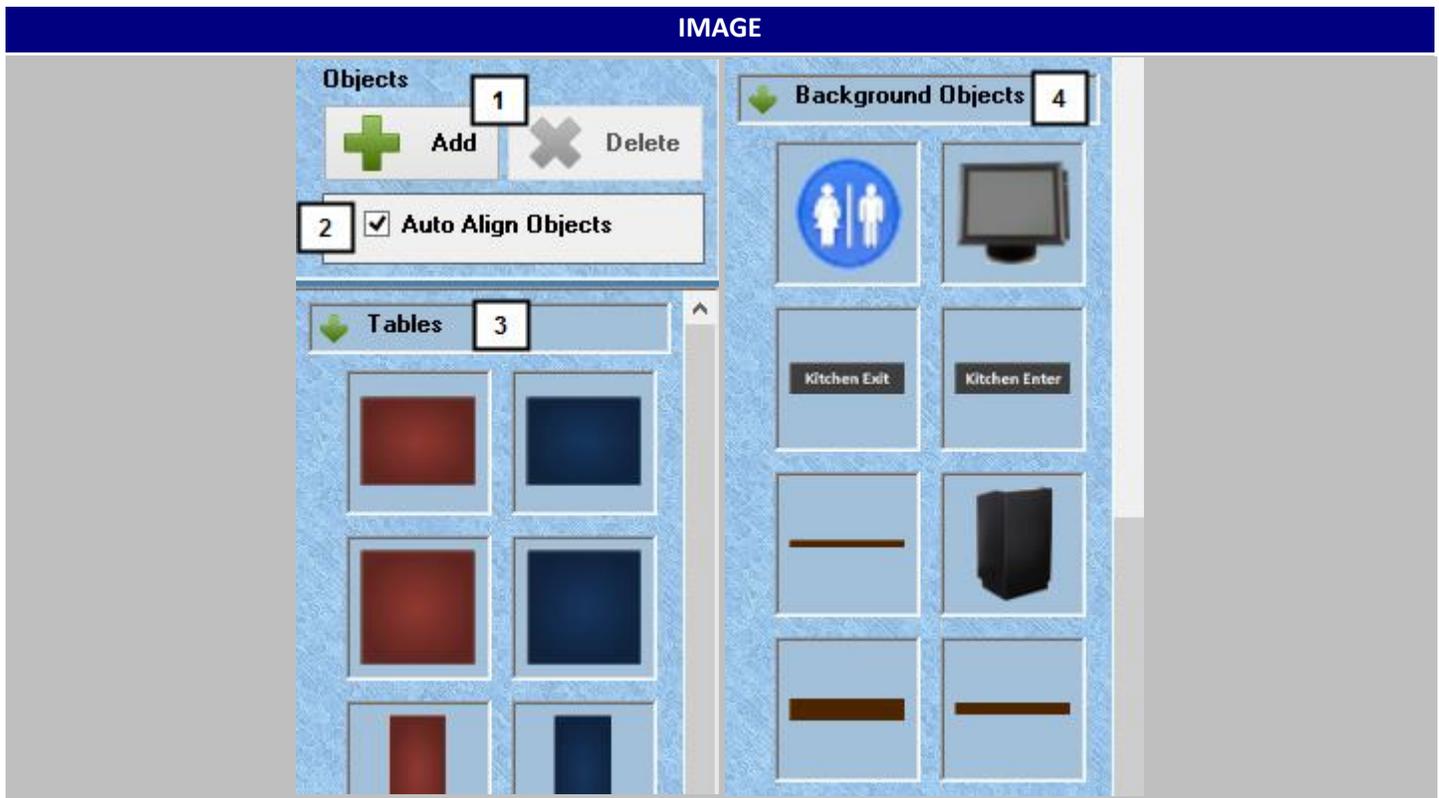
# Guest & Table Management

## Table Management Set Up continued...

3	Add		<p>Select <b>Add</b> to create a new room.</p> <ol style="list-style-type: none"> <li>1. Enter Room Name</li> <li>2. Select a Background Image  c:\Revention\Images\Tables has 2 options; Cherry Wood and Maple (No Background is white)</li> <li>3. Select Tile (Tile is recommended unless the image is custom and 800 x 600)</li> <li>4. Select OK</li> </ol> 
4	Edit		<p>Select <b>Edit</b> to modify the current room selected. Properties include Room Name, Background Image, and Non Smoking/Smoking setting.</p>
5	Delete		<p><b>Delete</b> will delete the entire room. A confirmation message will appear to confirm deletion.</p>
6	Clear		<p><b>Clear</b> will clear the entire room of all defined Tables and Background Objects. If Clear is selected by mistake, Exit setup without saving.</p>
7	Current Room		<p><b>Current Room</b> shows the room that is currently being modified.</p>
8	Exit/Save		<p><b>Exit</b> will exit the Table Management Setup screen. If changes have been made you will be prompted to save your changes. <b>Save</b> will save any changes made in that session. If no changes have been made the button will not illuminate.</p>

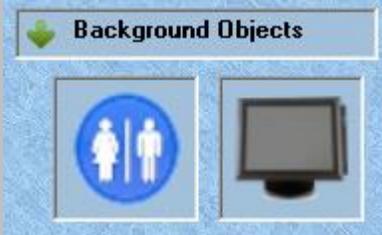
# Guest & Table Management

## Table Management Setup - Objects

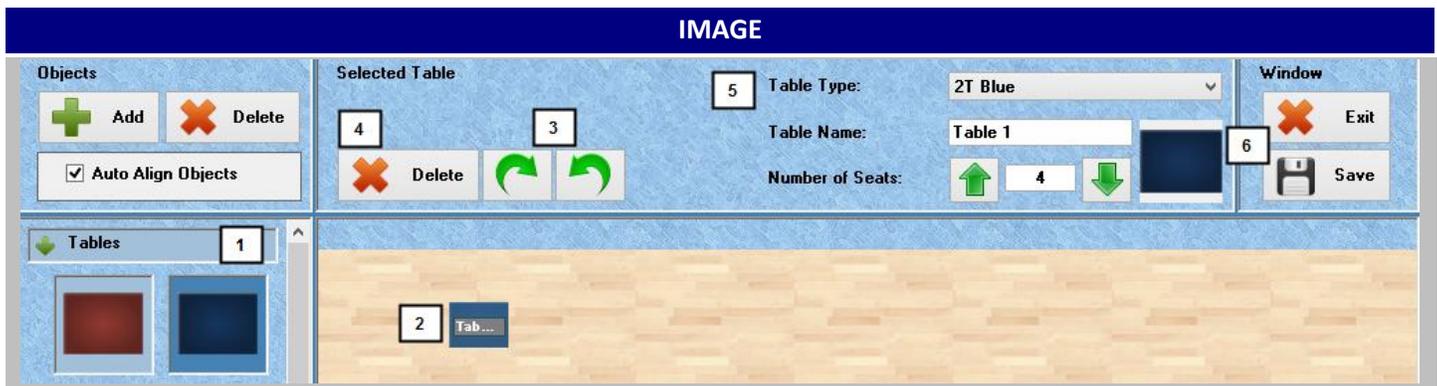


#	NAME	IMAGE	DESCRIPTION
1	Add/Delete Objects		<p><b>Add</b> allows you to add additional Objects to the Objects library. <i>See Adding Custom Objects section.</i></p> <p><b>Delete</b> allows you to delete an existing Object in the Object library. If you delete an Object that is being used in a room layout all Tables or Background images using that Object will be removed from the layout.</p>
2	Auto Align Objects		<p><b>Auto Align Objects</b> is a toggle that can be turned on and off. When the option is checked the Tables/Background images will automatically align vertically and horizontally. If the option is NOT checked Tables/Background images can be moved freely.</p>
3	Available Table Objects		<p><b>Tables</b> show the table/bar seat images available to place on your room layout. Tables will vary in size to represent a 2 Top, 4 Top, Round, and Booth. Bar Seats are also available.</p>

# Guest & Table Management

		<p>continued...</p> 	<p>To Add a Table to Room</p> <ol style="list-style-type: none"> <li>1. Select Table image</li> <li>2. Click on the location on the room where you want the table to be positioned</li> <li>3. Deselect the Table image</li> </ol> <p><b>Note:</b> You can drop multiple Tables by continuing to select different spots on the room layout</p>
4	Available Background Objects		<p><b>Background Objects</b> show the background images available to place on your room layout. Background Objects are used to provide points of reference and a custom look to your room layout.</p> <p>To Add a Background Object to Room</p> <ol style="list-style-type: none"> <li>1. Select Background Object image</li> <li>2. Click on the location on the room where you want the image to be positioned</li> <li>3. De-select the Background Object image</li> </ol>

## Table Management Setup – Selected Table



#	NAME	IMAGE	DESCRIPTION
1	Table Selection		<p>A Table or Background Image will appear highlighted once it is selected. It will continue to be highlighted until you de-select the image. Once the Table is highlighted you can move your cursor to the Current Room and click once to drop the Table.</p>

# Guest & Table Management

## Table Management Set Up continued...

2	Table Position		<p>The Table on the Current Room will be highlighted until you drop another Table or highlight another Table. The properties of the Table appear in the top panel.</p>
3	Object Rotation		<p>The green arrows are used to rotate the Table image. When a Table is highlighted it can be rotated to represent the actual position of the Table in the dining room or bar.</p>
4	Delete Object		<p><b>Delete</b> will delete the highlighted Table or Background Object.</p>
5	Table Properties		<p><b>Table Properties</b> include Table Type, Table Name, and Number of Seats.</p> <p><b>Table Type:</b> Cannot be changed and represents the name of the Table Object.</p> <p><b>Table Name:</b> Unique alpha numeric identifier with a maximum length of 4.</p> <p><b>Number of Seats:</b> # of seats available at the selected table.</p> 
6			<p><b>Exit</b> will exit the Table Management Setup screen. If changes have been made you will be prompted to save your changes.</p> <p><b>Save</b> will save any changes made in that session. If no changes have been made the button will not illuminate.</p>

# Guest & Table Management

## Building Your Dining Room

### Setup and Configuration

Select the Table image from the Objects panel, click once on the current room layout where you want to table to be positioned. The Table properties appear at the top of the screen

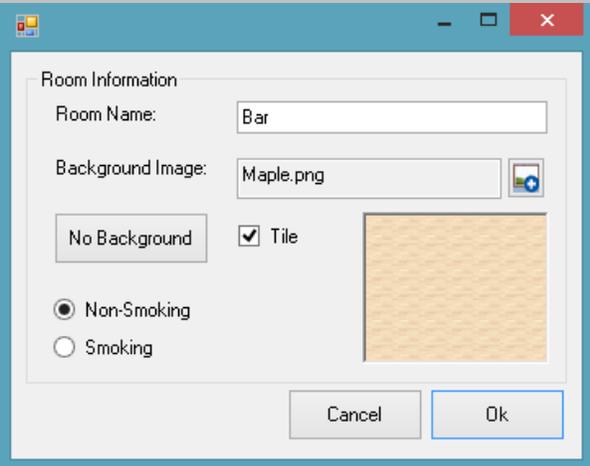


### Adding Tables to Current Room

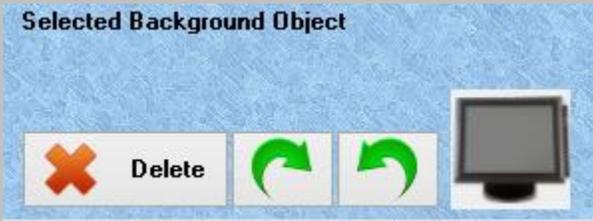
STEP	DESCRIPTION
1	Enter the unique table identifier or table number (Max Length 4).
2	Select number of seats.
3	Select Save.
4	Continue to select Table objects and place them on the floor layout.
5	When you select a Table object it will remain selected so you can continue to place the same Table object for multiple tables.
6	Use the green arrows to rotate the Table object if needed.
7	If you choose to place all of the Table objects first, the Table Name and Number of Seats can be updated by highlighting the table.
8	Auto Align Objects will align the Tables you are currently moving; Auto Align can be turned on and off while building your room. 
9	Tables and Background objects can be dragged and dropped until positioned correctly.
10	Once room layout is complete, select Save.

# Guest & Table Management

## Adding a Room

STEP	DESCRIPTION
1	Select Add and Enter your Room Name i.e. Dining Room, Bar, Patio. 
2	Select the image icon to select the desired background image (Floor). 
3	Select Tile to make the image tile across the layout page and select OK. 

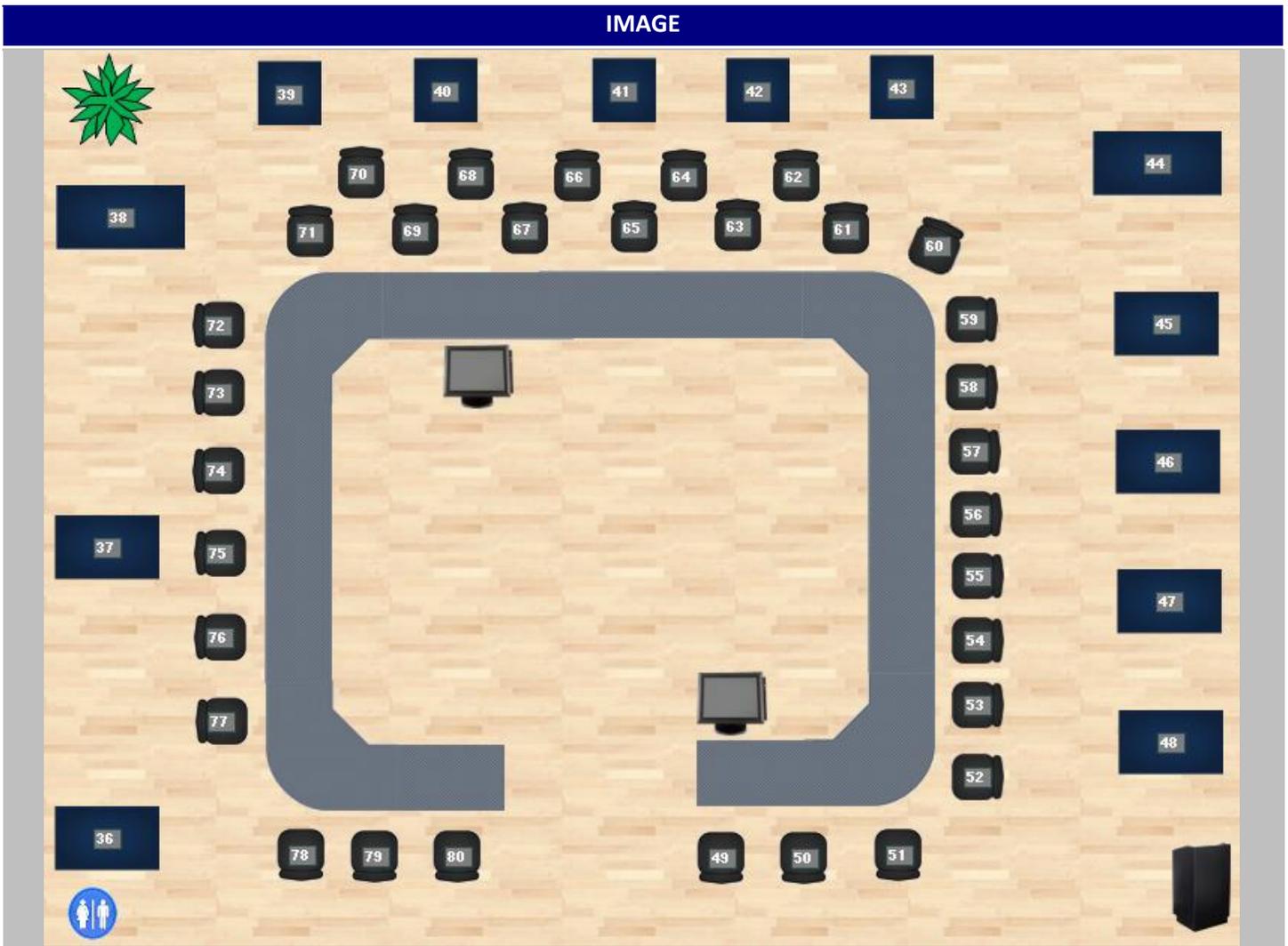
## Adding Background Objects to Current Room

STEP	DESCRIPTION
1	Select the Background Object from the Objects panel.
2	Click once on the current room layout where you want the Object to be positioned.
3	De-select the Background Object from the Objects panel.
4	The Object can be rotated using the green arrows shown on the top panel. 
5	Background objects can be dragged and dropped until positioned correctly.
6	Once room layout is complete, select Save.

# Guest & Table Management

## Results

Upon completing your room(s) you should have a good representation of your dining room and/or bar. It is important to keep the images touch friendly and provide enough space between tables to prevent incorrect server selection within the point of sale.



# Guest & Table Management

## Adding Custom Objects

Table Management will come preloaded with Table and Background Object images. You may however add your own custom images if you choose.

### Sample Tables and Background Object Images

TABLES	IMAGE	DIMENSIONS
2 Top		43 x 33 pixels
4 Top		43 x 43 pixels
Booth		43 x 70 pixels
Bar Seat		36 x 32 pixels

BACKGROUND OBJECT	IMAGE	DIMENSIONS
Welcome Mat		60 x 40 pixels
Host Stand		40 x 60 pixels
POS		48 x 43 pixels
Restrooms		34 x 36 pixels

BACKGROUND IMAGES	IMAGE	DIMENSIONS
Cherry Wood		101 x 64 pixels
Maple		115 x 67 pixels

# Guest & Table Management

## Adding Custom Objects continued...



Images that are not square or rectangular must have a transparent background.  
Table images should range between 36 x 36 pixels to 70 x 70 pixels.

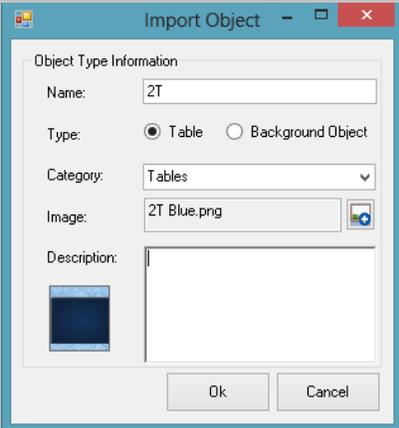


Customer images should be placed in the c:\Revention\Images\Tables folder.  
If that folder does not exist it can be added.



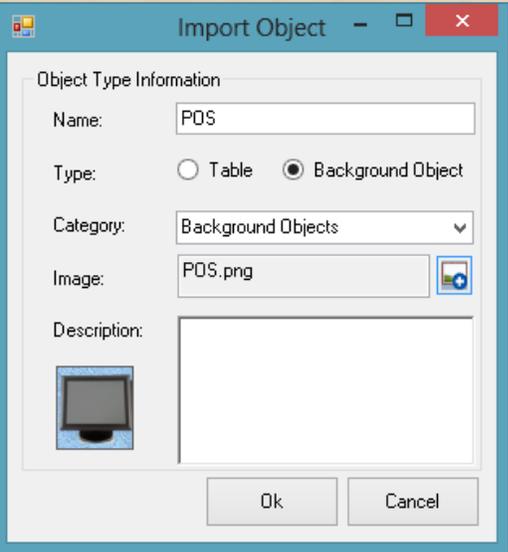
# Guest & Table Management

## Adding Custom Image Objects

STEP	DESCRIPTION
1	Open Table Management. 
2	Select Setup. 
3	Add Table Objects to Table Management 
4	Select Add.
5	Enter the Table Type Name i.e. 2 Top, Deuce, Booth.
6	Type defaults to Table.
7	Category defaults to Tables.
8	Select the image icon to select a table image. 
9	Open the Images folder.
10	Open the Tables folder.
11	Select the desired image. 

# Guest & Table Management

## Adding Custom Image Objects continued...

12	Select OK.
13	Continue to add all necessary table types for your layout.
14	<p>Add Background Objects to Table Management.</p> 
15	Select Add.
16	Enter the Background Object Name i.e. Host Stand, Restrooms, Plant.
17	Change Type to Background Object.
18	Category will automatically change to Background Objects.
19	<p>Select the image icon to select the desired background image.</p> 
20	Open the Images folder.
21	Open the Table folder.
22	<p>Select the desired image.</p> 
23	Select OK.
24	Continue to add all necessary background object for your layout.

# Guest & Table Management

## Point of Sale Configuration

### Turn On Use Table Layout

STEP	DESCRIPTION
1	Log on to Revention.
2	Select Config. 
3	Select System. 
4	Select Install Settings. 
5	Select option 'Use Table Layout'. 
6	Select option 'Open Table Selection'. 
7	'Open Table Selection' allows any Server or Bartender select any table/bar seat in the restaurant. This is the recommended configuration for most restaurants/bars.
8	Not using 'Open Table Selection' requires a manager to assign tables prior to each shift. If a server would need to pick up another table or section the table assignment would need to be modified by a manager.
9	Select Exit.

# Guest & Table Management

## Configure Labor Types

STEP	DESCRIPTION
1	Select Config. 
2	Select System. 
3	Select Labor. 
4	Highlight Labor Type Bartender (if applicable).
5	Select 'Use Table Lookup'. 
6	Select the Default Room (if applicable). 
7	Select Save. 
8	Highlight Labor Type Server.
9	Select 'Use Table Lookup'. 
10	Select the Default Room (if applicable). 
11	Select Save. 
12	Select Exit. 

# Guest & Table Management

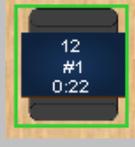
## Result

Upon login a Server/ Bartender will automatically load the Room/Table Layout screen. The Order Lookup screen will also default to the Room/Table Layout screen and will display the tables currently active for that employee.

IMAGE



## Tables Color Codes

NAME	IMAGE	DESCRIPTION
Vacant Table		Selectable table, touch the table's image to proceed to the order screen and input the table's food order in.
Occupied Table Owned		Tables assigned with orders that are owned by the user will appear with a green outline. The Order Number connected with the table and time since the order was taken will also appear.

# Guest & Table Management

## Adding Custom Image Objects continued...

<b>Occupied Table</b> <b>Other</b>		This orange outline designates this as a table that's being used by another server. Order number and time elapsed are also displayed.
<b>Table with Held Items</b>		If only a portion of the order is Fired and the order still contains held items not sent to the kitchen, a segmented red line will appear below the table.