DejaPayPro
RESTAURANT USER MANUAL
All procedures for restaurant businesses

DējaPayPro

powered by **DēNovo**

For iOS tablets, Android tablets and Dejavoo registers

Dējavoo^SM
Payment Software Solutions

TABLE OF CONTENTS

ABOUT THIS MANUAL

This manual provides basic instructions for user of Dejavoo Systems DejaPayPro POS (Point of Sale) Software. It is suggested that you read through this document to assist you in getting the full value of using the features provided by your Dejavoo Systems product. Should you need to download additional copies of this manual you can do so on our website, www.dejavoosystems.com, or by emailing support@dejavoosystems.com.

Document Conventions

The following symbols were used throughout this manual allowing the reader to easily identify instructions, explanations and examples of the features found in the Dejavoo Systems terminal application.

When you see this symbol it represents an explanation or a definition of the feature or option you are reading about. Information is provided to assist the user when using the many features and options provided by Dejavoo Systems software.

When you see this symbol it represents important additional information such as an example of how the feature can be used, an important tip for using the feature or an important note to be brought to your attention.

Set Up for CHD Register (Non Tablet)

Once you have removed the CHD from its packaging insert the Power Supply to the "DC IN" port and plug the other end into the power outlet, using a surge protector is always a good recommendation. Open the paper cover by pressing on the button to the left of the paper cover and simply pull the receipt paper through and shut the paper cover over it. (If your unit is beeping it is because the paper has not been pulled through the cover) Once the unit is connected to power press the Green lit up power button on the right hand side to turn on the CDH Unit.

Default Password

The software's factory default password is **1 2 3 4**. This password can be customized either through programming or manually at the software level.

What to Expect in This Manual

This manual will provide explanations, important notations, and step/action charts to guide you through the performance of the DejaPayPro Point of Sale software. The features provided are available for restaurant industry modes,

IMPORTANT NOTE: SCREEN DISPLAY EXAMPLES IN THIS MANUAL MAY DIFFER SLIGHTLY BY INDUSTRY MODE, OPERATING SYSTEM OR DEVICE SUCH AS iOS TABLET, ANDROID TABLET AND CHD REGISTER HOWEVER THE STEPS PROVIDED WILL BE THE SAME.
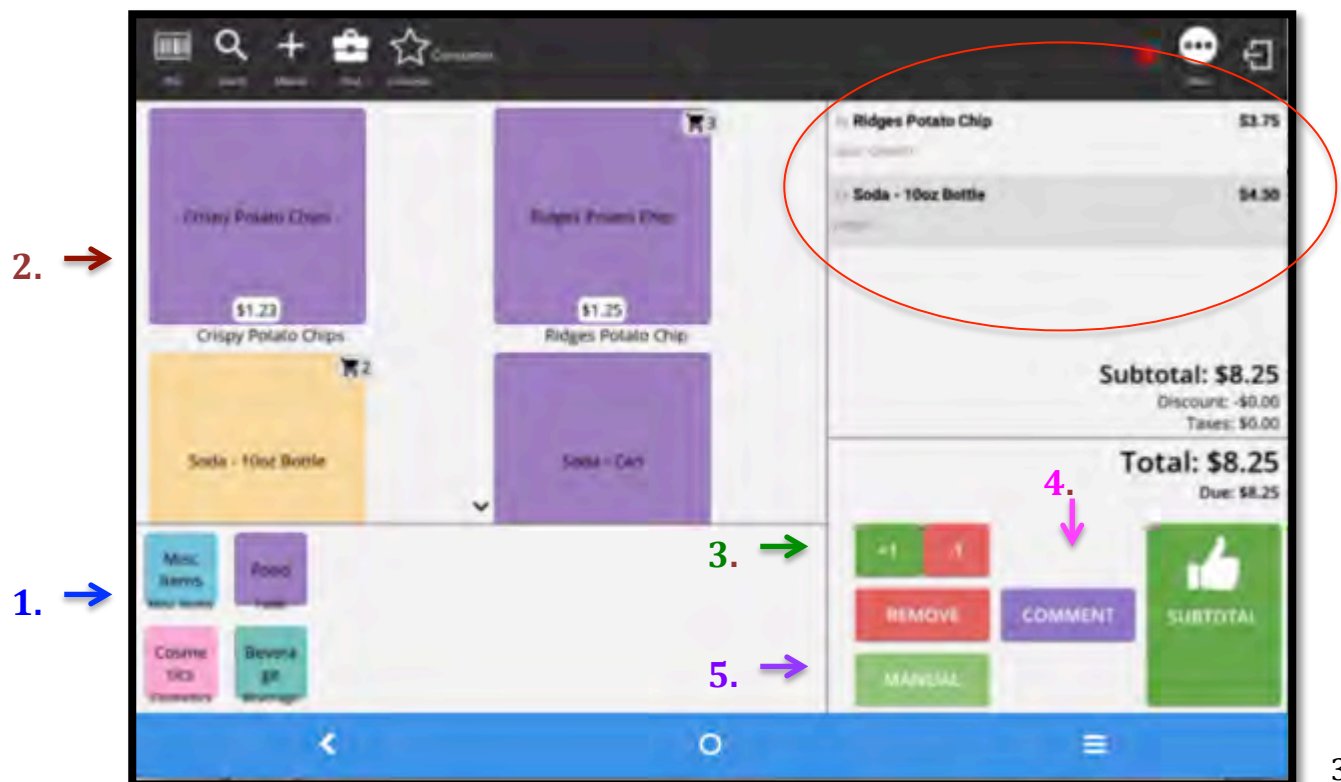
TABS

Selecting Items For A Tab

> In this section follow the steps to add items to your customer's Tab.

Step	Action
1.	Select the department(s) the item(s) can be found in by tapping on it.
2.	Select the item(s) to add to the customer's Tab by tapping on them. (you will see the line item appear on the right after it is selected)
3.	When required adjust the item quantities by highlighting the item and tap the **+ 1** to increase the quantity of the item or **- 1** button to decrease the quantity of the item.
4.	You can add a comment to an item at any time by highlighting the item and tapping on **COMMENT**. Simply Add in your comment about the item and press **SAVE**.
5.	To manually change the quantity of the order, tap on **MANUAL** and input the new quantity and tap **ENTER**.
6.	Continue until all items are in your customer's Tab.

Applying a Discount to the Tab

In this section follow the steps to apply a discount to your customer's Tab.

Step	Action
1.	Tap on the DISCOUNT button.
2.	Tap on the desired discount amount for the Tab.
3.	To double the discount tap the DOUBLE DISCOUNT button and for normal discount tap on NORMAL. The discount will now appear in the Tabs **Subtotal** as well as **Total Due** amounts. *Note: Discount and Double Discount Options Must be pre-set.*

PAYMENTS

Understanding Different Payment Options

Below is a list of potential payment options and their definitions.

** Note: Payment Options are Enabled/Disabled by item in your Inventory Set Up section, see page X.

Payment Option	Definition
Credit	Allows user to process a payment by Credit Card and will send message to terminal for card interaction.
Debit	Allows user to pay using a PIN Based debit card.
Check	Allows user to process payment via check
EBT	Allows user to pay via EBT Food or EBT Cash Benefit
Cash	Allows user to process and enter a cash payment for products
Invoice	Allows user to create an email invoice of the order
Gift	Allows user to process payment by gift card
Partial Payment	Allows user to process partial amounts of due balance
Pre-check	Allows user to print bill for payment without processing the payment

Payment by Cash

ℹ️ In this section follow the steps close out the Tab for Cash Payment.

Step	Action
1.	When all listed items are added and the Tab is complete, tap on the ENTER button. 👍
2.	Tap on CASH to accept payment by cash
3.	Input the dollar amount received by the customer in cash and tap on the ENTER button.
4.	Tap on CLOSE to complete. (It will automatically close after several seconds)

Payment by Credit

In this section follow the steps close out the Tab for Credit Payment.

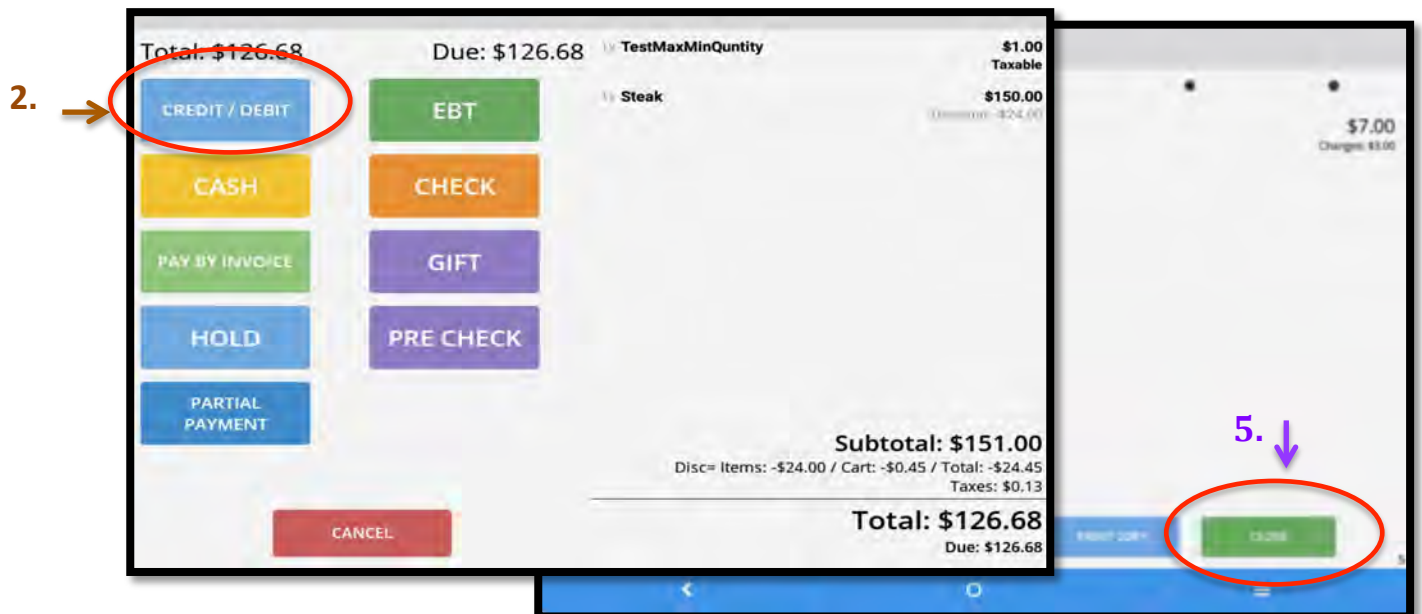| Step	Action
1.	When all listed items are added and the Tab is complete, tap on the ENTER button. 👍
2.	Tap on CREDIT/DEBIT to pay by Credit Card.
3.	The Dejavoo payment terminal will "wake up" and prompt the customer for Credit or Debit, have them select **Credit** on Terminal. **Select Payment Type** **Credit** **Debit**
4.	**Chip Card** – Insert into terminal EMV reader **Contactless** – Tap on terminals display **No Chip** – Swipe Card on terminal **No Card** (unable to read) – Input Card# **Insert, Tap, Swipe** **Or Enter Card #** **Sale: $7.43**
5.	Tap on CLOSE to complete. (It will automatically close after several seconds)
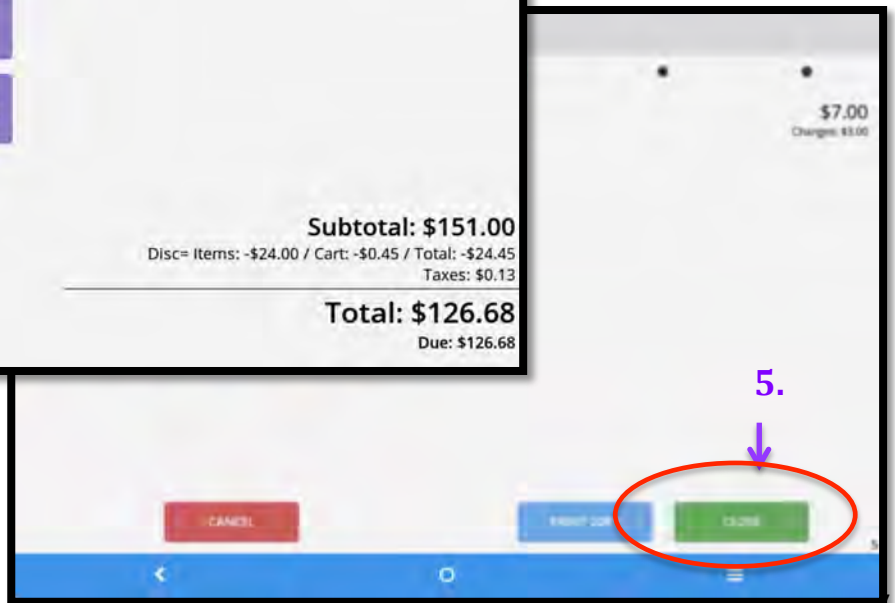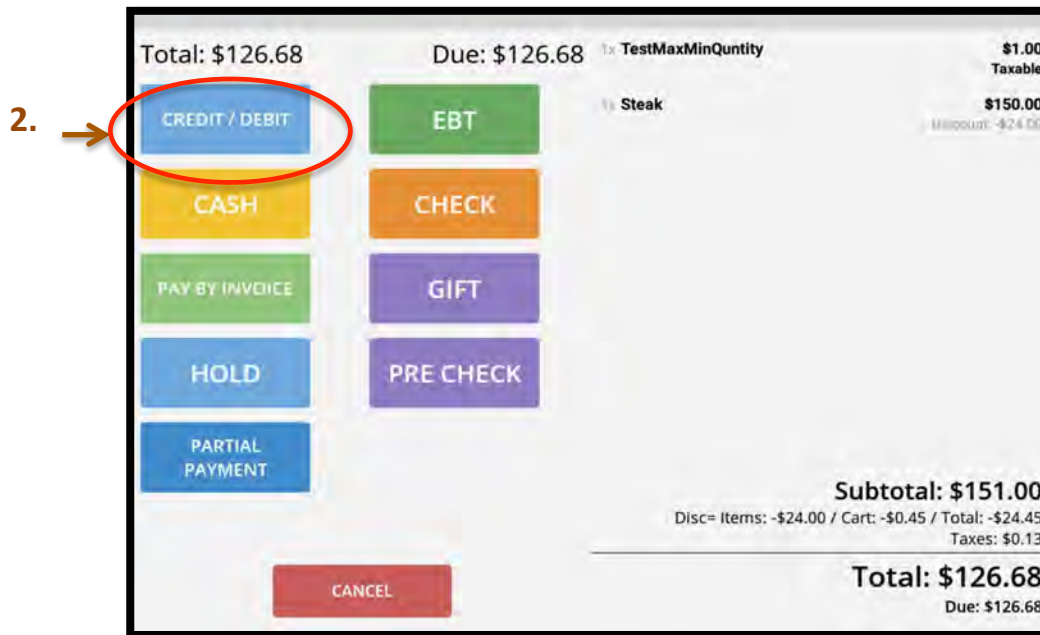
Payment by PIN Debit

In this section follow the steps close out the Tab for PIN Debit Payment. Your Dejavoo terminal device will need to have the PIN Pad encrypted in order to use this payment method.

Step	Action
1.	When all listed items are added and the Tab is complete, tap on the ENTER button. 👍
2.	Tap on CREDIT/DEBIT to pay by Credit Card.
3.	The Dejavoo payment terminal will "wake up" and prompt the customer for Credit or Debit, have them select **Debit** on Terminal. **Select Payment Type** **Credit** **Debit**
	Chip Card – Insert into terminal EMV reader **Contactless** – Tap on terminals display **No Chip** – Swipe Card on terminal **Insert, Tap, Swipe Or Enter Card #** **Sale: $7.43**
4.	Have Customer input PIN on terminal and press OK. **Total: $7.43** **ENTER PIN** ********
5.	Tap on CLOSE to complete. (It will automatically close after several seconds)

Payment by EBT

> In this section follow the steps close out the Tab for EBT Cash and EBT Food Benefit Payment. Your Dejavoo terminal device will need to have the PIN Pad encrypted in order to use this payment method.

Step	Action	
1.	When all listed items are added and the Tab is complete, tap on the ENTER button. 👍	
2.	Tap on E B T to pay by EBT.	
3.	Select from EBT FOOD, EBT FOOD VOUCHER or EBT CASH BENEFIT	
4.	**Swipe or Manually Enter EBT Card**	**Insert, Tap, Swipe Or Enter Card # Sale: $7.43**
5.	Have Customer input PIN on terminal and press OK.	**Total: $7.43** **ENTER PIN** ********
6.	Tap on CLOSE to complete. (It will automatically close after several seconds)	

Payment by Check

ℹ️ In this section follow the steps close out the Tab for Check Payment.

Step	Action
1.	When all listed items are added and the Tab is complete, tap on the ENTER button. 👍
2.	Tap on CHECK to pay by Check.
3.	Input the Check # and press CONFIRM
4.	Tap on CLOSE to complete. (It will automatically close after several seconds)

Payment by Gift Card

In this section follow the steps close out the Tab with a Gift Card Payment.

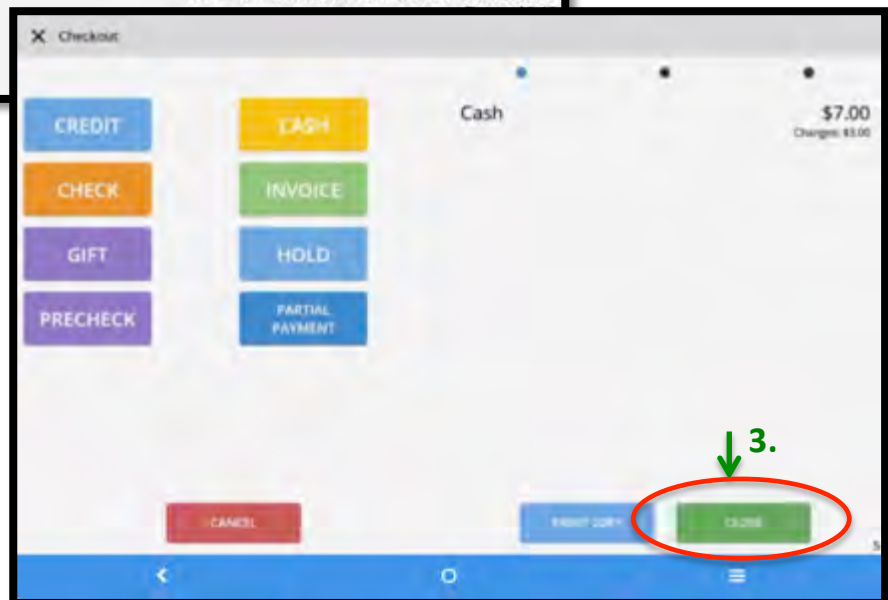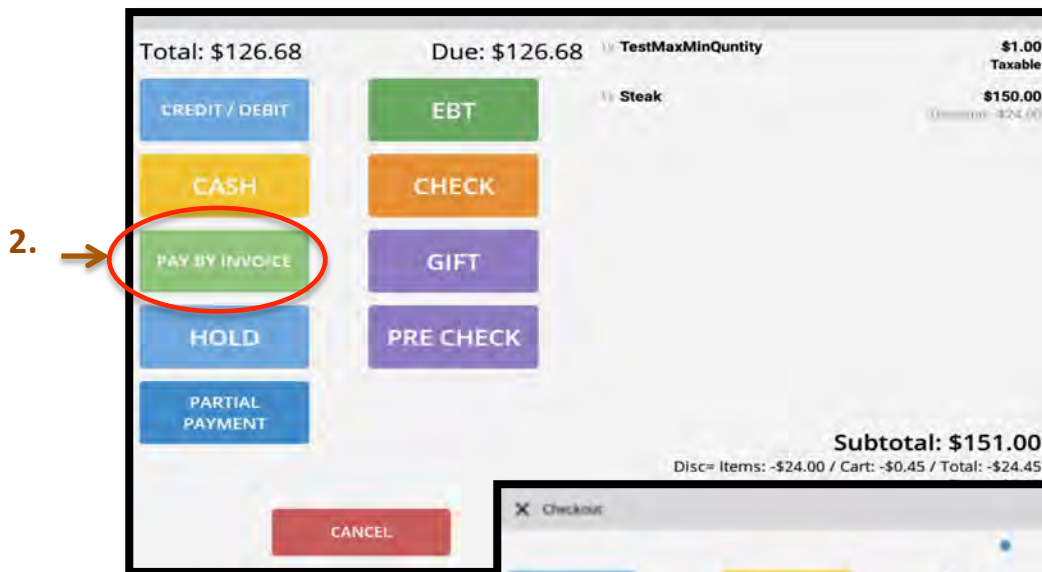| Step	Action
1.	When all listed items are added and the Tab is complete, tap on the ENTER button. 👍
2.	Tap on GIFT to pay by Gift.
3.	Tap on CLOSE to complete. (It will automatically close after several seconds)
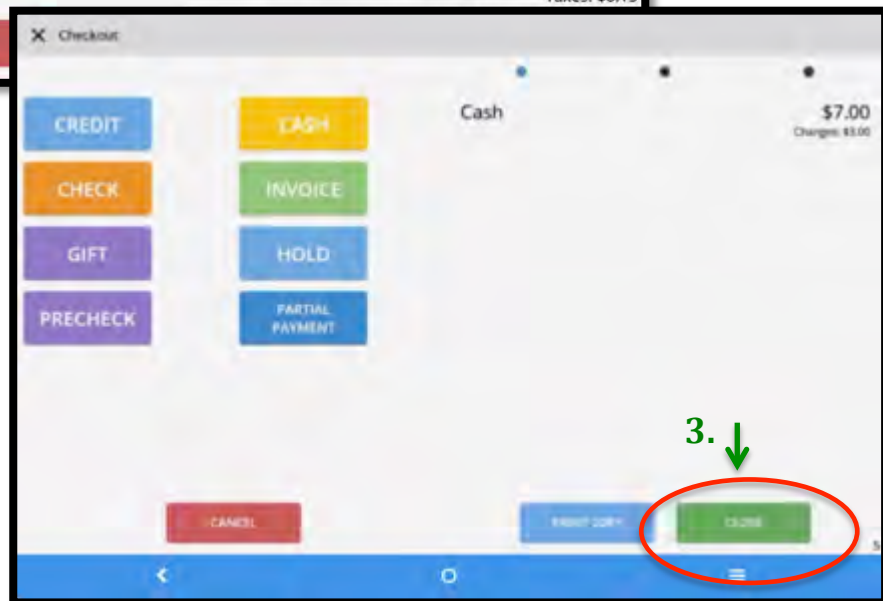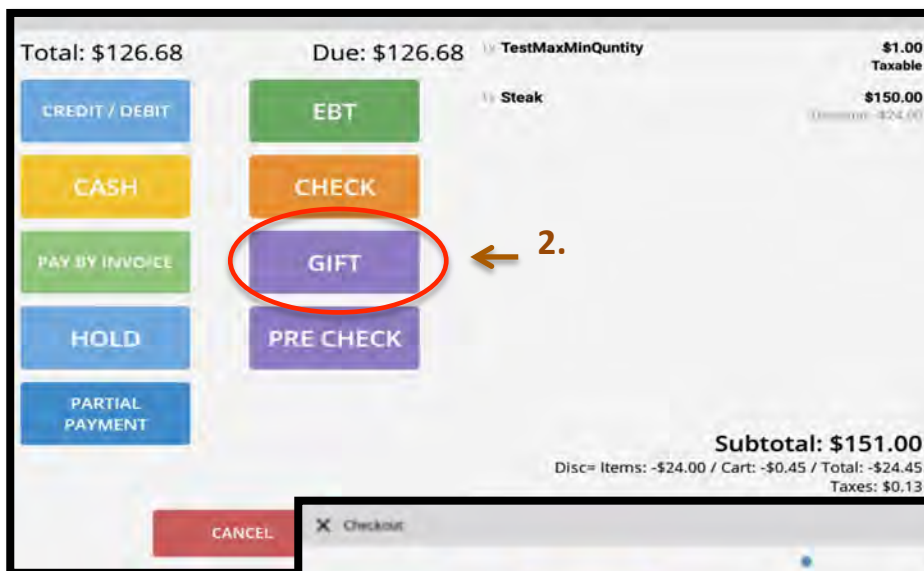
Payment by Invoice

In this section follow the steps to close out the Tab for Payment by Invoice.

Step	Action
1.	When all listed items are added and the Tab is complete, tap on the ENTER button. 👍
2.	Tap on INVOICE to accept payment by invoice
3.	Input the email address of the recipient when prompted and press ENTER
4.	Tap on CLOSE to complete. (It will automatically close after several seconds)

Applying Partial Payments

In this section follow the steps to apply a partial payment to the Tab:

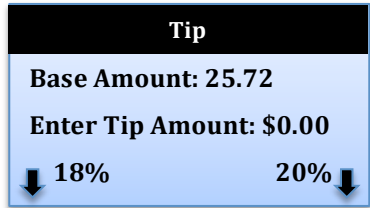| Step	Action
1.	When all listed items are added and the Tab is complete, tap on the ENTER button. 👍
2.	Tap on Partial Payment to pay by bring up partial payment amount dialog.
3.	Input the partial payment amount and press ENTER. This will return you to the payment selection screen, next you will need to enter the form of the partial payment taken and select confirm or pay.
4.	This process can be repeated to enter multiple partial payment methods until the balance is satisfied.
5.	When the full balance has been satisfied, tap on CLOSE to complete. (It will automatically close after several seconds)

Adding Tips During a Payment

> Use the steps below when adding a gratuity (tip) to a payment.

> Note: Your terminal must be programmed with **"TIP MODE: ON"** to enable entering a tip at the time of sale. Both Retail and Restaurant software can add tips during a transaction, however only restaurant can add a tip after a transaction is completed.

Step	Action	
1.	After selecting the Payment type on the DejaPayPro POS it will display "Processing Transaction" and send the transaction to the Dejavoo terminal.	
2.	The Dejavoo payment terminal will "wake up" and prompt the customer to select a pre programmed tip amount or input their own amount. After the customer selects or inputs in the tip amount they press OK.	**Tip** Base Amount: 25.72 Enter Tip Amount: $0.00 ↓ 18% 20% ↓
3.	**Chip Card** – Insert into terminal EMV reader **Contactless** – Tap on terminals display **No Chip** – Swipe Card on terminal **No Card** (unable to read) – Input Card#	**Insert, Tap, Swipe Or Enter Card # Sale: $7.43**
4.	Tap on CLOSE to complete. (It will automatically close after several seconds)	
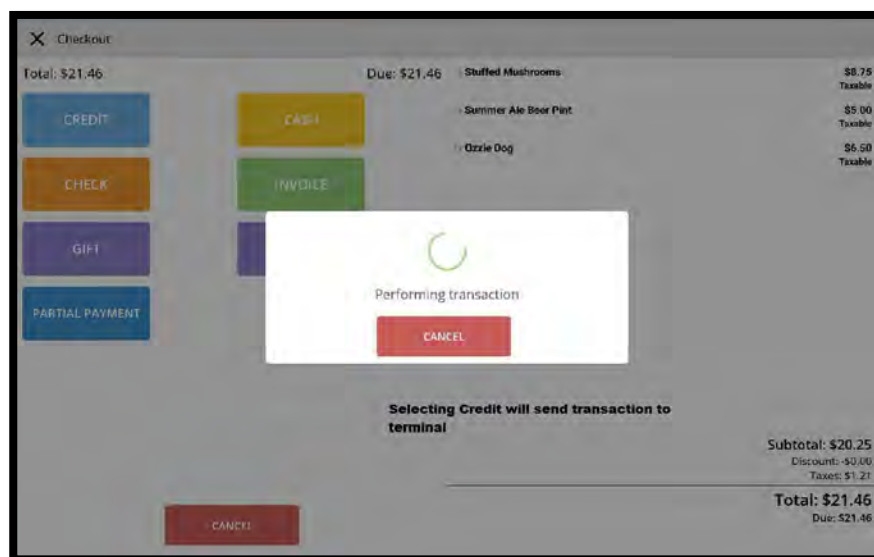
Adding Tips After a Payment

When tips have not been entered during a payment the restaurant receipts will print with a blank tip line for the customer to write a desired tip amount in for entry by the server later on. Follow the steps below to add tips after a transaction is closed.

Step	Action
1.	From the DejaPayPro POS select the **MORE** option.
2.	Select the option for X/Z Tape
3.	Select the connected terminal from the list

Adding Tips After Payment, cont'd

Step	Action
4.	Find and **Select** the desired **transaction** you are adding the tip to
5.	When transaction receipt populates, **select** the **TIP ADJUST** option
6.	**Input** the tip **amount** the customer wrote on the receipt and select the **ENTER** option.
7.	The Tip amount will post on the receipt copy in the DejaPayPro POS

Payment Receipt Example

See below for examples of the payment receipt

```
                Sale
    Trans #: 2   Batch #: 1

    MASTERCARD          CHIP
    *************5785 **/**
    Reference Id: baad419d9d

    AMOUNT:            $21.46

    TIP AMT:       $_____.__

    TOTAL AMT:     $_____.__

        Tip Suggestions
    Percent  Tip       Total
    15%      $3.21     24.67
    22%      $4.72     26.18
    28%      $6.00     27.46

    Resp:   APPROVAL VTLMC1
    Code:            VTLMC1
    Ref #:     528200500313
    Trans ID: 1212MCC111180

    App Name:   CAPITAL ONE
    AID:     A0000000041010
    TVR:         0000008800
    TSI:               E800

    Dzzle Dog
    1.000 * $6.50     $6.50
    Summer Ale Beer Pint
    1.000 * $5.00     $5.00
    Stuffed Mushrooms
    1.000 * $8.75     $8.75

    Item subtotal    $20.25
    - - - - - - - - - - - - -
    Discount          $0.00
    - - - - - - - - - - - - -
    Subtotal         $20.25
    - - - - - - - - - - - - -
    Tax               $1.21
    - - - - - - - - - - - - -
    Total            $21.46
    - - - - - - - - - - - - -

    Cardholder acknowledges
      receipt of goods and
      obligations set forth
```

REPORTS & SETTLEMENT

Print X Tape/ Z Tape - SETTLEMENT

 In this section follow the steps to print the X Report and Settle the Z Tape

Step	Action	
1.	From the main screen in the upper right corner press the MORE Icon	
2.	Tap on X/Z Tape to print the X Report	
3.	To Print X Tape Report	a.) Tap PRINT X TAPE b.) Tap on PRINT
	To settle and print the Z Tape	a.) Tap Z-TAPE b.) Tap on NEXT c.) Input Password 1234
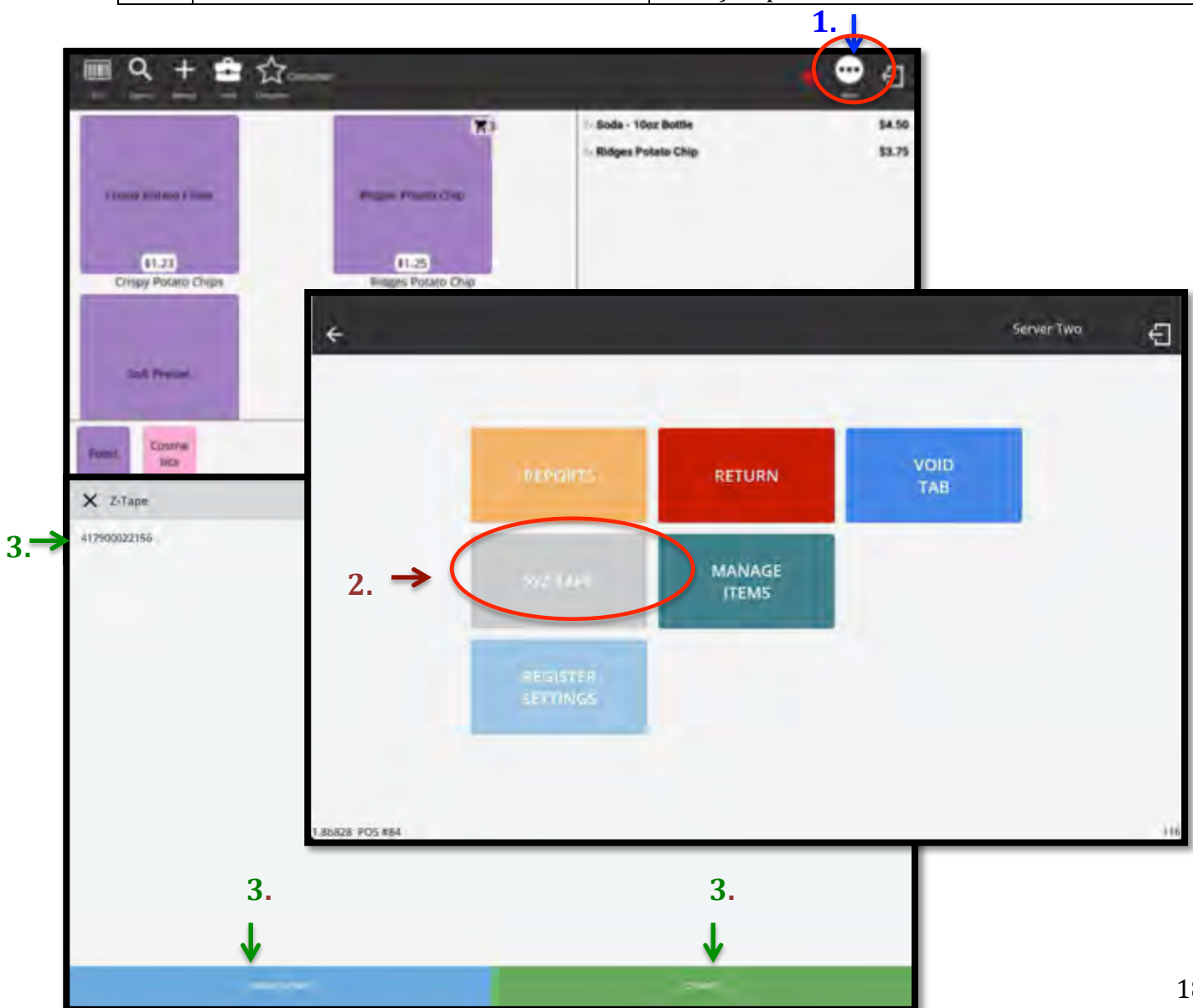
Examples X & Z Tape Reports

i See below for examples of the X & Z Report Print Outs

X REPORT

ABC STORE
10/02/2018 17:59:12

PAYMENT TYPE TOTALS

Cash	$2.65
Credit	$1.20
Pay by Invoice	$6.90
Gift	$4.50
Check	$9.95

DEPARTMENT SALES

Items Subtotal	$25.20
Discount	$0.00
Tax	$4.65
Total	$29.85
Fee	$1.20
Tip	$2.10
Items	$5.00
Sales	$6.25
Returns	$1.50

Z REPORT

ABC STORE
10/02/2018 18:26:15

PAYMENT TYPE TOTALS

Cash	$2.65
Credit	$1.20
Pay by Invoice	$6.90
Gift	$4.50
Check	$9.95

DEPARTMENT SALES

Items Subtotal	$25.20
Discount	$0.00
Tax	$4.65
Total	$29.85
Fee	$1.20
Tip	$2.10
Items	$5.00
Sales	$6.25
Returns	$1.50

View Sales Charts

In this section follow the steps to view sales by Month or by Day

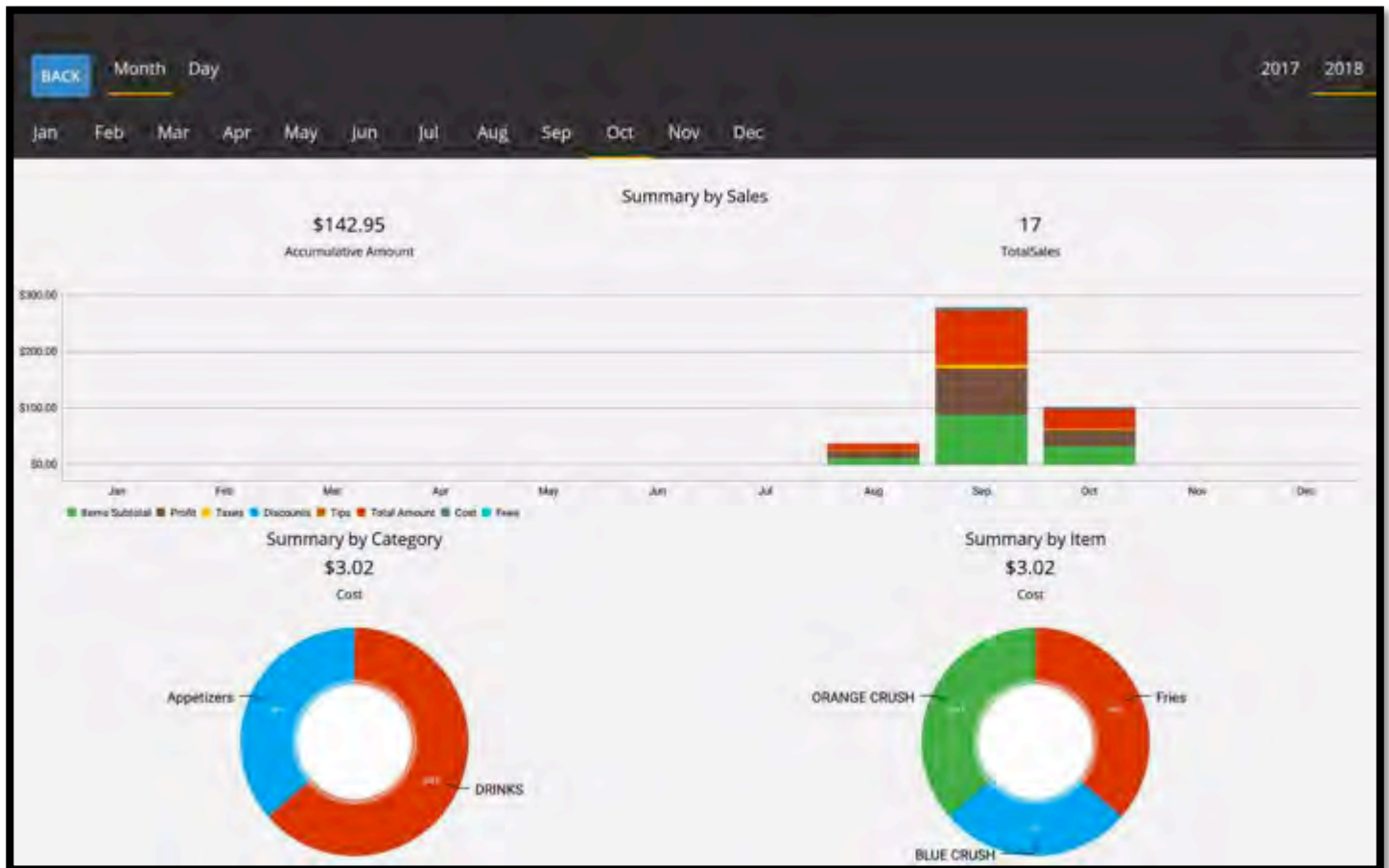| Step	Action
1.	From the main screen in the upper right corner press the MORE Icon
2.	Tap on REPORTS to bring up the report menu.
3.	Tap on CHARTS. To bring up your sales summary reports and charts.
.	Note: ** You can select daily or monthly by tapping the option on the left corner of the screen.

1.

2. → REPORTS   RETURN   VOID TAB

X-REPORT   CUSTOM REPORT

SALES LIST   CHARTS   ← 3.
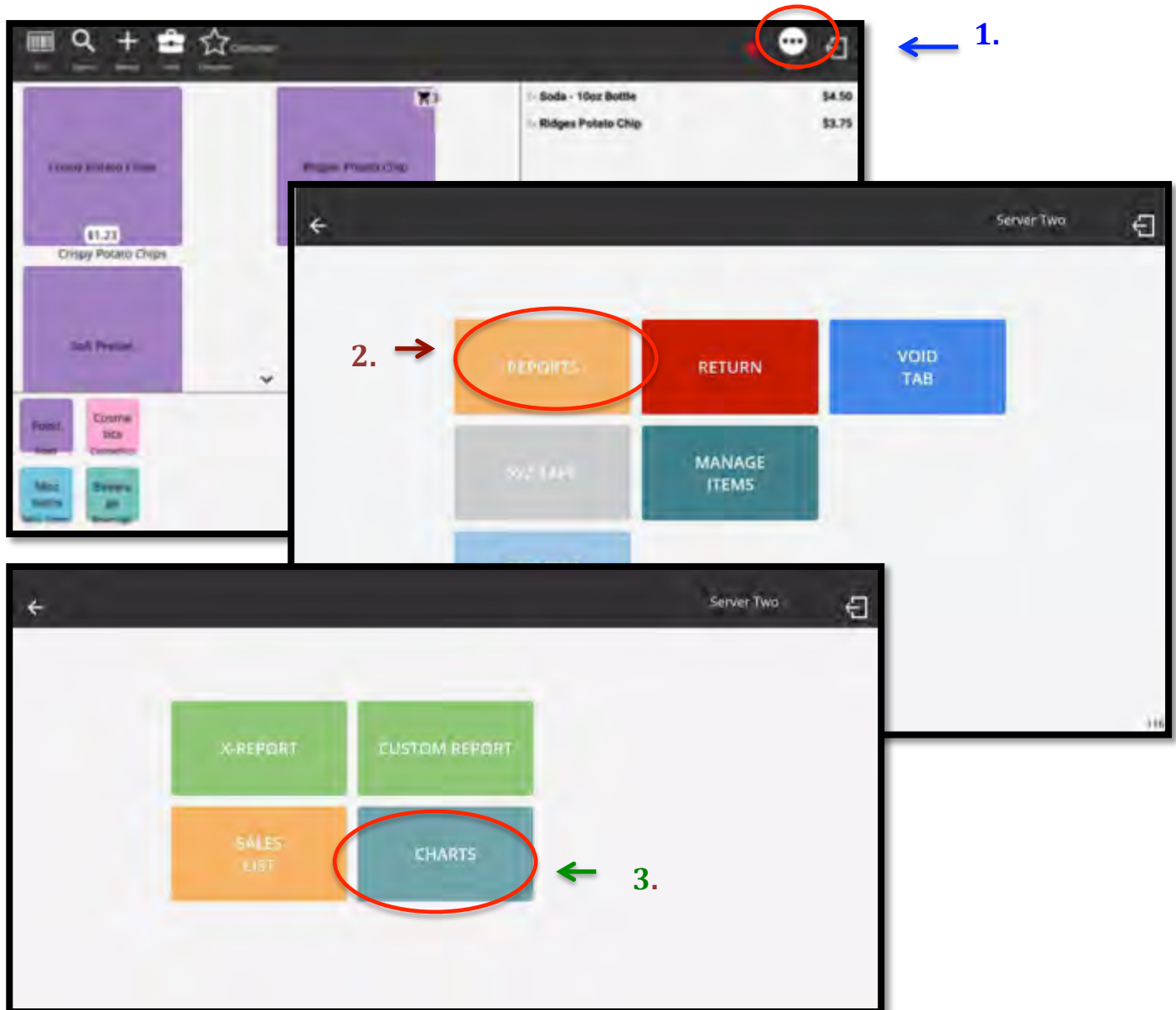
Example of Sales Summary Reports

You can select daily or monthly by tapping the option on the left corner of the screen.

SEARCHING FOR AN ITEM

ℹ️ In this section follow the steps to search for items that you want to add to your tab.

Step	Action
1.	When you have your customer tab open, press the 🔍 **SEARCH** icon at the top left side of the screen.
2.	Key in the name of the item you want to search for (eg. fries) and a picture of the item should appear below the search bar.
3.	Press on the item picture and it will automatically be added to your tab. If you press the button more than once, it will add that item to your tab each time you press it. A small Tab icon will appear in the top right hand side of the picture indicating the quantity of that item in your Tab.
4.	Press the X beside the search bar to close your search.
5.	Your Tab will automatically save the items you have added to your tab.

1. →

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MANUALLY ADDING ITEMS TO A TAB

In this section follow the steps manually add items to your tab because they are not in your current inventory.

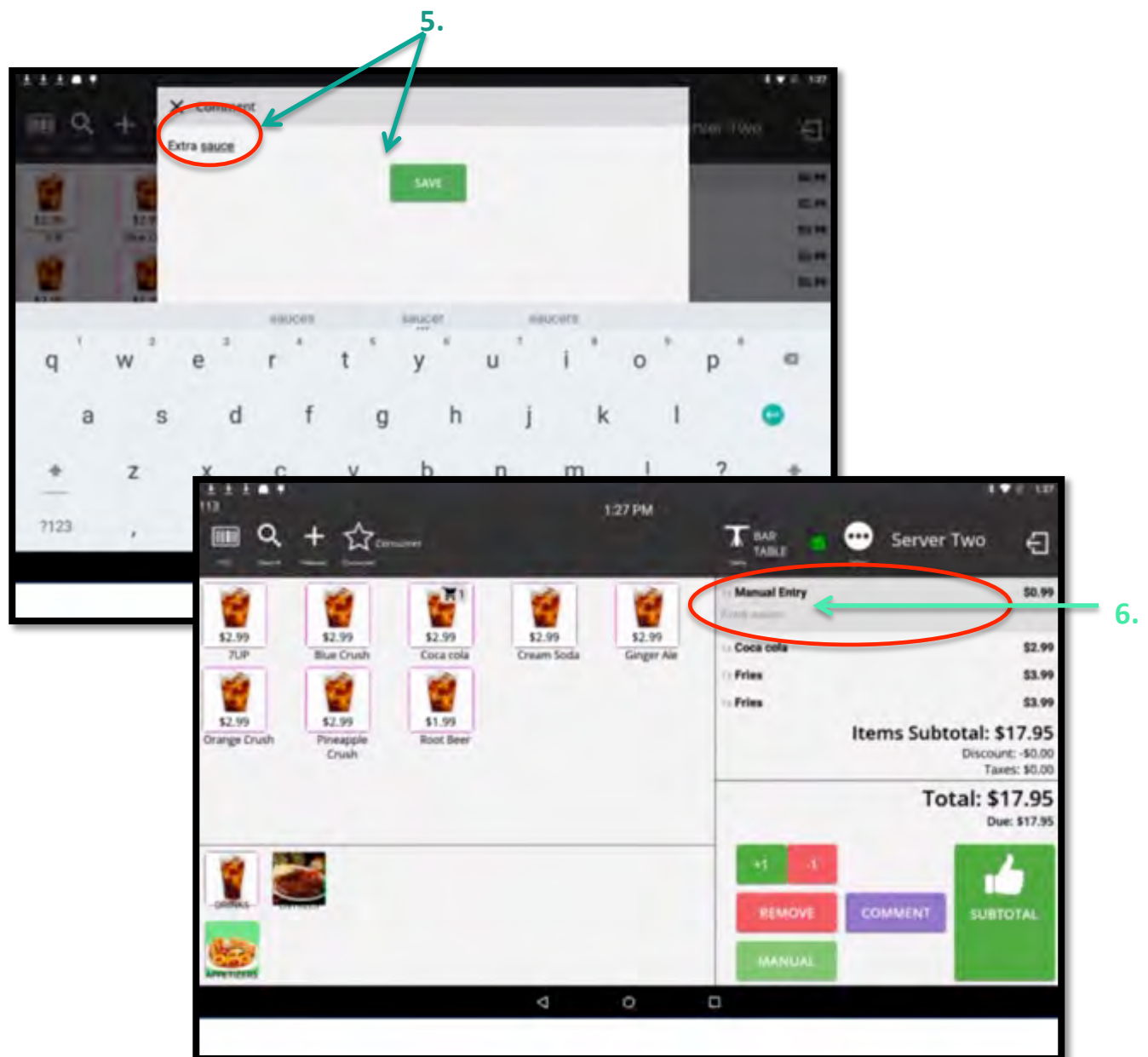| Step	Action
1.	When you have your customer tab open, press the **+MANUAL** icon at the top of the screen.
2.	Key in the price of the item you want to add.
3.	Press the ADD button and then press CLOSE.
4.	If you want to include a description of the item you have added, select the item on the right hand side of your screen and then press the COMMENT key below.
5.	Type in a description of the item you have added and press the SAVE button.
6.	Your manual entry will appear on the right hand side of the tab screen with description added.

Manually Adding Items To A Tab, cont'd
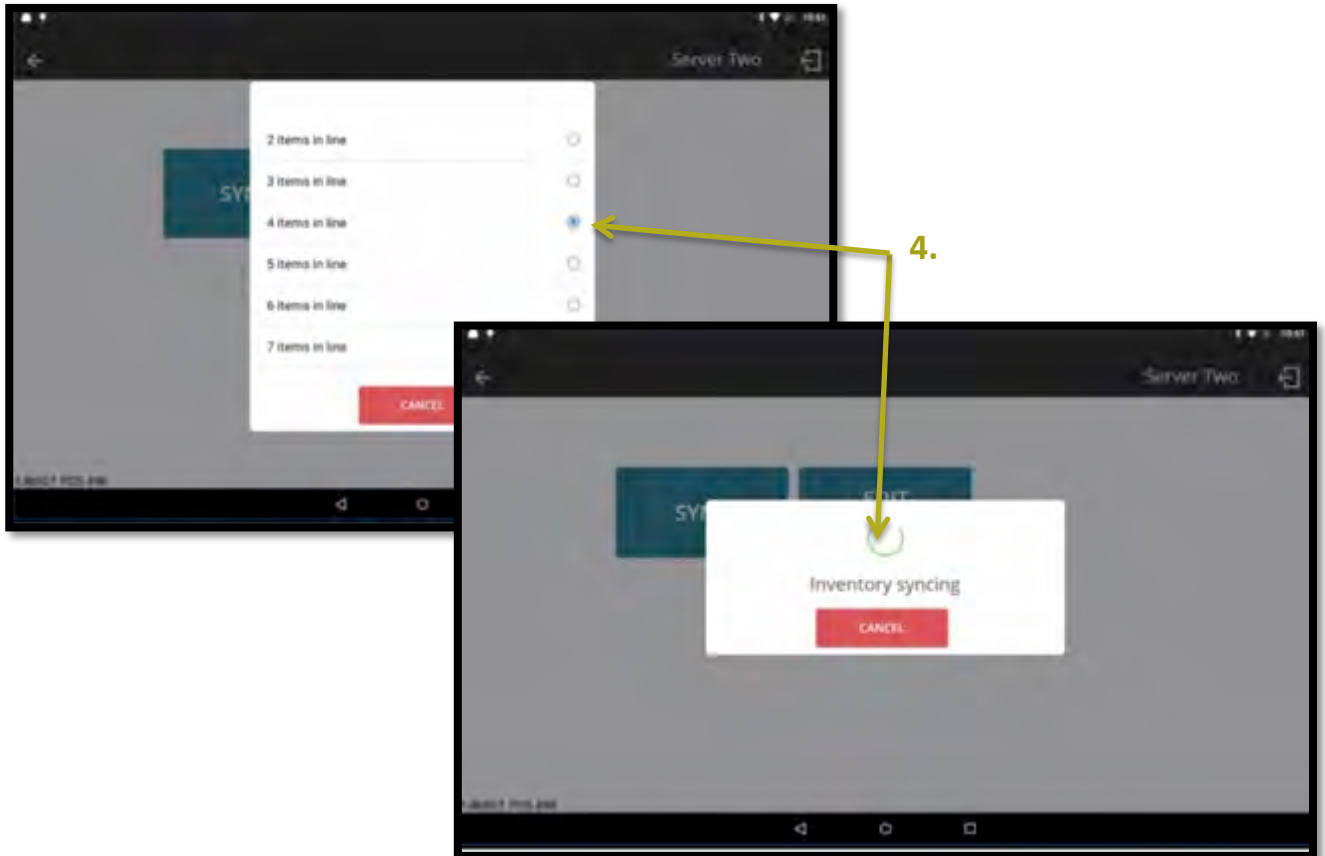
Step	Action
5.	Type in a description of the item you have added and press the SAVE button.
6.	Your manual entry will appear on the right hand side of the tab screen with description added.

CHANGING HOW YOUR ITEMS APPEAR

In this section follow the steps to manage how you view the items listed in your store.
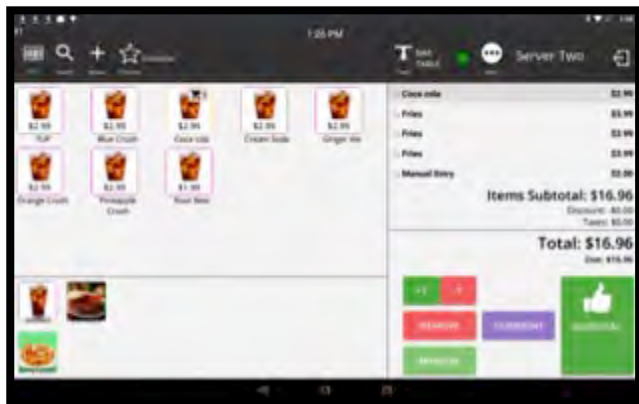
Step	Action
1.	When you have your customer tab open, press the **...MORE** icon at the top of the screen.
2.	A new screen will appear with 5 buttons. Press the MANAGE ITEMS button.
3.	Another screen will appear with 2 buttons. If you press the EDIT ITEMS button you will be offered a selection of options that allow you to choose how many items you view per line in your store.
4.	Make a selection and the inventory will sync accordingly, changing the number of items listed in your Tab window.

← **1.**

2.

3.

Changing How Your Items Appear, cont'd
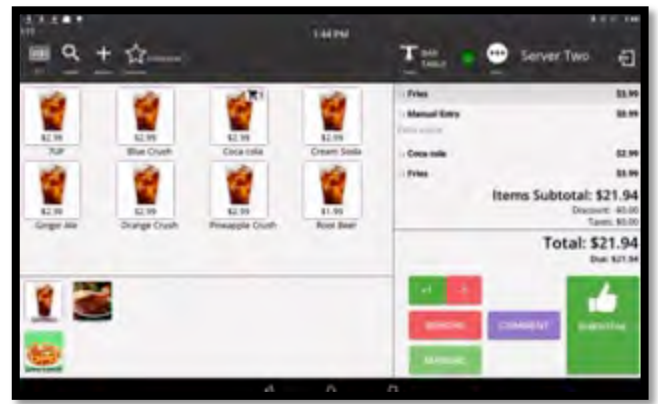
Step	Action
4.	Make a selection and the inventory will sync accordingly, changing the number of items listed in your Tab window.

EXAMPLES:

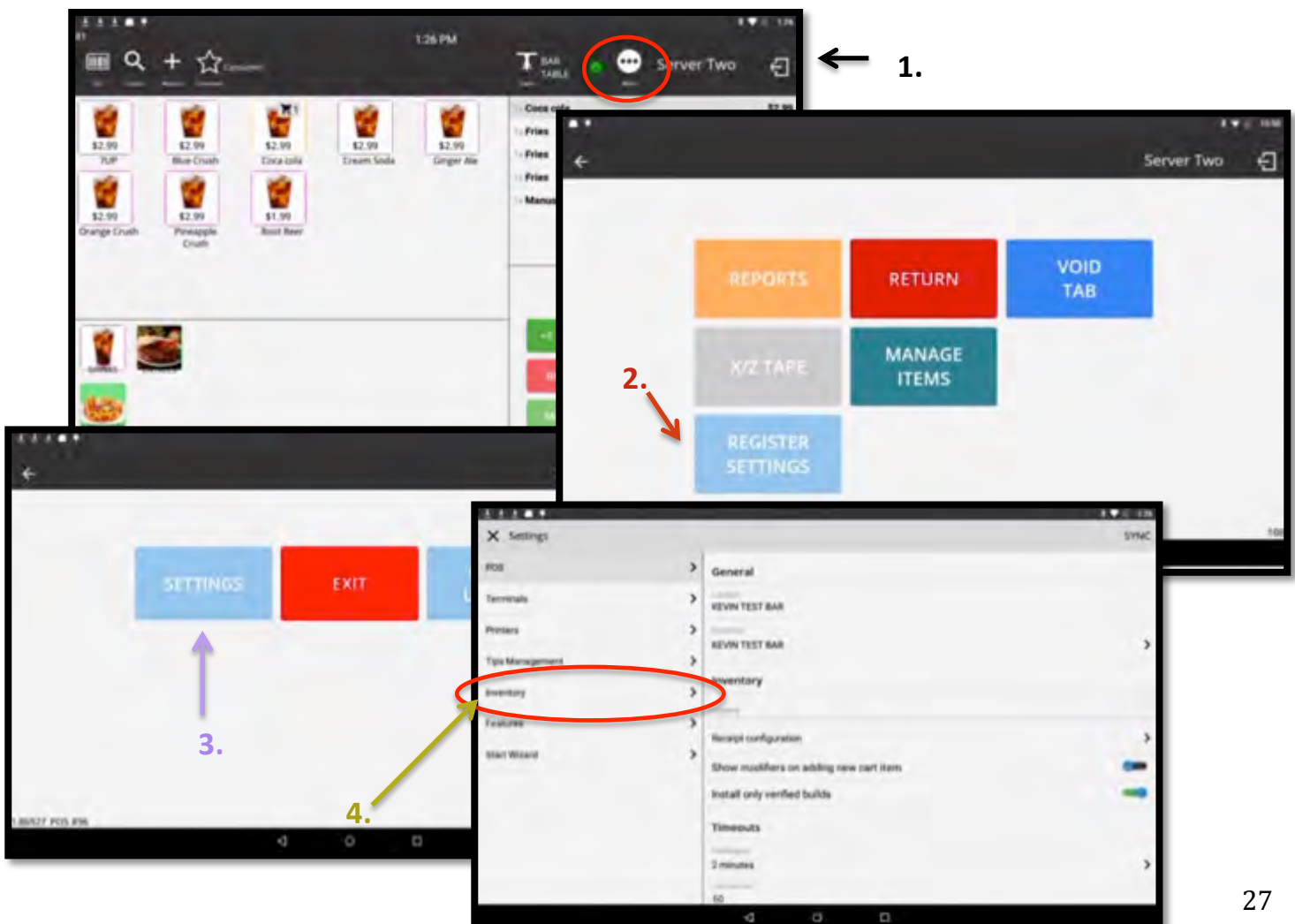5 items per line   4 items per line
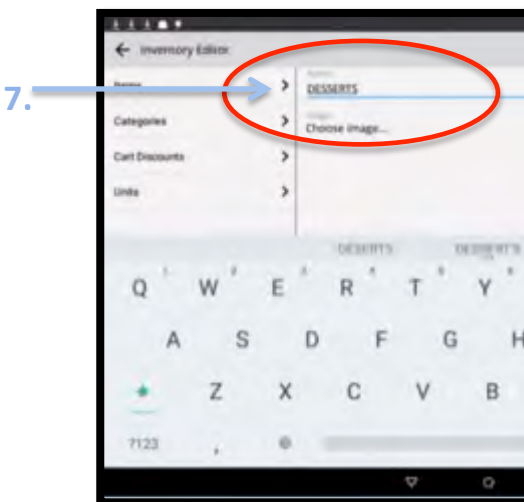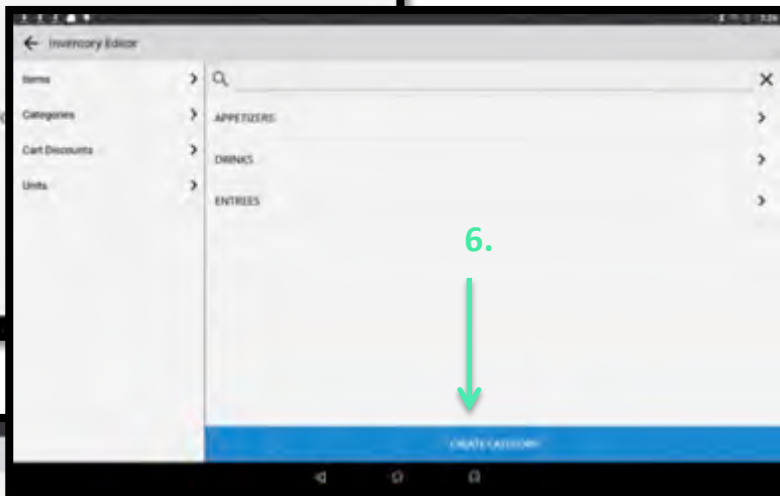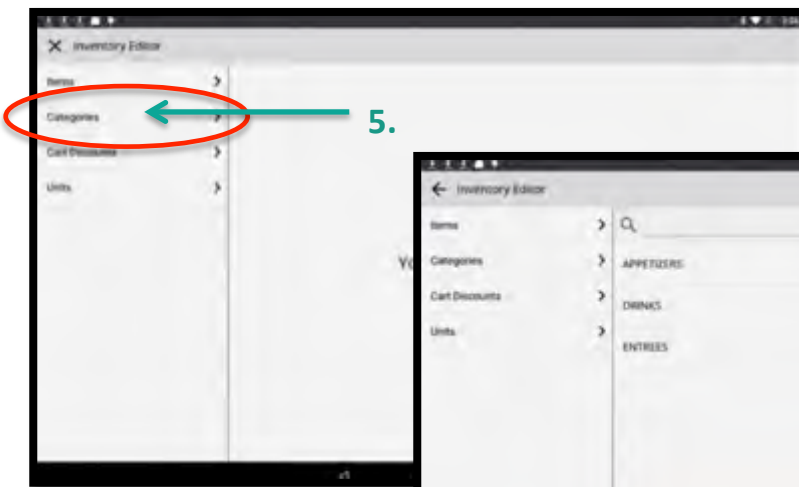
INVENTORY

Add/Edit A Category

In this section follow the steps to add a category to your Inventory.

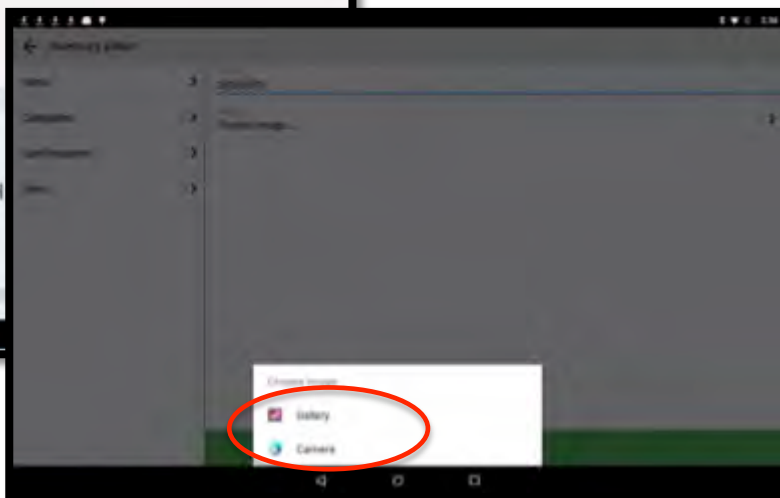| Step	Action
1.	When you have your customer tab open, press the **...MORE** icon at the top of the screen.
2.	A new screen will appear with 5 buttons. Press the REGISTER SETTINGS button.
3.	When the next screen appears press the SETTINGS button.
4.	A new SETTINGS screen will appear. Click on the word **INVENTORY** listed on the left hand side of the screen.

Inventory - Add/Edit A Category , cont'd

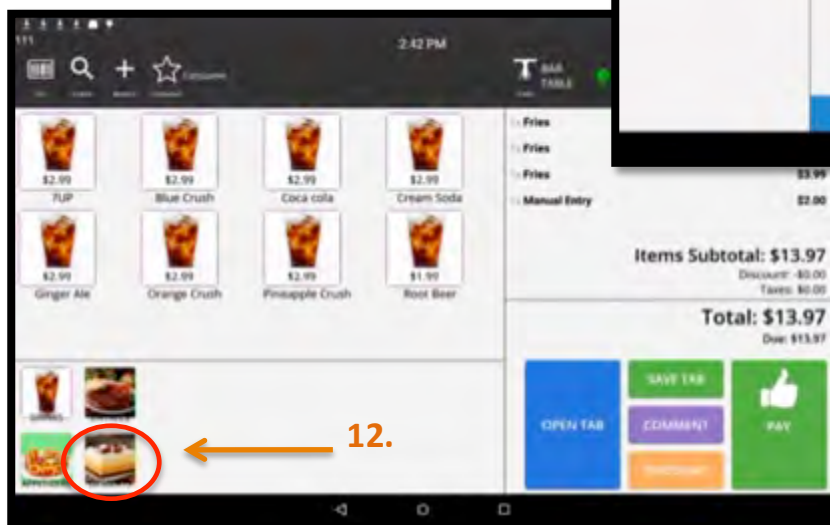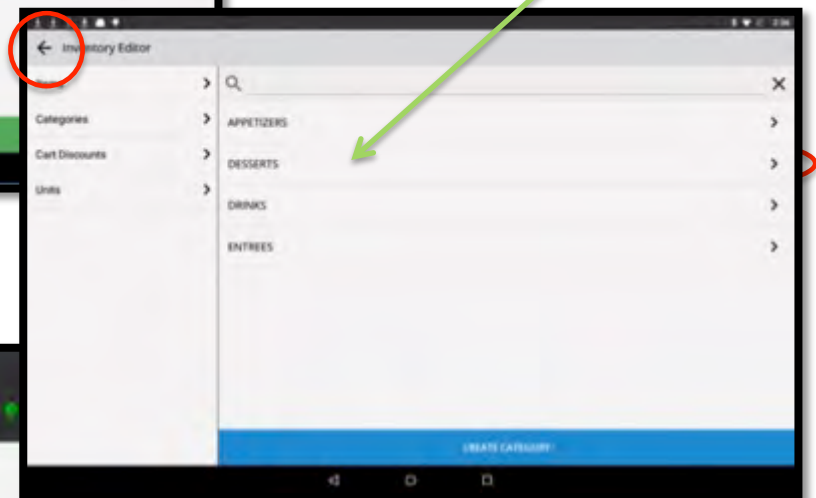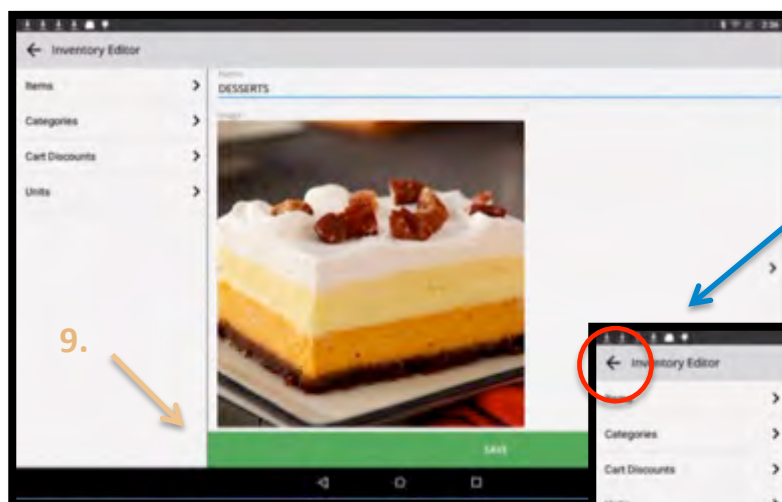| Step	Action
5.	When the **INDUSTRY EDITOR** appears click on **CATEGORIES**.
6.	A list will appear to the right of your screen with a blue button at the bottom which says CREATE CATEGORY. Press this button.
7.	A new window will pop up which allows you to enter the name of your new category. We have chosen DESSERTS as an example. At this stage you can also add an image to enhance recognition of your category. Click on **CHOOSE IMAGE.**
8.	A pop-up menu will appear at the bottom of the screen, allowing you to choose an image from your gallery or your camera. Select the appropriate image and it will appear on the screen below your new category heading.

Inventory - Add/Edit A Category , cont'd

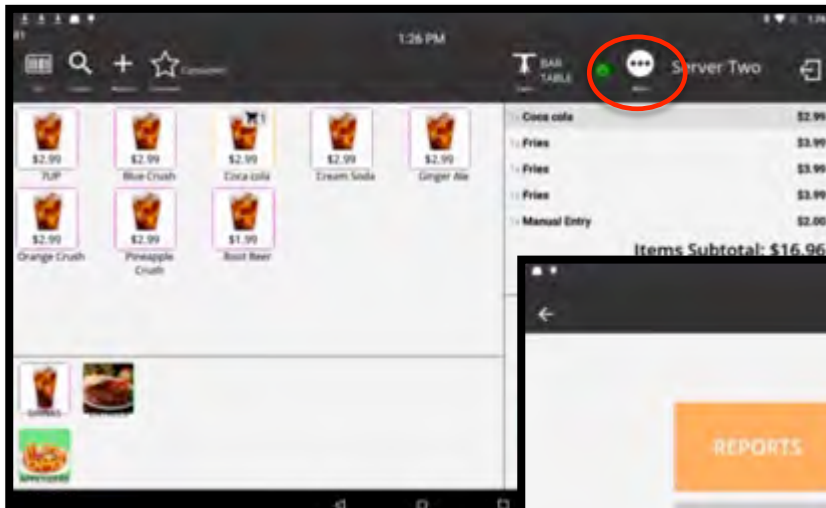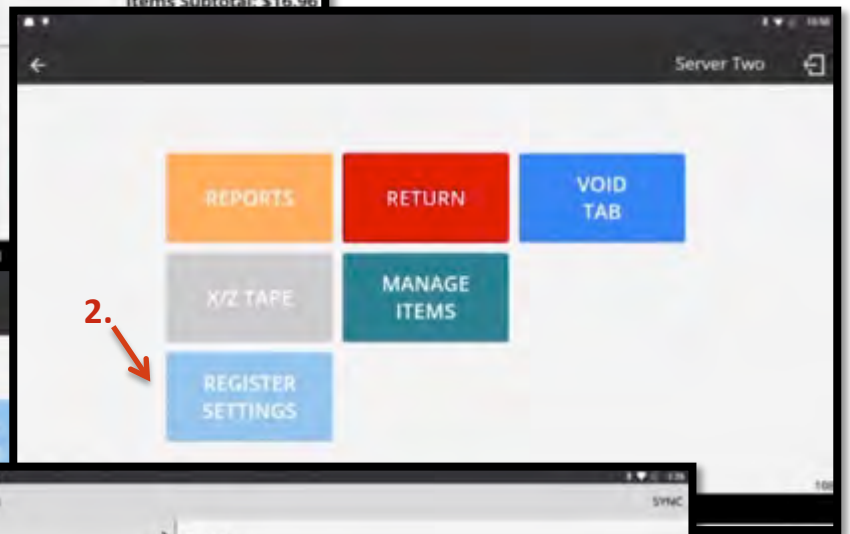| Step	Action
9.	Click the SAVE button to save your category.
10.	Once your category is saved it will appear in the list on the right hand side of your screen along with the other categories in your store.
11.	To go back to your Tab screen, click on the back arrow button in the top left hand corner of your screen. Keep pressing this button until your Tab screen comes up.
12.	Your new category icon will be visible at the bottom of your Tab screen.

Inventory - Add/Edit An Item

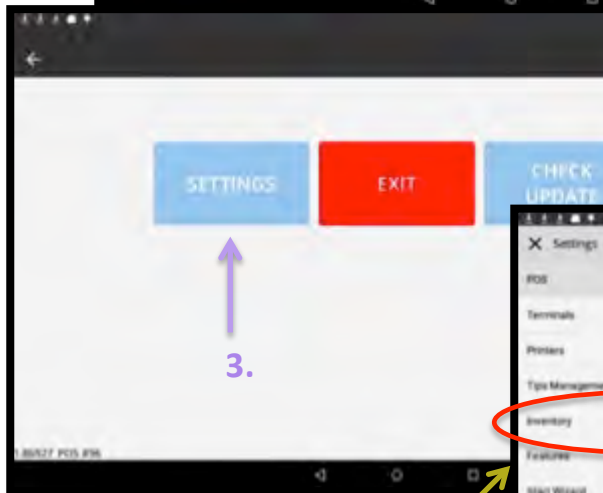> In this section follow the steps to add an item to your Inventory.

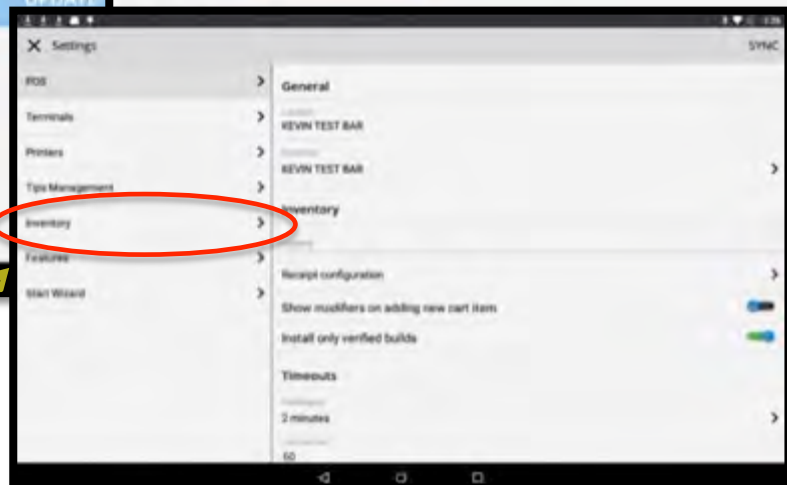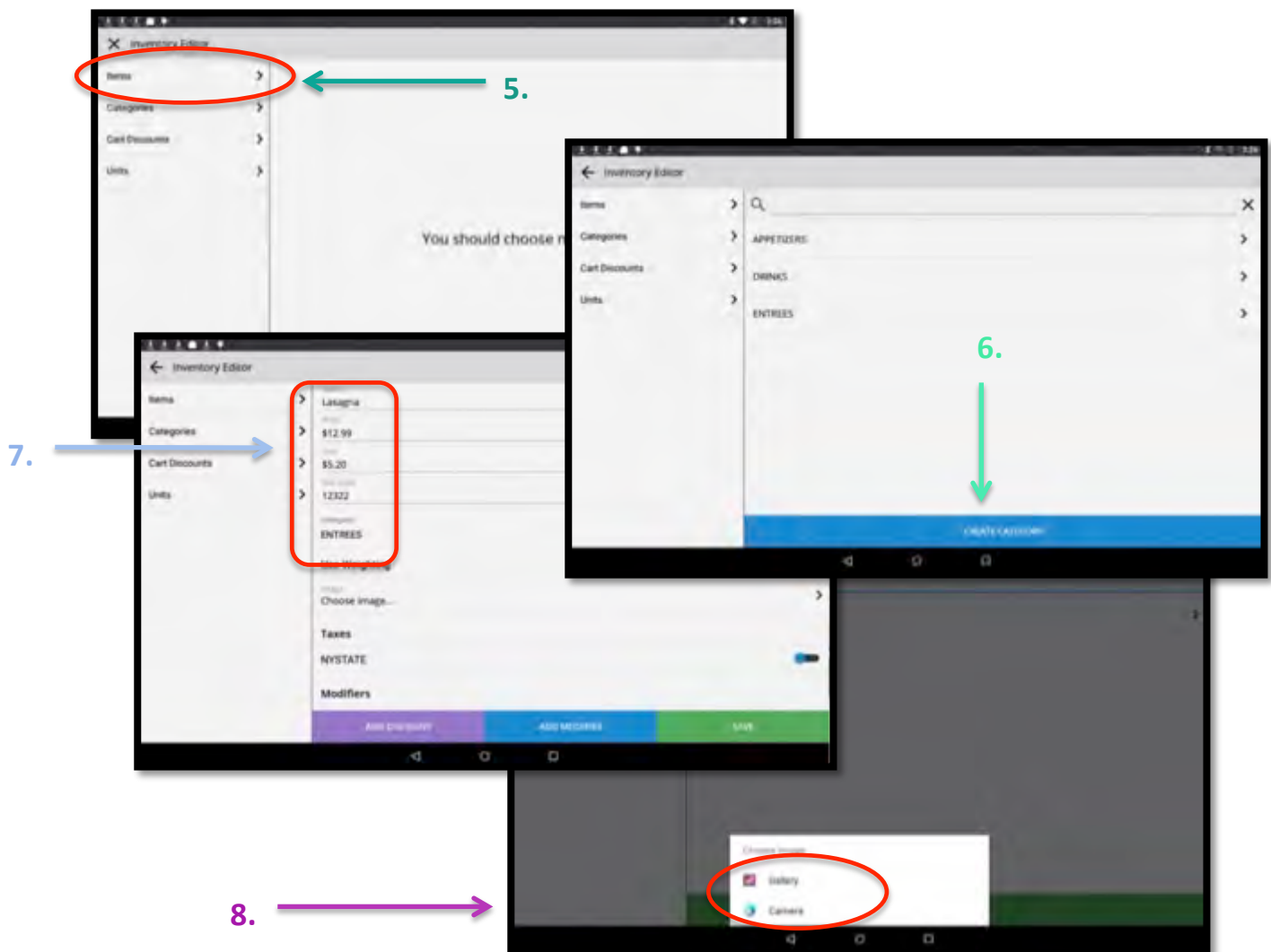| Step	Action
1.	When you have your customer tab open, press the **...MORE** icon at the top of the screen.
2.	A new screen will appear with 5 buttons. Press the REGISTER SETTINGS button.
3.	When the next screen appears press the SETTINGS button.
4.	A new SETTINGS screen will appear. Click on the word **INVENTORY** listed on the left hand side of the screen.

Inventory - Add/Edit An Item, cont'd

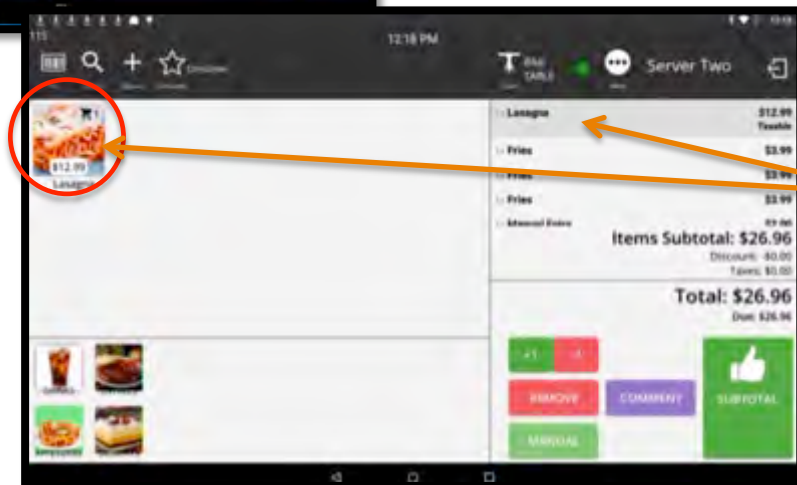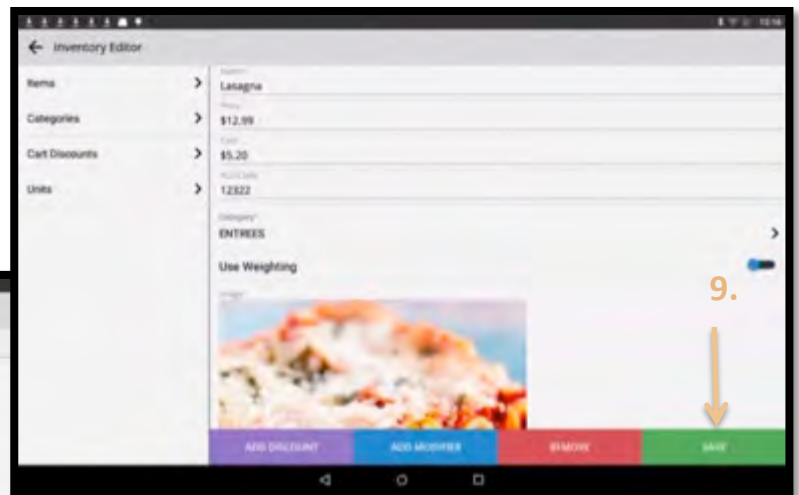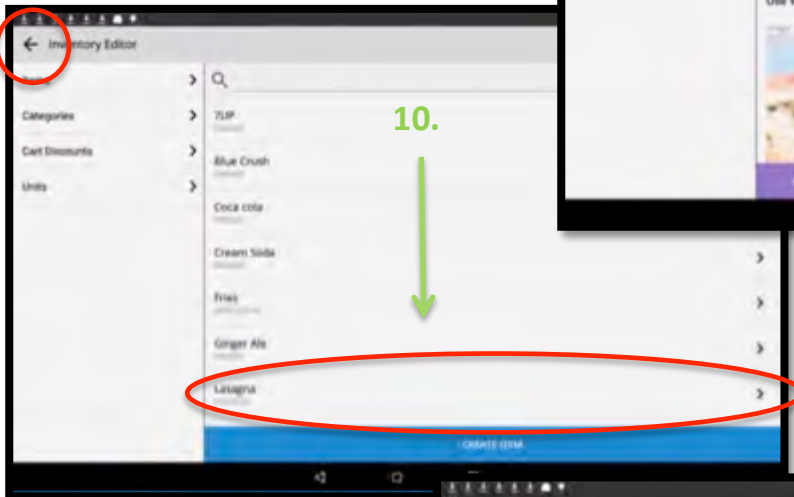| Step	Action
5.	When the **INDUSTRY EDITOR** appears click on **ITEMS**.
6.	A list will appear to the right of your screen with a blue button at the bottom which says CREATE ITEM. Press this button.
7.	A new window will pop up which allows you to enter the name of your new item. We have chosen LASAGNA as an example. Here you must also enter the retail price of the item, the cost price of the item and a PLU code. Your PLU code can be added manually or you can use your barcode scanner to enter this code. You now MUST assign your item to an appropriate category. We have chosen ENTREES as the appropriate category for our LASAGNA item.
8.	Before you save your new item you may choose to add an image to enhance recognition of your item. Click on **CHOOSE IMAGE.** A pop-up menu will appear at the bottom of the screen, allowing you to choose an image from your gallery or your camera. Select the appropriate image and it will appear on the screen when your item appears in your tab window.

Inventory - Add/Edit An Item, cont'd

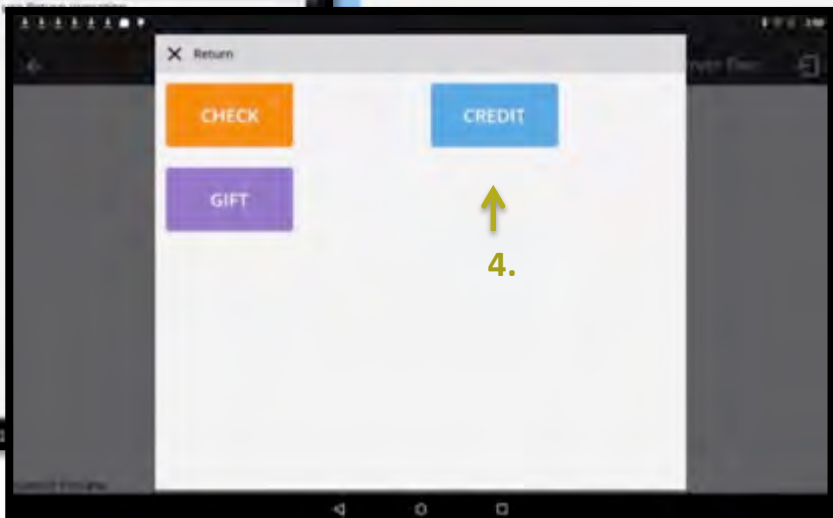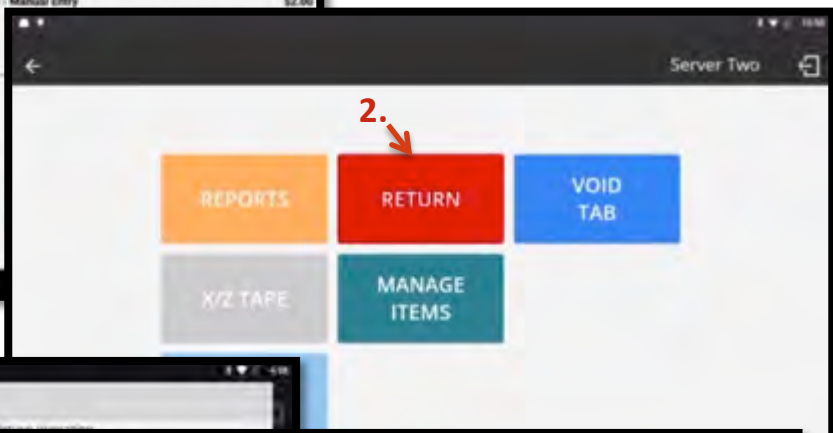| Step	Action
9.	Click the SAVE button to save your item.
10.	Once your item is saved it will appear in the list on the right hand side of your screen along with the other items in your store.
11.	To go back to your Tab screen, click on the back arrow button in the top left hand corner of your screen. Keep pressing this button until your Tab screen comes up.
12.	Your new item icon will be visible on your Tab screen.

11.

10.

9.

12.

HOW TO PROCESS A RETURN

In this section follow the steps to process a return.

Step	Action
1.	When you have your customer tab open, press the **...MORE** icon at the top of the screen.
2.	A new screen will appear with 5 buttons. Press the RETURN button.
3.	Another screen will appear which will ask you to enter your OPERATOR number.
4.	Select the button that applies to the type of return you would like to process. We have chosen CREDIT as an example.
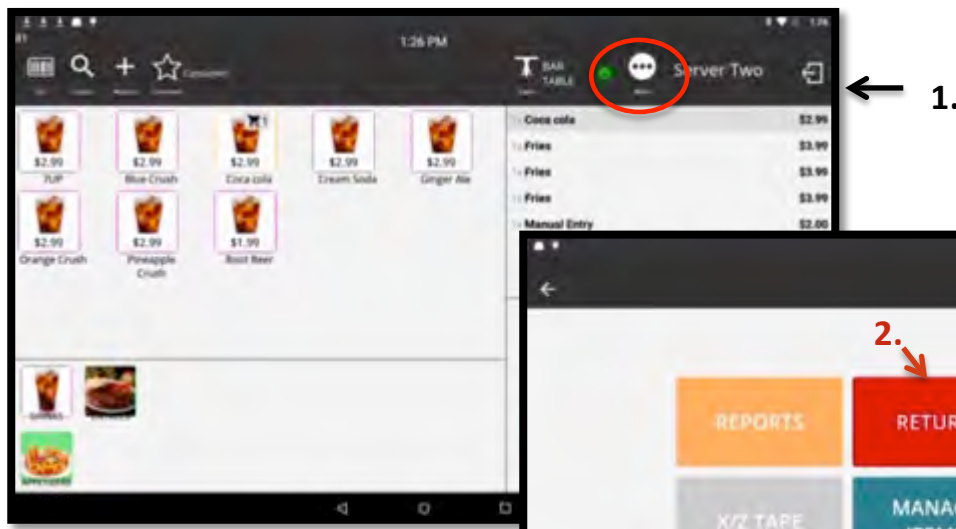
How To Process A Return, cont'd

Step	Action
5.	Key in the correct amount of the return and press ENTER.
6.	Choose the terminal you would like to apply the discount to.
7.	Your return will automatically be processed. To exit this screen press the X in the top left hand corner of the window until you return to the Tab screen.
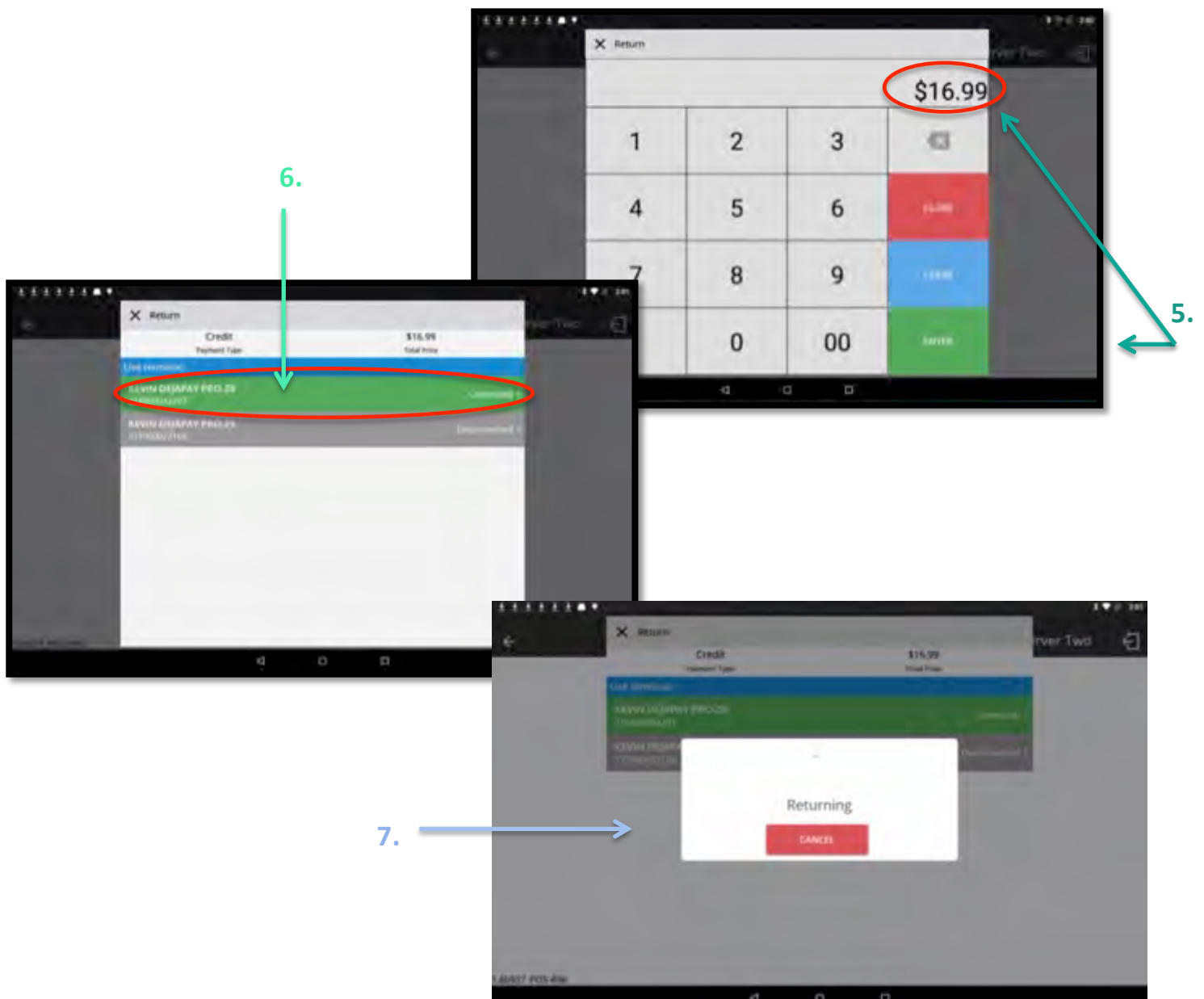
HOW TO VOID A TAB

In this section follow the steps to void an existing tab (restaurant) or Tab (Retail)

Step	Action
1.	When you have your customer tab open, press the **...MORE** icon at the top of the screen.
2.	A new screen will appear with 5 buttons. Press the VOID button.
3.	Select the Void Tab, enter the Manager PIN, you will be asked to confirm by entry of the password, choose yes to close Tab

← 1.

2.

3.
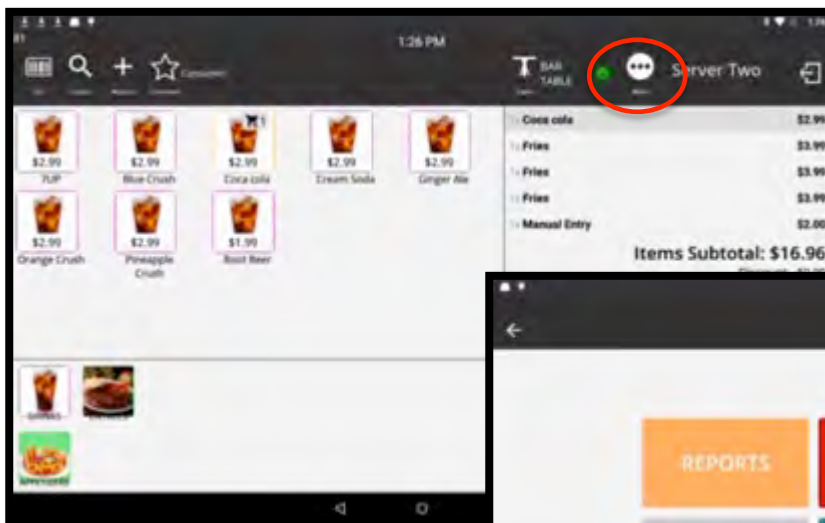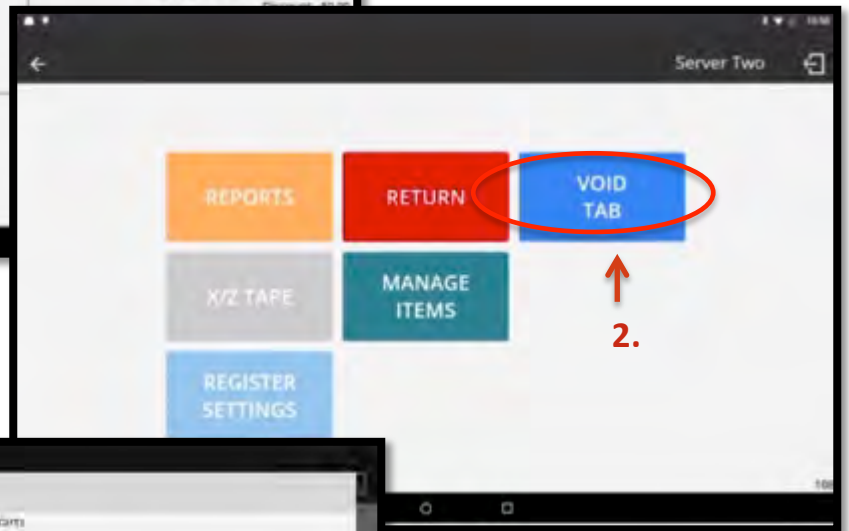
How to Void A Tab, cont'd

Step	Action
4.	Select the Void Tab, enter the Manager PIN, you will be asked to confirm by entry of the password, then choose yes to close Tab.
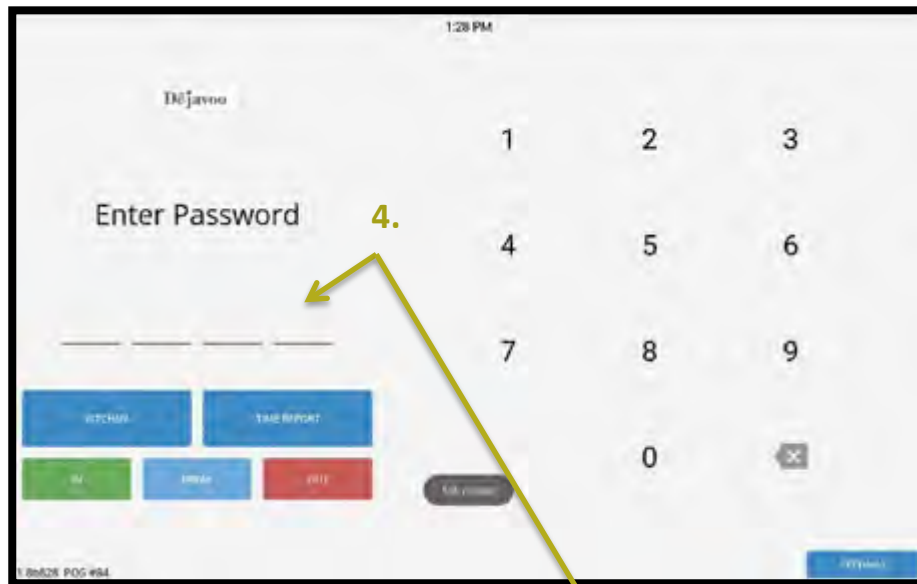
ADDING AN EXTERNAL BLUETOOTH PRINTER

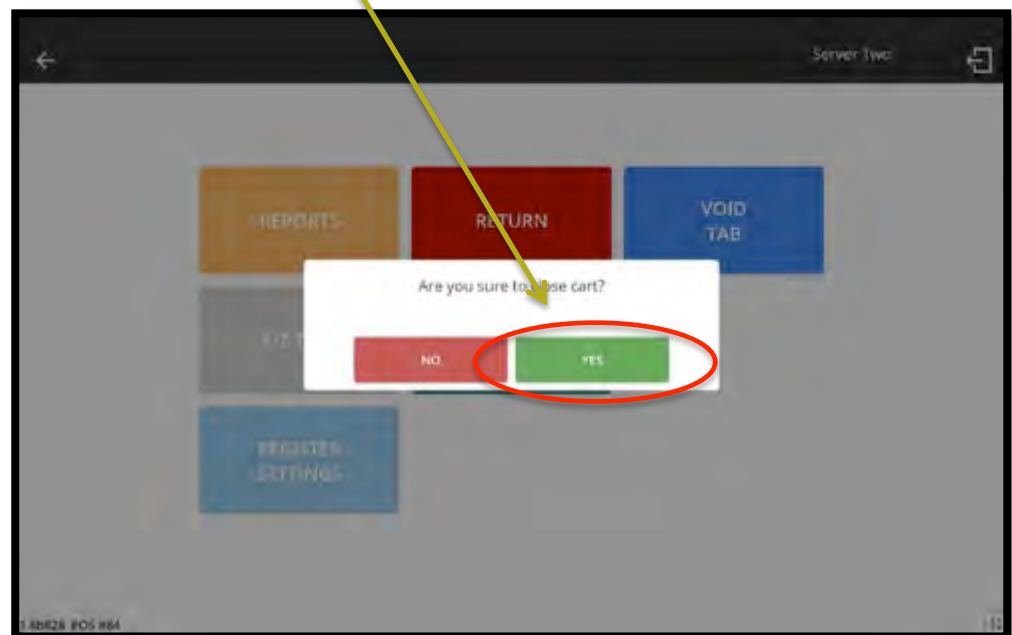|	In this section follow the steps to add an external Bluetooth printer.
	A blue tooth printer can be used for a kitchen printer or counter printer solution.

Step	Action
1.	When you have your customer tab open, press the **...MORE** icon at the top of the screen.
2.	A new screen will appear with 5 buttons. Press the REGISTER SETTINGS button.
3.	When the next screen appears press the SETTINGS button.
4.	A new SETTINGS screen will appear. Click on the word **PRINTERS** listed on the left hand side of the screen.
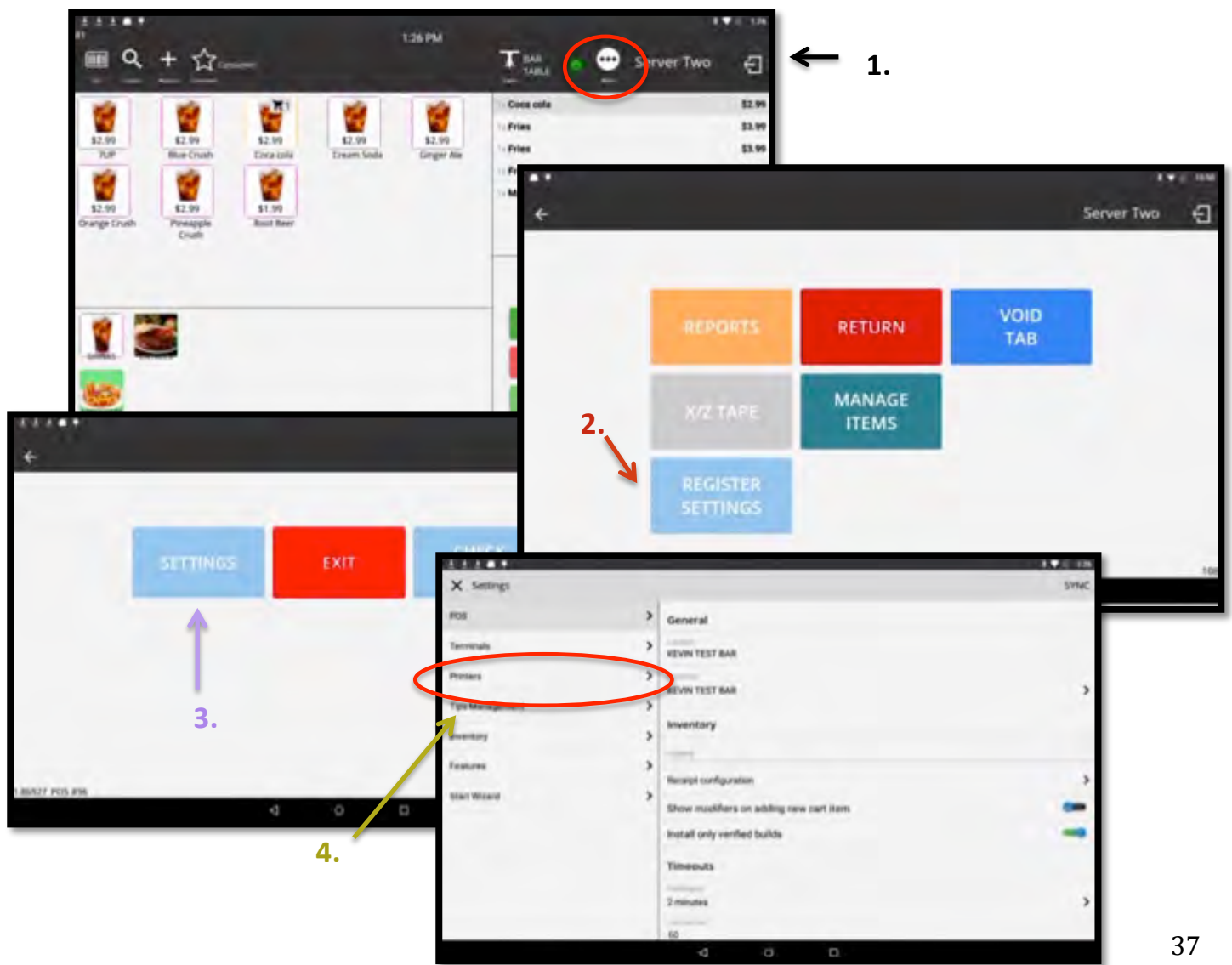
Adding An External Bluetooth Printer, cont'd

Step	Action
5.	On the right hand screen you are able to add a new printer by pressing the ADD PRINTER button.
6.	A window will pop up asking you to select a printer type from the options available. Click on the type of printer you require.
7.	A new window will pop up allowing you to select a preset terminal profile number (TPN). Select your Bluetooth terminal here. Once selected the register will look for available Bluetooth devices.
8.	A new window will now appear with a list of available bluetooth devices. Select the printing device you require.
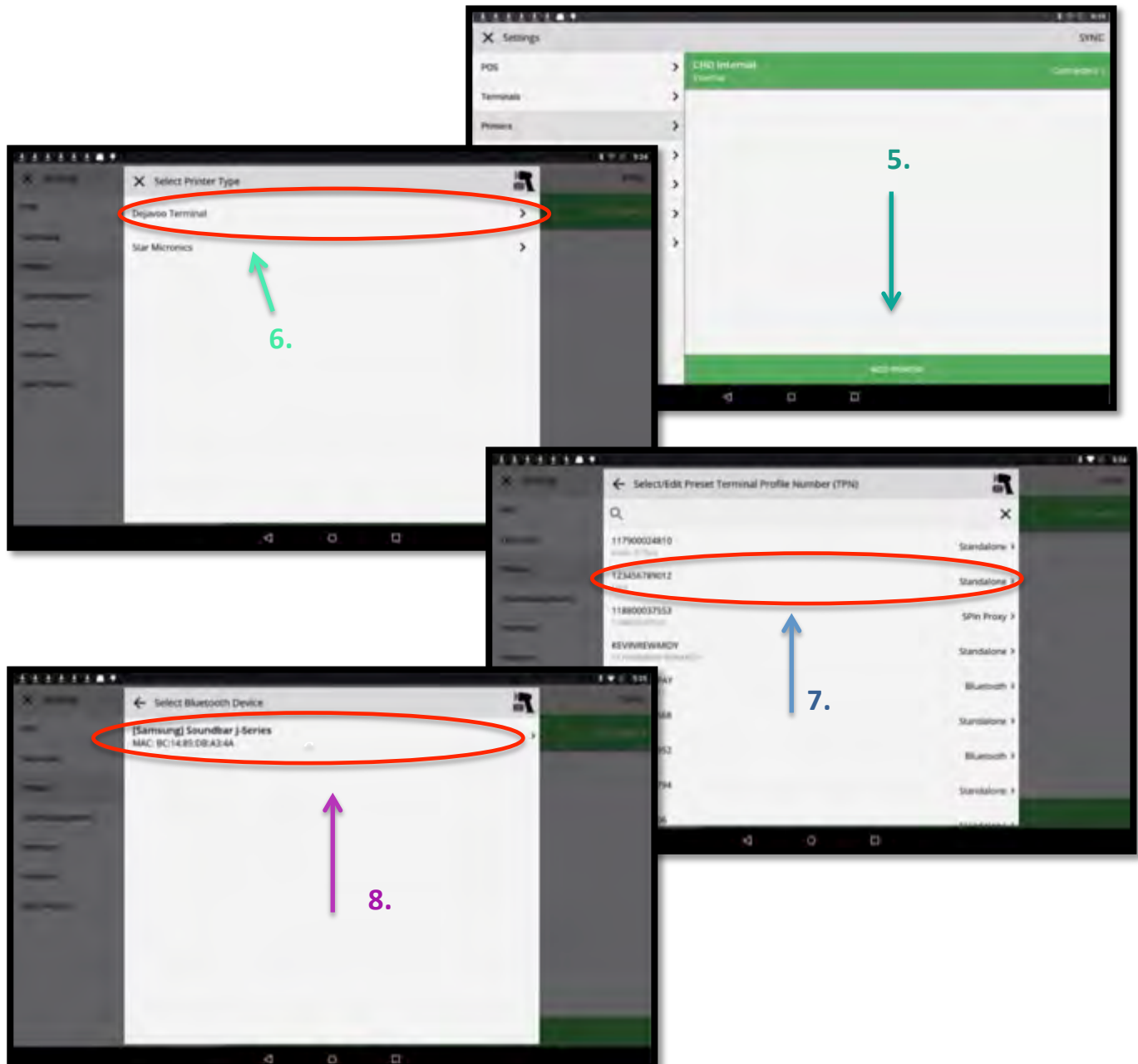
Adding An External Bluetooth Printer, cont'd

Step	Action
9.	A New Printer window will pop up with details of the printer you have selected. Click the ADD button to save your printer.
10.	Once your item is saved it will appear in the list on the right hand side of your screen along with any other printers you have selected. You will be asked to pair your Bluetooth device
11.	To go back to your Tab screen, click on the back arrow button in the top left hand corner of your screen. Keep pressing this button until your Tab screen comes up.
12.	You will now be able to select your printer when printing receipts.
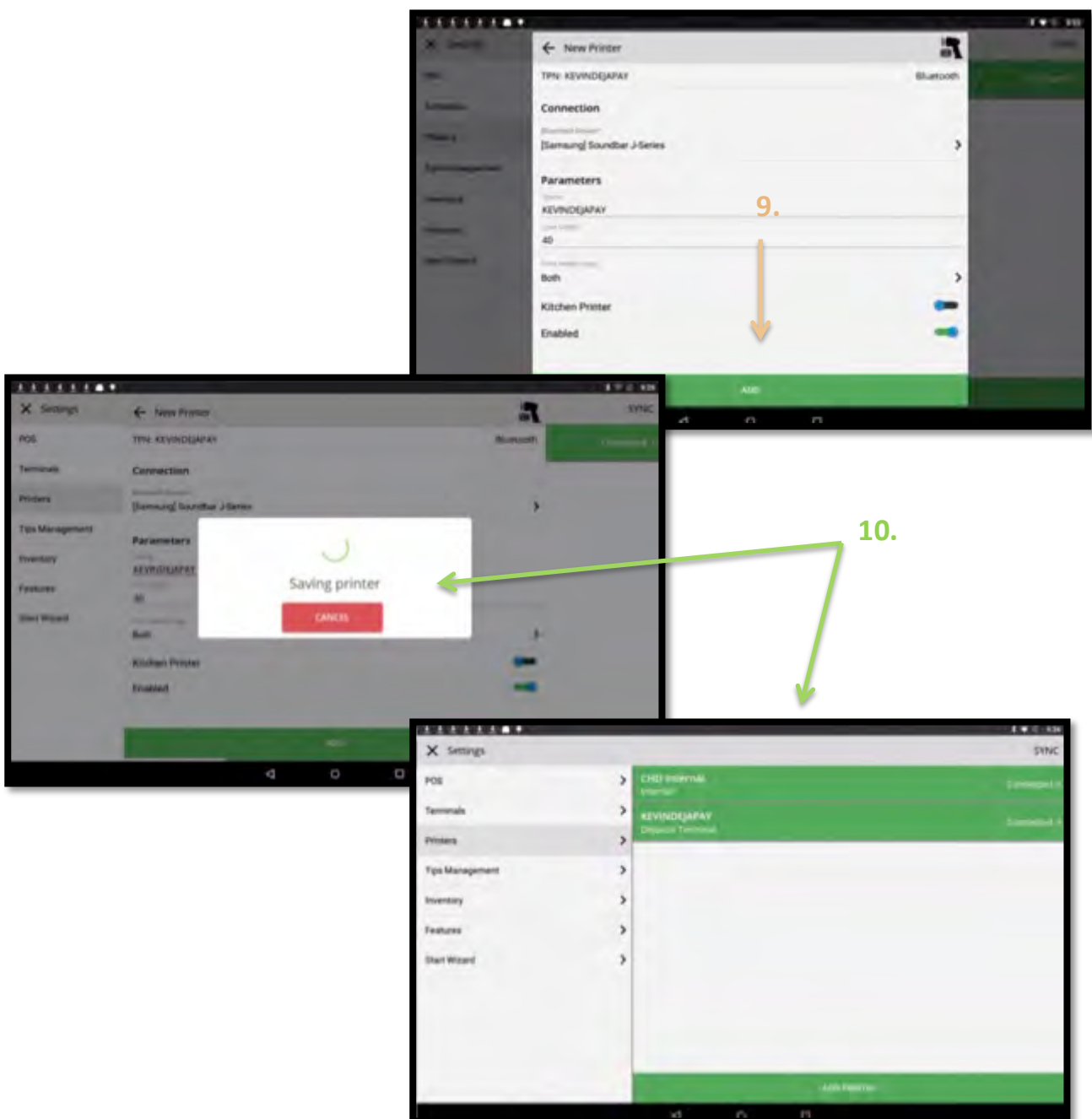
Update the Default Password

Modifying the default password is a function that can be done by accessing your DeNovo Back Office portal.

The default system password is 1 2 3 4 from the factory, however this can be modified to a password of your choosing and for identification and employee specific access.

The password can be changed in the edit operator function within DeNovo inventory. It is required to be four digits and can be manually changed to a four-digit code or the user can elect to have a random code generated. Once the desired change to the password is complete, click save to finalize the change.

Operators Create new Operator

OperatorId	Name	Position	Email	Phone	Last operation	Status	Shift Status
1	Chris Clarke		chris@dejavoosystems.com		9/26/18 2:12 PM - Selling	Active	
1	Chris Clarke	Manager			10/10/18 5:44 PM - Selling	Active	
2	Employee #2 Employee #2	Employee #2			8/22/18 9:23 AM - Selling	Active	
3	Test Worker	Server				Active	

1.

Edit Operator

Position

Email

chris@dejavoosystems.com   Send PIN-code

Phone

          Send PIN-code

Password

2. →   1234   Random code

Status

Active   Disabled

Access

✔ Save   ✗ Cancel

Adding Employees

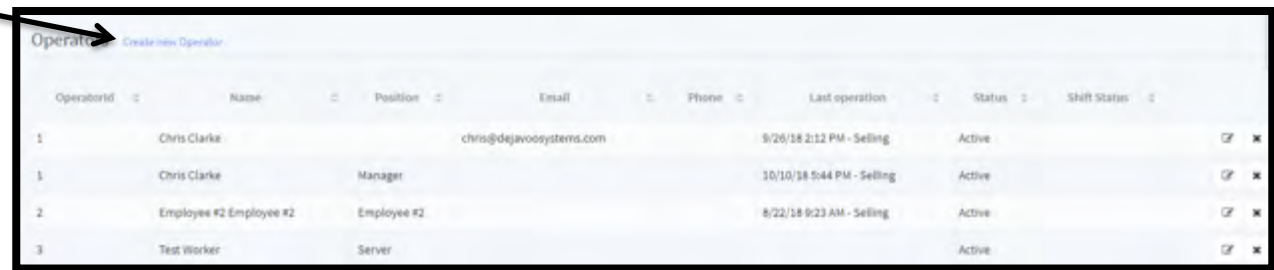|	Adding new employees or editing existing employees are functions that can be done by accessing your DeNovo Back Office portal.
	You can add employees, assign them unique access passwords to clock in and clock out as well as create different employee roles.

Step	Action
1.	From the DeNovo portal access the inventory and scroll down to the 'Operators' option. Select 'Create New Operator', Location must match device where server will generate orders and Populate remaining fields as title the Position field to match role of person being added.
2.	Create a four digit numerical password to allow for server logins. Make sure the status is set to Active, configure the access options to suit the employee being added and hit save.

1.

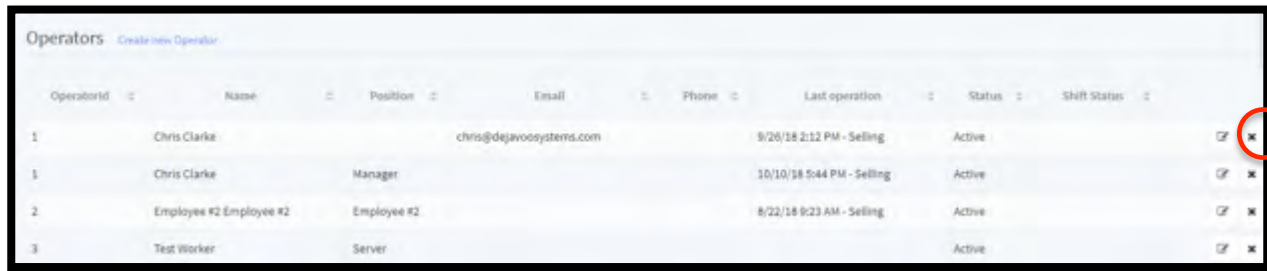# Removing Employees

Removing existing employees is a function that can be done by accessing your DeNovo Back Office portal.

Step	Action
1.	From the DeNovo portal access the inventory and scroll down to the 'Operators' option. Click the X next to desired employee to remove.
2.	A confirmation dialog will appear tap on "YES CONTINUE" to verify and remove the employee.

TIME TRACKING

Enabling/Disabling Employee Time Tracking

Use these steps to enable or disable Employee Time Tracking

For tracking employees time for Clocking in & out for shifts and breaks you must enable this feature,

Step	Action
1.	Access Settings and go to the Set Up Wizard then select "**GENERAL SETTINGS**"

| For	Then
Enabling Time Tracking	Turn "EMPLOYEE TIME TRACKING" to ON
Disabling Time Tracking	Turn "EMPLOYEE TIME TRACKING to OFF

Clocking In & Out

Use these steps to Clock In and Clock Out. (ie: Shift begins, breaks, shift ends, etc)

The Clock IN/OUT function must be enabled to use this feature, see page X to enable/disable..

Step	Action	
1.	From the DejaPayPro POS start screen select one of the following options:	
	For	Then
	Clocking In For Shift	Select "IN"
	Clocking Out For Shift	Select "OUT"
	Clocking IN/Out for Break	Select "BREAK"
2.	**Input** your unique 4 digit numeric **PIN** previously assigned	
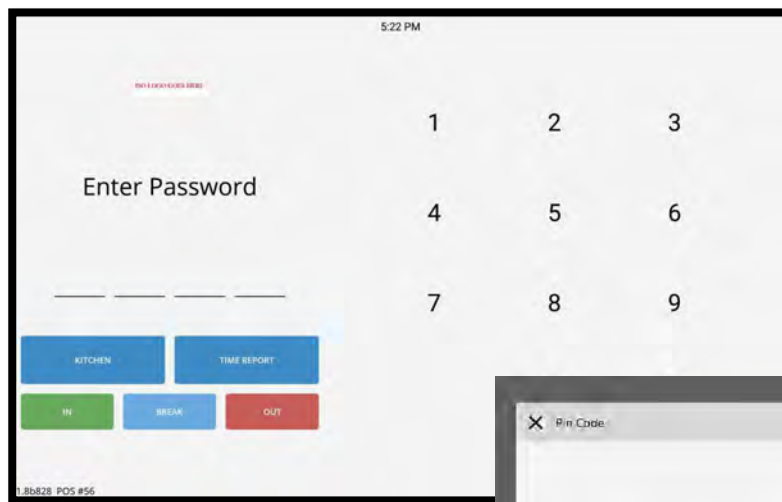
CREATING AND EDITING TABLES

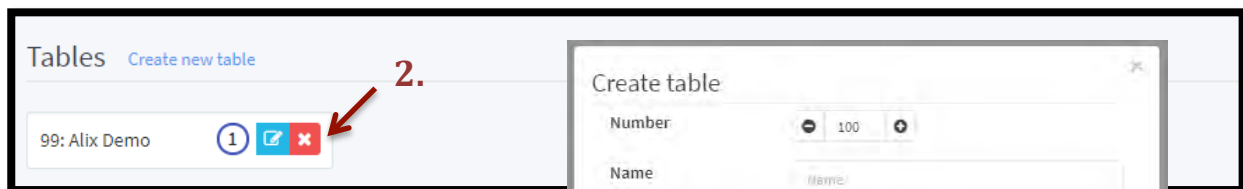 Use the steps below when adding and editing Tables In your DejaPayPro POS

 Note: These steps are done in the DeNovo Back office of your POS software. Login to DeNovo with the credentials you were provided by your merchant services using the following URL:
https://dvmms.com/denovo/account/login

Step	Action	
1.	Within your DeNovo back office, navigate down to the **TABLES** option	
	For	**Then**
2.	New Table	Click **CREATE NEW TABLE**
	Edit Table	Click on the EDIT icon next to desired table:
	Delete Table	Click on the DELETE icon next to desired table:
3.	Complete or edit the following in the Pop Up Box:	

	Number	Input the desired number to assign this table.
	Name	Name the table (ie: Main Dining Room)
	# of Seats	Input the number of seats for this table
	Format	Select from the drop down the type of table (ie: Round, Square)
	Color	Select the color of the table from the drop down box, as a suggestion color code to differentiate stations
	Operator	Assign the table to a specific operator (Server)
4.	This process can be repeated to enter multiple tables.	