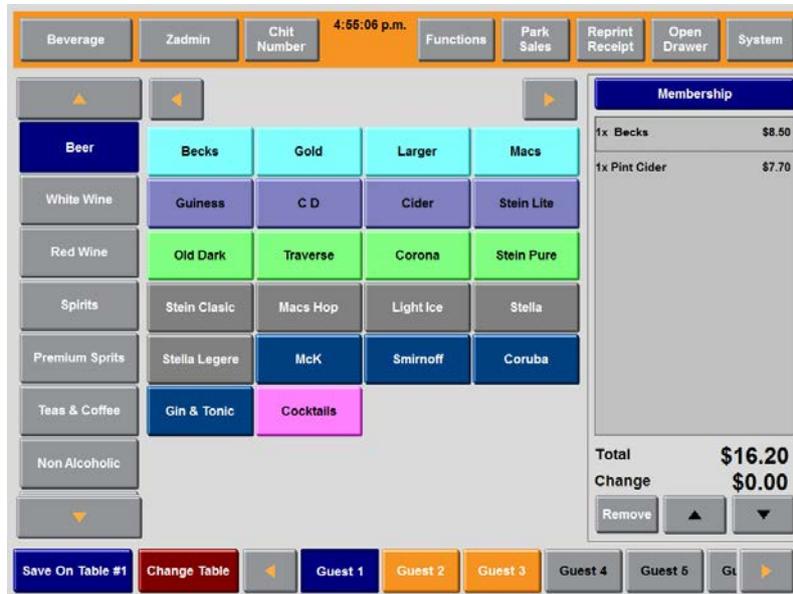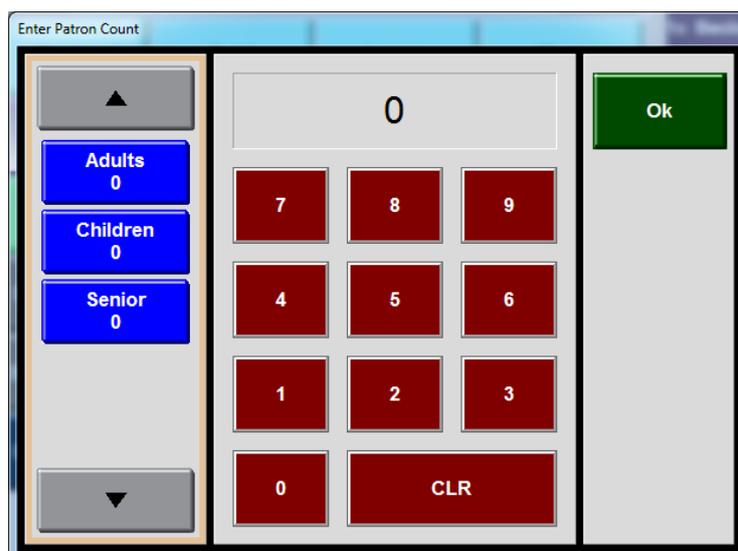# howto

Guest Counts

Introduction

Menumate keeps count of Guest in two different ways. The first way is that Menumate counts the number of GUESTS on each table. Using the example below the count is 3.

The second way is using the GUEST COUNT function that allows you to split the guest count into different types. e.g., Adult, Children & Senior Citizen
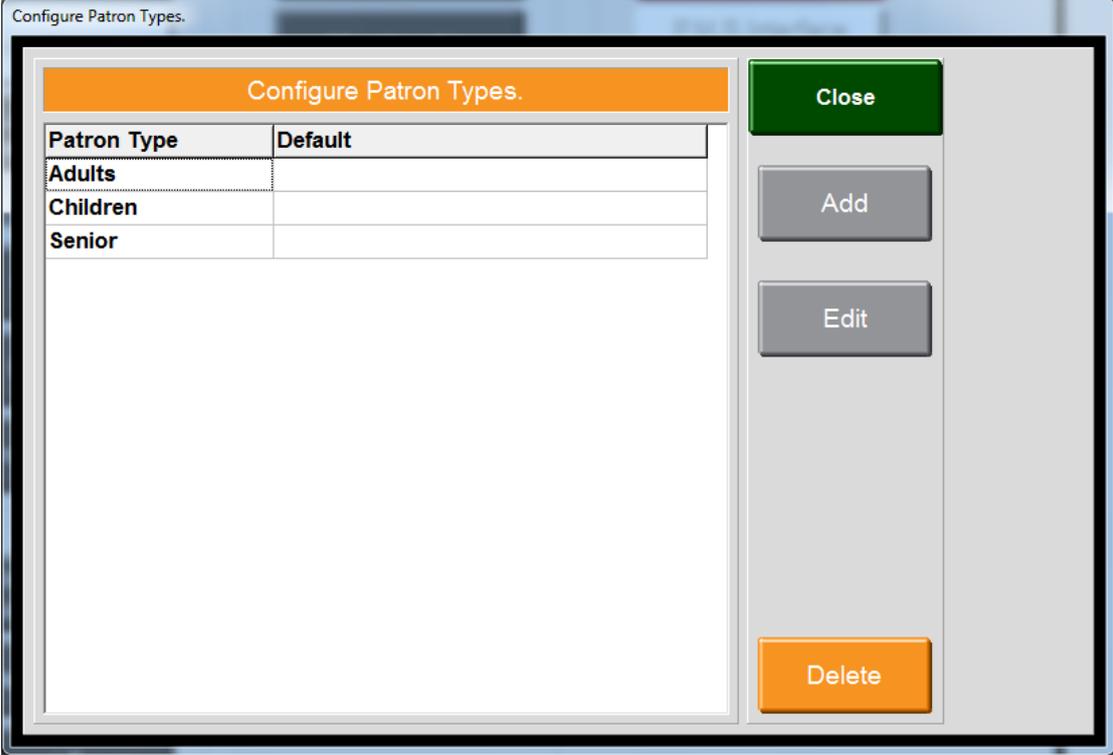

The "best practise' option is option 2. While option 1 works by default it will become inaccurate as tables are split, partial payments or pick and mix transactions are processed.

Our recommendation is that option 2 is used.

Patron Type Setup

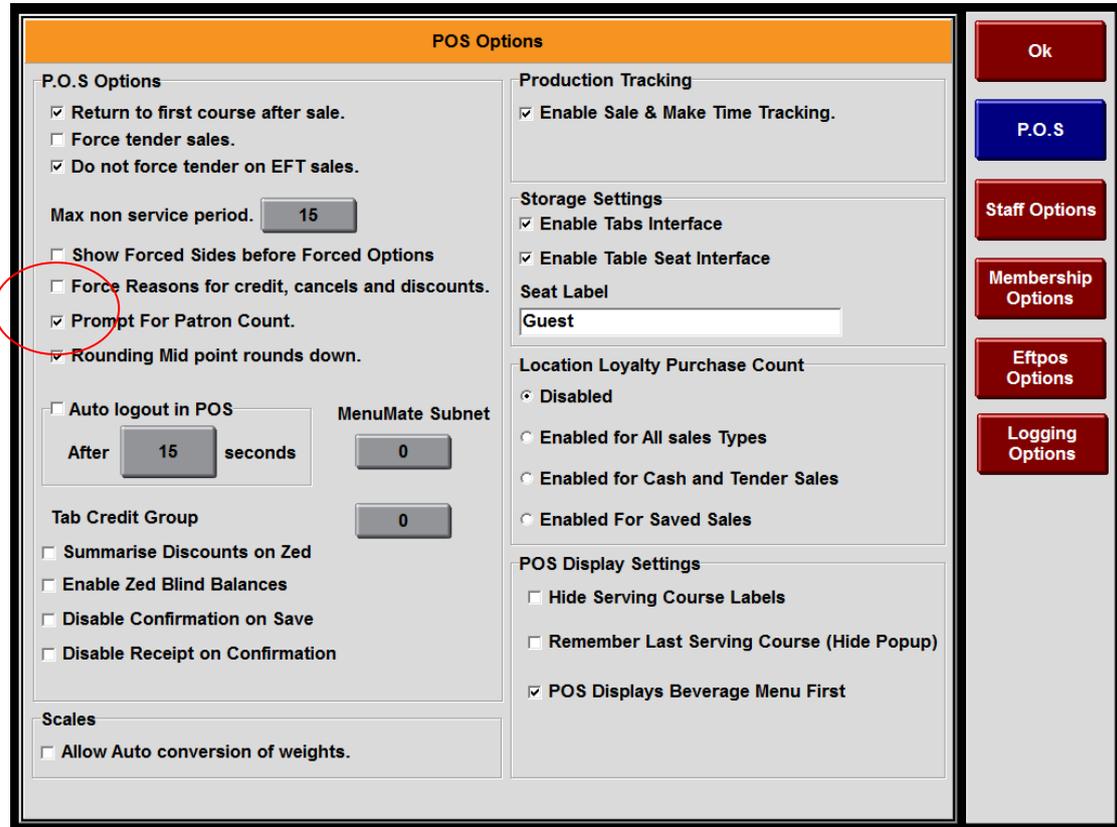From your main Menumate POS menu select Maintenance and Patron Types.

Add or Edit each Patron Type to have the analysis you require.

IMPORTANT: Our recommendation when the system asks if you want a type to be the DEFAULT patron type that you answer NO. This will stop counts going onto a certain type in error and ensures the operator it entering valid data.

Turning on Patron Types

From your main Menumate POS menu select Maintenance and Misc Settings. Tick the option that says **PROMPT FOR PATRON COUNT**
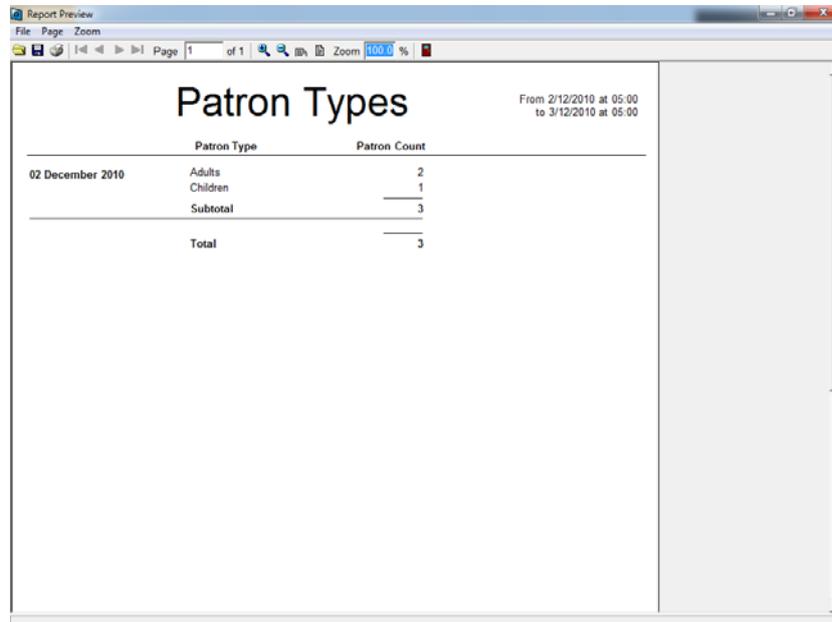

This will ensure that for all transactions you are capturing the accurate and required Data.
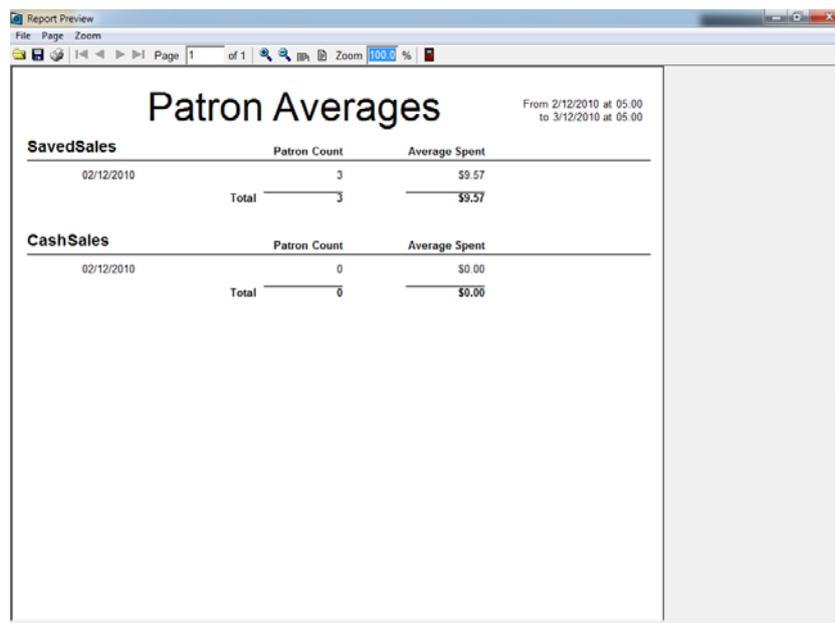
Reporting

From Menumate Office under Reporting and Sales the Patron Type report will show you the number of each patron type for the period reported.

From Menumate Office under Reporting and Sales the Patron Averages report will show you the average spend per sales type. Saved Sales are sales made to a table. Cash Sales are typically cash/bar sales.

Note: If when you setup a default patron type (e.g ADULTS) then cash sales will increase the ADULTS count by 1 for each cash sale. Refer to our recommendation on page 3.