



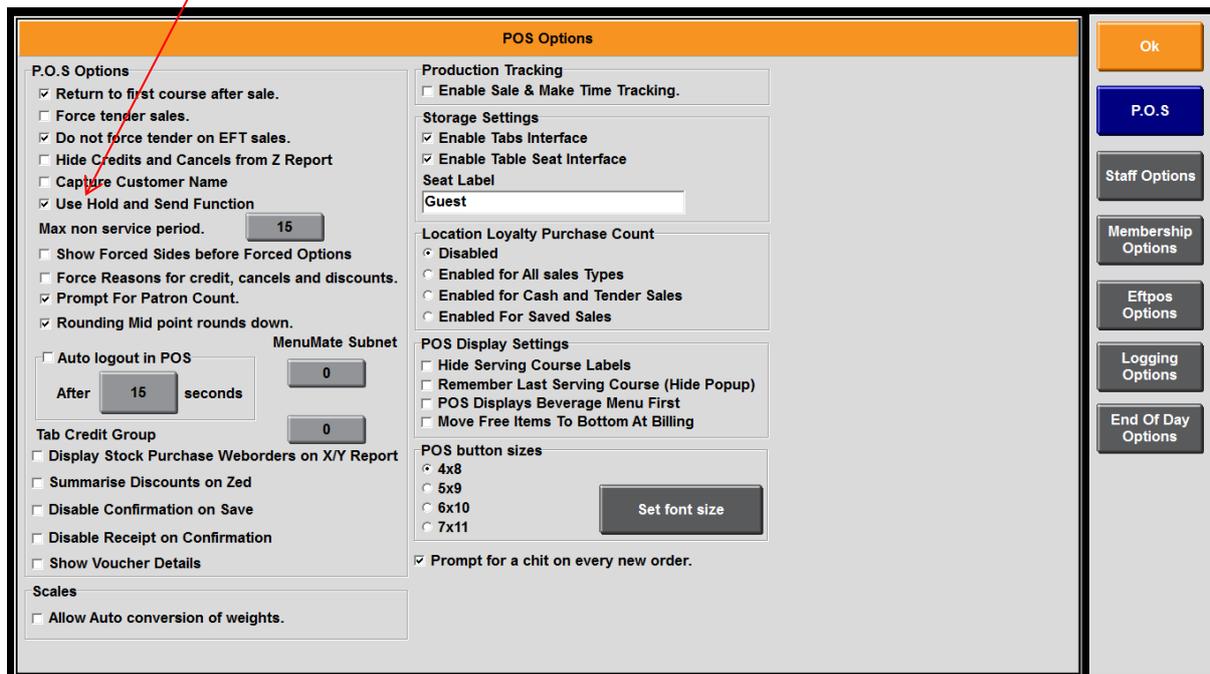
Hold and Send - **HOW TO**

To Setup Hold and Send

Hold And Send lets you take an order on a chit or table and pay for it but not print dockets out until every customer on that table/chit has ordered and paid. This means you can take 5 orders for the one table from 5 individual paying guests and then send ONE order to the kitchen.

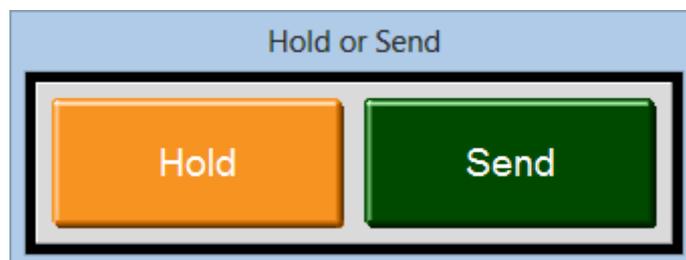
To set up Hold and Send

- Press **Maintenance**
- **Misc Settings** and log in
- Tick **Use Hold and Send Function** and press **Ok** twice.



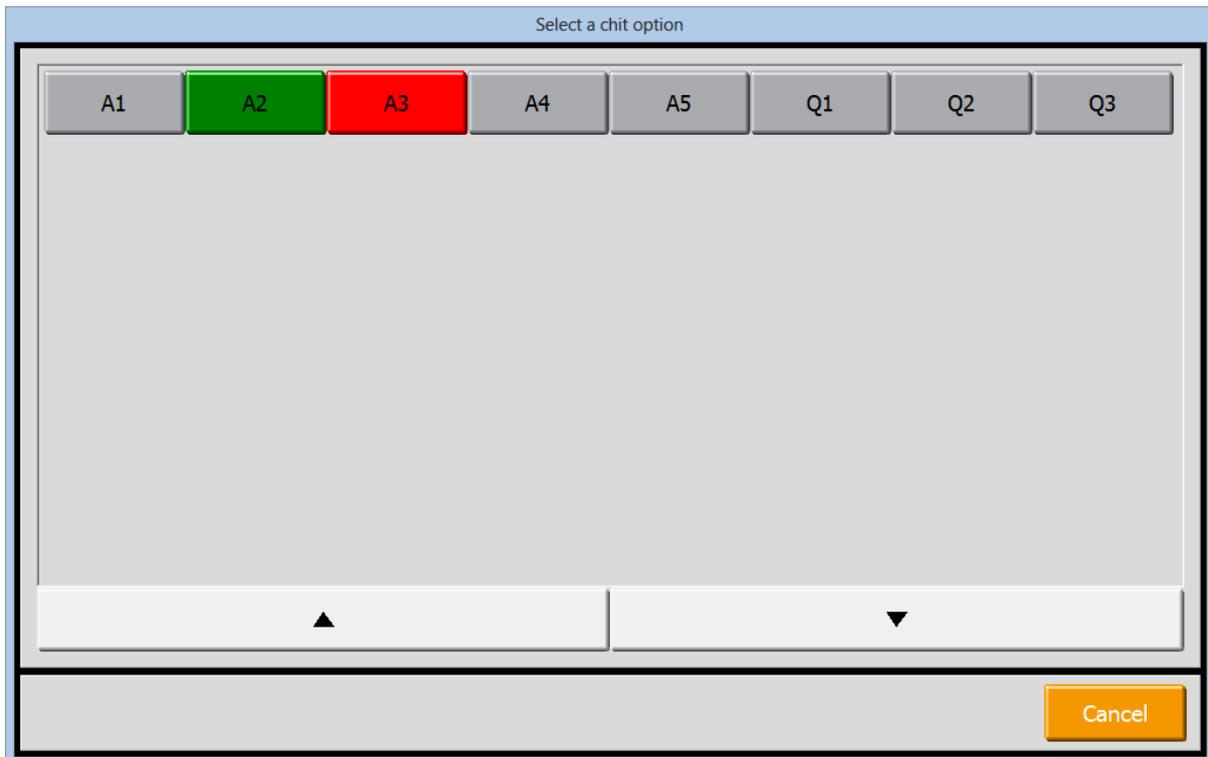
To Use Hold and Send

- Order as normal with a Chit, a Table or nothing selected.
- When taking the payment a window asking to Hold or Send will pop up.



- Pressing **Hold** will finish the transaction but no order will print in the kitchen/bar
- Pressing **Send** will send not only this order but all other orders that are using the same table or chit number.

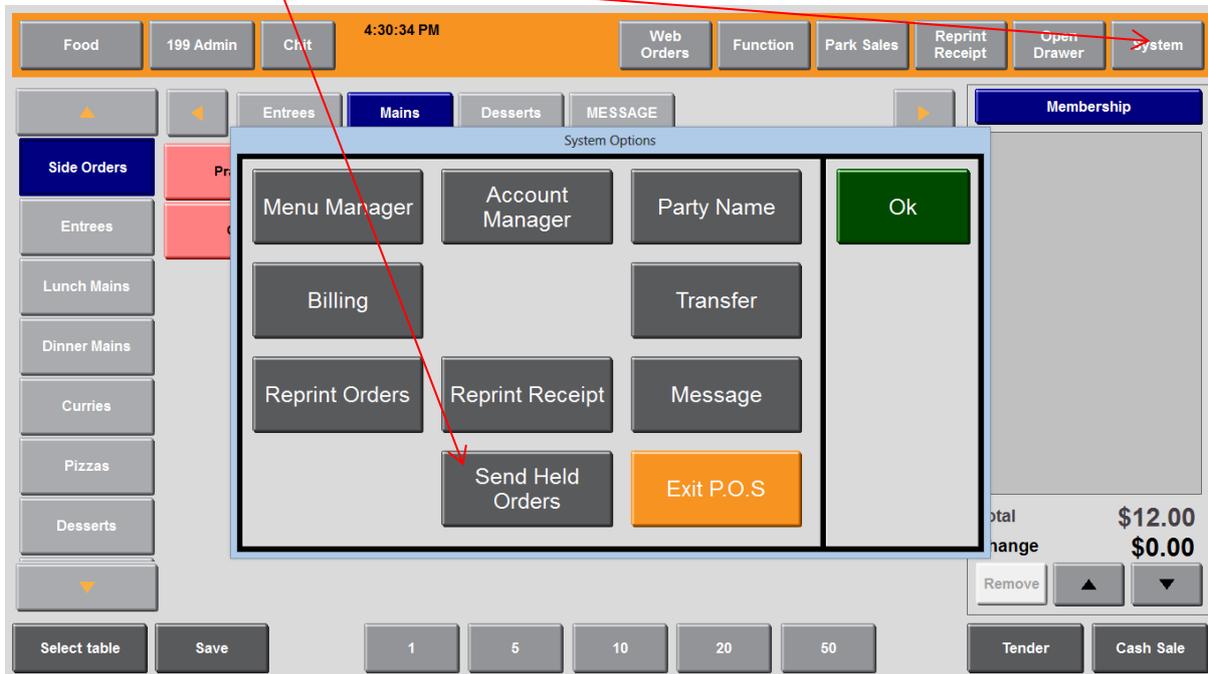
The Hold and Send function works particularly well with the new CHIT LIST feature that has been added at the same time (See CHITS - HOW TO document).



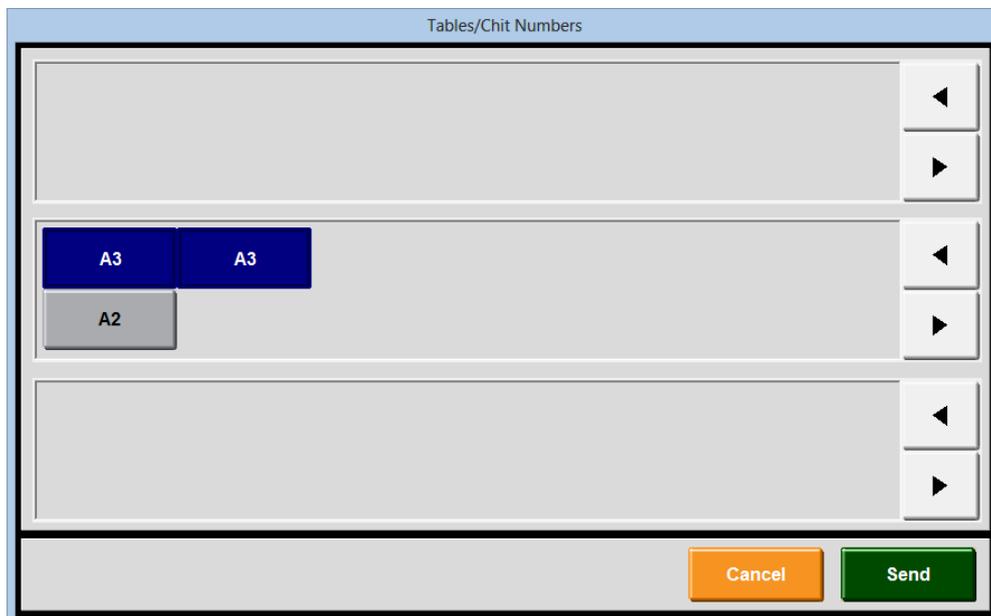
With this feature the chit names, in the above example the table names, will show you the status of the held orders. The GREEN table name is the last order that was taken and held. The RED table name means that there are still orders to send on that table e.g. A3 has items held that have not been sent to the kitchen.

To Send Held Orders

If there are tables/chits that still have held orders on them then they can be sent by pressing SYSTEM and SEND HELD ORDERS.



You can then select the orders from the same table/chit and send them.



You can only send orders that are the same. In the above example by selecting both A3 orders you can send them. But if you also select A2 then the send button would be unavailable. You would need to send the A2 order separately.