

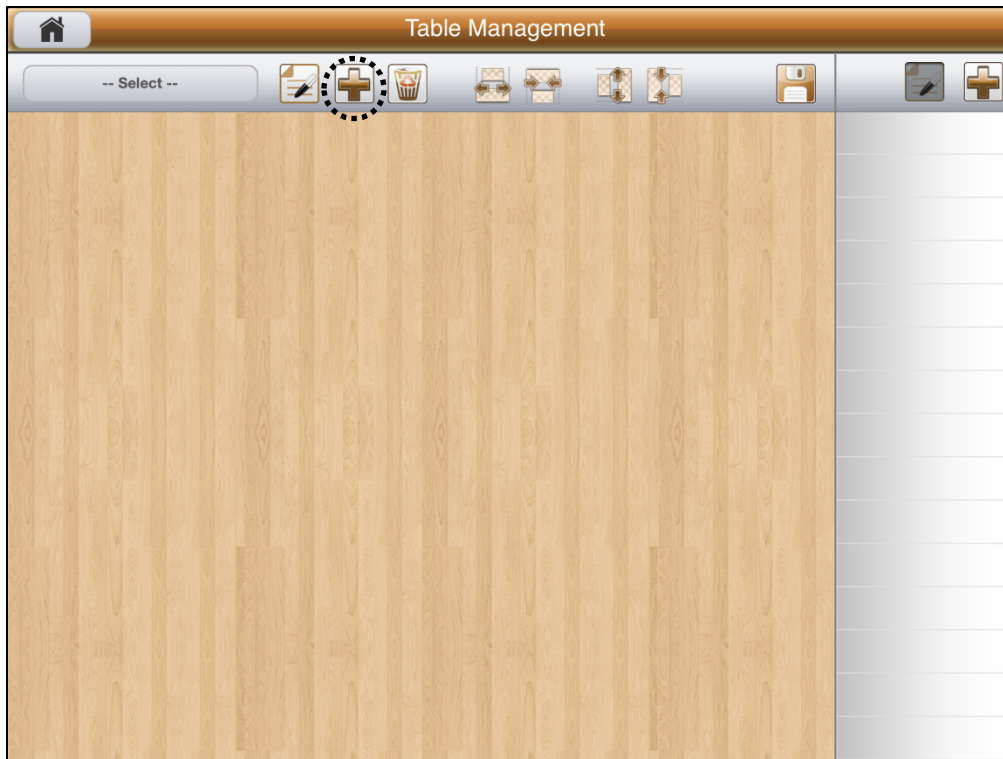
How to create Tables layout and change names for Table Management

After login into the system, from the main menu, select Table Management Icon.



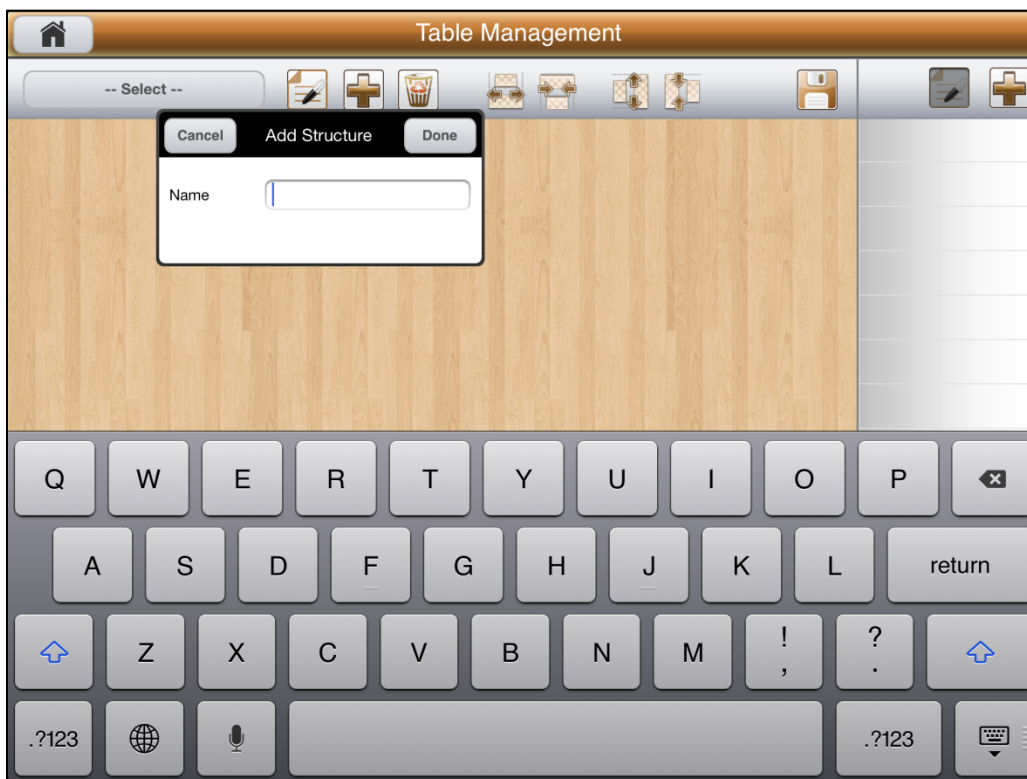
2. In order to create the table layout, a specific “place” is needed. Thus we need to create a structure.

Click on the “plus” button to add structure.

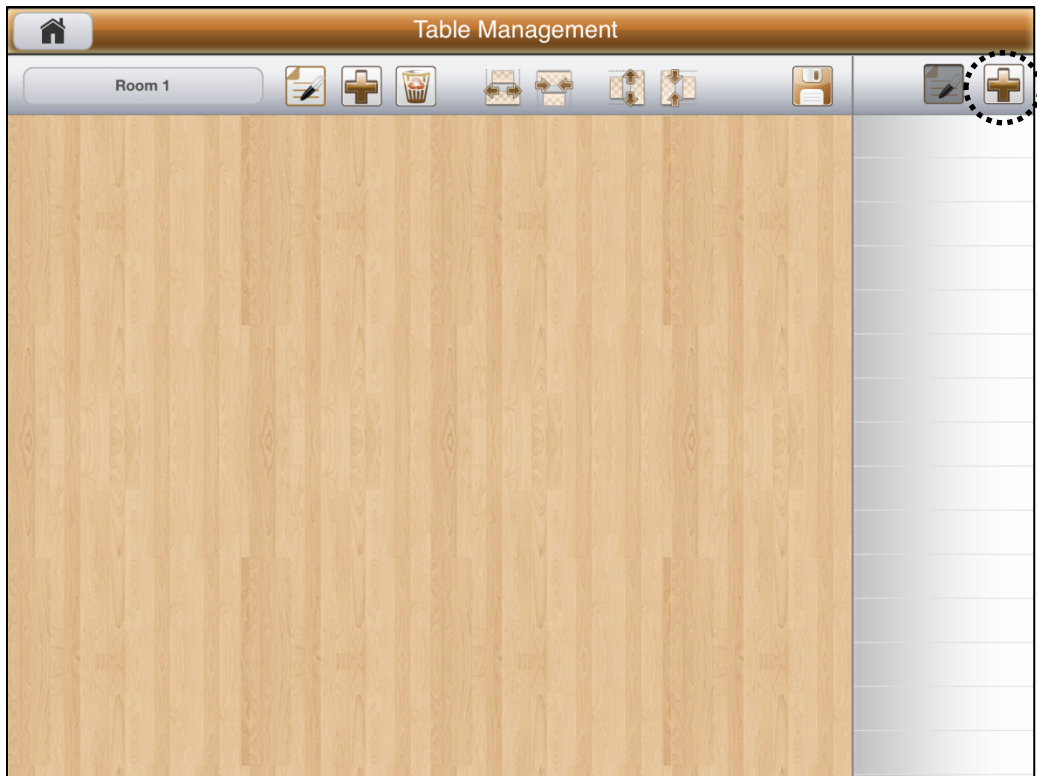


3. Key in the name of the “place” accordingly. e.g. Room 1

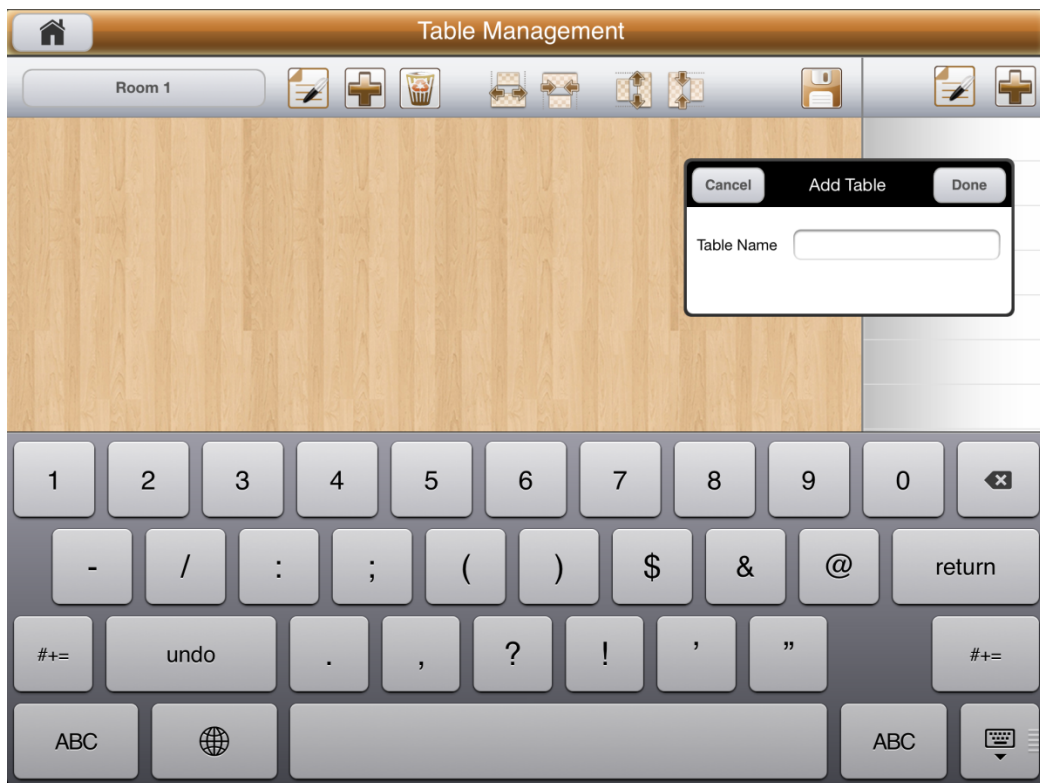
You can create other “places” as per your needs by following the same steps.



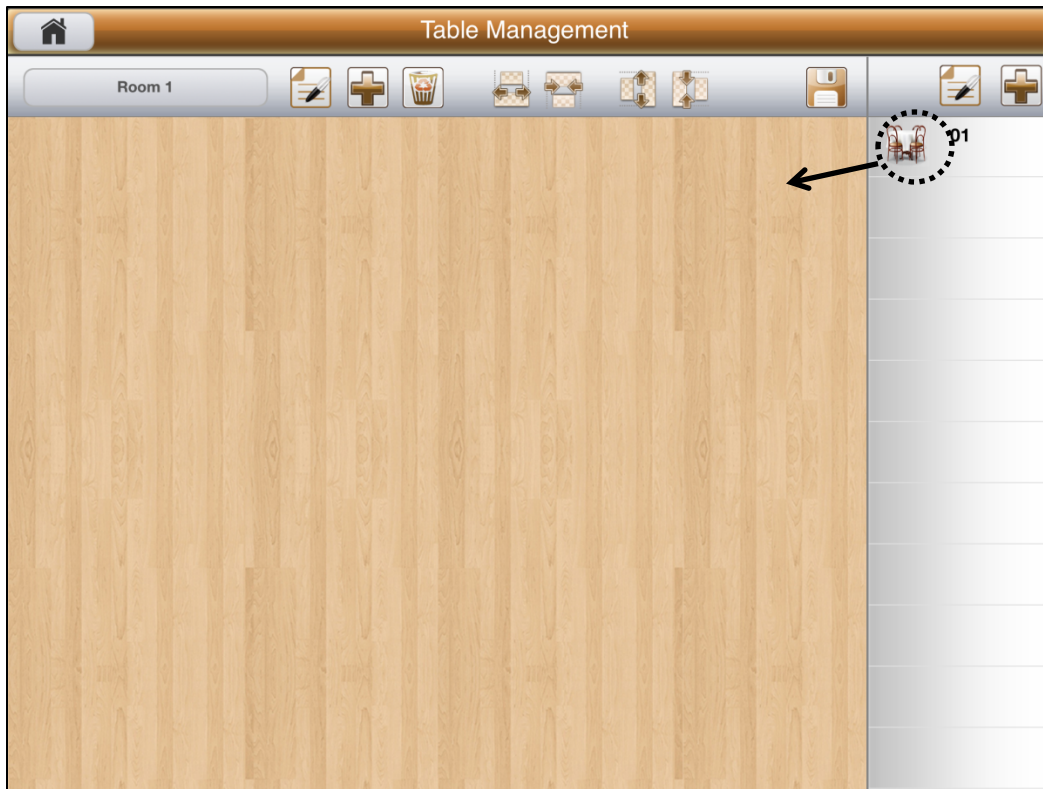
4. Once the Place / Structure is created, you can start to add in the tables.



5. Press the “plus” icon, and key in the table number accordingly and press “done”.

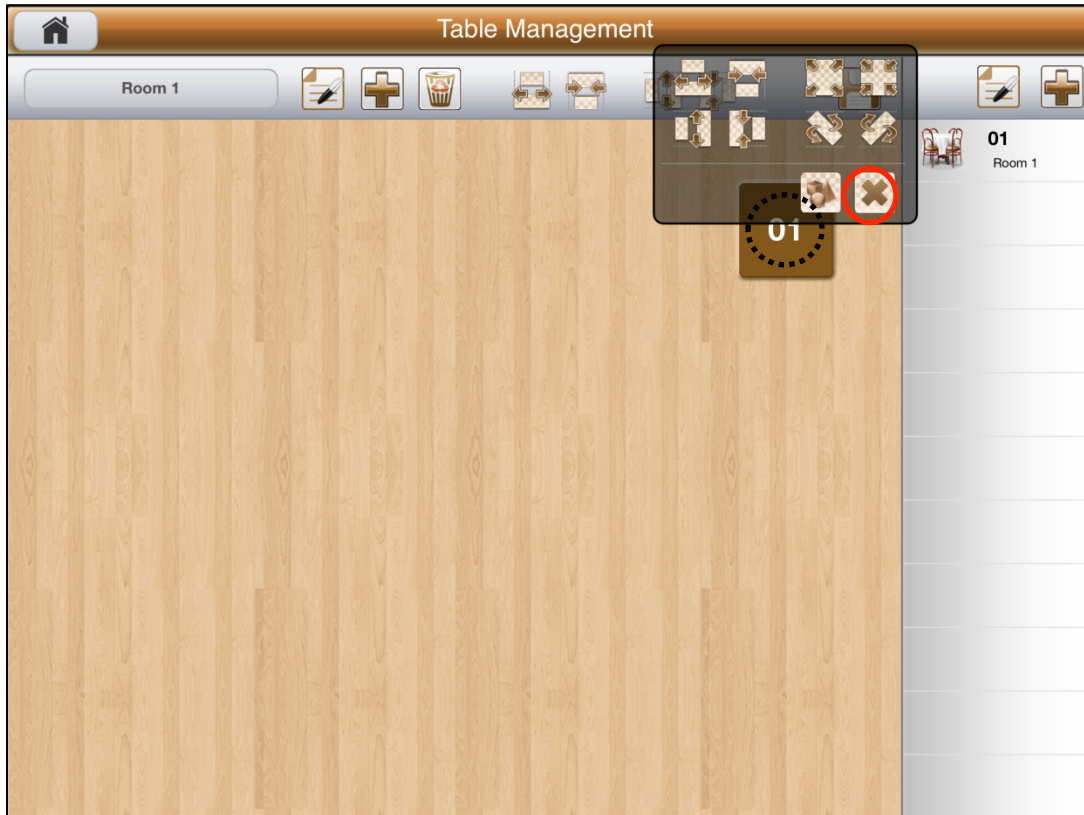


6. Once done, there will be a table number created, press and drag the table number to the specific place that you want.



7. You can change the basic alignment, shape and size of the table as per your desire.

To delete the table, simply press the “X” icon shown in the red circle below.

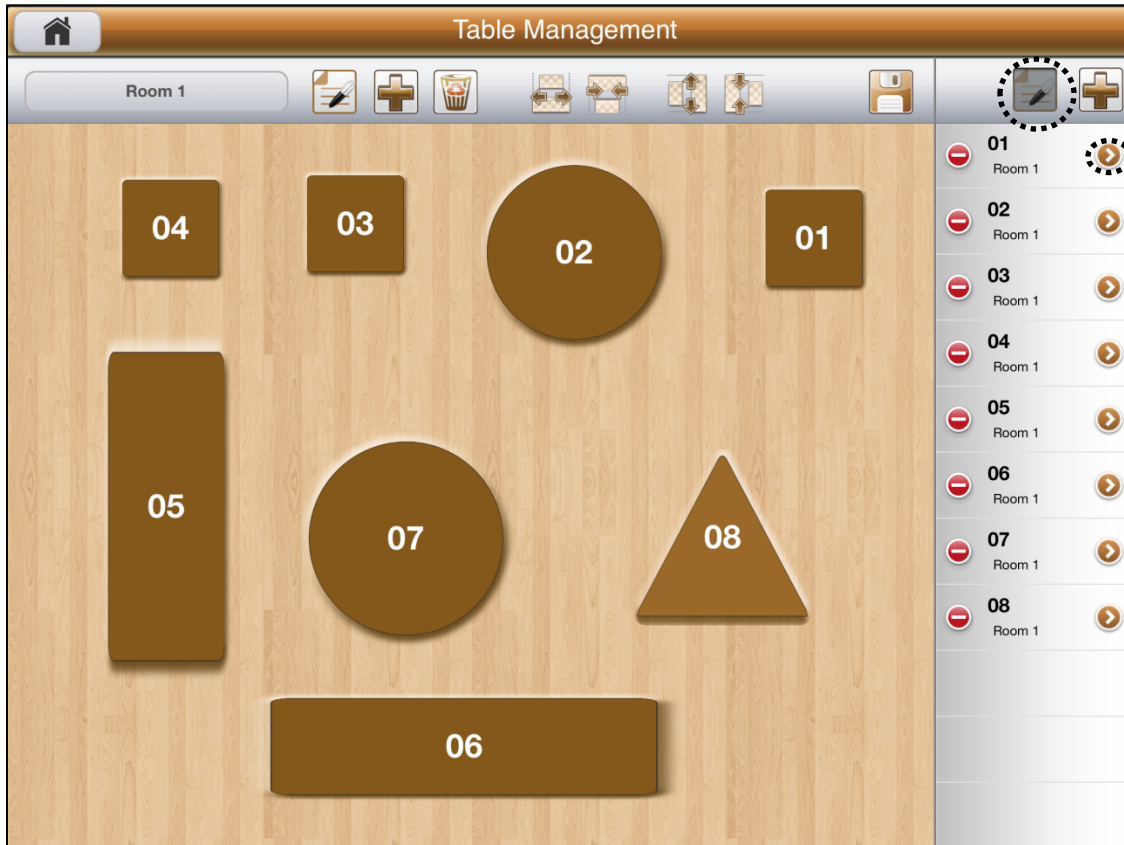


8. Repeat Step 4 – 7 to create other tables.



If you want to change the name of the tables, you can do the following

1. Press the “edit” icon, and then the small brown “>” icon.



2. Change the name to what you want. E.g. 0001



3. Name Change done. Press the save button to save all the changes

