

POSERA

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Transfers

Document version 1.0

In the transfers section you will learn all the steps to complete the following:

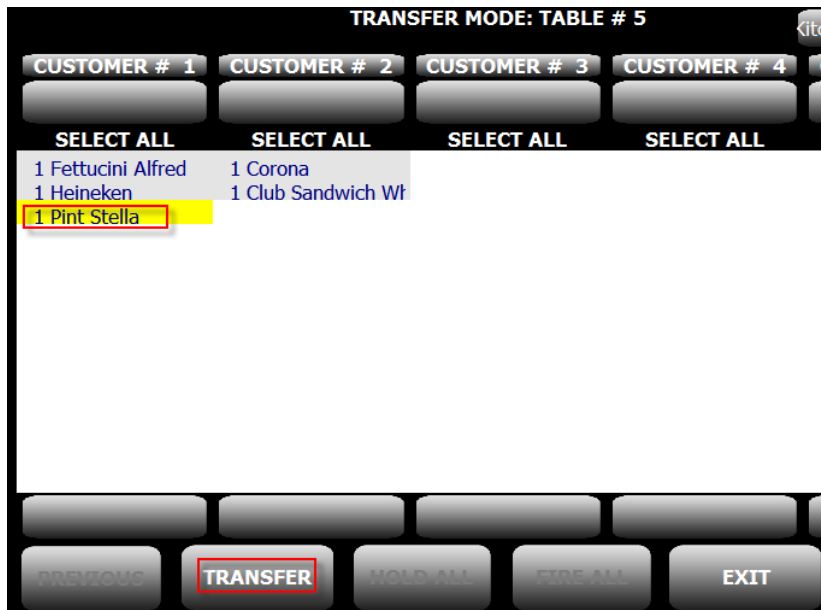
- **Customer Transfer**
- **Table Transfer**
- **Server Transfer**

Item transfers

Depending on how your system is set up you can transfer an item from one table to another

Example: You put an item on the wrong table and need to move it to the appropriate table

Open the Table with the wrong item on it and touch **STATUS**:



Enter the Table you need to transfer it to and the customer at the prompts

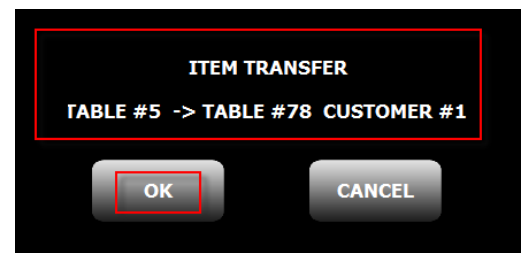
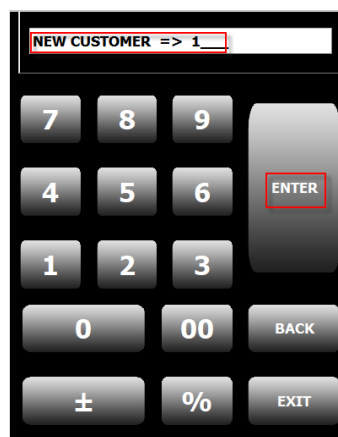
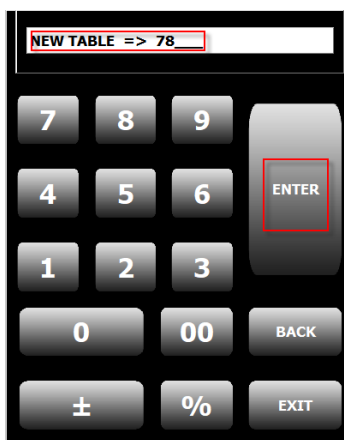
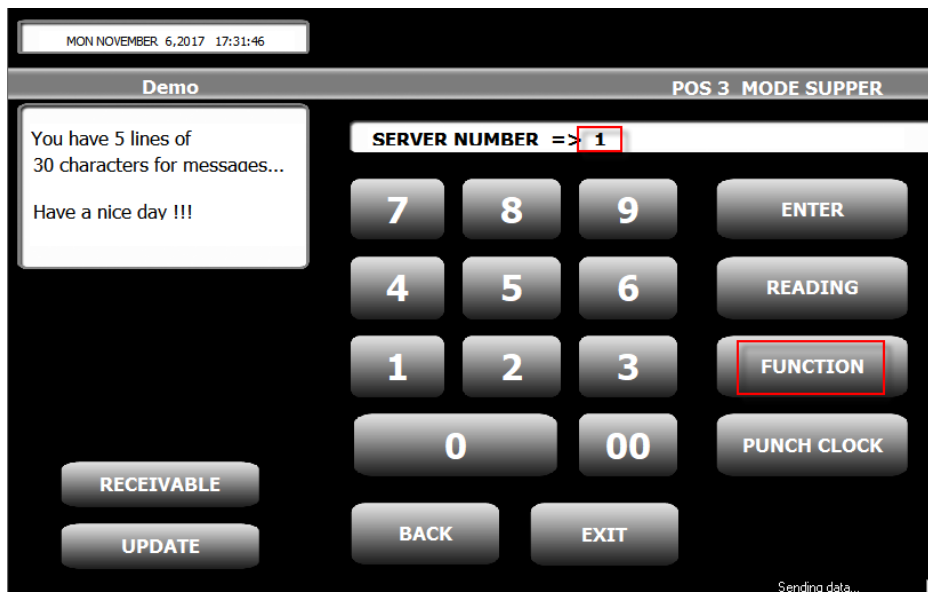


Table Transfers

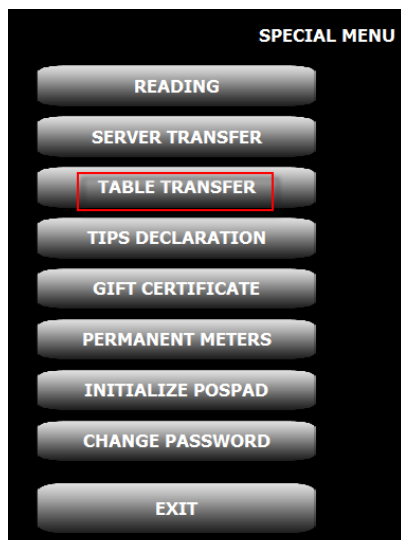
Depending on how your system is set up you can transfer one table to another

Examples: The customers are unhappy where they are sitting
The wrong table # was put in and items ordered

Log on with your Server # and touch **FUNCTION** at the log on screen



Touch **TABLE TRANSFER**



Enter the OLD TABLE #

TABLE TRANSFER

OLD TABLE => 28

7 8 9

4 5 6 ENTER

1 2 3

0 00 BACK

± % EXIT

Enter the NEW TABLE #

TABLE TRANSFER

NEW TABLE => 92

7 8 9

4 5 6 ENTER

1 2 3

0 00 BACK

± % EXIT

TABLE/SERVER TRANSFER

Table # 28

NEW TABLE 92

SERVER Peter

Ok Cancel

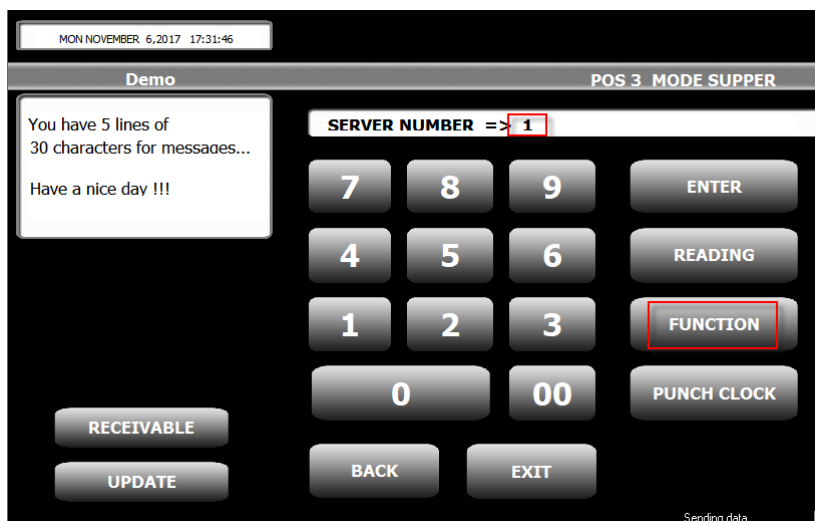
Server Transfers

Depending on how your system is set up you can use the Server Transfer function.

As a server you can **transfer (take)** a table from another server. You cannot **transfer (give)** a table to another server.

Example: A server is going off shift and you are taking over their section.

Log on with your Server # and touch **FUNCTION** at the log on screen



Touch **SERVER TRANSFER**



Enter the **TABLE#** you are transferring to yourself

