

How to merge table(s) with single KOT in HDRestaurant?



In your business you may need to merge (combine) several tables together to accommodate group of people. For example, a group of 10 people might require bringing 3 tables together to form a single larger table.

If tables are merged with a single KOT, then you can maintain a single invoice for all the tables in the merge group.

For merging tables in HDRestaurant follow the steps below:

1. Run **HDRestaurant**.
2. From main screen, click on **Dine-in** icon or press **(F5)**.

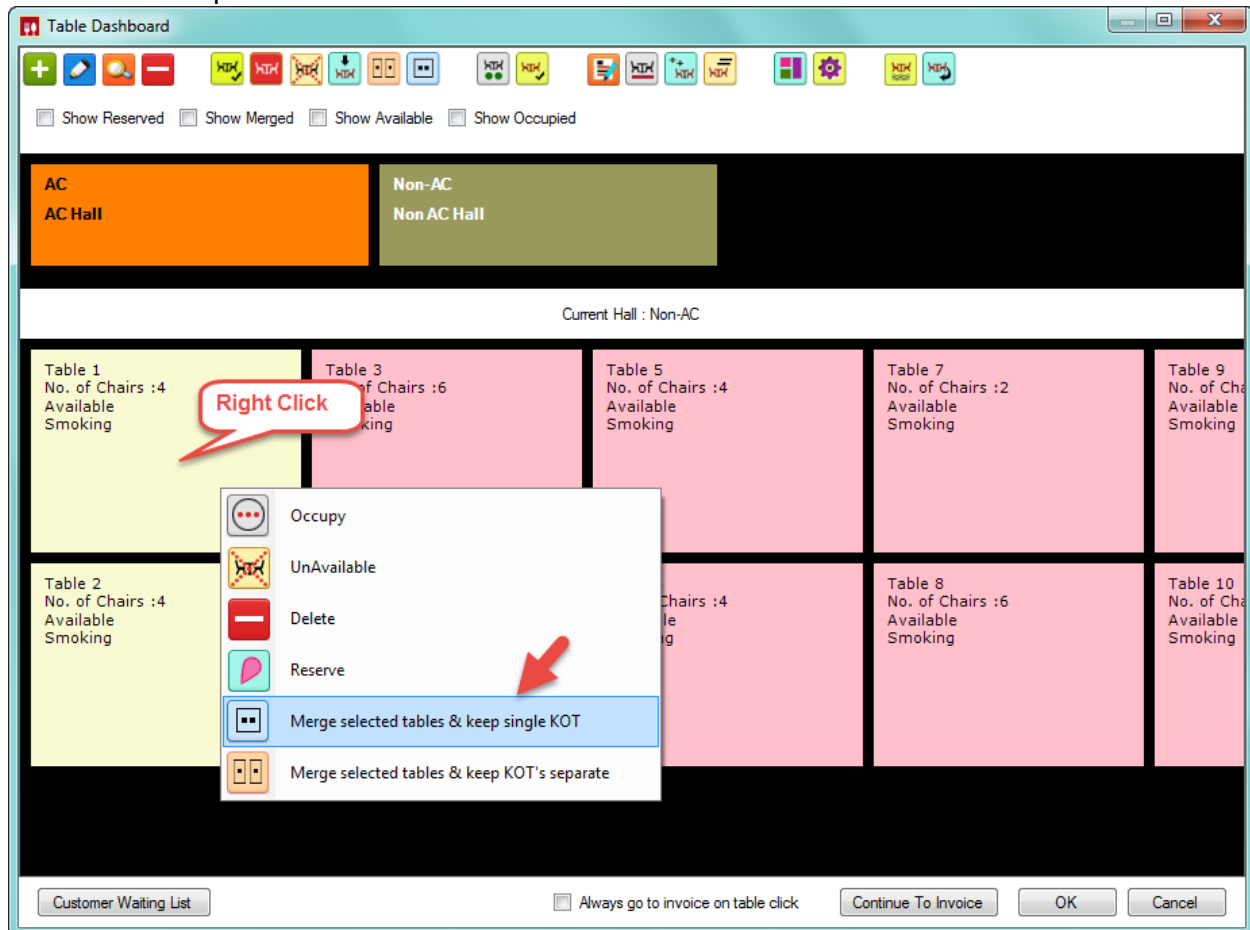
The screenshot shows the HDRestaurant software interface. At the top, there's a header with the HD Bar & Restaurants logo, login information (Login: HDAdmin, Cash Register: 01 - Manager's Drawer), and several function buttons: Dine In (F5), Take Away (F6), Delivery (F7), Pick Held Invoice, Awaiting Payment, and Table Manager. Below the header is a row of status buttons: Delivered, Delivery Failed, Dispatched, Not Delivered, Order Placed, Prepared, and Preparing. A sidebar on the right is titled 'Change Order Status' and contains buttons for each of these statuses. The main area is a table with columns: Invoice Type, Payment Status, Order Status, Invoice Status, Invoice Date, Table Number, Inv Number, Grand Total, and Total Item Qty. The table contains 10 rows of order data. At the bottom, it says 'Total Records : 10'.

Invoice Type	Payment Status	Order Status	Invoice Status	Invoice Date	Table Number	Inv Number	Grand Total	Total Item Qty
Home Delivery	Cleared	Delivered	Saved	13/03/2017 11:13 AM		Hyp-100003	1,630.00	7
Home Delivery	Cleared	Delivered	Saved	13/03/2017 02:32 PM		Hyp-100006	640.00	4
Dine In	Awaiting Payment	Order Placed	Saved	13/03/2017 11:08 AM	Table 2 - AC	Hyp-100001	1,350.00	4
Take Away	Cleared	Order Placed	Saved	13/03/2017 11:09 AM		Hyp-100002	1,120.00	5
Dine In		Order Placed	Held	22/03/2018 12:48 PM	Table 1 - AC		0.00	0
Dine In		Order Placed	Held	22/03/2018 12:48 PM	Table 5 - AC		0.00	0
Take Away	Cleared	Prepared	Saved	13/03/2017 12:39 PM		Hyp-100004	1,200.00	4
Take Away	Cleared	Prepared	Saved	13/03/2017 12:43 PM		Hyp-100005	1,230.00	8
Take Away	Pending	Preparing	Saved	13/03/2017 02:34 PM		Hyp-100007	1,690.00	13
Home Delivery		Ready To Deliver	Held	22/03/2018 03:43 PM			960.00	4





- From table dashboard window choose the tables which you want to merge.
- Right click on the mouse and from the display list, select **Merge selected tables & keep single KOT**. Here I have selected Table 1 and Table 2 for merge operation.



- The same merge operation can be performed using a tool strip button presented on the top of the screen, after selecting the tables click on **“Merge selected tables & keep single KOT”** from the tool strip button.



3. Once the merging is completed, the table status will be changed to **Occupied** and type of Merging will be **(Merge Same KOT)** as shown below.





Table Dashboard

Show Reserved Show Merged Show Available Show Occupied

AC
AC Hall

Non-AC
Non AC Hall

Current Hall : Non-AC

Table 1 No. of Chairs :4 Occupied Smoking Merge(Same KOT)	Table 3 No. of Chairs :6 Available Smoking	Table 5 No. of Chairs :4 Available Smoking	Table 7 No. of Chairs :2 Available Smoking	Table 9 No. of Cha Available Smoking
Table 2 No. of Chairs :4 Occupied Smoking Merge(Same KOT)	Table 4 No. of Chairs :6 Occupied Smoking	Table 6 No. of Chairs :4 Available Smoking	Table 8 No. of Chairs :6 Available Smoking	Table 10 No. of Cha Available Smoking

Customer Waiting List Always go to invoice on table click





Note: Once the merging operation is completed you will notice the table(s) color has changed as per your setting that indicates the tables of same color tables belong to one merge group.

The screenshot shows the 'Table Dashboard' window with a toolbar at the top and filter options: Show Reserved, Show Merged, Show Available, Show Occupied. The main area is divided into 'AC AC Hall' (orange) and 'Non-AC Non AC Hall' (green). The 'Current Hall : Non-AC' section displays a grid of tables:

Table No.	No. of Chairs	Status	Smoking	Notes
Table 1	4	Occupied	Smoking	Merge(Same KOT)
Table 2	4	Occupied	Smoking	Merge(Same KOT)
Table 3	6	Occupied	Smoking	Merge(Same KOT)
Table 4	6	Occupied	Smoking	
Table 5	4	Occupied	Smoking	Merge(Same KOT)
Table 6	4	Available	Smoking	
Table 7	2	Available	Smoking	
Table 8	6	Available	Smoking	
Table 9	Available	Smoking		
Table 10	Available	Smoking		

Callouts indicate 'Merge Group 01' (encompassing Tables 1 and 2) and 'Merge Group 02' (encompassing Tables 3 and 5). The bottom of the window features a 'Customer Waiting List' button, an 'Always go to invoice on table click' checkbox, and 'Continue To Invoice', 'OK', and 'Cancel' buttons.

