

# How to merge tables with separate KOT(s) in HDRestaurant



HDPOS smart Tutorials

Follow the below steps, if you want to merge the tables but want to keep separate KOTs for each of the table from the merge group.

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 logo and text: "HD Bar & Restaurant", "Login : HDAdmin", and "Cash Register : 01 - Manager's Drawer". Below this are several icons: "Dine In (F5)", "Take Away (F6)", "Delivery (F7)", "Pick Held Invoice", "Awaiting Payment", and "Table Manager". A red arrow points to the "Dine In (F5)" icon. Below the icons is a toolbar with various application icons and a "Set-Up" button. The main area is divided into two sections: a top row of order status buttons (Delivered, Delivery Failed, Dispatched, Not Delivered, Order Placed, Prepared) and a table of orders. The table has columns for Invoice Type, Payment Status, Order Status, Invoice Status, Invoice Date, Table Number, and Inv Number. The bottom right corner shows "Total Records : 7".

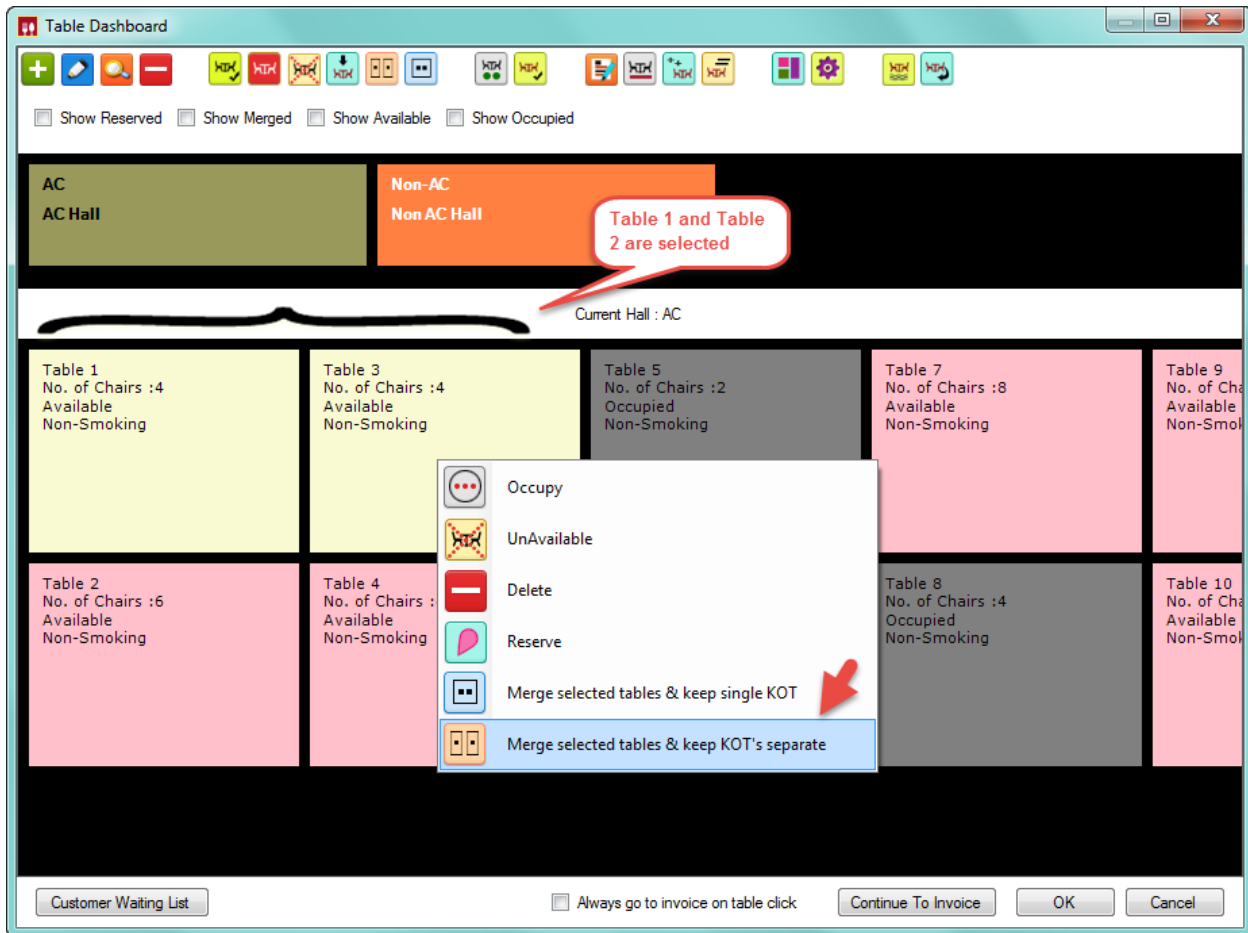
Invoice Type	Payment Status	Order Status	Invoice Status	Invoice Date	Table Number	Inv Number	Gr Total
Take Away	Pending	Preparing	Saved	13/03/2017 02:34 PM		Hyp-100007	
Home Delivery	Cleared	Delivered	Saved	13/03/2017 02:32 PM		Hyp-100006	
Take Away	Cleared	Prepared	Saved	13/03/2017 12:43 PM		Hyp-100005	
Take Away	Cleared	Prepared	Saved	13/03/2017 12:39 PM		Hyp-100004	
Home Delivery	Cleared	Delivered	Saved	13/03/2017 11:13 AM		Hyp-100003	
Take Away	Cleared	Order Placed	Saved	13/03/2017 11:09 AM		Hyp-100002	
Dine In	Awaiting Payment	Order Placed	Saved	13/03/2017 11:08 AM	Table 2 - AC	Hyp-100001	

3. From table dashboard window choose the tables which you want to merge



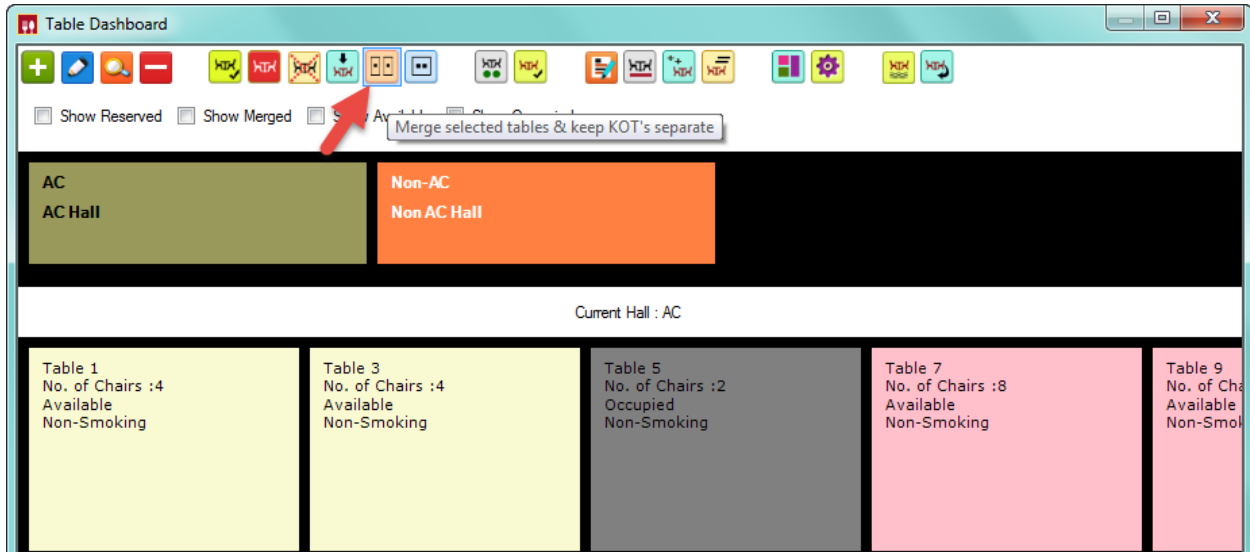


- A. Right click on mouse it will give you the option of **'Merge selected tables & keep single KOTs separate'** select this option from the list.

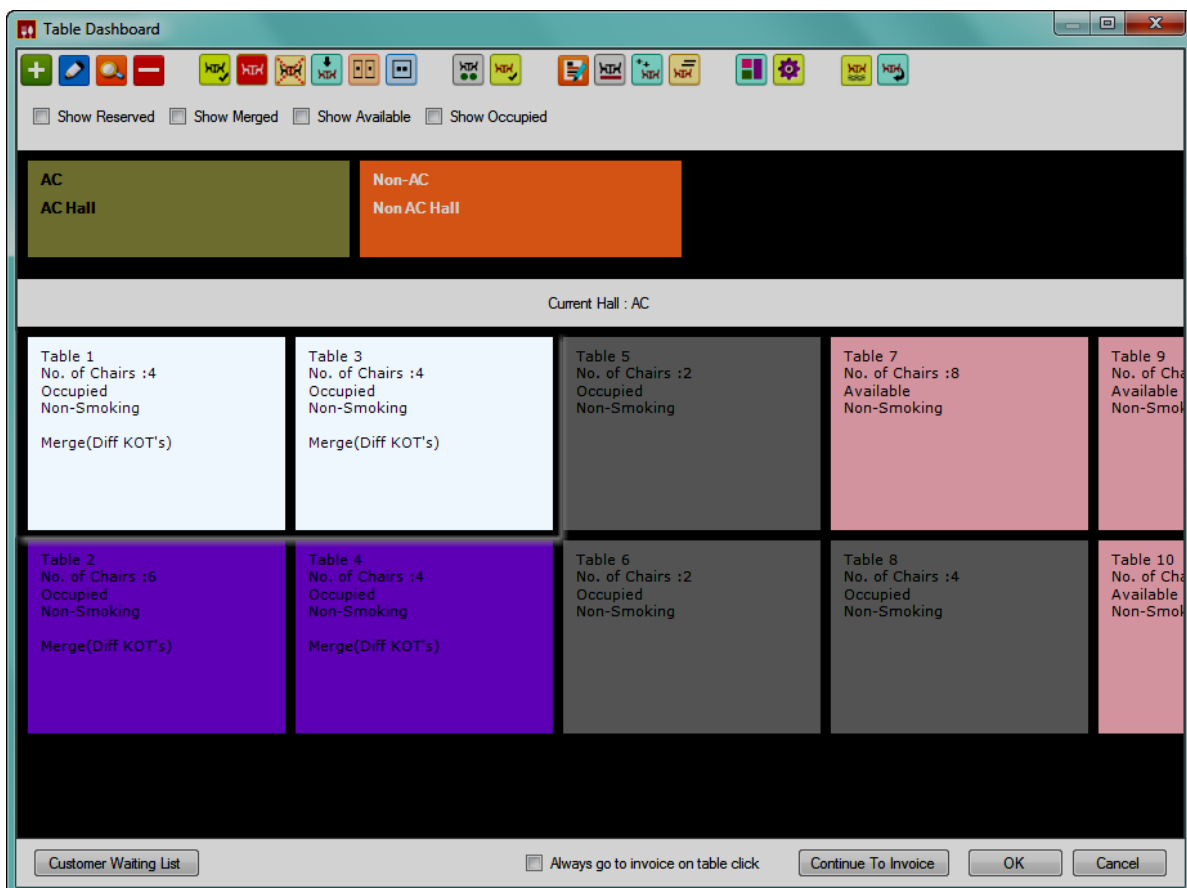


- B. The same merge operation can be performed using a tool strip button presented on the top of the screen, select the tables and click on **'Merge selected tables & keep KOTs separate'** from tool strip button.





3. Once the merging operation is completed, the table status will change to **Occupied** and Merging Type will be of **Diff KOTs** to indicate they have been merged. Here in the above example I have selected Table 4, 5 and 6 for merge operation.





**Note:** Once the merge operation is completed you will notice the table(s) color has changed; indicating the tables of same color belongs to one merge group.

The screenshot shows the 'Table Dashboard' window with a toolbar at the top containing various icons for table management. Below the toolbar are four checkboxes: 'Show Reserved', 'Show Merged', 'Show Available', and 'Show Occupied'. The main area is divided into two sections: 'AC AC Hall' (green) and 'Non-AC Non AC Hall' (orange). Below these is a section for 'Current Hall : AC' containing a grid of tables. Each table card displays its ID, number of chairs, status (Occupied or Available), and smoking preference (Non-Smoking). Two callouts identify 'Merge Group 01' (light blue tables) and 'Merge Group 02' (purple tables). At the bottom, there is a 'Customer Waiting List' button, a checkbox for 'Always go to invoice on table click', and 'Continue To Invoice', 'OK', and 'Cancel' buttons.

Table ID	No. of Chairs	Status	Smoking Preference	Notes
Table 1	4	Occupied	Non-Smoking	Merge(Diff KOT's)
Table 2	6	Occupied	Non-Smoking	Merge(Diff KOT's)
Table 3	4	Occupied	Non-Smoking	Merge(Diff KOT's)
Table 4	4	Occupied	Non-Smoking	Merge(Diff KOT's)
Table 5	2	Occupied	Non-Smoking	
Table 6	2	Occupied	Non-Smoking	
Table 7	8	Available	Non-Smoking	
Table 8	4	Occupied	Non-Smoking	
Table 9	Available	Non-Smoking		
Table 10	Available	Non-Smoking		

