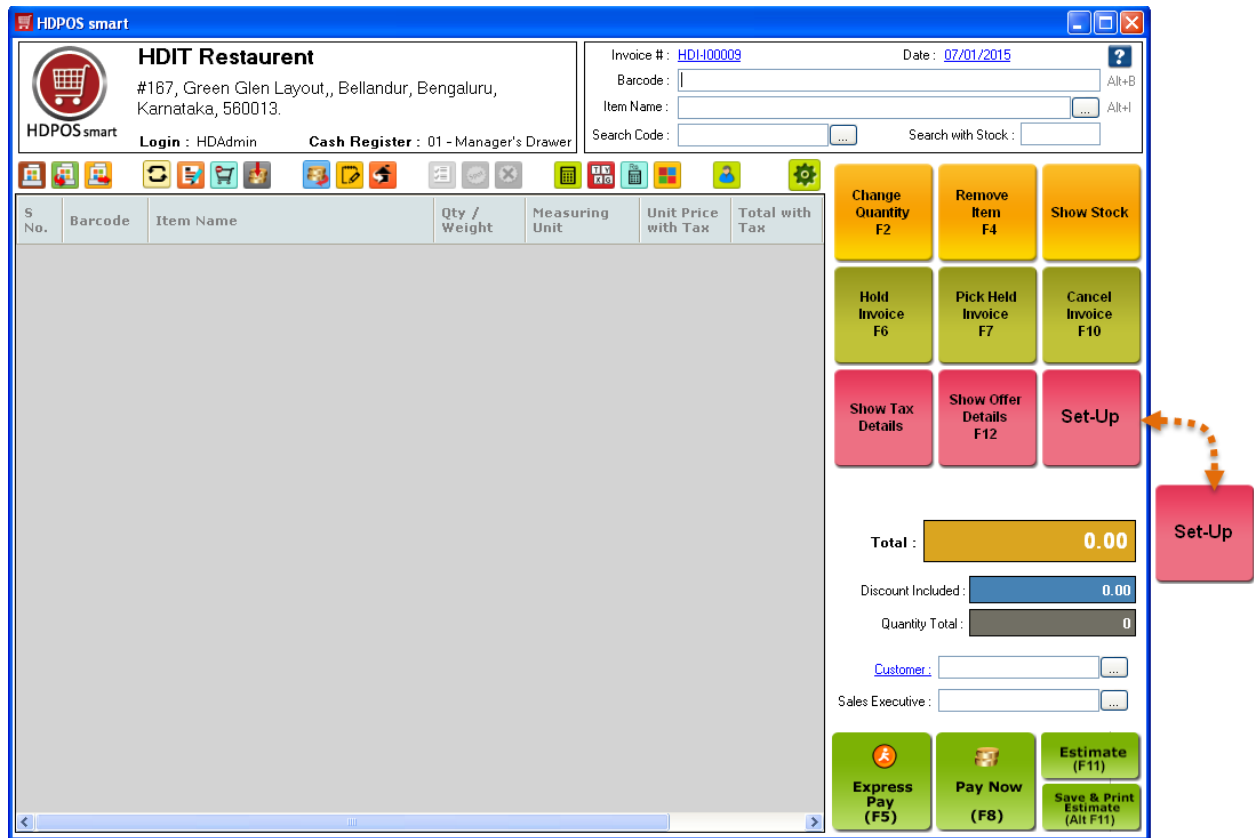


# How to reserve a table for a customer?

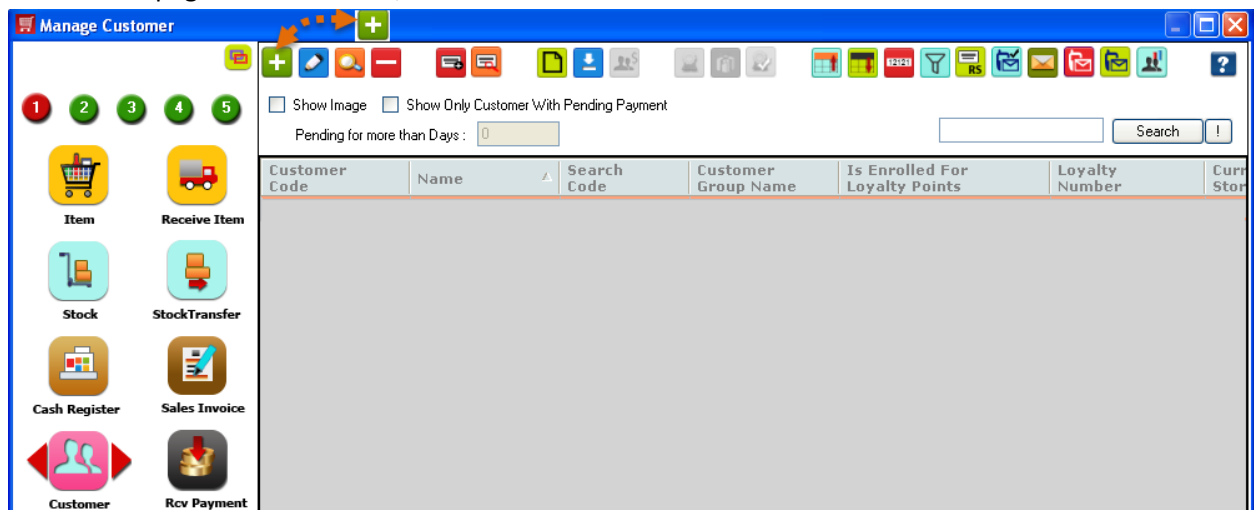


To reserve a table for a customer in HDPOS smart follow the steps below.

1. Run **HDPOS smart**. Click on **Set-Up** from main screen.



2. From the 1<sup>st</sup> page of main screen, click on Customer. Click on **Add Customer**.





3. Enter the required details and click on **Save**.

**Add New Customer**

Customer Code : C1234 Auto-Generate Code Add Photo Remove Photo

**Customer Details**

First Name : Rajkumar  
Last Name : Gupta  
Search Code :  
Birth Date : 08/12/1980 Clear  
Anniversary Date : 05/01/2012 Clear  
 Is Active  
VAT No :  CST No :   
TIN No :  PAN No :

**Shipping Address** Billing Address

Address Line 1  
Address Line 2  
City :  
State :  
Zip Code :  
Telephone Number  Mobile Number 9999955555  
E Mail rajkumar.gupta@gmail.com

**Customer Loyalty**

Is Enrolled For Loyalty Points  
Loyalty Number :  Auto-Generate Number  
Enrollment Date : ...  
Loyalty Points : 0.00  
Referred By : (For Loyalty Points)  ...  
 Is Loyalty Points to Referrer on Every Invoice

**Credit Limit / FA**

Use System Default Credit Limit  
Credit Limit : 0.00  
FA Balance : 0.00

**Customer Group**  
Customer Group :  ...

**Financial Account**  
Opening Balance : 0.00 Cr Change

**Customer Display Name**  
Customer Name For Display : RajkumarGupta Name by Template

**User Field List**

Attachments Save (F8) Cancel

4. Go to 4<sup>th</sup> page of Set-Up, click on **Table Manager**. From **Manage Table** screen, click on **Add Table** details button.

5. From the **Add New Table** screen that got opened, enter the details.
- Enter **Business Location**, **Table Name**, **Number of Chairs** and **Note**.
  - Click on **Save**.

**Add New Table**

**Business Location** : HDIT Restaurant ...

Table Name : Table 1

No of Chairs : 4

Note : First Table

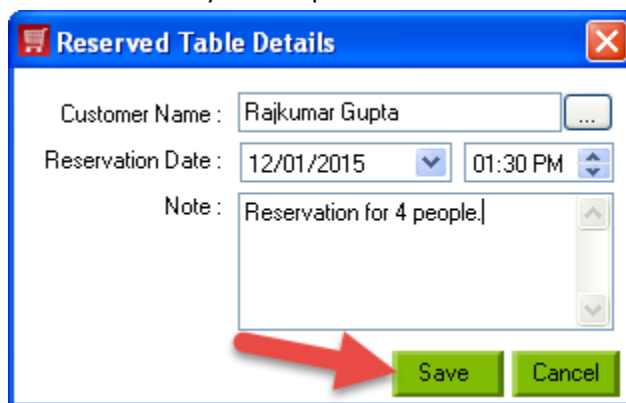
Save Cancel



6. Select the table that you want to reserve for a customer and click on **Mark as Reserved** button.



7. From the **Reserved Table Details** screen that is open now,
  - a. Enter the **Customer Name** for whom the table is being reserved. Select the **Date and Time** of Reservation.
  - b. You can enter any **notes** specific to that reservation also. Click on **Save**.



8. You can see the Table1 got reserved for customer as shown below.



**Manage Table**

1 2 3 4 5

Show Only Available     Show Only Reserved  
 Show Only Occupied     Show Only Not Reserved

Business Location	Table Number	No Of Chairs	Is Occupied	Is Reserved	Reservation Date	Note
HDIT Restaurant	Table 1	4	No	Yes	12/01/2015 01:30 PM	Reservation for 4 people.

Total Records : 1

Settings    Estimate Invoice  
Delivery Details    Data Movement  
Make Plan    Customer Item  
Customer Receipt    SMS  
Close Database    Password  
Scheduler    AMC  
Tax Structure    Company  
C.R Session    Table Manager

Backup Database    Restore Database    Go Back To Main Screen    About Us    Feedback

**Note:** You can mark the table as not reserved by clicking on **Mark as not Reserved**.



Business Location	Table Number	No Of Chairs	Is Occupied	Is Reserved	Reservation Date	Note
HDIT Restaurant	Table 1	4	No	Yes	12/01/2015 01:30 PM	Reservation for 4 people.

- 9. From the main screen, when items are added for a sales invoice, you can see the Table1 as Reserved from Dining Table Panel as shown below.

**Note:** To see the dining table panel on main screen, check the checkbox  Show Dining Table Panel from Set-Up→4<sup>th</sup> page→Invoice Settings→Invoice Screen Settings.



HDPOS smart

**HDIT Restuarent**  
#167, Green Glen Layout,, Bellandur, Bangalore,  
Karnataka, 560013.

HDPOS smart    Login : HDAdmin    Cash Register : 01 - Manager's Drawer

Invoice #: HDR-100004    Date: 08/01/2015    ?

Barcode:     Alt+B

Item Name:     Alt+I

Search Code:     Search with Stock:

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00000001	Armando's pizza	1	Qty	500.00	500.00
2	T00000002	Bake Pizza	1	Qty	100.00	100.00

Change Quantity  
F2

Remove Item  
F4

Show Stock

Hold Invoice  
F6

Pick Held Invoice  
F7

Cancel Invoice  
F10

Show Tax Details

Show Offer Details  
F12

Set-Up

**Total : 600.00**

Discount Included : 0.00

Quantity Total : 2

Customer:

Sales Executive:

Express Pay  
(F5)

Pay Now  
(F8)

Estimate  
(F11)

Save & Print Estimate  
(Alt F11)

Choose Dining Table: 
Hold

