Setting up Split Bill

Go to Management

2021-05-27 10_38_41.png

Then "Occasional Menu"

2021-05-27 10_40_20-Window.png

Then "Options"

2021-05-27 10_42_06-inTouch.png

In "Options" go to the "set-up" tab along the top

2021-05-27 10_43_26-Window.png

In the options tab, under general, look for the "Split Bill" tick box

2021-05-27 10_45_48-Window.png

To split a bill, go to a Restaurant order

2021-05-27 10_50_30-Window.png

once on a restaurant table order, in the bottom right hand corner, there will now be a "Split Bill" button

2021-05-27 10_53_07.png

Pressing this button will bring up the "Split Bill" Screen, all items on the bill will be on the right hand side, and there will be 10 boxes for the items to go into.

2021-05-27 10_54_24-Window.png

To move the items into boxes, Click the item so that is highlighted in red and then select a box for it to be put into.

2021-05-27 10_57_33-Window.png

2021-05-27 10_58_04-Window.png

When an item has been put into a box, it will allow you to change the method of payment for the box as well.

2021-05-27 11_03_25-Window.png

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When all items have been assigned their box, select "Print", in the bottom left hand corner to print each boxes contents as a receipt for the customer.

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To finalise the order select the button in the middle at the bottom if the screen which shows the amount due. this will print a normal receipt, rather than how the bill was split.

2021-05-27 11_08_18-Window.png

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