

Settings User Guide

September 09, 2020

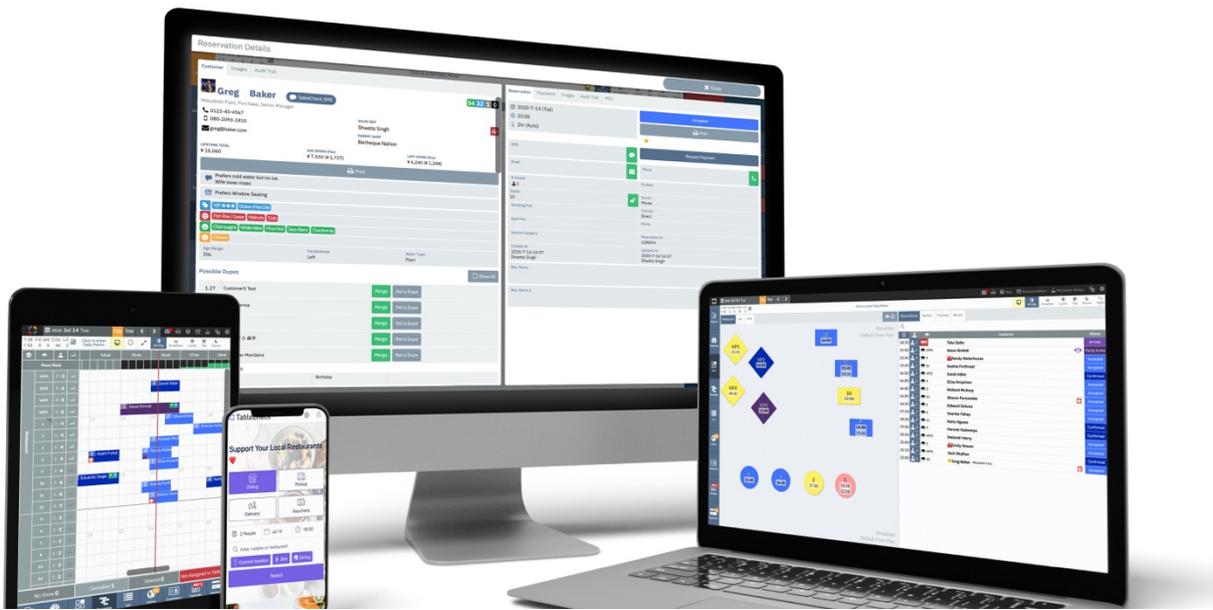


Table of Contents

1. Introduction.....	4
2. History.....	4
3. Services.....	4
4. User Guide	
System Requirements.....	4
Login.....	4
Create Franchise & Shop(s).....	5
Create Pace Rules.....	11
Create Sheets.....	14
Create Floor/ Table Layout.....	19
Create Menu Items.....	27
Assign User Roles.....	32
5. Special Features.....	34
Multiple Table Layouts	35
Enhanced Customization	35

1. Introduction

TableCheck is an in-restaurant reservation & customer management system developed in 2013. Headquartered in Tokyo, Japan, its mission is to provide a single reservation board that integrates reservations free of charge from multiple sources/ channels. **TableCheck** also has a very robust CRM System that allows to maintain advanced guest profiles to provide best class customer service. The system a multitude of features that can be used not just to manage reservations & customers, but also to carry out extensive analysis on data using various permutations and combinations than can help the business make informed decisions.

Since its founding, **TableChec** has been used by global hotel brands like InterContinental, Hyatt, Hilton etc. and by over 4,000 restaurants in Japan, South Korea, Thailand, USA, UAE etc.

2. History

Industry	Internet
Founded	March 2013
Founder	Yu Taniguchi, John Shields
Headquarters	Tokyo, Japan
Areas served	Asia, USA, UK & Europe
Website	https://www.tablecheck.com/en/company/

3. Services

On the **Settings** system, shops (restaurants) are created and configured. While **Manager** system is used by restaurant staff for creating and managing reservations, **Settings** system is used by restaurant managers to configure restaurants and various settings. **Settings** works in conjunction with **Manager** system and all the changes made in **Settings** are immediately reflected in **Manager**.

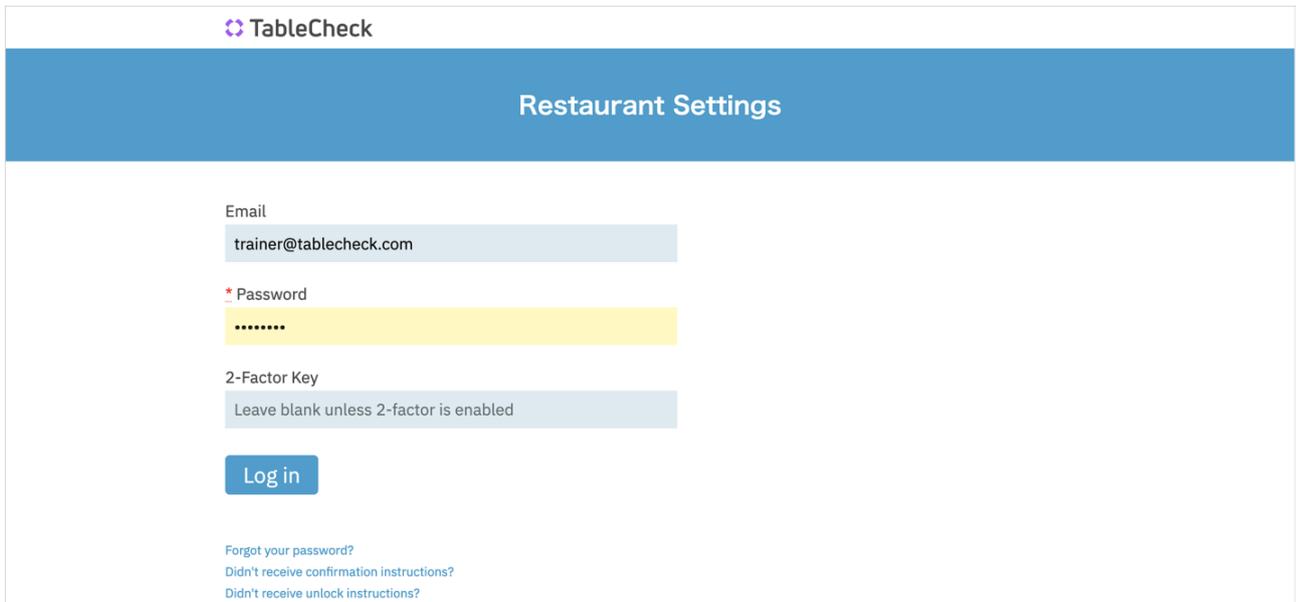
4. User Guide

System Requirements

OS	Windows 7/8/8.1/10, Mac OS X 10.9, iOS7, Android 4.4 & higher
CPU	CPU Core i3 or higher
Memory	Memory 4GB higher
Web Browser	Internet Explorer, Google Chrome, Firefox, Edge, Opera, Safari (Latest Version)
Internet connection	5 Mbps or higher

Login

Login with your username and password at <https://production.tablesolution.com/>



The screenshot shows the TableCheck login interface. At the top, there is a logo for TableCheck and a blue header bar with the text "Restaurant Settings". Below the header, there are three input fields: "Email" with the value "trainer@tablecheck.com", "Password" with masked characters "*****", and "2-Factor Key" with the placeholder text "Leave blank unless 2-factor is enabled". A blue "Log in" button is positioned below the input fields. At the bottom of the form, there are three links: "Forgot your password?", "Didn't receive confirmation instructions?", and "Didn't receive unlock instructions?".

Create Franchise & Shop(s)

Purpose: A Franchise and its outlets are created in the system to denote the client franchise and its outlets(restaurants). Multiple outlets can be created under a franchise.

Workflow: On login, you will be auto directed to the below page and asked for Company/ Franchise details:

The screenshot shows a web browser window with the URL 'Reservations Customers' and a user profile 'Singh, Shweta'. The page title is 'Welcome to TableSolution'. Below the title, it says 'Please tell us about your Company'. The form contains several input fields: 'Name' (Wynn Group), 'Address' (A-62, Michael Street, Kawasaki, Tokyo, 2110004, Japan), 'Email' (shweta@kkvesper.jp), 'Phone' (0123-45-6789), 'Website' (http://dummyname.com), and 'Web ID' (1234). A blue button labeled 'Create Company and Restaurant' is at the bottom.

The screenshot shows the 'Settings / Shops' page. A green 'New Shop' button is in the top right. A table lists the created shop:

Name	Internal Name	Email	Created At	Setup	Copy
Wynn Group 1234	Wynn Group 5a14efd251c65eeb880003e9	shweta@kkvesper.jp	2017-11-22		

After creating the franchise, click on [New Shop](#) to create a new shop under the franchise

New Shop

Contact

App

Online

SEO

Payments

✕

Status

Category

Sales Tier

Enable TableCheck Reservations Enable TableCheck Portal

Official Name + 🌐 ?

Short Name + 🌐

Internal Name + 🌐

Property Name + 🌐

Property Kana Name

IVR Name + 🌐

Web ID ※ lowercase a-z, 0-9, - (hyphen) ?

Support ID ※ 6 digits numeric (0-9)

Business Email

Reservation Email Use Email in "From" Field

Phone Number

Website

Reservation Inquiry URL

Address

🔍

Geolocation 🔍

Google Place 📍 🌐

Gurunavi ID 🔍

Create Shop

Cancel

New Shop

Contact

App

Online

SEO

Payments

x

Disable TS 1.0

Language

Country

Currency

Time Zone

Reservation Modes **Tables** Timeslots

Reservation Duration

Require User on Reservation Form 

Require Customer on Reservation Form

Show Rokuyo (Rokki) on Calendar

Show Status Before Reservation

Show Status After Reservation

Show Reservation Party Name

Show Reservation Memo 2 before Memo

Prompt for Reservation Phone

Show Pace Rules in TS

Enforce Pace Rules in TS

Show Availability in TS

Enable Holidays for Menu Items

Enable Holidays for Sheets

Super Sheets

Enable Online Reservation Confirmation

Send Auto Daily Pack

Enable SMS

Enable International SMS

SMS Reservation Reminders

Email Reservation Reminders

Disable Websockets

Extra Reminder

POS Integration Enable POS Integration

POS Shop ID

Test Data?

Create Shop

Cancel

Edit Shop

Contact App **Online** SEO Payments

Language Support

EN - English JA - Japanese KO - Korean ZH-CN - Chinese (Simp.) ZH-TW - Chinese (Trad.) DE - German
ES - Spanish FR - French IT - Italian ID - Indonesian MS - Malay TL - Filipino TH - Thai VI - Vietnamese
AR - Arabic

Earliest Booking

14 days
 Days in advance Time of Day
 Months in advance Day of Month Time of Day

Latest Booking

5hr
 Days in advance Time of Day

Online Res Buffer

30m ? 1

Online Time Interval

15m 30m 2

Timetable Interval

15m 30m 3

Reservation Accept

Auto Manual

Seating Assignment

Auto Manual

Online Min/Max People

1 ~ 25

App Online

Show Seniors

Show Hide Show Hide

Senior Age Limit 60

Show Children

Show Hide Show Hide

Child Age Limit 12

Show Babies

Show Hide Show Hide

Baby Age Limit 5

Add Email

Reservation Notify Emails Remove

Return URL

ex: http://www.example.com/

Form Note

EN 1. Menu items and their prices may change without prior notification.
2. Kindly inform in advance if you have any food allergies.
3. Specific table requests are subject to availability.
4. If you are bringing along children, please mention in the Requests field if you need a child chair.

4

Form Question 1

Textbox Checkbox Multi-Checkbox Radio Buttons

5

Required?

EN Do you need parking space for a 4 wheeler?

Form Question 2

Textbox Checkbox Multi-Checkbox Radio Buttons

Required?

EN



Form Question 3

Textbox Checkbox Multi-Checkbox Radio Buttons

Required?

EN



Show Seating

Table Counter Outside Semi-Private Private Room Tatami

Show Smoking

Show Hide

Enable Duration Select

Disabled Optional Required

- Enable Timetable
- Enable Availability Preview
- Require Order
- Require Service Category
- Enable Shop Select
- Hide Online Login Links
- Enable Reservation Amendment
- Show Purpose Online
- Show Visit Count Online
- Use Property Name for Offers Checkbox
- Hide Unreservable Times
- Show Order Details

Update Shop

Cancel

1

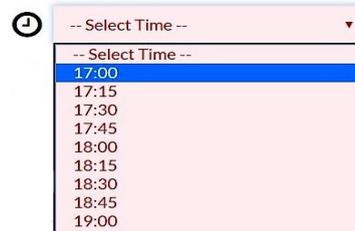
Online Res Buffer

A buffer can be set to a desired time in between reservations for a table (example: for setting up table for next customer). A customer will not be able to book a table during the set buffer time.

2

Online Time Interval

Time Interval between reservation time slots on TableCheck booking page



3

Timetable Interval

Set this field to 15/ 30 mins based on the time intervals you want to show customers on TableCheck online booking page at the time of booking.

Availability								
←	Nov		Dec					→
	W 29	Th 30	F 1	Sa 2	Su 3	M 4	Tu 5	
11:00		○	○	○	○	○	○	11:00
11:30		○	○	○	○	○	○	11:30
12:00		○	○	○	○	○	○	12:00
12:30		○	○	○	○	○	○	12:30
13:00		○	○	○	○	○	○	13:00
13:30		○	○	○	○	○	○	13:30
14:00		✓	○	○	○	○	○	14:00

4

Form Note

This is the “Message from Merchant” on TableCheck page. The customer needs to read and agree to the rules before proceeding to the reservation.

TableCheck Help English My Reservations

Book at Global Fusion

Message from Merchant

1. Menu items and their prices may change without prior notification.
2. Kindly inform in advance if you have any food allergies.
3. Specific table requests are subject to availability.
4. If you are bringing along children, please mention in the Requests field if you need a child chair.

I confirm I've read the Message from Merchant above

5

Form Question 1

This is a question that the restaurant might want to ask a customer at the time of booking. It appears on TableCheck page in Requests section as shown below.

Requests

PURPOSE	-- Purpose --
VISIT HISTORY	-- Visit History --
QUESTION 1 REQ	Do you need parking space for a 4 wheeler? Answer
REQUESTS	

Edit Shop

Contact App Online SEO **Payments**

Enable Payments

Require Payment for Groups: -

Payment Type: **Prepay Required** Postpay Required Prepay Optional Postpay Optional Not Allowed

Cancel Fees No Cancel Fees have been created.

Cancel Policy: **EN** 20% cancellation fee until 24 hours prior to the reservation
50% cancellation fee in case of cancellation within 24 hours

Discount Round Threshold: Discount Round Thres: **Nearest** Up Down

Nihaopay Shop ID:

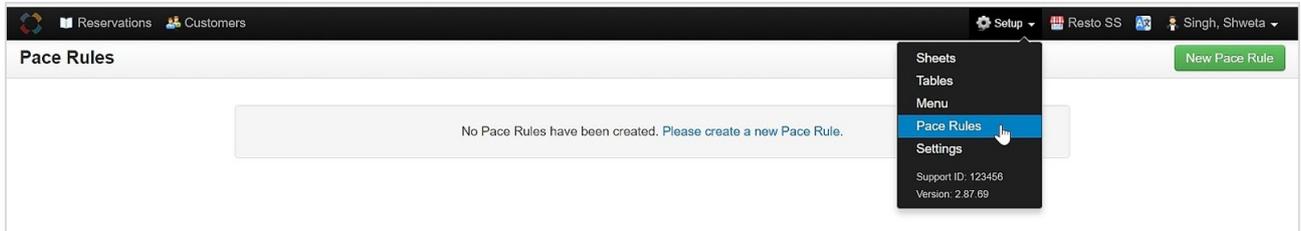
Update Shop Cancel

Create Pace Rules

Purpose: Pace rules are set to put a restriction on

- the number of customers allowed to arrive within a particular timeslot
- the number of customers that can be seated within a timeslot

Workflow: Go to *Setup* -> *Pace Rules* -> *New Pace Rule*



A Pace Rule can be defined in the following ways-

- One pace rule for the entire day

	Capacity Groups	Capacity People	Start Groups	Start People
Base	10	30	5	15
05:00				
05:30				
06:00				
06:30				
07:00				
07:30				

- Different pace rules for different timeslots of the day

Name Weekdays 2

Create Pace Rule

Interval Duration 30m

"Capacity" sets the maximum groups/guests who may be present in the store at once throughout the day, regardless of the start time of their reservation.

"Start" sets the maximum reservations/guests which may start within any given interval throughout the day (e.g. each 30 minutes.)

	Capacity Groups	Capacity People	Start Groups	Start People
Base	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The fields below set the maximum number groups/guests who may be present in the store at a specific time interval. If set, this will take priority over the base value specified above.

The fields below set the maximum number reservations/guests which may start at a specific time interval. If set, this will take priority over the base value specified above.

Time	Capacity Groups	Capacity People	Start Groups	Start People
11:00	<input type="text" value="4"/>	<input type="text" value="12"/>	<input type="text" value="3"/>	<input type="text" value="9"/>
11:30	<input type="text" value="5"/>	<input type="text" value="15"/>	<input type="text" value="4"/>	<input type="text" value="12"/>
12:00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12:30	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13:00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13:30	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14:00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14:30	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15:00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15:30	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16:00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Create Sheets

Purpose: Various parameters related to an outlet, such as business hours, reservation start & end times, meal times etc. are configured in Sheets

Workflow: Go to *Setup* -> *Sheets*

Edit	Copy	Delete	Name Type	Online?	Floor Plan Pace Rule	Days Date Range	Meal Period	Start	Last	End	Reservation Duration End of Meal?	Earliest Booking Latest Booking
			Lunch (M-F) Regular	<input checked="" type="checkbox"/>	Default Floor Plan	Su M Tu W Th F Sa Hol	Lunch	11:00	14:00	17:00	<input checked="" type="checkbox"/>	-
			Lunch (Sa, Su, Hol.) Regular	<input checked="" type="checkbox"/>	Default Floor Plan	Su M Tu W Th F Sa Hol	Lunch	11:00	14:00	17:00	<input checked="" type="checkbox"/>	-
			Dinner (M-F) Regular	<input checked="" type="checkbox"/>	Default Floor Plan	Su M Tu W Th F Sa Hol	Dinner	17:00	22:00	23:00	<input checked="" type="checkbox"/>	-
			Dinner (Sa, Su, Hol.) Regular	<input checked="" type="checkbox"/>	Default Floor Plan	Su M Tu W Th F Sa Hol	Dinner	17:00	22:00	23:00	<input checked="" type="checkbox"/>	-

a. *Edit* default sheet(s) as per your requirements

1 Name: Lunch (M-F)
Type: Regular (selected), Irregular, Closed

Days: M, Tu, W, Th, F (selected), Sa, Su, Holidays

Date Range: Start Date ~ End Date

Meal Period: Lunch

2 Show Online?

Start Time: 11:00, Last Order: 14:00, End Time: 17:00

Add Turnover: Latest Start: **3** Remove

Reservation Duration: Use Shop Default **4**
 Extend Duration to End of Meal?

Pace Rule: -- Pace Rule -- **5**

Earliest Booking: Time in advance, Days in advance, Time of Day

Latest Booking: Time in advance, Days in advance, Time of Day

Memo: **6**

Update Sheet Close

1

Sheet Hours

Regular - usual business hours
Irregular - business hours different from usual
Closed - shop closed

2

Meal Periods

Choose one

Meal Period

Lunch	▼
All Day	
Breakfast	
Lunch	
Tea	
Dinner	
Night	

3

Turnover

Turnover is created if the restaurant wants to accept reservations at specific times only.

4

Reservation Duration

Set default or choose from drop down menu

Reservation Duration

Use Shop Default	▼
Use Shop Default	
30m	
45m	
1hr	
1hr 15m	
1hr 30m	
1hr 45m	
2hr	
2hr 15m	

5

Pace Rules

Choose from earlier created Pace Rules

Pace Rule

-- Pace Rule --	▼
-- Pace Rule --	
Weekdays 1	
Weekends	

6

Sheet Memo

Create a memo for the sheet (the memo is visible only on opening the sheet)

b. [Create a New Sheet](#) (example “Christmas” to be used during Christmas season)

Edit Sheet ✕

Name

Regular Irregular **Closed**

Meal Period All Day

Show Online?

Start Time 11:00 **Last Order** 22:00 **End Time** 23:00

Add Turnover No Turnovers have been created.

Reservation Duration 1hr

Extend Duration to End of Meal?

Pace Rule Weekends

Earliest Booking 14 days

Days in advance

Latest Booking 5hr

Days in advance

Memo

Update Sheet Close

The new created sheet appears in the list of sheets as shown below:

Reservations Customers													
Setup Global Fusion Singh, Shweta													
Sheets Deleted Calendar													
Edit	Copy	Delete	Name	Online?	Floor Plan	Days	Meal Period	Turnovers	Reservation Duration	Earliest Booking			
			Type		Pace Rule	Date Range	Start	Last	End	End of Meal?	Latest Booking		
			Lunch (M-F) Regular	<input checked="" type="checkbox"/>	Default Floor Plan	Sa M Tu W Th F Sa Hol	Lunch	11:00	14:00	17:00	11:00-13:45	1hr 30m	-
			Lunch (Sa, Su, Hol.) Regular	<input checked="" type="checkbox"/>	Default Floor Plan	Sa M Tu W Th F Sa Hol	Lunch	11:00	14:00	17:00	-	-	-
			Dinner (M-F) Regular	<input checked="" type="checkbox"/>	Default Floor Plan	Sa M Tu W Th F Sa Hol	Dinner	17:00	22:00	23:00	-	-	-
			Dinner (Sa, Su, Hol.) Regular	<input checked="" type="checkbox"/>	Default Floor Plan	Sa M Tu W Th F Sa Hol	Dinner	17:00	22:00	23:00	-	-	-
			Christmas Irregular	<input checked="" type="checkbox"/>	Default Floor Plan Weekends	Sa M Tu W Th F Sa Hol	All Day	11:00	22:00	23:00	-	1hr	14 days 5hr

Go to [Calendar](#) and select the days and time Christmas sheet has to be applicable for.

The sheets that are no longer in use can be deleted from the existing list of sheets.

Edit	Copy	Delete	Name	Type	Online?	Floor Plan	Days	Date Range	Meal Period	Start	Last	End	Turnovers	Reservation Duration	End of Meal?	Earliest Booking
			Lunch (M-F)	Regular	<input checked="" type="checkbox"/>	Default Floor Plan	Su M Tu W Th F Sa Ho	-	Lunch	11:00	14:00	17:00	11:00-13:45	1hr 30m	<input checked="" type="checkbox"/>	-
			Lunch (Sa, Su, Hol)	Regular	<input checked="" type="checkbox"/>	Default Floor Plan	Sa Ho	-	Lunch	11:00	14:00	17:00	-	<input checked="" type="checkbox"/>	-	-
			Dinner (M-F)	Regular	<input checked="" type="checkbox"/>	Default Floor Plan	Su M Tu W Th F Sa Ho	-	Dinner	17:00	22:00	23:00	-	<input checked="" type="checkbox"/>	-	-
			Dinner (Sa, Su, Hol)	Regular	<input checked="" type="checkbox"/>	Default Floor Plan	Sa Ho	-	Dinner	17:00	22:00	23:00	-	<input checked="" type="checkbox"/>	-	-
			Christmas	Irregular	<input checked="" type="checkbox"/>	Default Floor Plan	Su M Tu W Th F Sa Ho	Weekends	All Day	11:00	22:00	23:00	-	2hr	<input checked="" type="checkbox"/>	14 days

Please note that deleted sheets can be restored any time from the *Deleted* tab.

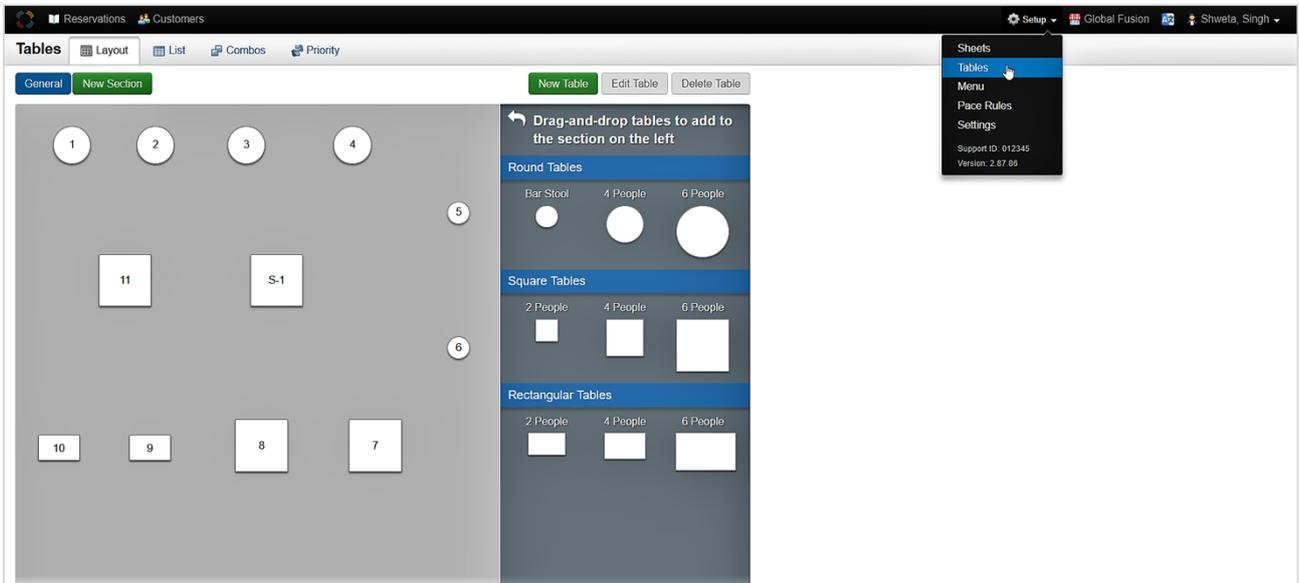
The screenshot shows the 'Deleted' tab in the 'Sheets' management interface. At the top, there are tabs for 'All Day', 'Christmas', 'Breakfast', 'Lunch', 'Tea', and 'Night'. A 'Save' button is visible on the right. Below the tabs is a calendar for December 2017. The date December 25th is highlighted in yellow, indicating a deleted sheet for Christmas. The sheet details for Christmas are shown as follows:

Name	Type	Online?	Floor Plan	Days	Date Range	Meal Period	Start	Last	End	Turnovers	Reservation Duration	End of Meal?	Earliest Booking
New Year	Irregular	<input checked="" type="checkbox"/>	Default Floor Plan	Su M Tu W Th F Sa Ho	-	Dinner	15:00	22:00	23:00	-	3hr	<input checked="" type="checkbox"/>	-

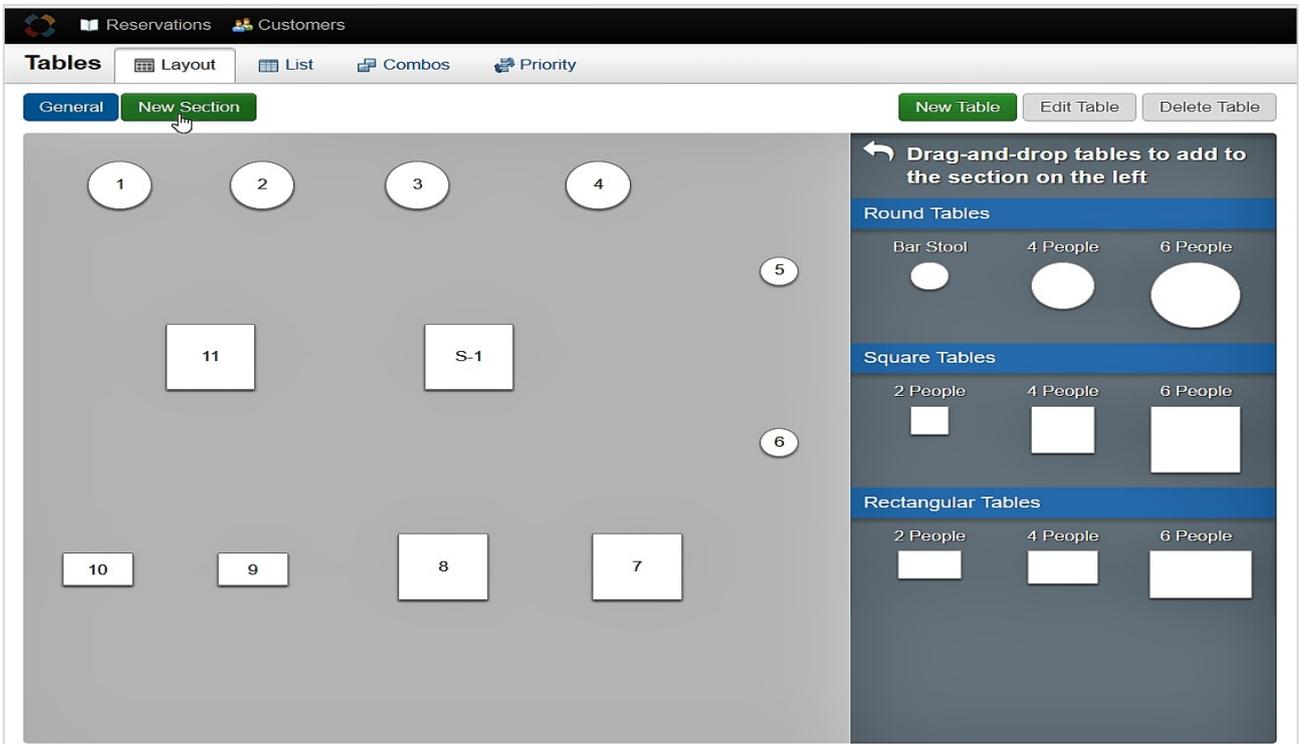
[Create Floor/ Table Layout](#)

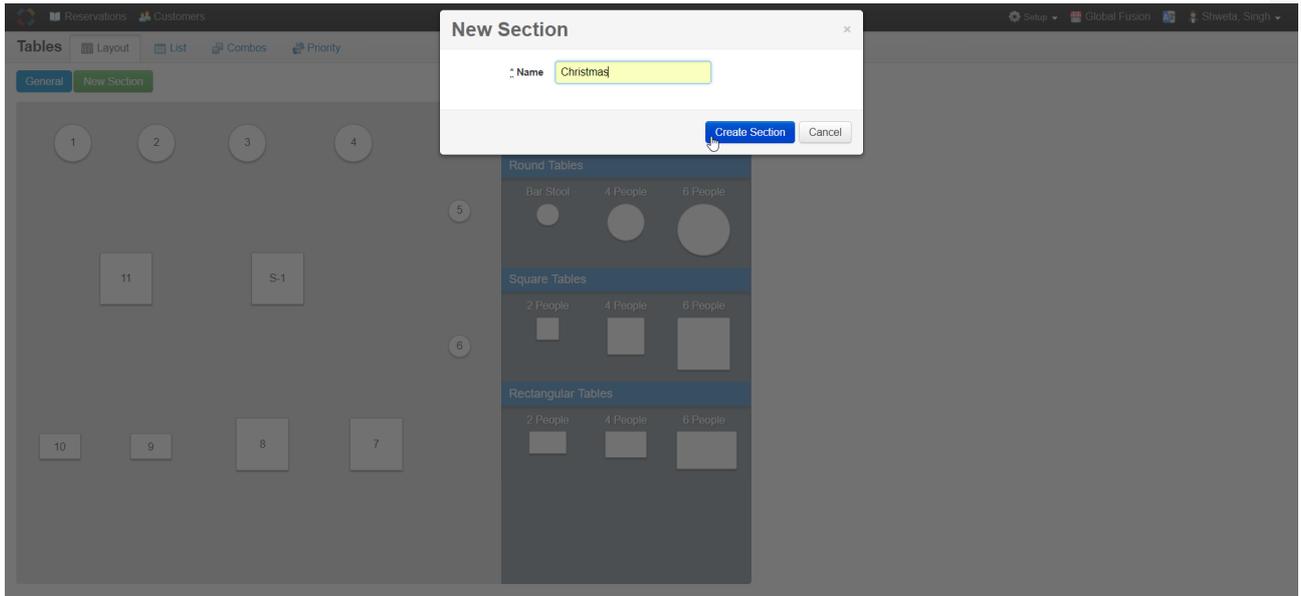
Purpose: Floor layout represents the actual layout of tables in the restaurant. A number of table layouts can be configured in the system. These table layouts are visible on **Manager** system to manage reservations, blocks etc. *To know more about blocks, please refer **Manager User Guide**.*

Workflow: Go to [Settings -> Tables](#)

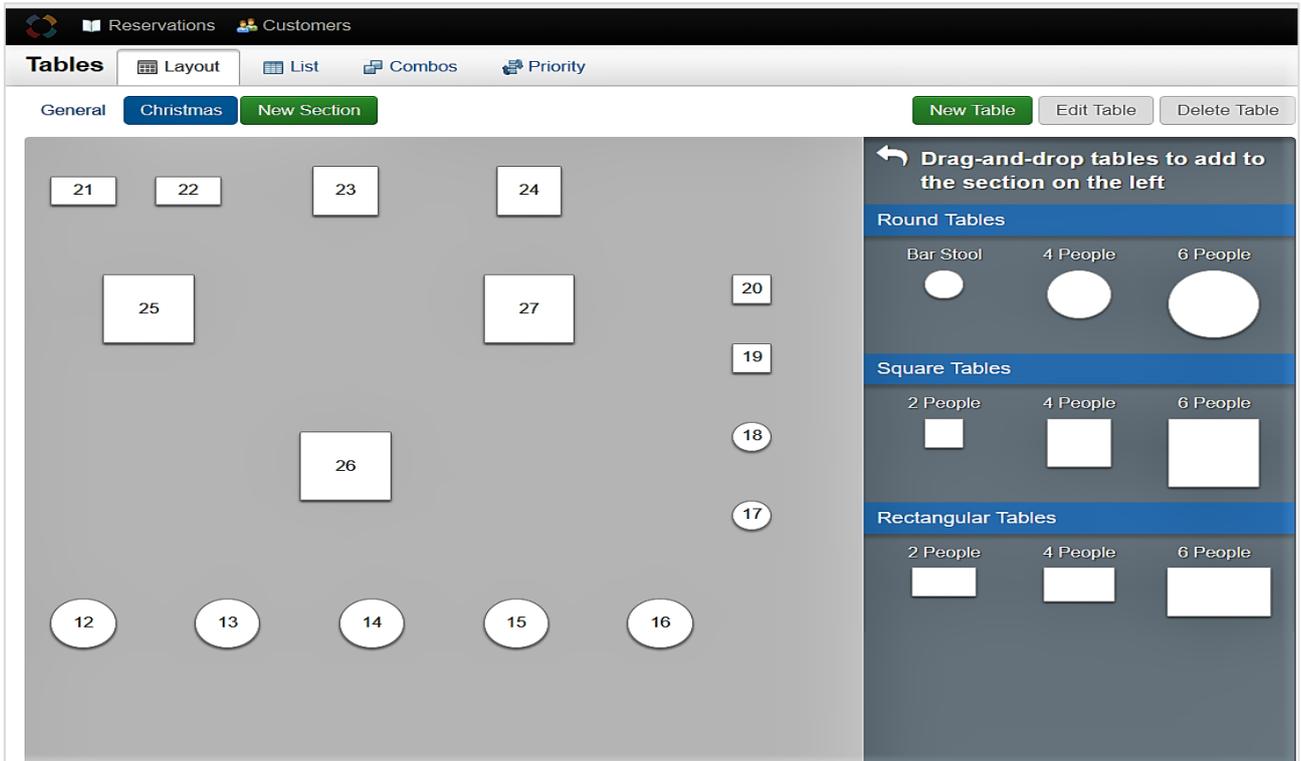


Create [New Section](#) and give it a name.

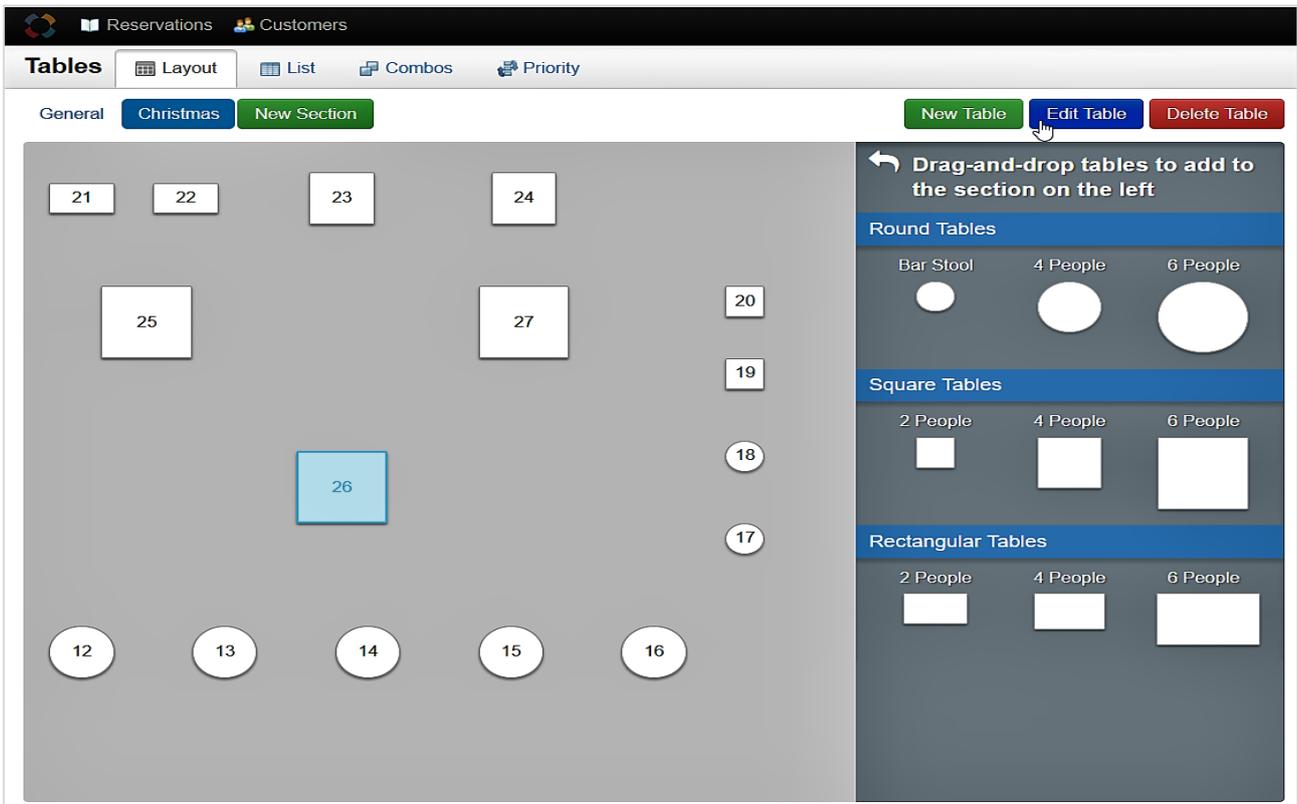




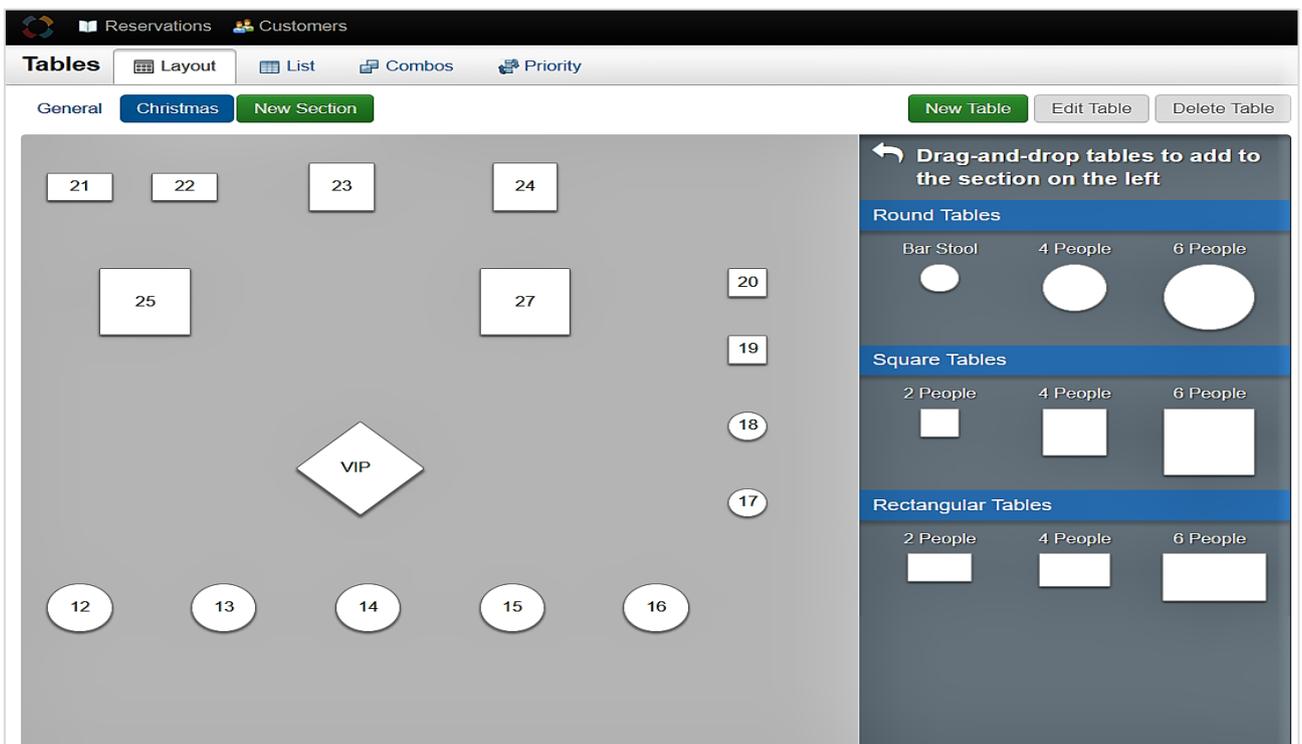
Drag and drop tables into the new section (Christmas) created.



Select one/ group of tables and *Edit Table* to change its name, default capacity, rotation, tier etc.



The table is updated as shown below.



The tables can also be seen as a list in the [List](#) tab.

ID	Name	Seats	Status	Type	Other	Actions
11	5 - 6	✓	Table	-	*	[Edit] [Delete]
S-1	5 - 6	✓	Table	-	*	[Edit] [Delete]
Christmas						
12	3 - 4	✓	Table	-	*	[Edit] [Delete]
13	3 - 4	✓	Table	-	*	[Edit] [Delete]
14	3 - 4	✓	Table	-	*	[Edit] [Delete]
15	3 - 4	✓	Table	-	*	[Edit] [Delete]
16	3 - 4	✓	Table	-	*	[Edit] [Delete]
17	1 - 1	✓	Table	-	*	[Edit] [Delete]
18	1 - 1	✓	Table	-	*	[Edit] [Delete]
19	1 - 2	✓	Table	-	*	[Edit] [Delete]
20	1 - 2	✓	Table	-	*	[Edit] [Delete]
21	1 - 2	✓	Table	-	*	[Edit] [Delete]
22	1 - 2	✓	Table	-	*	[Edit] [Delete]
23	3 - 4	✓	Table	-	*	[Edit] [Delete]
24	3 - 4	✓	Table	-	*	[Edit] [Delete]
25	5 - 6	✓	Table	-	*	[Edit] [Delete]
VIP	5 - 6	✓	Table	-	****	[Edit] [Delete]
27	5 - 6	✓	Table	-	*	[Edit] [Delete]

Export Spreadsheet Excel | Excel (Office 2003) | CSV

Create table combinations in [Combos](#) tab. Tables are auto combined at the time of reservation as per the conditions shown below:

Combine

Auto-Combine Tables in this Section ?

Uncheck above to manually Combos

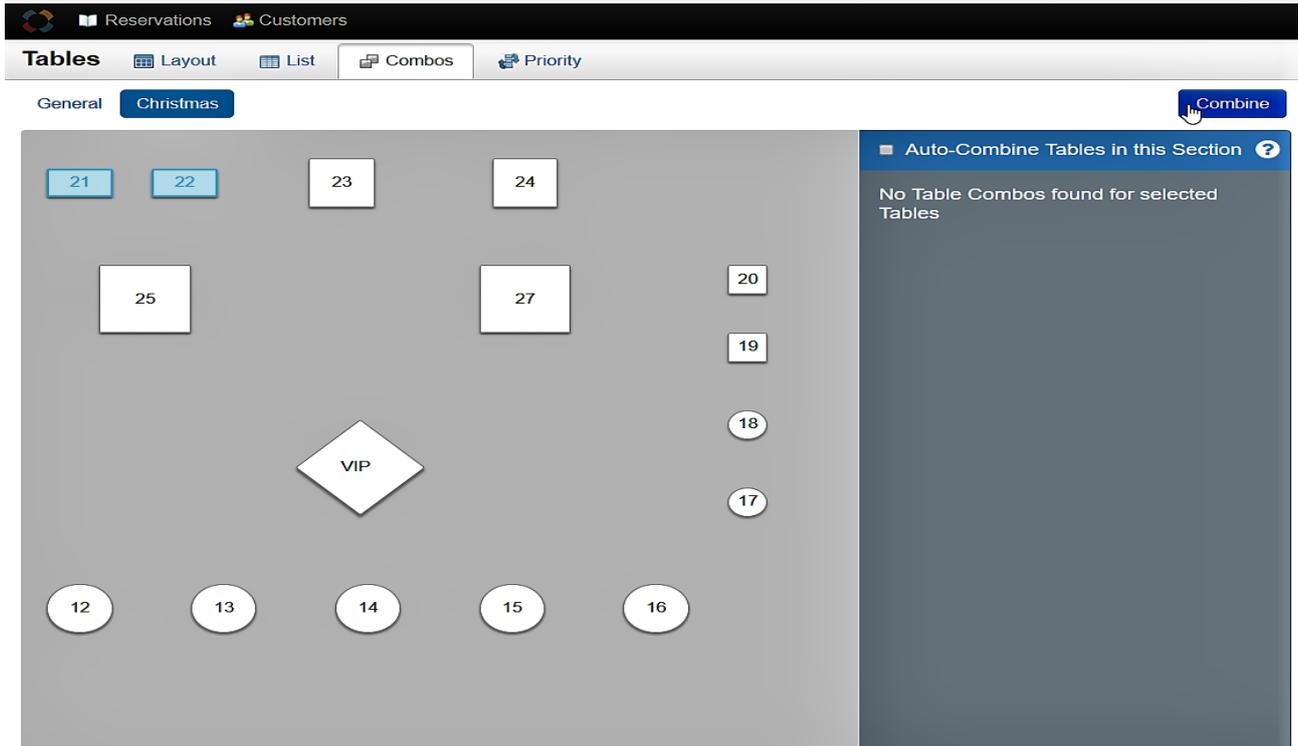
This option will automatically combine tables for online reservations, subject to the following constraints:

- Max 8 tables per auto table combo
- Does not combine tables across different seat types (e.g. "Terrace" and "Counter" will not be connected with each other)
- Does not combine smoking with non-smoking
- Does not combine Private or Semi-Private tables at all

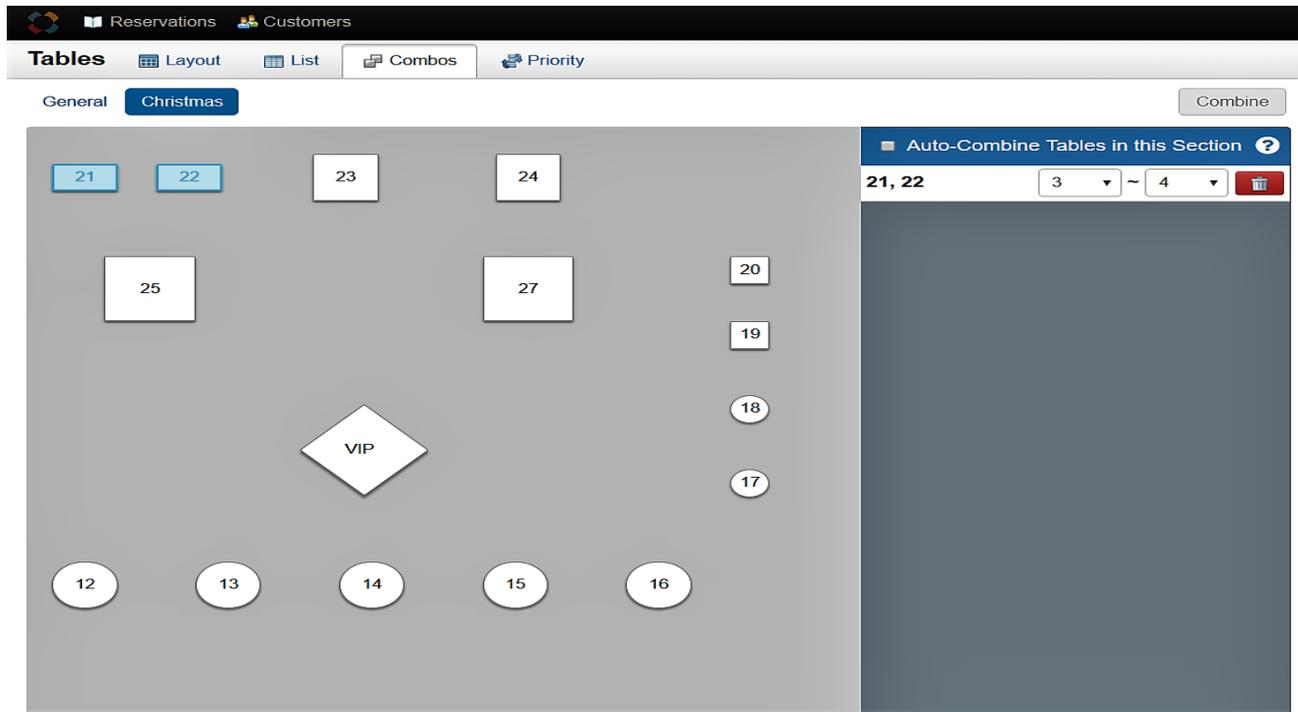
The max and min seating capacity of the combo will be determined automatically based on the tables in the combo, and will not exceed the sum of each table's max capacity.

If multiple combos have availability, guests will be seated in whichever contains the fewest tables.

You can uncheck [Auto-combine](#) and manually form table combos. Select tables and [Combine](#).



Combined tables' list appears on the right side as shown below:



The tables are assigned default priority as show below.

The screenshot shows the 'Priority' settings page in the TableCheck interface. At the top, there are navigation tabs: 'Tables', 'Layout', 'List', 'Combos', and 'Priority'. Below these, there is a checkbox for 'Enable Table Priority' which is checked. A 'Reset' button is located in the top right corner. The main area displays a grid of tables organized by priority level, indicated by radio buttons at the top: 1 ppl, 2 ppl, 3 ppl, 4 ppl, 5 ppl, 6 ppl, 7 ppl, and 8 ppl. The '3 ppl' radio button is selected. The grid shows the following table assignments:

Base Sort	1 ppl	2 ppl	3 ppl	4 ppl	5 ppl	6 ppl	7 ppl	8 ppl
1 3-4	5 1-1	19 1-2	1 3-4	1 3-4	7 5-6	7 5-6	3, 4 7-8	3, 4 7-8
2 3-4	6 1-1	20 1-2	2 3-4	2 3-4	8 5-6	8 5-6		
3 3-4	17 1-1	21 1-2	3 3-4	3 3-4	11 5-6	11 5-6		
4 3-4	18 1-1	22 1-2	4 3-4	4 3-4	5-1 5-6	5-1 5-6		
5 1-1	19 1-2		9 3-4	9 3-4	25 5-6	25 5-6		
6 1-1	20 1-2		4 3-4	10 3-4	VIP 5-6	VIP 5-6		
7 5-6	21 1-2		10 3-4	12 3-4	27 5-6	27 5-6		
8 5-6	22 1-2		12 3-4	13 3-4				
9 3-4			13 3-4	14 3-4				
10 3-4			14 3-4	15 3-4				
11 5-6			15 3-4	16 3-4				
S-1 5-6			16 3-4	23 3-4				
3, 4 7-8			23 3-4	24 3-4				
12 3-4			24 3-4	21, 22 3-4				
			21, 22 3-4					

The priority of tables can be changed by dragging tables to top/ bottom.

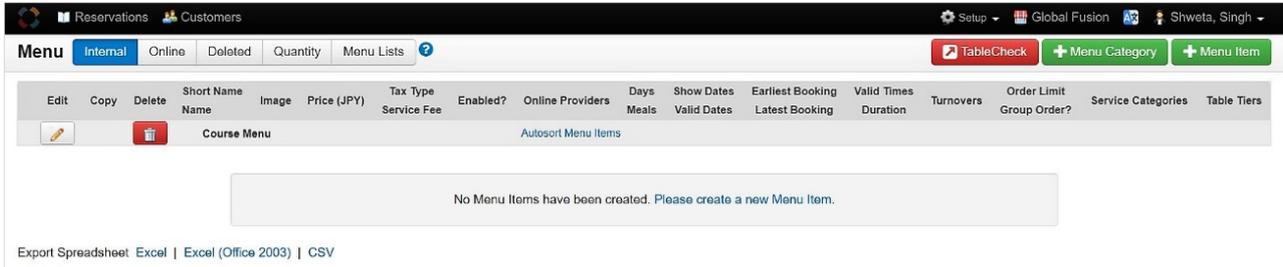
This screenshot shows the same 'Priority' settings page as above, but with a table being dragged. The '3 ppl' radio button remains selected. A mouse cursor is positioned over the table '9' (Base Sort 3-4) in the 3 ppl column. A semi-transparent red box is visible around this table, and a faint shadow of the table is visible in the 1 ppl column, indicating it is being moved. The rest of the table grid remains the same as in the previous screenshot.

[Create Menu Items](#)

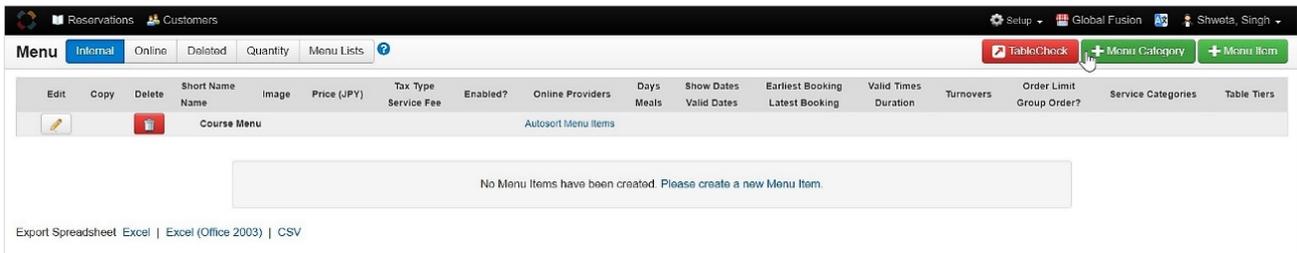
Purpose: Menu Categories & Items are created to make them available for pre-booking on TableCheck online booking page and/ or on TableCheck Manager system.

Workflow: Go to [Setup](#) -> [Menu](#)

Below is an example of a Default Menu Category.



Create a New [Menu Category](#)



New Menu Category ✕

* Name

Show on Dashboard

* Type

Create a [New Menu Item](#) under the Menu Category

New Menu Item Basic Online Res. Rules Payments

Name: EN Fish & Chips + 🌐
 Short Name:
 Menu Category: Lunch ▼
 Price: ¥ 1000 Tax Incl. Tax Excl.
 Service Fee: Percent (%) 5
 Days: M Tu W Th F Sa Su Holidays
 Meals: Breakfast Lunch Tea Dinner Night ?
 Image: 
Change Remove
 Image formats allowed: jpeg, png, bmp, gif

Create Menu Item
Close

Edit Menu Item
Basic **Online** Res. Rules Payments
✕

Online Providers TableCheck

URL Link

Original Price Coupon?

Tagline EN Best fish & chips in town +

Description EN Fish and chips is a hot dish of English origin consisting of fried battered fish and hot potato chips +

Fine Print EN 500 calories +

How to Redeem EN Please hand over your discount coupon to the restaurant staff +

Form Question 1 Textbox Checkbox Multi-Checkbox Radio Buttons

Required?

EN Please specify if you are allergic to any fish. +

Form Question 2 Textbox Checkbox Multi-Checkbox Radio Buttons

Required?

EN +

Update Menu Item
Close

Note: Uncheck TableCheck and do not fill the above details if you want a menu item to be available only on the Manager system and not on TableCheck online booking page.

Edit Menu Item Basic Online **Res. Rules** Payments

Duration: Use Shop Default

Order Limit: 1 ~ 10 Group Order?

Qty per Day: No Limit

Earliest Booking:

 14 days

 Days in advance Time of Day

Latest Booking:

 5hr

 Days in advance Time of Day

Show Dates:

Valid Dates:

 2017-12-18 ~ 2017-12-25

Valid Times: Start Time ~ End Time

No Turnovers have been created.

Table Tiers: * ~ *****

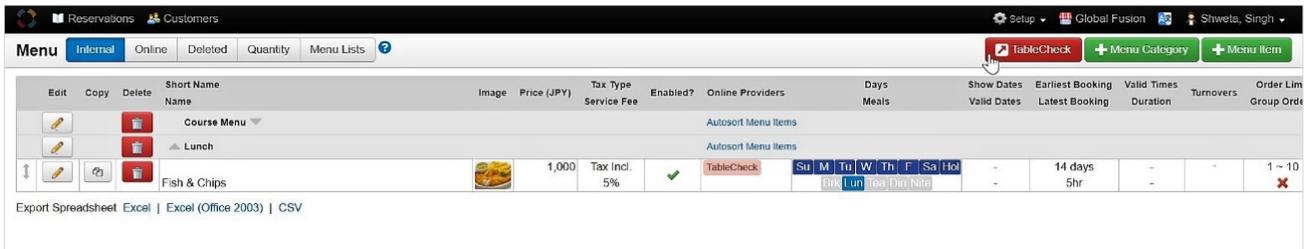
Edit Menu Item Basic Online Res. Rules **Payments**

Payment Type: Use Shop Default Not Allowed

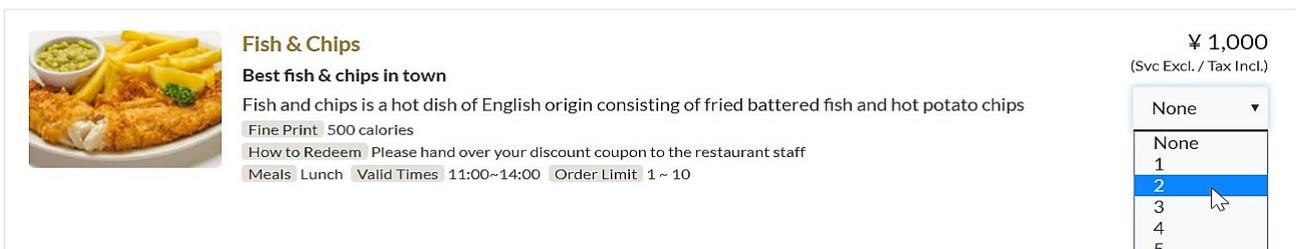
Require Payment for Groups: -

No Cancel Fees have been created.

Click [TableCheck](#) to see how the menu item and its details appear on TableCheck.



Menu Item on TableCheck online page:



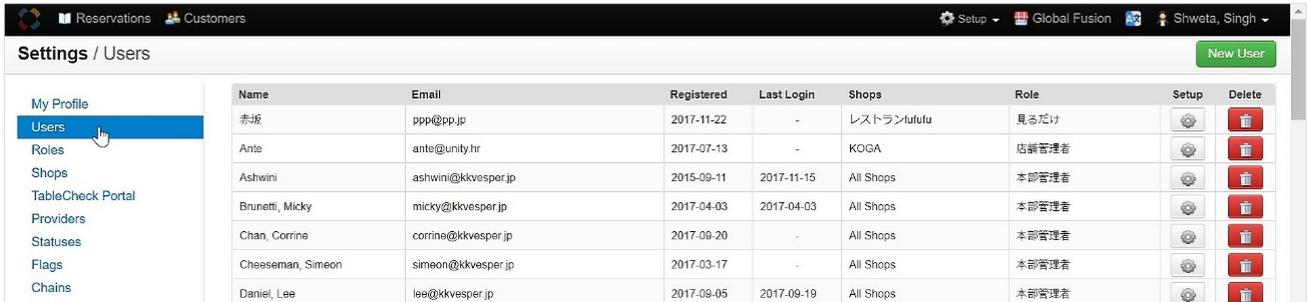
The same menu item is also available on **Manager** system for pre-booking while creating a reservation.



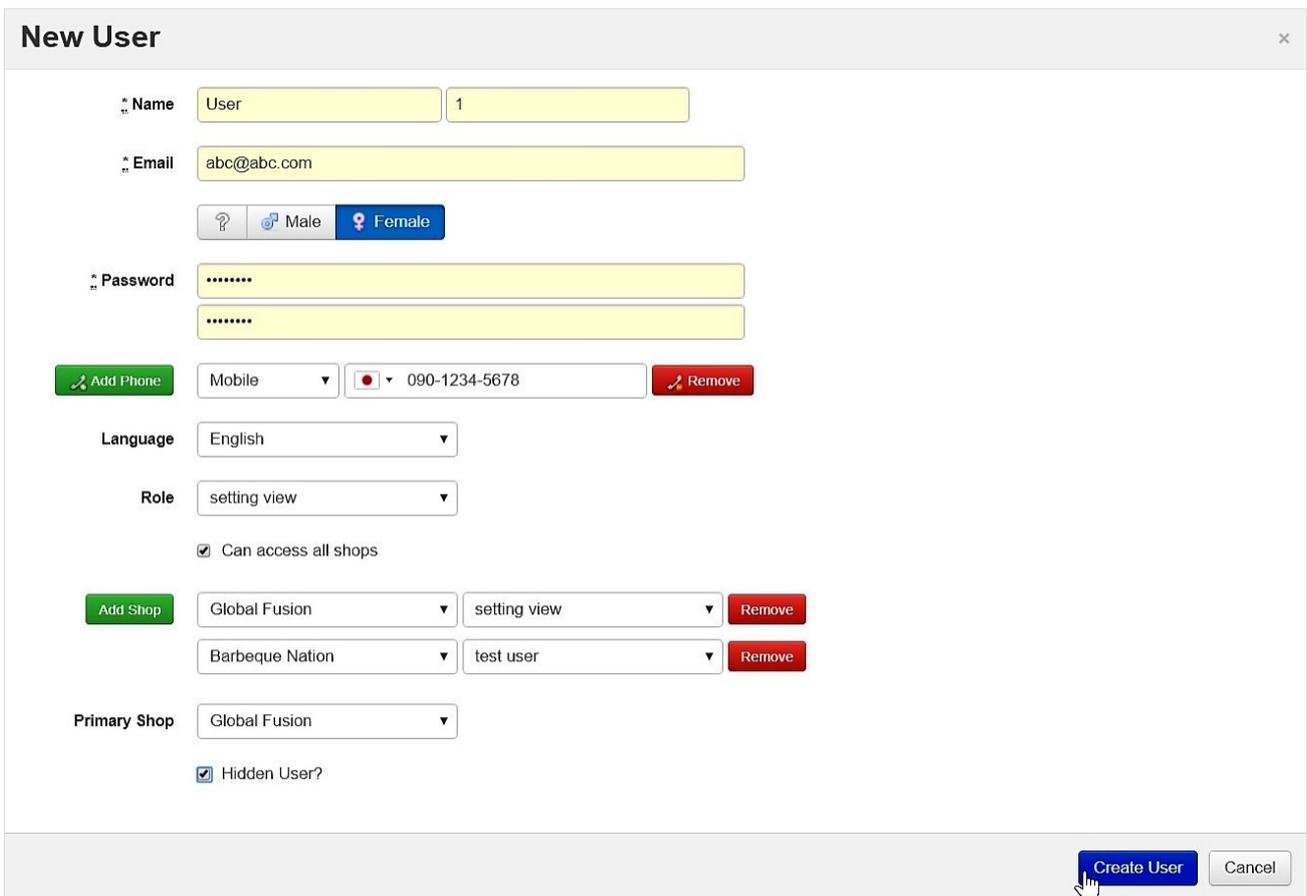
Assign User Roles

Purpose: User roles are created to grant different permissions to staff as per their roles in the outlet(s)/ hotel.

Workflow: Go to *Users* and click on *New User*



Name	Email	Registered	Last Login	Shops	Role	Setup	Delete
赤坂	ppp@pp.jp	2017-11-22	-	レストラン/tufufu	見るだけ		
Ante	ante@unity.hr	2017-07-13	-	KOGA	店舗管理者		
Ashwini	ashwini@kkvesper.jp	2015-09-11	2017-11-15	All Shops	本部管理者		
Brunetti, Micky	micky@kkvesper.jp	2017-04-03	2017-04-03	All Shops	本部管理者		
Chan, Corrine	corrine@kkvesper.jp	2017-09-20	-	All Shops	本部管理者		
Cheeseman, Simeon	simeon@kkvesper.jp	2017-03-17	-	All Shops	本部管理者		
Daniel, Lee	lee@kkvesper.jp	2017-09-05	2017-09-19	All Shops	本部管理者		



New User

Name: User 1

Email: abc@abc.com

Gender: Male Female

Password: [Redacted]

Add Phone: Mobile 090-1234-5678

Language: English

Role: setting view

Can access all shops

Add Shop: Global Fusion setting view Remove

Barbeque Nation test user Remove

Primary Shop: Global Fusion

Hidden User?

Create User Cancel

Reservations Customers Setup Global Fusion Shweta, Singh

Settings / Users New User

	Name	Email	Registered	Last Login	Shops	Role	Setup	Delete
My Profile	赤坂	ppp@pp.jp	2017-11-22	-	レストランtututu	見るだけ		
Users	1, User	abc@abc.com	2017-11-27	-	All Shops	setting view		
Roles	Ante	ante@unity.hr	2017-07-13	-	KOGA	店舗管理者		
Shops	Ashwini	ashwini@kivesper.jp	2015-09-11	2017-11-15	All Shops	本部管理者		
TableCheck Portal	Brunelli, Micky	micky@kivesper.jp	2017-04-03	2017-04-03	All Shops	本部管理者		
Providers	Chan, Corrine	corrine@kivesper.jp	2017-09-20	-	All Shops	本部管理者		
Statuses	Cheeseman, Simeon	simeon@kivesper.jp	2017-03-17	-	All Shops	本部管理者		
Flags	Daniel, Lee	lee@kivesper.jp	2017-09-05	2017-09-19	All Shops	本部管理者		
Chains								
Widget								

Role

Shop Staff ▼

- Shop Staff
- Read Only
- Shop Manager
- Franchise Manager

4. Special Features

1. Multiple Table Layouts

Multiple table layouts can be created in the system based on the restaurant's requirement. For example, a restaurant can have different table layouts for different meal periods or for different days of the week. Special layouts can also be created for special occasions like Christmas, New Year etc.

2. Enhanced Customization

The system is completely customizable which offers the restaurant great flexibility in terms of designing its own pace rules, variety of menu items and courses, reservation & payment rules etc. Also, different users of the system can be assigned different authorizations depending on their roles.