Staff Instructions

tabbi

1
Go to "All Checks" or Payment Terminal

Table Service — Bar — **All Checks**

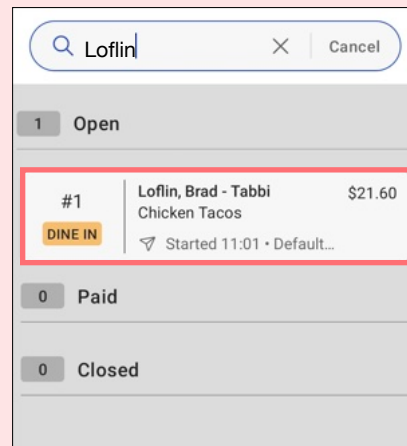Fast Service (Beta) | KDS
Payment Terminal | Orders Hub
Pending Orders | Waste Tracking
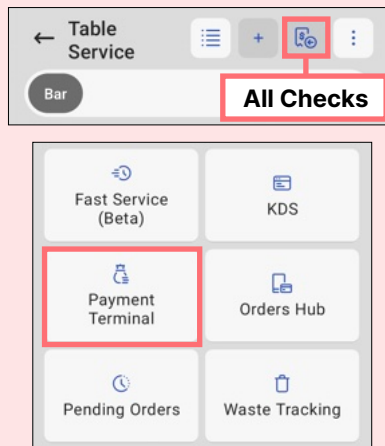
2
Remove Filter: "Current User" or "Me"

Payment Terminal

Open 0 | Paid 0 | Cl...ed 0

Filter by **Show checks for current user** ✕

No open checks
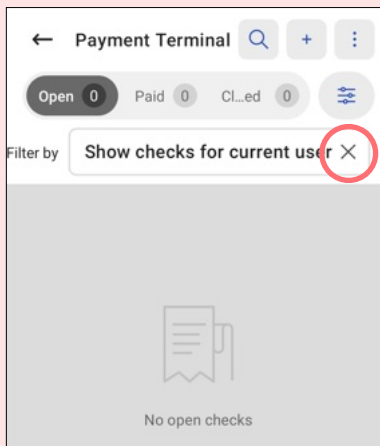
3
Search by customer's Last Name

🔍 Loflin ✕ Cancel

1 Open
#1 **DINE IN** — Loflin, Brad - Tabbi — Chicken Tacos — $21.60 — Started 11:01 · Default...

0 Paid

0 Closed

4
Assign check to Employee & Table

Assign to Employee | **Transfer to Table**

← #1 👤 Loflin, Brad -...

🍴 Tabbi

👤 Default 0 | Svc charge | Split | Discount

No sale | Print | Pay $21.60

2 Chicken Tacos $10.00 $20.00
Flour
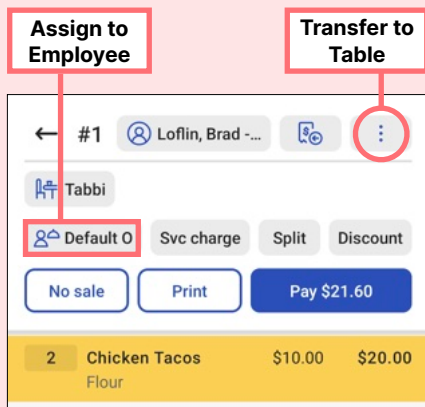
5
Add items to the check as usual

Customers
DO NOT
order on the app.

6
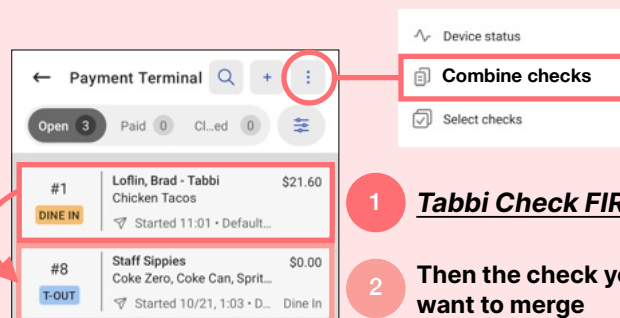### Customers pay from their phone & the check disappears

- Tips & payment process through Toast like normal.

- Checks left open **auto-close at closing time & include a 20% tip.**

Tabbi customers tip 6% more on average!

Combine two checks

⭐ If a customer **tells you they have Tabbi AFTER you've created a check**, simply combine the checks.

Click Tabbi Check FIRST!

← Payment Terminal 🔍 + ⋮

Open 3 | Paid 0 | Cl...ed 0

#1 **DINE IN** — Loflin, Brad - Tabbi — Chicken Tacos — $21.60 — Started 10/21... · Default...

#8 **T-OUT** — Staff Sippies — Coke Zero, Coke Can, Sprit... — $0.00 — Started 10/21, 1:03 · D... — Dine In

∿ Device status
📄 **Combine checks**
☑ Select checks

1 *Tabbi Check FIRST*

2 **Then the check you want to merge**
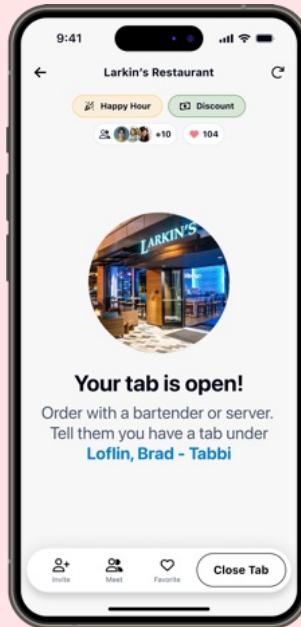
Customer Experience

1

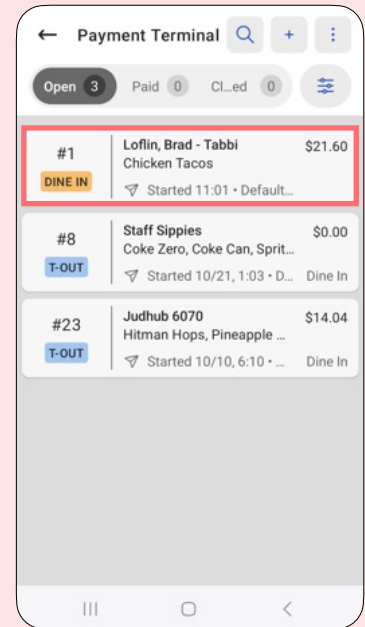Customer opens a preauthorized check on their phone.
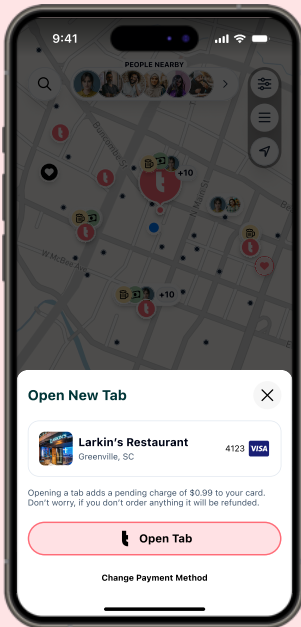
2

Customer gives their last name & **orders with a server**.
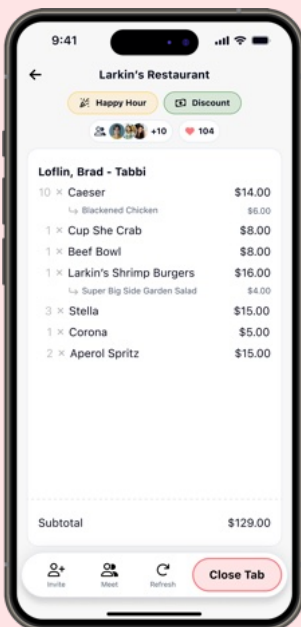
3

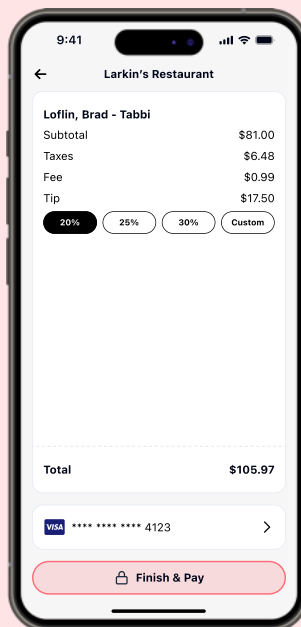Check appears on the POS under:
Last, First - Tabbi

4

Items appear on the customers phone in real-time.

5

Customer confirms tip & **closes the check from their phone.**

6

Check disappears; **open tickets auto-close** at time of closing.