

# GETTING STARTED GUIDE

FOR CLOVER STATION & MOBILE



TableMapp

# Welcome to TableMapp



Welcome to TableMapp by ITsoft. We are so excited to help bring your restaurant to life with TableMapp. TableMapp is an amazing tool that helps keep your restaurant running more efficient and more organized. In this “getting started” guide, we will review the basics of what is needed to start using TableMapp.



TableMapp

# Let's get started

Now that you have installed TableMapp, you will need to enter the registration code that was emailed. If you did not receive a registration code, contact [support@seeddigitalmenu.com](mailto:support@seeddigitalmenu.com).

Once you have entered your registration code, you will have access to TableMapp and the manage site. There you can create a beautiful map of your restaurant!



TableMapp

Hi \_\_\_\_\_,

Thank you for installing TableMapp by ITsoft. TableMapp was designed to help restaurants just like yours run easier and more efficient. Below you will find your registration code. When prompted on your Clover, enter this code to gain access to TableMapp.

## REGISTRATION CODE:

S5 [REDACTED] 1K

TableMapp will automatically import all your tables that are currently set up in the Tables App. You can find additional information and a getting started guide at [www.seeddigitalmenu.com](http://www.seeddigitalmenu.com). Once installation has completed, follow these steps to complete setup:

1. Visit [www.seeddigitalmenu.com/manage](http://www.seeddigitalmenu.com/manage) to begin your table design
2. Enter your username and Clover pin. This can be found in the Employees app. Only employees with the role of a manager or a admin will have access to the manage site.
3. Tap on the Tables button on the left side and begin building your TableMapp. (refer to getting started guide for directions)



# Let's get started

Now that you have installed TableMapp, you will notice your tables have been imported from the Tables App. Now it's time to start building your map! We highly recommend editing your map on a PC.

To begin building your TableMapp, visit [www.seeddigitalmenu.com/manage](http://www.seeddigitalmenu.com/manage). It is highly recommended you do this on a PC as it will be easier to navigate items. To login, enter your email address and 6-digit Clover Pin. This can

A screenshot of a mobile application interface for user management. The interface has a blue header bar with the word "admin" in white. Below the header, there is a white card containing user information. The information is organized into rows: "Name" with the value "Julie D", "Nickname" with the value "Julie D", "Login PIN" with the value "161616", and "Email" with the value "julied@seed.com". At the bottom of the card, there are three buttons: "Close" (white with black text), "Remove" (white with black text), and "Edit" (green with white text).

admin	
Name	Julie D
Nickname	Julie D
Login PIN	161616
Email	julied@seed.com
<div><button>Close</button><button>Remove</button><button>Edit</button></div>	

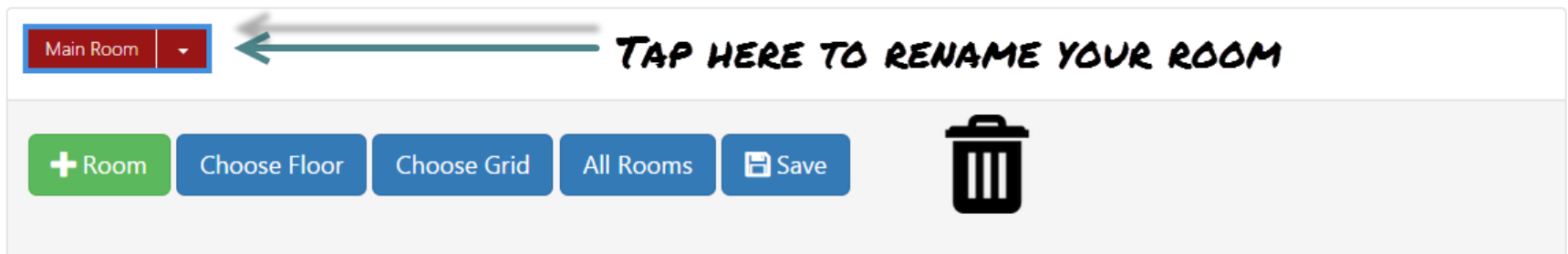
Found in the Employees App. Only users that are listed as a manager or a admin will have access to the manage site.



# Building Your Map

Once you have logged in, tap Tables on the left hand menu. This will open your TableMapp Editor. Here you can completely manage the design of your TableMapp.

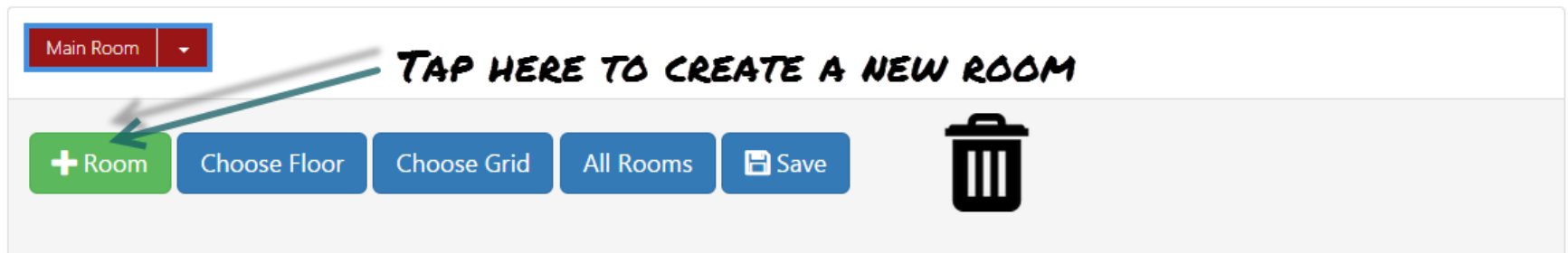
1. **Name Your Rooms** – When your tables are imported from the Tables App into TableMapp, they are all stored in one room called main. At the top of the page, you will see a button with “Main Room” on it. Tap the arrow and select “Rename.” Here you can choose a custom name for the room





# Building Your Map

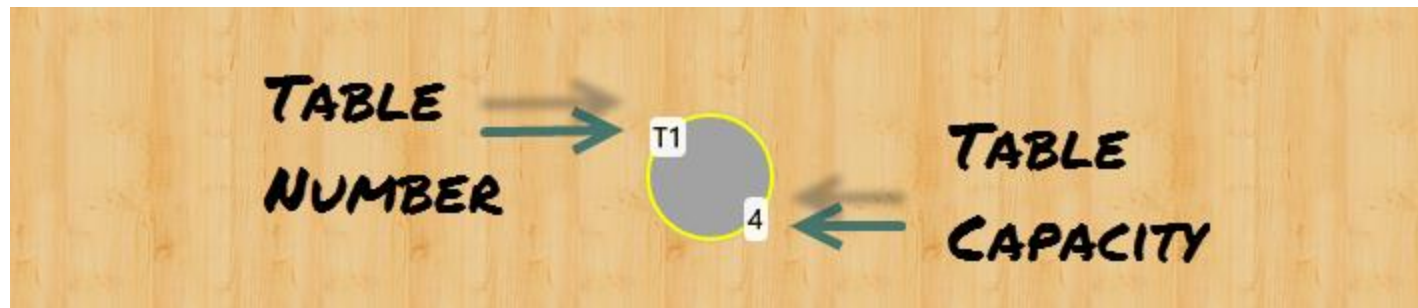
2. **Add New Rooms** – With TableMapp you have the ability to view different rooms or sections. To create a new view, tap “+ Room” just above the table map. A text box will appear and you may enter the name you wish to call this new section. Next you can choose the type of flooring you would like to use and also the type of grid you would like.





# Building Your Map

3. **Understanding Tables** – Before you start moving your tables around, we need to know the basic information the tables tell you.
- Table Number – The table number will be displayed in the upper left-hand of the table.
  - Seat Capacity – The seating capacity (how many guest a table can hold) is displayed in the bottom right-hand corner.

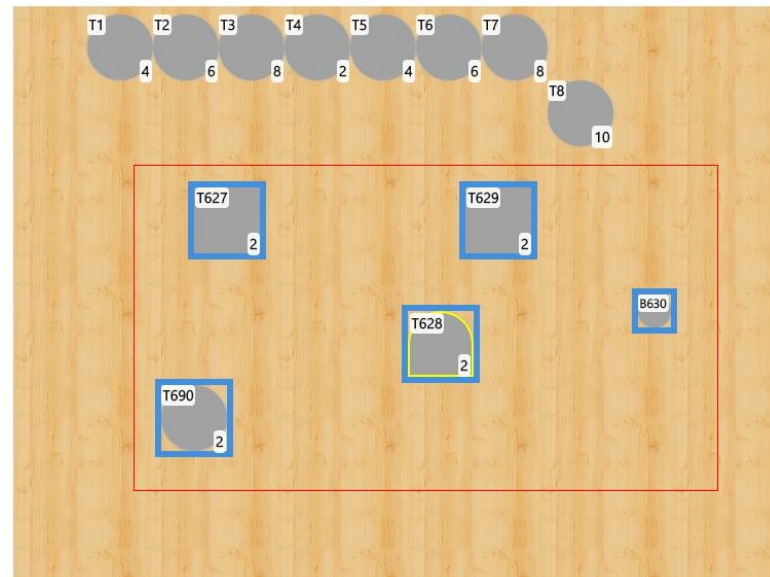
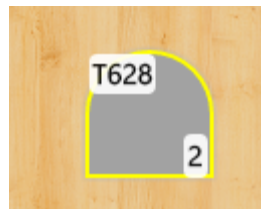




# Building Your Map

4. **Moving Tables** - Tables can be moved anywhere on your TableMapp. Simply click and hold any table and drag it to the desired location. If you want to move multiple tables at once, click and drag around the selection of tables. Once the tables have a blue border around them, they can be moved. Hold Ctrl and click and drag the tables to the new location.

5. **Saving Tables** – If there is a yellow outline, this means the table must be saved before leaving the page.







# Building Your Map

6. **TableMapp Tools**– On the right-hand side of the Table Editor, you will see a list of tools. Here you can manage the design of the tables themselves. Here you can choose the shape, the size, the orientation, and even add items such as a wall. If an item is selected, the TableMapp Tools will behave differently. There will be additional items and options that will appear.

## TABLEMAPP TOOLS



No Object Selected



Drag table, bar stool, round table, wall



View All Table Names



Select All Objects



Arrange Multiple Objects



Flip



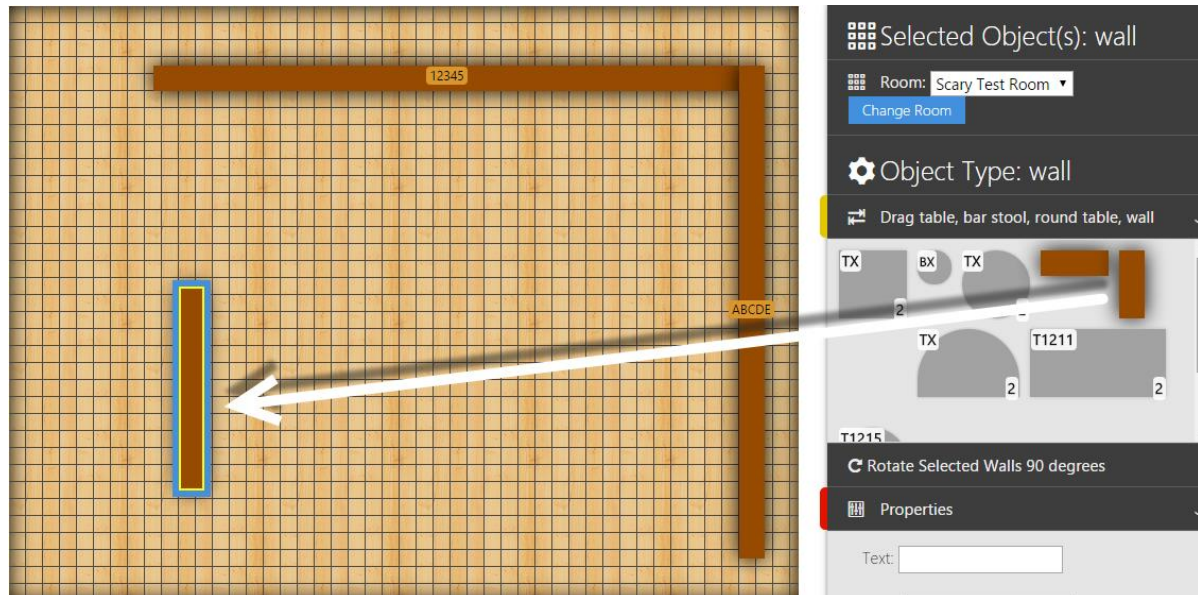
Rotate





# Building Your Map

7. **Adding A Wall**— Adding walls to your TableMapp is a great way to bring your table map to life. Not only can you add walls and objects, but you can give them a name and even adjust the size and color.
- In the Tools, find the tab labeled “Add New Object.” Here is where you can click and drag the item you want to add. Simply drag it from the tools section to the location you want on your table map.





# Building Your Map

8. **Adding A Table**— Adding tables work almost the same as a wall. From the TableMapp Tools “Add New Object” tab, you can choose the shape of the table you wish to add. Drag the table to the desired location on the map.

- The number of the table will automatically default to the next available table number.
  - If you have Tables 1 - 40 and you add a new table, it will automatically be defaulted to Table 41.
- Under the Properties tab, you will be able to change table characteristics such as
  - Number of seats
  - Divider lines (to show if tables are pushed together)
  - Table Name
  - Table Length and Width
  - Add the item to template (used if the item is commonly used)

**REMEMBER A YELLOW BORDER AROUND AN ITEM MEANS YOU NEED TO SAVE YOUR WORK!**



# Using TableMapp

Now that your TableMapp is set up, its time to learn the basics on how to use it.

The most important rule is:

***YOU MUST SEAT A TABLE IN ORDER TO PLACE AN ORDER***

There are two colors of tables to pay attention to:

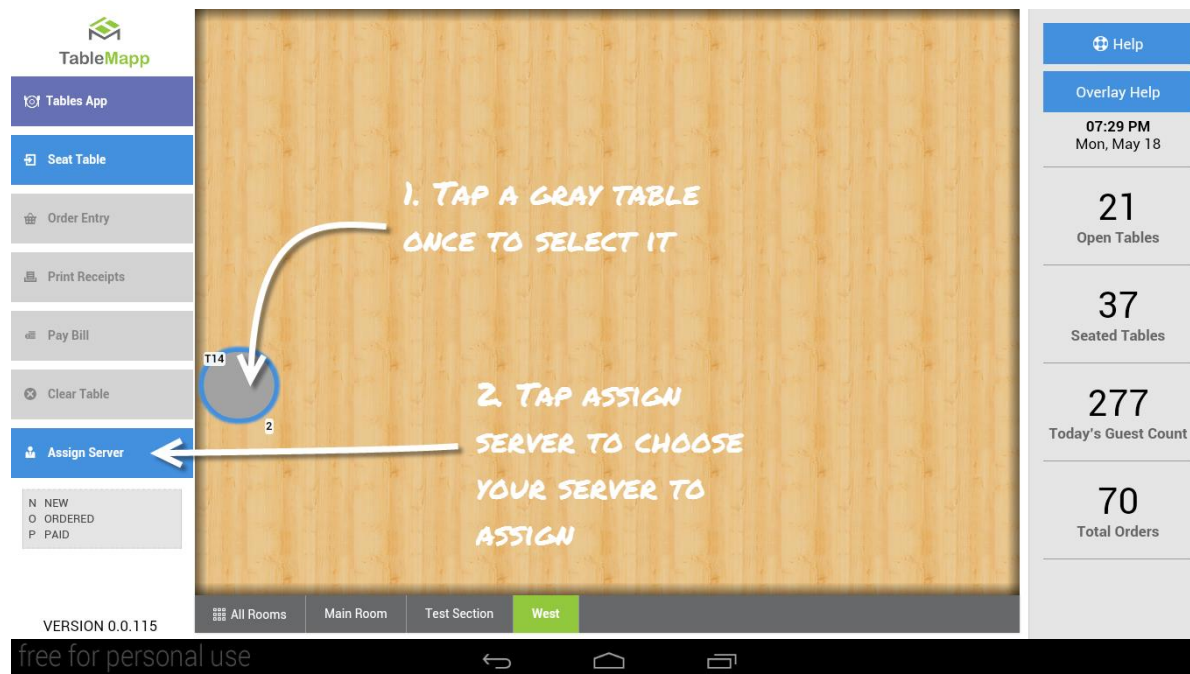
***GRAY - THESE TABLES ARE CURRENTLY NOT USED. THESE CAN BE SEATED AT ANY TIME.***

***YELLOW - THESE ARE YOUR TABLES. THESE ARE TABLES THAT HAVE ORDERS ASSIGNED TO YOU.***



# Using TableMapp

If you prefer to have assigned sections for your servers, TableMapp can accommodate this! This can be done at any time of the day. Simply tap any gray table once then tap the button labeled “Assign Server.” This will bring up a list of your employees you can choose from. Choose your employee and tap “Assign.”

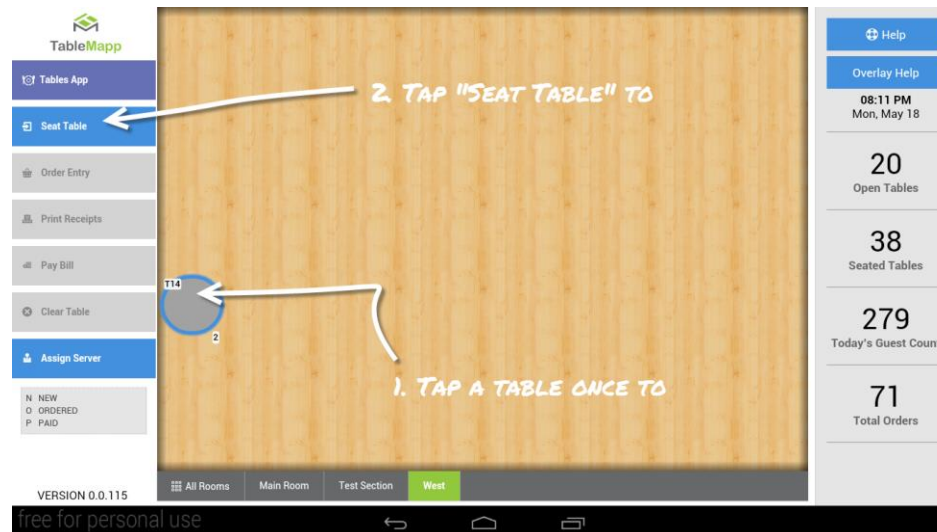




# Placing An Order

To place an order, you must seat the table first. You have two options for seating a table.

1. Double tap any table that is not seated. This will bring up the seating page where you may choose the size of your party, assign a server, and apply any notes that might be needed.
2. You may also single tap any open table. When it is highlighted, tap the button on your menu bar labeled "Seat Table." This will bring up the seating page as well.

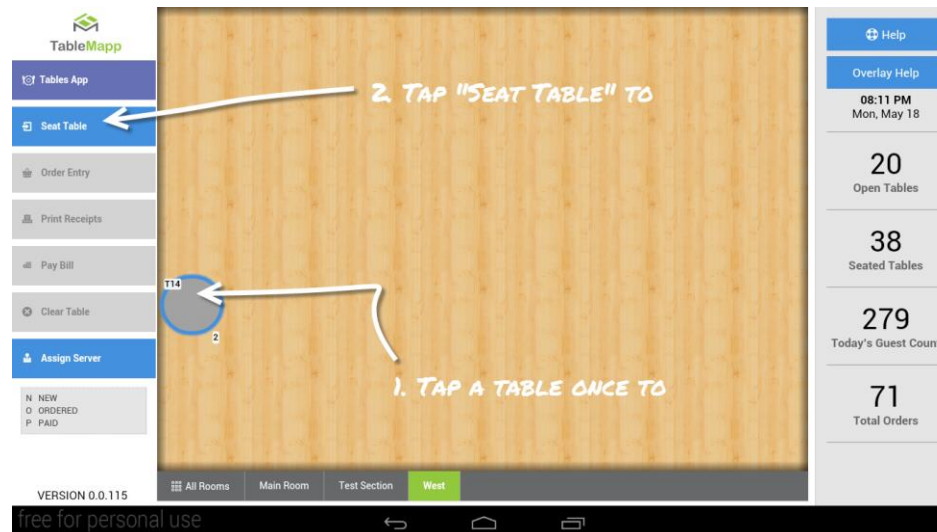




# Placing An Order

When you are ready to choose your items for the table, there are two ways to open the register app

1. Double tap any table that is not seated. This will bring up the seating page where you may choose the size of your party, assign a server, and apply any notes that might be needed.
2. You may also single tap any open table. When it is highlighted, tap the button on your menu bar labeled "Seat Table." This will bring up the seating page as well.

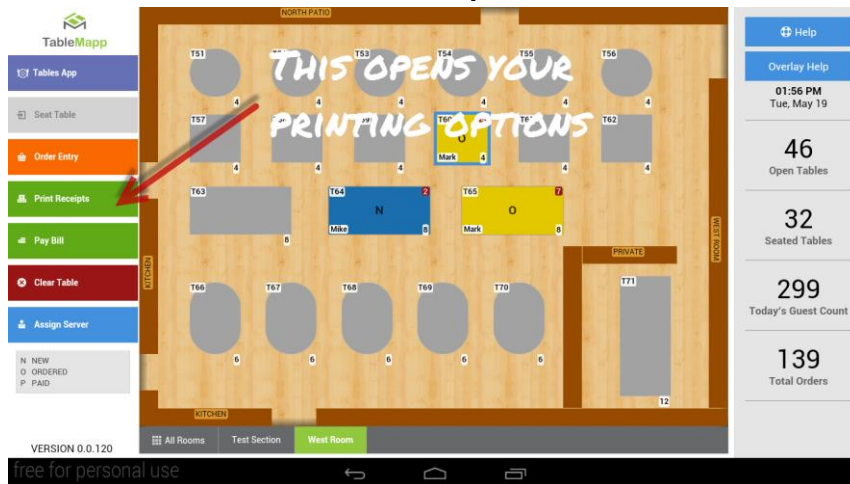




# Fire A Ticket

Once all your items have been ordered, tap “Done” to return back to TableMapp. Once you are back in TableMapp we need to make sure our ticket has been fired to the kitchen

1. Tap the button labeled “Fire” to send your menu items to the appropriate printer. This button is enabled until it has been used.
2. If you need to “fire” a second time, tap “Print Receipts” then “Print Order Receipt.”



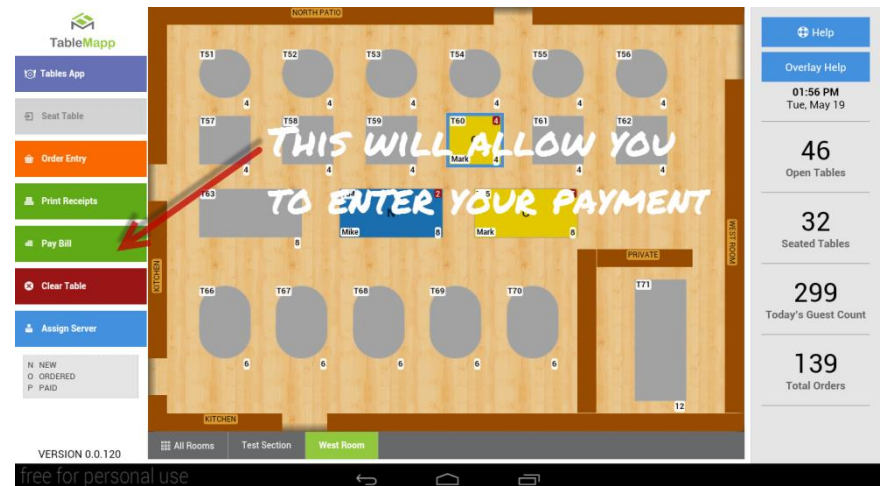
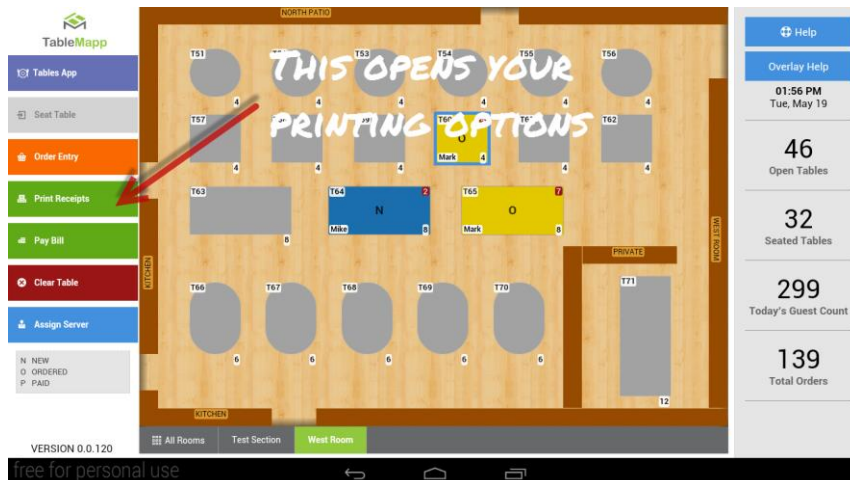




# Pay The Bill

Once your guests are ready to pay their bill, we can access the bill in two ways.

1. Tap “Print Receipts” to access your receipt options. From there go ahead and tap “Print Bill.” This will print the customer bill for their approval.
2. Once you have the form of payment, you may tap the table once and then tap “Pay Bill.” This will bring up the payments app where you can complete the payment.

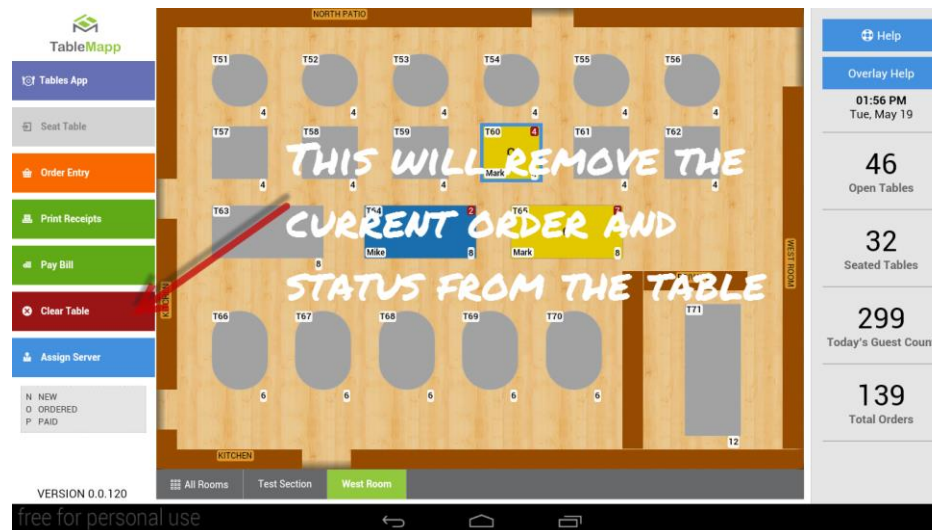




# Clear Your Table

Once the payment has been completed, you will notice the letter “P” on your table. This represents the order has been paid for but the guests are still at the table. When the guests have left and the table is ready to receive a new guest, you will need to remove them from the table.

1. Single tap the table you wish you remove and then tap “Clear Table.” This will remove the guest count, the order, and the table status. The table will now be ready to receive the next guest.





TableMapp

# Need More Help?

If you ever need help, there are multiple avenues for support.

The screenshot shows the TableMapp app interface with several annotations pointing to help resources:

- NEED HELP?** (Large text overlay at the top center)
- ACCESS MORE HELP TOPICS** (Text overlay pointing to the 'Help' button in the top right corner)
- HOLD DOWN ON ANY BUTTON TO FIND OUT WHAT IT DOES** (Text overlay pointing to the 'Print Receipts' button in the left sidebar)
- TAP HERE TO BEGIN** (Text overlay pointing to the 'Print Receipts' button in the left sidebar)
- IF YOU WANT TO SEE THIS OVERLAY AGAIN, TAP THIS BUTTON!** (Text overlay pointing to the 'Help' button in the top right corner)

The interface includes a left sidebar with buttons: Tables App, Seat Table, Order Entry, Print Receipts, Pay Bill, Clear Table, Assign Server, and a status legend (N NEW, O ORDERED, P PAID). The main area displays a floor plan with tables labeled T51 through T71. The right sidebar shows statistics: 46 Open Tables, 32 Seated Tables, 299 Today's Guest Count, and 139 Total Orders. The bottom status bar indicates 'VERSION 0.0.120' and 'free for personal use'.



TableMapp

# Need More Help?

You can always go to [www.support.seeddigitalmenu.com/tablemapp](http://www.support.seeddigitalmenu.com/tablemapp) for a more detailed help library. Here you will find step by step instructions on many tasks.

If you still needing help, please feel free to email us at [support@seeddigitalmenu.com](mailto:support@seeddigitalmenu.com) and let us know what the issue is.

We are here to help make running your restaurant easier and more efficient!



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TableMapp

# Coming Soon!

Seed Digital Menu is an app created for today's FSR's. With Seed Digital Menu, you can enjoy many benefits like:

- ❑ HD Menu Pictures
- ❑ Advanced TableMapp
- ❑ Menu Item Descriptions, Nutritional Values,
- ❑ Revenue Grouping
- ❑ Guest Ordering Mode
- ❑ Manager Mode
- ❑ Waitlist, Reservations, & To Go ordering
- ❑ Sub-Category Menu Groupings
- ❑ And so much more...



Visit [www.seeddigitalmenu.com](http://www.seeddigitalmenu.com) to learn more about how Seed can help grow your business.