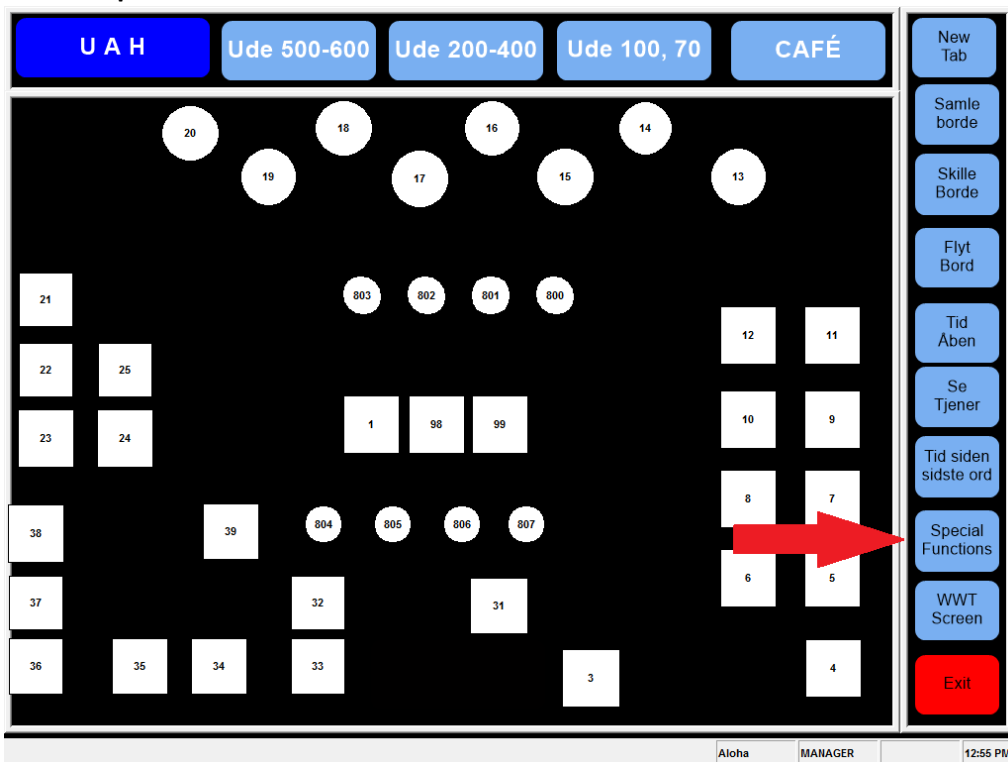

Reopen Closed Check

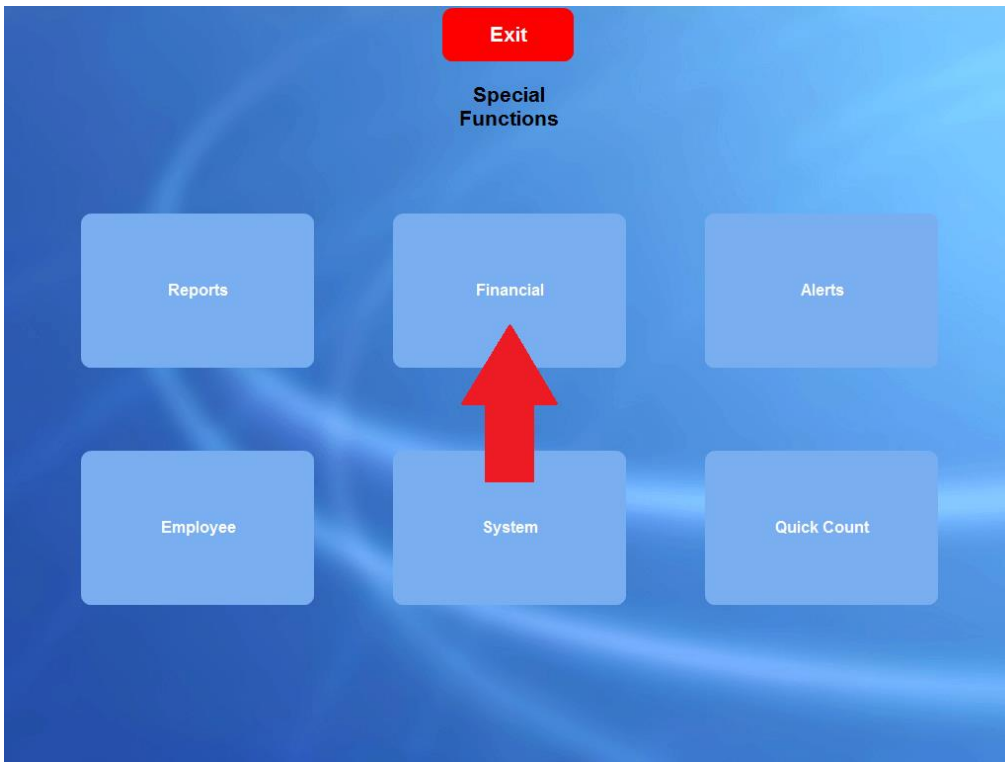
If you accidentally close a check, and the quest is not done ordering, then it is possible to reopen a closed check.

See walkthrough below:

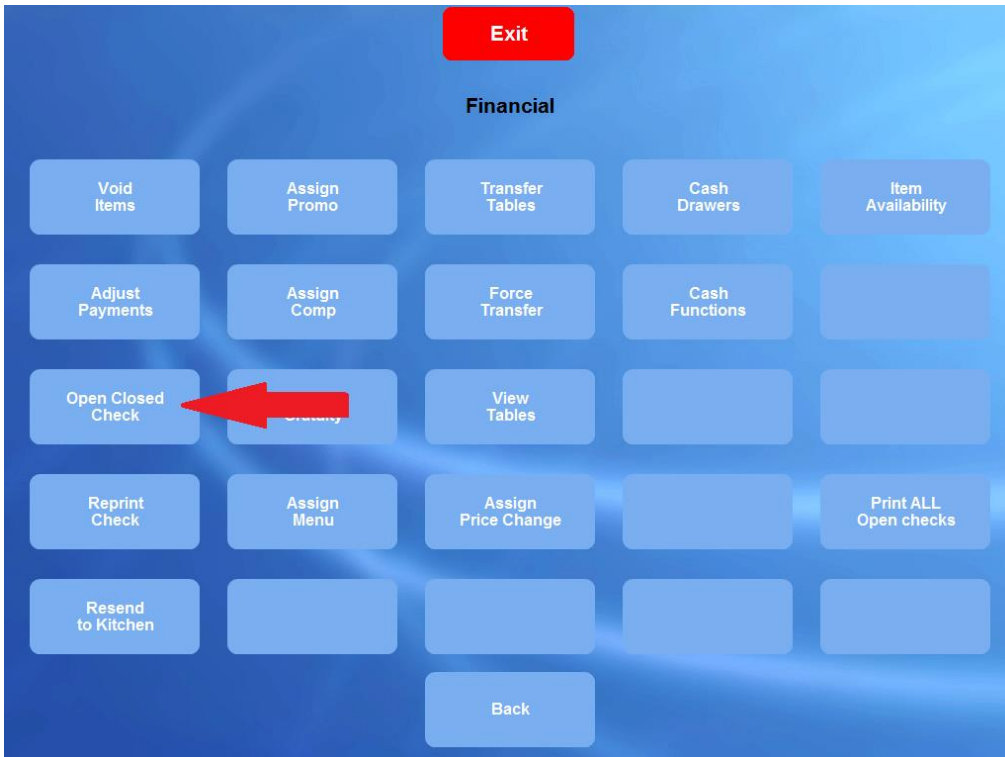
Click on **Special Functions**



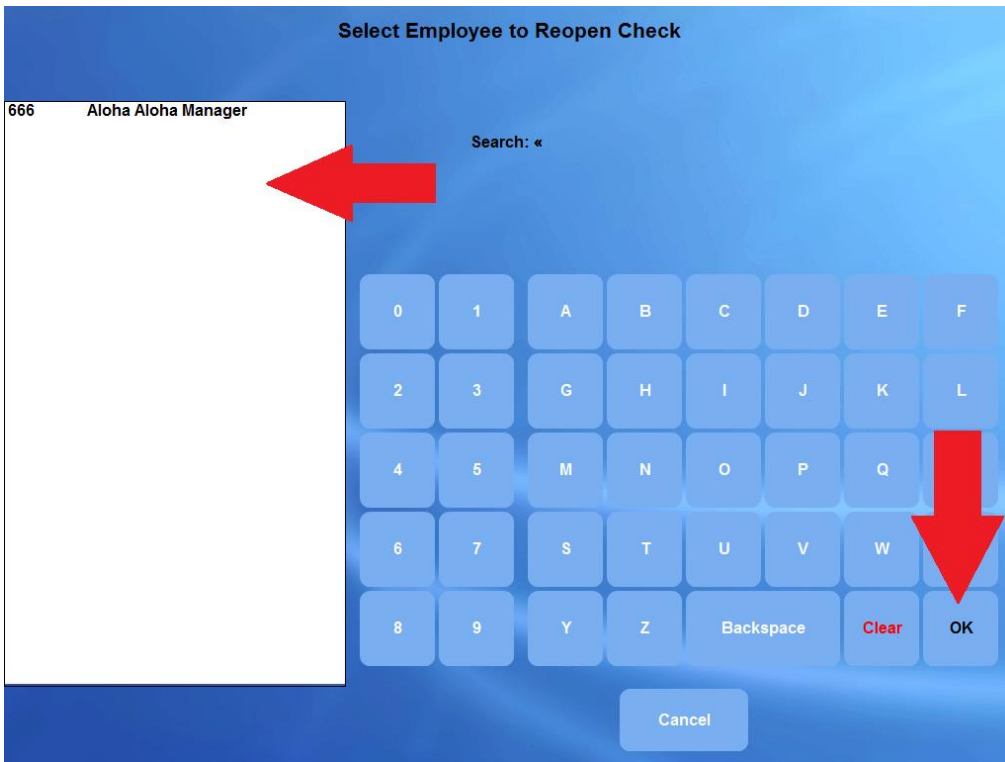
Click on **Financial**



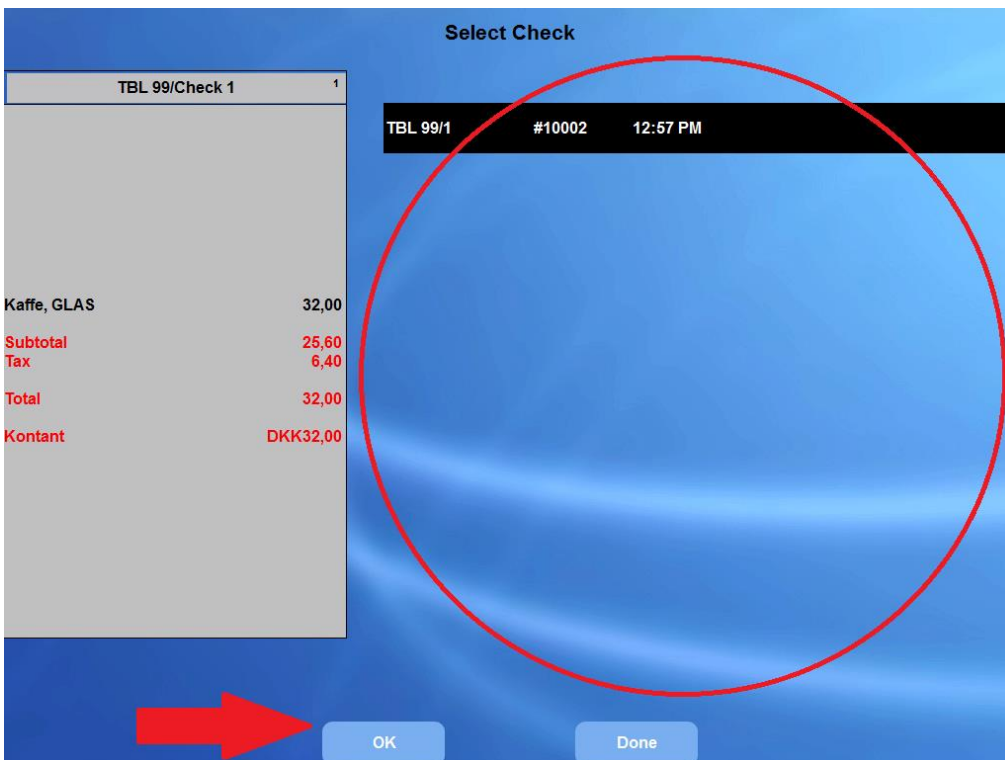
Click on **Open Closed Check**



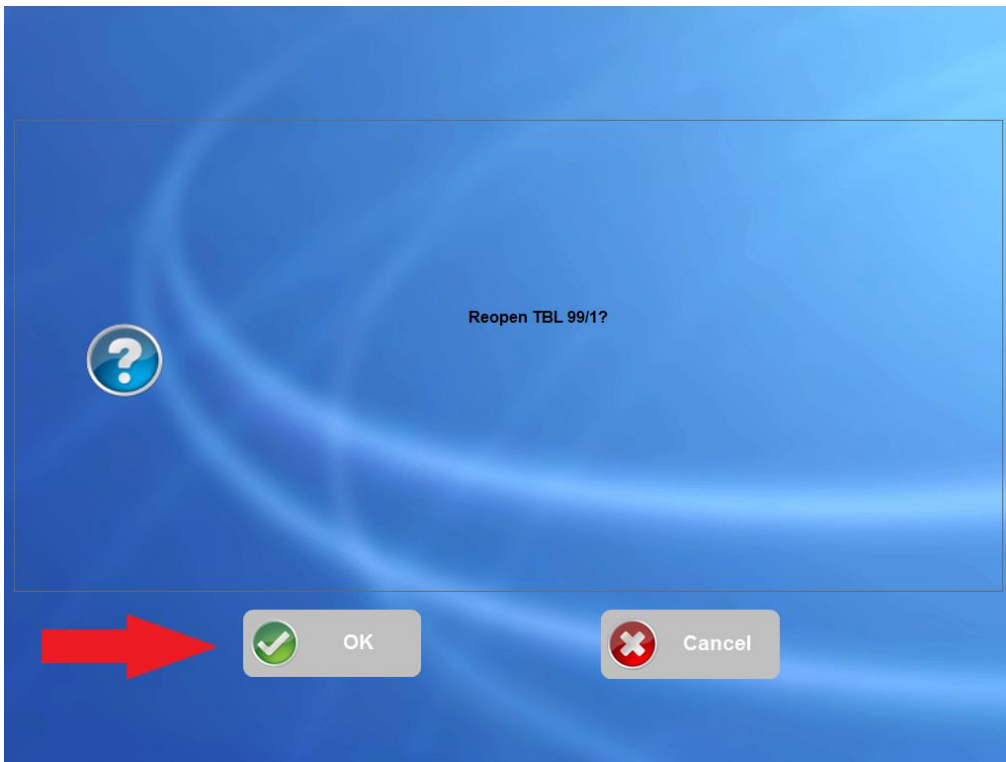
Select the employee from the list to the left and click on **OK**



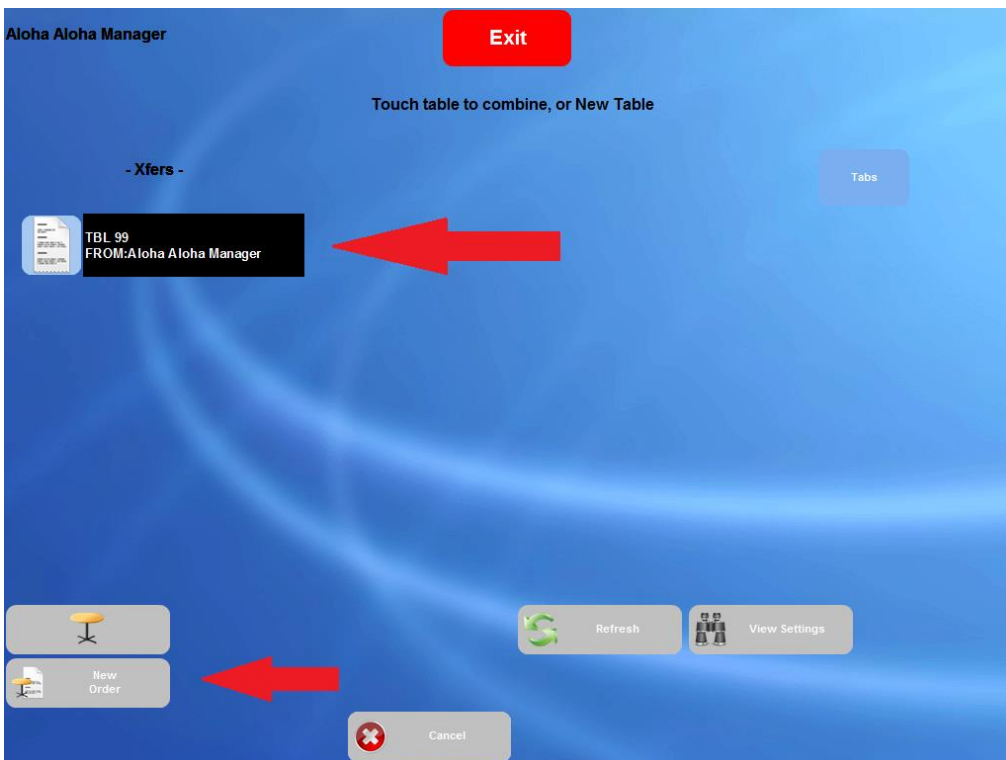
Select the check you wish to re-open and click **OK**



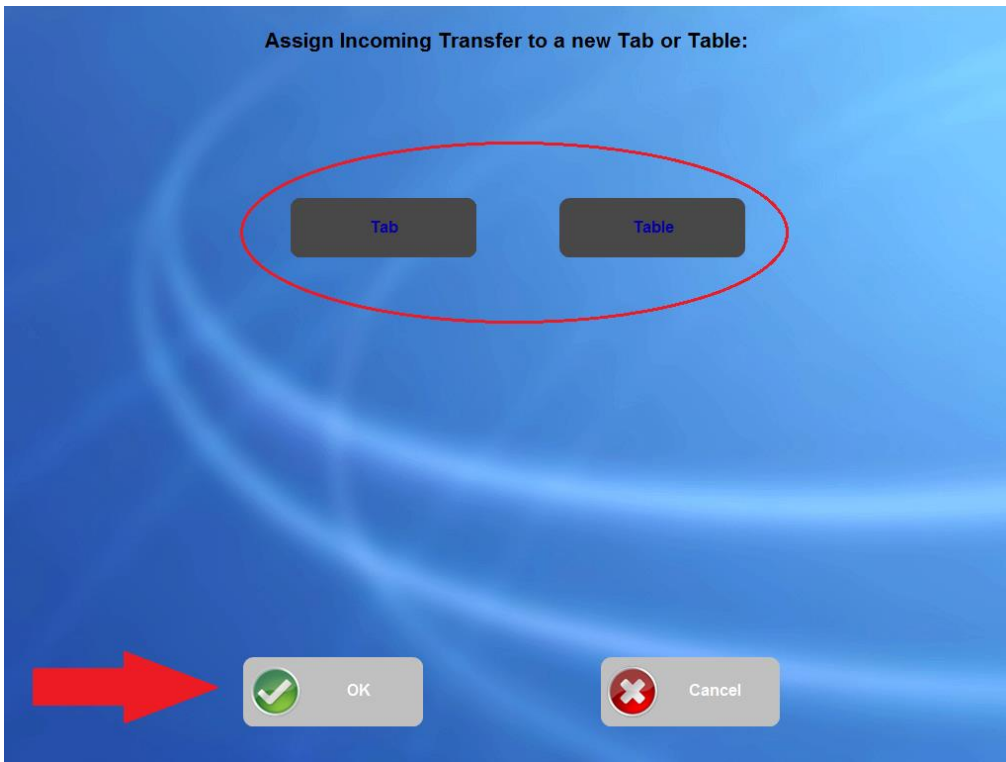
A prompt will open – press **OK** to accept



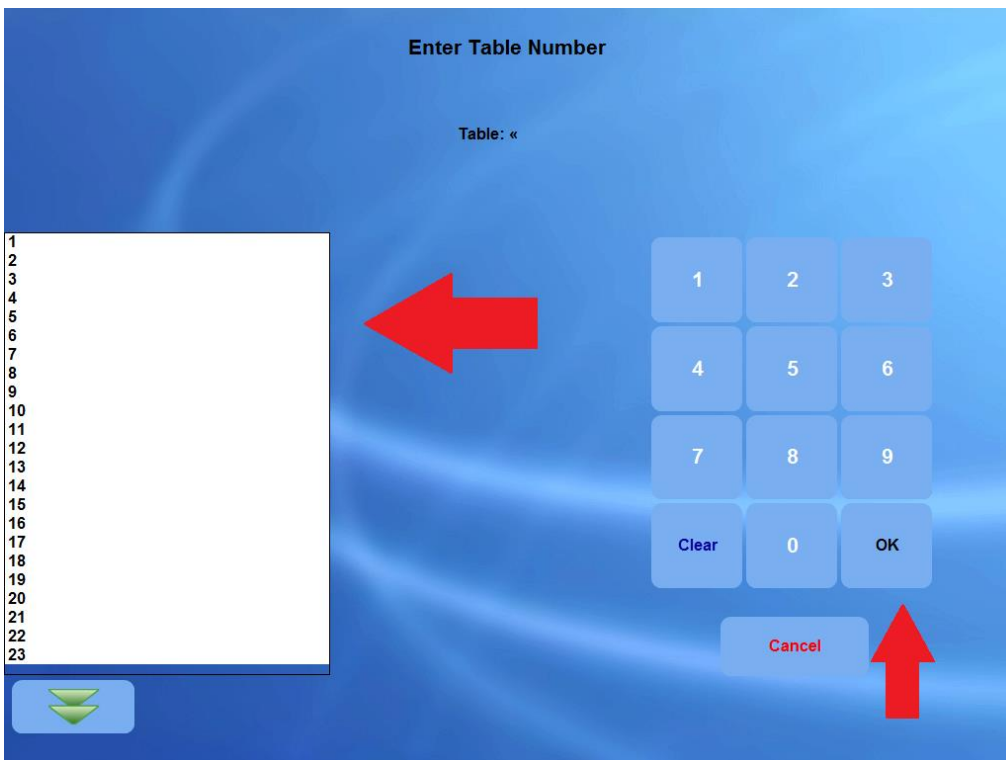
The check is now open, waiting to be transferred. Highlight the check and click **New Order**



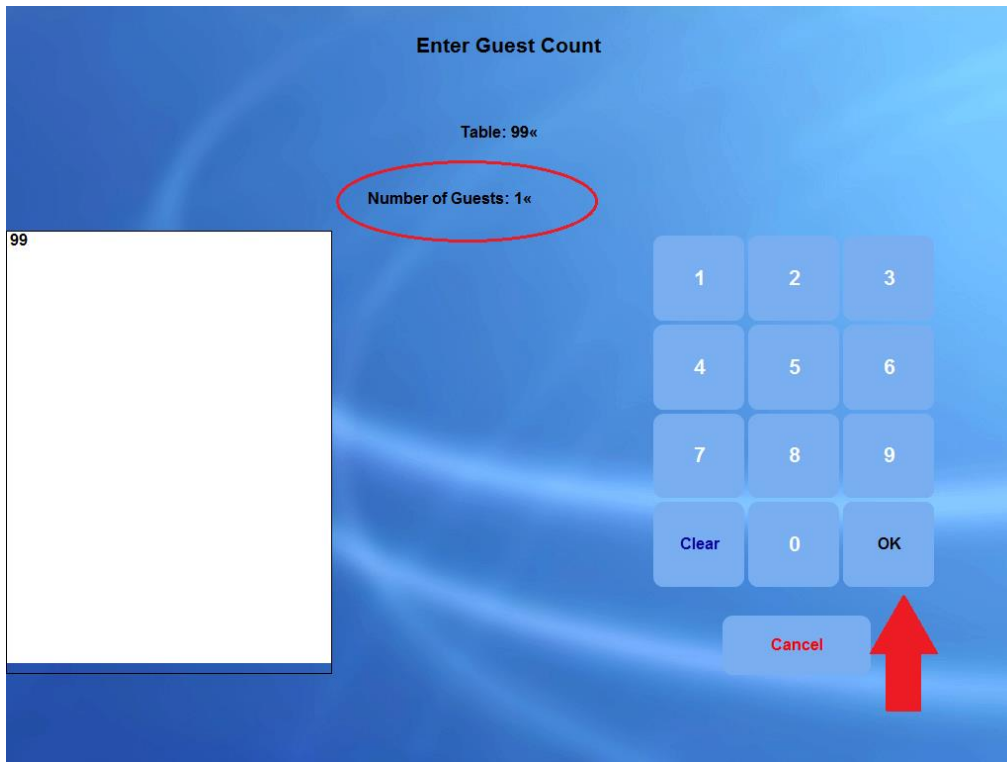
Choose between **Tab** or **Table**. We choose to open the check and place it on a table. Click **OK**



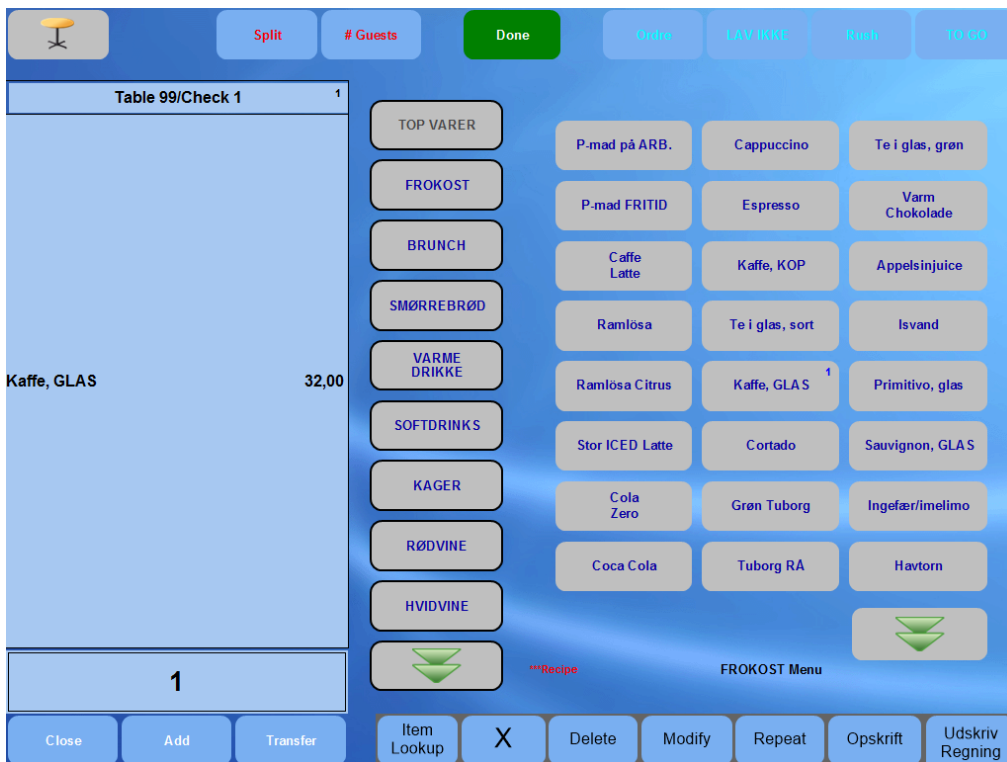
Select the table number from the list and click **OK**



Enter the number of guests and click **OK**



The check is now open and you can start ordering items.



On the floorplan, table 99 has been occupied by the check we just re-opened

The screenshot displays a restaurant floorplan management interface. At the top, there are five blue buttons: 'U A H', 'Ude 500-600', 'Ude 200-400', 'Ude 100, 70', and 'CAFÉ'. The main floorplan area is a black grid with white table numbers. A red arrow points to table 99, which is highlighted in green. The floorplan includes various table shapes and sizes, some with circular numbers (13-20, 800-803, 804-807) and others with square numbers (1-39). A right-hand sidebar contains several blue buttons: 'New Tab', 'Samle borde', 'Skille Borde', 'Flyt Bord', 'Tid Åben', 'Se Tjener', 'Tid siden sidste ord', 'Special Functions', 'WWT Screen', and a red 'Exit' button at the bottom. At the very bottom of the screen, a status bar shows 'Aloha', 'MANAGER', and '01:02 PM'.