

# TABS

## Selecting Items for A Tab



In this section follow the steps to add items to your customer's Tab.

Step	Action
1.	Select the category, the item(s) can be found in by tapping on it.
2.	Select the item(s) to add to the customer's Tab by tapping on them. (you will see the line item appear on the right after it is selected)
3.	When required adjust the item quantities by highlighting the item and tap the <b>+1</b> increase the quantity of the item or <b>-1</b> button to decrease the quantity of the item.
4.	You can add a comment to an item at any time by highlighting the item and tapping on <b>COMMENT</b> Simply Add in your comment about the item and press <b>SAVE</b>
5.	To manually change the quantity of the order, tap on <b>MANUAL</b> and input the new quantity and tap <b>ENTER</b>
6.	Continue until all items are in your customer's Tab.

