Synergy Order App - Table Bookings

Learn how to switch on table bookings, add a booking for a customer, and manage it when the customer arrives.

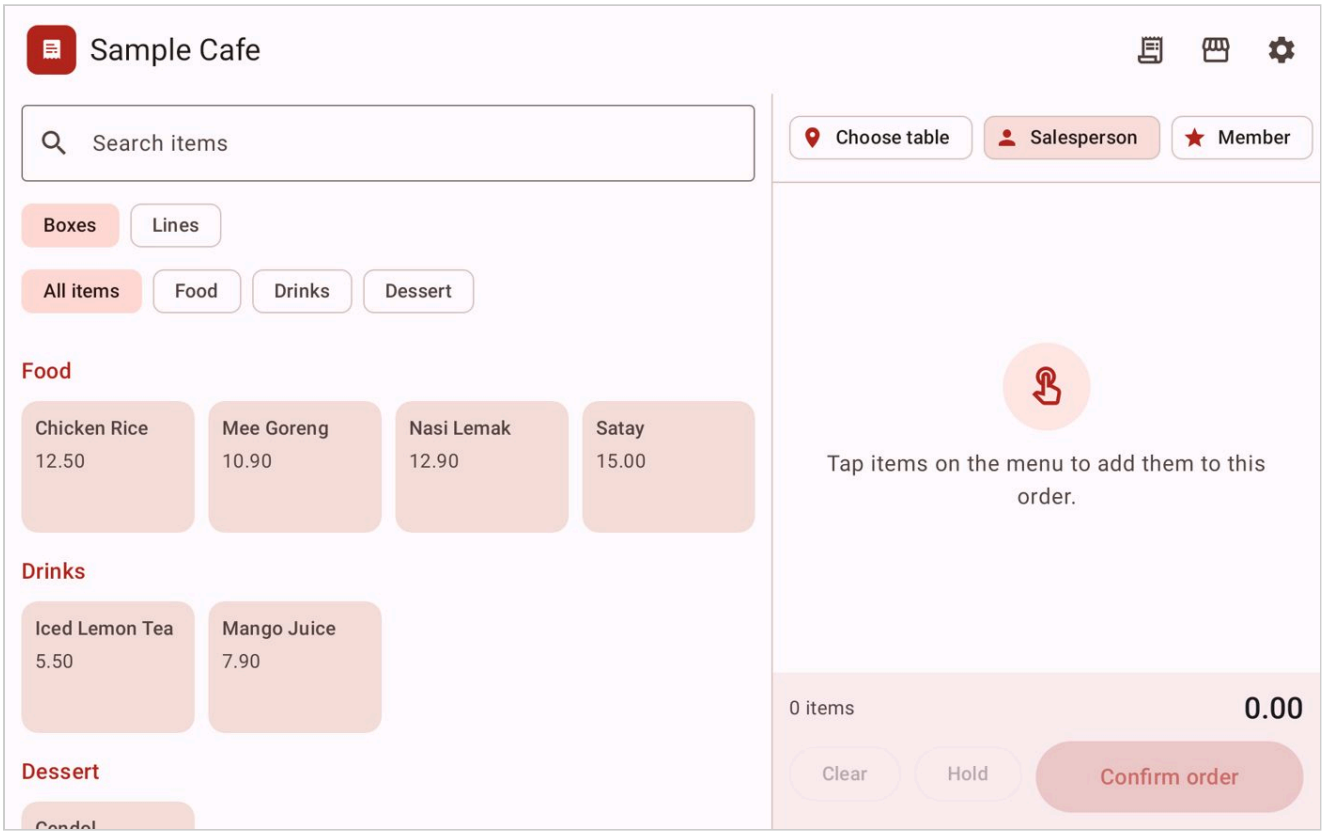
Before you start

- Your business type should be F&B, as shown in Settings.
- Have the customer's name, phone number and table number ready.

Steps

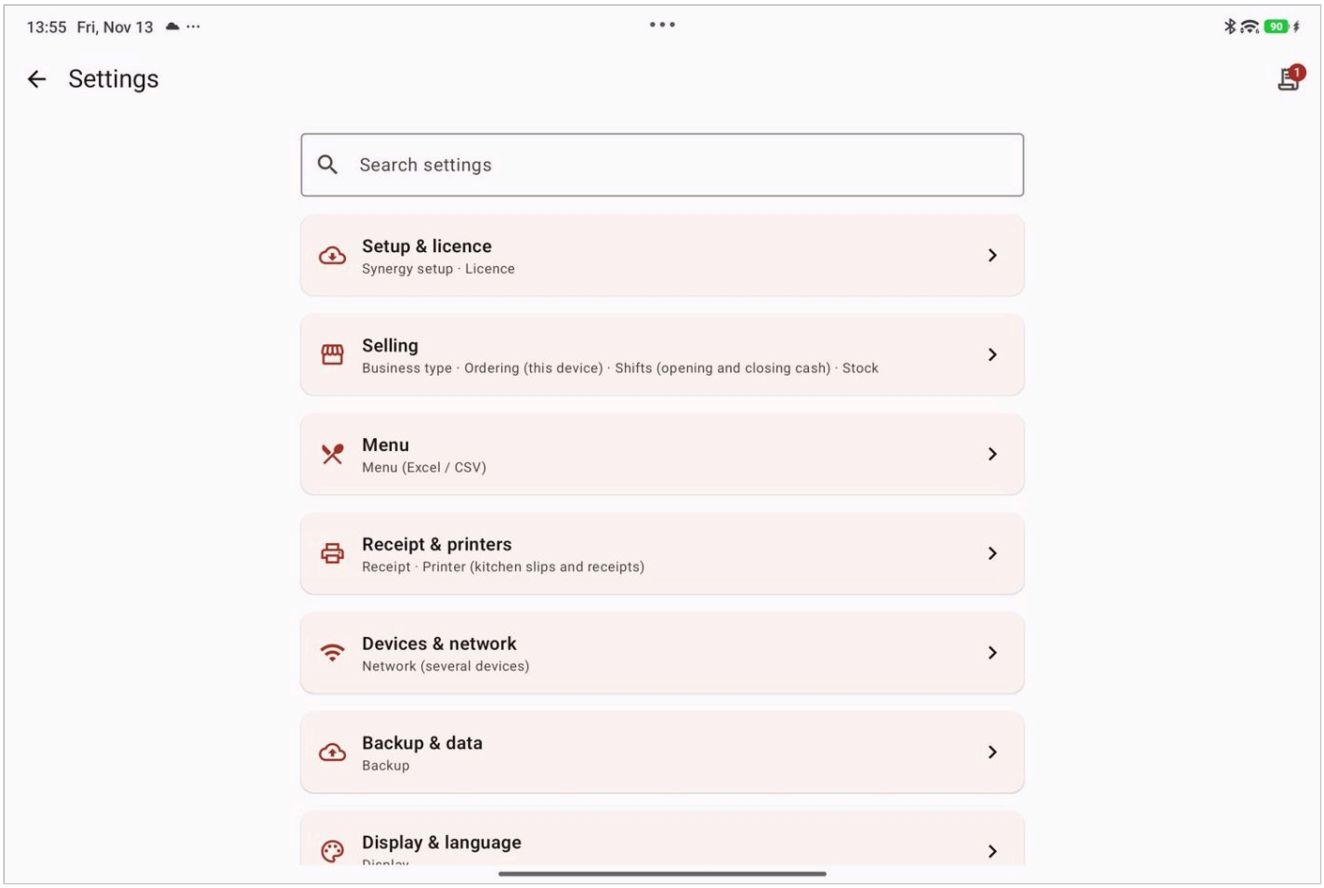
1. Start on the order screen

This is the order screen. The gear icon at the top right opens Settings.



2. Open Settings

Tap the gear icon to open Settings.

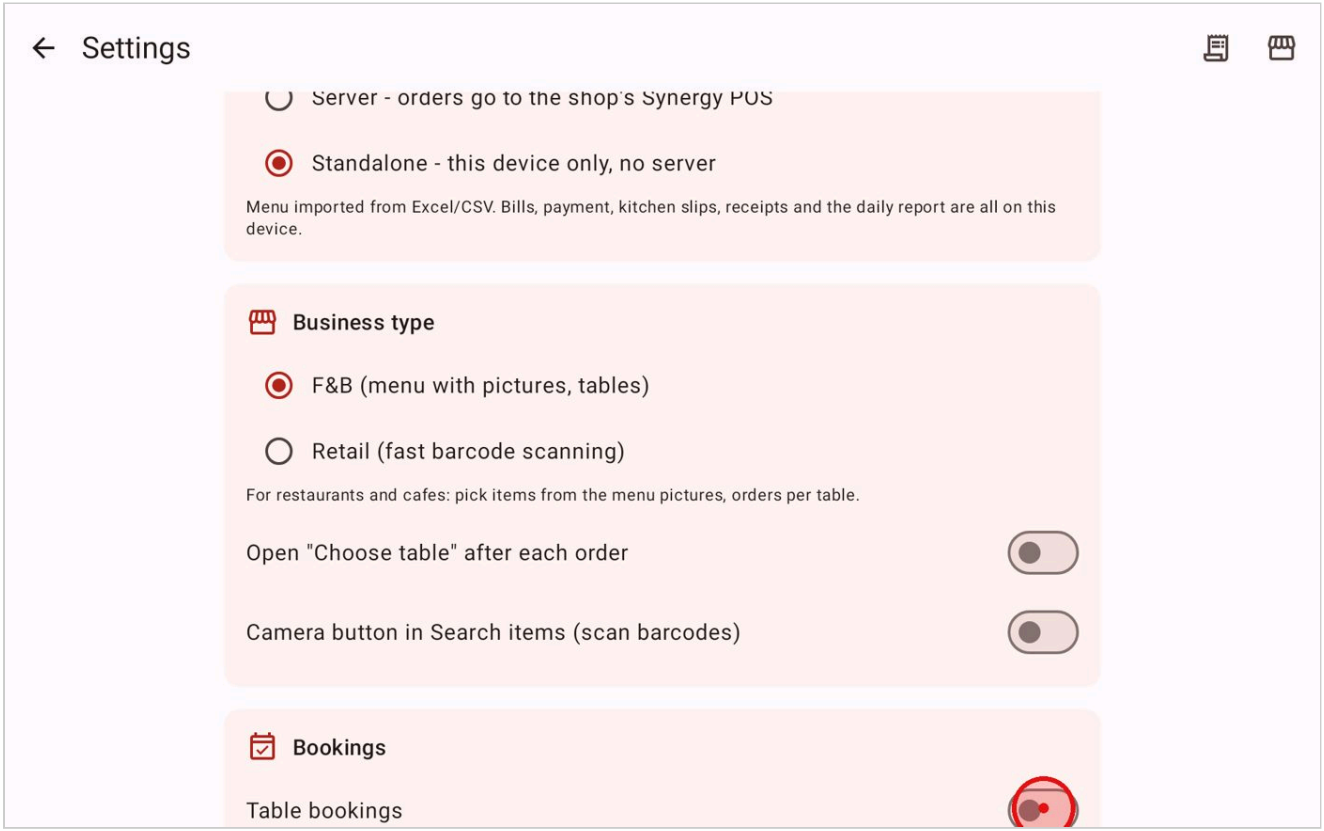


3. Open Bookings

Open the group Selling and find the section Bookings.

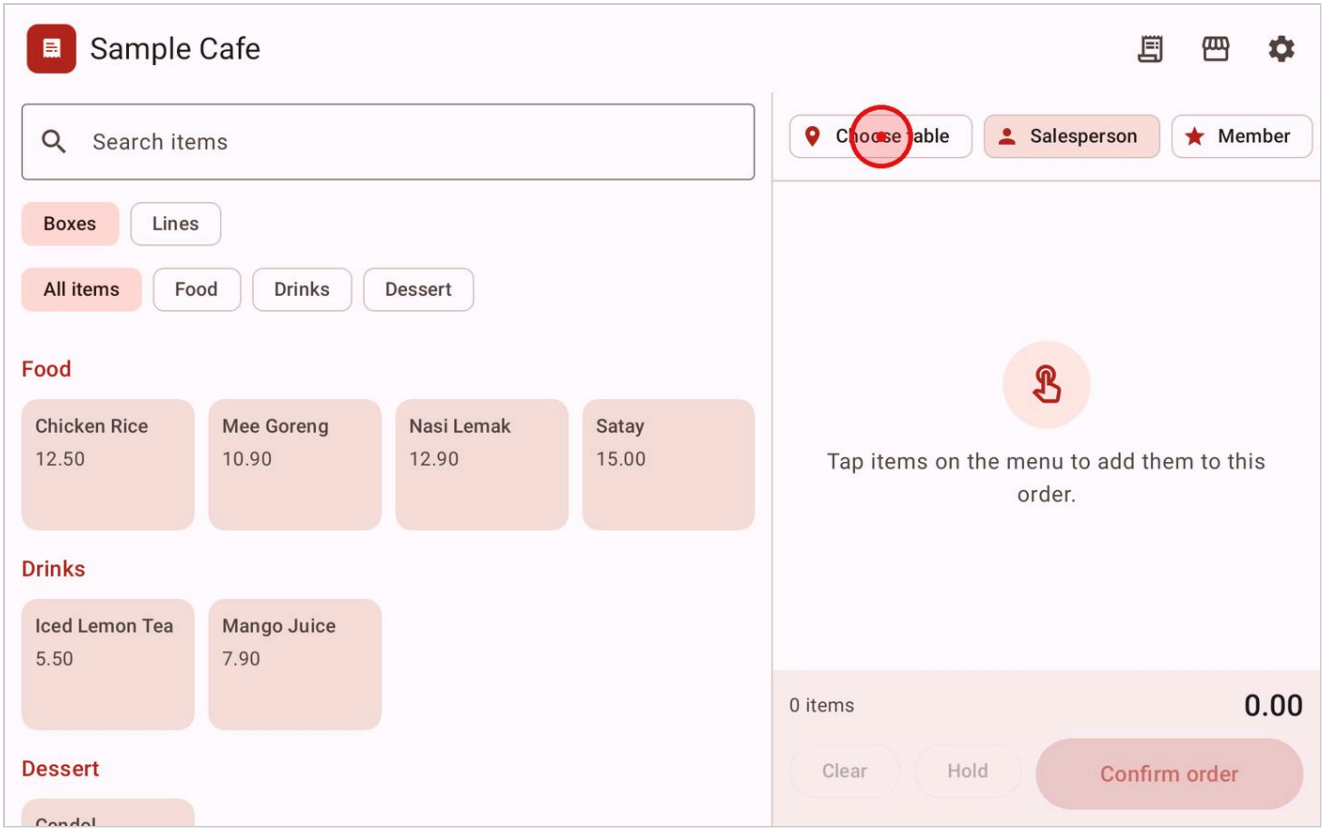
4. Switch on Table bookings

Switch on Table bookings.



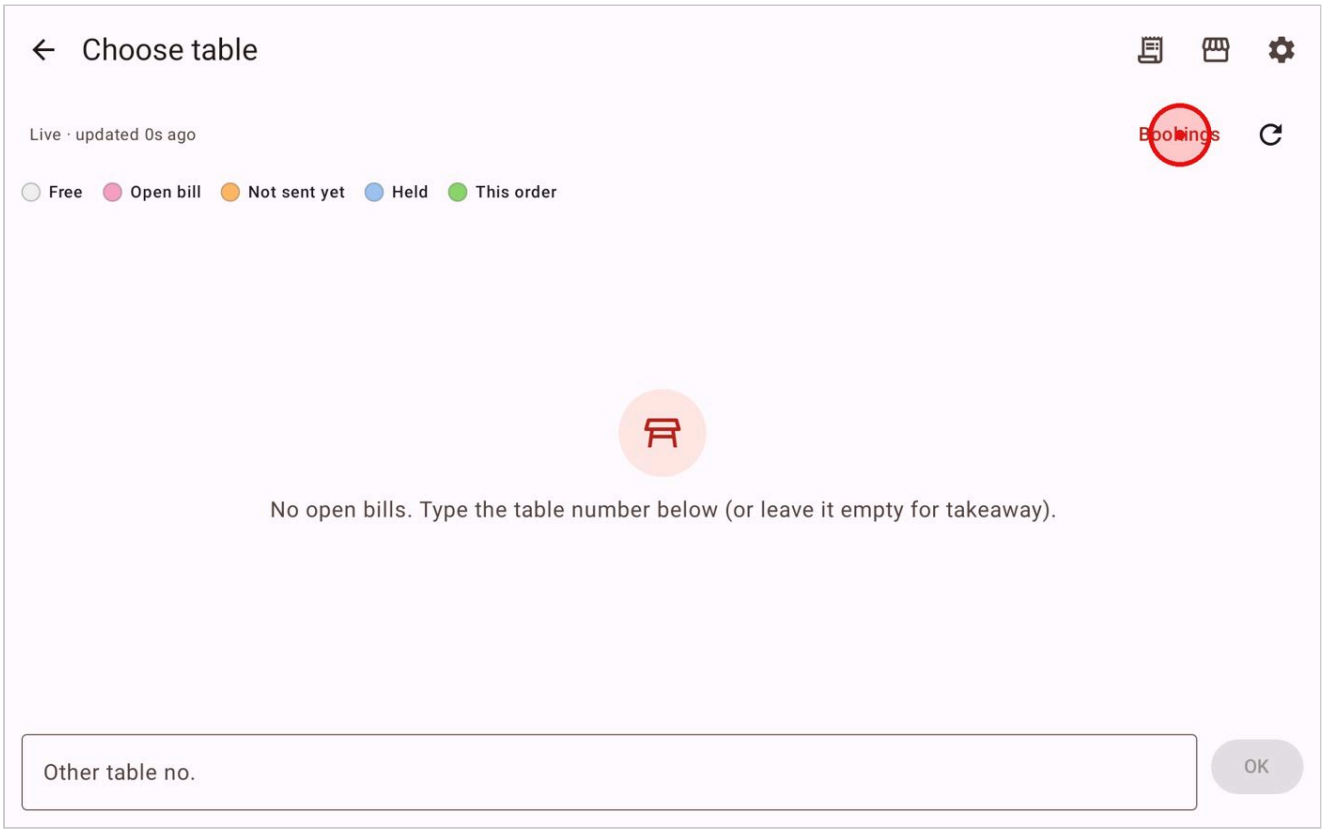
5. Open Choose table

Go back to the order screen, then tap Choose table.



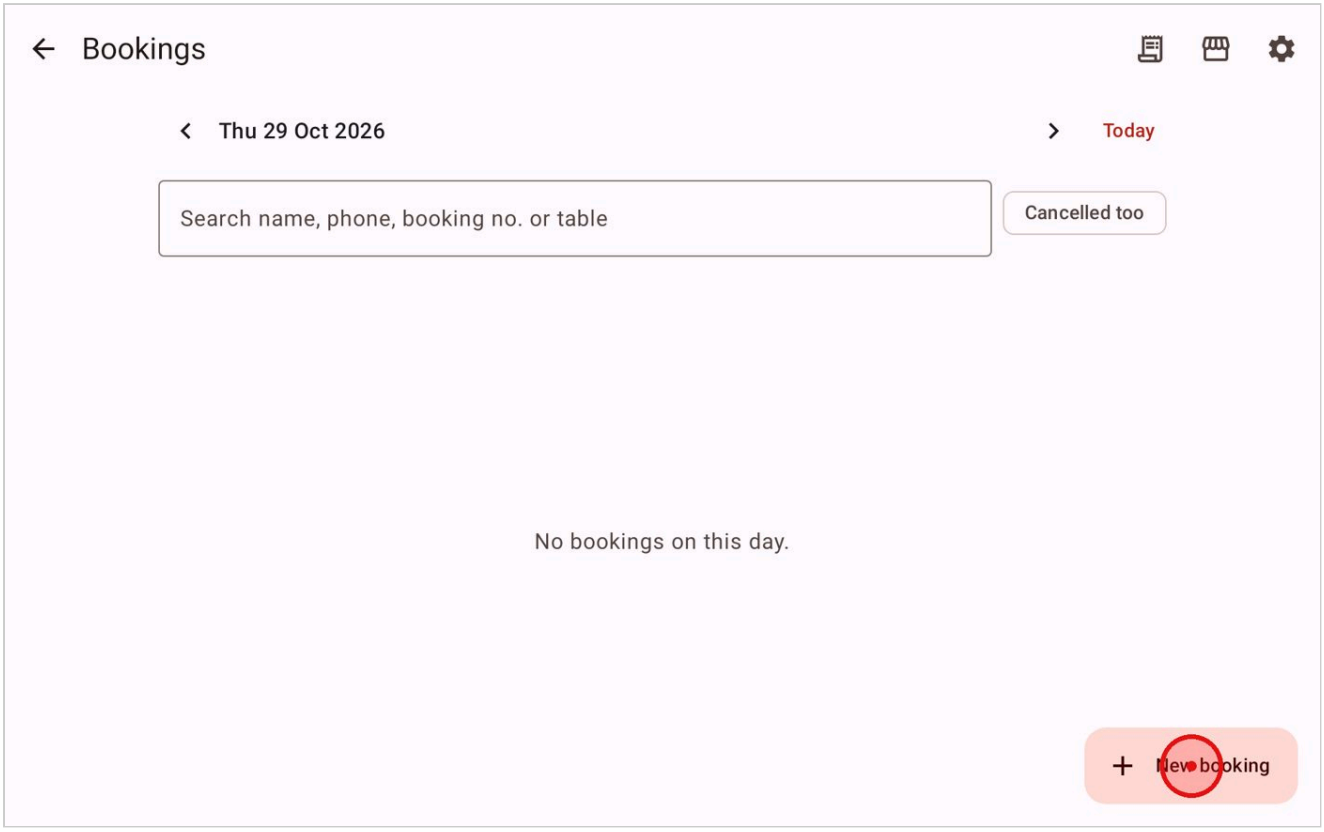
6. Open Bookings

Tap Bookings at the top right.



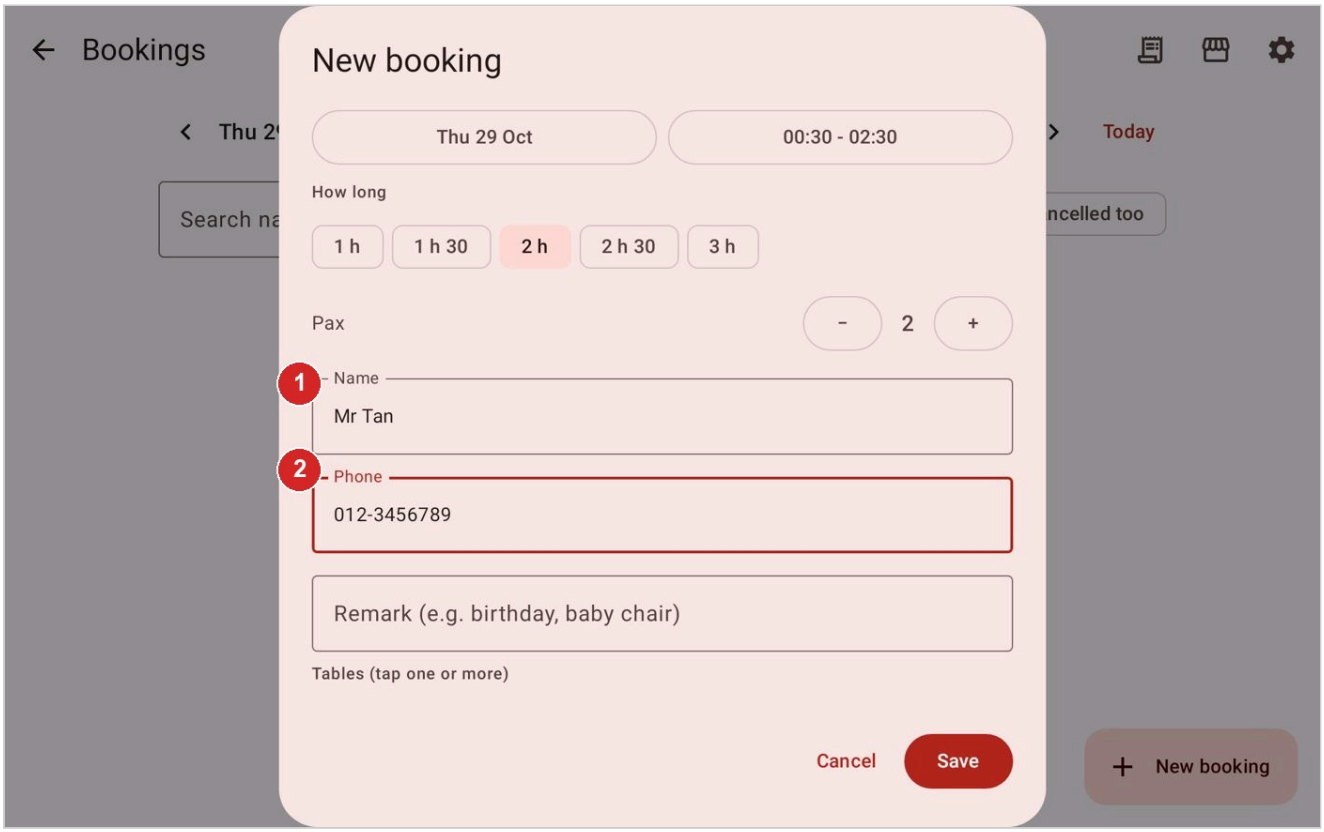
7. Start a new booking

Tap New booking.



8. Enter the customer details

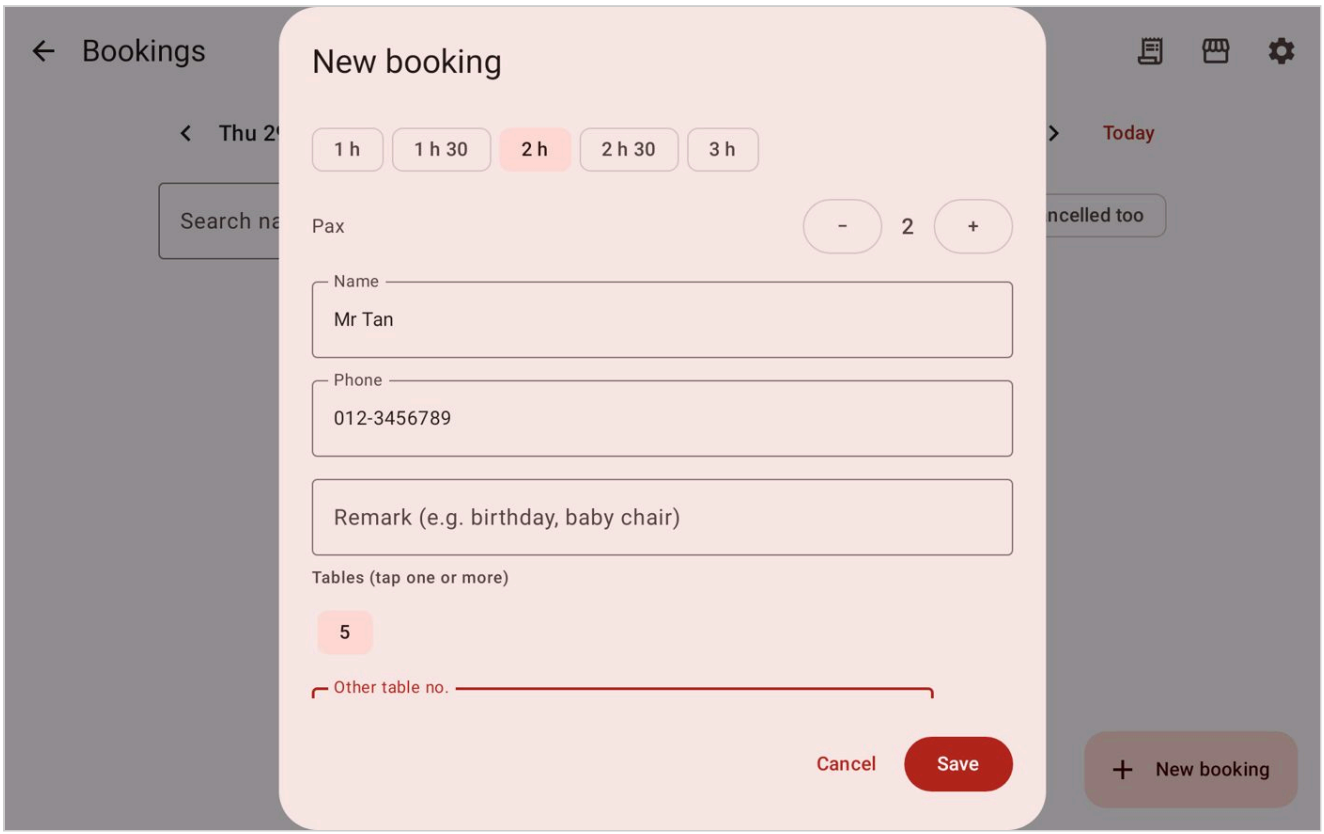
Fill in the customer details.



Step	What to do
1	Type the customer's name.
2	Type the customer's phone number.

9. Add the table

Type the table number under Other table and tap Add. The table appears under Tables.

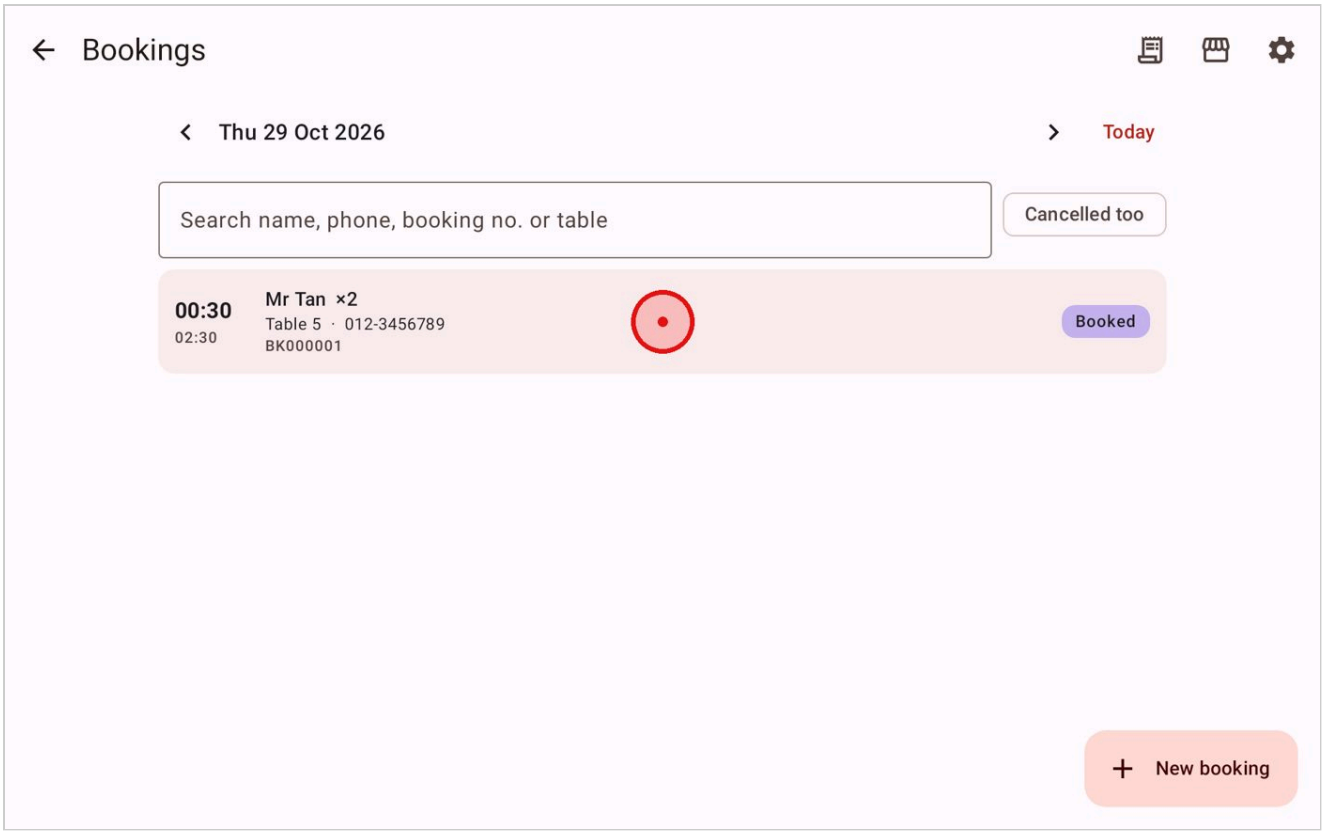


10. Save the booking

Tap Save. The booking is in the list for the day, marked Booked.

11. Manage a booking

Tap a booking to open it. Here you can tap Change, Customer arrived, No-show or Cancel booking. Tap Close to leave without changes.



Tips

- A booking has a time, how long, pax, name, phone, remark and one or more tables.
- A table cannot be booked twice at the same time.
- Booking statuses are Booked, Arrived, Completed, Cancelled and No-show.

Order App (screens from build 2026-11-13A) - Guide date 2026-11-13.