Synergy Acc2026 - Quick Edit: Served, Dine-In and Seat on Order Lines

For restaurants, Quick Edit lets you change several order lines in one go: whether each line is served or waiting, dine-in or take-away, and which seat it belongs to.

Before you start

- Open a sale that has order lines on the POS sales screen.

Steps

1. Open Quick Edit

Click the Quick Edit button on the POS sales screen. It can also be opened from the Kitchen Display screen.

2. Read the colours

Dine-in and served cells are green. Take-away and waiting cells are pink.

3. Switch dine-in or take-away

Click the dine-in cell of a line to switch it between Dine-In and Take-Away.

4. Switch served or waiting

Click the serve cell to switch between Waiting and Served.

5. Change the seat

Use the minus and plus buttons in the seat column to change the seat number, from 1 to 99.

6. Change every line at once

Click All Served or All Un-served to mark every line. Clear All Orders marks all the orders as served after you confirm 'Do you want to clear all order by marking all as SERVED?'.

7. Save

Click OK to save, or Cancel to leave without saving.

Tips

- Only the lines you changed are saved.
- Setting a line to Served records the current time. Setting it back to Waiting removes that time.

Common problems

A message says the item's [SERVED] status is changed from [Served] to [Waiting].

You put a served line back to waiting. Tick the confirmation box and click OK if that is what you want, or cancel.

Draft: written from Synergy's support notes (checked by AI against the program), not yet reviewed by Synergy staff.