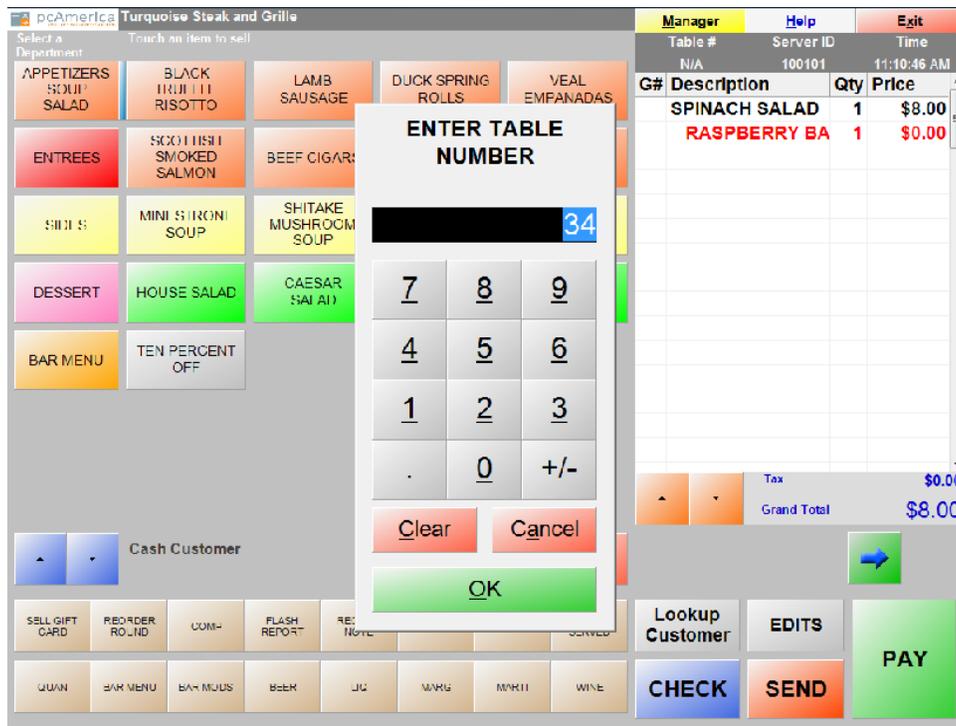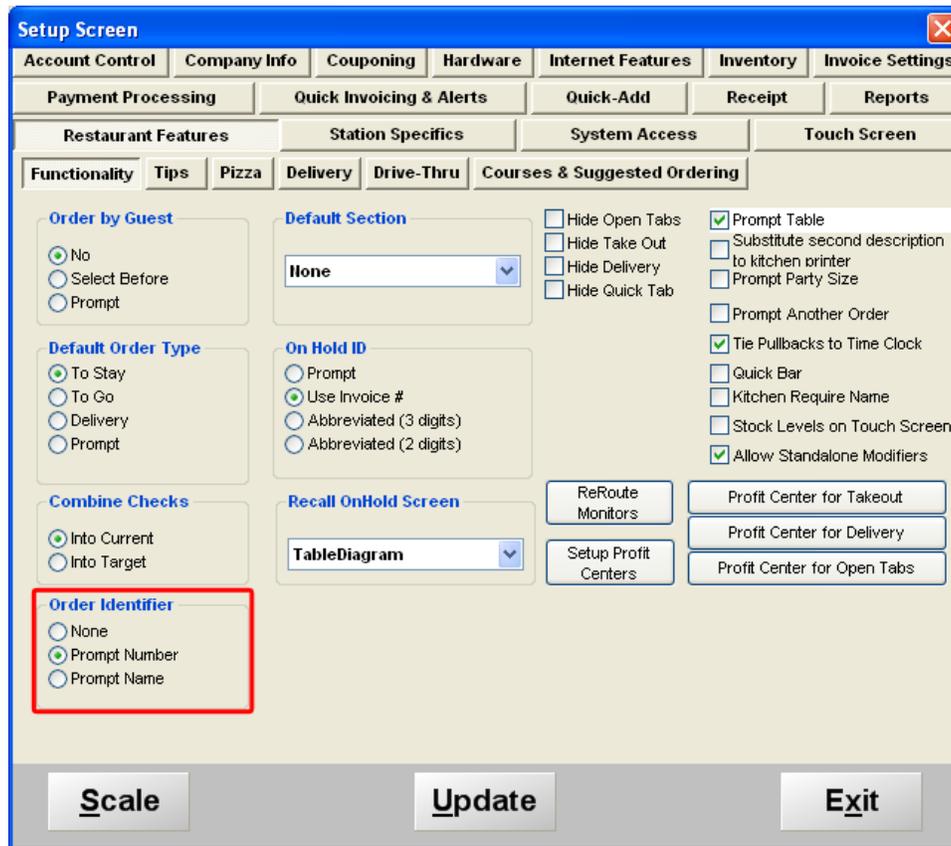# Order Identifier

The **Order Identifier** feature allows your employees to assign a name or number to a customer's order as it is being entered into the system. When the customer's order has been prepared by the kitchen, your employees can simply call the customer's name or number for a quick pickup.

Enabling the Order Identifier Feature

	1. Select the **Manager** or **Options** button.
	2. Enter the administrator password (default: admin) where applicable.
	3. Select **Setup** then, **Setup Screen**.

4. At the setup screen select **Restaurant Features**.

5. Under **Order Identifier** choose whether you want to use a number or a name to identify individual orders:

- **NONE**—Disabled, Default -- Acts as it does now

- **TABLE NUMBER** – Prompts for a numeric table number with a touch-screen numeric keypad (such as for a tabletop number given to a customer to put on their table for order delivery)

- **CUSTOMER NAME** – Prompts for the customer's name with a touch-screen keyboard

Using order identifiers

1. In **Quick Tab** (the invoicing screen without first selecting a table), add items to the invoice and select **PAY**.

or

2. If **Order Identifier** was set to **Prompt Name**, provide the name to be associated with the check and select **ENTER**.

   If it was set to **Prompt Number**, provide the number to be associated with the check and select **OK**.

Orders sent to the kitchen video system or kitchen printer will be accompanied by the appropriate identifier. When complete, this identifier can be used to locate the customer who placed the order.