How to Mark a Takeaway Order as Taken

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There are three ways to mark a takeaway Order as Taken on the PAD:

# From the Payment screen

1. On the PAD, complete the TD Order flow until payment is taken
2. Tap Mark Taken



1. Select Close Order to close the Order



1. Now the Order has been marked as Taken and no longer appears on the TD Management screen



# From the TD management screen

1. On the TD Management screen, find the relevant Order and swipe right



1. Select Taken



1. Now the Order has been marked as Taken

# From the TD Actions tab

1. Select TD Actions



1. Select Mark Taken



1. Select the relevant Order(s)



1. Select Apply



1. Now the Order has been marked as Taken and no longer appears on the TD screen



***If you need further assistance, please call Flyght Support at 419-724-3115 or send us an email:*** ***support@whatisflyght.com***