How to Transfer an Item to Another Table, Tab, or Guest

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Once an Item has been fired, it can only be transferred to another Table, Tab, or Guest from the Check Screen, and not from the Order Screen.

# Follow the steps below to learn how to transfer an Item after it has been fired:

1. From the Check Screen, swipe right on the Item you would like to transfer



1. Select **Move To**



1. From here you have three options: transferring the Item to another Table, Tab, or Guest

# Transfer to a Table

1. To transfer the Item to another Table, enter the Table number



1. Tap**Submit**



1. The Item has now been transferred to another Guest, and will have an indication showing which Guest it was transferred from



# Transfer to a Tab

1. To transfer the Item to a Tab, tap **Tab** and select the relevant Tab to transfer it to



1. Tap**Submit**



1. The Item has now been transferred to another Guest, and will have an indication showing which Guest it was transferred from



# Transfer to a Guest

1. To transfer the Item to another Guest, tap **Guest** and select the relevant Guest to transfer it to



1. Tap**Submit**



1. The Item has now been transferred to another Guest, and will have an indication showing which Guest it was transferred from



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