



# Setting Up a Location in GoTab

Complete the steps below to set up your demo location in GoTab.

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## Step 1

Fill out all general location information under the **location configurations** tab: contact information, tax rate, schedules, processing rates, etc.

**Location**

<b>Copy</b> Copy this location.	<b>Daily Emails</b> Preview/Send/Manager daily emails.
<b>Edit</b> Update location configurations.	<b>Full Service</b> View/Edit full-service setup.
<b>Messaging</b> View/Edit messaging configurations.	<b>Processors</b> View/Edit processor configurations.
<b>Schedules</b> View/update location schedule and schedule variations.	<b>Stations</b> View/update station configurations.
<b>Tax Rates</b> View/Edit tax rate configurations.	

- [How to set up a tax rate](#)
- [How to set up a daily email report](#)

## Step 2

Add a menu via the **Product Catalog** tab. Add products to your menu, and fill out the relative product and modifier information for each product.

The screenshot displays a user interface for managing a menu. At the top, the menu is titled "Happy Hour Specialty Cocktails" and has an "Enabled" status. Below the title is a toolbar with icons for edit, delete, add, and other actions. The menu contains five items, each with a name, price, and a set of icons for editing and deleting. The items are:

- Bee's Knees \$5.00
- Street Side Bloody \$6.00
- OG Whiskey Sour \$8.00
- Ruby Tart \$7.00
- Paso Mango-Rita \$6.00

At the bottom of the menu, there is a blue button with a plus sign and the text "ADD PRODUCT". A red arrow points to this button.

x

Name	Product name	
Short Name	Short Name	
Base Price	\$ XX . XX	Display Price
Description	<div style="border: 1px solid #ccc; padding: 5px;"> <p>H B I ↵   - “ ☰ ☷ ↻</p> </div>	
Category	Happy Hour Specialty Cocktails	
Max Order Qty	Unlimited	
Tax Rate	9.00%	
Prep Time	0	Min
Show Prep Time On Menu	<input type="checkbox"/>	
Revenue Account	Select Account...	
Stations	Requires default station	

**POS Color Picker**  
No color is selected for this product

Close
Save

Paso Mango-Rita
Undo Redo
x

### NEW MODIFIER

Enabled
  888
  Disabled

Name

Short Name

Description (optional)

Open Text Mod

These prices are added to the base price of \$6.00

\$

**Checkbox modifier.**  
Add options to create multiple selections.

Default

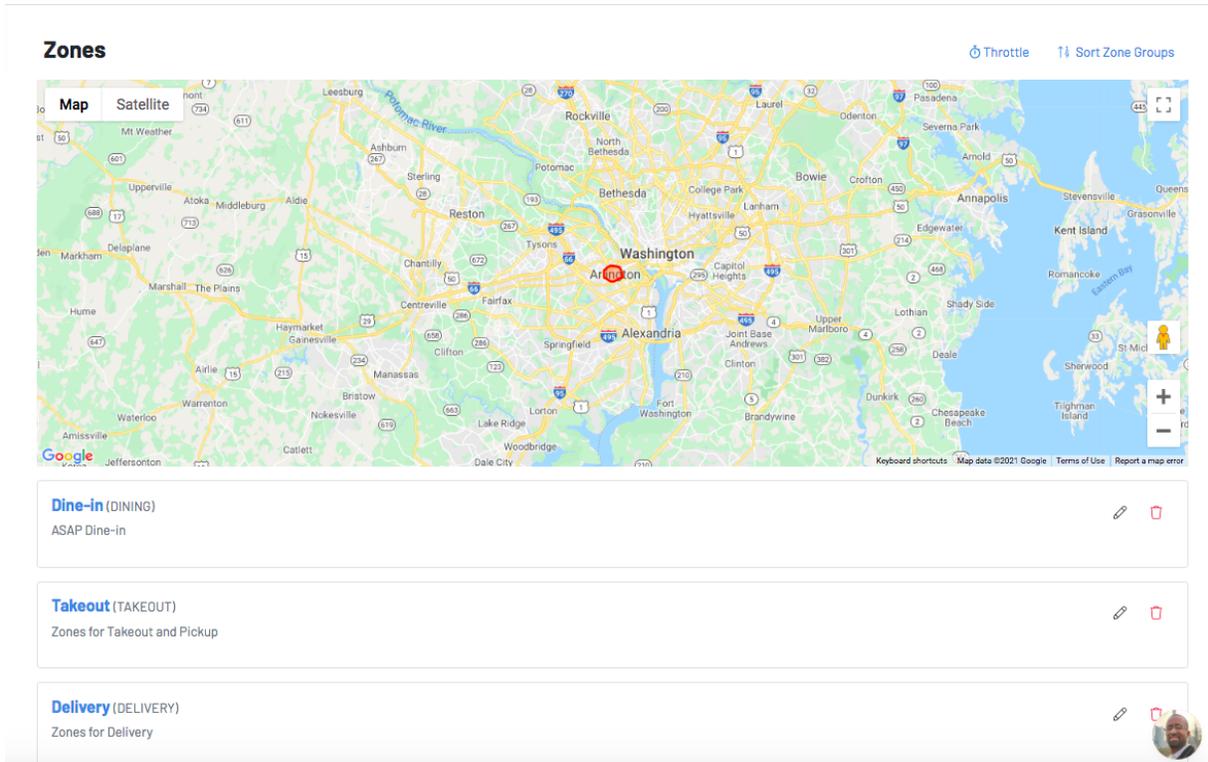
Require

All unsaved changes will be reverted.

- [How to manage your product catalog](#)

### Step 3

Add zones (revenue centers), spots (tables within revenue center), tip rates, etc for dine-in, takeout, and delivery zones via the **Zones** tab.



## Update Dining Room Zone

Zone UUID: zn\_LHzf6\_VAtqV5a0S8t9AUHT

### Name

Dining Room

### Minimum Order Subtotal (\$)

0.00

### Low Tip (%)

10.00

### Mid Tip (%)

15.00

### High Tip (%)

20.00

### Default Tip

Mid (15.00%)

Clear Tip Rates

### Open Tab Requirement

Requires customer card and phone on file.

### Prompt Guest for Name on Scan

Yes  No

### Unavailability Message

e.g. The Patio is currently closed.

### Order Notes Prompt

Enter special order requests here

Save

Cancel

- [How to create a dine-in zone](#)
- [How to create a takeout zone](#)
- [How to create a delivery zone](#)

## Step 4

Assign and activate a phone number for your location. Go to the **Location Configurations** tab, under **Messaging**, choose to assign an open phone number to your location. Once assigned, go again to Messaging and click the cogwheel icon to toggle on messaging.

Phone Number	Location Name	Status	Action
+13153886722	(Wolf Trap - Encore Circle Lounge)	Active <input checked="" type="checkbox"/>	
+13153886733	(Wolf Trap - Gift Shop)	Active <input checked="" type="checkbox"/>	
+15714100050	(Wolf Trap - Picnics To-Go)	Active <input checked="" type="checkbox"/>	
+15714100056	(Wolf Trap - The Barns)	Active <input checked="" type="checkbox"/>	
+15714100051	(Zaytinya)	Active <input checked="" type="checkbox"/>	
+14128432622	(Zingerman's Delicatessen)	Active <input checked="" type="checkbox"/>	
+13153886719			Assign
+13153886726			Assign
+15183183247			Assign
+15183183271			Assign
+13153886783			Assign
+13153886799			Assign
+12702356320			Assign
+12702356285			Assign
+15183183252			Assign

The screenshot displays the 'Location > Messaging' configuration page. A modal window titled 'Manage Chat Availability' is open, showing three chat providers: GOTABS, KDS, and CUSTOMER, all with their respective toggle switches turned on. The background shows the 'Assigned number' field with the number +17033377698 (Demo Cafe) and its status as 'Active'. Below this, there are sections for 'Displays' and 'Display Order Complete' with a message template and a 'Set Primary' button.