

The GoTab Basics



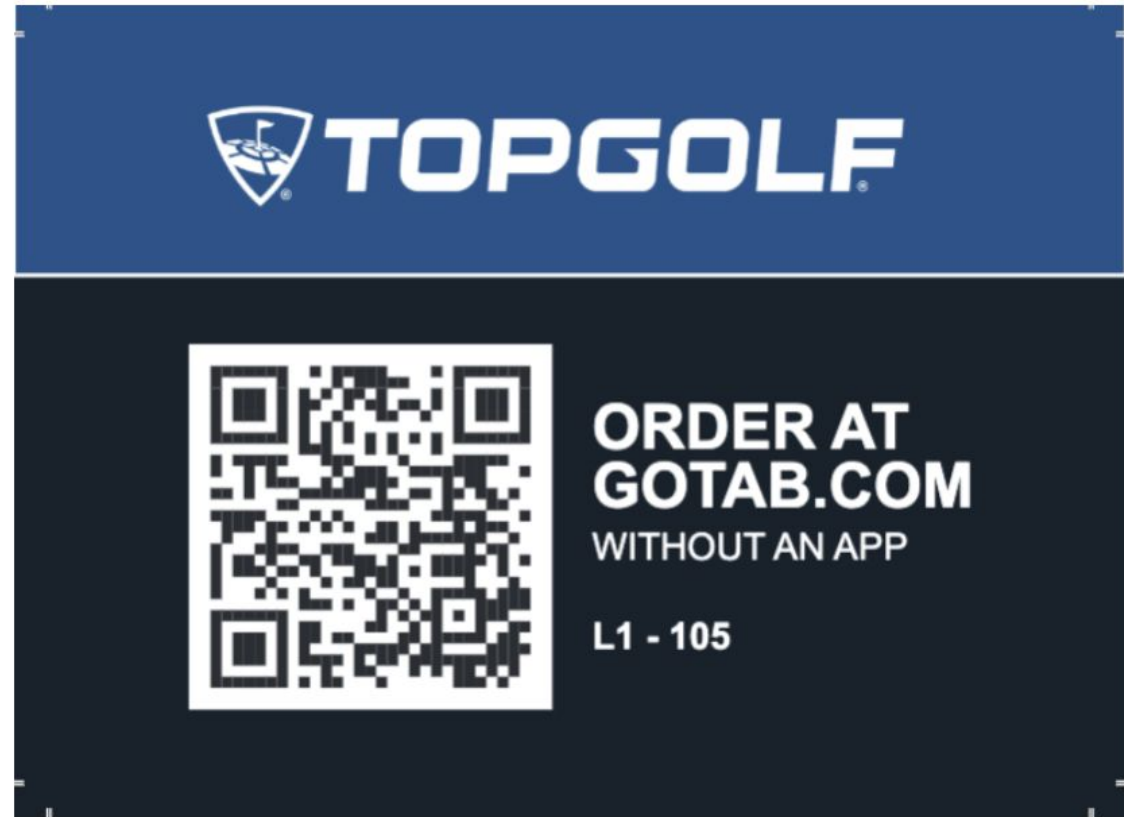
We help you put hospitality first.™



Mobile Experience

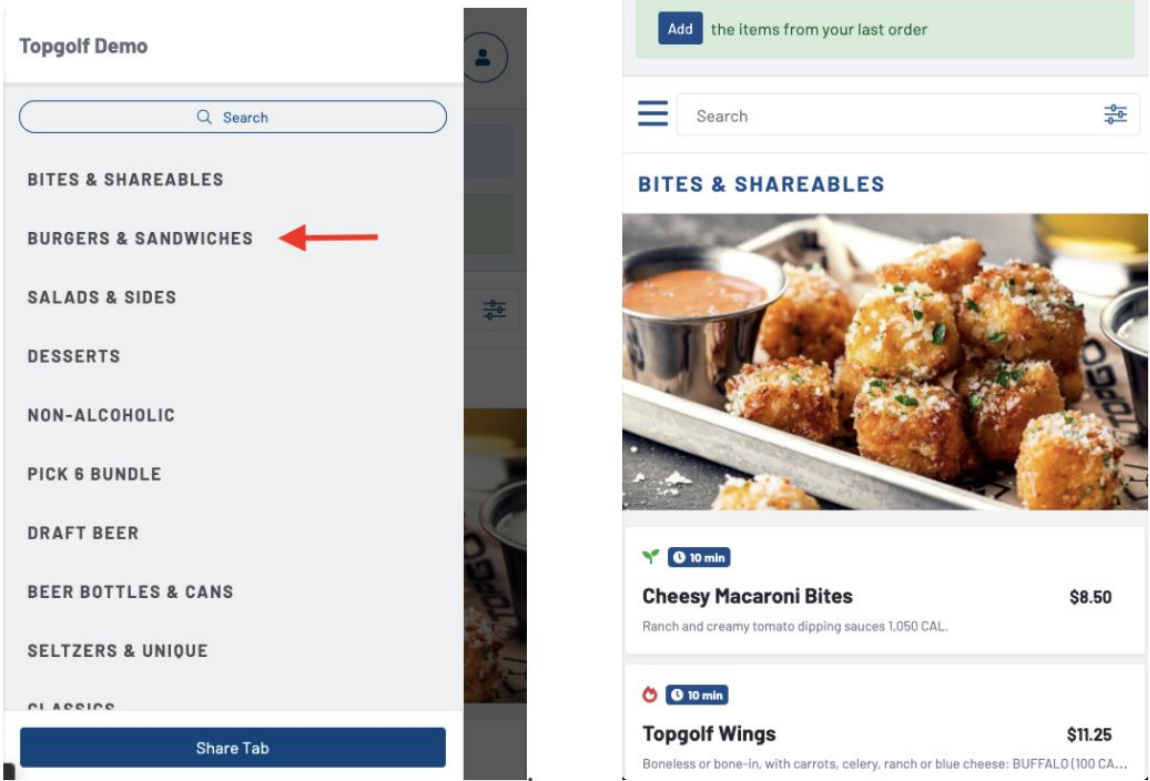


Step 1: Scan the QR code at your table



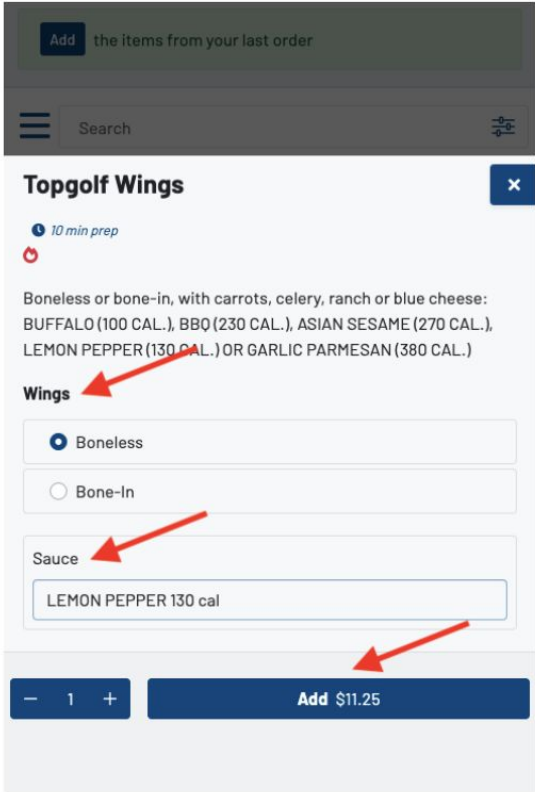


Step 2: Look through the menu or jump to a specific category



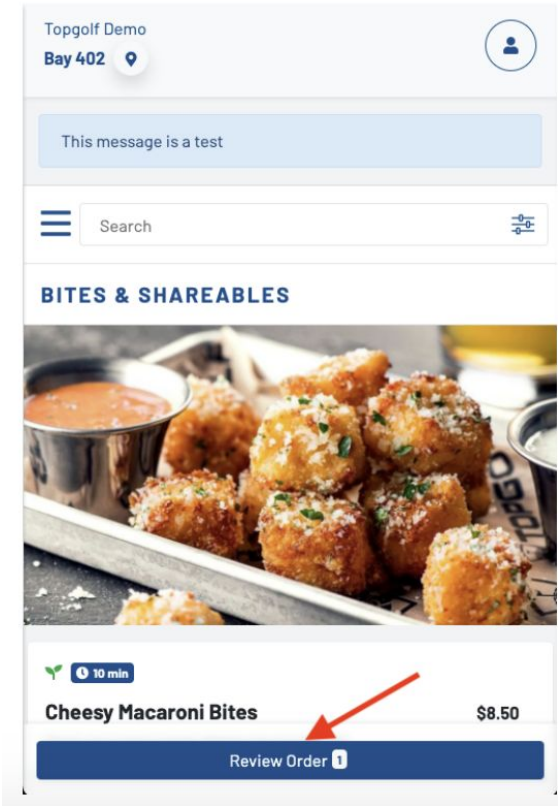


Step 3: Click on an item to choose modifiers and add it to your cart





Step 4: Select "Review Order" at the bottom of your screen to begin the checkout process





Step 5: Confirm that the order is correct and select "Open Tab."

Note: You are not asked to enter a tip at this point as the tab is just being opened. The tip occurs during checkout, or if you fail to manually checkout, will be automatically applied at the end of the fiscal day

Note: Your card will be authorized for the value of your first order, plus taxes and fees, plus a default tip. This preauthorization will be removed from your statement automatically.

Topgolf Demo
Bay 402

Your order will only be placed after you pay.

1 Topgolf Wings \$11.25
Wings: Boneless, Sauce: LEMON PEPPER 130 cal

Add More Items

Subtotal \$11.25

Taxes + Fees \$1.07

Total \$14.57

Open Tab ☒



Opening a tab will authorize your card for \$15.00. This amount will be released upon payment.

Open Tab

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Step 6: If you are a first time user enter your cell phone number so that we can verify your device




Verify your phone number

For security purposes, please provide your mobile phone number to verify your account.

 (201) 555-0123

We will send a five digit code to this number.

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)



Continue

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Step 7: Enter the five digit verification code that we send to your device



We are texting a code to you. Please enter it below. ✕

Didn't receive our text?
[Start over.](#)

Enter your verification code

Please enter the five digit code we sent you to verify your account.
Do not share this code.
The code was sent to

Invalid code. Please try again.

[Verify Account](#)

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Step 8: Add a payment method to your account and agree to the Terms of Use. You may choose whether or not you want to save this card to your account for future orders.

Topgolf Demo

Thanks for verifying your device!

Add a payment method

Add a credit or debit card to pay with GoTab.
Your information is **safe and secure**.

Name on Card

Card Number

MM / YY

CVC

ZIP/Postal Code

Personal

☐ I agree to the [Terms of Use](#)

☒ Save card to account

Add Card

010

GoTab, Inc.



Step 9: Once your card is correctly entered, your order will be immediately confirmed by the system and your tab will be opened.

At this point you can continue ordering by selecting "Order More" or you can close your tab by choosing "Close Tab"

Topgolf Demo

Your card was successfully added!

Order Confirmed!

Order More

Close Tab

Questions? Call (571) 643-4300.

I have a question or concern for Topgolf Demo

Call: (571) 643-4300

Questions or concerns...

Rate Your Experience

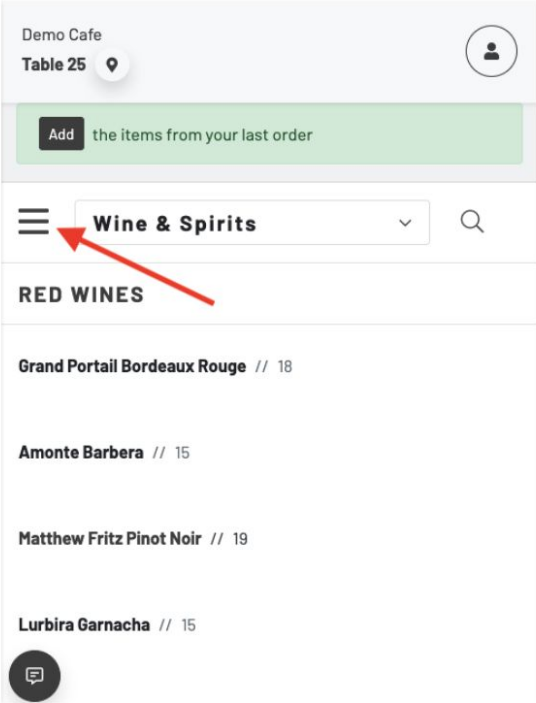
How was everything?

Your Order Is Being Prepared!

How guests share a tab

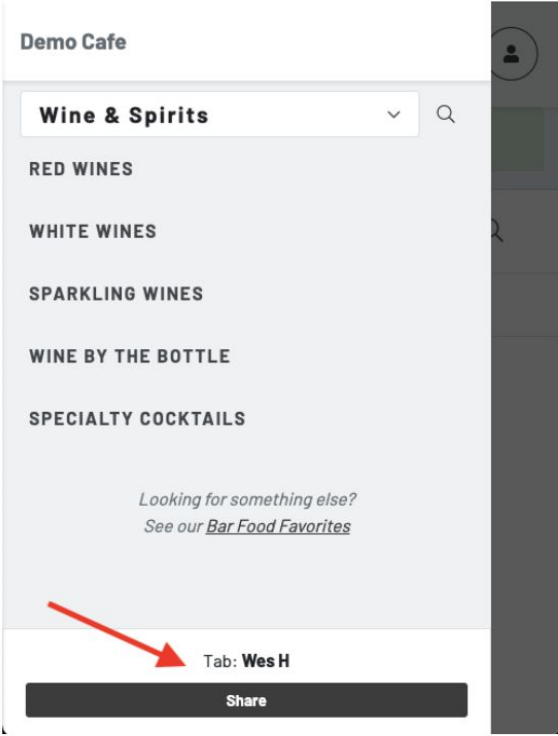


1. **Text the Tab (Tab opened from "Checkout" page)** - Once you have an open tab and are browsing the menu, click the 3 horizontal lines in the top left of your screen to open the categories/menus view:






In the following view, click the "Share" button at the bottom of the screen:





On the screen that follows, simply click the "Copy Link" button to copy your tab URL, and then paste it in any text or chat with your friends!



Invite others to make orders on your tab by sharing this [link](#) 
or by having them scan the QR Code.




 Copy Link



2. **Scan the QR Code (Tab opened from "Checkout" page)** - The steps to share a tab via QR code are identical to the steps to share a tab via text with the one exception of the final screen. This time, instead of clicking the "Copy Link" button as displayed above, hold your phone out to a friend and let them scan the QR code that appears on your screen:



Invite others to make orders on your tab by sharing this [link](#)  or by having them scan the QR Code.

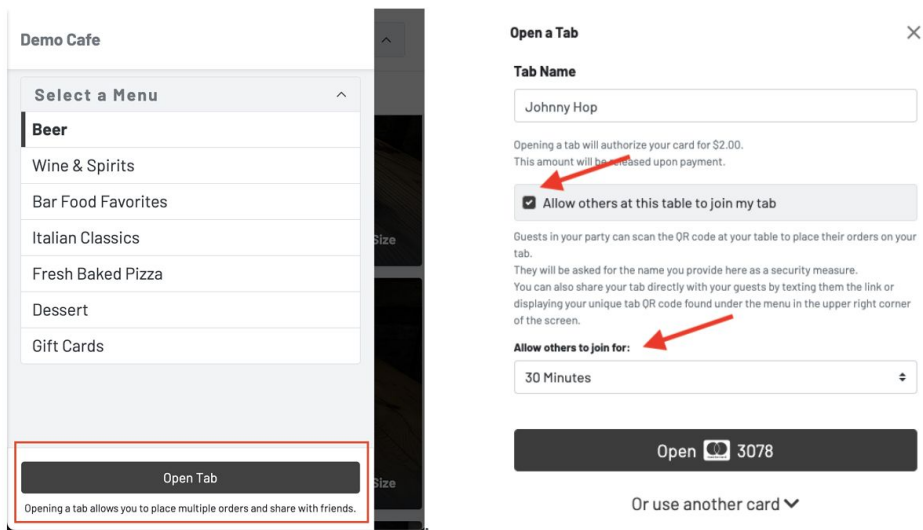
 Copy Link



3. **Open a Tab for the Table (Tab opened from "Landing" page)** - The final way to share a tab is to open a "discoverable" tab at your table that your friends can join by scanning the same QR code that you opened the tab from.

If you open a tab from the initial landing page (below) you will see a screen that allows you to define the parameters of that tab:

- Tab Name
- Discoverability (allowing others to join)
- Tab Duration (how long the tab will be discoverable)





Assuming you have checked the box that allows others at the table to join the tab, your friends that scan the QR code on the table will see a new choice before they progress to the menu:

×

Join an existing tab?

Johnny Hop

Join

[View the menu!](#) ➞

Note: for them to be able to join your tab, they will have to spell your name EXACTLY as you entered it when you first created the tab. This is a security measure to ensure that strangers are not able to join your tab and place orders under your name.

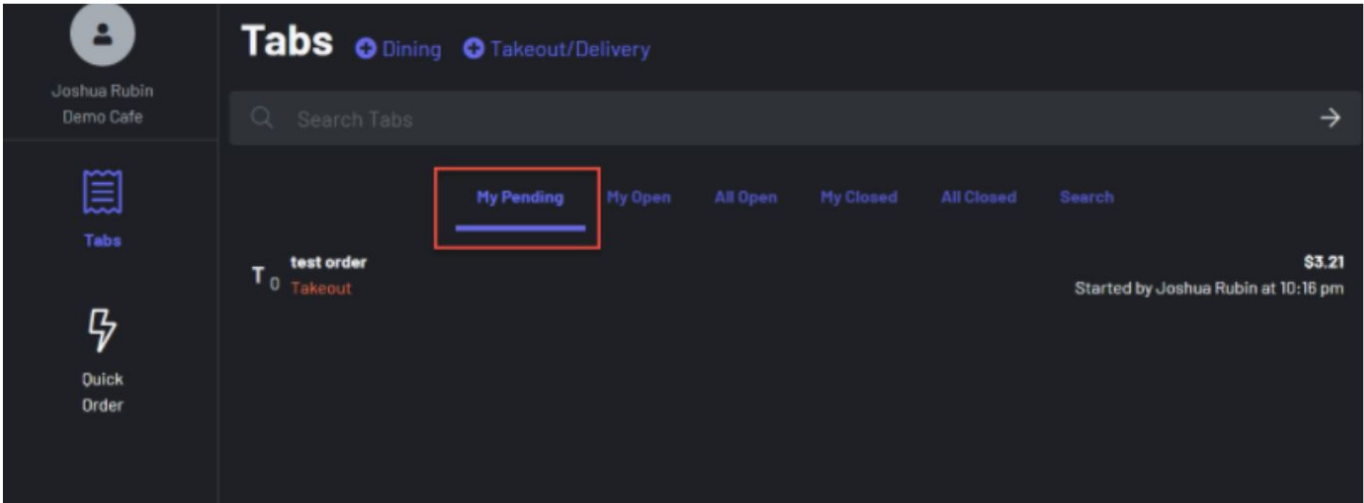
Open or Join a Tab in the Staff View



Finding Checks

My Pending, My Open, My Closed, All Open, All Closed, Searching for checks

My Pending: Any orders you have started under your PIN but have yet to hit order on.





My Open: All tabs that are currently open under your PIN. You can hop back into a tab at any time to order more.

Joshua Rubin
Demo Cafe

Table

Quick Order

Settings

Change Location

Tabs Dining Takeout/Delivery

Search Tabs

My Pending My Open All Open My Closed All Closed Search

T Test Room 101 at 11:30 am \$0.00 Started by Joshua Rubin at 11:29 am

T Test2 Room 11 Started by Joshua Rubin at 11:31 am

Test Share

Print

Close

OPEN

Add Order

Ordered Previously

Happy Flight1x\$0.00

Subtotal\$0.00

Service Fee\$0.00

Tax\$0.00

Total\$0.00



All Open: All tabs that are currently open, this includes tabs that have been started by other servers using the POS, as well as open tabs started by guests via a QR code. You can hop into any of these and add to the order.

Joshua Rubin
Demo Cafe

Tabs

Quick Order

Settings

Change Location

Tabs Dining Takeout/Delivery

My Pending

My Open

All Open

My Closed

All Closed

Search

J **Bar Stool 9**

D **DANIEL A**
1 Table 25 at 10:08 am
Started by Shadow Deryoush at 6:40 am
\$5.88

T **Test**
1 Room 101 at 11:30 am
Started by Joshua Rubin at 11:29 am
\$0.00

T **Test2**
0 Room 11
Started by Joshua Rubin at 11:31 am
\$0.00

M **MARY F**
1 Bay 1 at 12:22 pm
\$0.00

DANIEL A

Print

Share

OPEN

Add Order

Ordered Previously

Emp Disc
Press 7
16 oz or 20 oz: 16 oz Press 7 For More Options
1x
-\$1.75
\$7.00


Subtotal
Service Fee
Tax
Total

\$5.25
\$0.00
\$0.63
\$5.88


Pay




My Closed: All closed tabs that were started under your PIN.




Joshua Rubin
Demo Cafe




Tabs





Quick
Order



Settings



Tabs

 Dining  Takeout/Delivery

My Pending

My Open

All Open

My Closed

All Closed

Search

No Results



All Closed: All closed tabs from the day from both tabs that servers closed via the POS as well as tabs closed by guests via a QR code. You can reprint these receipts or share it with a guest by entering in their phone number.

Joshua Rubin
Demo Cafe

Tabs Dining Takeout/Delivery

Search Tabs

→

My Pending

My Open

All Open

My Closed

All Closed

Search

Table 10

T 2

Table 10 at 11:31 am

\$28.30

Started by Gerard Hampton at 6:36 am

TERRY WITHERS

1

Patio 5 at 1:58 pm

\$0.00

Tim McLaughlin

1

Takeout at 12:13 pm

\$10.82

MARY F

0

PI

-

Tim McLaughlin

5

Bar Stool 6 at 11:54 am

\$62.06

ROBERT W

1

Main Bar at 11:48 am

\$0.00

ROBERT W

1

Main Bar at 9:26 am

\$0.00

ROBERT W

3

Main Bar at 9:11 am

\$0.00

Tim M

6

Bar Stool 6 at 9:05 am

\$0.00

Customer - \$24

1

Bar Stool 6 at 8:44 am

\$18.35

Started by Tim McLaughlin at 8:38 am

NOEL RODRIGUEZ

1

Mezzanine 8 at 8:42 am

\$0.00

TERRY WITHERS

Print

Share

CLOSED at 10:47 pm

Margherita

Add Ons: Black Olives

1x

\$0.00

Amonte Barbera

1x

\$0.00

Subtotal

\$0.00

Service Fee

\$0.00

Tax

\$0.00

Total

\$0.00

Payments

MASTERCARD (TERRY WITHERS)


xxxx5844

Amount \$0.00


Tip \$0.00




Search: You can search for a tab by the tab name.



Joshua Rubin
Demo Cafe



Tabs



Quick
Order

Tabs

Dining Takeout/Delivery

My Pending My Open All Open My Closed All Closed Search

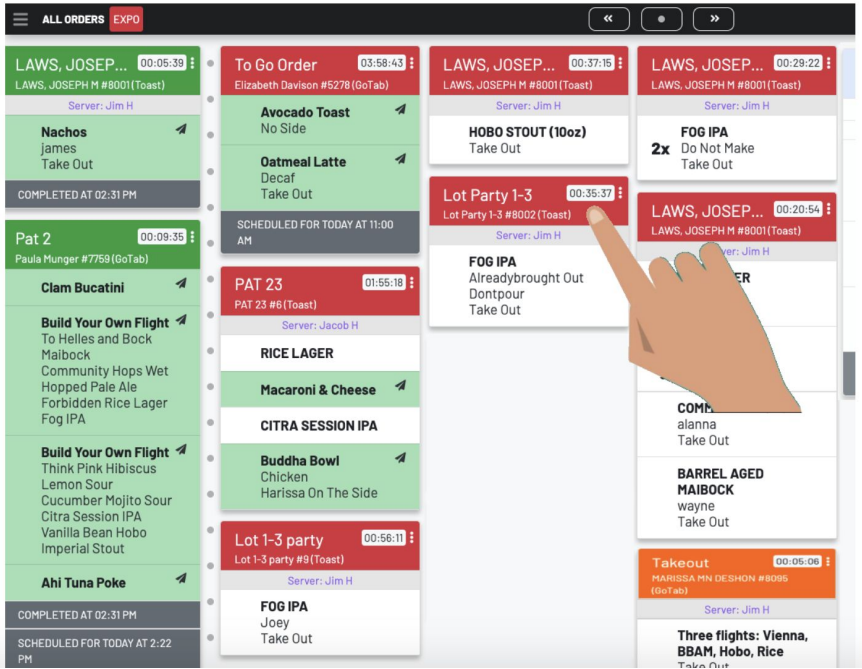
R 3	ROBERT W Main Bar at 9:11 am	\$0.00
R 1	ROBERT W Main Bar at 9:26 am	\$0.00
R 1	ROBERT W Main Bar at 11:48 am	\$0.00

Order Fulfillment



How to fulfill an order

Tap the banner of the order card to fulfill an order. Green cards to the left of the dotted line are fulfilled orders. Orders to the right are unfulfilled





Card Colors: How the long has been sitting unfulfilled

Gray = 0 - 5 minutes

Orange = 5 - 7 minutes

Red = 7+ minutes

Blue = Scheduled Order

ALL ORDERS

EXPO

PRINT ON DISPLAY

<div><div>LAW, JOSEPH... 00:05:39</div><div>LAW, JOSEPH M #8001 (Toast)</div><div>Server: Jim H</div><div>Nachos james Take Out</div><div>COMPLETED AT 02:31 PM</div></div>	<div><div>To Go Order 03:58:43</div><div>Elizabeth Davison #5278 (GoTab)</div><div>Avocado Toast No Side</div><div>Oatmeal Latte Decaf Take Out</div><div>SCHEDULED FOR TODAY AT 11:00 AM</div></div>	<div><div>LAW, JOSEPH... 00:37:15</div><div>LAW, JOSEPH M #8001 (Toast)</div><div>Server: Jim H</div><div>HOB0 STOUT (10oz) Take Out</div></div>	<div><div>LAW, JOSEPH... 00:29:22</div><div>LAW, JOSEPH M #8001 (Toast)</div><div>Server: Jim H</div><div>FOG IPA 2x Do Not Make Take Out</div></div>	<div><div>EXPECTED IN: 00:22:59</div><div>HILLARY DOLL #8379 (GoTab)</div><div>--- TAKEOUT ---</div><div>Will Be Interactive 10 Mins Prior</div><div>Iced Latte Whole No Ice Take Out</div><div>Oatmeal Latte Half Caf Take Out</div><div>Iced Americano No Ice Take Out</div><div>SCHEDULED FOR TODAY AT 3:20 PM</div></div>
<div><div>Pat 2 00:09:39</div><div>Paula Munger #7759 (GoTab)</div><div>Clam Bucatini</div><div>Build Your Own Flight To Helles and Bock Maibock Community Hops Wet Hopped Pale Ale Forbidden Rice Lager Fog IPA</div><div>Build Your Own Flight Think Pink Hibiscus Lemon Sour Cucumber Mojito Sour Citra Session IPA Vanilla Bean Hobo Imperial Stout</div><div>Ahi Tuna Poke</div></div>	<div><div>PAT 23 01:55:18</div><div>PAT 23 #8 (Toast)</div><div>Server: Jacob H</div><div>RICE LAGER</div><div>Macaroni & Cheese</div><div>CITRA SESSION IPA</div><div>Buddha Bowl Chicken Harissa On The Side</div></div>	<div><div>Lot Party 1-3 00:35:37</div><div>Lot Party 1-3 #8002 (Toast)</div><div>Server: Jim H</div><div>FOG IPA Alreadybrought Out Dontpour Take Out</div></div>	<div><div>LAW, JOSEPH... 00:20:54</div><div>LAW, JOSEPH M #8001 (Toast)</div><div>Server: Jim H</div><div>RICE LAGER katherine Take Out</div><div>FOG IPA joey Take Out</div><div>COMMUNITY HOPS alanna Take Out</div><div>BARREL AGED MAIBOCK wayne Take Out</div></div>	
	<div><div>Lot 1-3 party 00:58:11</div><div>Lot 1-3 party #9 (Toast)</div><div>Server: Jim H</div></div>	<div><div>LAW, JOSEPH... 00:35:35</div><div>LAW, JOSEPH M #8001 (Toast)</div><div>Server: Jim H</div><div>HOB0 STOUT (10oz)</div></div>	<div><div>Takeout 00:05:06</div><div>MARISSA MN DESHON #8095 (GoTab)</div></div>	

Fulfillment Display



Expo card items: tap the item to apply prep cycle

Fork & Knife: This item is being prepared

Patio Table25

00:16:56

⋮

Christian #8243 (GoTab)

Ballast Point - Sculpin

IPA

Y1

SCHEDULED FOR TODAY AT 2:44

PM

Paper Airplane: This item has been sent to the table

PAT 23

01:55:18

⋮

PAT 23 #6 (Toast)

Server: Jacob H

RICE LAGER

Macaroni & Cheese

↗

CITRA SESSION IPA

Buddha Bowl

Chicken

Harissa On The Side

↗



MULTI-ITEMS: The number of the same items that are unfulfilled

This is meant to save time for the staff. For example, let's say there are 9 Fog IPAs ordered by 5 different tables, the bartender can quickly look at the multi-items and know that they need to pour 9 Fog IPAs.

ALL ORDERS

EXPO

PRINT ON DISPATCH: OFF

GOTAB TIPS: \$879.49

LAWS, JOSEPH... 00:05:39

LAWS, JOSEPH M #8001 (Toast)

Server: Jim H

Nachos

james

Take Out

COMPLETED AT 02:31 PM

Pat 2 00:09:35

Paula Munger #7759 (GoTab)

Clam Bucatini

Build Your Own Flight

To Helles and Bock

Maibock

Community Hops Wet

Hopped Pale Ale

Forbidden Rice Lager

Fog IPA

Build Your Own Flight

Think Pink Hibiscus

Lemon Sour

Cucumber Mojito Sour

Citra Session IPA

Vanilla Bean Hobo

Imperial Stout

Ahi Tuna Poke

COMPLETED AT 02:31 PM

SCHEDULED FOR TODAY AT 2:22 PM

LAWS, JOSEPH... 00:37:15

LAWS, JOSEPH M #8001 (Toast)

Server: Jim H

HOB0 STOUT (10oz)

Take Out

Lot Party 1-3 00:35:37

Lot Party 1-3 #8002 (Toast)

Server: Jim H

F0G IPA

Alreadybrought Out

Dontpour

Take Out

Lot Party 1-3 00:35:36

Lot Party 1-3 #8002 (Toast)

Server: Jim H

F0G IPA

Alreadybrought Out

Dontpour

Take Out

LAWS, JOSEPH... 00:35:35

LAWS, JOSEPH M #8001 (Toast)

Server: Jim H

HOB0 STOUT (10oz)

Take Out

LAWS, JOSEPH... 00:29:22

LAWS, JOSEPH M #8001 (Toast)

Server: Jim H

2x F0G IPA

Do Not Make

Take Out

LAWS, JOSEPH... 00:20:54

LAWS, JOSEPH M #8001 (Toast)

Server: Jim H

RICE LAGER

katherine

Take Out

F0G IPA

joey

Take Out

COMMUNITY HOPS

alanna

Take Out

BARREL AGED MAIBOCK

wayne

Take Out

LAWS, JOSEPH... 00:17:29

LAWS, JOSEPH M #8001 (Toast)

Server: Jim H

Three flights: Vienna, BBAM, Hobo, Rice

Take Out

MULTI-ITEMS

F0G IPA 9

AVOCADO TOAST 2

RICE LAGER 2

HOB0 STOUT (100Z) 2

BLUE BEE ARAGON 1904 CIDER 2

PENYDARREN PALE ALE 2

SAUVIGNON BLANC, BENZIGER 2

16OZ TULIP GLASS 2

How to text your guest:



ALL ORDERS EXPO

P4 00:10:37

Tim McLaughlin #9798 (GoTab)

Grilled Corn & Avocado Tacos
—COMPED—
Chicken

COMPLETED AT 09:06 AM

Main Bar 03:57:31

KYLE SHIRLEY #9788 (GoTab)

--- RESET ---

Veal Chop
—COMPED—
Rare

Takeout 01:17:29

BRIAN BARRETT #9592 (GoTab)

Grilled Corn & Avocado Tacos
—COMPED—
Chicken

Stone IPA -
—COMPED—
Pint

SCHEDULED FOR T
PM

Text - See Staff

Custom Chat...

Print To...

Reset Order