






GUEST LIST | Overview

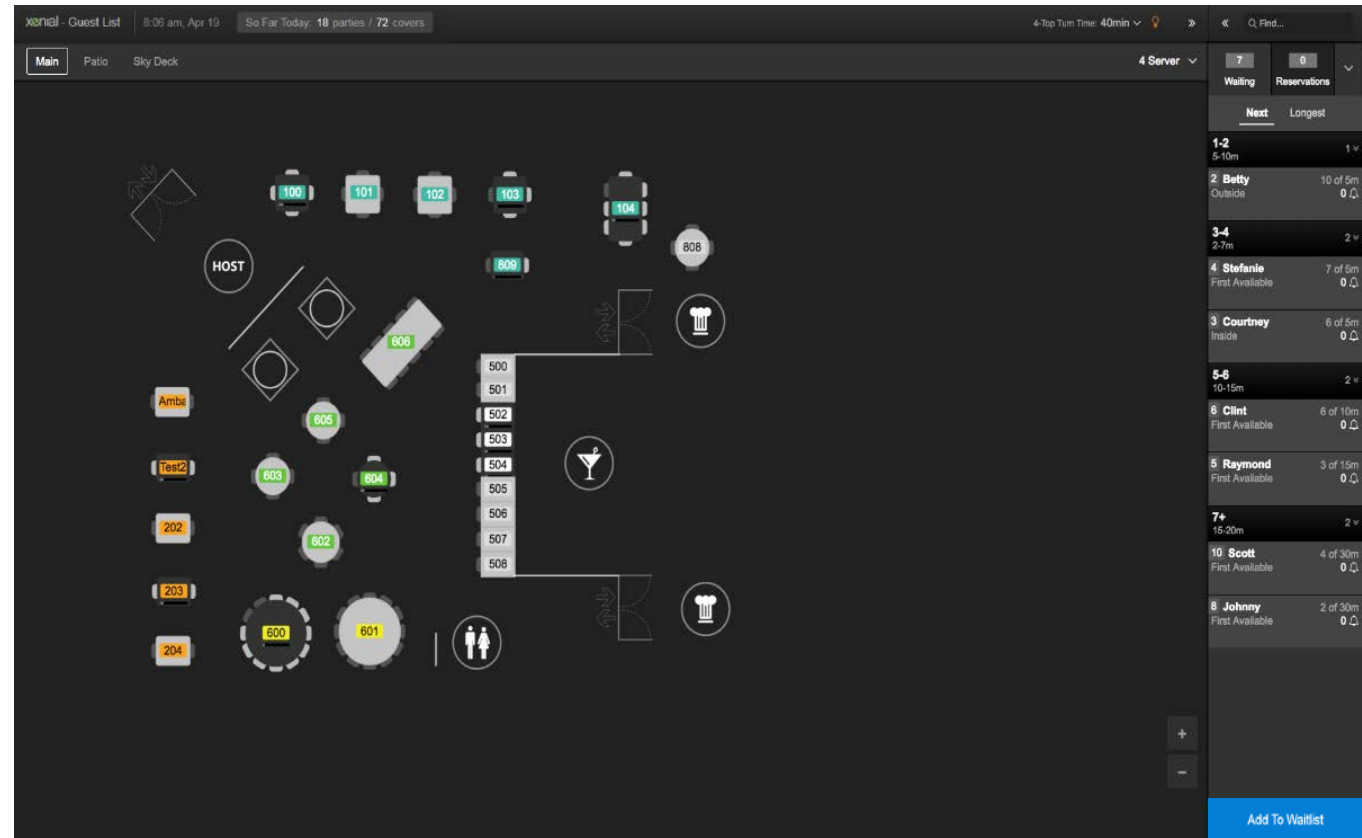
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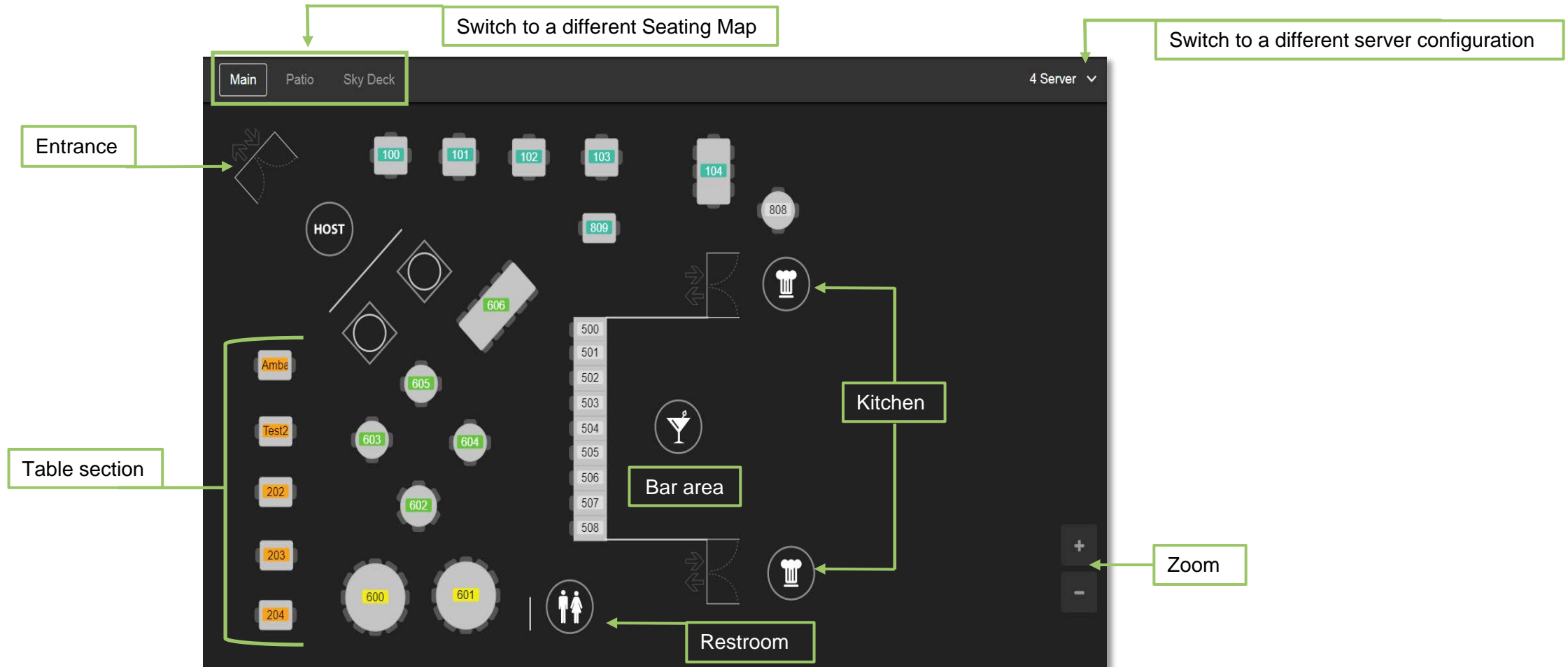
Select any link from the topics below to access that page. Return to this page at any time by selecting the  button. Use the  or  buttons to navigate backward or forward.

Topics

[Seating Map](#)[Seating Map Menu](#)[Seat Map Editor](#)[Section Editor](#)[Reservation Limits](#)[Waitlist Menu](#)[Reservations Menu](#)[Filters and Options](#)

The **Main View** displays the primary seating map, with easy access to other areas within the Guest List application.

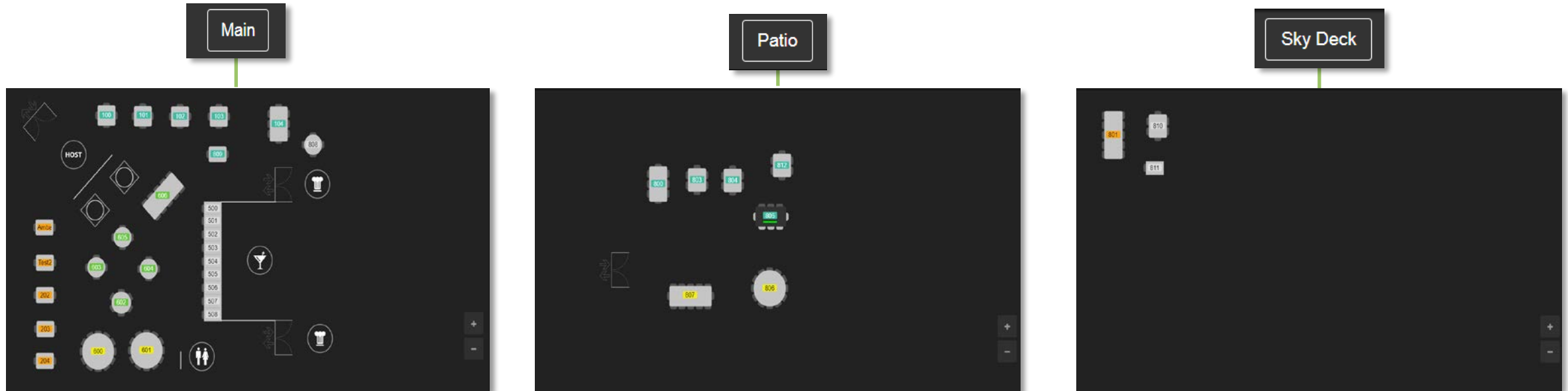
The Guest List primary view displays the **Seating Map**. The Seating Map layout is user-defined, and can be customized to include icons identifying the location of restrooms, kitchens, entry/exit points, and host stand.



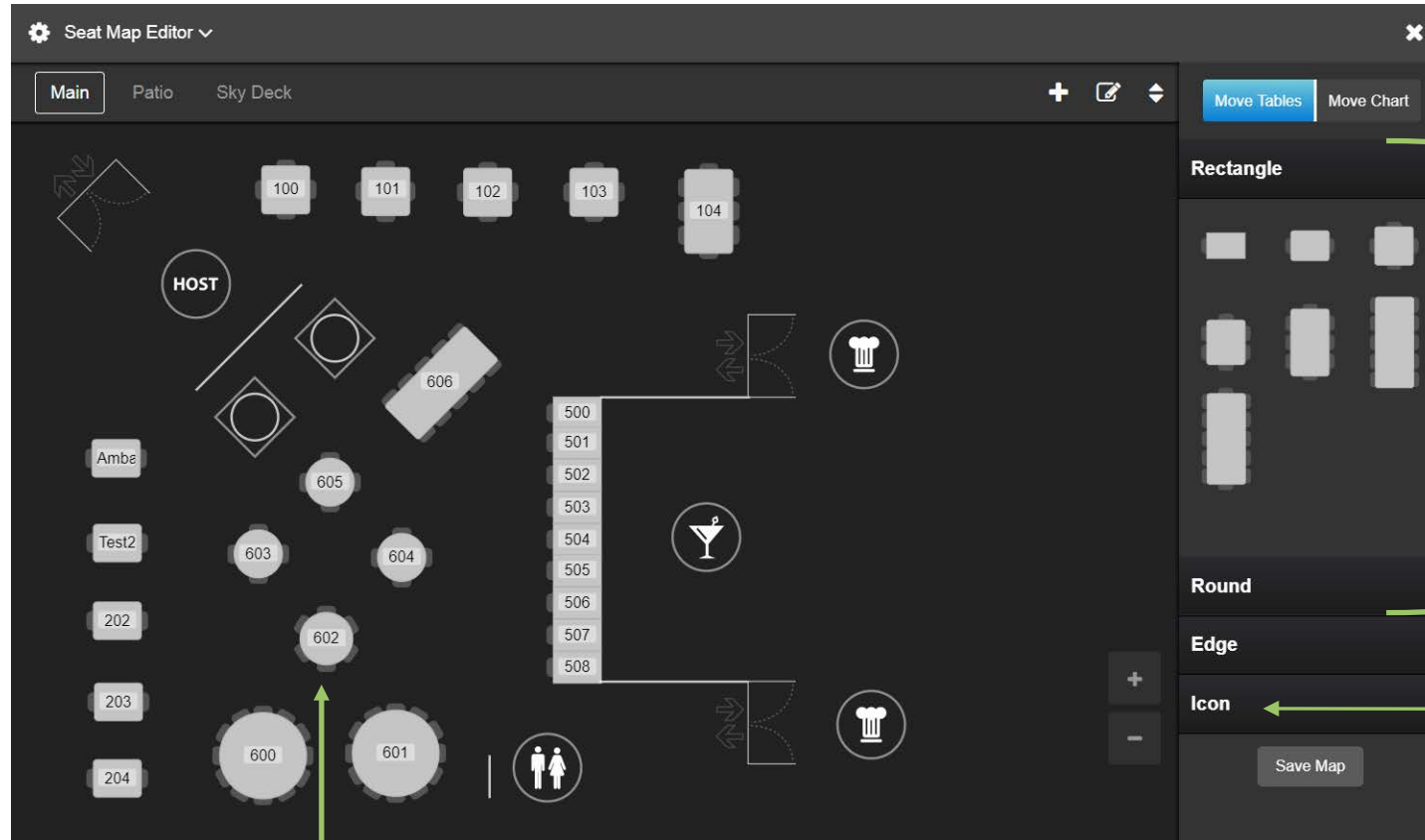
Saved Seating Maps are displayed in the **Seating Map** menu.



Select a Seating Map from the available options to change the seating chart displayed.



View, modify, and create seating charts via the **Seat Map Editor**.

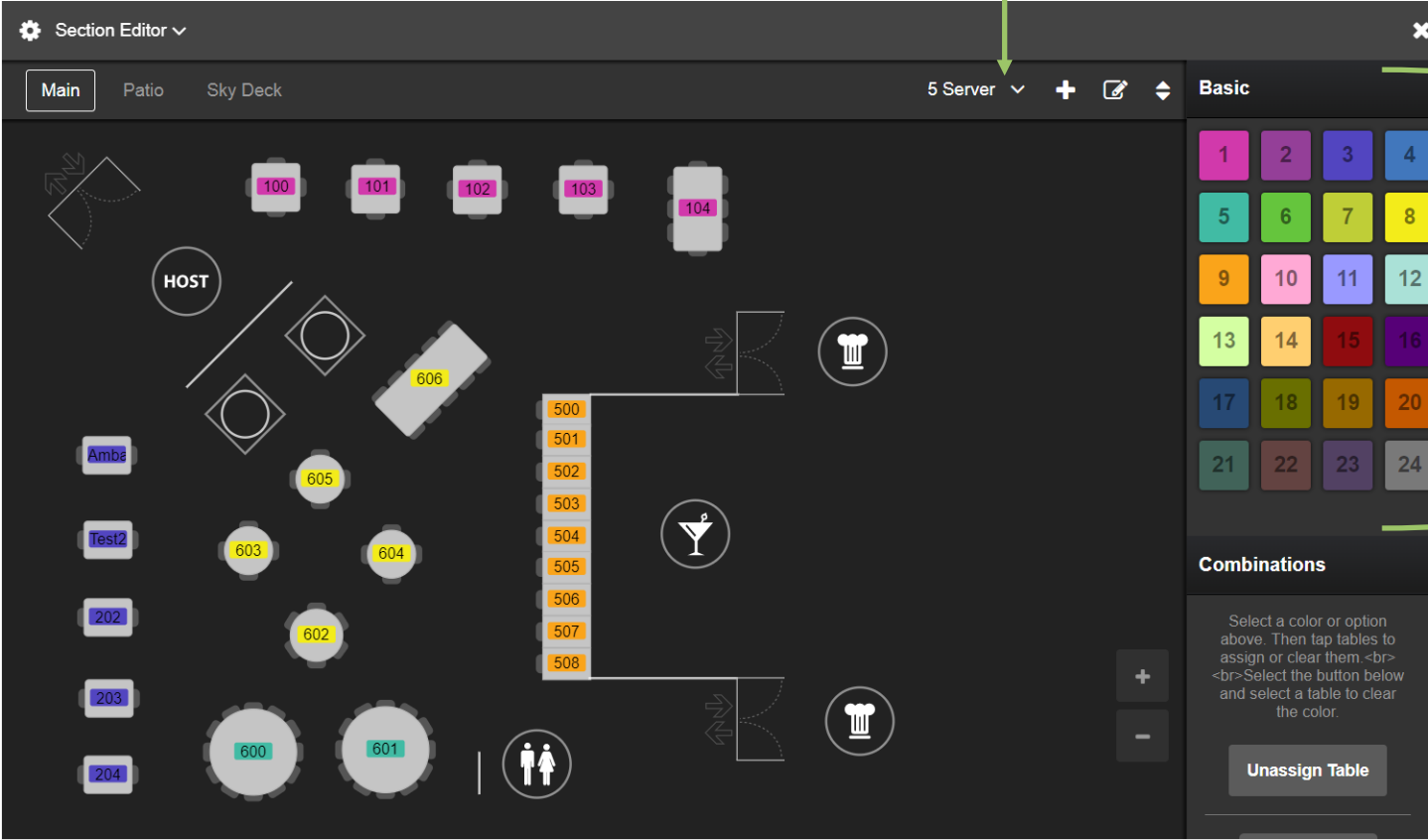


Select the desired table shape (Rectangle or Round), then select the desired table and drag onto the canvas.

Add location icons to customize and create the desired layout.

Click and drag tables to the desired location.
Click and rotate tables to the desired position.

View and modify table sections via the **Section Editor**. Tables and sections are color-coded; tables with the same color represent a section. Multiple section templates can be created and saved for future use.

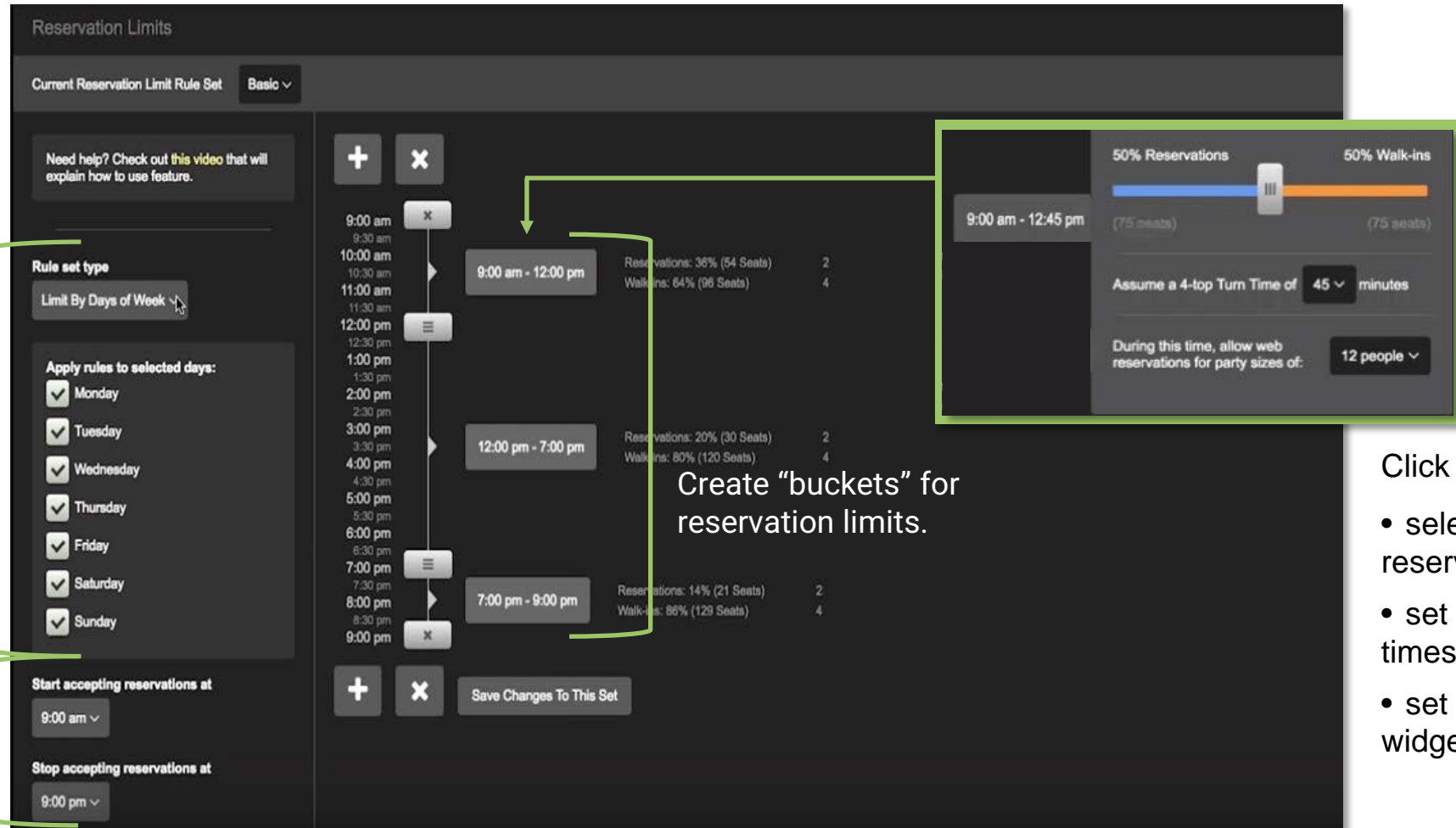


The screenshot displays the 'Section Editor' interface. At the top, there's a 'Section Editor' header with a gear icon and a dropdown arrow. Below it, a navigation bar shows 'Main', 'Patio', and 'Sky Deck' tabs. A dropdown menu is set to '5 Server'. To the right of the dropdown are icons for adding, editing, and deleting. The main area shows a floor plan with various tables and sections, some labeled with numbers like 100, 101, 102, 103, 104, 606, 605, 603, 604, 602, 600, 601, 500, 501, 502, 503, 504, 505, 506, 507, 508. A color selection panel on the right is titled 'Basic' and contains a grid of 24 colored squares numbered 1 through 24. Below this panel is a 'Combinations' section with instructions: 'Select a color or option above. Then tap tables to assign or clear them.
Select the button below and select a table to clear the color.' and an 'Unassign Table' button. A green arrow points from the text 'Easily toggle between section templates based on server configurations.' to the '5 Server' dropdown. Another green arrow points from the text 'Select a color, then select a table to assign the color.' to the color selection panel.

Easily toggle between section templates based on server configurations.

Select a color, then select a table to assign the color.

Reservation Limits provides the opportunity to create rules governing how reservations are handled.



The screenshot shows the 'Reservation Limits' configuration interface. It includes a sidebar for rule set types and day selection, a central timeline for creating reservation buckets, and a detailed view of a selected bucket on the right. Annotations highlight key features:

- Set rules based on the day of the week:** Points to the 'Limit By Days of Week' dropdown and the list of days (Monday through Sunday) with checkboxes.
- Define when to start and stop accepting reservations:** Points to the 'Start accepting reservations at' and 'Stop accepting reservations at' time selectors.
- Create "buckets" for reservation limits:** Points to the central timeline where time slots (e.g., 9:00 am - 12:00 pm) are defined.
- Click bucket title to:** Points to the detailed view of a bucket, which includes:
 - A slider to balance '50% Reservations' and '50% Walk-ins'.
 - A dropdown to 'Assume a 4-top Turn Time of 45 minutes'.
 - A dropdown to 'During this time, allow web reservations for party sizes of: 12 people'.

Time Bucket	Reservations (%)	Reservations (Seats)	Walk-ins (%)	Walk-ins (Seats)	Party Size Limit
9:00 am - 12:00 pm	36%	54 Seats	64%	96 Seats	12 people
12:00 pm - 7:00 pm	20%	30 Seats	80%	120 Seats	12 people
7:00 pm - 9:00 pm	14%	21 Seats	86%	129 Seats	12 people

The **Waitlist** tab provides a snapshot of information regarding guests waiting to be seated.

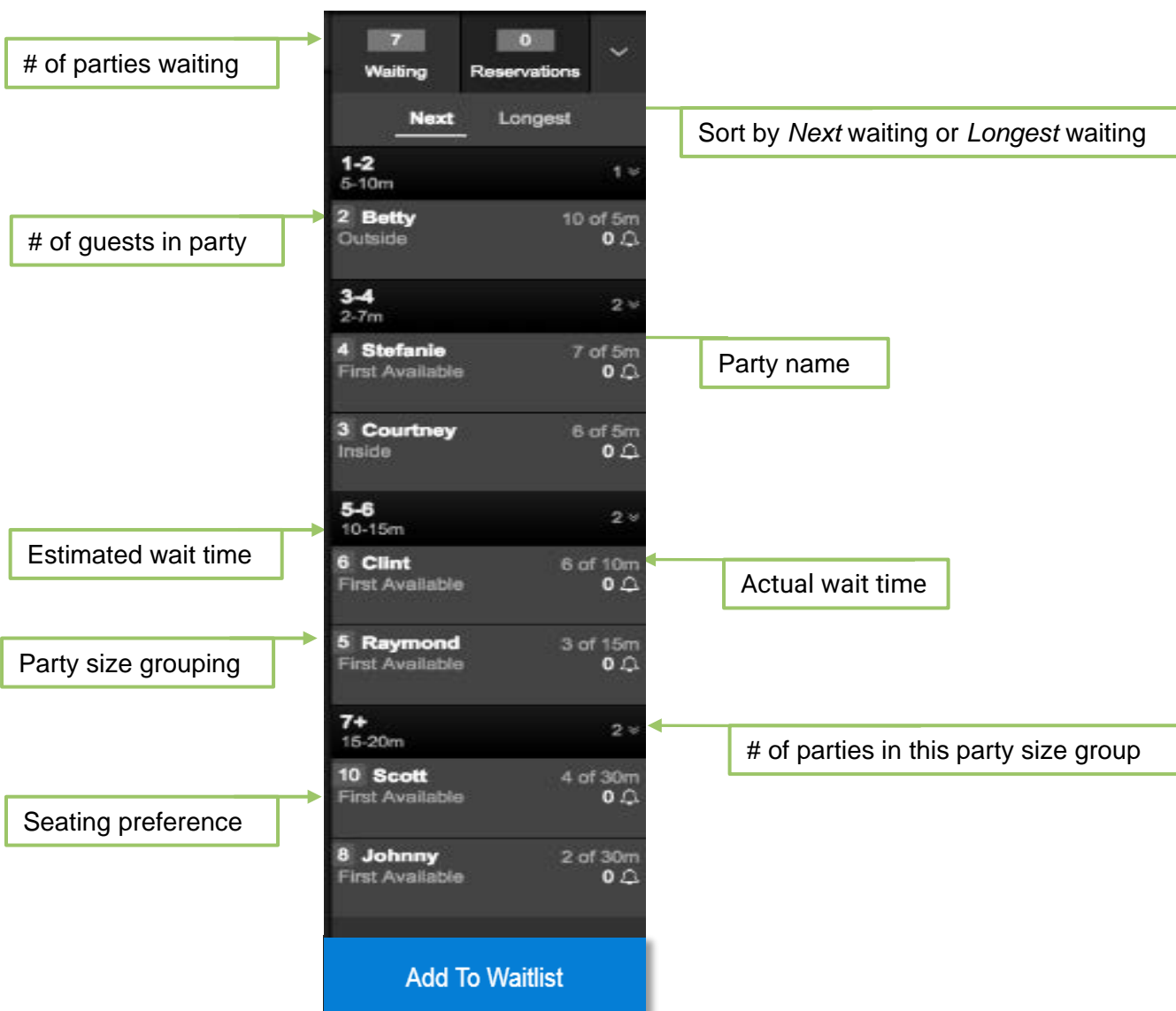
Information captured includes:

- Number of parties waiting
- Number of guests in the party
- Party name (provided by guest)
- Estimated wait time based on party size
- How long each party has been waiting
- Seating preferences

Waitlist information can be displayed by the *Next* party waiting or party waiting the *Longest*.

Waitlist parties are grouped by number of guests in the party (i.e. 1-2, 3-4, 5-6).

From the Waitlist, you can edit party information, seat a party, or add guests to the waitlist.



The screenshot shows a mobile app interface for a restaurant's waitlist. At the top, there are two tabs: 'Waiting' (with a count of 7) and 'Reservations' (with a count of 0). Below the tabs are two sorting options: 'Next' (selected) and 'Longest'. The main list displays parties grouped by size (1-2, 3-4, 5-6, 7+, 10). Each group shows the number of parties, an estimated wait time, and a list of individual parties with their names, seating preferences, and actual wait times. A blue button at the bottom says 'Add To Waitlist'.

Party Size	Estimated Wait Time	Party Name	Seating Preference	Actual Wait Time
1-2	5-10m			1
2		Betty	Outside	10 of 5m
3-4	2-7m			2
4		Stefanie	First Available	7 of 5m
3		Courtney	Inside	6 of 5m
5-6	10-15m			2
6		Clint	First Available	6 of 10m
5		Raymond	First Available	3 of 15m
7+	15-20m			2
10		Scott	First Available	4 of 30m
8		Johnny	First Available	2 of 30m

Callouts in the image:

- # of parties waiting (points to the '7' in the Waiting tab)
- # of guests in party (points to the '2' in the Betty party row)
- Estimated wait time (points to the '5-10m' in the 1-2 group header)
- Party size grouping (points to the '1-2' group header)
- Seating preference (points to the 'Outside' preference for Betty)
- Sort by *Next* waiting or *Longest* waiting (points to the sorting tabs)
- Party name (points to the 'Stefanie' name)
- Actual wait time (points to the '6 of 10m' for Clint)
- # of parties in this party size group (points to the '2' in the 7+ group header)



The **Reservations** tab allows you to view, edit, and add guest reservations.

Information in the Reservations tab includes:

- Number of reservations scheduled
- Number of guests in the party
- Party name (provided by guest)
- Reservation time
- Seating preferences

Reservation information can be displayed for the *Present* day (Today) or the *Next* day (Tomorrow).

The screenshot shows the Reservations menu interface. At the top, there are two tabs: 'Waiting' (13) and 'Reservations' (1). A dropdown arrow is next to the 'Reservations' count. Below the tabs are two buttons: 'Today' and 'Tomorrow'. The main section is titled 'Reservations' with a sub-header 'Today' and a count '1'. A list of reservations is shown, with the first entry being '10 My party' at '1:00 pm'. The entry is labeled 'First Available' and has a blue calendar icon. A green 'Add Reservation' button is at the bottom. Callouts point to various elements: '# of reservations scheduled' points to the '1' in the Reservations tab; 'Sort by Present day or Next day reservations' points to the 'Today' and 'Tomorrow' buttons; '# of guests in party' points to the '10' in the reservation entry; 'Party name' points to 'My party'; 'Reservation time' points to '1:00 pm'; and 'Seating preference' points to 'First Available'.

Waiting	Reservations
13	1

Today Tomorrow

Reservations Today 1

Party Name	Reservation Time	Seating Preference
10 My party	1:00 pm	First Available

Add Reservation



The drop-down arrow in the Waitlist/Reservation panel provides access to several **Filters and Options** to assist with managing seating.

Here you can:

- View table recommendations when direct seating guests
- Filter tables by status
- View section & server assignments
- View Pre-Check In list
- View list of seated parties
- View list of no show parties (Waitlist and Reservation)
- View statistics
- View Notes

Making a selection will change the information displayed in the seating map.





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For more information, visit [The Academy](#).

