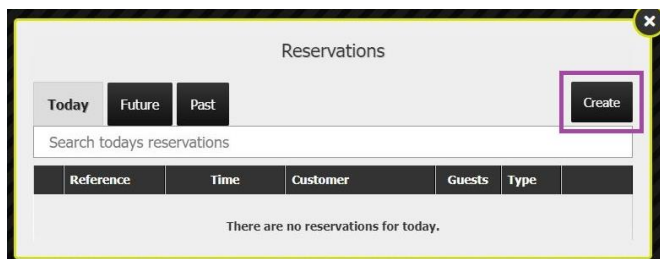
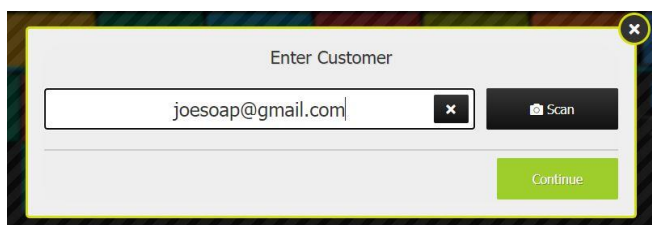


# TAKING DEPOSITS ON EPOS

**Step 1:** On the till, you'll need to select **Admin > Reservations > Create:**

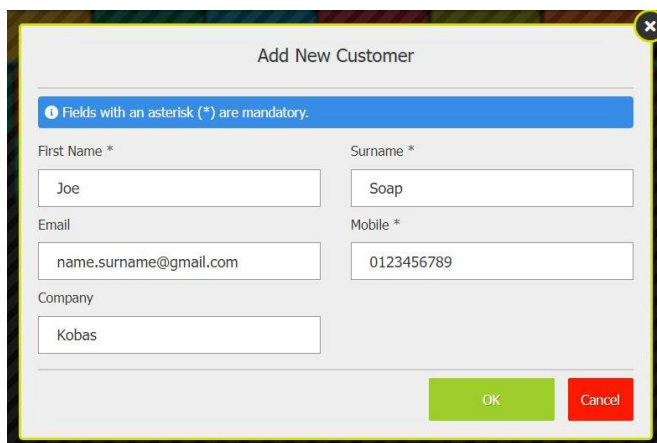


**Step 2:** Enter the customer information. This could be the email address, mobile number, or customer identifier number:



Once you've entered the information, select **Continue**.

If this is an existing customer, their personal details will auto-populate; however, if this a new customer, you'll need to enter their details:



**Step 3:** Once you've located the relevant customer details or added a new customer, the next step is to select **Make Reservation for Customer:**



**Step 4:** You'll then need to input the reservation details. Start with selecting the date from the picker. Add the booking start and end times. Enter the number of guests and select whether this is a Personal or Corporate booking:

**Create Reservation**

Fields with an asterisk (\*) are mandatory.

Date: \*  
26-09-2022

Start Time: \*      End Time: \*  
↑                    ↑                    ↑                    ↑  
18                    00                    20                    00  
↓                    ↓                    ↓                    ↓

Selected date: 18:00 - 20:00

Guests: \*  
1

Tags:  
 Personal    Corporate

OK      Cancel

**Step 5:** Once you've entered all the reservation details and selected the OK button, you'll then be prompted to Review and Confirm whether all the details are correct:

**Review & Confirm**

Reservation Details		Customer Details	
Date	Mon 26/09/22	Name	Joe Soap
Time	18:00 - 20:00	Email	joesoa@gmail.com
Guests	1	Mobile	4412345678900
Tags	Personal		

Confirm      Cancel

**Step 6:** Once you've confirmed the details, the next step is to select **Create Payment** where you'll add the deposit to the tab:

**Reservation 6P3WM5**      Create Tab

Reservation Details		Customer Details	
Reference	6P3WM5	Name	Joe Soap
Date	Mon 26/09/22	Company	
Time	18:00 - 20:00	Phone	4412345678900
Guests	1	Email	joesoa@gmail.com
Type	Personal	Birthday	November 30th

Payments      Notes      Print Receipt      **Create Payment**

No payments

**Step 7:** Enter the deposit amount and select the **Card** payment type:

**Step 8:** Once you've added the deposit value and taken the payment, this will count as tab credit. The final step is to select **Finish Payment**:

**Step 9:** The reservation will show an EPOS Pre-payment to the value of the deposit amount:

Description	Type	Amount	
EPOS Pre-payment	Card	£10.00	Refund