

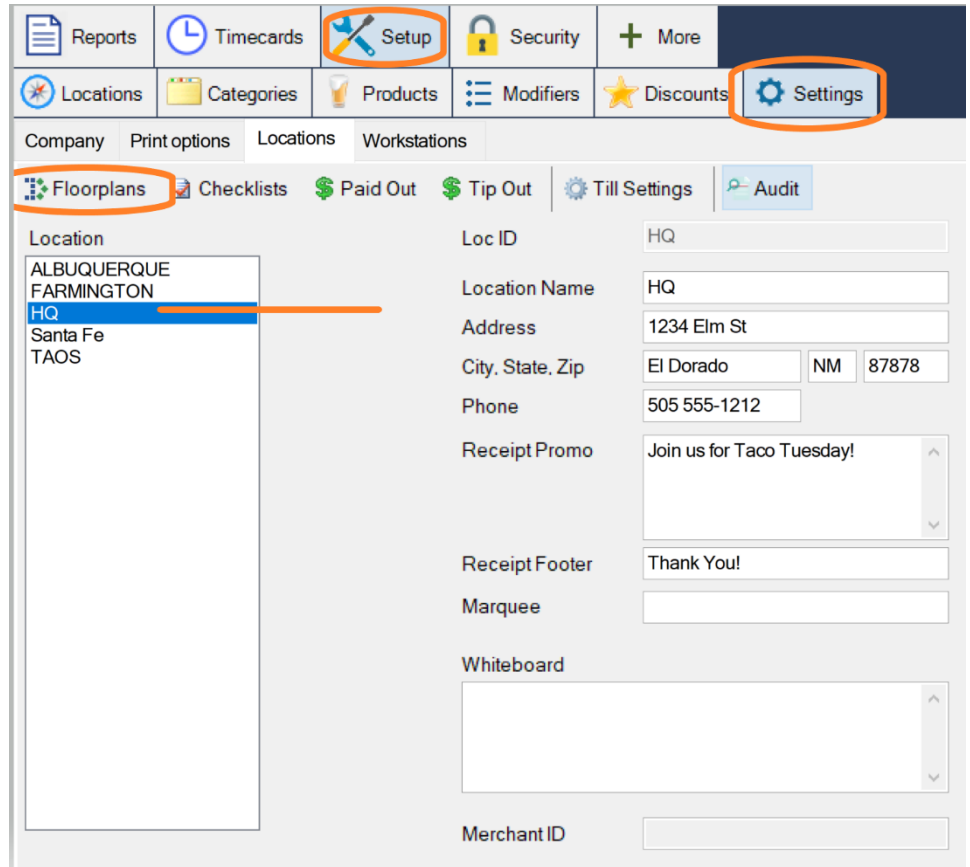
# Building your floorplan in BrewPOS

Floor plans are built out by location. If your company has more than one location, each of those sites can have up to ten different floorplans. For large spaces, this allows the different areas of the restaurant to be allotted their own floorplan, ie the patio, main floor, bar, lounge area, upstairs, and/or seasonal back yard.

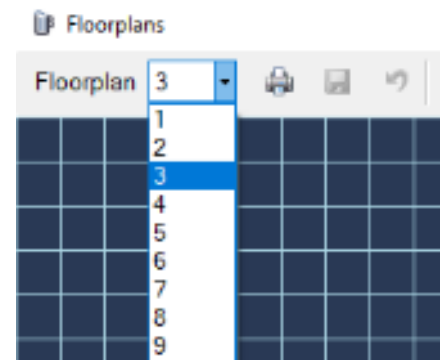
Access your floorplan builder in your BrewPOS Admin page by selecting the **Setup** tab, then the **Settings** tab, then the **Locations** tab.

On the left side highlight your location, then choose Floor Plans

Select the **Floorplans** tab at the top of the new window.

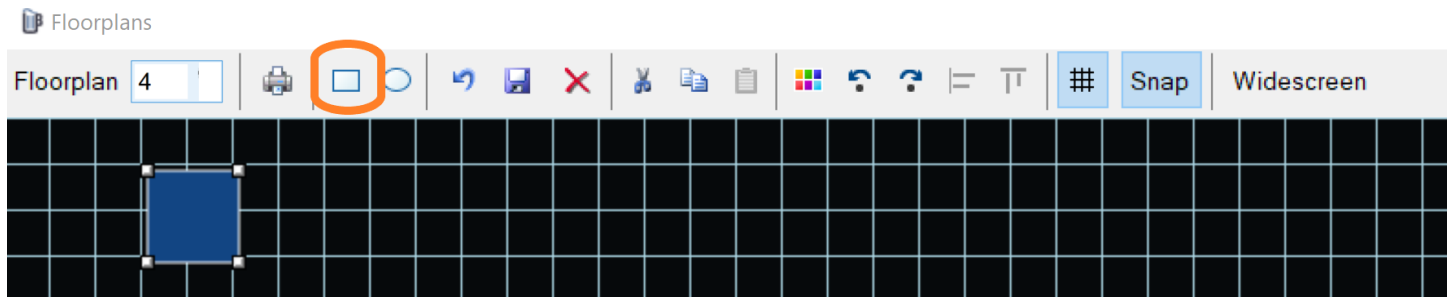


The Floorplans window will allow you to choose which floorplan you'd like to build. Different floorplans may be selected at the bottom of the Table page in BrewPOS.



## Building your floorplan in BrewPOS

Build rectangular, or Circular shaped tables by selecting the appropriately shaped button in the toolbar.



The Tool Bar at the top has many options. Click a table in your layout to select it. Hover your mouse over the icons for exact descriptions, you will find options to

Floorplan

Print

Create rectangle

Create circle

Undo

Save

Delete

Cut

Copy

Paste

Color

Rotate

Align left

Align top

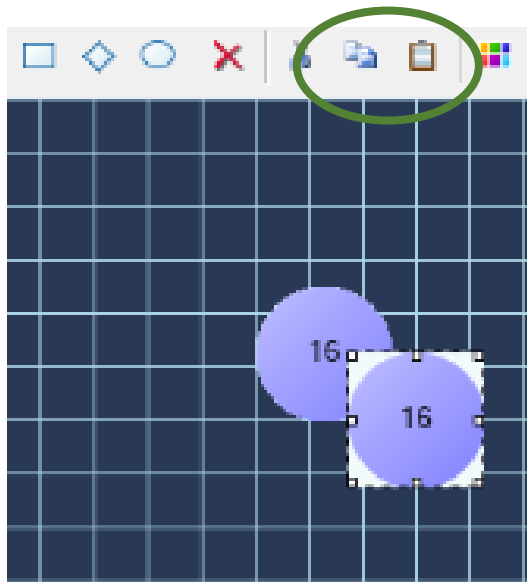
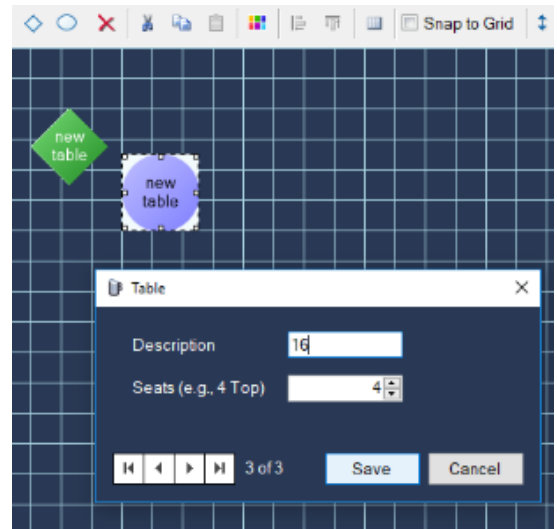
Drag your new table where it needs to go, reshape it by manipulating the corner and side pips on the table, change the color by selecting a hue from the color palette in the toolbar, and **be sure to save your work with**

**the Save Icon**



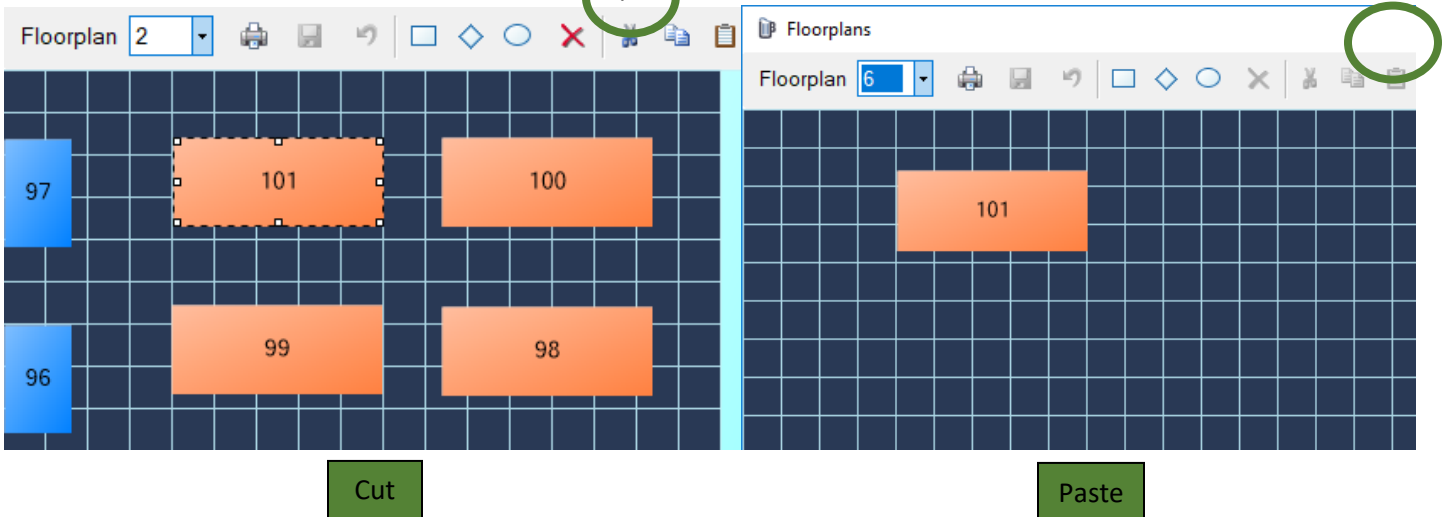
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You can change the name and number of tops on each table by double clicking the table and modifying those items in the pop-up window.



If you have a number of tables that are similar, you can copy a selected table and then paste duplicates of it by using those buttons in the toolbar.

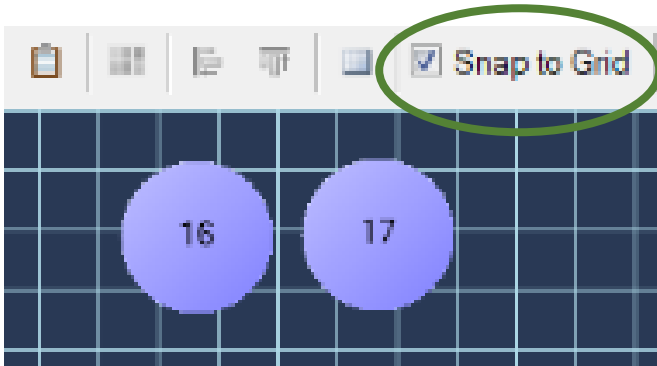
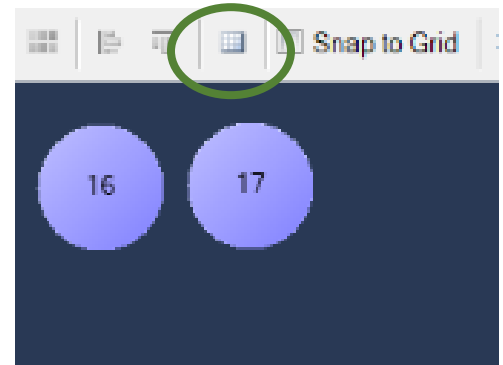
The Cut and Paste features can be used to move a table from one floorplan to another.



Delete excess tables by using the red X button in the toolbar.

## Building your floorplan in BrewPOS

The grid in the Floorplan window can be a useful tool but if you prefer to work without it, you can deselect the grid by hitting that button in the toolbar.



Help your tables align to the grid by choosing the Snap to Grid button in the toolbar.