# **Avrio: Creating a Team**

Typically our software only allows the owner of an order to access it, but the teams function allows you to create a team of servers that can access an order.

19 Steps <u>View most recent version</u>

Created by

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Kyle Schroer



## Click "Staff Options"



#### STEP 2

## Select the "Teams" option





## Click "New Team"



#### STEP 4

## Click here to name the team

	Database Healthy Backup: OK Kole: Million
	Manage Team
	Name: New Team   Require Sign-In Active:
	Ceam Users
500	Add User 10
	Remove User 5
	Edit %
5 <mark>01</mark>	
	Team Tables
	Add Table 348
	Remove Table
	58
	** If no tables are added then this team applies to all orders. Please note that a user cannot be in more than one team with no tables.
	Cancel
7.	nom: 100% C <c entire="" floornlan="">&gt; C<c entire="" floornlan="">&gt; C</c></c>



		,	<u> </u>			
Manage Te	eam					
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			F	Remove Table		
					58	
** If no tal	oles are added then this tea	m applies to all orders. P an one team with no tab	lease			
			ок	Cancel		
					)	

## Click "Add User" to add a staff member to the team

#### STEP 6

## Click "OK" after selecting the staff member





## Click "Add User"

Mana	ge Team	
Name	Group Team 1 Require Sign-In Active: ✔	
Team	Users	
		10 nove User
50		Edit %
		28
Team	Tables	338
	Ad	dd Table 348
	Rem	nove Table
		58
** If r note	o tables are added then this team applies to all orders. Please hat a user cannot be in more than one team with no tables.	
	ОК	Cancel

## STEP 8

## Select another user from the list





Click "OK"

Name: Groun Team 1   Pick an Item   Search:   On-Screen Keyboard   10   Adebiyi, Olubusayo   Adhikari, Aashish   Admin, Test   Ahmed, Asik   Ahmed, Rumel   Ali-akow, Jabriel   Alien, Takian	Manae	ne Team	
Search: On-Screen Keyboard   Adebiyi, Olubusayo   Adhikari, Aashish   Admin, Test   Ahmed, Asik   Ahmed, Rumel   Albrecht, Jessika   Ali-Akow, Jabriel   Aliu, Fitore   Allen, Dakota   Allan, Tabian	Name: Pick a	Group Team 1 Require Sian-In Active: 🛹	
Adebiyi, Olubusayo Adhikari, Aashish Admin, Test Ahmed, Asik Ahmed, Rumel Albrecht, Jessika Ali-Akow, Jabriel Aliu, Fitore Allen, Dakota <u>Allan Tabian</u> Cancel	500 Sear	ch: On-Screen Keyboard 🗌	10
Admin, Test Ahmed, Asik Ahmed, Rumel Albrecht, Jessika Ali-Akow, Jabriel Aliu, Fitore Allen, Dakota Aluar Tabian Cancel	51 Adeb	iyi, Olubusayo	
Ahmed, Rumel Albrecht, Jessika Ali-Akow, Jabriel Aliu, Fitore Allen, Dakota Allan Takiau Cancel	501 Admi	n, Test ed, Asik	28
Ali-Akow, Jabriel Aliu, Fitore Allen, Dakota Allen Tabiau State C.K. Cancel	Ahme	ed, Rumel ccht, Jessika	338
Allen, Dakota	Ali-A Aliu,	kow, Jabriel	
			58
		OK Cancel	1

#### STEP 10

After adding users, you can determine the % of tips and gratuities that each team member will receive from the orders that the team services

Manage Team	
Name: Group Team 1	Require Sign-In 🗌 Active: 🖌
Team Users	
Adeleke A	10.00003 Add User
) Fitore A	
	Remove User
50	Edit %
Team Tables	
	Add Table
	Remove Table
	58
** If no tables are added then	this team applies to all orders. Please
note that a user cannot be in r	more than one team with no tables.



## Click here to edit the %



#### STEP 12

## Enter a %





## Edit the % for each team member



#### STEP 14

## Enter the %





To select which tables/order the team can access, press "Add Table"



#### **STEP 16**

## You can search for a specific table, or select from the list





## Click here after selecting a table



#### STEP 18

#### Click "OK"







## Click "Cancel" to exit the "Staff Options"



