

Splitting a check

v0.1.70 and newer
Full guide: happyspace.one/blog

Every split starts here: open the ticket → **More payment options** → **Split**. Split before taking any payment.

1

By item

Each guest pays for what they ordered.

1. Tick a guest's items.
2. Tap **+ Add to new check**.
3. Repeat per guest. To add to an existing check, tap **Add to Check 2**.
4. **Share one dish:** tick it → **Split evenly** → 2 → move each ½.
5. Tap **Done**.

2

Evenly into checks

Equal checks, paid now or later, on any register.

1. Tick **nothing**.
2. Tap **Split evenly**.
3. Enter the number of guests (2–9).
4. Tap **Done**.

Odd cents go on the last check.

3

Evenly · pay here

Everyone pays now; no separate checks.

1. On the payment screen tap the purple **Split**.
2. Choose **Split evenly · pay here**.
3. Pick 2–9 ways.
4. Take each share by card or cash; the next one follows.

Stop splitting goes back to one payment before any share is paid.

After you split

- The Open list shows **one card**: "3 checks · 1 paid · \$36.97 left" → **Checks**.
- On the Checks screen, tap **Pay** on any check, now or later, from any register.
- **Print all checks** prints each unpaid check (with its own pay QR when QR pay is on).
- In the order panel, < > switches checks; items you add go on that check only.

Undo a split

- Checks → **Undo split** → confirm. The original ticket comes back with every dish.
- Only while **no check is paid** and no card is on hold.
- You can split the ticket again afterwards.
- Offline? Split offers "pay everyone here now" instead.