● OWNER DQ Core staff training · 5-minute read

Set up your venue

Set up in under an hour, then hand the floor to your team.

YOUR ROLE IN ONE LINE

You set the venue up once, invite your team, then hand them the floor.

YOUR SETUP CHECKLIST

1. **Name your tables and sections.** **Tables** tab → tap the pencil (top right).
2. **Build your menu.** Open a table → tap the pencil to edit the menu and **Add Item**. Or photograph your menu and DQ imports it.
3. **Create a package.** Your booking template. Profile → **Booking Templates**.
4. **Create your first event.** Profile → **Manage Events** → +.
5. **Add a guest list or tickets.** Profile → **Guest Lists**, or add one to an event.
6. **Connect Stripe.** Profile → gear icon (Venue Settings) → **Web Payments**.
7. **Set up Tap to Pay.** Optional. Venue Settings → **In Person Payments** for card payments on staff phones.
8. **Invite your team.** Profile → **Manage Staff** → + → email and role → **Send Invites**.
9. **Share your public booking link.** Profile → **Bookings Site** → copy.
10. **Run a practice night.** Use the demo booking, with your team.

WHY IT WORKS THIS WAY

One source of truth.

Bookings, requests, orders and updates live in one shared view. Set it up once and every role works from the same picture. No group chats, radios or spreadsheets.

Heads up: Your new venue comes with demo tables, menu items, an event and a demo booking. Rename and replace them as you go.

THE 7 ROLES

- **Owner** Sets up the venue, menu, payments and team.
- **Admin** The manager role. Approves bookings, assigns tables, coaches the floor, handles comps.
- **Host** Runs the door: sells tables, checks guests in, takes payment, seats bookings.
- **Waiter** Owns a section: seats, orders and takes payment for their tables.
- **Promoter** Brings guests in with a referral link and bookings.
- **Runner** Fulfils orders and requests: ice, glassware, mixers, deliveries.
- **Dispense** Prepares and serves orders at the bar or dispense point.

TRY IT NOW · WITH YOUR TEAM

Run the demo booking together: seat it, request an included item, call a runner and take a test payment.

NEED HELP?

Call Staff on the table screen: call a Manager, Runner or Security.

Help Center: feedback.getdqd.com

Onboarding call: calendly.com/demo-getdqd/30min