● MANAGER DQ Core staff training · 5-minute read

Manager

The Admin role in DQ

Run the room from one screen and spend the night coaching, not chasing.

YOUR ROLE IN ONE LINE

You approve, assign and coach. Your waiters own their tables; you handle escalations.

YOUR SHIFT, STEP BY STEP

BEFORE SERVICE

1. **Approve tonight's bookings.** On **Bookings**, tap the event name at the top → **Pending Bookings**. Open each booking → **Approve** (or **Reject**). Pick a table if it has none.
2. **Assign tables.** Swipe right on a table to assign it.

DURING SERVICE

3. **Answer manager requests.** Watch **Notifications** and tap **Accept**. Your name shows, so the team knows you're coming.
4. **Handle comps.** Booking → **Payments** → **Add Payment** → **Comp Payment**, so servers can keep serving.

END OF NIGHT

5. **Check the numbers.** Profile → **Operations Report**, **Stock Report** or **Transaction Report**.

WHY IT WORKS THIS WAY

Managers coach, don't chase.

Servers own their client relationships and take payments directly. You observe, coach and handle escalations instead of firefighting.

Team rule to reinforce: Waiters order and stay on the floor. Bussers and runners fulfil.

One source of truth. Everything lives in one shared view in DQ. No group chats, radios or spreadsheets.

FIND IT FAST

Pending Bookings
Bookings → tap the event name → **Pending Bookings**

Assign a table
Swipe right on a table

Manager requests
Notifications → **Accept**

Comps
Booking → **Payments** → **Comp Payment**

Reports
Profile → **Operations Report**

TRY IT NOW · ON THE DEMO BOOKING

Approve the demo booking, assign yourself to its table, then open the **Operations Report**.

NEED HELP?

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

Help Center: feedback.getdqd.com