● HOST DQ Core staff training · 5-minute read

Host

Every guest listed, paid and seated. The night starts with you.

YOUR ROLE IN ONE LINE

You sell, check in and collect at the door, then seat the booking to hand it to the waiter.

YOUR SHIFT, STEP BY STEP

BEFORE SERVICE

1. **Check tonight's bookings.** The price outline shows payment: amber = owes money, green = paid.
2. **Sell tickets and guest lists.** Share the booking and guest-list links. Profile → **Bookings Site** → copy.

DURING SERVICE

3. **Sell a table.** Bookings → + → **Add Booking** → package → guest → **Select Table**. Pick more than one table to merge them.
4. **Check guests in.** Tap the scan icon on Bookings to scan tickets, or tick guests off on the booking's **Guests** tab. **QR guest Invite** collects the whole party's details.
5. **Collect payment.** Booking → **Payments** → **Add Payment** → Card, Cash, **QR Code** or **Tap to Pay**.
6. **Seat the booking.** **Seat Booking** alerts the assigned waiter, so seat only once the list and payment are in.

WHY IT WORKS THIS WAY

The door sets the night.

Collect the full guest list and payment before seating, because seating is what alerts the waiter.

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

FIND IT FAST

Who has paid
Price outline: amber = owes, green = paid

Sell a table
Bookings → + → **Add Booking**

Scan tickets
Scan icon on **Bookings**

Whole party's details
Booking → **Guests** → **QR guest Invite**

Alert the waiter
Seat Booking

TRY IT NOW · ON THE DEMO BOOKING

Check in a demo guest, take a test payment, then seat the demo booking.

NEED HELP?

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

Help Center: feedback.getdqd.com