

TableMaestro table bookings

How to take a table booking, set when and how guests can book, share your booking page, and change the emails guests receive.

Screenshots taken on a demo store at app.posso.co.uk, 11 October 2026. Your menu, staff, printers and prices will be different.

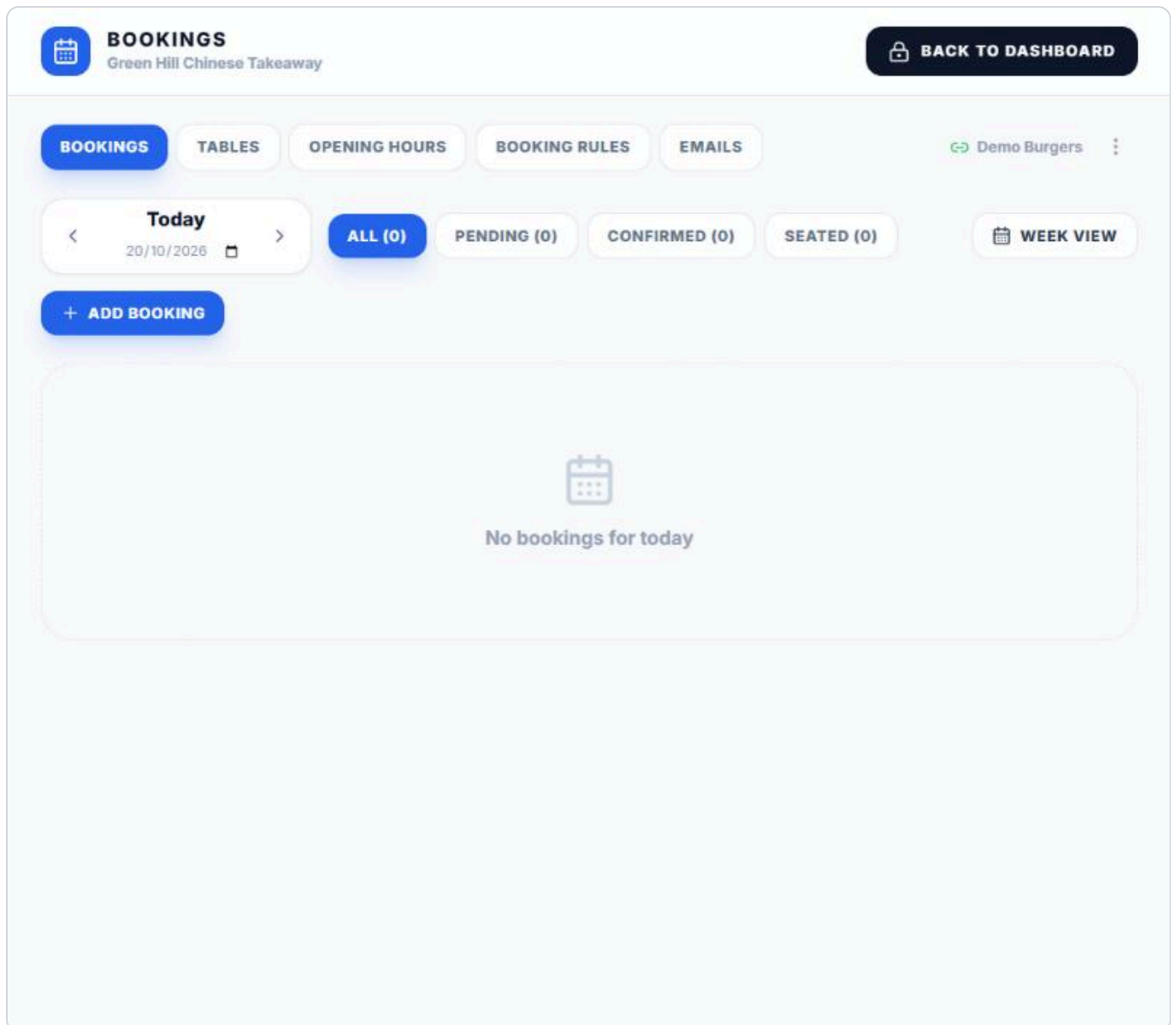
The short version

- From the **Dashboard** menu, open **Bookings**.
- Tap **ADD BOOKING** to take a booking by phone or in person.
- Set it up once in **Tables**, **Opening Hours**, **Booking Rules** and **Emails**.

1 Open Bookings

On the Dashboard, tap the menu button at the top left and choose **Bookings**. The **Bookings** tab shows the day's bookings. Use the arrows or the date to change day, and **Week View** to see the week.

- Filter with **All**, **Pending**, **Confirmed** and **Seated**. The number in each shows how many bookings are in it.



2 Take a booking

Tap **ADD BOOKING**.

- **Guest name, Phone** and **Email**. The email is where the confirmation goes.
- **Date** and **Guests**: use – and + for the party size.
- **Time**: tap one of the times, or type a custom time.
- **Table**: choose one now, or leave **No table yet** and seat them later.
- **Notes**, for example Window seat or Birthday.
- Tick **Confirm immediately** to confirm it straight away.

The screenshot shows a mobile app interface with a modal form titled "Add booking". The background is a blurred view of the app's main screen, which includes a "BOOKINGS" header, a "Today" date selector (20/10/2026), and a "WEEK VIEW" button. The modal form contains the following fields and options:

- GUEST NAME**: A text input field containing "Jane Smith".
- PHONE**: A text input field containing "07xxx xxxxxx".
- EMAIL (for confirmation)**: A text input field containing "jane@email.com".
- DATE**: A date picker showing "20/10/2026".
- GUESTS**: A numeric input field with minus, plus, and reset buttons, currently set to "2".
- TIME**: A grid of time slots: 17:00, 17:30, 18:00, 18:30, 19:00, 19:30, 20:00, 20:30, 21:00, and 21:30.
- Custom time**: A field with "--:--" and a "custom time ok" button.
- TABLE**: A dropdown menu showing "(No table yet)".
- NOTES**: A text input field containing "Window seat, birthday...".

Tap **ADD & CONFIRM**, or **CANCEL**.

3 Check your bookable tables

Tap **Tables**. Tables are synced with your floor plan, and each shows its seats, its area and its status: **Available**, **Cleaning** or **Occupied**. Switch between **List** and **Floor**, and filter by area.

 **BOOKINGS**
Green Hill Chinese Takeaway

 **BACK TO DASHBOARD**

BOOKINGS

TABLES

OPENING HOURS

BOOKING RULES

EMAILS

 Demo Burgers 

LIST

FLOOR

ALL

MAIN DINING

A

 Synced with your floor plan

+ ADD TABLE

**T-1**
 4 **A** **CLEANING**  FLOOR PLAN 

**T1**
 2 **AVAILABLE**  

**T-10**
 4 **A** **AVAILABLE**  FLOOR PLAN 

**T-2**
 4 **A** **CLEANING**  FLOOR PLAN 

**T2**
 2 **AVAILABLE**  

**T-3**
 4 **A** **AVAILABLE**  FLOOR PLAN 

**T3**
 2 **AVAILABLE**  

**T-4**
 4 **A** **CLEANING**  FLOOR PLAN 

**T-5**
 4 **A** **OCCUPIED**  FLOOR PLAN 

**T-6**
 4 **A** **AVAILABLE**  FLOOR PLAN 

**T-7**
 4 **A** **AVAILABLE**  FLOOR PLAN 

**T-8**
 4 **A** **AVAILABLE**  FLOOR PLAN 

**T-9**
 4 **A** **AVAILABLE**  FLOOR PLAN 

ADD TABLE adds a table that is only for bookings. Tables from the floor plan show a **Floor plan** tag.

4 Set your opening hours

Tap **Opening Hours**. Switch each day **Open** or closed, and set its time slots, for example Dinner from 17:00 to 22:00. Tap **Add time slot** to add a second sitting, such as lunch.

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 **BACK TO DASHBOARD**

BOOKINGS

TABLES

OPENING HOURS

BOOKING RULES

EMAILS

 Demo Burgers 

Monday

☒ OPEN

[+ ADD TIME SLOT](#)

Dinner

17:00 

to

22:00 



Tuesday

☒ OPEN

[+ ADD TIME SLOT](#)

Dinner

17:00 

to

22:00 



Wednesday

☒ OPEN

[+ ADD TIME SLOT](#)

Dinner

17:00 

to

22:00 



Thursday

☒ OPEN

[+ ADD TIME SLOT](#)

Dinner

17:00 

to

22:00 



Friday

☒ OPEN

[+ ADD TIME SLOT](#)

Dinner

17:00 

to

23:00 



Tap **SAVE SCHEDULE**. **Reset to defaults** puts the standard hours back.

5 Set the booking rules and share your booking page

Tap **Booking Rules**. **Your booking page** is the public link guests use to book. Copy it for your website, Google profile and social media, or open it to see what guests see. Check the **Restaurant name** shown to guests, then tap **SAVE NAME**.

- **Minimum notice:** how many hours ahead guests must book.
- **Reservation duration:** how long a table is held per booking.
- **Max guests per booking:** larger parties are asked to call.
- **Booking window:** how many days ahead the calendar opens.
- **Time slot interval:** the gap between bookable times.
- **Dining areas:** areas guests can choose, such as Main Dining or Terrace.

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BACK TO DASHBOARD

BOOKINGS TABLES OPENING HOURS **BOOKING RULES** EMAILS

Demo Burgers

Your booking page

This is the public page guests use to book — hosted right here on your Posso One store address.

RESTAURANT NAME (SHOWN TO GUESTS)

SAVE NAME

Booking rules

MINIMUM NOTICE (HOURS)

How far in advance guests must book.

RESERVATION DURATION (HOURS)

How long a table is held per booking.

MAX GUESTS PER BOOKING

Larger parties are asked to call.

BOOKING WINDOW (DAYS)

How far ahead the calendar opens.

TIME SLOT INTERVAL



Spacing between bookable times.

Tap **SAVE BOOKING RULES**.

6 Change the guest emails

Tap **Emails**. There are three: **Booking Confirmed**, **No Availability** and **Waiting List**. Edit the subject and the message, and tap a tag such as **guestName** or **bookingTime** to drop in the booking's own details.

 **BOOKINGS**
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 **BACK TO DASHBOARD**

BOOKINGS

TABLES

OPENING HOURS

BOOKING RULES

EMAILS

 Demo Burgers 

BOOKING CONFIRMED DEFAULT

NO AVAILABILITY DEFAULT

WAITING LIST DEFAULT

SUBJECT

Your booking at {{restaurantName}} is confirmed!

BODY

Dear {{guestName}},

Thank you for your booking at {{restaurantName}}.

Your reservation details are:

Date: {{bookingDate}}

Time: {{bookingTime}}

Party Size: {{partySize}}

{{#if notes}}Special Requests: {{notes}}

{{/if}}

We look forward to welcoming you!

Sincerely,

The {{restaurantName}} Team

Click a tag to insert it at the cursor. The confirmation template also supports {{#if notes}}-{{/if}} blocks.

{{guestName}}

{{bookingDate}}

{{bookingTime}}

{{partySize}}

{{restaurantName}}

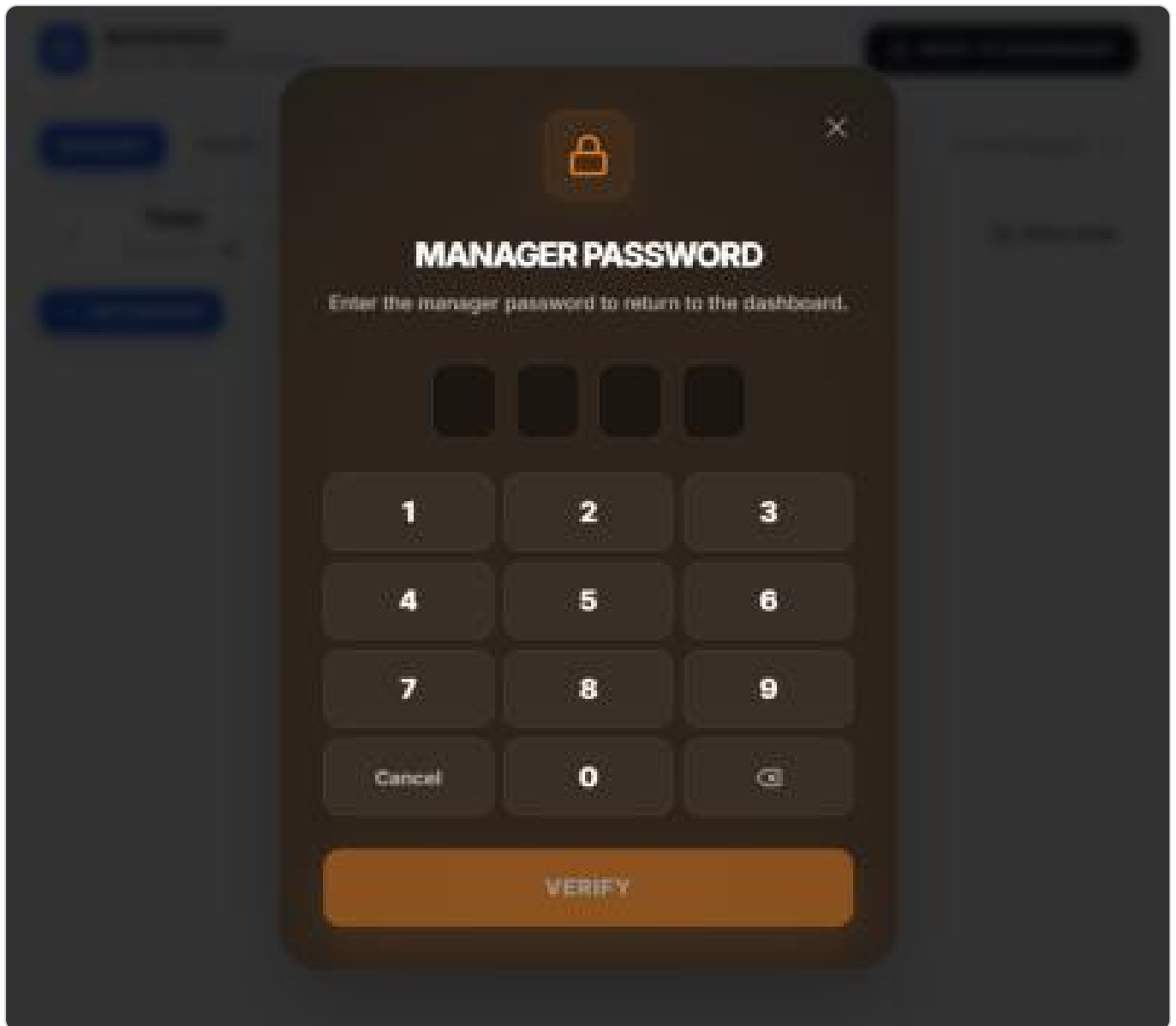
{{notes}}

SAVE TEMPLATE

Tap **SAVE TEMPLATE**.

7 Going back to the dashboard

Back to Dashboard asks for the manager password before it leaves Bookings.



If something is not right

Guests cannot book a particular day	Check that day is Open in Opening Hours and has a time slot.
Guests can only book a short time ahead	Increase the Booking window in Booking Rules .
A large party could not book online	They are over Max guests per booking . Take it by phone with ADD BOOKING , or raise the limit.
A table is missing from bookings	Check it is on the floor plan, or add it in Tables with ADD TABLE .
The guest did not get an email	Check the email address on the booking, and the Booking Confirmed template in Emails .

Need a hand? Call Posso support free on 0808 175 3956, Monday to Friday, 9am to 9:30pm, or see posso.co.uk/support. More guides: posso.co.uk/downloads.