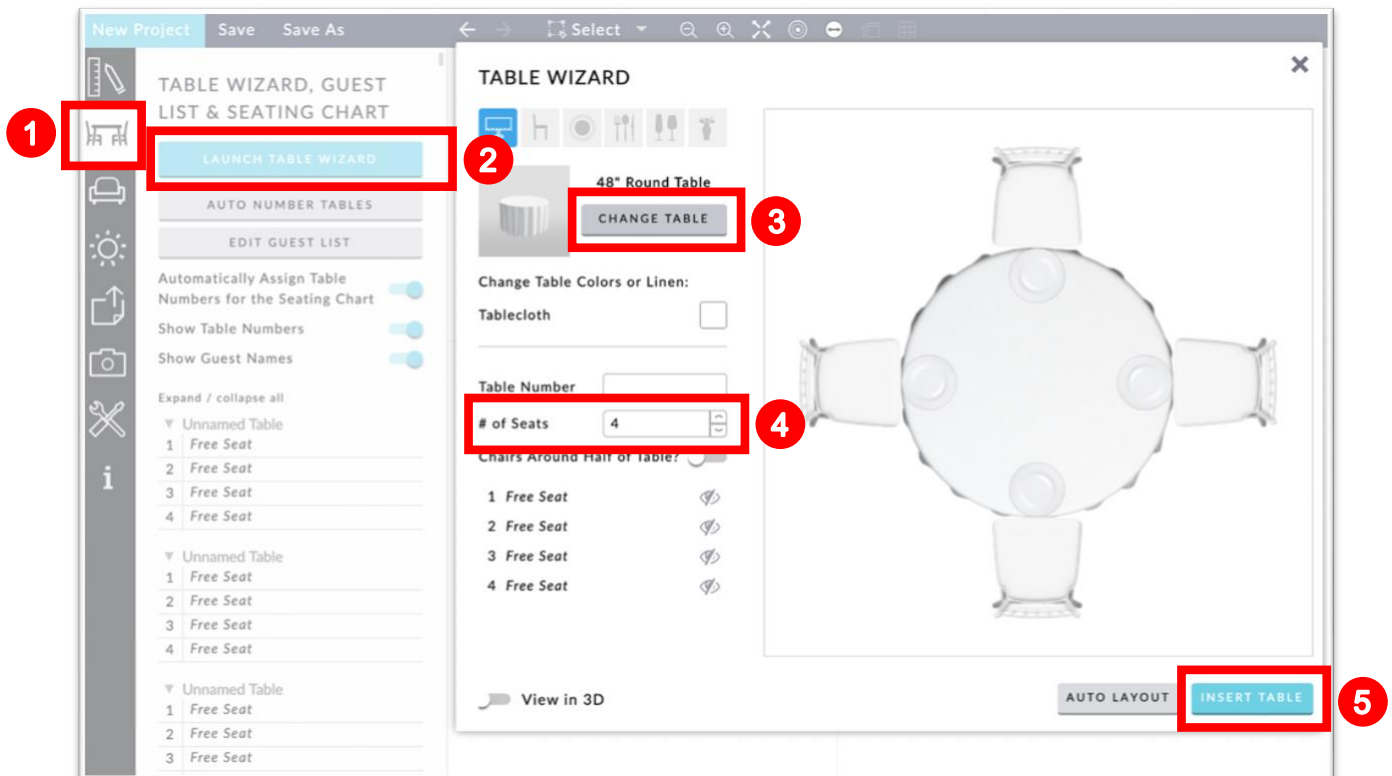


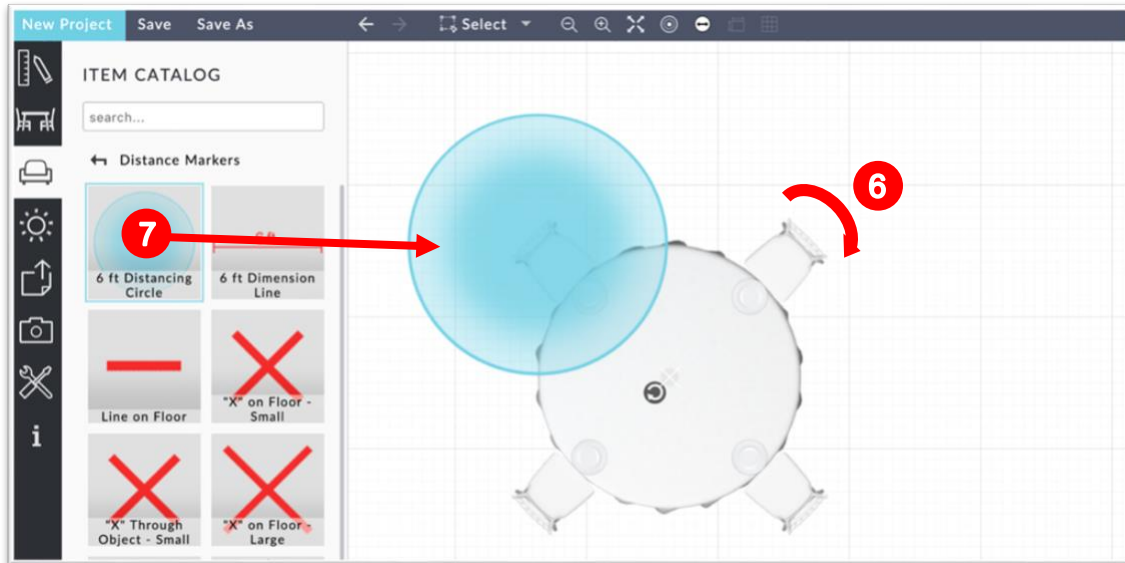
Create Social Distancing Layouts – Round Table Seating Configuration

This Guide will give you an overview of how to use the Auto Layout tool to quickly populate round tables in a room to ensure Social / Physical Distancing.

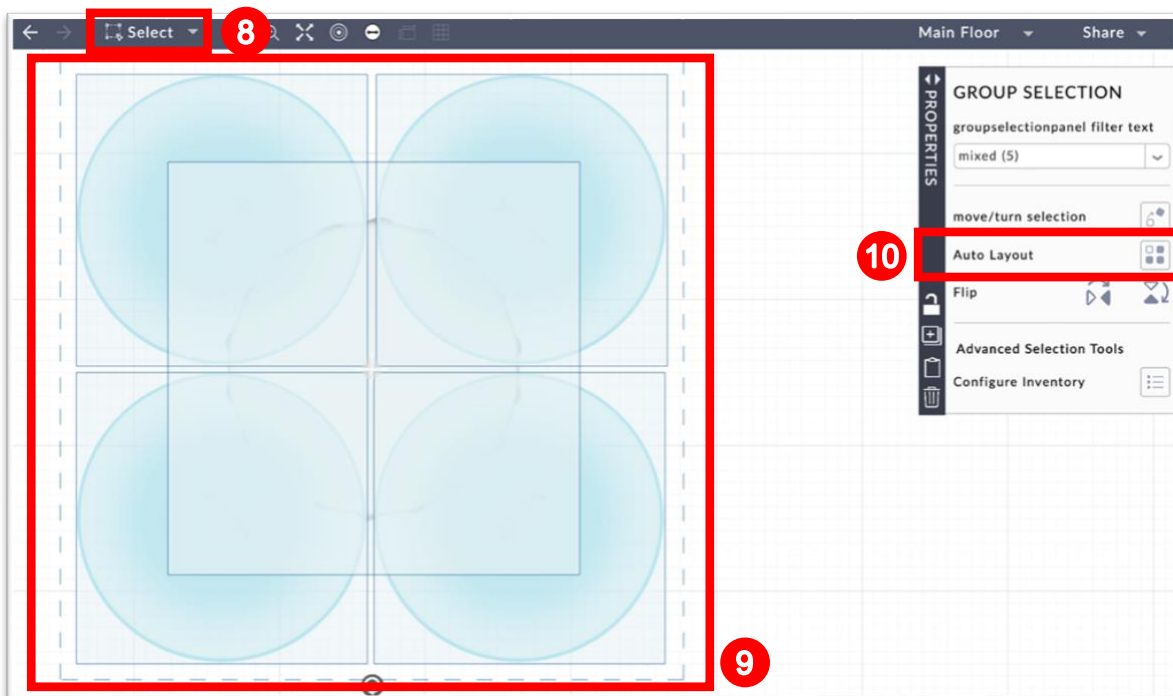
1. Select the Table Wizard Icon from the Menu Bar.
2. Click the “Launch Table Wizard” button.
3. Click “Change Table” and select a table.
4. Adjust the number of seats appropriately. Below are suggested seat counts for given table sizes (these are *only* suggestions, so be sure to check applicable government regulations for compliance).:
 - a. 72” table with 4 chairs socially distanced
 - b. 60” table with 2 chairs socially distanced
5. Click the “Insert Table” button.



6. For the most efficient layout, rotate a 72 inch table 45 degrees and a 60 inch table 0 or 90 degrees.
7. From the Item Catalogue, insert a social distance buffer on each chair.



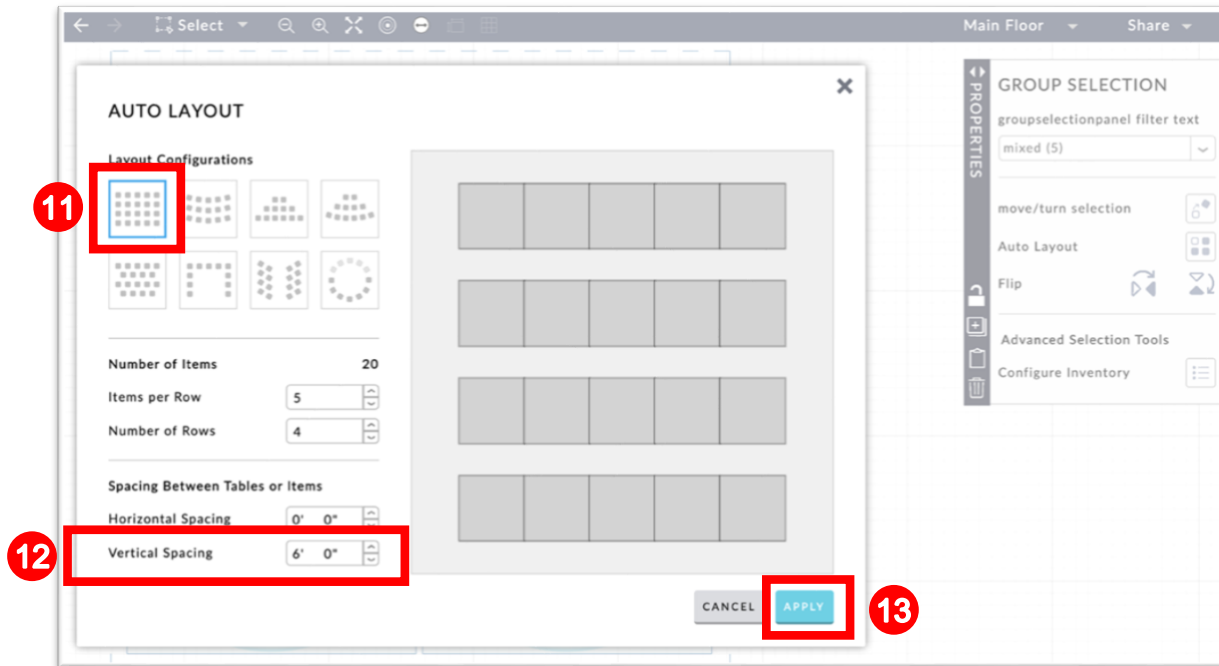
8. Click "Select" from the navigation bar.
9. Click and drag a box around the table/chairs and distancing buffers. Make sure everything is selected.
10. Select "Auto Layout" in the properties window.



11. For the most efficient Layout, keep the first (default) Standard layout configuration.

12. Set Spacing to 0 for no buffered walkway or input spacing for a walkway such as 6 feet.

13. Click Apply.



14. Zoom out and drag the group of tables to the desired location within your space.

15. You can then click Select from the navigation bar to group the original table with the buffers. Click the delete button on your keyboard or the delete icon in the properties window to remove.

