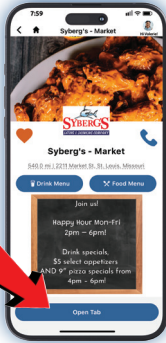


1 CREATE & FIRE THE TICKET



› The guest downloads CityCheers and creates an account

› Guest will tap **“Open Tab”** - The app lets them know to give their name to the server

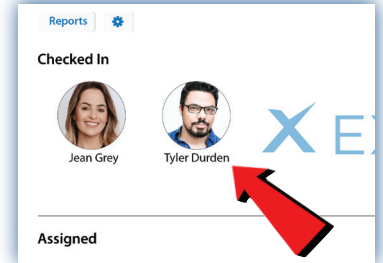
› Take the order as usual, get their name and table/ticket number



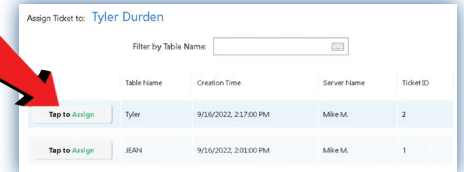
› **Create** the ticket
› **Fire** the ticket to the kitchen or bar.

› Tap the ExpressCheck icon. The location of this button can vary so ask your manager.

2 ASSIGN THE TICKET



› Tap the Guest's face and a list of your open tickets will appear

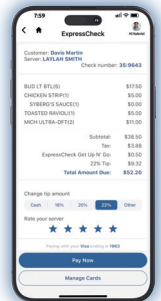


› Tap the ticket to **Assign**

› Tap **“OK”** and **“Back to POS”**



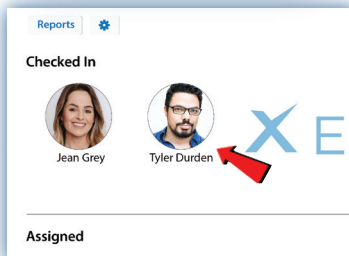
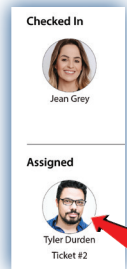
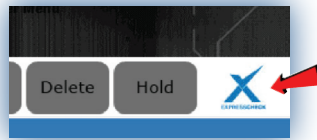
› Order will appear on the guest phone



› Any additional items added to the ticket will appear in the app

3 WRONG CHECK ASSIGNED? UN-ASSIGN & RE-ASSIGN

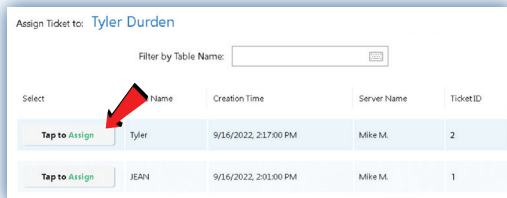
› Tap the ExpressCheck Button



› Tap the guest you would like to un-assign and you will see a confirmation

› Once un-assigned, tap their face again

› Tap the Ticket to **Assign** the correct check



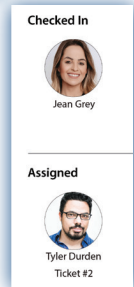
4 SPLIT TICKETS

› **Create** the ticket
› **Fire** the ticket
› **Split** the ticket



› Tap the ExpressCheck Button

› **Assign** each guest to their correct ticket



› Each guest opens a tab on the app

› If there is a guest who is not pay with ExpressCheck they will have to wait for the bill and hand over their credit card