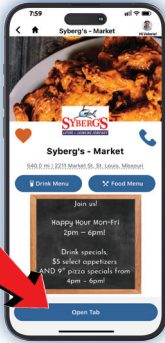


1 CREATE & FIRE THE TICKET

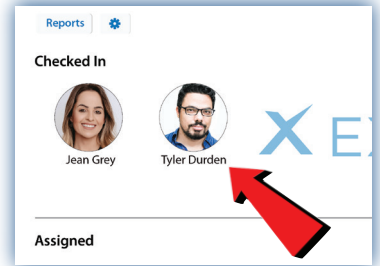


- > The guest downloads CityCheers and creates an account
- > Guest will tap **"Open Tab"**
- > Take the order as usual, get their name and table/ticket number

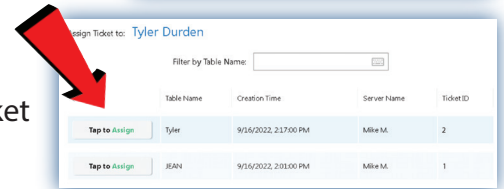


- > Put the order in the POS and **Fire**
- > Log Out and tap the ExpressCheck button

2 ASSIGN THE TICKET



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



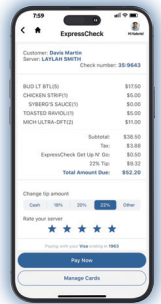
- > Tap the ticket to **Assign**

- > Tap **"OK"** and **"Back to POS"**



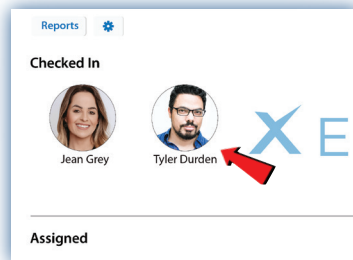
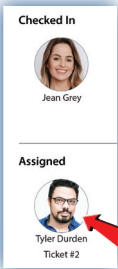
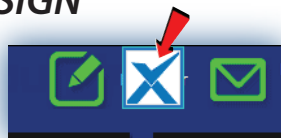
- > Order will appear on the guest phone

- > Any additional items added to the ticket will appear in the app



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

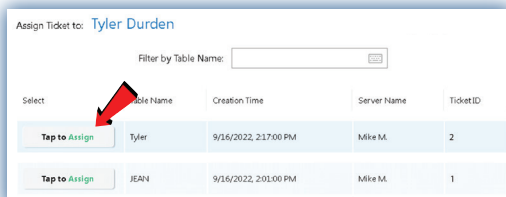
- > Tap the ExpressCheck Button



- > 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
- > **Reprint**



- > Tap the ExpressCheck Button



- > **Assign** each guest to their correct ticket

