

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



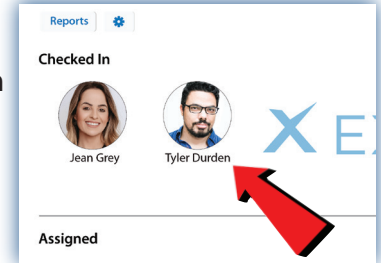
› **Create** the ticket

› **Fire** the ticket to the Kitchen or bar.

› 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**

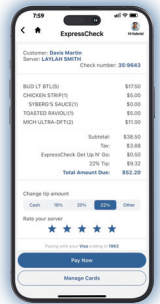
› Tap **“OK”** and **“Back to POS”**



Back to POS

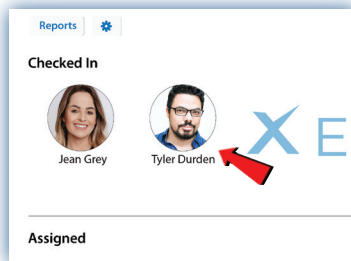
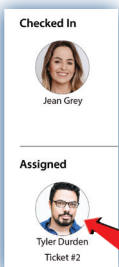
› Order will appear on the guest phone

› 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

Select	Table Name	Creation Time	Server Name	TicketID
Tap to Assign	Tyler	9/26/2022, 2:17:00 PM	Mike M.	2
Tap to Assign	JEAN	9/26/2022, 2:01:00 PM	Mike M.	1

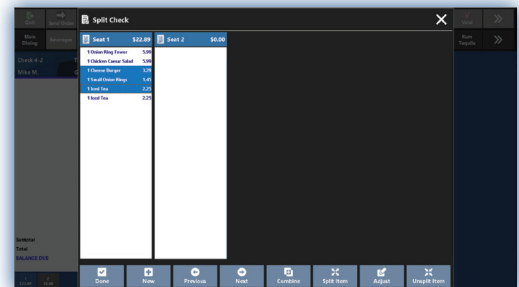
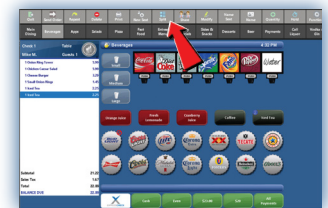
4 SPLIT TICKETS

› **Create** the ticket

› **Fire** the ticket

› **Split** the ticket

› **Assign** each guest their ticket



› Each guest opens a tab on the app

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