

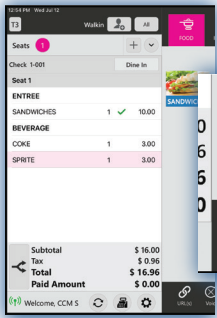
1 CREATE & FIRE THE TICKET



> 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



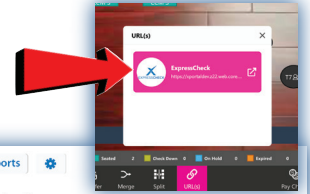
> **Create** the ticket

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

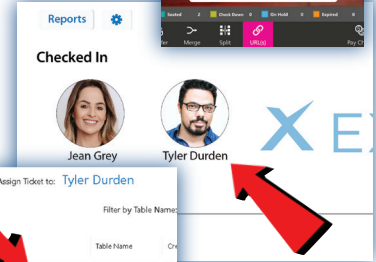
> Tap the URL button

2 ASSIGN THE TICKET

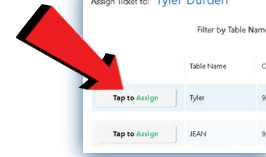
> Tap the ExpressCheck Icon



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



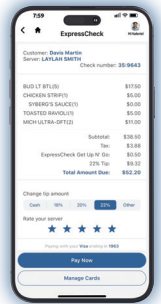
> Tap the ticket to **Assign**



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



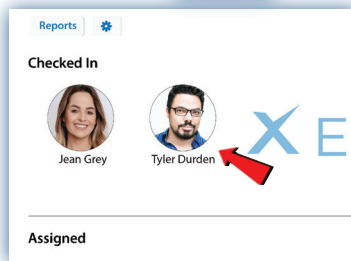
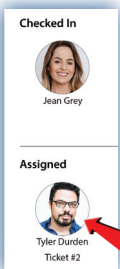
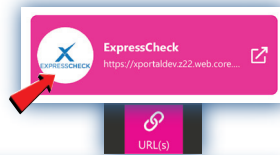
> Order will appear on the guest phone



> 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

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

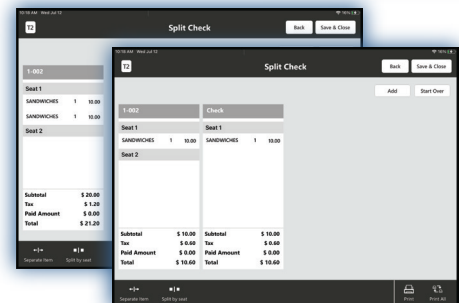
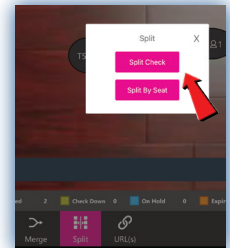
4 SPLIT TICKETS

> **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