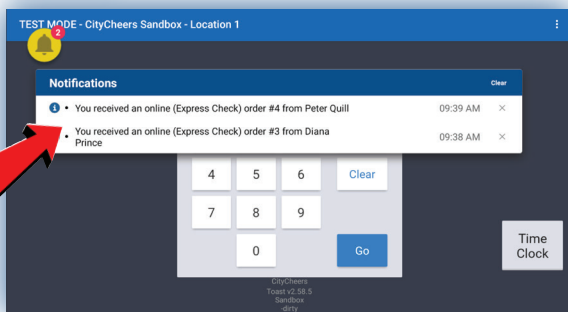


## 1 CREATE & FIRE THE TICKET



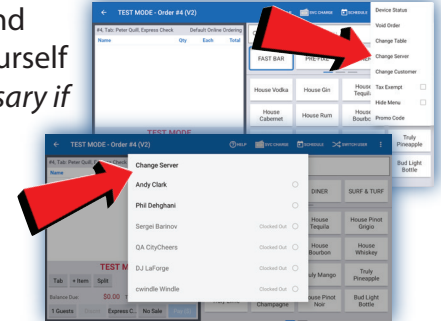
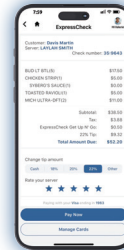
- › The guest downloads CityCheers and creates an account
- › Guest will tap **“Open Tab”**
- › Take the order as usual, get their name and table/ticket number



- › Ticket will appear under online order
- › All guests will be labeled with ExpressCheck and their name

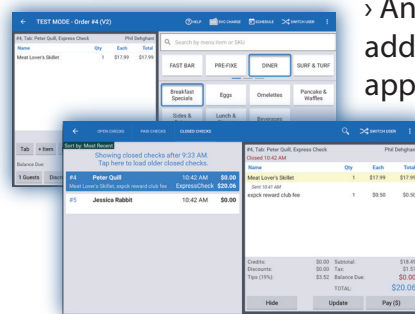
## 2 ASSIGN THE TICKET

- › Tap the ticket and re-assign it to yourself - *This is not necessary if you share tips*



- › Order will appear on the guest phone

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



## 3 IF GUEST OPENS EXPRESSCHECK TAB AFTER ORDER HAS STARTED

- › Guest informs server/bartender they have started ExpressCheck tab after items have been fired on another
- › Go to All Checks screen
- › Tap three vertical dots in upper right corner of screen, tap on Combine Checks
- › Tap ExpressCheck **FIRST** and tap order with items **SECOND** to transfer **INTO** ExpressCheck
- › Assign ExpressCheck tab to table/bar seat

## 4 SINGLE EXPRESSCHECK TRANSACTION | MULTIPLE CHECKS

- › Guests open tabs through ExpressCheck and informs Server/Bartender
- › Make note of each Guest's name
- › Access one of the ExpressCheck tabs on the POS
- › Assign it to yourself and assign to table/bar seat
- › Ring in items on this order and fire to bar/kitchen
- › Assign each ExpressCheck order to the table/bar seat, making sure to tap **Keep As Separate Order**