

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

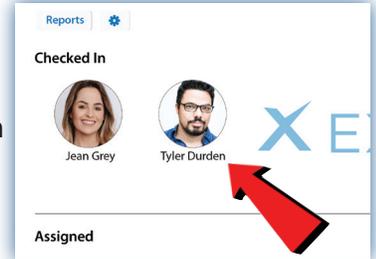


› Put the order in the POS and **Fire**

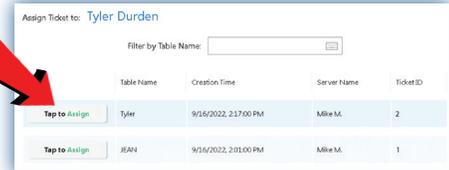


› Log Out and tap the ExpressCheck button

2 ASSIGN THE TICKET



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



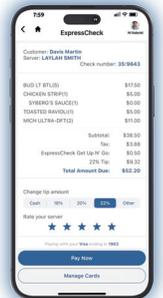
› Tap the ticket to **Assign**

› Tap **"OK"** and **"Back to POS"**

Back to POS

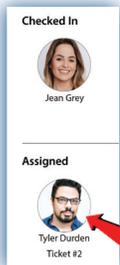
› Order will appear on the guest phone

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

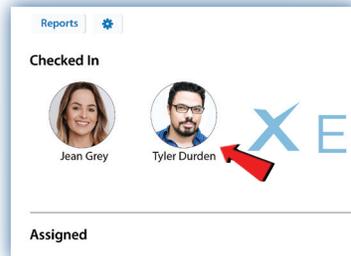


3 WRONG CHECK ASSIGNED? UN-ASSIGN & RE-ASSIGN

› Tap the ExpressCheck Button

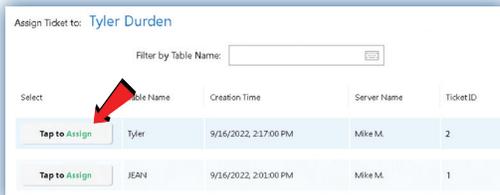


› Tap the guest you would like to un-assign and you will see a confirmation



› 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

