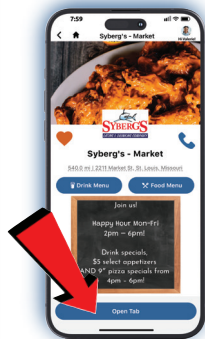


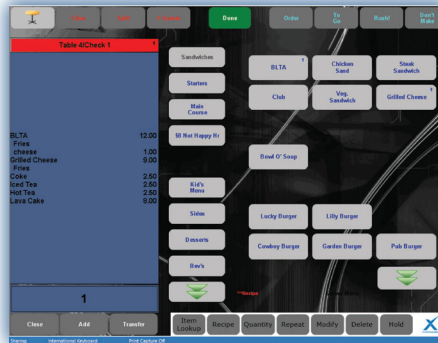
1 CREATE THE TICKET



› The guest downloads CityCheers and creates an account

› Guest will tap **"Open Tab"** - The app lets them know to give their name to the server

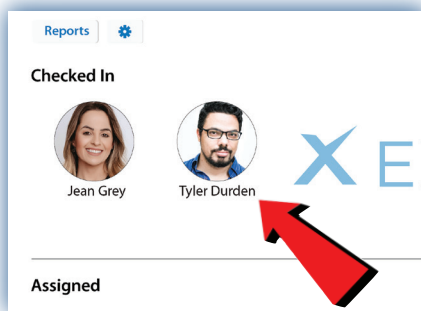
› Take the order as usual, get their name and table/ticket number



› **Create** the ticket

› Tap the ExpressCheck icon. The location of this button can vary so ask your manager.

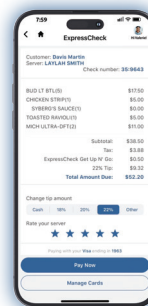
2 ASSIGN THE TICKET



› A list of patrons will show up. Tap on your guest.

› Tap **"OK"** and **"Back to POS"**

Back to POS

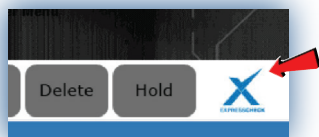


› Order will appear on the guest phone

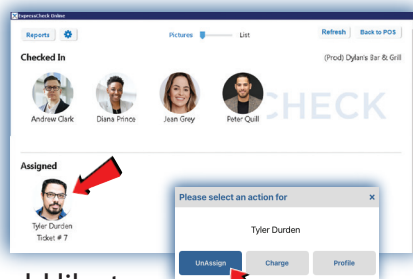
› Any additional items added to the ticket will appear in the app

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

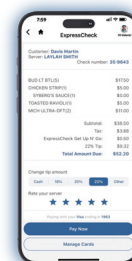
› Tap the ExpressCheck icon



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



› Once un-assigned
Servers - reassign the correct patron
Bartenders - leave portal > access check > hit ExpressCheck > assign correct patron



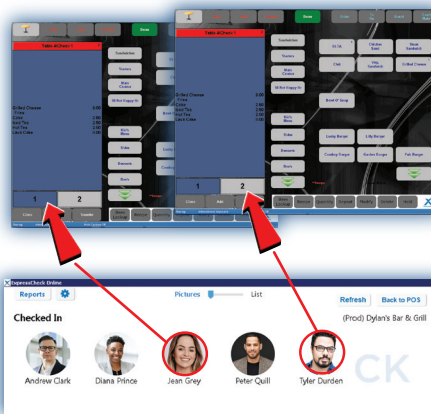
4 SPLIT TICKETS

› **Create** the ticket

› **Fire** the ticket

› **Split** the ticket

› **Assign** each guest to their correct 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