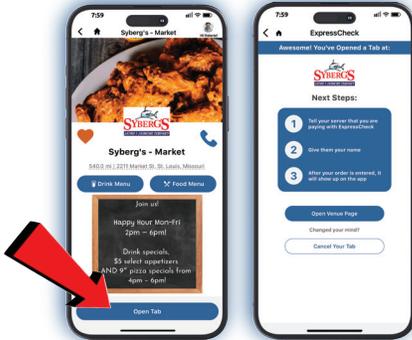


## 1 CREATE & FIRE THE TICKET



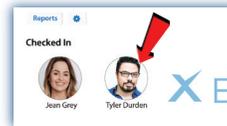
› Guest taps **“Open Tab”** & they are informed to give their name to the server



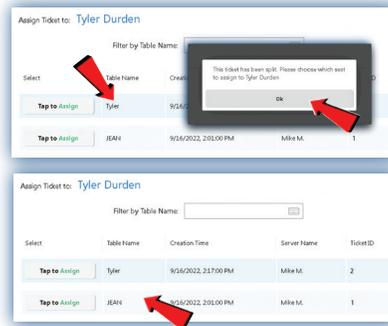
› Create the ticket & send it  
› Tap the ExpressCheck icon

## 2 ASSIGN THE TICKET

› Tap the ExpressCheck icon - Choose the first guest



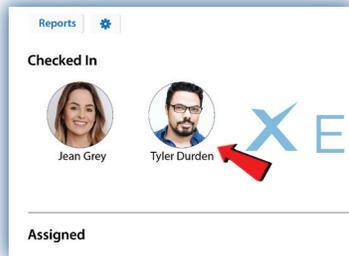
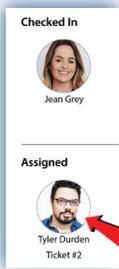
› Choose the ticket - Choose the seat



› Repeat the process for the remaining guests. Any guest not using ExpressCheck will wait for a check and pay with a card.

## 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

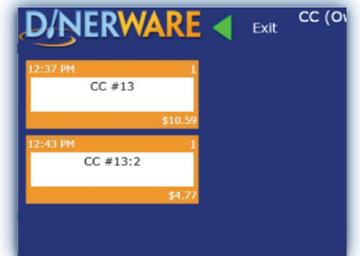
› Once un-assigned, tap their face again

› Tap the Ticket to **Assign** the correct check



## 4 SPLIT TICKETS

› **Split** the ticket like you normally do.



› Tap the ExpressCheck Button



› Choose the first guest

