



***ExpressCheck One Touch***

**QUANTIC®**

***Tutorial***



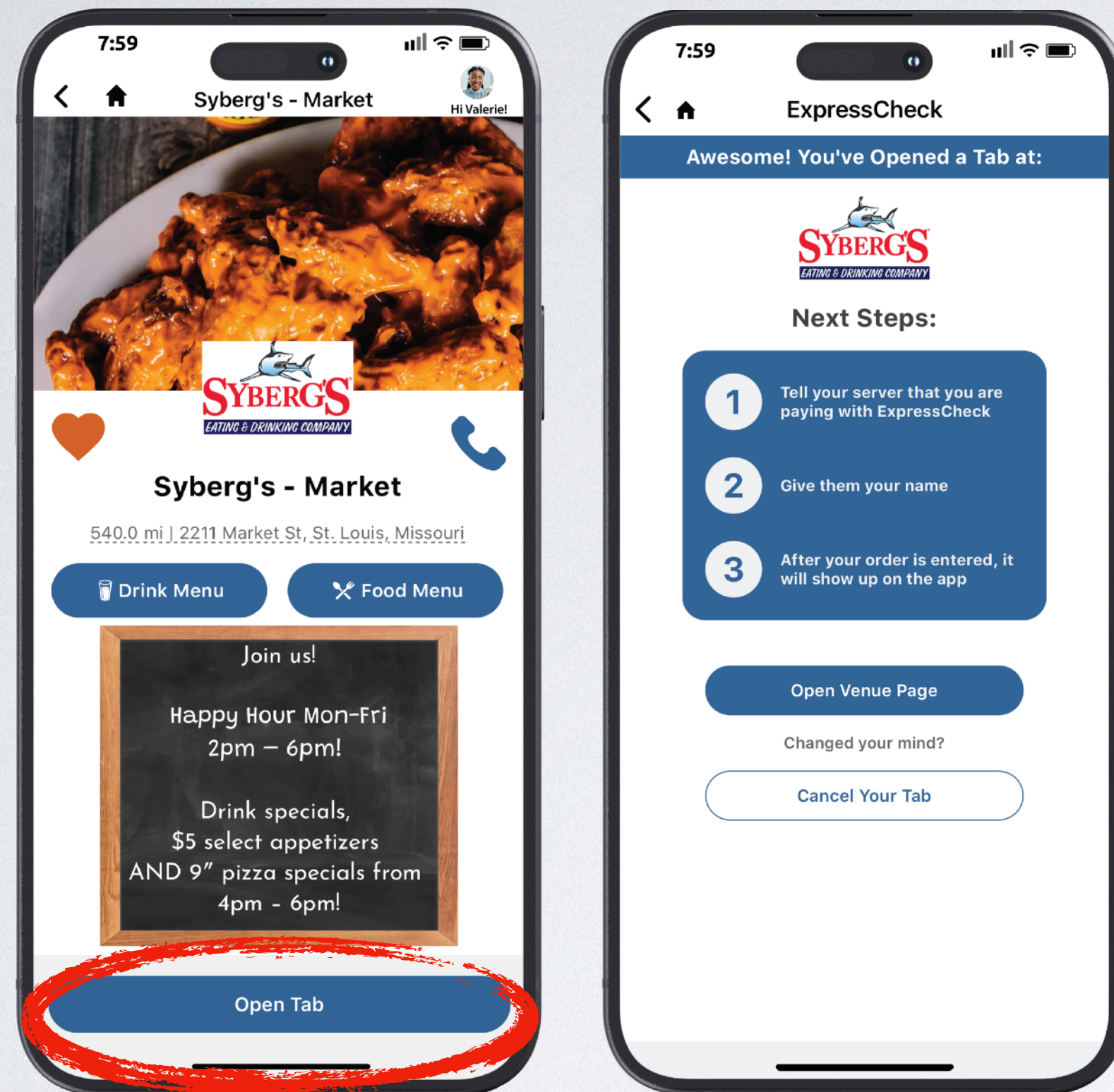


# ExpressCheck Transaction

Ticket can be assigned at any point in the meal

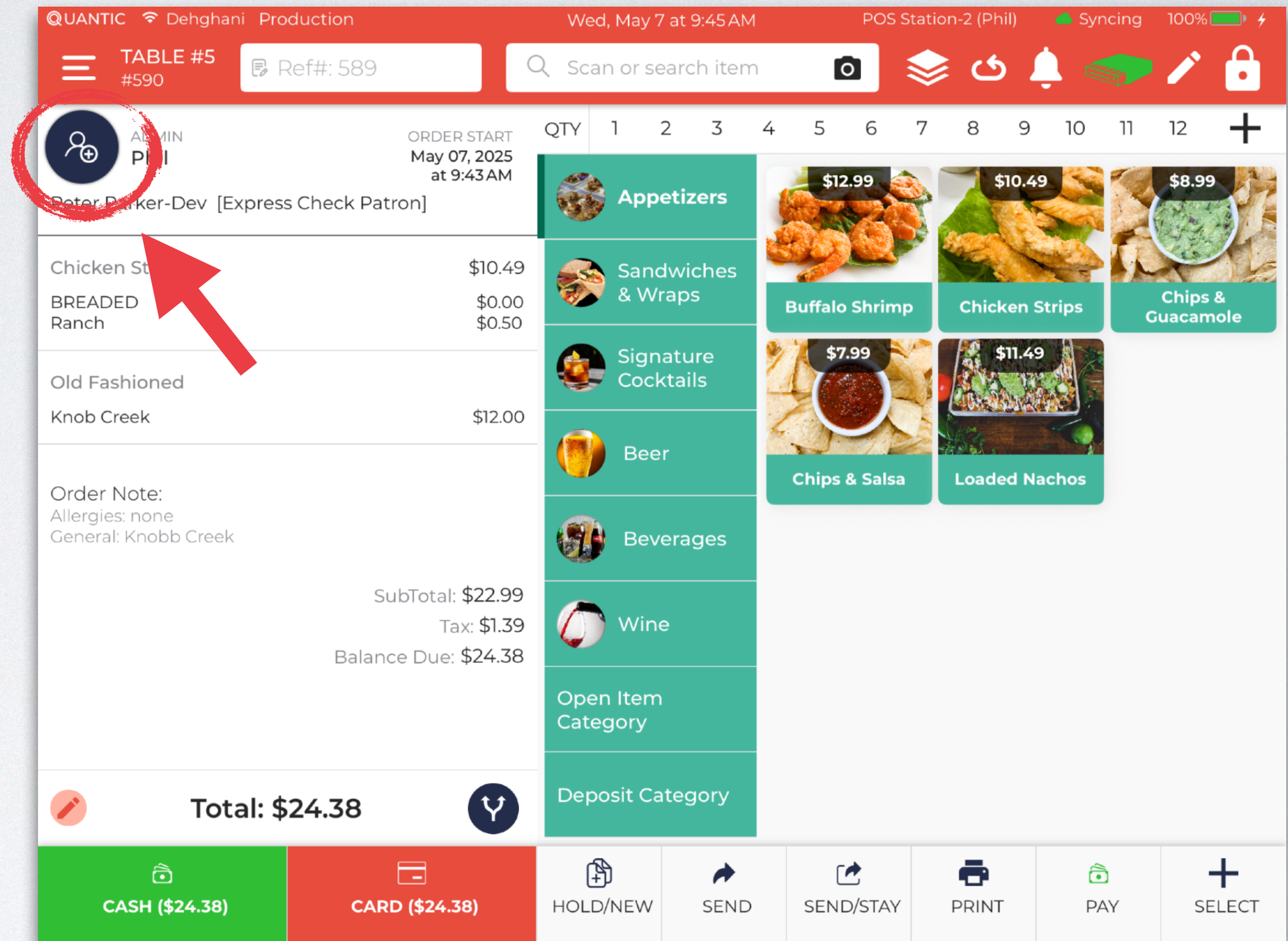


# Create the Ticket



Guest taps Open Tab

They are informed to give the server their name



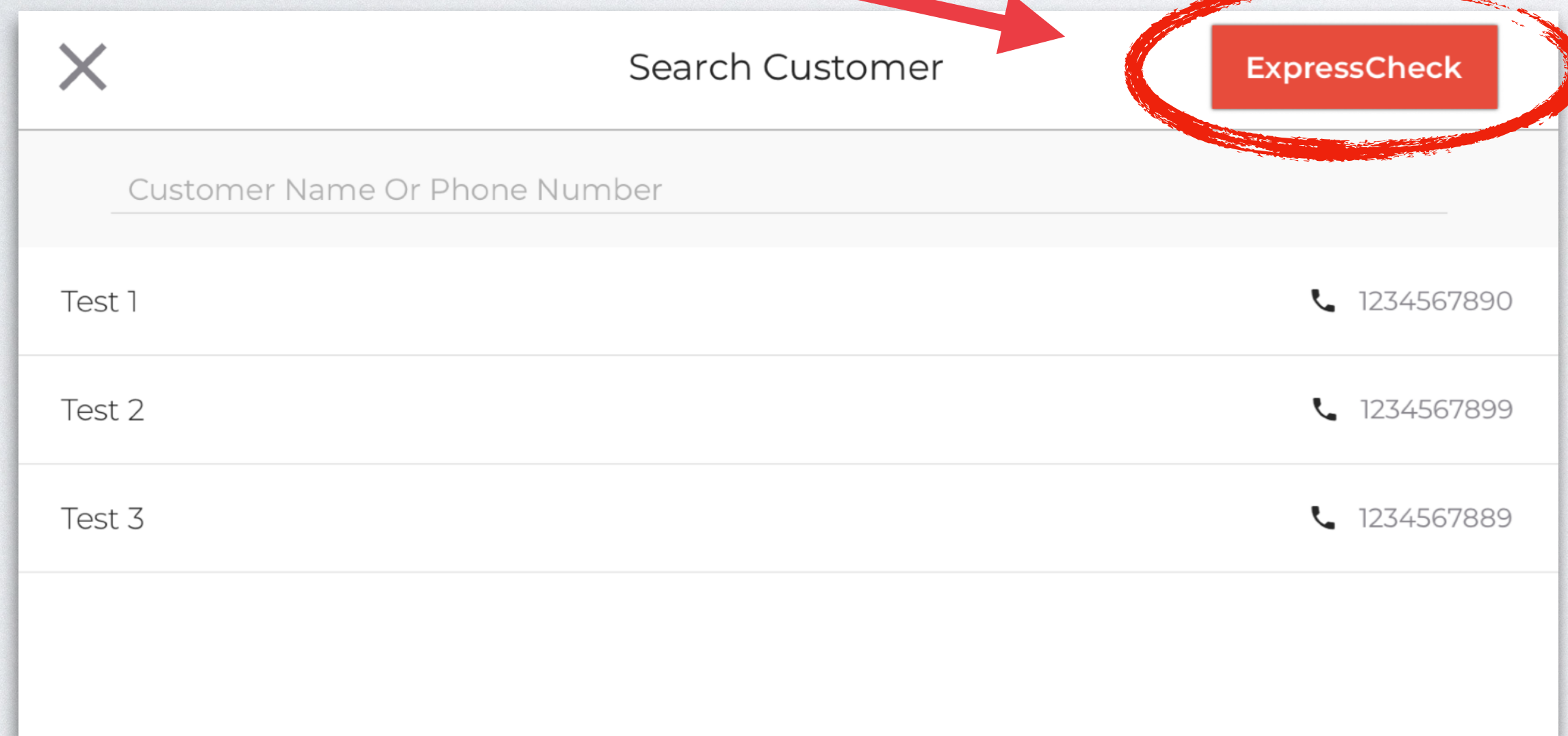
- 1 Take the order & write down guest's name
- 2 Create the ticket
- 3 Tap the "add customer" icon



# Assign the ticket - Send the ticket

Any additional items added to the order will automatically update on the app.

- 1 Tap the ExpressCheck button to open the Portal

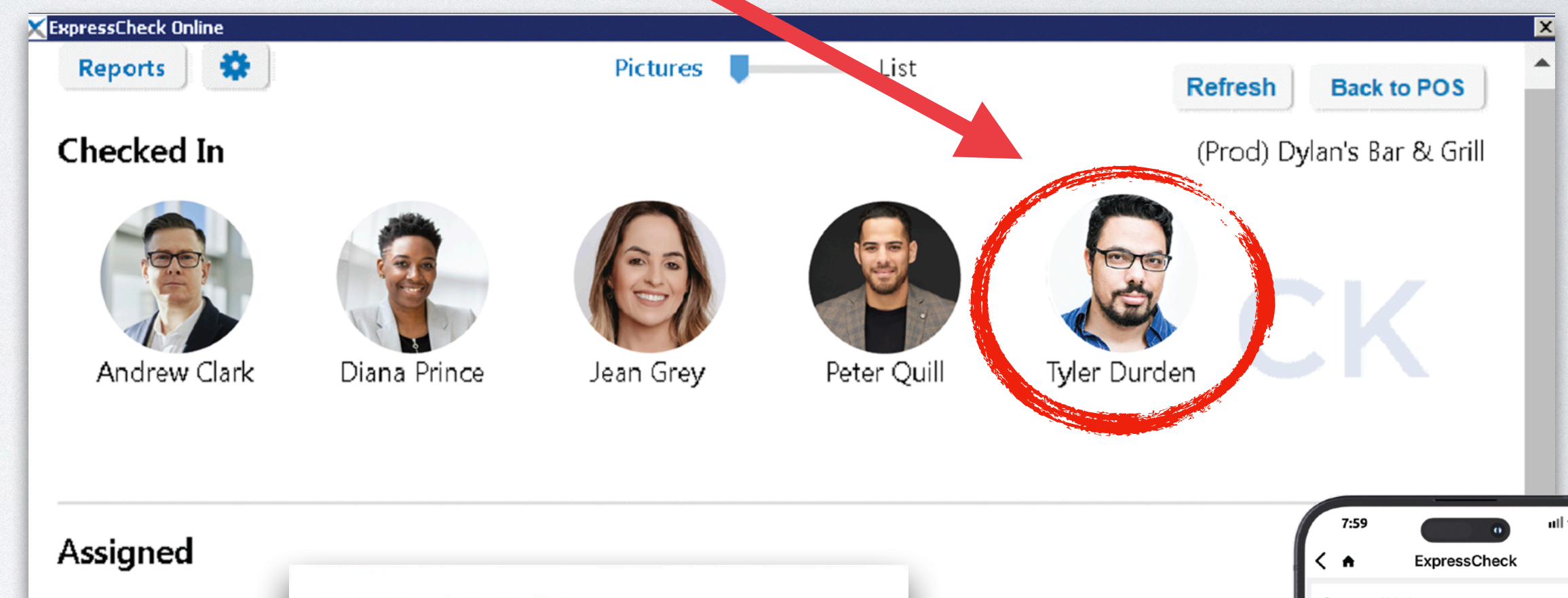


Search Customer

Customer Name Or Phone Number

Test 1	1234567890
Test 2	1234567899
Test 3	1234567889

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



ExpressCheck Online

Reports Pictures List Refresh Back to POS

Checked In

(Prod) Dylan's Bar & Grill

Andrew Clark	Diana Prince	Jean Grey	Peter Quill	Tyler Durden
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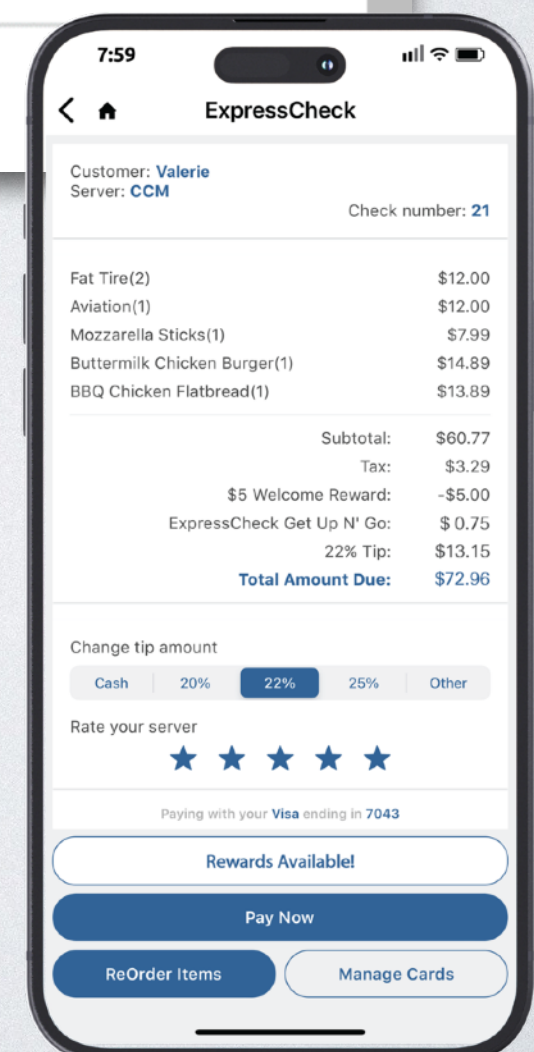
Assigned

**PERFECT!**

You have successfully assigned this ticket.

Ok

- 3 A window will let you know the check was assigned. Tap 'OK'. You will be directed back to the check - Send it to the kitchen or bar



ExpressCheck

Customer: Valerie  
Server: CCM  
Check number: 21

Fat Tire(2)	\$12.00
Aviation(1)	\$12.00
Mozzarella Sticks(1)	\$7.99
Buttermilk Chicken Burger(1)	\$14.89
BBQ Chicken Flatbread(1)	\$13.89
Subtotal:	\$60.77
Tax:	\$3.29
\$5 Welcome Reward:	-\$5.00
ExpressCheck Get Up N' Go:	\$ 0.75
22% Tip:	\$13.15
Total Amount Due:	\$72.96

Change tip amount

Cash 20% 22% 25% Other

Rate your server

★★★★★

Paying with your Visa ending in 7043

Rewards Available

Pay Now

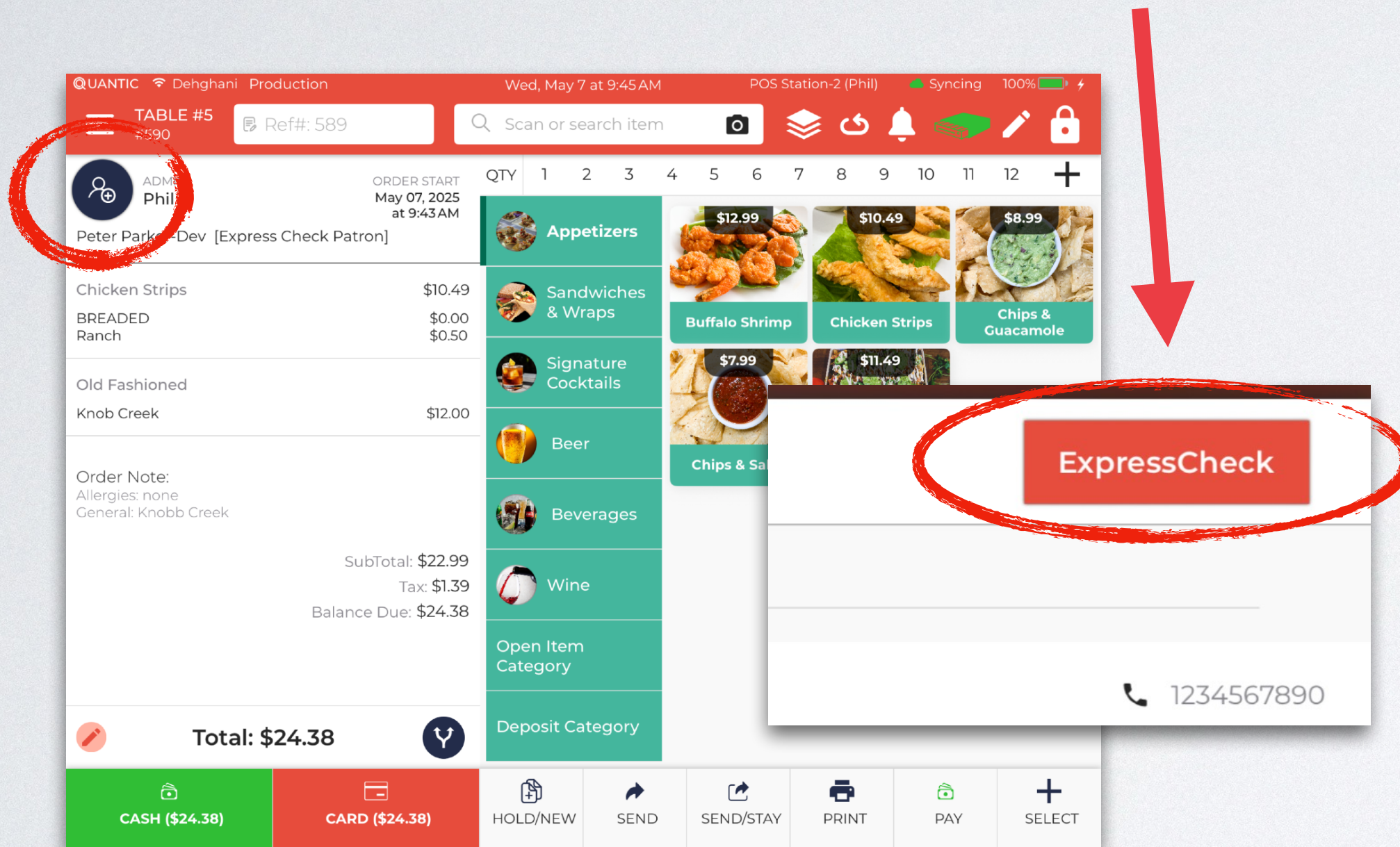
ReOrder Items Manage Cards



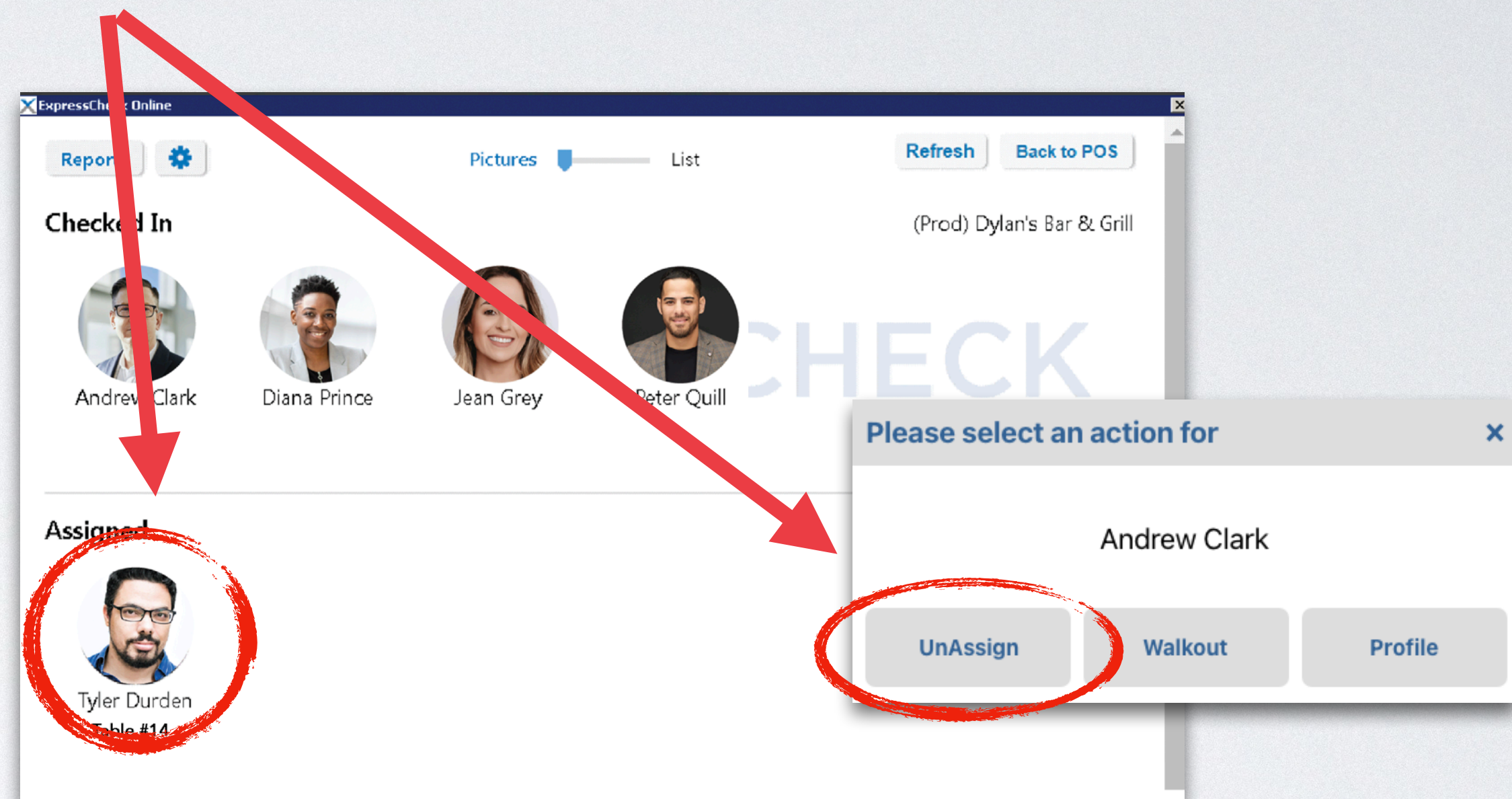
# Wrong Check Assigned

Un-assign & Re-assign

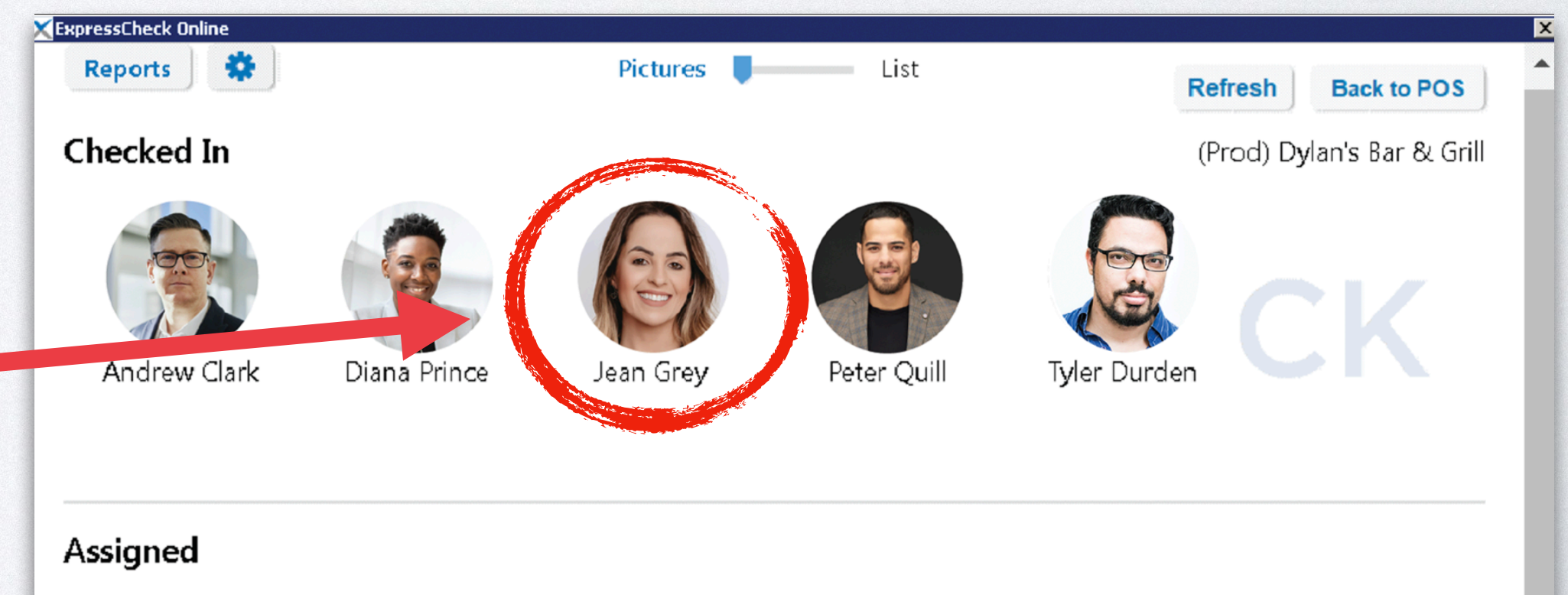
**1** Go to the ticket with the incorrect guest assigned & access the ExpressCheck Portal



**2** Tap the Guest to unassign



**3** You will be directed back to the check. Go back to the portal and choose the correct guest.





A photograph of two women sitting at a restaurant table outdoors. The woman on the left has long blonde hair and is wearing a blue patterned top. The woman on the right has dark hair tied back and is wearing a green top. They are both smiling and looking towards each other. In the foreground, there are plates of food, including a salad with bread, and glasses of wine. A semi-transparent white banner is overlaid across the middle of the image, containing the text.

# Splitting the check

Each guest gets their own ticket



# Split Tickets

1

Create the ticket & Split it like you normally do

Split

Check: 1

P1

Buffalo Shrimp

GRILLED W/ BLACKENED SEASONING

\$12.99

\$0.00

P1

Bloody Mary With Tequila

\$11.00

Total: \$25.41

Check: 2

P2

Loaded Nachos

Steak

\$11.49

\$5.00

P2

Snake Bite

\$7.50

Total: \$25.34

Split Evenly

Split by Position

Merge

Print All

2

Access the first seat - Follow the ExpressCheck assignment flow. Repeat with each seat

QUANTIC Dehghani Production Wed, May 7 at 12:51 PM POS Station-2 (Phil) Syncing 100%

TABLE #2 Ref#: 608 Scan or search item

BALENDER

Peter P...-Dev [Express Check Patron]

ORDER START May 07, 2025 at 12:48 PM

QTY 1 2 3 4 5 6 7 8 9 10 11 12 +

Check 1 2

P1

Buffalo Shrimp

GRILLED W/ BLACKENED SEASONING

\$12.99

\$0.00

P1

Bloody Mary With Tequila

\$11.00

Order Note: Allergies: none General: Knobb Creek

SubTotal: \$23.99 Tax: \$1.42 Balance Due: \$25.41

Total: \$25.41

Appetizers

Sandwiches & Wraps

Signature Cocktails

Beer

Beverages

Wine

Open Item Category

Deposit Category

Buffalo Shrimp \$12.99

Chicken Strips \$10.49

Chips & Guacamole \$8.99

Chips & Salsa \$7.99

Loaded Nachos \$11.49

CASH (\$25.41)

CARD (\$25.41)

HOLD/NEW

SEND

SEND/STAY

PRINT

PAY

SELECT

QUANTIC Dehghani Production Wed, May 7 at 12:49 PM POS Station-2 (Phil) Syncing 100%

TABLE #2 Ref#: 608 Scan or search item

BALENDER

Peter P...-Dev [Express Check Patron]

ORDER START May 07, 2025 at 12:48 PM

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Check 1 2

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Loaded Nachos

Steak

\$11.49

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Snake Bite

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Loaded Nachos \$11.49

CASH (\$25.34)

CARD (\$25.34)

HOLD/NEW

SEND

SEND/STAY

PRINT

PAY

SELECT

If someone does not want to pay on the app, they can wait for their check and pay with a card.

ExpressCheck Online

Reports Pictures List Refresh Back to POS

Checked In (Prod) Dylan's Bar & Grill

Andrew Clark

Diana Prince

Jean Grey

Peter Quill

Tyler Durden

Assigned

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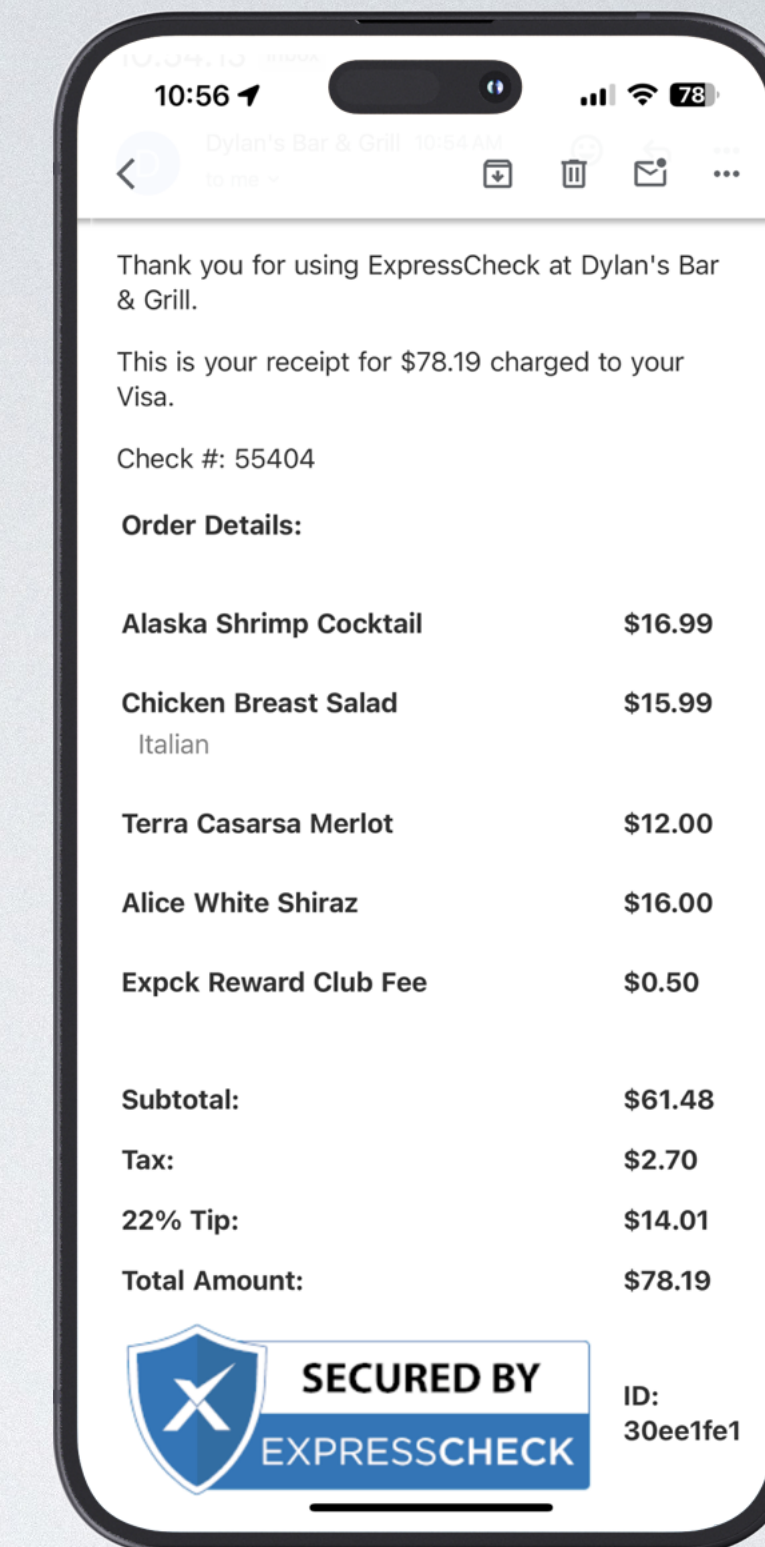
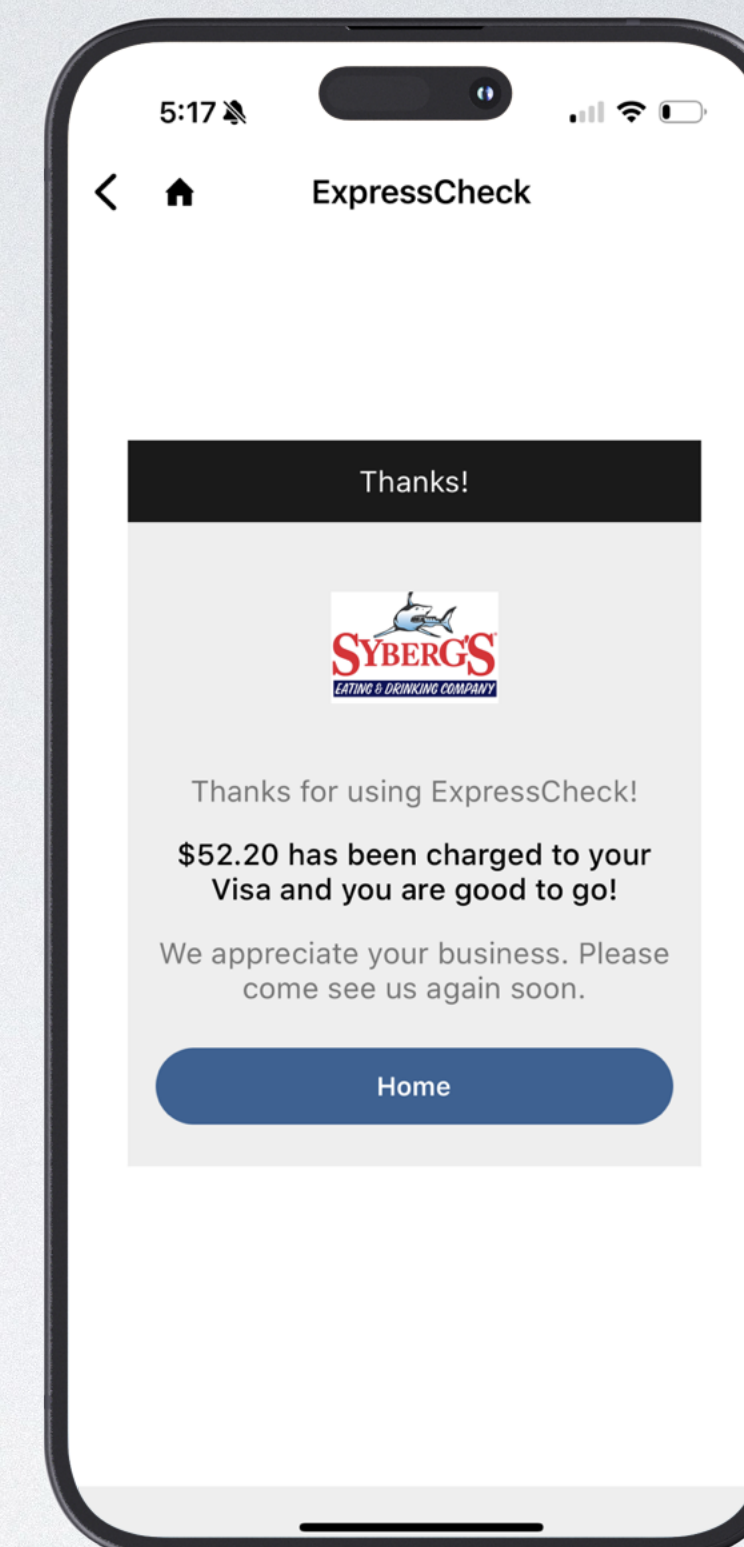
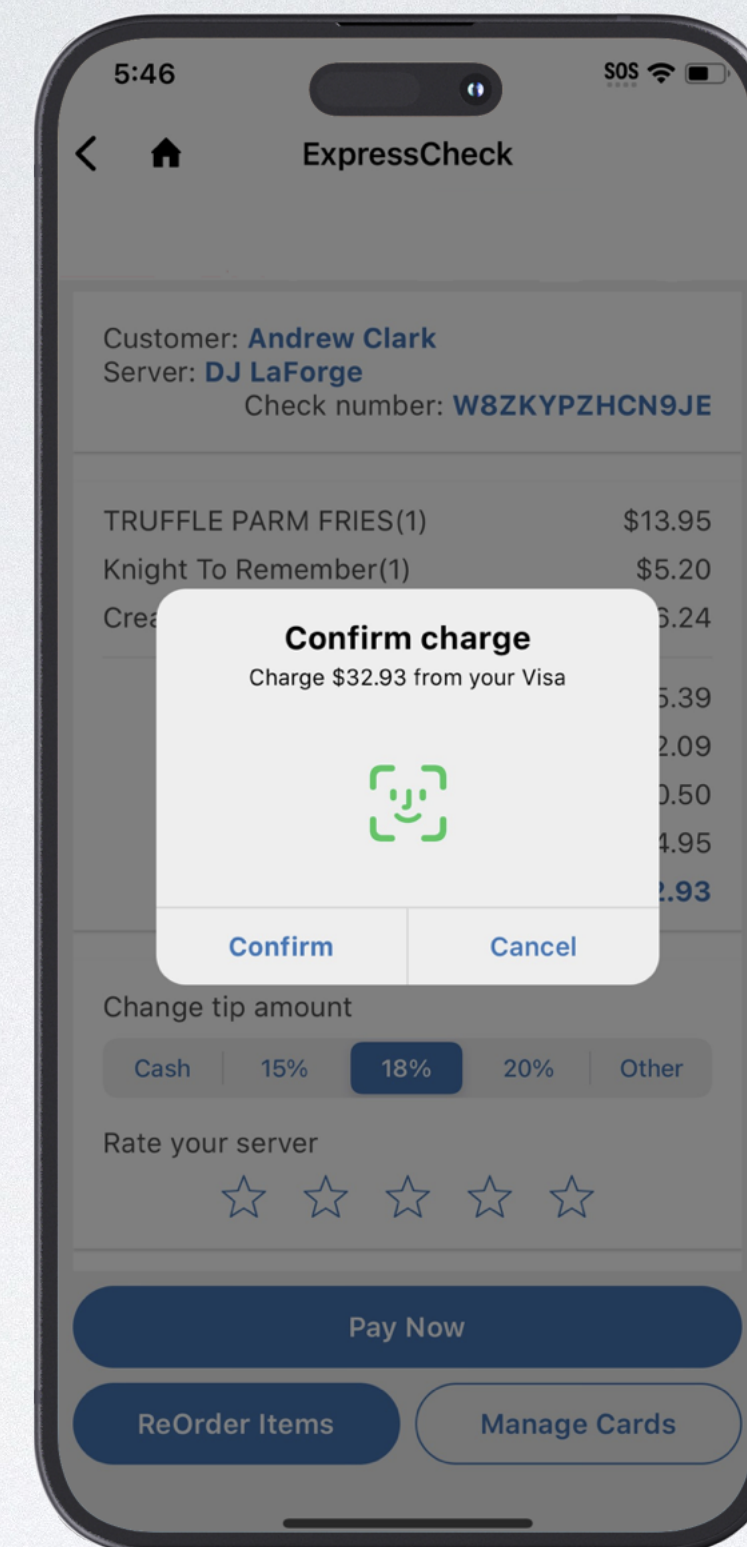
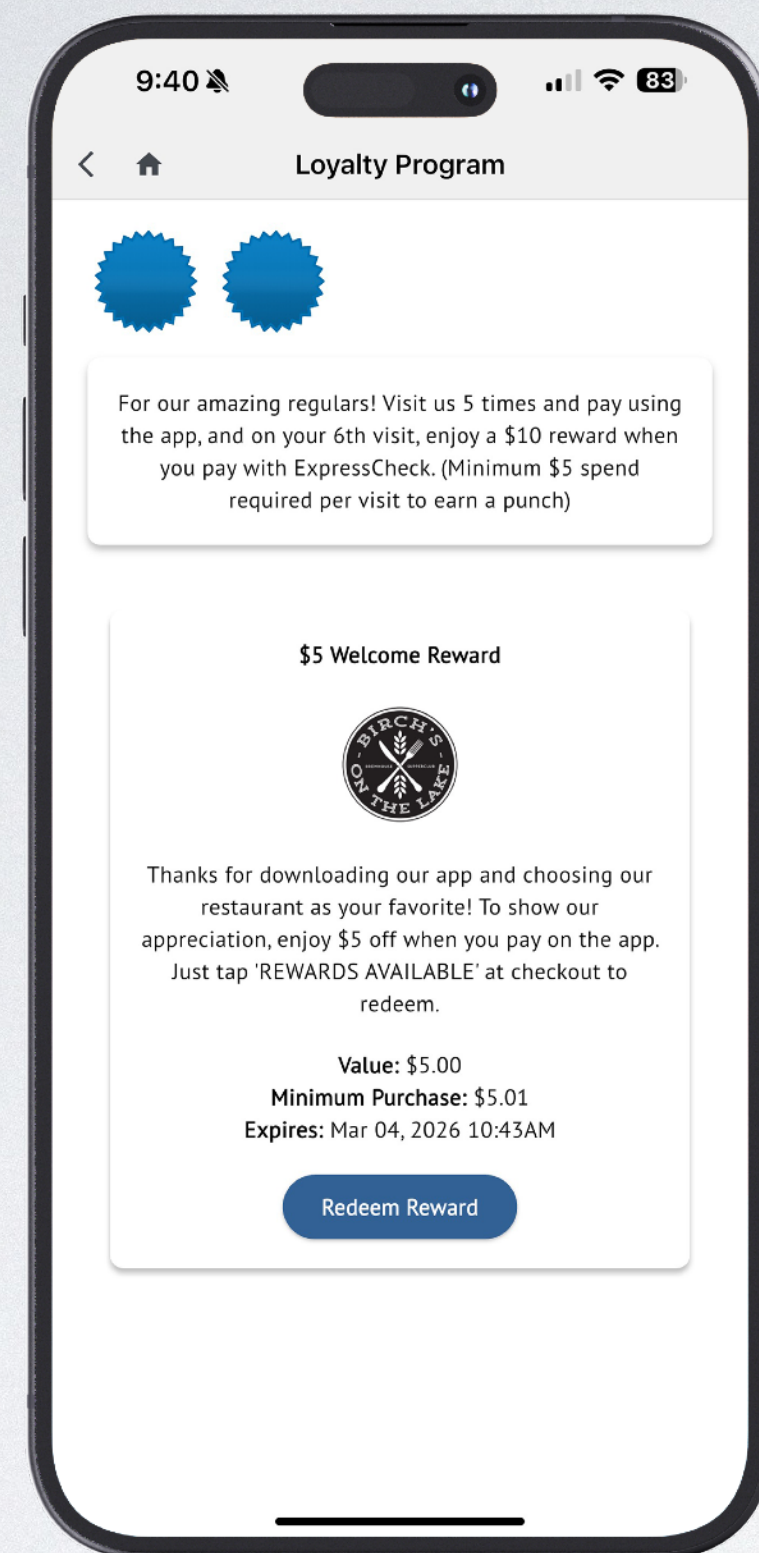
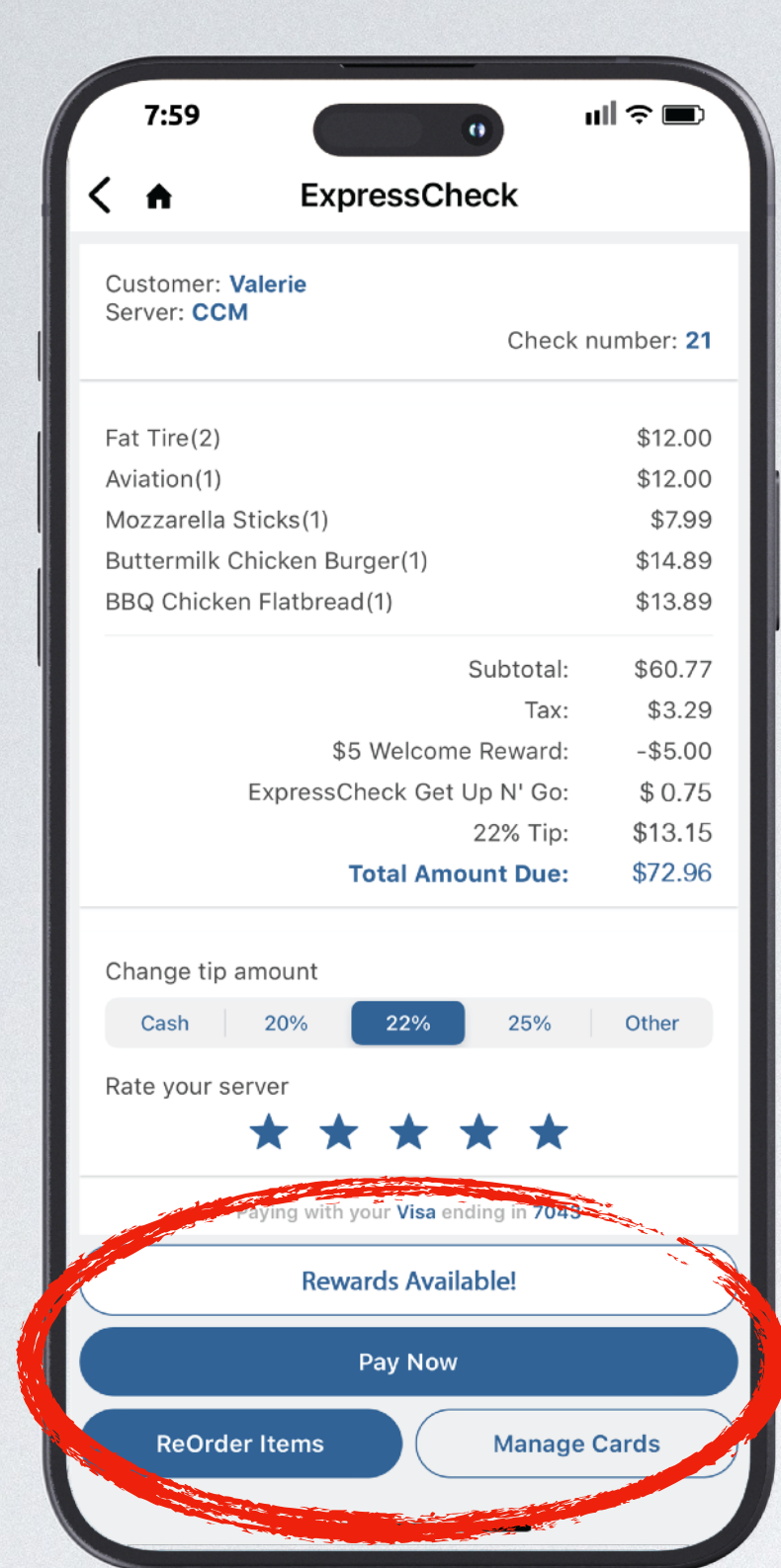


A photograph of two women sitting at a table in a cafe or restaurant. The woman on the left, with long dark hair, is looking down at a smartphone in her hands. The woman on the right, with curly brown hair, is looking down at a tablet computer. The table is set with a white cup, a glass of water, a plate of donuts, and a plate of chips. In the background, there are shelves with various bottles and a sign that says "HO".

# ExpressCheck

Guest experience





**1** Check is sent to the guests phone. Rewards are available in the app and do not effect tips.

**2** Double verification protects you and the guest

**3** Receipts are saved in the app and emailed to the guest





# Walkouts

Manually & Auto Close

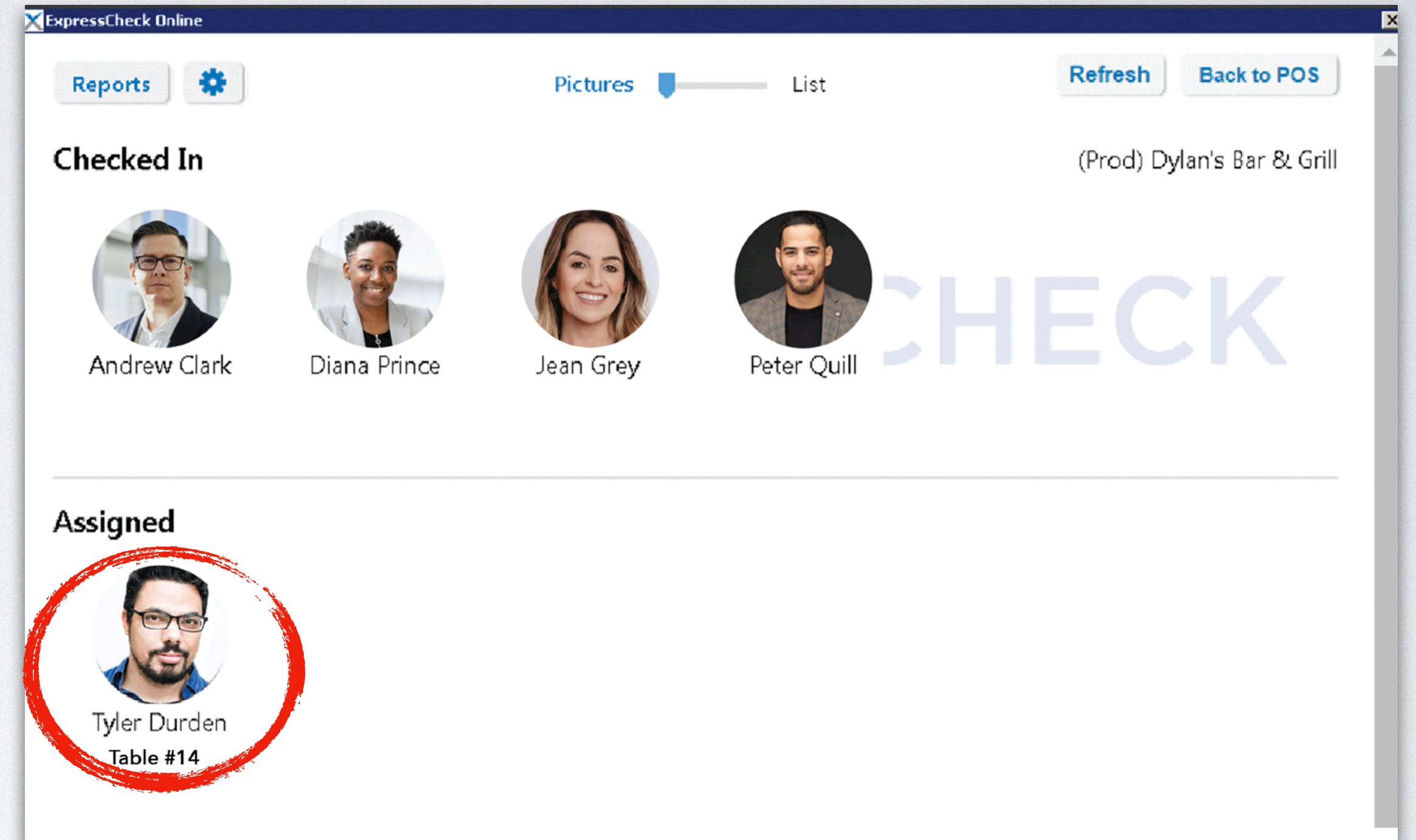


# Walkout

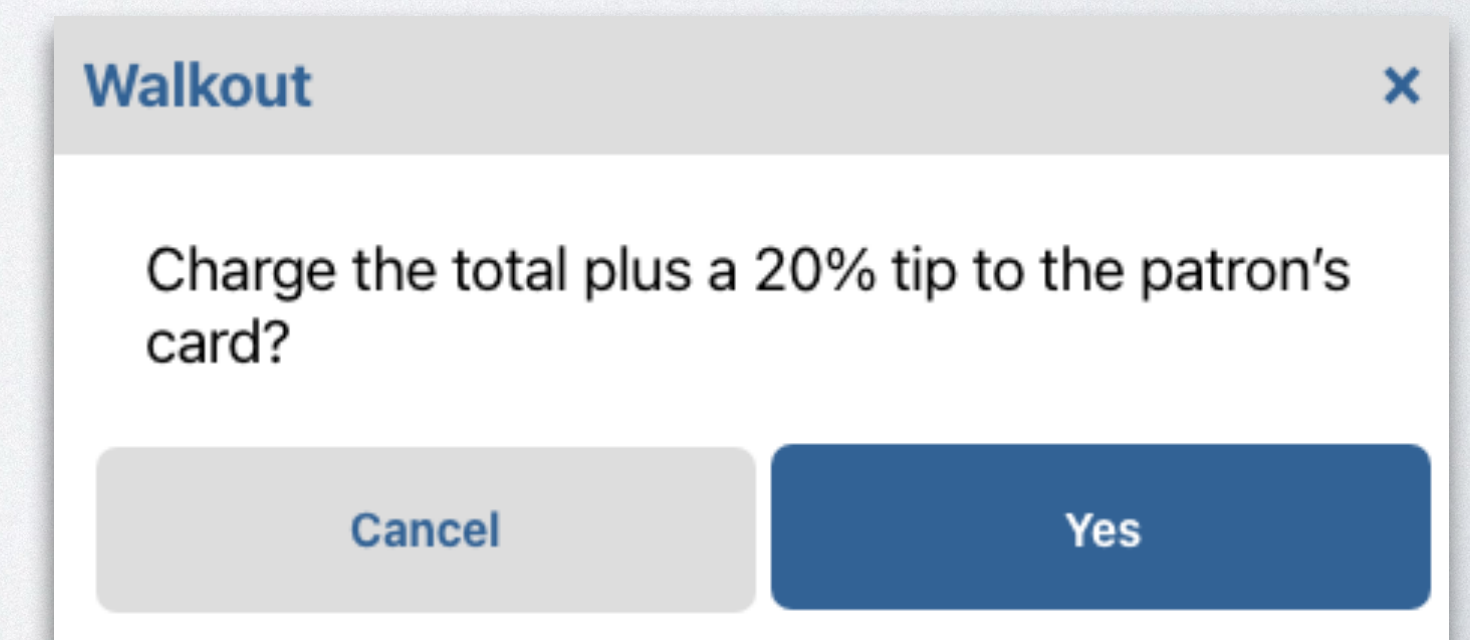
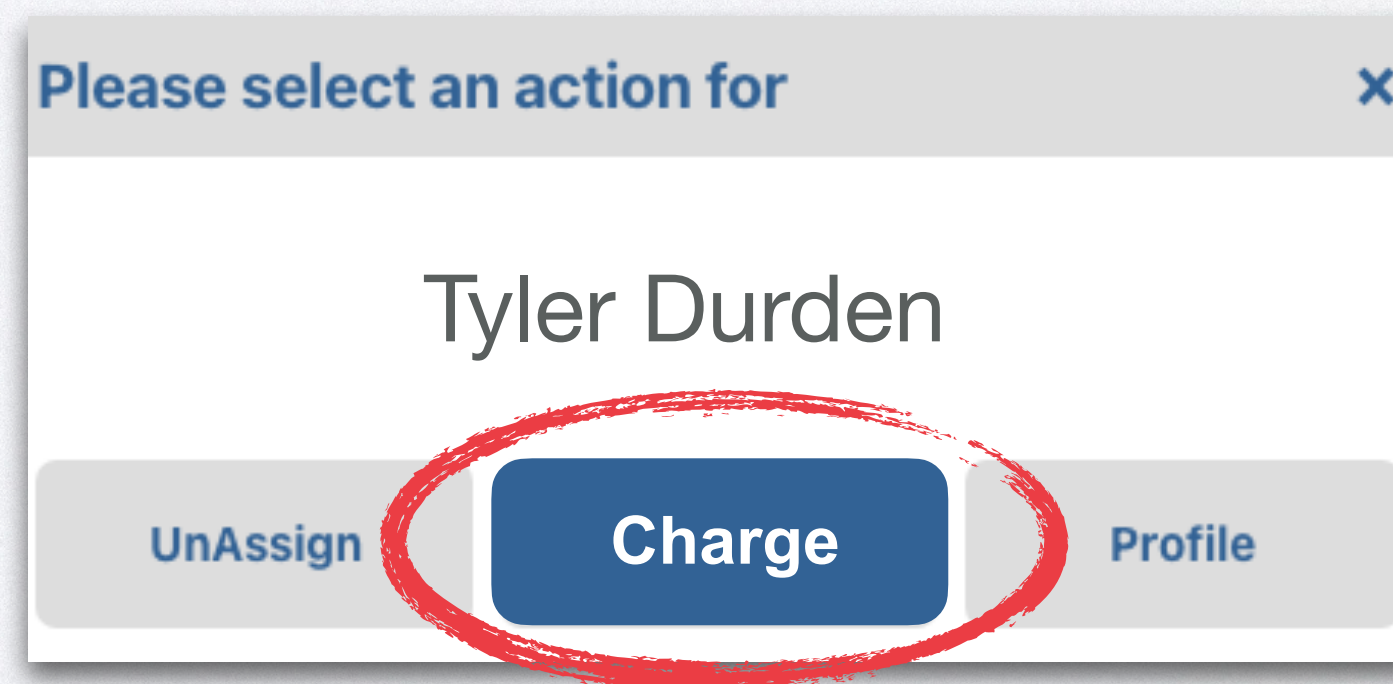
- 1 Tap the ExpressCheck icon on you POS - found under the “add customer icon”

ExpressCheck

- 2 Tap the Guest who left without paying

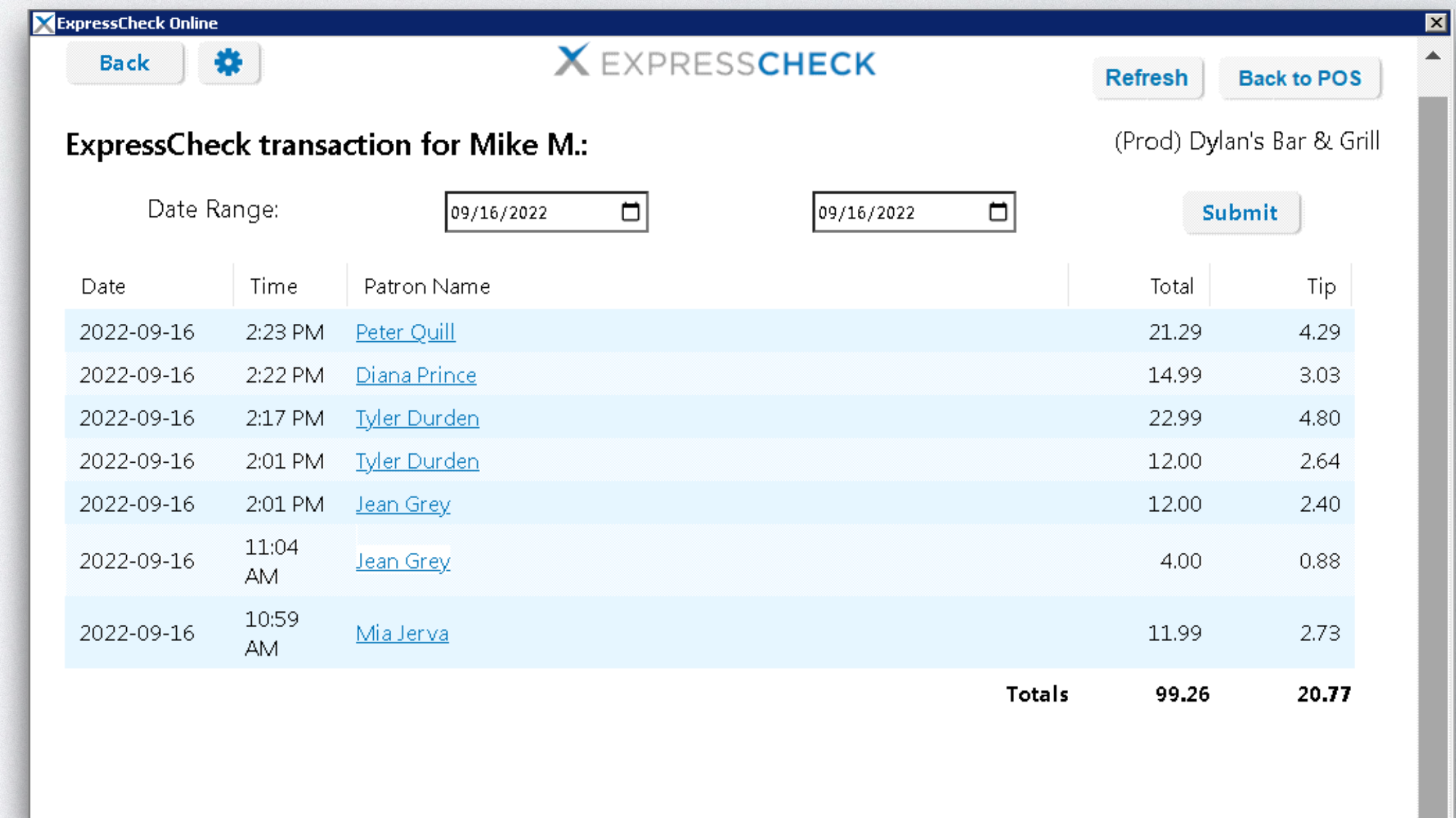
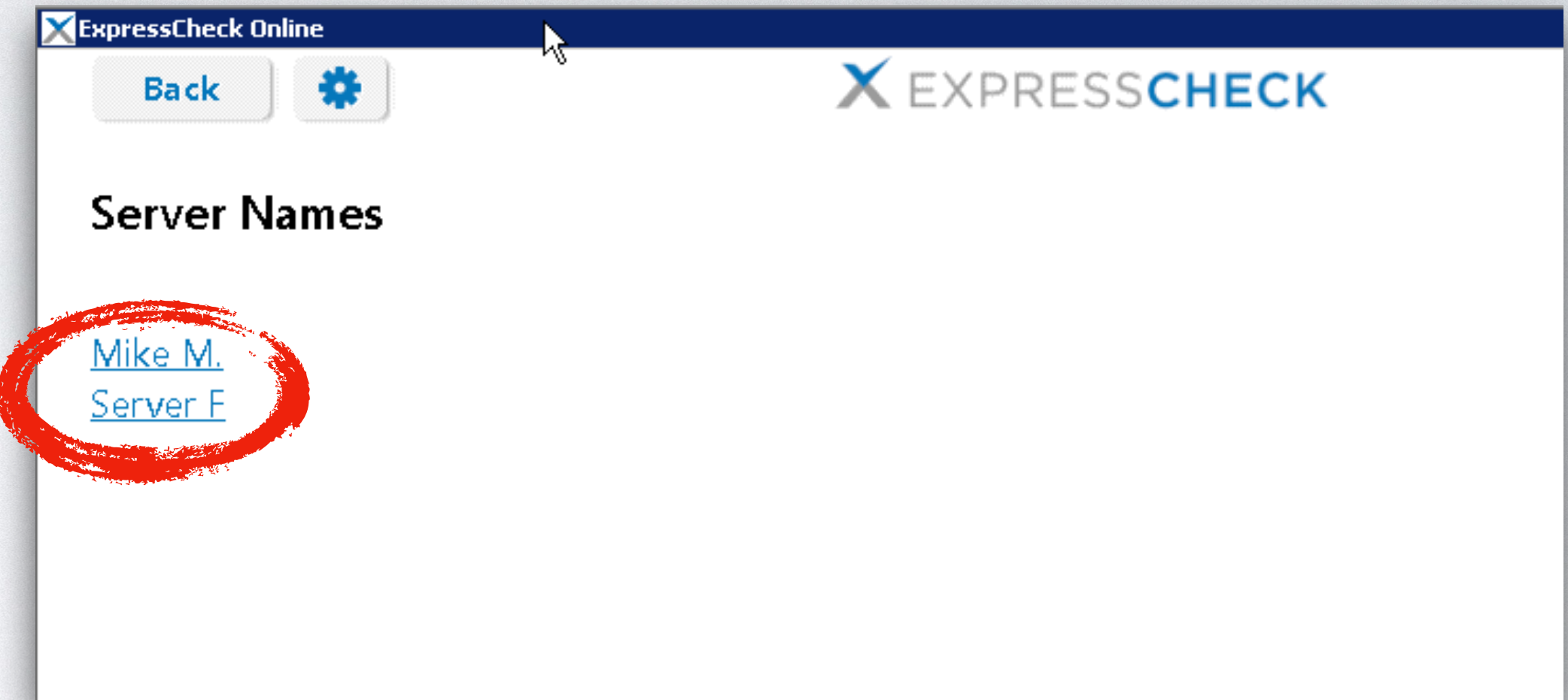
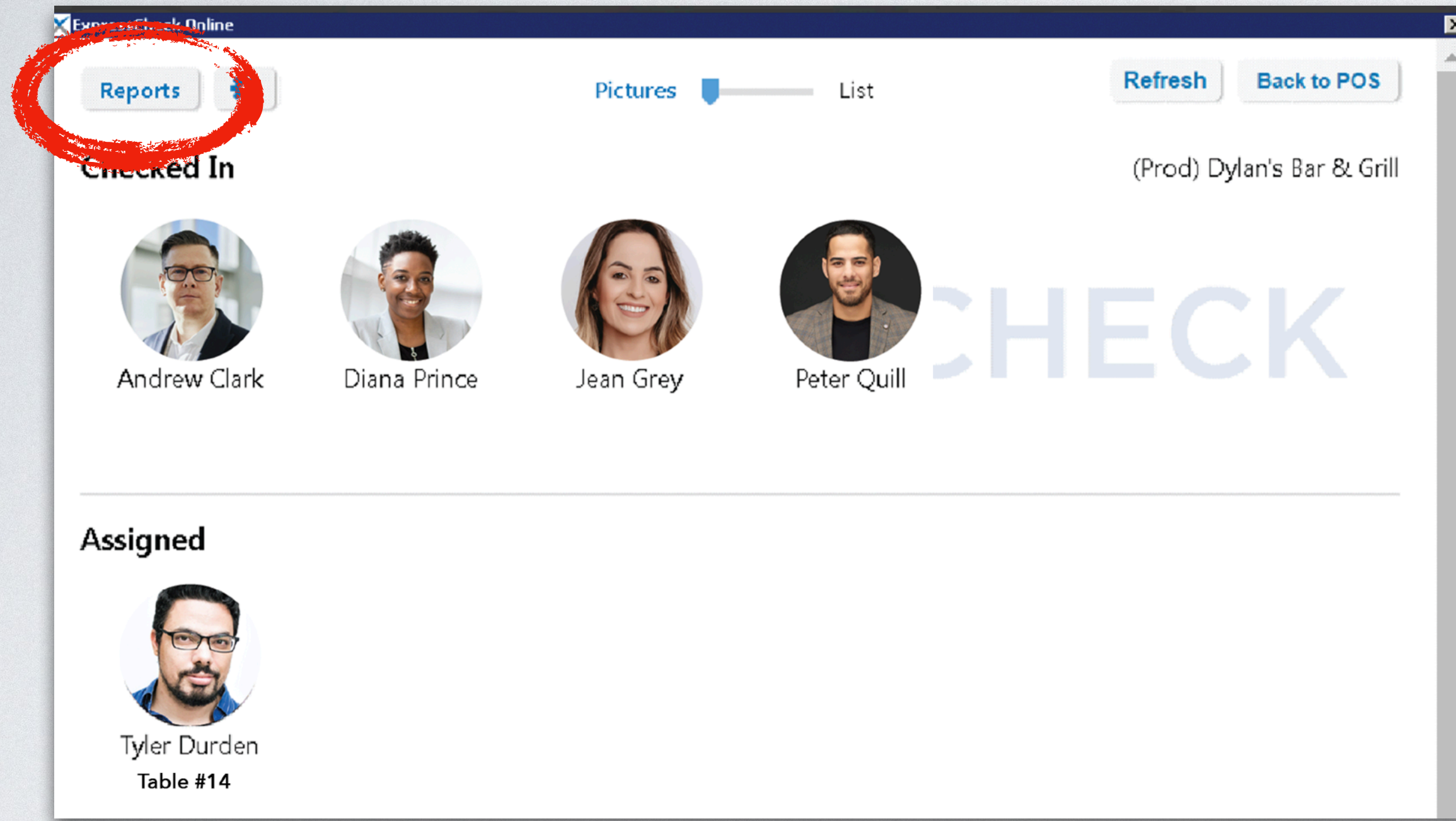


- 3 Tap Walkout - then Yes to add a 20% tip





# View Tips - Reporting Screen

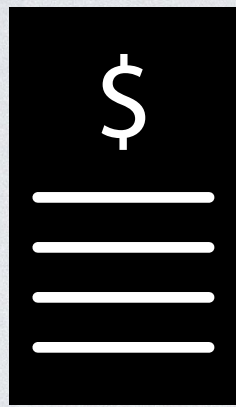


- 1 Tap the **ExpressCheck** icon to open the portal
- 2 Tap Reports then your name
- 3 View Tips & Totals



# CityCheers EXPRESSCHECK

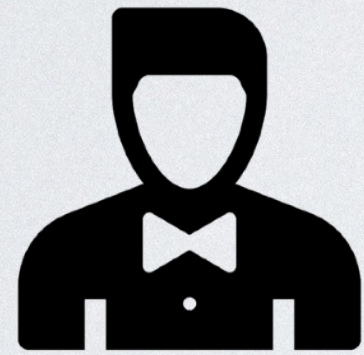
## Server Benefits



**Eliminate printing checks  
and processing credit cards**



**No more walkouts - Guests  
can be charged plus a 20% tip**



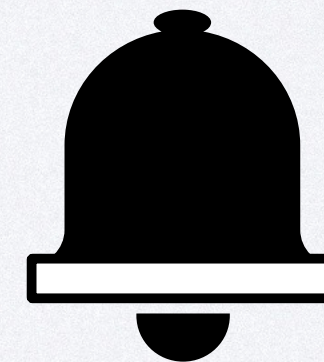
**Turn Table Faster - Get 2-3  
more covers every shift**



**Tips are automatically  
adjusted in the POS**



**More time to upsell food &  
drinks - Larger checks**



**CityCheers “Alerts” message  
your guests, encouraging  
repeat visits**

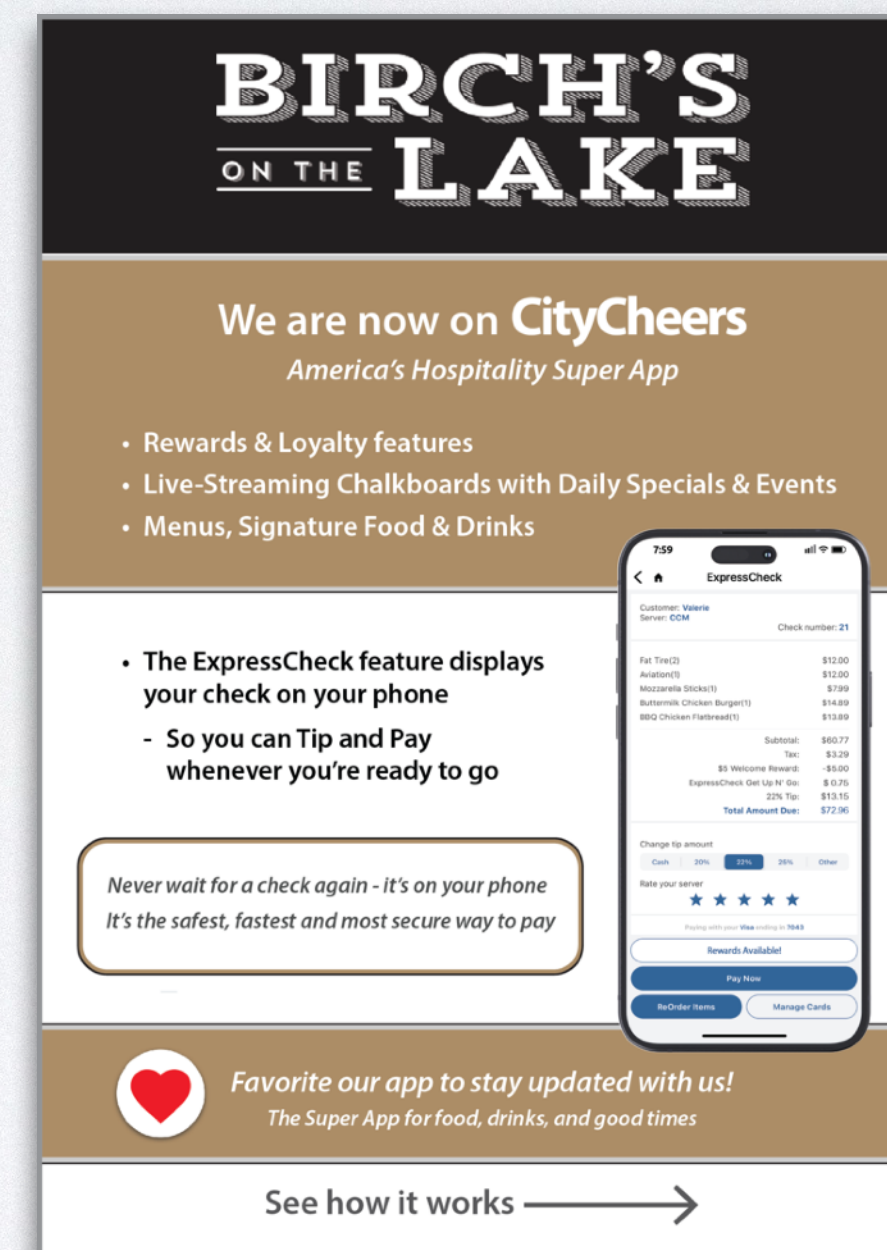


# Guest Adoption

## Remember these 3 simple things



- 1 Tell EVERY guest about CityCheers & ExpressCheck. Promote the \$5 Sign up Reward & Loyalty Program
- 2 When guests pay on the app - they automatically favorite you and can now receive your dining and entertainment alerts
- 3 Hand out the Server Cards & ask guests to pay on the app

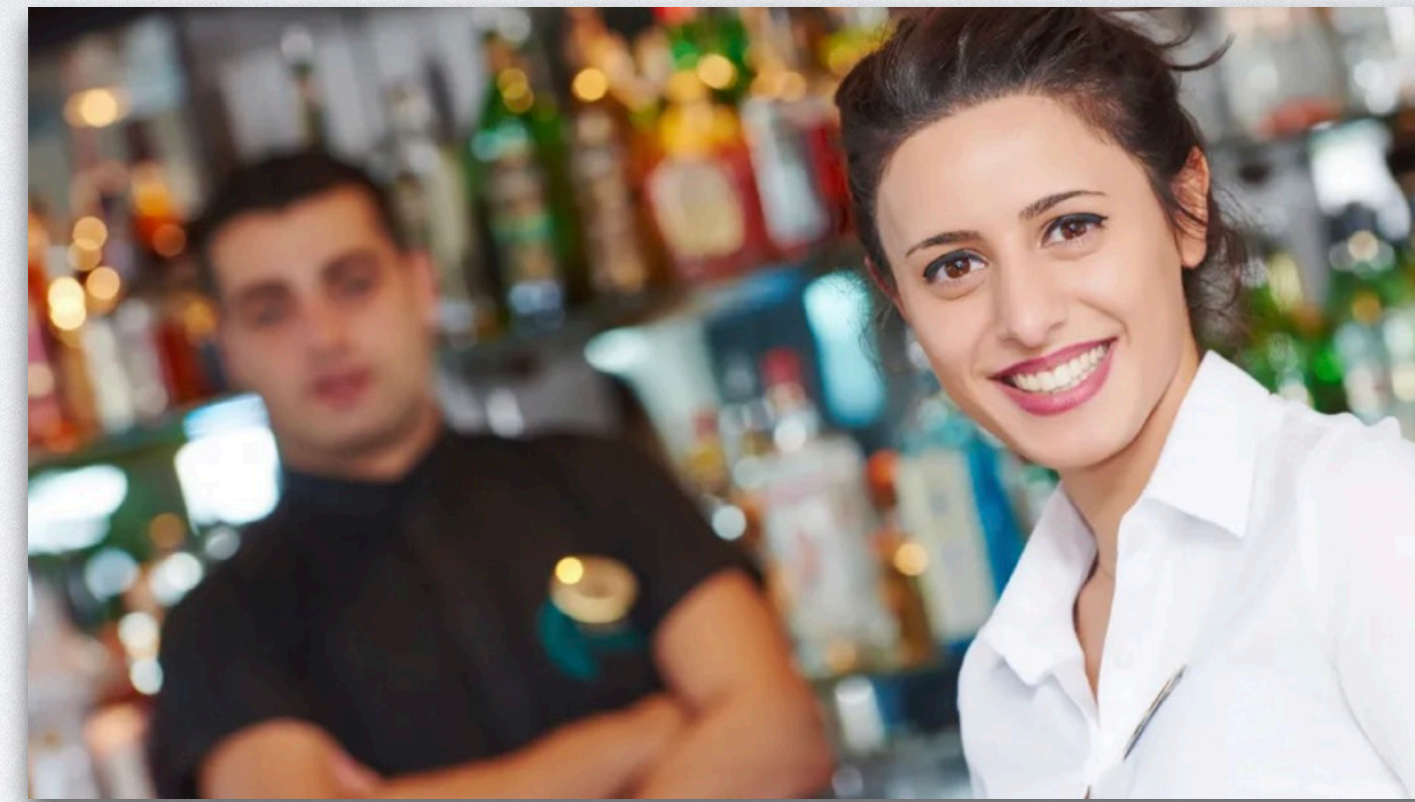


By simply handing out cards and encouraging guests to pay with the app, you'll turn regulars into loyal return customers & you will **MAKE MORE MONEY**





**Congratulations!**  
**You are on your way to**  
**making more money**



**Make sure you have downloaded the app and favorited**  
**your restaurant.**

**See your manager to run an ExpressCheck transaction**



# Questions & Additional Information

Technical Questions: Call the Help Line  
669-221-1971

CityCheers Customer Success  
[connect@citycheers.net](mailto:connect@citycheers.net)  
408-831-6500

For more tutorials and videos, visit  
[citycheers.com](http://citycheers.com)  
Restaurant Resources tab