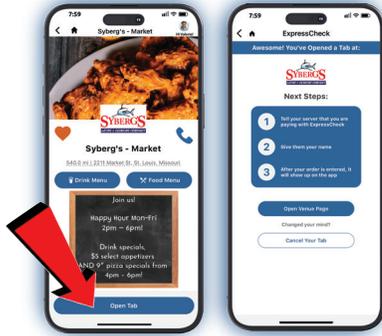
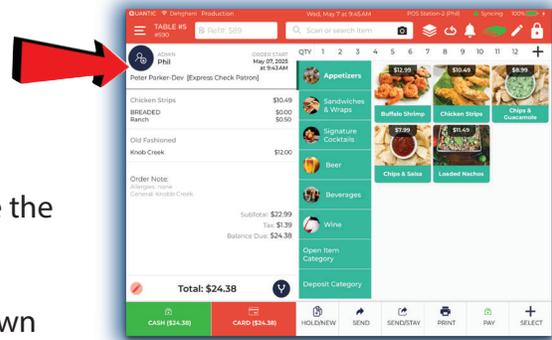


1 CREATE THE TICKET



- > Guest taps "Open Tab"
- > They are informed to give the server their name
- > Take the order & write down guest's name

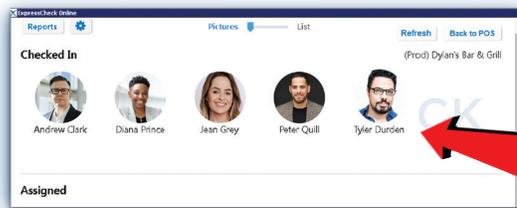


- > Create the ticket
- > Tap the "add customer" icon

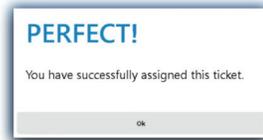
2 ASSIGN THE TICKET



- > Tap the ExpressCheck button to open the Portal



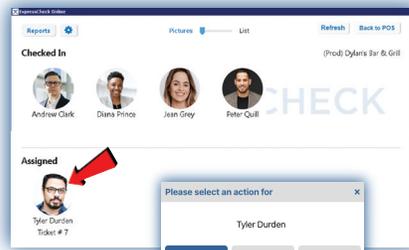
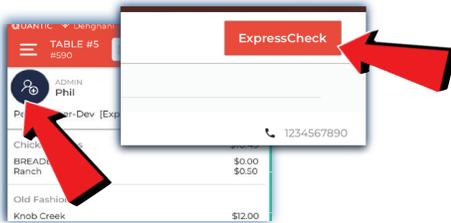
- > A list of patrons with show up. Tap on you guest



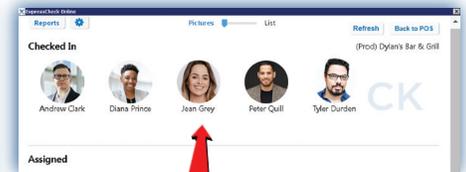
- > A window will let you know the check was assigned. Tap "OK". You will be directed back to the check - Send it to the kitchen or bar

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

- > Go to the ticket with the incorrect guest assigned & access the ExpressCheck Portal



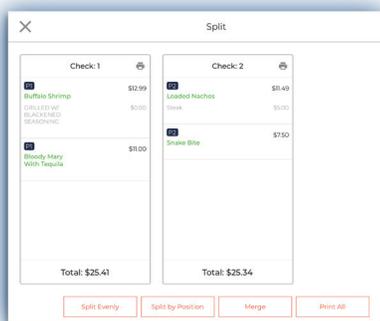
- > Tap the guest to unassign



- > You will be directed back to the check. Go back to the portal and choose the correct guest

4 SPLIT TICKETS

- > Create the ticket
- > Split the ticket



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

