

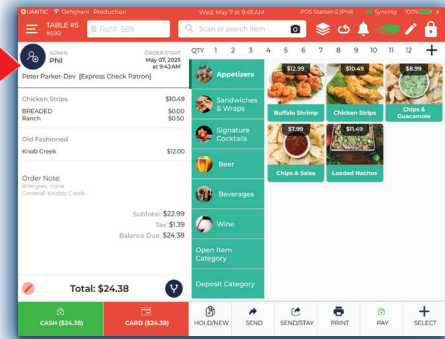
1 CREATE THE TICKET



› Guest taps "Open Tab"

› They are informed to give the server their name

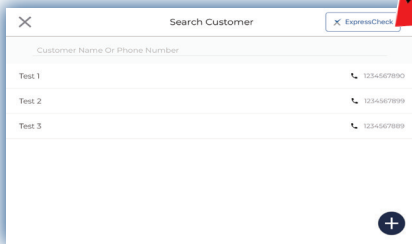
› Take the order & write down guest's name



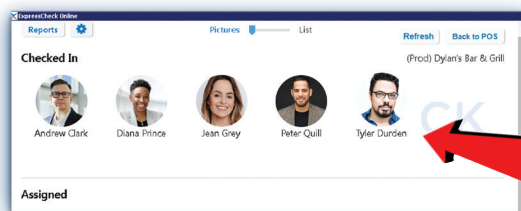
› Create the ticket

› Tap the "add customer" icon

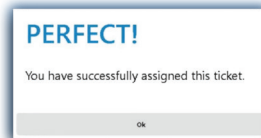
2 ASSIGN THE TICKET



› Tap the ExpressCheck button to open the Portal



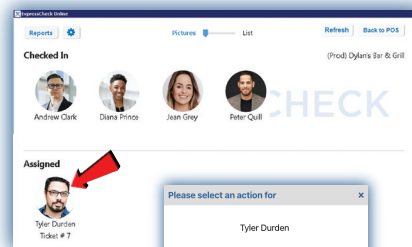
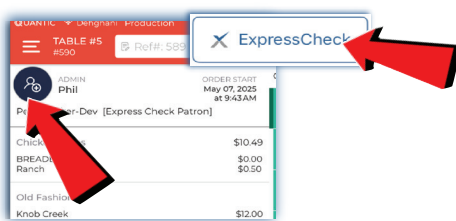
› A list of patrons with show up. Tap on you guest



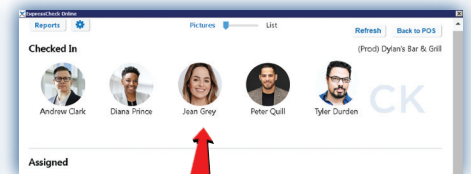
› A window will let you know the check was assigned. Tap "OK". You will be directed back to the check - Send it to the kitchen or bar

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

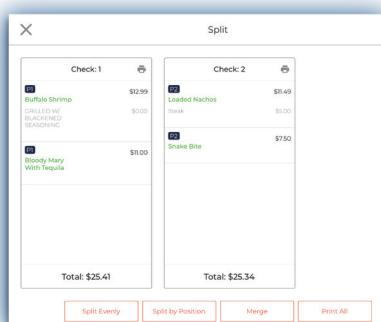


› You will be directed back to the check. Go back to the portal and choose the correct guest

4 SPLIT TICKETS

› Create the ticket

› Split the ticket



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

