

# ExpressCheck Installation Guide - Micros Res 3700

Version 2.01 – November 6, 2025

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## 1 Prerequisites

The following are the prerequisites for installing ExpressCheck:

- .NET 4.6.2 or Higher
- Windows 7 POS Ready 2009 or Higher
- Main Server with Internet Access
- All Workstations (Internet Access Suggested)

## 2 POS Configuration – Pre Installation

The following section describes changes to the POS configuration using the Micros POS Configurator application. This section can be done before the software installation.

### 2.1 Create Database User

In the Database Manager Select Users\Passwords. Check Create New User, Give it User Name ECAPI, use a secure password and click create new user. Make note of the username and password for EC Settings for Database User.

### 2.2 Create Employee Class

In the “Employee” Tab under “Employee Classes”, check to see if a “POS API” or “API User” class exists. If not, Click the + button to add a new employee class and enter “API User” as the Name. Select the Transactions tab, and then the Transactions Control sub-tab below it. Select the “POS API Employee” check box. This will grey out most selections. Click the Green save check mark and close the window.

### 2.3 Create Employee

In the “Employee” tab, under “Employees” click the + button to add a new user and enter “ExpressCheck” for the First Name, Last Name, and Check Name. Click the Security Tab choose a Password ID for this user and chose “API User” for the Employee class combo box selection. Click the POS tab and choose the revenue center where the ExpressCheck user will be operating. Make a note of the Employee number. Click the Green checkmark to Save and then close the window

### 2.4 Create Workstation

In the “Devices” tab under “User Workstations” check for a POS API workstation. If one does not already exist, one should be created for use with ExpressCheck. Select the + button to add a new workstation and give it a name of “POS API Client”. On the General Tab, select the proper revenue center from the list. Under License Code enter 4. Select the green checkmark to Save and then close the page.

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## 2.5 Create Device

In the “Devices” tab under “Devices” check for a POS API device. If one does not already exist, one should be created for use with ExpressCheck. Select the + button to add a new device and give it a name of “POS API Client”. On the General Tab, select the “Device Type” as “PosAPI Web Service” and select the Network Node for the main POS server. Select the green checkmark to Save and then close the page.

## 2.6 Create Device Interface

In the “Interfaces” tab under “Devices” create a new entry for “EC Assign”. On the General tab check the “SIM Interface” check box and leave all fields blank. Leave the defaults on the Interface tab. Make a note of the interface number. Click the green checkmark to save and then close the page.

## 2.7 Create “ExpressCheck” Tender Type

In the “Sales” tab, under “Tender/Media” a new entry should be created for “ExpressCheck”. The “Type” should be set to “Payment” on the General tab. Do not select anything for the Exempted Tax Class or SLU combo box (leave these blank). For the Print Class you may choose a print option and Menu Level Class. On the Tender Tab, the Options should be checked: “Reference required”, “Assume paid in full”, “Require amount entry”, “item is shareable”, “Post to gross receipts”, and specify “Charge Tip” category as “Charge Tip” (or equivalent for installation location DB). Save the tender type and make a note of the name and Charged Tip name. On the Service TTL tab, check Send Order, and on the right, “Fire Order”.

## 2.8 Create “Service Total” Tender Type

In the “Sales” tab, under “Tender/Media”, create a tender type with the name “Service Total” (use a different name, if one already exists). On the “General” tab, set the type to “Service Total”, the “Print Class” to “All Tenders”, the Menu Level Class to “All Levels”, and the “Key Code” to “1”. Leave the Privilege at 0 and all other fields blank. On the Service TTL tab, do not check any options under Service Totals and the options on the right chose “Fire Order”. Leave all other tabs as defaults. Save the tender type and make a note the name and number.

## 2.9 Create “EC Gift” Tender Type

In the “Sales” tab, under “Tender/Media”, create a tender type with the name “EC Gift”. On the “General” tab, set the type to “Payment”, do not select anything for the Exempted Tax Class or SLU combo box (leave these blank). For the Print Class you may choose a print option, like “All Tenders” and for Menu Level Class (like All Levels). Leave the rest defaults. On the Tender tab, check “Reference required”, “Require amount entry”, “Item is shareable”, and “Post to gross receipts”, and specify Charge Tip category same as in section 2.7. Choose “Exempt auto service charge” On the Service TTL tab, check only “Send Order” under Service Totals” and the options on the right chose “Fire Order”. Save the tender type and make a note of the name.

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## 2.10 Create “EC Fee” Service Charge

In the “Sales” tab, under “Service Charges” a new entry should be created for “Expck Fee”. On the General tab, leave the Tax Class blank and set the SLU to Service Charges. You can select a Print Class for all service charges and all menu levels. Do not enter anything for the “Amount”, “Minimum Amount”, or “Maximum Amount”. On the Options Tab, the Settings should be set: “Amount” and all others un-checked. All itemizers should be checked. On the Service Charge page, select the type as “Non-Revenue” and check “Post to svc charges total” and “Do not post to emp tip totals”. All other checkboxes should be un-checked, and “tender/media for tips paid” should be left blank.

## 2.11 Create “EC Reward” Discount

In the “Sales” tab, under “Discounts” a new entry should be created for “Expck Rwd”. On the General tab, set the Tax Class to “No Tax” and set the “Menu Level Class” to “All Level”. Leave “privilege” as default value. Switch to “Itemizers” tab and select all check boxes that have “Itemizer” defined. On the “Discount” Tab, check the “Apply to single seat only” check box and leave all others not checked. In the “Restrictions” box, select “one discount of this type per seat”. On “Options” tab, click the “Amount” box and leave all others not checked. No changes to “Rule Setup” or “Exclusivity” tab.

## 2.12 Create “EC Gift Card” Menu Item

In the “Sales” tab, under “Menu Items” create a new entry for “EC Gift Card”. Set the “Name 1” field to the same value “EC Gift Card”. Choose a Menu Item Class as “Open Retail” and Menu Level Class as “All Levels”, and a Print Class as “All Tenders”. On the “Reporting” tab, select a Major Group of “Retail” or similar and a Family Group of “Retail Items” or similar. Leave the other fields blank and all of the other tabs as default. Make a note of the name used and the Number used.

## 2.13 Create a Macro for “Select Check”

In the “System” tab, under “Macros” create a new entry for “Select Check”. On the right side where the macro keys are listed, add an entry and select category as “Tender/Media Number”, then at the bottom where it shows the Tender Media combo selection, choose the setting that was made for “Service Total” number. Make a note of the Macro number on the left.

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## 3 Configuration Settings

| Configuration Setting         | Suggested Default    | Value |
|-------------------------------|----------------------|-------|
| Database User                 | <i>ECAPI</i>         |       |
| Database Password             |                      |       |
| ExpressCheck Username         | <i>ExpressCheck</i>  |       |
| ExpressCheck User ID          |                      |       |
| Device Interface Name         | <i>EC Assign</i>     |       |
| Device Interface Number (DIN) |                      |       |
| Charged Tip Name              | Charge Tip           |       |
| Service Total Name            | <i>Service Total</i> |       |
| Service Total Number          |                      |       |
| ExpressCheck Tender Name      | ExpressCheck         |       |
| ExpressCheck Tender Number    |                      |       |
| EC Fee Name                   | <i>Expck Fee</i>     |       |
| EC Reward Name                | <i>Expck Rwd</i>     |       |
| EC Gift Name                  | <i>EC Gift</i>       |       |
| EC Gift Card Name             | <i>EC Gift Card</i>  |       |
| EC Gift Card Number           |                      |       |
| Macro Name                    | <i>Select Check</i>  |       |
| Macro Number (MN)             |                      |       |

Note: For Device Interface specified in (DIN) above, the following inquire numbers are defined to describe how the patron assignment is done in the ExpressCheck WebPortal:

- 1 The currently open check will be assigned to the patron.
- 2 The patron can be unassigned and/or assigned to a check from a list of checks.

## 4 POS Configuration – Post Installation

Once the software installation is done, you can finish the following steps to complete the installation.

### 4.1 Copy SIM file to Micros folder

Copy the “pmsXX.isl” file from the “Program Files (x86)\CityCheers Media Corp\ExpressCheck” folder to the “<Micros Root Folder>\Res\Pos\etc” folder and rename the file by replacing the “XX” portion of the filename with the Device Interface Number (DIN) value created in 2.6 and saved in section 3. For example, if the device interface number was 104, rename the file “pms104.isl”. Edit this file with notepad.exe and change the second line of the file, which has “var send\_macro:A16 = XX” and replace the “XX” with the macro number (MN) created in 2.13 and saved in section 3.

### 4.2 Copy WebPortal.Launcher.dll file to Micros folder

Copy the “WebPortal.Launcher.dll” file from the “Program Files (x86)\CityCheers Media Corp\ExpressCheck” folder to the “<Micros Root Folder>\Res\Pos\bine folder.

### 4.3 Copy ExpressCheck Button Bitmap to Micros folder

Copy the “ec.bmp” file (or selected bitmap chosen for the venue) from the “Program Files (x86)\CityCheers Media Corp\ExpressCheck” folder (or location of chosen bitmap) to the “<Micros Root Folder>\Res\Pos\Bitmaps” folder.

### 4.4 Add ExpressCheck Buttons in Touchscreen Designer

In the “Devices” tab, under “TouchScreen Designer”, locate the chosen screen to add the ExpressCheck button. You should add one on the main table layout screen and another one on any screen that you would normally choose “send” when done entering the ticket details. To add the button for ExpressCheck, this may require resizing existing buttons or moving some around to make space, but this will be location-specific based on the touchscreen design and may require input from a location manager. Identify where the button should be placed and create a button in this location. Select the Color as “Black on Glass”. Then, click the Bitmap square and select the “ec.bmp” (or chosen bitmap) file. Make sure “Transparent” is turned off. Set “Stretch to Fit” to match the desired look. Set Icon to be “Center”.

The “Category” to choose for the button is “SIM/PMS Inquire” and the “device Interface number” (DIN) created in 2.6 and recorded in section 3. If the button is on the main table page, set the Inquire Number field to “2”. Otherwise, if the button is on one of the ordering pages when the check is open, choose this field as “1”. Click the green checkmark to save your changes to each page.