

ExpressCheck Installation Guide - Clover

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1 Prerequisites

The following are the prerequisites for installing ExpressCheck:

- Active **Clover POS** system with admin access to the Clover Dashboard
- Internet connection on all terminals
- ExpressCheck credentials provided by CityCheers Support
- A supported Windows device for the ExpressCheck integration utility (if applicable)
- API access permissions for the merchant account

2 POS Configuration – Pre Installation

The following section describes the required changes in Clover Dashboard prior to installation:

2.1 Login to Clover

Log in to the Clover Dashboard at <https://www.clover.com>.

2.2 Add the ExpressCheck App

search for “ExpressCheck” in the Clover App Market and install it.

2.3 Enable API Access

in the Clover Developer Dashboard, create an API key with order, payment, and item permissions.

2.4 Create Tender Type

in *Setup* → *Payments* → *Tenders*, add a tender named ExpressCheck.

2.5 Create Type for “Custom Payment”

Enable “Reference Required.”

2.6 Create Service Charge Item

in *Inventory* → *Items*, add Expck Reward Club Fee (\$0.50, tax-exempt).

2.7 Create Reward Discount

in *Discounts* → add ExpressReward.

- Set “Amount or Percentage”
- Set “Applies to full check.”

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2.8 Sync the Configuration

confirm all new entries are visible on each terminal.

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3 Configuration Settings

Configuration Setting	Suggested Default	Value
ExpressCheck User ID	<i>Clover API Key / Merchant ID</i>	
API URL	<i>https://api.clover.com</i>	
Host Port	<i>443</i>	
Max Message Size	<i>20000000</i>	
ExpressCheck Tender Name	<i><u>ExpressCheck</u></i>	
EC Fee Name	<i>Expck Reward Club Fee</i>	
EC Reward Name	<i>ExpressReward</i>	
EC Gift Name	<i>ExpressCheck Gift</i>	
EC Gift Card Name	<i>ExpressCheck Gift Card</i>	

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4 POS Configuration – Post Installation

4.1 Install ExpressCheck Integration Utility

on your back-office system, run the installer and select **Clover** as POS Type.

4.2 Connect to Clover API

open *ExpressCheck Settings Utility* and log in using the Clover API key created earlier.

4.3 Configure Settings

match the Tender, Reward, and Fee names to your POS entries.

4.4 Verify Connectivity

test the link between ExpressCheck and Clover; ensure the integration passes authentication.

4.5 Perform a Test Transaction

create a sample check, apply ExpressCheck, and confirm successful posting.