



Installation Setup for Toast (**Every Step Save After Creating**)

- 1) Setup Item
 - a. Menu Setup
 - i. Got to Menus
 1. Add Menu: ExpressCheck
 - a. Availability All Times of Day: YES
 - b. Available Every Day: YES
 - c. Visible To Uncheck: In-store Orders: POS, Online Orders: Toast
 - i. Online Ordering Partners: Uncheck all but CityCheers
 - d. Prep Station: Enable No Print
 - e. Discounting - Can items in this menu be discounted: No
 - f. Taxes: Unlink Tax from Parent Menu
 - g. Dining Option Tax: No Effect
 - h. Save
 2. Add Group: ExpressCheck Fee
 - a. Pricing: Menu Group Provides Pricing – No
 - b. Visible To Uncheck: In-store Orders: POS, Online Orders: Toast
 - i. Online Ordering Partners: Uncheck all but CityCheers
 - c. Inherit Course From ExpressCheck: Yes
 - d. Inherit Prep Stations From ExpressCheck: Yes
 - e. Reporting – Inherit Sales Category from ExpressCheck: Yes
 - f. Discounting – Inherit Discount Config from ExpressCheck: Yes
 - g. Taxes - Inherit Tax Rates from ExpressCheck: Yes. Inherit Tax Inclusion Option from ExpressCheck: Yes, Inherit Dining Option Tax from ExpressCheck: Yes
 - h. Save
 3. Add Item
 - a. Add Create New Item: Expck Reward Club Fee
 - b. Base Price: 0.75
 - c. Edit Item
 - d. Inventory: In Stock
 - e. Does this Item contain alcohol: No
 - f. Visible To Uncheck: In-store Orders: POS, Online Orders: Toast
 - i. Online Ordering Partners: Uncheck all but CityCheers
 - g. Prompt For Quantity: No
 - h. Preparation - Inherit Course from Menu Group: Yes
 - i. Inherit Prep Stations form Menu Group: Yes
 - j. Reporting – Defer Revenue: Yes
 - k. Discounting- Inherit Discounting Config from Menu Group : Yes

