

1 CREATE & FIRE THE TICKET

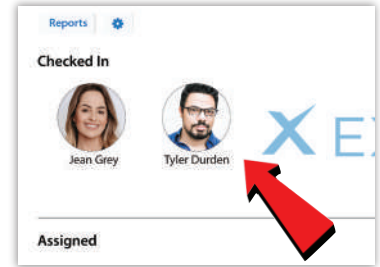


- › The guest downloads CityCheers and creates an account
- › Guest will tap "Open Tab"
- › Take the order as usual, get their name and table/ticket number



- › **Create** the Ticket
- › Tap the ExpressCheck button. The location can vary so ask your manager

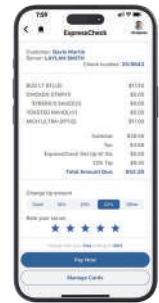
2 ASSIGN THE TICKET



- › A list of patrons will show up. Tap on your guest

- › Tap "OK" and "Back to POS"

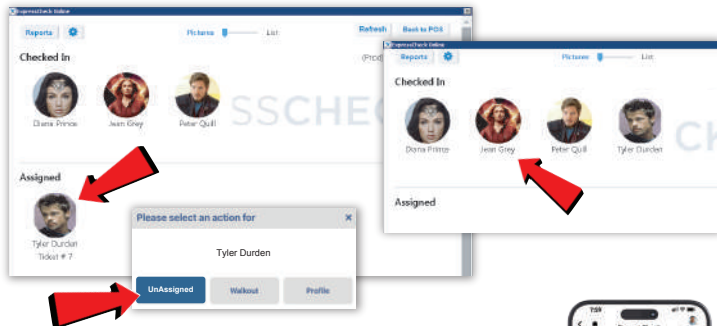
Back to POS



- › Order will appear on the guest phone
- › Any additional items added to the ticket will appear in the app

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

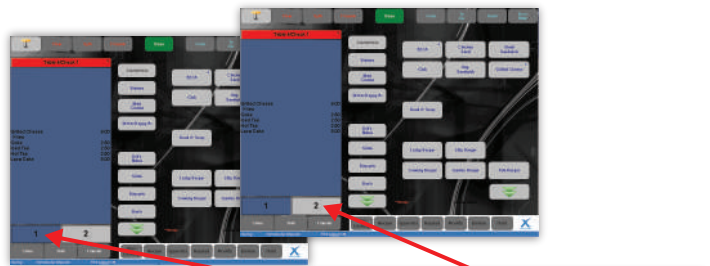
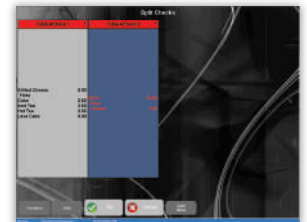
- › Tap the ExpressCheck Button



- › Tap the guest you would like to un-assign and you will see a confirmation
- › Once un-assigned
Servers: reassign the correct patron
Bartenders: leave portal > Access check > hit ExpressCheck > assign correct patron

4 SPLIT TICKETS

- › **Create** the ticket
- › **Fire** the ticket
- › **Split** the ticket
- › **Assign** each guest their ticket



- › Each guest opens a tab on the app
- › If there is a guest who is not paying with ExpressCheck they will have to wait for the bill and hand over their credit card