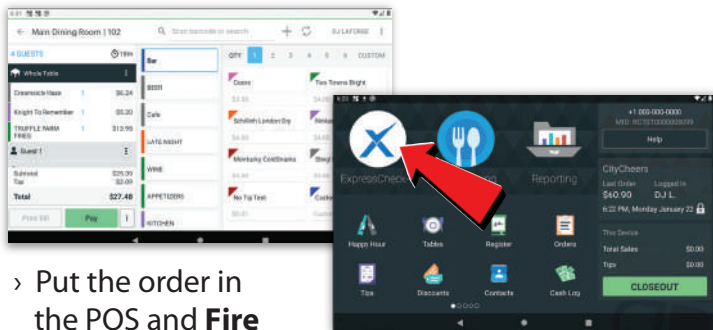


1 CREATE & FIRE THE TICKET

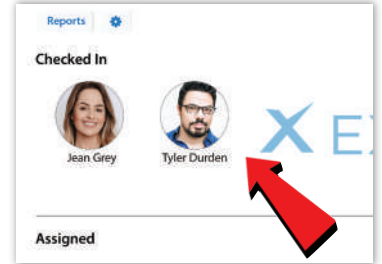


- > The guest downloads CityCheers and creates an account
- > Guest will tap "Open Tab"
- > Take the order as usual, get their name and table/ticket number

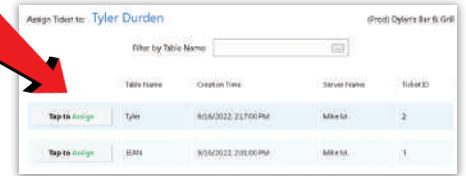


- > Put the order in the POS and Fire
- > Log Out and tap the ExpressCheck button

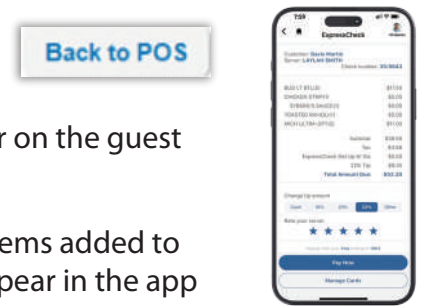
2 ASSIGN THE TICKET



- > Tap the Guest's face and a list of your open tickets will appear



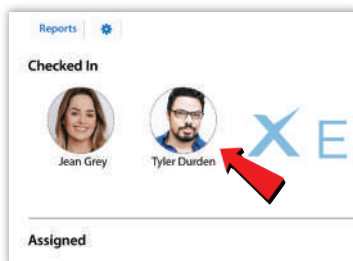
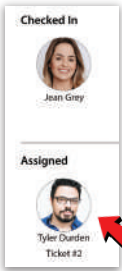
- > Tap the ticket to Assign



- > Tap "OK" and "Back to POS"
- > Order will appear on the guest phone
- > Any additional items added to the ticket will appear in the app

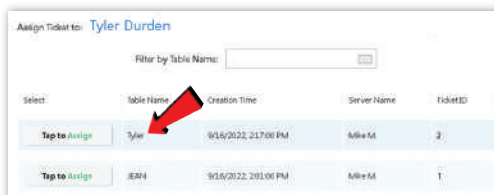
3 WRONG CHECK ASSIGNED? UN-ASSIGN & RE-ASSIGN

- > Tap the ExpressCheck Button



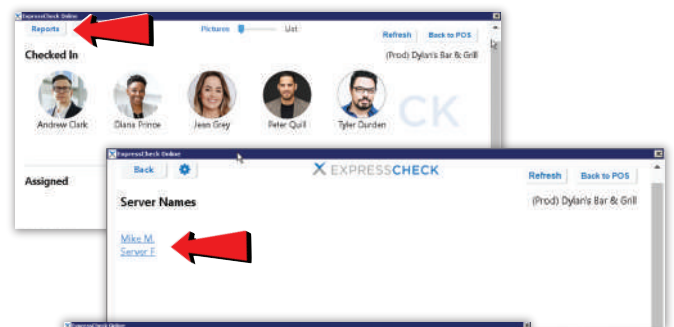
- > Tap the guest you would like to un-assign and you will see a confirmation
- > Once un-assigned, tap their face again

- > Tap the Ticket to Assign the correct check



4 VIEW TIPS

- > Tap the ExpressCheck icon on the POS
- > Tap Reports
- > Tap your name
- > View Tips and Totals



Date	Time	Patron Name	Total	Tip
2022-09-16	2:39 PM	Chris Quill	21.29	4.28
2022-09-16	2:23 PM	Clara D'Amico	14.89	3.03
2022-09-16	2:17 PM	Tate Dardani	22.99	4.88
2022-09-16	2:04 PM	Tate Dardani	12.06	2.64
2022-09-16	2:01 PM	Jean Grey	12.06	2.40
2022-09-16	11:04 AM	Jean Grey	4.00	0.88
2022-09-16	10:58 AM	Mike M.	11.99	2.73
Totals			98.28	20.77