

## 1 CREATE & FIRE THE TICKET

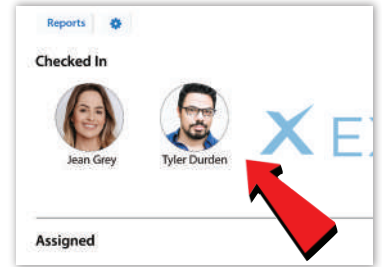


- › The guest downloads CityCheers and creates an account
- › Guest will tap "Open Tab"
- › Take the order as usual, get their name and table/ticket number

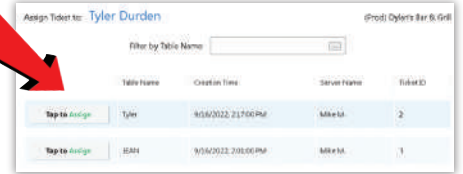


- › **Create** the Ticket
- › **Fire** the ticket to the Kitchen or bar
- › Tap the ExpressCheck button

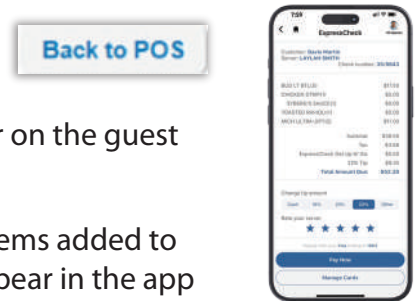
## 2 ASSIGN THE TICKET



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



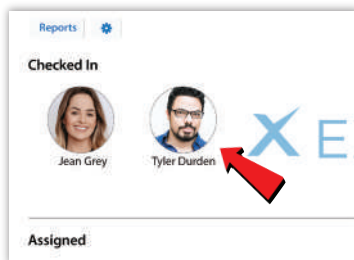
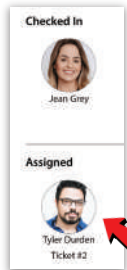
- › Tap the ticket to **Assign**



- › 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

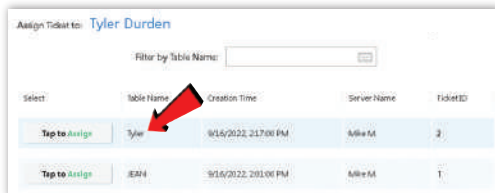
- › Tap the ExpressCheck Button



- › Tap the guest you would like to un-assign and you will see a confirmation

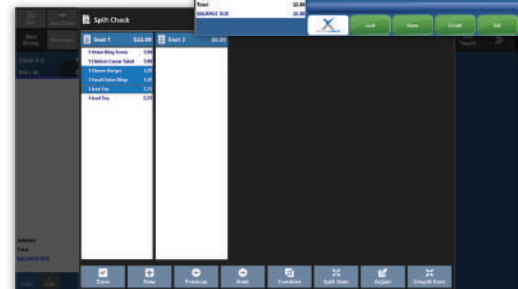
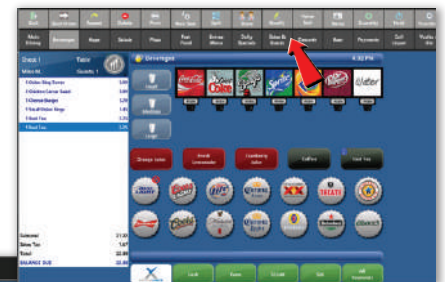
- › Once un-assigned, tap their face again

- › Tap the Ticket to **Assign** the correct check



## 4 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