

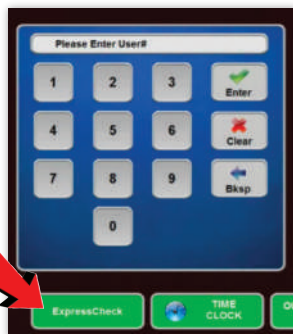
1 CREATE & FIRE THE TICKET



- › 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

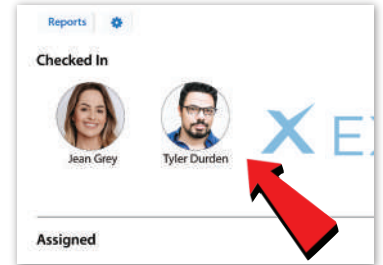


- › Put the order in the POS and **Fire**

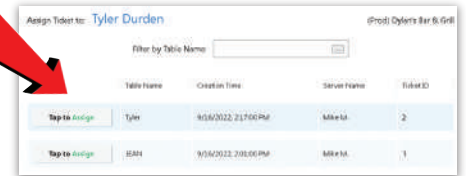


- › Log Out and tap the ExpressCheck button

2 ASSIGN THE TICKET

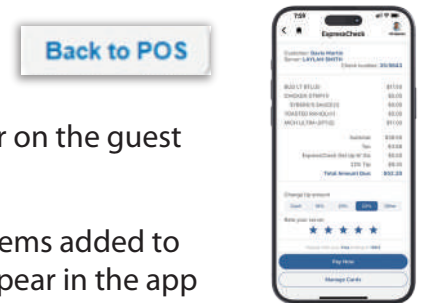


- › Tap the Guest's face and a list of your open tickets will appear



- › Tap the ticket to **Assign**

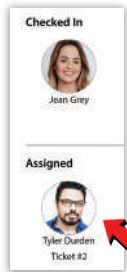
- › Tap "OK" and "Back to POS"



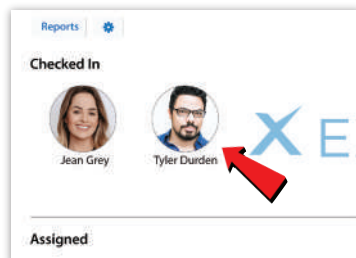
- › Order will appear on the guest phone
- › Any additional items added to the ticket will appear in the app

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

- › Tap the ExpressCheck Button

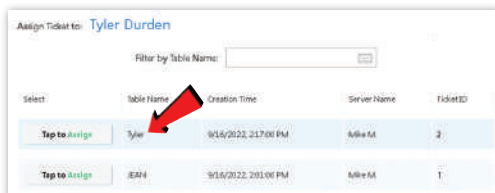


- › Tap the guest you would like to un-assign and you will see a confirmation



- › Once un-assigned, tap their face again

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



4 SPLIT TICKETS

- › **Create** the ticket
- › **Fire** the ticket
- › **Split** the ticket
- › **Reprint**



- › Tap the ExpressCheck Button

- › **Assign** each guest to their correct ticket

