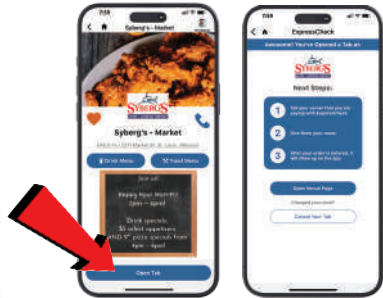
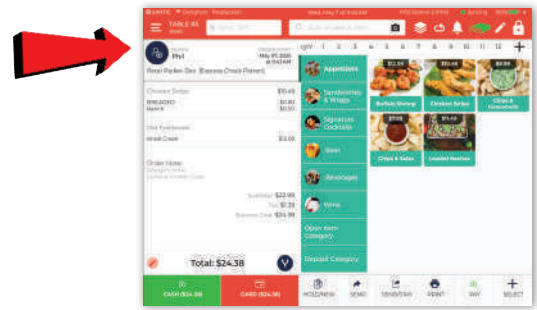


1 CREATE & FIRE THE TICKET

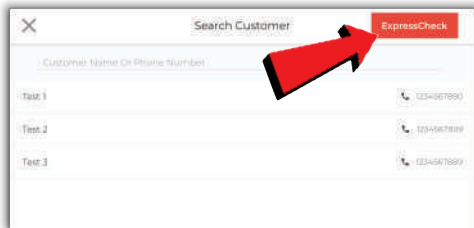


- › Guest taps "Open Tab"
- › They are informed to give the server their name
- › Take the order & write down guest's name

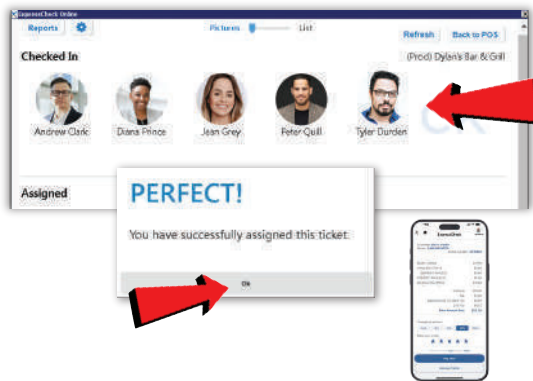


- › Create the tick
- › Tap the "add customer" icon

2 ASSIGN THE TICKET



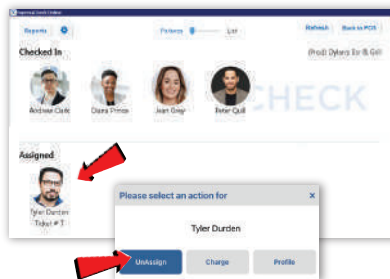
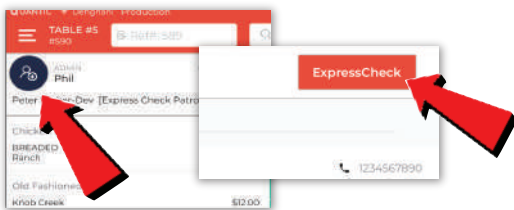
- › Tap the ExpressCheck button to open the Portal



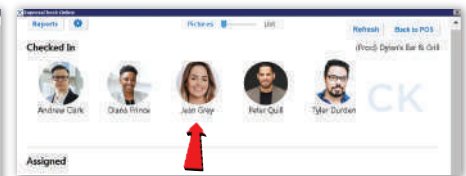
- › A list of patrons will show up. Tap on your guest
- › A window will let you know the check was assigned. Tap "OK". You will be directed back to the check - Send it to the kitchen or bar

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

- › Go to the ticket with the incorrect guest assigned & access the ExpressCheck Portal



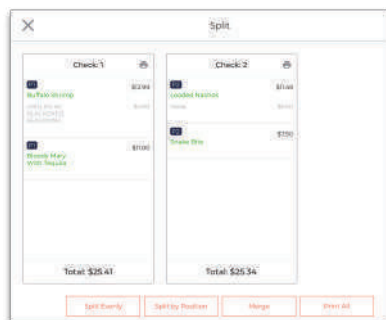
- › Tap the guest to unassign



- › You will be directed back to the check. Go back to the portal and choose the correct guest

4 SPLIT TICKETS

- › Create the ticket
- › Split the ticket



- › Access the first seat
- Follow the ExpressCheck assignment flow. Repeat with each seat

