

# ExpressCheck Installation Guide - Aloha

Version 2.01 – November 06, 2025

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## 1 Prerequisites

The following are the prerequisites for installing ExpressCheck:

- .Aloha Interface Terminal Licensing (If not Licensed and Programmed FOH will be in constant loop)
- Aloha Transaction Gateway software Installed
- POS Version 15.1 or Higher
- .net 4.6.2 or higher
- Windows 7 POS Ready 2009 or Higher

Firewall Whitelisting:

208.83.78.41 ([www.vigilix.net](http://www.vigilix.net))

208.83.78.43 ([agent.vigilix.net](http://agent.vigilix.net))

208.87.85.52 ([download.vigilix.net](http://download.vigilix.net))

208.87.85.53 ([initialdownload.vigilix.net](http://initialdownload.vigilix.net))

208.83.78.45 ([rc.vigilix.net](http://rc.vigilix.net)) SC Gateway - Primary

208.83.78.46 ([rc2.vigilix.net](http://rc2.vigilix.net)) SC Gateway

52.165.31.120 ([rcia.vigilix.net](http://rcia.vigilix.net)) Iowa Gateway

52.88.11.253 ([rcor.vigilix.net](http://rcor.vigilix.net)) Oregon Gateway

18.211.25.51 ([rcva.vigilix.net](http://rcva.vigilix.net)) Virginia Gateway

[xupdatesprod.blob.core.windows.net](http://xupdatesprod.blob.core.windows.net)

[citycheers.blob.core.windows.net](http://citycheers.blob.core.windows.net)

[x-portal.citycheers.com](http://x-portal.citycheers.com)

[x-uapi.citycheers.com](http://x-uapi.citycheers.com)

[cloud-brain-prod.azurewebsites.net](http://cloud-brain-prod.azurewebsites.net)

[signalr.net](http://signalr.net)

## 2 POS Configuration – Pre Installation

### 2.1 In Aloha Manager configure Interface Server & Terminal:

**A. Open Aloha Manager. Login with user that has programming permissions**

**B. Go to Maintenance > Hardware > Terminal**

1. Add new terminal
  - i. Terminal Number: 980
  - ii. Name ExpressCheckSVR
  - iii. Model: Clone
  - iv. Function: Interface Server
  - v. Revenue Center: Restaurant
  - vi. Click Save

Identification	
Number	980
Name	ExpressCheckNew
Applications	
POS	
Settings	
Model	Clone
Function	Interface server
Printers	
Default printer	None
Voucher printer	None
Label printer	None
Screens	
Table Service screen	None
Other	
Revenue center	Dining
EDC info	
Kitchen terminal routing method	Default

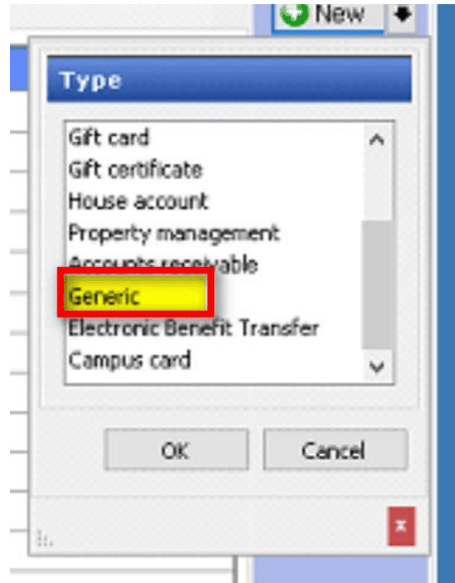
2. Add a second new terminal
  - i. Terminal Number: 981
  - ii. Name: EC InterfaceTrm
  - iii. Model: Clone
  - iv. Function: Interface terminal
  - v. Enable: Allow Order Entry (only 15.1)
  - vi. Interface Host: ExpressCheckSVR
  - vii. Revenue Center: Restaurant
  - viii. Click Save & Close

Terminal Readers Output Devices	
Identification	
Number	981
Name	EC InterfaceNew
Applications	
POS	<input checked="" type="checkbox"/>
Settings	
Model	Clone
Function	Interface terminal
Allow order entry	<input checked="" type="checkbox"/>
Interface host	ExpressCheckNew

## 2.2 Configure Tender

### A. Go to Maintenance > Payments > Tenders

#### 1. Create a new Generic Tender



- i. Name it ExpressChk (User Exact due to Character limit)
- ii. Set ID above any existing Tenders ie: 50 (Make note of Tender ID for EC Settings)
- iii. Default Amount Behavior: Ask for amount
- iv. Set to active
- v. Close check upon payment
- vi. Enable Allow tips
- vii. Maximum tip 100%
- viii. Click Save & Close

## 2.3 Configure Comp

### A. Go to Maintenance > Payments > Comps

#### 1. Create new Comp

- i. Set ID to 101 (Make Note of ID for Skynet EC Settings)
- ii. Name it ExpressReward
- iii. Enable: Active
- iv. Check Name: ExpressReward
- v. Method: Prompt for Amount

Settings	
Number	101
Name	EC Reward
Type	Regular
Active	<input checked="" type="checkbox"/>
Check name	ExpressReward
Method	Prompt for amount
Maximum amount	0.00
Allow before items ordered	<input type="checkbox"/>
First available button position	<input type="checkbox"/>
Button position	None
Report as	Default
Print check on close	<input type="checkbox"/>

## 2. Restriction Tab

- i. Enable all Promotion Restrictions
- ii. Enable all Comp Restrictions
- iii. Set Maximum for Per Check and Per Table to 99

Comp	Taxes	Restrictions	Eligibility
<b>Promotion restrictions</b>			
Allow with existing promotions on check			<input checked="" type="checkbox"/>
Allow with existing promotions on table			<input checked="" type="checkbox"/>
Allow subsequent promotions on check			<input checked="" type="checkbox"/>
Allow subsequent promotions on table			<input checked="" type="checkbox"/>
<b>Comp restrictions</b>			
Allow with existing comps on check			<input checked="" type="checkbox"/>
Allow with existing comps on table			<input checked="" type="checkbox"/>
Allow subsequent comps on check			<input checked="" type="checkbox"/>
Allow subsequent comps on table			<input checked="" type="checkbox"/>
<b>Maximum</b>			
Per check		99	
Per table		99	

- vi. Click Save and Close

## 2.4 Configure the EC Fee menu item And Category

### A. Go to Maintenance > Menu > Categories

1. New > Sales

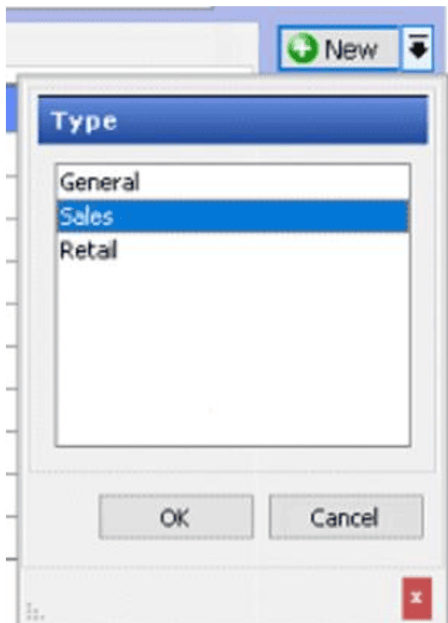
The image shows a 'New' dialog box with a 'Type' dropdown menu. The dropdown is open, showing three options: 'General', 'Sales', and 'Retail'. 'Sales' is highlighted. Below the dropdown are 'OK' and 'Cancel' buttons. There is a red 'X' button in the bottom right corner.

- i. Set Number to 900 or highest number available
- ii. Name: CityCheers ExprssChk
- iii. Description: CityCheers ExprssChk
- iv. Enable: Exclude from Tippable Sales
- v. Enable: Exclude from Tip Share
- vi. Max Per Check: 999
- vii. Click Save & Close

Settings	
Number	900
Name	CityCheers ExprssChk
Description	CityCheers ExprssChk
Type	Sales
Suggestive	<input type="checkbox"/>
PMS sales category	0
Accounts receivable sales category	None (0)
Exclude from tippable sales	<input checked="" type="checkbox"/>
Exclude from tip share	<input checked="" type="checkbox"/>
Maximum per check	999

## B. Go to Maintenance > Menu > Items

### 1. New Item



- i. Set Item ID to 900001 outside of the range of any other Items
- ii. Name: ExprRwrdfFee
- iii. Chit Name: ExprRwrdfFee
- iv. Long Name: ExprRwrdfFee
- v. Sales/Retail Category: CityCheers ExprssChk
- vi. Enable: Ask for description

Item		Modifier	Pricing	General Settings	Print	Dynamic Modifiers	SKU Numbers
<b>Settings</b>							
Number	900001						
Type	Standard						
Short name	ExprRwrdfFee						
Chit name	ExprRwrdfFee						
Chit name alternate							
Long name	ExprRwrdfFee						
Long name alternate							
Button image	None						
Control name							
Ask for description	<input checked="" type="checkbox"/>						
Export ID	0						
<b>Assignments</b>							
Tax group	None						
Concept	None						
Sales/retail category	CityCheers ExprssChk						
<b>Auto menu</b>							
Priority	1 Highest						

- vii. Select Pricing Tab
- viii. Set Pricing Method: Ask for Price
- ix. Maximum Price: 1.00
- x. Select General Settings Tab
- xi. Enable: Revenue Item
- xii. Click Save

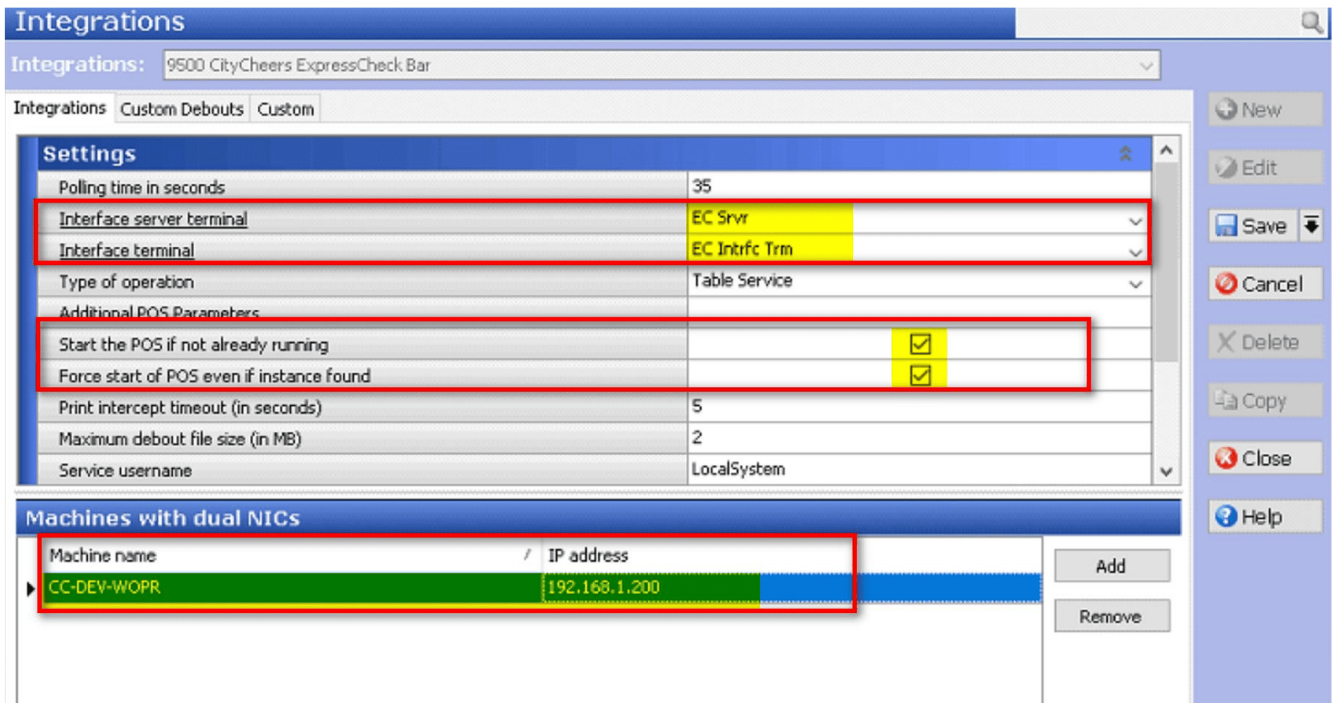
### 2. Copy Item from step above

- i. Copy Item to 900002 name it EC Name
- ii. Update Chit Name and Long Name to EC Name
- iii. Select Pricing Tab
- iv. Make sure set to Ask for Price

2. Copy Item from step above
  - i. Copy Item to 900002 name it EC Name
  - ii. Update Chit Name and Long Name to EC Name
  - iii. Select Pricing Tab
  - iv. Make sure set to Ask for Price
  - v. Set Maximum Price: 0.00
  - vi. Click Save & Close

**C. Go to Maintenance > System Settings > Integrations**

1. If nothing displays Select New
  - i. Interface Server Terminal: EC Server (Interface Server programmed)
  - ii. Interface Terminal: EC Intrfc Trm (Interface Terminal programmed)
  - iii. Enable Start the POS if not already running
  - iv. Enable Force Start of POS even if instance found
  
2. If Dual NIC Select Add
  - i. Fill out Computer Name
  - ii. Place IP Address of POS Network for Aloha Server
  - iii. Click Save & Close



**D. Go to Maintenance > Labor > Jobcodes**

1. New Job Code
  - i. Set ID Number
  - ii. Name: Interface
  - iii. Description: EC Interface
  - iv. Enable: Shift required to clock in/out
  - v. Enable: Exclude from Labor Scheduling

**Jobcodes**

Jobcode: 1776 Interface

Jobcode Order Entry Financial

Identification	
Number	1776
Name	Interface
Description	EC Interface
POS icon	None
Job Group	None
Job Group for tip share	None
Training mode (unpaid)	<input type="checkbox"/>
Time and Attendance	
Shift required to clock in/out	<input checked="" type="checkbox"/>
Exclude from Labor Scheduling	<input checked="" type="checkbox"/>
Export code	
Suppress the shift time out on printed schedule on FOH	<input type="checkbox"/>
Enable prompt for punch and tip adjustment acknowledgement at clock in	<input type="checkbox"/>
Enable prompt for sales and tip distribution adjustment acknowledgement at clock in	<input type="checkbox"/>

2. Order Entry Tab
  - i. Enable: Order Entry
  - ii. Enable: Order Taker
  - iii. Check Type: Tabs
  - iv. Enable: Can get checks from other employees
  - v. Enable: Automatically return checks to original owner
  - vi. Click Save & Close

**Jobcodes**

Jobcode: 1776 Interface

Jobcode Order Entry Financial

Order entry	
Order entry	<input checked="" type="checkbox"/>
Interface	<input type="checkbox"/>
Bartender	<input type="checkbox"/>
Cashier	<input type="checkbox"/>
Order taker	<input checked="" type="checkbox"/>
Check type	Tabs
Require tab name	<input type="checkbox"/>
Pivot seating	<input type="checkbox"/>
Can get checks from other employees	<input checked="" type="checkbox"/>
Automatically return checks to original owner	<input checked="" type="checkbox"/>
Go directly to get check, followed by close screen	<input type="checkbox"/>
Automatically exit on close check	<input type="checkbox"/>

## E. Go to Maintenance > Labor > Employees

1. New
  - i. POS Employee Number: Set Number
  - ii. SSN: 000000000
  - iii. Last Name: Check
  - iv. First Name: Express
  - v. Nick Name: ExpressCheck

## 2. Job Code Tab

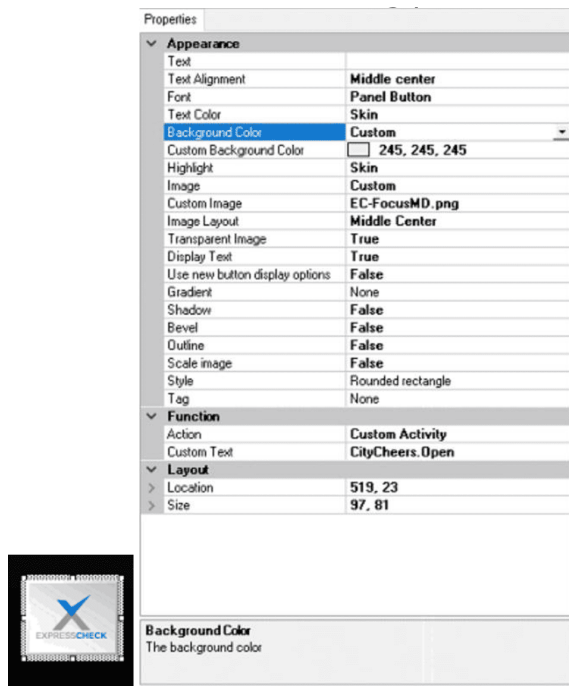
- i. Add Job Code: Interface
- ii. Access Level: Manager
- iii. Click Save & Close

## F. Go to Maintenance > System Settings > Table Definition

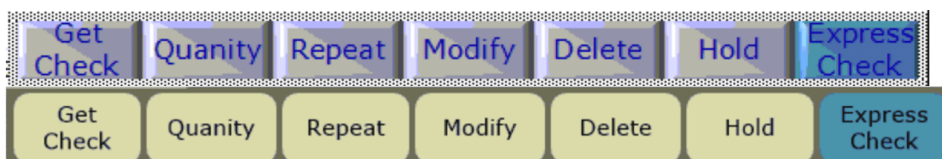
1. New
  - i. Number: 900
  - ii. Description: ExpressCheck
  - iii. Alternate Name: 900
  - iv. Save
  - v. Repeat for how many Terminals venue has 900 to 9XX Save & Close

## G. Go to Maintenance > Screen Designer > Table Service Screen Designer

1. Select Work With Panels
  - i. Got To Panel > Open Panel
  - ii. Locate Floor Plan
  - iii. Create New Button and Move into open area
  - iv. Go down to Function and Choose Custom Activity
  - v. Set Custom Text: CityCheers.Open
  - vi. Text: Clear text from field
  - vii. Background Color: Custom
    1. Set the Color to Black or a color that the png file will be easy to be displayed
  - viii. Resize the Button accordingly



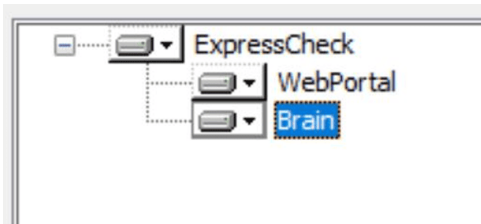
2. Goto Panel > Open Panel
  - i. Locate Order Entry Panel
  - ii. Resize buttons to fit additional button to screen or create new panel
    1. If new panel goto Panel > New Panel Grid
    2. Set Columns = 8
    3. Rows = 1
    4. Number of Buttons = 8
    5. Reszie Grid to fit bar
    6. Right Click on Grid > Fill Grid with Buttons
    7. Add all buttons that were on the POS screen
    8. Add button Custom Activity
      - a. Custom Text: CityCheers.OpenCurrentCheck
      - b. Text: Express\nCheck
      - c. Set background color to Custom
      - d. Choose Custom Color



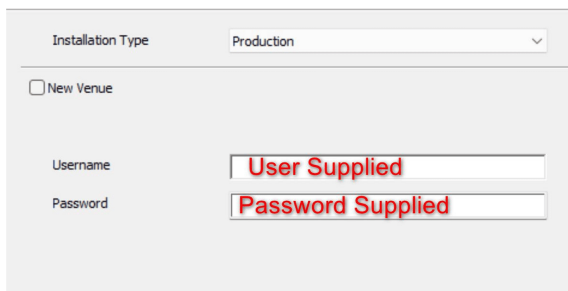
- e. Save All Panels

### 3 Installing ExpressCheck & CityCheers Plugin for Aloha

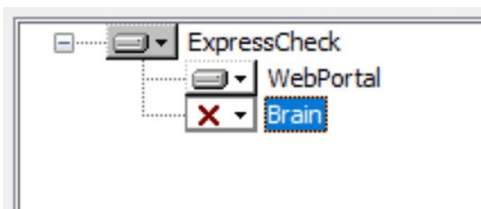
1. Install Aloha.CityCheersSetup.msi On Aloha File Server
  - a. Confirm C:\BootDrv\Aloha\EXTDATA\CityCheers is there and files are within the folder
2. If Closed Refresh Data for everything to be pushed for current day
  - a. Go to Utilities > POS > Refresh POS Data
    - i. Automatically Restart POS Terminals
    - ii. Terminals will Sync with Ral and register the plugin on both the FOH and BOH
3. Install ExpressCheck.exe
  - a. Download ExpressCheck Installer ExpressCheck.exe
  - b. If Windows 10 run as Administrator
    - i. On Aloha File Server Expand ExpressCheck



- ii. Choose Workstation & Brain
- iii. Click Next
- iv. Enter User Name and Password Supplied by CityCheers Team

A screenshot of the ExpressCheck installer's 'Installation Type' screen. At the top, 'Installation Type' is set to 'Production'. Below that, there is a checkbox for 'New Venue' which is unchecked. Underneath, there are two input fields: 'Username' with the text 'User Supplied' and 'Password' with the text 'Password Supplied'.

- iv. Follow the Prompts until Completion of Install
  - v. Portal will Launch go ahead and use the same User Name and Password Supplied to login the portal.
- c. On Terminals Use Administrator Account and run as admin



- i. Install Only WebPortal
- ii. Enter User Name and Password
- lii. Follow the prompts until Completion of Install
- vi. Portal will Launch again and use the same User Name and Password for Portal Login