ExpressCheck Installation Guide - Dinerware

Version 2.01 – November 06, 2025

1 Prerequisites

The following are the prerequisites for installing ExpressCheck:

- Active **Clover POS** system with admin access to the Clover Dashboard
- Internet connection on all terminals
- ExpressCheck credentials provided by CityCheers Support
- A supported Windows device for the ExpressCheck integration utility (if applicable)
- API access permissions for the merchant account

2 POS Configuration – Pre Installation

The following section describes the changes required in Dinerware configuration before installing ExpressCheck.

2.1 Create ExpressCheck User

A user should be created or an existing user chosen for use by ExpressCheck. The user must have the following security settings:

- Transfer Tickets to Self
- Transfer Tickets to Others
- Do Walk Outs
- Do Discounts
- Override Locks
- Void Tickets and Items
- Void Transactions
- Change Tax
- All Users Tickets
- Split Ticket

2.2 Tender/Media

There is no requirement to create a Tender/Media type. The value specified in the “Global Settings” is what will be shown on the ticket when the transaction is done. The tip will be posted as “tip”.

2.3 Create Service Charge Item

- Create new menu item and set Item Name to “expck reward club fee”.
- Set unique price box to ‘$0.75’ and the default quantity set to ‘1’.
- Click “Save as New Item”.

2.4 Discount Configuration

In order for discounts to be computed correctly, all discounts in the POS system must be examined to make sure they do not include the EC service charge item created in the previous step, included in the computed discount total. If the discount is applied to the EC fee, it will be included in the ticket with a lower due amount than the actual amount being paid, causing tickets to not close properly. The best way to configure this is to create an item group for “service charges” and put the EC fee into this group. Then in the discounts, include all groups, except the service charge.

3 Configuration Settings

Configuration Setting	Suggested Default	Value
ExpressCheck Username	ExpressCheck	
ExpressCheck User ID		
Server Host	127.0.0.1	
Server Port		
Max Message Size	20000000	
ExpresCheck TenderName	ExpressCheck	
EC Fee Name	ExpressCheck Fee	
EC Reward Name	ExpressReward	
EC Gift Name	ExpressCheck Gift	
EC Gift Card Name	ExpressCheck Gift Card	

4 POS Configuration – Post Installation

After the ExpressCheck software is installed on the Dinerware Brain computer, complete the following steps:

4.1 Install ExpressCheck Software

On your back-office system, run the installer and select Clover as POS Type.

- Run the ExpressCheck installer on the server.
- Accept the license terms, click Next, and select Complete Install.
- When prompted for venue credentials, enter the username and password provided by CityCheers Support.
- Select Production mode for live sites.

4.2 Configure ExpressCheck Brain Connection

Open ExpressCheck Settings Utility and log in using the Clover API key created earlier.

- Open ExpressCheck Settings Utility.
- Under POS Type, choose Dinerware.
- Enter the Interface User name and password created in Dinerware Setup.
- Specify the tender, fee, and reward names as defined in Pre-Installation.
- Verify the connection test passes.

4.3 Install ExpressCheck on Remaining Terminals

Match the Tender, Reward, and Fee names to your POS entries.

- Repeat the software installation on each terminal that will use ExpressCheck.
- Skip the Brain installation step (these act as clients).
- Confirm each terminal launches and communicates with the Brain.

4.4 Verify System Operation

Test the link between ExpressCheck and Clover; ensure the integration passes authentication.

- Perform a test transaction using ExpressCheck from a terminal.
- Ensure the check appears in the ExpressCheck portal and closes properly in the POS.
- If successful, the installation is complete.